



Commission scolaire English-Montréal

English Montreal School Board

COMPLETING THE GOVERNING BOARD ANNUAL REPORT

Members

Please list each member of the governing board and identify the group each member represents, e.g., parents, teachers, other staff, daycare, students, community, socio-economic, etc.

Attendance Record

This is optional but will provide information to the school community that could assist them in the election or selection of members to sit on the governing board.

Number of Meetings Held

Identify the number of regular and special meetings held during the year.

Activities, Programs, Services & Issues /Actions Taken

List the major topics by month that were dealt with and the associated actions taken.

Sub-Committees and their Mandates

If your governing board established sub-committees to look at issues and make recommendations, please identify.

Informing the School Community

The school community includes parents, staff and sometimes the larger community. Briefly describe the method(s) used, e.g, newsletters, notices, etc.

Recommendations

Please indicate any recommendations for next year's governing board in terms of actions to be taken, issues to be addressed, method of operation, etc. You may wish to identify specific measures you would like the school board to take which would assist the functioning of the governing board.

Chairperson's Message

This is optional but might include observations about the general assembly, the accomplishments, the challenges, the general functioning of the governing board, etc.

**GOVERNING BOARD ANNUAL REPORT
2024 / 2025**

School:	Dunrae Gardens
Principal:	Despina Michakis

Governing Board members and meeting attendance breakdown

NAME	POSITION/ GROUP REPRESENTED	MEETINGS ATTENDED												TOTAL	
		1	2	3	4	5	6	7	8	9	10	11	12		
Bertin Bateng Tchoukwa	Teaching Staff	X	X	X											3
Noémie Battista	Treasurer/Teaching Staff	X	X	X	X	X	X								6
Alison Beck	Chair/Parent Representative	X	X	X	X	X	X								6
Melanie Carreira	Parent Representative - substitute	X	X	X	X	X	X								6
Kelly Chatzis	Parent Representative	X	X	X	X	X	X								6
Vanessa Contenta	Parent Representative	X	X	X	X		X								5
Daniel Gervais	Parent Representative	X	X	X	X	X	X								6
Amel Hadjoudj	Teaching Staff	X				X	X								3
Emmanuel Koinoglu	Parent Representative - substitute														0
Mary Kyres	Parent Representative	X	X	X	X	X	X								6
Tina Lanni	Daycare Representative	X	X	X	X	X	X								6
Méïissane Mathieu	Teaching Staff	X	X	X	X		X								5
Despina Michakis	Principal	X	X	X	X	X	X								6
Éric Pauzé	Teaching Staff	X	X	X	X	X	X								6
Lena Stuart	Parent Representative	X	X	X	X		X								5
Diana Theophilopoulos	Secretary/Parent Representative	X	X	X	X	X	X								6
Total Regular Meetings		6		Total Special Meetings						0					

Activities, Programs, Services & Issues and Actions Taken
Governing Board Resolutions Discussed

Activities, Programs, Services and Issues	Actions Taken
September	
Annual General Meeting of the Governing Board	Parent Representatives were elected to the Governing Board
	A representative and alternate representative to the EMSB Parents Committee were appointed
	The PPO was constituted
	The DGFA was constituted
October	
First Governing Board Meeting	Appointment of the Governing Board Executive
	Appointment of Committee Chairs and of the Chair of the PPO
	Motions were passed for field trips, cultural artists, enrichment and support programs, thematic dress down days
	DGFA fundraising requests were approved
November	
Second Governing Board Meeting	Adopted Governing Board Rules of Internal Management
	Adopted a motion to increase the Representation Fund Budget
	Adopted a motion to allow for the collection of food and other goods to be donated to Sun Youth
	DGFA fundraising requests were approved
December	
January	
Third Governing Board Meeting	Adoption of the 2024-2025 School Budget
	Adoption of the 2024-2024 Anti-Bullying Anti-Violence Action Plan
	Decision to send parents a survey regarding proposed modifications to the school's uniform
	Adoption of the Education Project Action Plan 2024-2028*
	Approval of the school photographer (Green Apple) for the 2025-2026 academic year
	Discussion of various concerns brought forward by the PPO
February	
March	

April	
Fourth Governing Board Meeting	Further to the input received from parents about the school's uniform, adopted a motion to request that the school's uniform supplier (Top Marks) replace certain items that are sold as part of the uniform
	Approved Budget Building Process 2025-2026 documents outlining budgetary priorities
	DGFA fundraising requests were approved
	Discussion of concerns brought forward by the PPO
Fifth Governing Board Meeting	Approval of early closure for BASE Daycare on the day of the Dunrae Gardens Fun Fair
	Approval of Earth Day Dress Down Day
	Approval of modifications to the school uniform*
	Approval of small modifications to the Code of Conduct to reflect modifications which were approved to the uniform
	Approval of Enrichment Programs and of the uFli reading program
	Approval of school lunch provider (Merenda) for the 2025-2026 academic year
	Approval of school agenda provider (Laurentian) for the 2025-2026 academic year
	Approval of various fundraisers
May	
June	
Sixth Governing Board Meeting	Approval of School Sees for 2025-2026 academic year
	Approval of various fundraisers for 2024-2025 and for 2025-2026 academic years

*indicates E-mailed resolution read into that month's meeting

Sub-Committees and their mandates

Marketing Committee:

- Mandate:
 - Elevate the image and perception of Dunrae Gardens by showcasing the strengths of the school in an effort to curb declining enrolment.
- Objectives:
 - To develop a multi-year promotional campaign (define the brand, brand awareness)
 - To prepare an annual communication calendar
 - To increase visibility through communications (local media advertising, website, social media)
 - To prepare communications/marketing material

- To assist in the advertising of the annual Open House

Schoolyard Beautification Committee

- Mandate:
 - To beautify the schoolyard of Dunrae Gardens for the benefit of the students, employees and the community at large
- Objectives:
 - To propose initiatives intended to enhance the schoolyard for the enjoyment of the students and employees of Dunrae Garden and of the community as a whole.

Informing the School Community

The Principal sends out frequent communications (e.g., monthly newsletters and timely notices and reminders) to the school community and includes relevant points with respect to the Governing Board, including but not limited to meeting dates and times, and information about initiatives and activities approved by the Governing Board.

Furthermore, information about Open Houses were broadly shared to the wider community through various means.

Finally, a significant number of posts were made on social media, in English and in French, highlighting activities undertaken by and at Dunrae Gardens.

Recommendations

Chairperson’s message

As I reflect on the 2024-2025 Academic Year at Dunrae Gardens, I have nothing but positive things to say.

The past year on the Governing Board and at the school itself was constructive, thanks to the unwavering dedication of our teachers, administration and staff, members of the Governing Board, the Dunrae Gardens Family Association, students, families and the EMSB. All have worked together diligently to ensure that our school community is strong and supports the needs of students.

Adopted by the Governing Board on:

September 2025

Principal

Governing Board Chair