

## **ANNUAL REPORTS**

### **Background**

The Division is required by the Ministry of Education to produce an annual report. This provides a means by which the Division can provide an update of division operations to the public.

### **Procedures**

1. An Annual Report shall be produced, in accordance with guidelines provided by the Ministry of Education, to provide information to the public on progress towards achieving the goals and results identified in the Provincial Education Plan as well as the division's Strategic Plan. The report outlines activities and accomplishments of the school division and provides fiscal year audited financial statements.
2. The Annual Report shall be a foundation document in updating the Strategic Plan and in identifying strategies for improvements.
3. The Director shall ensure that an Annual Report is prepared for Board approval and submitted to the Minister of Education for tabling in the Saskatchewan Legislature Library.
4. The Annual Report shall be made available to the public on the Division website, within the timeframe determined by the Ministry of Education.

Reference: Section 283 Education Act  
Section 13 The Executive Government Administration Act

Updated: December 2015, April 2018, November 2018, October 2022