



Archdiocese of Dublin  
EDUCATION SECRETARIAT

# **Boards of Management**

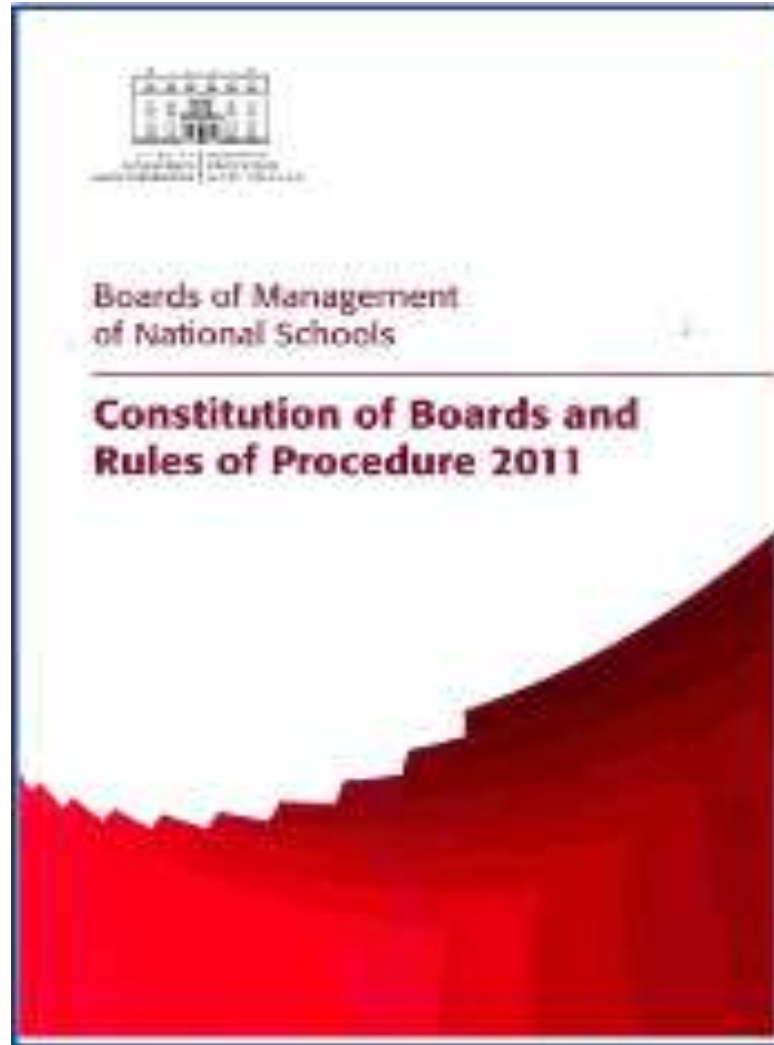
## **A Framework for Good Practice**

### **2012**

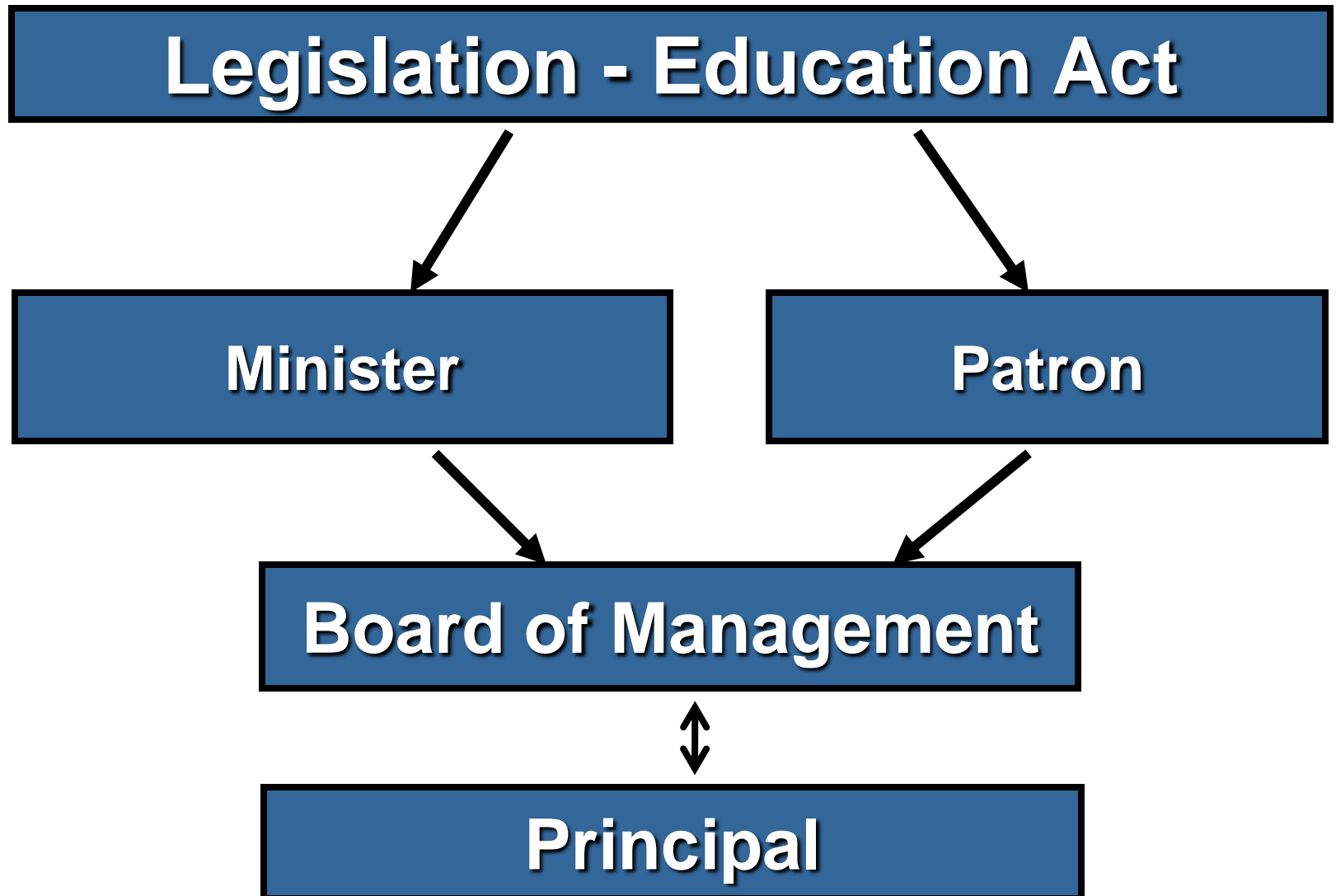
# Agenda

- Composition of Board
- Ethos – Catholic schools
- Role and responsibilities of Chairperson
- Duties of BoM
- Divesting – update
- Questions and Answers

# Constitution of Boards and Rules of Procedure, DES, 2011



# Overview



# Composition of BoM

## **Schools with more than one teacher:**

- 2 direct nominees of the Patron/Patron body
- 2 parents of the children enrolled in the school (*one mother, one father*)
- The principal teacher
- One other teacher on the staff of the school, elected by vote of the teaching staff
- 2 extra members proposed by the six above

# Board as Corporate Body

“Collection of persons which, in the eyes of the law, has its own legal existence (and rights and duties) separate from those of the persons who form it from time to time.”

- All 8 members of the Board, once appointed, act together as a unit
- Individuals do not act as representatives of various groups within the Board ...
- Word is now “nominee”

# Indemnity

Section 14 (7) of the Education Act states that:

“No action shall lie against a member of a Board in respect of anything done by that member in good faith and in pursuance of this Act or any regulation made by the Minister under this Act.”

# Functions of the BoM

- Manage the school – provide an appropriate education for each student
- Act in accordance with legislation & policy
- Uphold ethos/characteristic spirit of your Catholic primary school
- Consult & inform Patron/trustees
- Publish policies
- Be accountable (S.18, Education Act)



# Deed of Variation

- In 1997, all school Patrons and the Minister for Education – after consultation with the INTO and with the Parents' Council – agreed a new document for the management of schools: a **Deed of Variation**, which provides that the school will be managed in accordance with the rules laid down by the Minister of Education and in accordance with the ethos of the individual school.
- Part of the Deed of Variation is an appendix, called a ***Schedule*** which is a statement outlining the type and ethos of the school.

# Schedule for Catholic Schools

- A Roman Catholic school aims at promoting the full and harmonious development of all aspects of the pupil – intellectual, physical, cultural, moral and spiritual including a relationship with God and others
- School models and promotes a philosophy of life inspired by belief in God and in the life, death and resurrection of Jesus Christ
- It provides RE in accordance with doctrines, practices and tradition of the Catholic Church and promotes the formation of the pupils in the Catholic faith

# Chairperson

- Appointed by Patron
  - No direct relationship to any other Board member/staff member
  - Principal not eligible to be chair
- No provision for Deputy Chair
- In absence of Chair from meeting, BoM elects Acting Chair to preside at meeting
- Patron appoints Acting Chair for prolonged absence of Chairperson

# Duties of Chairperson ...

- Convene meetings
- Prepare agenda in collaboration ...
- Chair meetings
- Actions between meetings - reported to BOM at subsequent meeting
- Correspondent with DES & others
- Recruitment of all staff
- Capital projects with trustee approval
- Declarations/Forms/Agreements/cheques
- Communication with school community

# Responsibilities

- Secretary – Principal C. 79/07
  - If principal does not act as secretary, then another member of Board is appointed as recording secretary (no payment)
- Treasurer
- Maintenance
- Safety Officer
- Employment Officer - National Wage Agreement
- Sub-committees – Finance, Research, Building

# Meetings

- Validly convened -7 days notice (email option)
- Frequency
- Set dates at beginning of the year
- Quorum
- Voting?
- First meeting – Information sheet

# Agenda for meeting

- Opening prayer
- Minutes
- Correspondence
- Principal's Report
  - Child Protection Report
  - Health and Safety
- Treasurer's Report
- Policies for development / implementation/ review
- AOB
- Agreed report – confidentiality

# Confidentiality

- Board Members:

- are not delegates of their electorates
- don't take instruction on how to vote
- have no obligation to report back to electors

- Penalties:

Breach of Confidentiality - Requirement (8a)  
*Constitution of Boards and Rules of Procedure*

- Under Education Act Section S.16.1(a), Patron may remove a Board member from office for good and valid reason.

- **Personnel, Financial, Personal** matters should be treated as strictly confidential unless BOM decides otherwise.



# **Duties of Board of Management**

# Policies

## S.15.2(d) Education Act

- Enrolment/Admissions Policy – Diocesan Policy

## S.23 Education Welfare Act

- Code of Behaviour – NEWB Guidelines
- Child Protection Policy – DES Guidelines, Circulars
- Special Needs Policy
- Health and Safety Statement
- Other ...

(Information Booklet, Website, Newsletter)

# Child Protection

## ■ Circular 65/2011

- All schools are required to formally adopt and implement without modification, the *Child Protection Procedures for Primary and Post-Primary Schools*, DES, 2011
- Display the name of the DLP in a prominent position
- All schools must fully implement the Stay Safe Programme
- Report at each BoM meeting
- Appendix 1: Policy Template
- Appendix 2: Checklist for Annual Review

## ■ Circular 63/2010: Vetting

- Teachers, Ancillary staff, Volunteers - Vetting, Statutory Declaration, Form of Undertaking  
(Handout - [www.education.dublindiocese.ie](http://www.education.dublindiocese.ie) – BoM section)

# Health & Safety Obligations

- Safe Working Environment
- Safety Statement
- Statement should reference procedures re Bullying in the Workplace
- Appoint Safety Officer
- Local branch of H & S Authority helpful  
[www.hsa.ie](http://www.hsa.ie)

## **Finance**

A board shall keep all proper and usual accounts and records of all monies received by it or expenditure of such monies incurred by it and shall ensure that in each year all such accounts are properly audited or certified in accordance with best accounting practice.

Education Act, S.18(1)

# Accounts

- Need to be certified once a year – *Statement of Receipts and Payments* for each academic year ([www.education.dublindiocese.ie](http://www.education.dublindiocese.ie))
- Send to Patron – Education Secretariat
- Copy for inspection by Minister, Trustees, parents
- Audit may be conducted by DES or Comptroller and Auditor General's Office
- Board may not go into an Overdraft situation

# Accounts

- Different Financial Packages available:
  - Presentation Sisters, DES website
- Treasurer's Report: present up-to date statement of accounts at Board meeting
- Capitation Grant: running costs - draw down money from it, leaving a total each month
- School Secretary could update between meetings

# Building Projects

- Board applies to DES for capital works projects
- Planning & Building Section, DES decides grant (usually 4 classrooms or less for Devolved Grant)
- Extension: Local Contribution-10% or €31,500
- Parish Priest acting for St. Laurence O'Toole Trust (that owns the land) signs, not the Chairperson



# Appointments

- Principal Vacancy: Notify Education Secretariat
- Notify teacher vacancies - Panel
- Procedures: Appendix D
- Approval from Patron for P.O., Teacher, SNA
- Establish Seniority listing
- Records kept for a minimum of 18 months
- Contract for each employee

# Selection Interviewing Board

Selection Interviewing Board must be legally constituted:

- **Principal:** 2 Independent Assessors appointed by the Patron following consultation with the Chairperson
  - **Posts of Responsibility:** 1 Independent Assessor appointed by Board from approved Patron/INTO list (Cir.07/03; marking scheme Cir.28/2011)
  - **Teacher:** 1 \*Independent Assessor – nominated by BoM for approval of Patron
  - **SNA:** 1 \*Independent Assessor nominated by BoM for approval of Patron
- \* (submit 2 names to Education Secretariat - experience in interviewing, interest in education, must be seen as being independent, no connection with school)

# Parents

- BOM has an obligation to liaise with PA
- PA can raise money to run its association
- PA needs BOM approval to raise money for school projects
- Expenditure by Board in consultation with PA

Education Act, S.26

# Procedures agreed between Management and INTO

- Parental Complaints
- Dealing with Workplace Bullying and Harassment
- Addressing Staff Relations Difficulties
- Grievance Procedure  
*[under review]*

# School Plan

A board shall make arrangements for the preparation ... circulation ...following consultation ...of the **school plan**....

Education Act, S. 21 (1), (2), (3), (4)

# School Plan

Circular 56/2011  
Literacy  
and  
Numeracy

## Contents

**General School Details....**

**Vision and Aims.....**

**Organisational Policies....**

**Curriculum Plans.....**

**Procedures & Practices...**

**Development Section.....**

# Relevant Legislation and Rules

- Education Act 1998
- Education (Misc. Provisions) Act 2007
- *Education Amendment Bill, 2012*
- Education (Welfare) Act 2000
- Teaching Council Act 2001
- Rules for National Schools / DES Circulars
- Disability Act 2005
- Ed. for Persons with Sp. Ed. Needs Act 2004
- Terms of Employment (Information) Act 1994
- Safety, Health and Welfare at Work Act, 2005, 2007

# Relevant Legislation and Rules

- Employment Equality Acts 1998 and 2004
- Equal Status Acts 2000 and 2004
- Organisation of Working Time Act 1997
- Data Protection Acts 1988 and 2003
- Unfair Dismissals Acts 1977-93
- Payment of Wages Act 1991
- Prot. of Employees (Part-time Work) Act, 2001
- Prot. of Employees (Fixed-Term Work) Act 2003
- Children's Act 2001



# **Divesting – an update**

- Forum on Patronage and Pluralism
  - Advisory Group – Report due end January
  - Provision for choice
- 
- History: DES Report July 2010 named areas
  - Catholic Schools Partnership (CSP) Process

# 2006 Census

- 170 Towns with 1,500 + population
    - 13 in Archdiocese of Dublin
  - DES applied 4 Criteria
    - Population 5,000 – 20,000
    - Growth < 20% between 2002 – 2006
    - At least 3 schools
    - Schools mainly Catholic
- 43 Towns satisfied criteria (8 in AD)

# Areas in Archdiocese

Arklow

Celbridge

Leixlip

Malahide

Maynooth

Portmarnock

Skerries

Wicklow

## **+ City Areas**

Dublin 4

Dublin 6 & 8

Portmarnock/Malahide

Whitehall

## **Next Steps for Schools**

- CSP developing a Process of Articulation
- Process has 8 steps
- 1: At request of Patron BOM launches process.
- 2: PO, Chair, PA Rep & Sch. Facilitator complete evaluation document.
- 3-8: Shared reflection on what is the characteristic spirit of your school.

# **Key Characteristics of Catholic School**

1. We are called to be followers of Christ
2. Catholic understanding of Education
3. The school is a Christian Community
4. School is an agent of personal growth and social transformation
5. Religious Education is an integral part of the life of the school

8 Indicators for each

# Reorganisation

- Questionnaire for parents re diversity
- Reorganisation of three schools into two + one.
- Issues for Teachers and staffs
- 11 areas in Archdiocese of Dublin to be addressed when DES report is issued

# Contact

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