



**Presentation to Educate
Together Meeting 2012**



Characteristics of a Community/ Comprehensive School

- Local autonomy/partnership
- Comprehensive Curriculum
- Co-educational
- Multi-denominational
- Community Dimension – Community Education
- Deed of Trust/Articles of Management
- State Indemnity



What is ACCS?

Association of Community and Comprehensive Schools

- School Management Association
- 93 Boards of Management
- 60,000 students approx.
- Community Schools (79)
- Comprehensive Schools (14)
- Full-time secretariat (5)
- Company Limited by Guarantee
- Charitable status from Revenue
- Schools pay annual subscription + DES assistance



ACCS shall...

- Facilitate & assist members of BoM's in execution of their responsibilities
- Act as representative & negotiating body on behalf of the member Boards or, on request, of individual Boards
- Co-operate with or enter agreements with other bodies having similar objectives
- Apply the funds of ACCS in carrying out these objectives and in defraying the expenses of management & administration



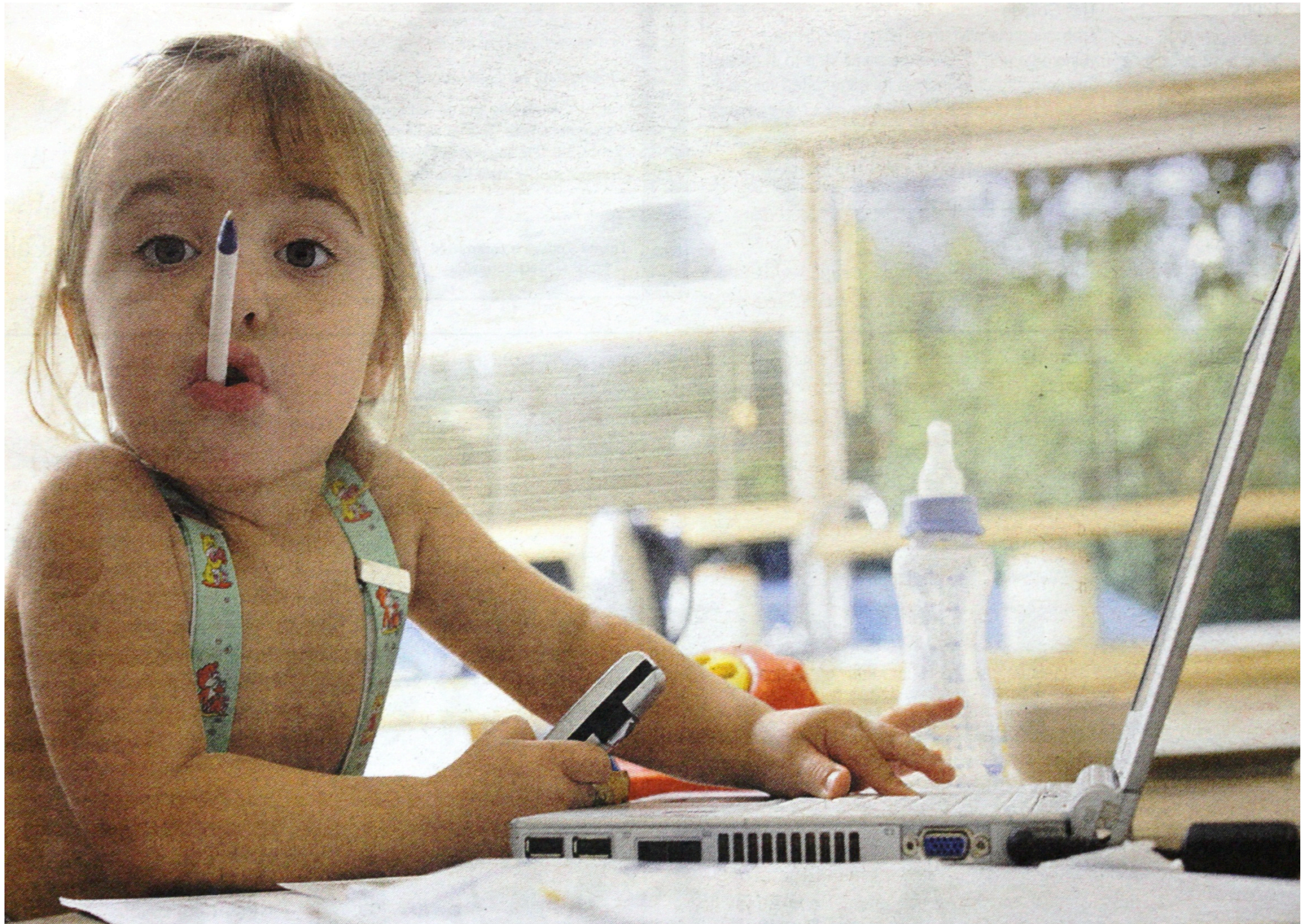
How ACCS operates

- Constitution: Memorandum & Articles of Association
- Annual Convention: elections & motions
- Elected Executive reflecting BOM membership
- Fulltime Secretariat
- Sub-committee structures
- Task Groups
- Executive policy guides ACCS
- Representative capacity e.g. TCC, TC etc. DES committees



Communications

- Newsletter
- ACCS/Info. Bulletins
- Tagairt
- Website: www.accs.ie
- Annual Convention
- Regional meetings
- Special Convention/Seminars
- ACCS CPD Programme
- Telephone & Written communication





How the Board of Management works

Management in
Practice



Management

Three strands of Management

- Trustees/Patron
- Board of Management
- Executive



Trustees/Patron to Date

- **Religious order(s) and/or local Bishop, Local VEC (Community Schools)**
- **Local Bishop and the Minister (Comprehensives)**
- **Role of Trustees/Patron:**
 - Vested owners of land and property
 - Appointment of BoM
 - Characteristic spirit/ethos of school
 - Ensure that policy conforms to school ethos
 - Nomination of members of the Selection Committee for staff appointments and promotions.
- **National Trustee Forum**



Board of Management

- The authority in the school
- Ensure the educational needs of pupils are met
- School ethos
- Implementation of legislation
- The employer of staff
- School finances
- School Plan and Policy formulation
- Final authority on school discipline
- Management of school assets and property
- Accountable to the Trustees and DES



Community School BoM

- Religious Order/Diocesan nominees (3)
- Local VEC nominees (3)
- Parent nominees (2 elected)
- Teacher nominees (2 elected)
- Principal (non voting member and Secretary)
- Corporate responsibility –
 nominees – not representatives
- 3 year term of office



Comprehensive School BoM

- Bishop of Diocese nominees – **2**
- VEC Nominee – **1**
- Chief Executive Officer – **1**
- Parent nominees – **2 elected** (Male and Female)
- Teacher nominees – **2 elected**
- One other may be co-opted
- Principal will normally attend all meetings
- Secretary – CEO or Principal
- Corporate responsibility –
nominees – not representatives
- Term of Office – 5 years



Operation of BOM

- Elect Chairperson each year – open to all members
- Agree standing orders
- Notice of meetings, circulation of information
- Formation of subcommittees
- Minutes
- Confidentiality
- Reporting back to nominating bodies
- Record keeping



The Executive

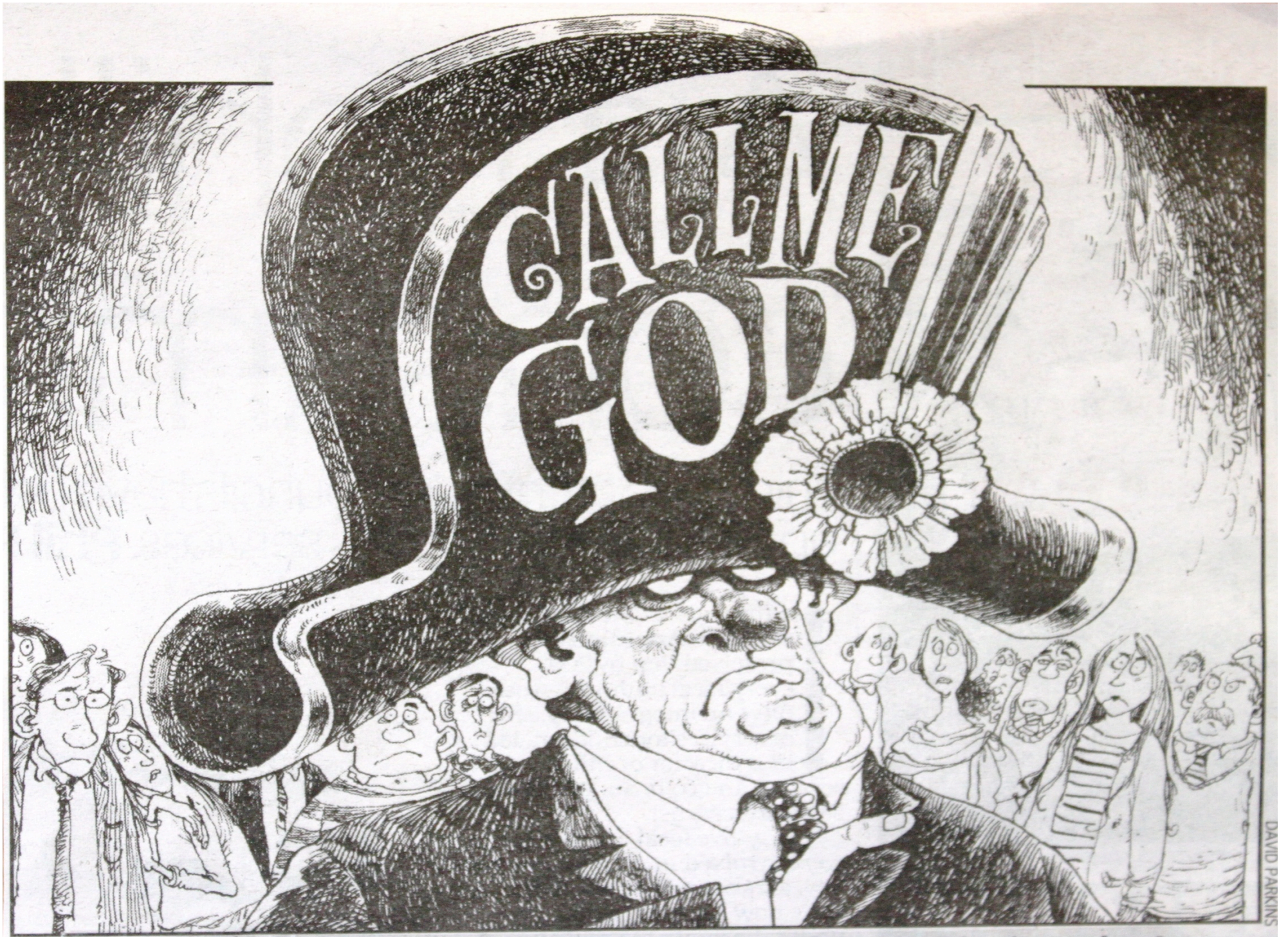
Principal, D. Principal, Middle Management, Staff

- Accountable to BoM
- Day to Day Management of the school
 - Curriculum and organisation
 - Behaviour – Staff & Students
 - Finance, Maintenance etc
- Professional advice and guidance to BoM
- Formulation of policy for consideration by BoM



Role of the Principal

- Secretary to the Board
- Professional advisor to the Board
- Professional manager of the school





Partnership Model

Board

- Support the Principal
- Question decisions when necessary
- Trust the Principal to do the job

Principal

- Recognise Authority
- Provide information willingly
- Earn the trust of the Board



Major recurring tasks of BoM

- Employment of Staff
- Enrolment of students
- Curriculum and organisation - WSE
- Student & Staff Morale
- Financial control
- Industrial relations (conditions of work, complaints procedures, appeals etc.)
- Discipline – suspension, expulsion
- Section 29 appeals etc.



Policy Formulation 1

Core Policies required

- Admissions/Enrolment
- Code of Behaviour
- Suspension and Expulsion
- Child Protection
- Health and Safety
- Special Needs
- ICT Use & Management
- Data Management etc.
- Others.....



Child Protection

- Child Protection Procedures published by DES
- Procedures must be adopted by the Board.
- Appointment of DLP and Deputy DLP.
- All policies must conform to guidelines.
- Curricular Provision - SPHE, RSE.
- Propagation of the policy to staff and parents.
- Staff Training.
- Garda Vetting
- Annual Review



DES Guidelines on Managing Safety & Health

- DES, SCA and HSA have published Guidelines in 2011 specifically for Post-Primary schools
- HSA Inspectors have visited schools on unannounced visits
- The guidelines are a management tool offering guidance and practical advice and templates to help schools manage a safe and healthy environment for all in our schools



Board of Management

Pastoral Care and
Behaviour



Pastoral Care and Behaviour

- Managerial authority responsible
- Objective is to facilitate teaching and learning
- Expresses relationship between Pupils, Parents, Staff, BoM
- Essential to fulfillment of school ethos
- Promote a sense of belonging
- Need for affirmation and encouragement



Code of Behaviour

- Legal requirement on BoM
- ACCS guidelines, Tagairt (Chapter 7)
- NEWB Guidelines on Codes of Behaviour
- Prepared by Principal in consultation with all parties
- Approved by BoM
- Emphasis on positive behaviour rather than rules and sanctions
- Scope of policy (outside of school grounds/time)
- Known, available and acknowledged by all



Current Issues

- Teacher Qualifications –
- Reduction of Resources
- Literacy and Numeracy
- Junior Cycle Reform – Leaving Certificate Points system
- Regulatory Framework For School Enrolment Discussion Paper

It takes a village to raise a child





Curriculum Planning

Role of Board of Management



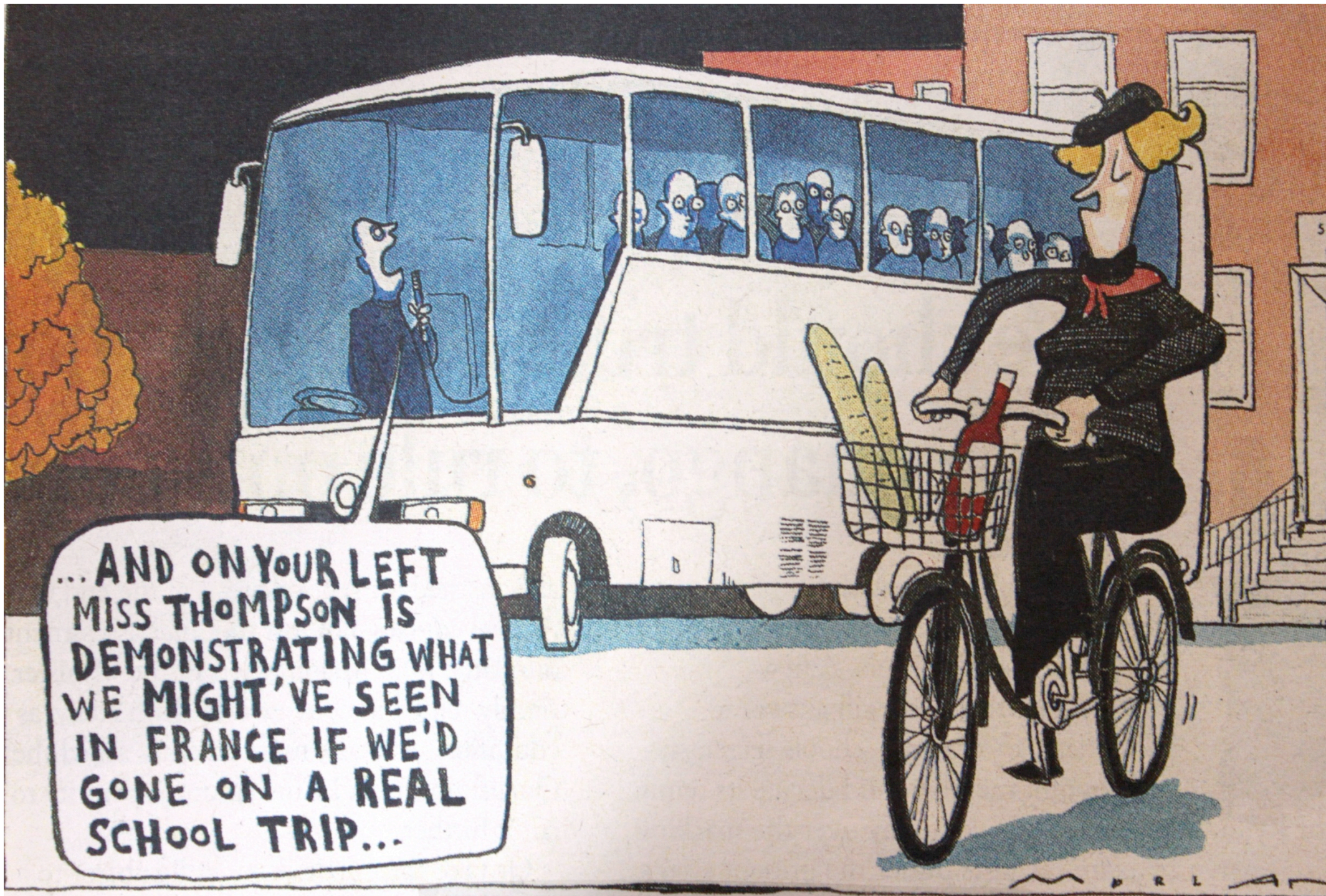
Role of Board of Management

- Consider proposals of Principal and Staff
- Ensure curriculum accords with school ethos
- School Plan – Active Role
- Carry out WSE & Inspection recommendations
- Consider representations if required



Particular Issues for Consideration

- Assessment of Pupils
- Special Educational Needs
- Class/Programme Assignments
 - Mixed ability
 - Banding
 - Streaming
- Long Term Planning
 - Buildings, Staff, Finance
- Staff Development and Training



... AND ON YOUR LEFT
MISS THOMPSON IS
DEMONSTRATING WHAT
WE MIGHT'VE SEEN
IN FRANCE IF WE'D
GONE ON A REAL
SCHOOL TRIP...

M R L A



Board of Management

Employer



Staff Management Functions

- Appointment
 - Teachers
 - Office Staff
 - Caretaking and Maintenance (Note PPP differences)
 - Other (SNA, Coaches, etc.)
- Promotion
- Staff Development and Morale
- Conditions of Work
- Industrial Relations



Selection and Appointment

- Composition of Selection Board:
 - 2 Trustee nominees, 1 VEC, CEO (or nominee), 1 Educationalist
- Applications referred with Job Spec.
- Short Listing, Short-Listing Criteria, Interviews, Order of Merit
- Appointment **by the BoM**
- Verification of Qualifications
- Letter of Appointment (subject to DES and Garda Vetting)
- Department Sanction
- Contract of Employment



Board of Management Finance

Financial &
Administrative
Guidelines



BoM Responsibilities

Administrative and Financial Guidelines – DES

- Responsible for all monies coming into the school.
- Accountable for all expenditure
- Accounting Procedures
- Records and Returns – Monthly to DES
- Finance Sub-Committee

All School accounts subject to audit by DES and by Comptroller and Auditor General



Accounting Procedures

- BoM Finance Subcommittee
- Authorising expenditure
- Bank Signatories
 - Principal + Board Member
- Separate bank accounts – only with BoM approval
- Agenda item at each Board meeting
- ACCS Continuous Professional Development

**Thanks for
Listening**

