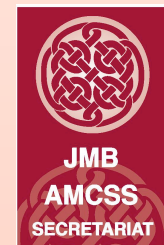


Voluntary Secondary Schools

Presentation to Educate Together Second Level Forum

Saturday 28th January 2012

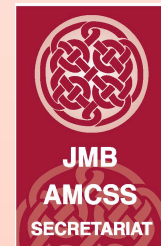
Kilmainham, Dublin



Voluntary Secondary Schools

Introduction

- **Voluntary Secondary Schools = 380**
- **Who and What is the Joint Managerial Body/Association of Management of Catholic Schools?**
- **Services of Secretariat of Secondary Schools**
- **Role of Trustees – Trust Boards**
- **Roles and Responsibilities of Boards of Management**

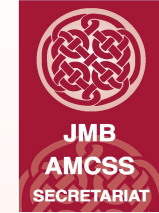


JMB/AMCSS/Secretariat



- **Association of Management of Catholic Secondary Schools: promote, represent, support Catholic Voluntary Secondary Schools**
 - National Council – 10 regions
- **Joint Managerial Body: promote, represent, support all Voluntary Secondary Schools**
(AMCSS + Irish Schoolheads Association = JMB)
- **Secretariat: professional support structure for the management of the 380 schools (180,000 pupils)**

Secretariat of Secondary Schools - Services



- **Management Support and Advice**
 - Telephone, email
 - Personal meetings
- **Industrial Relations**
 - Employment legislation
 - IR disputes resolution
- **National Negotiations**
- **JMB/AMCSS Inservice Training**
 - Management training
 - Administrative training
 - Conferences
 - On-going in-service

Secretariat of Secondary Schools - Services

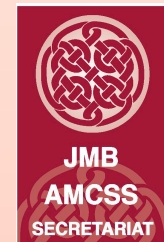
- **Policy Setting/Implementation**
- **Education Development and Research**
- **Teaching and Learning**
- **Assessment**
- **Financial Support Services Unit**
- **Liaise with other organisations – DES and other state agencies**
- **Liaise with education partners**



Secretariat of Secondary Schools - Services

CONTACTS:

- Phone
- Email: info@jmb.ie
- Website: www.jmb.ie
- Bulletins
- Electronic Alert re Bulletins
- Facebook
- Twitter



Additional Supports for Boards - National Supporting Networks

Irish Episcopal
Conference

AMCSS/JMB
Secretariat of
Secondary Schools

Catholic
Schools
Partnership

CORI

ATCS
(for Trustees)

Trustee Offices
(Education)

Voluntary Secondary Schools



**Privately Owned :
Business and
Enterprise**



**Publicly funded
(in varying degrees)**

Voluntary Secondary Schools

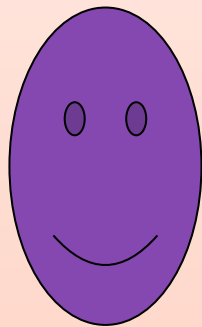


**Inspired by Characteristic
Spirit/Ethos
(Schedule 2)**

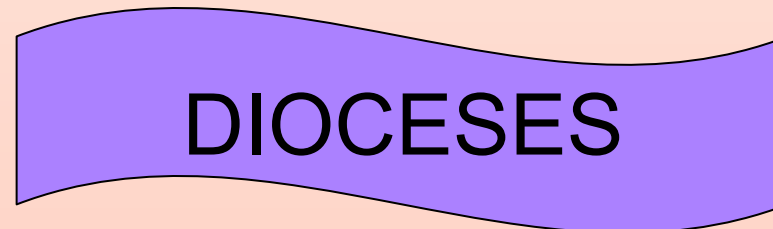
**Subject to Government
Guidelines, Legislation , Articles of
Management for Catholic Secondary
Schools**



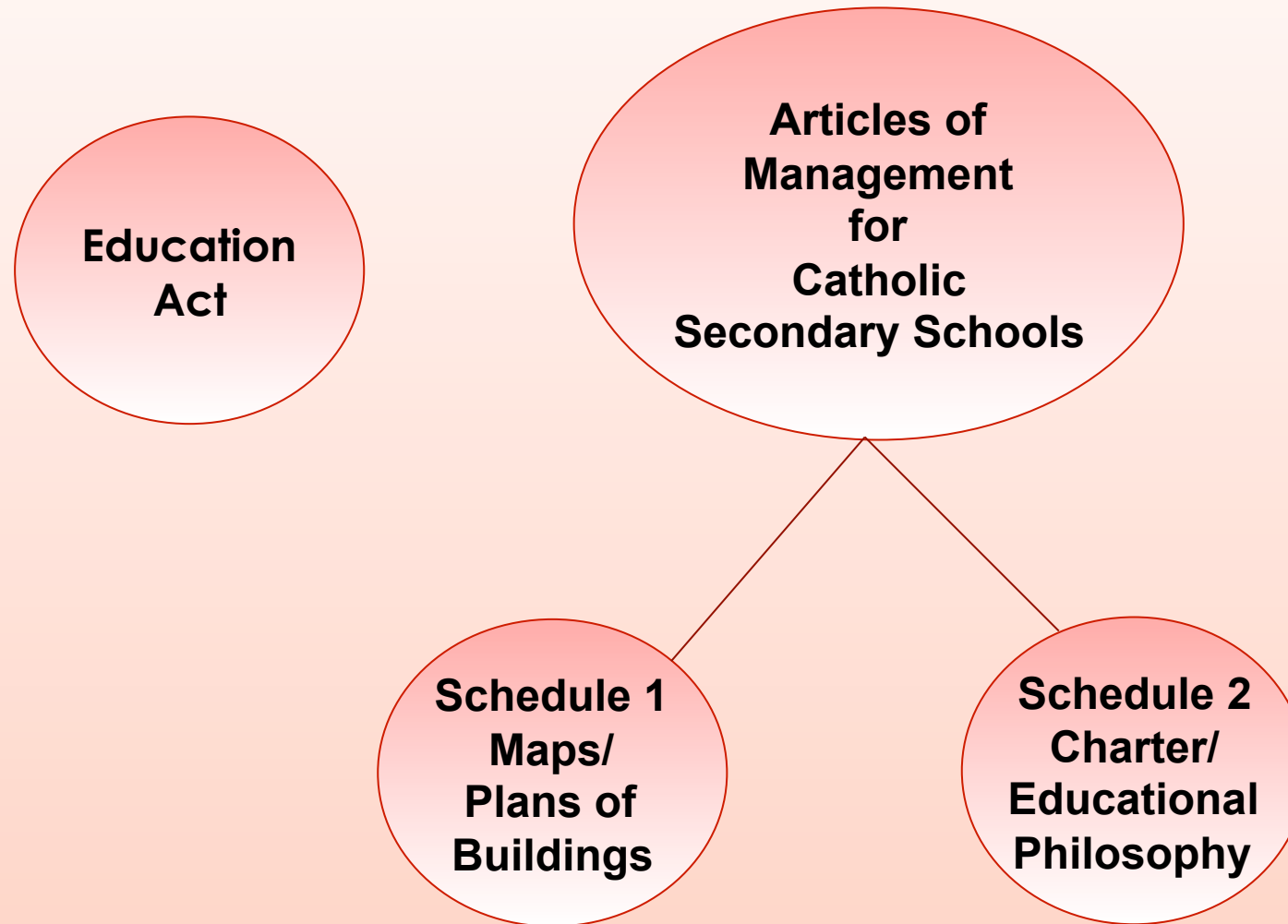
School Ownership held in TRUST



Individuals



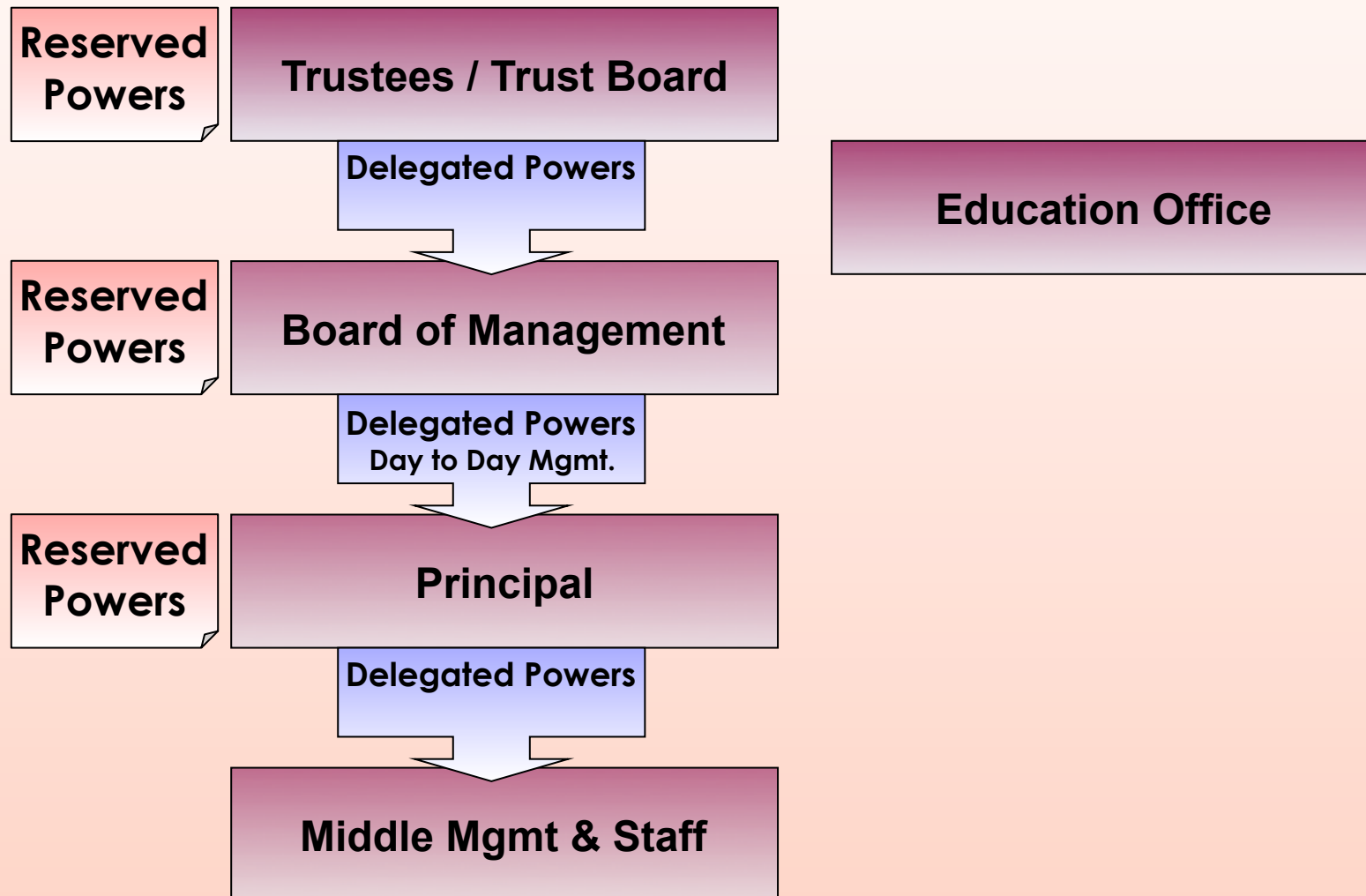
GOVERNANCE DOCUMENTS



Trustees and B.O.M.



Devolved Authority





Trustees Devolve Powers to BOM

■ Through the Articles of Management the Trustees devolve powers to the BOM...

...which undertakes responsibility for the conduct, management and financial administration of the school....

...in accordance with the ethos of the Trustees... and under their general supervision and control.

Art. 2

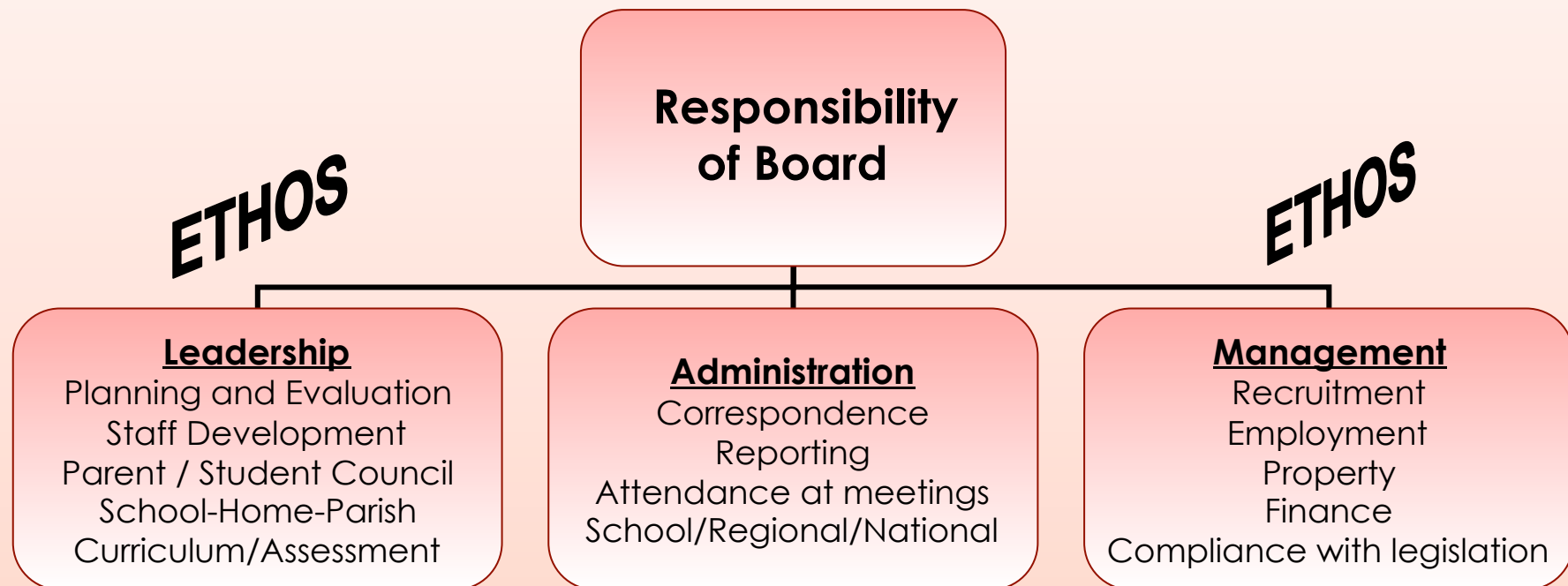


And the Education Act 1998.....

“It shall be the duty of a Board to manage the school on behalf of the Patron (Trustees) and for the benefit of the students and their parents and to provide or cause to be provided an appropriate education for each student at the school for which that Board has responsibility”

S.15(i)

B.O.M. Responsibilities



Composition of the Board

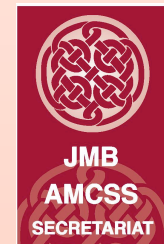
The Board consists of 8 persons, **all appointed by the Trustees.**

4 Persons Nominated by the Trustees

2 Parents Elected as Nominees by the Parents

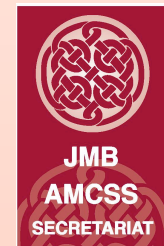
2 Teachers Elected as Nominees by the teaching staff

Chairperson is appointed by the Trustees

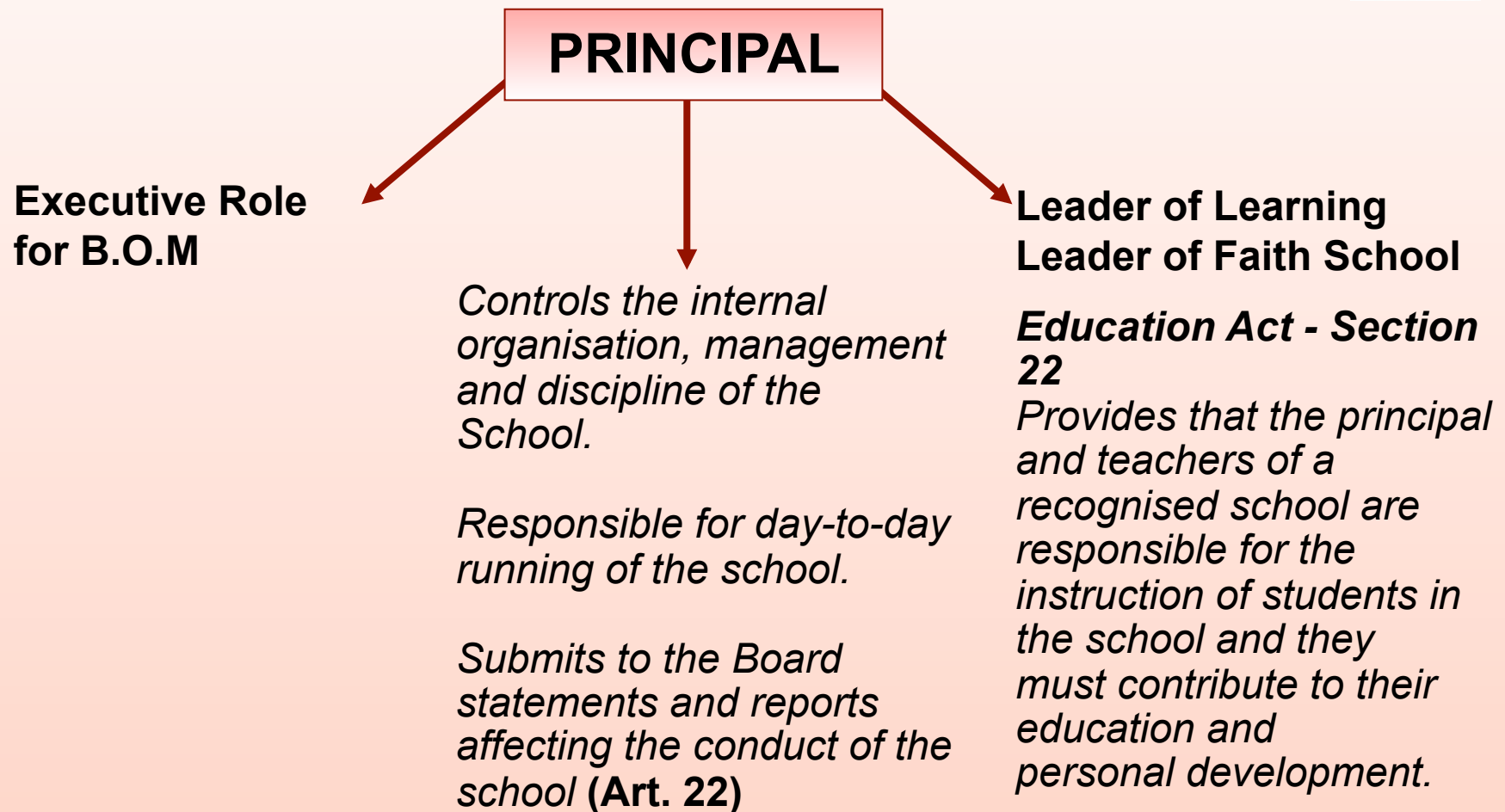
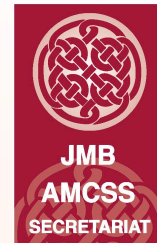



Key Roles - Board of Management

- Chairperson
- Secretary/Principal
- Recording Secretary
- Board Member
- Advisory Board of Studies
- Finance Sub-Committee
- Other Committees



Role of The Principal



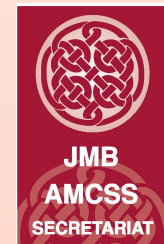


The Board must have a CP Policy

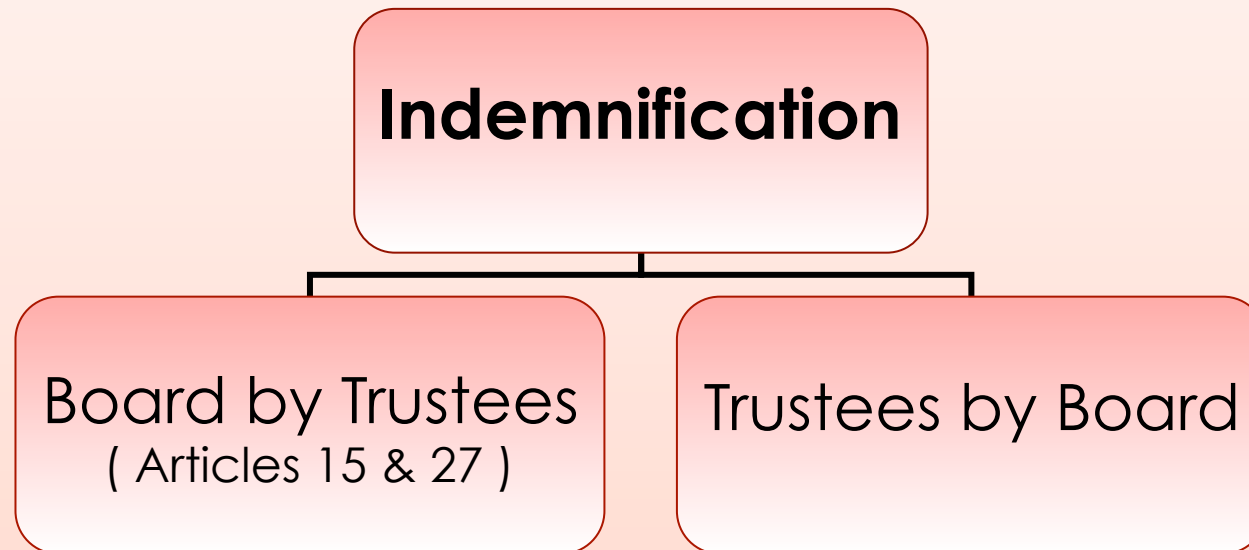
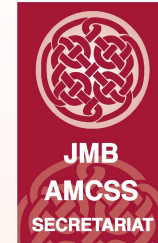
- **Adopt and implement, without modification, the Child Protection Procedures for Primary and Post Primary Schools**
- **A Child Protection Policy, incorporating the Procedures, must be developed**
- **The Policy must be made available to all school personnel and the parents' association**
- **The Policy must list policies, practices and activities relevant to child protection in the school's Child protection Policy, e.g.. School trips**
- **The Policy must state the name of DLP and DDLP**
- **DLP name must be displayed prominently near main entrance**

Key Principles for Boards of Management

- Confidentiality
- Conflict of Interest
- Corporate Body
- Criticism (None)



Liability and Protection



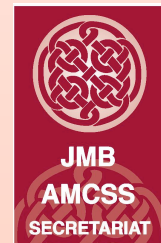
School Ethos



- Faith permeates the life of school
- Faith-based values determine its policies and practices
- The characteristic spirit and founding intention of each school informs its life

Characteristic Spirit – Ed. Act 15.2 (b) (1).

- The Board is accountable to the trustees for maintaining the characteristic spirit of the school as determined by the cultural, educational, moral, religious, social, linguistic and spiritual values and traditions which inform and are characteristic of the objectives and conduct of the school.



Planning and Evaluation

The role of the Board in leading planning and evaluation in the school includes:-

1. becoming familiar with its statutory responsibility
2. discussing the school plan
3. becoming familiar with DES models of evaluation
4. engaging in school self evaluation



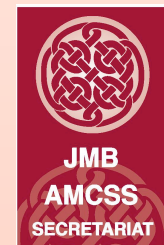
Developmental Areas-suggestions

- Teaching & Learning (incl curriculum & assessment)
- Ethos/Characteristic Spirit/Pastoral Care/Faith Development
- Policy Development/Review/Evaluation
- Capital & Environmental Development-maintenance, resources, green initiatives
- Staff development-CPD, In service, resources, supports

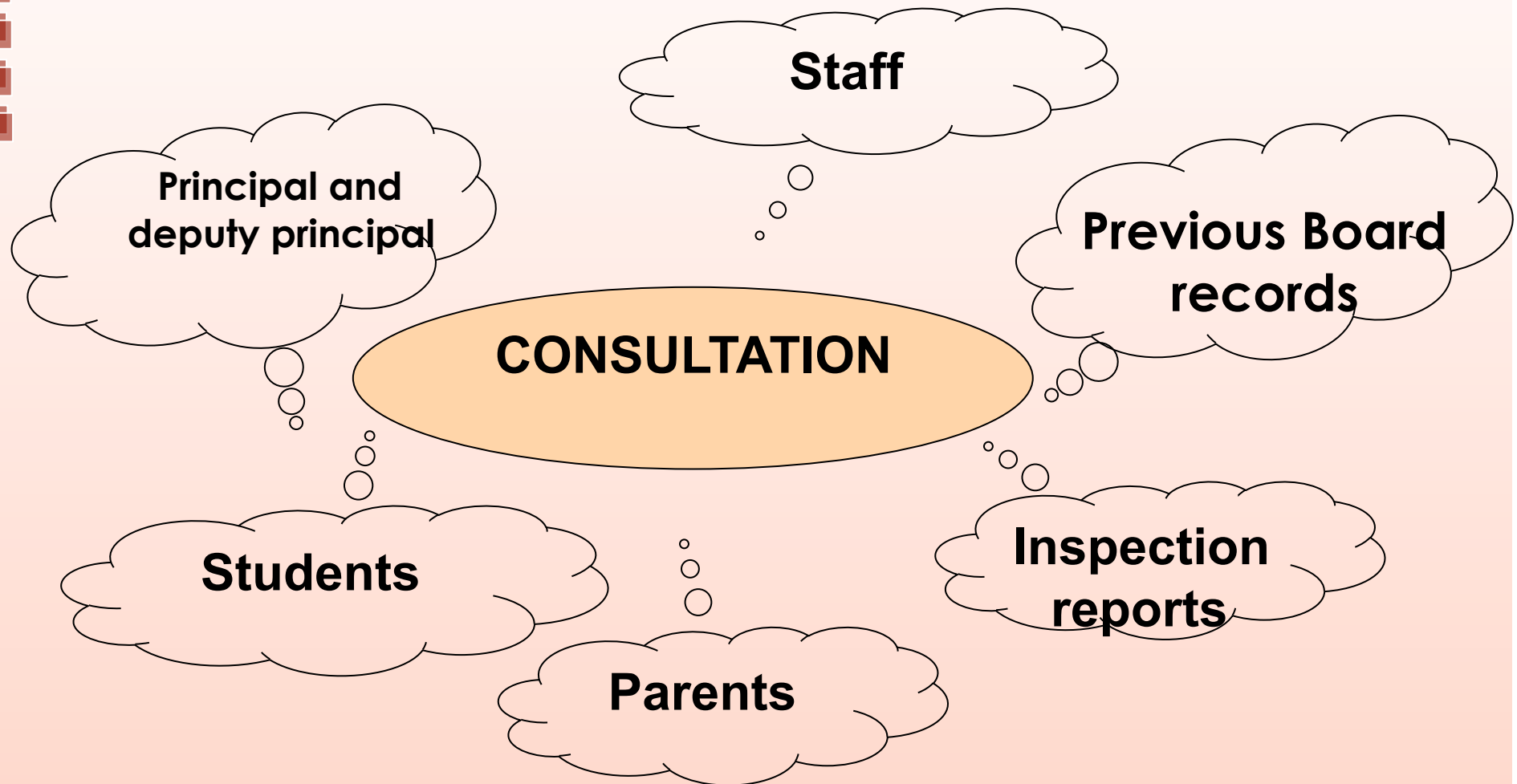
Boards – Policy Development

Based on the Mission and Vision of the schoolthe Board leads, participates, and approves policies, e.g.

- Admissions
- Child Protection
- Code of Behaviour (reviewed in light of NEWB Guidelines 2008)
- Suspension/Expulsions
- Special Educational Needs
- Literacy and Numeracy
- Anti-Bullying
- School Attendance Strategy
- Dignity in the Workplace
- Faith Development
- Health and Safety
- Other

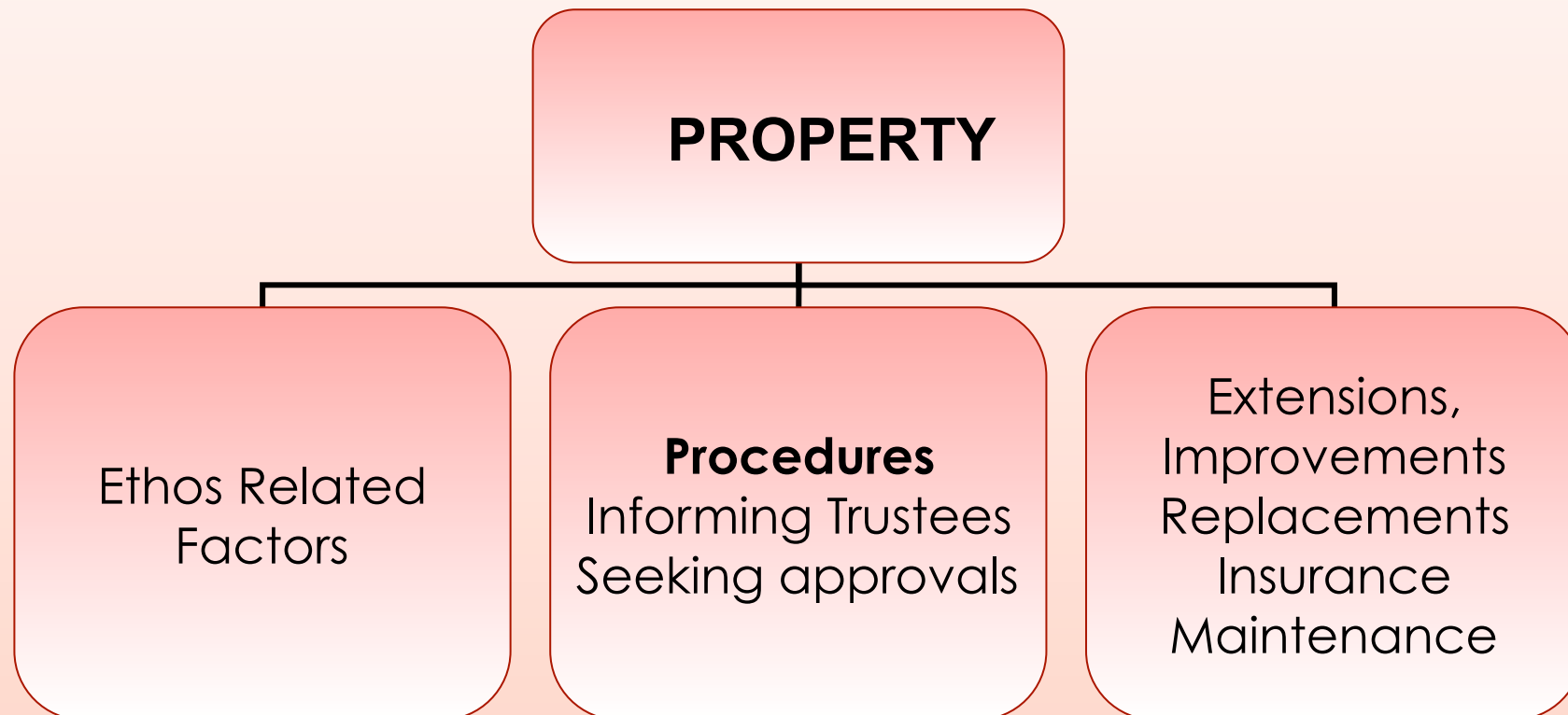


The Board's leadership role in the planning process

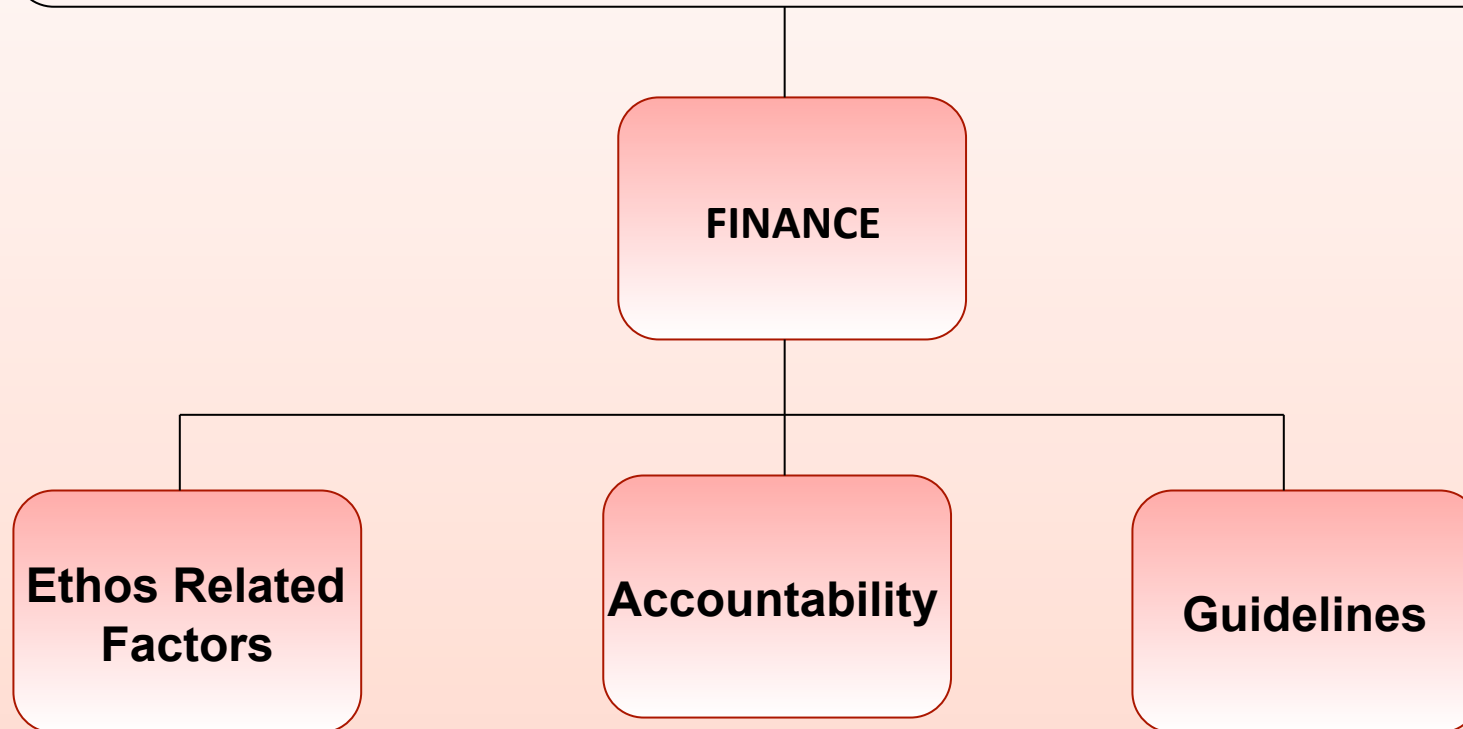


What do we hope to achieve in the next three years?

B.O.M. and Property (Schedule 1)



Board of Management and Finance



Accountability

Education Act 1998

- Section 12: State funding of recognised schools
- Section 18: Accountability

Articles of Management

- Article 2: General Supervision role of Trustees
- Article 15: Financial Responsibilities of the Board
- Article 27: Trustee Approval
- Article 28: Indemnity



Financial Guidelines

Financial Support Services Unit

Guidelines for Financial Management in Voluntary
Secondary Schools

Trustees/Patron

Financial Guidelines and Requirements

Good Financial Practice

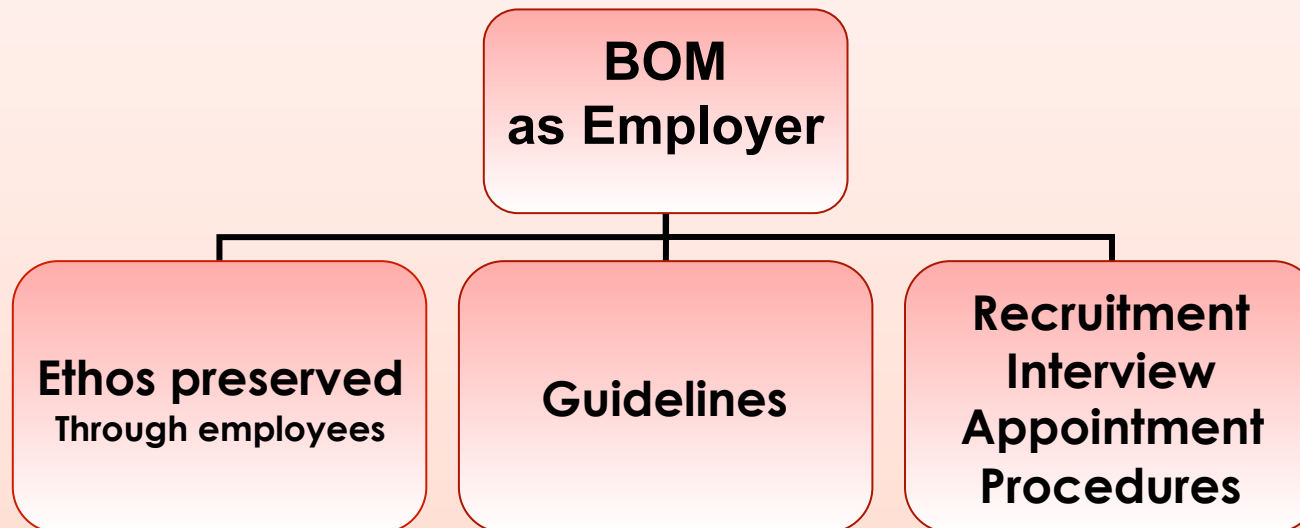


Internal Controls at School Level

1. Payment Procedures (e.g. Cheque signatories)
2. Receipts Procedures (e.g. Handling Cash)
3. Control over Commitments
4. Control over Capital Spending
5. Purchasing Procedures and Stock Control
6. Control over Assets

Detailed procedures for all areas of financial control are outlined in FSSU Guidelines.

B.O.M. as Employer



The Board as Employer



- **Statutory Duties**
- **Appointments** **Art. 21,23,26**
- **Interview Procedures** **Art. 21,23**
- **Contracts of Employment – see JMB website**
www.jmb.ie for sample contracts
- **Redeployment Scheme** **Art. 23(b)**
- **In-School Management (ISM)** **Art. 24**
- **Interview Competencies – Appt Principals and Deputy Principals – In-service**

The Board as Employer



- **Agreed Procedures**
- **Complaints**
- **Grievance**
- **Disciplinary including Competence procedure –
section 24.3 of the Education Act 1998 – DES CL
0060/2009**