

PRINCIPAL'S REPORT

PUPILS

- Number on Roll
- Class Organisation
- Projected Numbers – implications
- Attendance
-

STAFFING

- Class Allocation
- Post of Responsibility
- New Appointments
- Resignation/Retirements
-

CURRICULUM

- Specific Projects
- Education Visits
- School Planning
- New Development i.e. Revised Curriculum
-

EXTRA CURRICULAR ACTIVITIES

- Plays/Concerts
- Games
-

PARENTAL INVOLVEMENT

- Parents Council
- Parent/Teacher Meetings
- Activities Organised by Parents
-

BUILDINGS

- Repairs
- Improvements
- Furniture
- Equipment
- Resources Required
-

HEALTH AND SAFETY

- Doctors/Nurse/Dentist
- Fire Drill
-

SPECIAL ITEMS

- President – School & Áras
- Requests for Leave/Career Breaks etc.
- Celebrations
- Sacramental Preparations
-

FUTURE EVENTS

- Tours
- School Reports
-

Boards of Management

A Framework For Good Practice

Bearing in mind the challenges when it comes to the election and appointment of new Boards, it is timely to draw attention to a framework of good practice for Boards of Management. IPPN and CPSMA offer some suggestions to achieve this.

1. It is important to outline the functions and responsibilities of a Board of Management, and that each Board Member is given an active role in supporting the Principal in the management of the school. The DES publications 'Constitution of Boards and Rules of Procedure' & 'Information Manual' should be made available to all members
2. Board members must know the school and the staff and study the schedule for the school as outlined in the Deed of Variation
3. Board members must be willing to uphold and support the ethos, culture and traditions of the school
4. The workload should be shared fairly between all Board members. New Board members should be encouraged to participate in all discussions and activities. The new Board members should be helped by the more experienced Board members in learning about Board functions and the relationship between the Board and the pupils, teachers, staff, patron, Minister for Education & Skills, the Department of Education & Skills, the INTO, NPC-P, IPPN and the Managerial Bodies who represent the Patron (Jewish Schools – Jewish Education Board – Educate Together schools, Educate Together Patron Company, Church of Ireland schools, Church of Ireland Education Board, Catholic Schools, CPSMA, Muslim Schools, Muslim Education Board. All Board members must be encouraged to attend training sessions for Boards of Management
5. The Agenda for each Board meeting is prepared by the Chairperson and the Principal and should include reports from both Treasurer and Principal, along with matters specifically relating to the school
6. The decisions reached at each Board meeting should be recorded in the minute book. This minute book should be retained in the school under normal circumstances and be available to DES Officials or the Patron at any time
7. At the end of each meeting, the Board members should issue an agreed report to Parents and teachers. Matters deemed as confidential should be named as such and remain within the confines of the meeting
8. One of the duties of the Chairperson is to facilitate the Board of Management through an agenda of business at Board meetings, with a view to achieving responsible collective outcomes. Once agreed upon, decisions made are upheld by all Board members as part of collective responsibility. These decisions are recorded in the Board minute book
9. Decision making is achieved by consensus – voting is used only as a last resort. The Chairperson has a casting vote
10. Between meetings the Chairperson, the Principal, who acts as BoM Secretary, and the Treasurer communicate frequently
11. The Chairperson reports back to the next meeting on issues and any decisions taken in between Board meetings by the officers of the Board in consultation with the Principal Teacher
12. The Board of Management is required under the Education Act to assist the Parents in the formation of a Parents' Association. The NPC-P Head Office will assist Boards in this. Information can be obtained from NPC-P Head Office, 12 Marlborough Court, Dublin 1. Telephone 01-8874034
13. The Board members should promote and foster a good working relationship between the Parent Association, the teaching staff, the school staff, the Patron and the school trustees. Good communication is essential in maintaining good relationships
14. The Board should arrange from time-to-time meetings with the (1) school staff, (2) Parent Association (3) School Trustees
15. Boards should be fair and consistent in making decisions on issues that affect the school staff, pupils, parents and school trustees
16. Boards should host an annual celebration of the Schools' success with the staff and Parent Association
17. Boards under the Education Act are required to prepare an Annual Financial Report which is made available to the Parent Association, Patron, School Trustees, the Minister for Education & Skills and the Officials of the DES.

A Framework of Role Allocation within an Effective & Efficient BoM

Below is a suggested 'menu' of delegated duties to share the workload of the BoM among members. Overall responsibility still rests collectively with the BoM as a 'Corporate unit'. Specific school circumstances will dictate the exact nature of duties.

- 1. Chairperson:** Responsibilities include:
 - * Chairing BoM meetings
 - * Official correspondence on behalf of school
 - * Liaising with and supporting the Principal Teacher between meetings
 - * Recruitment and employment related issues for all school staff
 - * All capital projects – with Trustees' Approval
 - * Signatures for cheques with Treasurer or other member nominated by BoM
 - * Ensuring that essential school policies are in place and signed.
- 2. Principal Teacher:** Responsibilities include:
 - * Acting as Secretary to the BoM
 - * The day-to-day management of the school staff & pupils
 - * All professional educational (Teaching & Learning) issues
 - * Providing leadership to the overall school community
 - * Preparing & monitoring annual budget with Treasurer & Chairperson
 - * Setting the agenda for meetings in consultation with the Chairperson
 - * Preparing a written report for each BoM meeting.
- 3. Recording Secretary: (as distinct from Secretary):** Responsibilities include:
 - * Recording the decisions, actions and relevant deadlines at each meeting
 - * Discussing the minutes of each meeting with the Principal, who retains overall responsibility for their accurate recording.
- 4. Treasurer:** Responsibilities include:
 - * Reporting to each BoM meeting on school finance
 - * Preparing an annual budget in consultation with the Principal Teacher & Chairperson
 - * Liaising with Principal/School Secretary re bill payments & lodgements
 - * Liaising with Book-keeper/Accountant re the preparation of accounts for Annual Returns
 - * Liaising with the Bank re School Account.
- 5. Cleaning & Maintenance:** Responsibilities include:
 - * Managing the Cleaning Staff/Cleaning Contractors and Caretaking staff
 - * Organising cleaning/maintenance, equipment and supplies
 - * Identifying maintenance priorities for attention during school holiday periods in consultation with Principal & Caretaker
 - * Working with the Principal and BoM to provide a three-year priority plan for ongoing repairs and maintenance or Summer Works Application.
- 6. Safety Officer:** Responsibilities include:
 - * The regular review of the schools Health & Safety Statement
 - * Provision of keys and alarm codes to staff of the school and other agreed users of the building
 - * The maintenance of an appropriate security & fire alarm system
 - * Co-ordinating a list of out-of-hours key holders for the school in the event of alarm activation or access requirement for repairs & maintenance
 - * Hire of school premises to outside groups – security, arranging keys etc.
 - * Ensuring that regular fire/evacuation drill takes place.

Sample Board of Management Meeting Agenda

1. Minutes of the last meeting and matters arising
2. Finance
 - Presentation of Treasurer's Report
3. Presentation of Principal's Report
4. Request to hire school hall
 - Agree conditions of hire
 - Granted or Refused
4. Teacher Leave Requests
 - Granted or Refused
5. Pastoral
 - Issue 1
 - Issue 2 etc
5. Parent Teacher Meetings
6. Review of Enrolment Policy
7. Staff Christmas party

Board of Management Minutes Template

Venue		
Date of Meeting		
Minutes taken by		
Apologies (initials)		
Present (initials)		
Time Meeting Opened		Closed

ISSUE:	DECISION/ACTION:	BY:
Minutes of previous meeting	Minutes adopted and signed	Chairperson
Matters arising	Quotations for shelter received and noted	
Correspondence	Letter from Local Authority requesting use of school as Polling Station. Permission granted	Chairperson
Finance	Treasurer's Report presented and adopted Copy attached Local heating oil suppliers to be surveyed for supply contract	Treasurer
Principal's Report	Principal's Report presented and adopted Copy attached	Principal
Request to hire hall	Agreed, with conditions. A letter to issue outlining conditions	Chairperson
Three requests for leave from Teachers A, B and C.	Leave Policy outlined Two requests granted,(A and C) one refused (B) ineligible Three letters to issue to teachers	Chairperson
Persistent Vandalism	Following discussion, quotations will be sought for CCTV	BoM Safety Officer
Review of Enrolment Policy	Subcommittee to be established to meet on Oct 15th	Chairperson, AA,BB,CC
Traffic Congestion	Parents' Association to be asked to survey parents re issues and solutions	EE
Christmas Party	BoM to fund staff dinner to acknowledge voluntary commitment to extra curricular activities	Principal
Caretaker's Resignation	Resignation accepted. Advertisement to be drafted and placed in local media	Chairperson
Parent-Teacher Meetings	To take place on 16th, 17th and 18th November Timetable to be drawn up in consultation with Principal and issued to parents and parents	Teacher representative

Sample Employment Related Expenses Claim Form

Please Complete This Form Using BLOCK CAPITALS

Ainm: _____ Guthán Baile: _____
 Name: _____ Home Tel: _____

Seoladh Baile: _____ PPSN No: _____
 Home Address: _____

CLAIM PERIOD:

From: _____

Síniú _____
 Signature: _____

To: _____

Dates	Pre-Approved Car Travel - Details of journey - Mileage rates: *	Miles/ Km	€	€
Sub Total				
Dates	Pre-Approved Telephone, Mobile, Postage		€	€
Sub Total				
Dates	Pre-Approved Course Fees, Meals, Accommodation etc		€	€
Sub Total				
Dates	Pre-Approved Materials, Resources, Equipment purchased on behalf of School		€	€
Sub Total				
	Authorised By: _____	Total Claim		

*Amount per Km to be decided by Board of Management

