

# ARTICLES OF MANAGEMENT FOR SPIRITAN JUNIOR SCHOOLS

## THE MISSION ENTRUSTED TO THE BOARD OF MANAGEMENT OF A SPIRITAN SCHOOL

The Congregation of the Holy Spirit is a religious missionary family within the Catholic Church. We have a 300-year history of service to the Gospel in our mission of building up the Reign of God.

“Today, we believe we are being called to a new approach and style of mission. Conscious that Christ’s Spirit is already present and active in the cultures to which we are sent, mission becomes a pilgrimage of mutual enrichment, where together we identify and seek liberation from the chains that impede the full realisation of God’s Kingdom.”

Spiritan General Chapter, 2004

Members of a Board of Management of a Spiritan School participate in Spiritan mission by managing the school on behalf of Spiritan Education Trust (the patron body) and for the benefit of the students and their parents and to provide an appropriate education for each student at the school for which that board has responsibility (cf. Education Act 1998, 15 (1)).

One of the core duties of the Board with regard to the Education Act and to Spiritan Education Trust is to uphold the characteristic spirit, the ethos, of the Spiritan school. This spirit is outlined in the ethos document given to all Spiritan schools in Ireland – *Our Characteristic Spirit and Mission: The Ethos of Spiritan Schools* (Appendix 1)

### **The Mission of a Spiritan School**

At the heart of Spiritan education is the conviction that in each student the Spirit of God is present, active and sustaining. Each student is called to grow in wisdom and maturity and to use his or her talents and generosity in the service of others.

In order to promote this faith dimension the Board of a Spiritan School will ensure that adequate resources, both human and financial, are invested in the faith development of students. Each school will have the necessary facilities to promote and foster prayer and reflection. A chaplaincy service will be available to the school community and appropriate liturgical celebrations will punctuate the school year.

Teaching and learning are the principal activities of all schools. A Spiritan school will give particular attention to curriculum development and integrating current best practice in its application. The curriculum will reflect Spiritan values of openness to global issues and concerns and will seek to broaden the student's mind rather than fill it. Particular attention will be given to developing leadership capacity at levels within the school community.

### **Spiritan Mission in the School**

Each Spiritan school reflects a long tradition of commitment and support to Spiritan Mission. Many missionaries are past pupils of our schools and today the tradition continues with Mission immersion projects; partnerships in development with Spiritan missionaries worldwide and the fostering of a genuine concern for the poor and most vulnerable members of society at home and abroad.

The Board of Management is a corporate body which works under the aegis of Spiritan Education Trust and acting in conformity with the appropriate legislation. It is important that Boards of Management of Spiritan schools ensure that the guidelines, procedures, policies and protocols adhere to the directives of Spiritan Education Trust and are submitted to this body for approval and agreement.

The Board will endeavour to foster a sense of community in the school among students, staff and parents and with the resident Spiritan community. This task of community-building will also extend to the wider Spiritan community both in Ireland and abroad and especially among the sister colleges that form the Spiritan community of schools in Ireland.

Spiritan schools will provide a safe environment for all but especially for the students confided to their care. The work of justice and human rights will be respected in all school activities and in the proper treatment of persons.

What the Irish Spiritan Assembly of 2010 states holds true for all Spiritan works:

*“In any endeavour Spiritans must strive to vindicate the basic human rights of all men and women and ensure that our communities and works are just and fair. We must be attentive to the voices of the poor and the marginalised. We must seek to live simply and frugally in a way that is both sustainable and that makes us conscious of our call to be stewards of God’s creation. As persons and as a corporate body we must seek to be allied to the powerless rather than to structures of power and privilege.”*

As the Board of Management engages in its mission it might be useful to imagine the profile of a student ready to graduate from a Spiritan school.

When it comes the time to move on from their Spiritan school our hope is that each student:

- would have a sense of God’s spirit alive and at work in them leading them to reflect and pray around their own experience;
- would be open to questions of faith in their own lives and the lives of others and that they would be familiar with the Gospel values of Jesus Christ;
  - would be content, friendly and confident; that they would not take themselves too seriously but that they have a sense of purpose and an understanding of what they are capable of achieving;
- would continue to expand the horizons of their world and experience and be generous in giving of their talents and time for the good of society and for the poor;
- would become responsible citizens working for a more just and inclusive society;
- would have a sense of pride in being part of the Spiritan tradition and gratitude towards all those who were instrumental in their education.

1. In these articles, unless the context otherwise requires, the following words or expressions have the meaning hereby assigned to them respectively: “The School” means the Spiritan School referred to in the first Schedule hereto, “Congregation” means the Spiritans referred to in the said first schedule hereto, “The Trustees” means the DEA.
  
2.
  - (a) The conduct, management and financial administration of the school shall be under the control of the Board of Management (hereinafter called “the Board”) which shall exercise the powers hereinafter conferred, subject to the general supervision and control of the Trustees for the time being.
  
  - (b) The Trustees hereby grant to the Board of Management the necessary licence to enter and use the school premises for the purpose of the management and administration of the School during such periods as shall be determined by the said Trustees (Schedule 1)
  
  - (c) The School shall be conducted in accordance with the religious and educational philosophy of the aforesaid Congregation as contained in the second schedule hereto and in accordance with such Statutory Rules and Regulations of the Department of Education of the Republic of Ireland as may be in force from time to time and as may have been agreed by the Trustees, and in accordance with the provisions of these Articles, and shall not be conducted for personal gain or delegated entirely to the Principal or any other person.
  
3.
  - (a) The Board of Management shall consist of seven persons (Hereinafter called “the members”) appointed by the Trustees as follows:
    - (i) By nomination of the Trustees: 4 members (one will be Chairperson)
    - (ii) By election of parents / legal guardians of children currently in the school: 2 members
    - (iii) By election of all the current pro-rata contracted, job-sharing and current full-time teachers who have a contract for 13 weeks or more, on the staff of the school on the date of the election: one member.
  
  - (b) **Electoral Procedures**
    - (i) Parents:

Candidates for election as parents’ representatives should be nominated and elected through a formal nomination (2 parental votes per pupil) and election process notified to all parents. In the event of a tie, the elected parent will be determined by lot.

Should an elected parent or legal guardian no longer have a child attending the school as a pupil, such parent shall cease to be a member of the Board on the 15<sup>th</sup> October of the year in question. In the event that a parent removes a child during the school year, that parent shall cease to be a member from the date of withdrawal.

The Trustees or their representatives may retain the voting returns from the election of parents for the purpose of co-option to fill vacancies occurring during the term of office of the Board.

Teachers:

The elected teacher shall be a permanent full time teacher with at least one year of service in the school, except in the case of new or amalgamated schools and shall be lay members of the staff.

The candidates shall be proposed and seconded at properly convened staff meetings; elections shall be by secret ballot and arrangements for ballot shall be made by agreement at staff meetings.

Should the elected teacher cease to be a teacher at the school, as defined in 3(a)(iii) above, he or she shall cease to be a member of the Board.

- (c) The term of office of a Board shall be deemed to expire on the 15th day of October in the 3rd year after the Board was constituted.
  - (d) The members nominated and elected as prescribed shall remain members until the 15th day of October in the third year after the date when the Board was first constituted to the intent that the term of membership of any Board of Management shall not exceed three years.
  - (e) The nomination and election of members of an incoming Board shall be made and done at least one month before the date of expiry of the term of office of the then existing Board and the Board so constituted shall assume office forthwith on that expiry date.
  - (f) Each member of the Board of Management, before entering on his / her duties, shall sign in a book to be kept for the purpose, a declaration of his / her willingness to act as a member of the Board and a Child Safeguarding declaration which will also be kept on file in the Trustee office.
4. Retiring members will be eligible for re-nomination or re-election as the case may be, unless otherwise disqualified by these Articles.

**5.** Should a casual vacancy occur in the membership of the Board, the Trustees shall fill such vacancy as follows:

- (a) When a vacancy occurs amongst the members of the Board who were nominated by the Trustees, the latter shall nominate a replacement.
- (b) When a vacancy occurs among teacher nominees, such vacancy shall be filled by election in accordance with Art 3 (a) (iii).
- (c) When a vacancy occurs among parent nominees, the Board of Management may recommend to the Trustees the election or the co-option of a parent in accordance with Art 3 (a) (ii).

Any member of the Board appointed to fill a casual vacancy shall hold office for the same period as the member would have held in whose place he/she has been appointed.

- 6.** (a) Members of the Board shall not participate in discussions or vote on any matters in which they, or any company or partnership or firm of which the member is a director or partner, may have a personal / financial interest, and to that intent shall on request from the Chairperson retire from that part of a meeting at which such discussion and/or decision shall take place. It shall be the duty of members of the Board to declare any such interest. Nothing hereinbefore contained shall be so construed as to preclude a full-time member of the school teaching staff from membership of the Board.
- (b) No member of the Board shall receive any financial remuneration for his or her services as a member of the Board except travelling expenses incurred on behalf of attending events/meetings on behalf of the BOM.

**7.** After due notice, any member of the Board may be removed from office by his/her nominator or by the electorate in the case of the Parents' or Teachers nominees.

- 8.** (a) No proxy or substitute shall be permitted to replace any member at any meeting of the Board.

- (b) Whenever any member of the Board shall fail to attend all meetings of the Board for one year, without satisfactorily accounting for such absence, or shall die, or resign under his/her hand, or refuse to act, or become incapable of acting, or in the opinion of the nominating body concerned render himself/herself unfit to continue as a member of the Board, his/her office shall become vacant and such vacancy shall be recorded in the Minutes of the next meeting of the Board, which shall thereupon proceed to fill the vacancy in accordance with Article 5 above.
9. The Board shall, in addition to holding a meeting at least once in every school term, hold such other meetings as may be necessary for the efficient discharge of its functions. Not less than seven clear days' notice of every ordinary meeting of the Board, together with a copy of the agenda for the meeting, shall be sent to every member. At least four members shall form a quorum.
10. (a) The Chairperson will be appointed by the Trustees.
- (b) The Chairperson, if present, will preside at all meetings of the Board. If the Chairperson is absent from any meetings, the voting members present shall, before any other business is transacted, choose one of their number to preside at that meeting.
11. (a) The Principal of the school shall be entitled to attend and speak at meetings of the Board but shall not be entitled to vote.
- (b) The Principal of the school shall act as secretary to the Board. If, in the opinion of the Board, the duties of the secretary are such that he or she requires the services of a paid official, then the Board may appoint such paid official at such salary as they shall consider fit and just, and shall have power to appoint to such paid post any person employed in the school who shall thereupon discharge the duties of both offices. Such paid official shall not be a member of the Board.
12. In the proceedings of the Board, a simple majority of votes shall normally decide, and in the case of equality, the presiding Chairperson shall have a second or casting vote.



13. (a) The Chairperson shall have discretionary power to direct the Secretary to summon a special meeting. Not less than three clear days' notice of such special meetings, stating the business to be transacted thereat, shall be given to every member of the Board; and no business other than that specified in the notice shall be dealt with at such special meetings.
- (b) On receipt of a requisition signed by not less than three of the members of the Board, such requisition stating the business to be transacted, the Secretary shall convene a special meeting of the Board and no business other than that specified in the notice shall be dealt with at such special meeting.

**14. Role of Secretary**

- (a) The Secretary shall summon and, if possible, attend all the meetings of the Board and keep the minutes thereof. In the absence of the Secretary at any meeting, the meeting shall make such arrangements as may be necessary for the performance of the Secretary's duties at such meeting.
- (b) The Secretary shall draw up the agenda for the meeting in consultation with the Chairperson. The agenda shall be issued with the notice of the meeting. Requests for the inclusion of any additional items on the agenda must reach the Secretary a minimum of three days before the meeting.
- (c) The Secretary shall have charge of the books and papers of the Board and shall act as correspondent for the Board unless, in special circumstances, the Board shall determine otherwise.
- (d) **Privacy of Meetings**  
The business of the Board shall be conducted in private and no disclosure of the business shall be made without the authority of the Board. Nothing, however, in this clause prohibits the issue of an agreed report on meetings of the Board to interested parties.
15. (a) The Board shall be responsible for all business carried on in connection with or on account of the School. It shall provide and cause to be kept proper books for the entering of the accounts of the School and the Minutes of the proceedings. The Board shall open an account in a Bank, in the State, in its name to which all monies received in relation to the School shall be lodged.



- (b) The Board shall be responsible for a sufficient annual contribution to the Trustees to service any debts as to interest, capital and licence fee on the school property, but the Trustees may, in exceptional circumstances, waive all or any part of this commitment in any one year.
- (c) The Board shall be responsible for day-to-day running expenses and shall be charged with the responsibility of ensuring that expenditure does not exceed income. It shall submit a forward budget and financial report to the trustees annually.
- (d) The Board shall set up a Sub-Committee on Finance consisting of the Principal and two Board members, and shall have powers to invite additional persons having specific expertise in financial matters to membership of the Sub-Committee and shall be part of the Campus Finance Committee. The Sub-Committee shall propose, prior to the commencement of the accounting year, the annual budget to the Board for adoption. This Sub-Committee shall meet regularly and shall report to the Board at least once in each school term.
- (e) All payments shall be made by order of the Board by cheques drawn on the Bank and signed by the Principal and by one other person approved by the Board
- (f) Subject to the approval of the Trustees, the Board shall have power to sanction the use of the School premises outside school hours by outside bodies. The Board shall have discretion in determining such charges and conditions as it may consider appropriate for such use of the premises.
- (g)
  - (i) The Board shall ensure that the School premises are kept in good repair and condition, that the furnishings and equipment are suitable and adequate, and that the School premises, furnishings and equipment are adequately insured.
  - (ii) The Board shall ensure all such insurances are effected and maintained as are necessary to safeguard the School, the Board and the Trustees against all public liability and against the consequences of negligence on the part of any person employed by the Board or any defect in the buildings, premises,

furnishings or equipment of the School whereby loss or damage might result to any person in or upon the School premises.

- (iii) All insurances shall be in the name of the Trustees. The terms of the school insurance policy or policies shall be reviewed by the Board at its first meeting in each school year.

## **16. Special Committees**

- (a) Apart from its obligation to set up a Finance Sub-Committee, the Board may delegate any of the powers hereby given it to a sub-committee or sub-committees of its own members, who shall execute the functions entrusted to them by the Board. Such committees shall furnish to the Board a report on action taken.
  - (b) The Board shall be responsible for the setting up of a Curriculum and Assessment Committee by the Principal, to be elected by and from the full-time teaching staff. The role of the Curriculum and Assessment Committee shall be to advise the Principal in his/her academic administration.
- 17.** No member of the Board in his/her individual capacity shall in any way interfere with the administration of the School by the Principal or with the duties assigned to any officer or any member of the staff, teaching or non-teaching.
- 18.** No criticism of an individual teacher shall take place at Board meetings without notice from the Principal to that teacher (and/or the School Steward). An opportunity shall be afforded to the teacher to be present and heard and/or to be represented at the Board before the matter at issue is commenced.
- 19.**
- (a) The Board shall lay down such guidelines as it may deem necessary for the admission by the Principal of pupils to the School.
  - (b) The Principal may suspend any pupil for a limited period and shall report any such suspension to the Board of Management at its next ordinary meeting.
  - (c) If, in the judgement of the Principal, a pupil should be expelled, the Principal shall refer the matter to the Board of Management for decision.

- (d) Where the circumstances of the School permit, the Board shall, subject to the approval of the Trustees, have power to fix, alter or amend the scale of fees to be charged in respect of pupils.

20. If the trustees of the Spiritan congregation concerned wish to nominate a cleric/member of the Order(s) to the post of Principal, the Board of Management shall, subject to the prior approval of the Trustees, appoint the person proposed by these authorities, provided that person is qualified for the post in question. The terms of appointment, the duration of which shall be determined by the Trustees shall provide that should such aforementioned member cease to be a cleric/member of the said Order(s) his or her contract shall thereupon terminate.

21. (a) **Post of Principal**

The Board of Management shall publicly advertise the post and set up a Selection Committee consisting of two nominees of the Trustees, two nominees of the Board of Management and an independent external assessor to be agreed on by the Board.

The Committee shall select its own Chairperson from among its members. The Board of Management shall have due regard to gender balance in the setting up of the Selection Committee.

The Principal shall be responsible for making the annual return on pupil attendance to the National Educational Welfare Board (NEWB). Concerns regarding a pupil's attendance or any other aspect of a pupil's welfare shall be communicated to the NEWB, HSE and Social Services as appropriate. Details of such communication shall be recorded in the Minutes of the Board.

(b) **Post of Deputy Principal**

In the case of the post of Deputy Principal the appointment shall be made as follows:

The Board of Management shall advertise the post and include the list of duties and set up a Selection Committee consisting of two nominees of the Trustees, two nominees of the Board of Management (one of whom may be the Principal of the school) and an independent external assessor to be agreed by the Board.

The Committee shall select its own Chairperson from among its members. The Board of Management shall have due regard to gender balance in the setting up of the Selection Committee.

It is at the discretion of the Board of Management to decide the term of the contract and to determine the reappointment procedure, if necessary.

(c) **Selection Committee: Disclosure of Interest**

A member of a Selection Committee who stands in a relationship to a person who is a candidate shall disclose to the Board of Management the fact of the relationship and the nature thereof. In this context the Selection Committee members are required to make a disclosure not only in the case of a family relationship but in respect of any personal, business or other relationship which could be regarded as prejudicial to ensuring absolute impartiality in the selection process.

Unless the Board is fully satisfied that the participation of the Selection Committee member during the Selection process would not be prejudicial, the Board of Management shall direct that the Selection Committee member withdraw and another person shall be nominated in the appropriate manner to replace that person.

The Whole School Plan serves as a basis for the work of the school as a whole and for evaluating and reporting on whole school progress and development. It is recommended that it be included three times a year on the agenda.

(d) **Selection Committee: Procedure**

- (i) The Selection Committee shall draw up a short list from the applications received and shall interview the candidates on that list.
- (ii) Having interviewed such candidates as present themselves, the Selection Committee shall submit a written report to the Board of Management. In the report the Selection Committee shall nominate the candidate whom it considers most suitable for appointment unless it deems no candidate to be suitable for appointment to the particular post; in which case it shall include a statement to that effect in its report. A list of candidates in order of merit who are deemed suitable may be retained by the Selection Committee. In the event of the post not being filled

by the first nominee, the Selection Committee shall nominate the next candidate in order of merit for the post.

- (iii) The Board of Management shall appoint the person so nominated save where in any particular instance the Board shall consider that there is good and sufficient reason for not making the appointment, in which event the Board shall submit the matter to the Trustees for determination.

**22.** Subject to such direction as may be given from time to time by the Board, the Principal shall control the internal organisation, management and discipline of the School, including the assignment of duties to members of the teaching and non-teaching staff. The Principal shall submit, in writing, to the Board all such statements and reports affecting the conduct of the School as the Board shall require.

- (i) The Selection Committee shall draw up a short list from the applications received and shall interview the candidates on that list.
- (ii) Having interviewed such candidates as present themselves, the Selection Committee shall submit a written report to the Board of Management. In the report the Selection Committee shall nominate the candidate whom it considers most suitable for appointment unless it deems no candidate to be suitable for appointment to the particular post; in which case it shall include a statement to that effect in its report. A list of candidates in order of merit who are deemed suitable may be retained by the Selection Committee. In the event of the post not being filled by the first nominee the Selection Committee shall nominate the next candidate in order of merit for the post.
- (iii) The Board of Management shall appoint the person so nominated save where in any particular instance the Board shall consider that there is good and sufficient reason for not making

the appointment, in which event the Board shall submit the matter to the Trustees for determination.

23. Appointment of temporary and/or part-time teachers shall be made by the Principal, who shall report such appointments to the Board at its next ordinary meeting, for ratification by the Board.
24. Appointments to Posts of Responsibility shall be made by the Board in accordance with the terms of the Department of Education and Skills Circulars and any other terms which may be agreed from time to time between the parties. (See C.P.S.M.A. handbook)
25. The Principal, with the approval of the Chairperson, shall have power to call an emergency meeting of the Board of Management should the need arise. This meeting should be held as soon as possible after notification of such meeting has been conveyed to all available members. The usual quorum of four members would be required.
26. The Principal shall, with the approval of the Board, appoint all members of the non-teaching staff. The salaries and conditions of appointment of such staff shall be negotiated by the Principal with the Board. The Principal shall have the right of suspension of such staff. If the question of dismissal arises, it shall be a matter for decision by the Board.
27.
  - (a) No extension, improvement or replacement of the School building shall be undertaken by the Board unless and until such have been approved in writing by the Trustees.
  - (b) The Board shall not enter into any contracts by way of hire purchase or otherwise which could involve the Trustees in a total liability exceeding a sum to be determined annually by the Trustees, provided that this Article shall not apply to any contract which shall be approved in advance in writing by the Trustees, and excepting always contracts of employment of teaching and non-teaching staff as provided in Articles 26.

28. The Trustees shall indemnify the Board and each member thereof against any claim for capital debts or expenditure properly incurred, and provided always Articles 29 (a) of these Articles of Management have been complied with by the Board.
29. The Board and the Trustees shall be bound by the terms of Contracts of Employment entered into by the Manager or Principal for the time being of the School with lay teachers on the staff of the same and which said contracts are in existence on the date when these Articles of Management shall come into operation.
30. The Board of Management will observe the complaints procedure as set out in the C.S.P.M.S Handbook 2013.
31. In the event of any question arising relating to the conduct, management and financial administration of the School, not specifically provided for in the foregoing Articles, such question shall be decided by the Trustees, who, upon decision, shall give the necessary instructions and authority to the Board to take the requisite and proper action.
32. The Trustees may at any time resume the direct management of the school or may nominate another Manager.
33. **Dissolution of the BOM by a Trustee.**

Under Article 16 of the Education Act, 1998, the Trustee may dissolve the BOM. The section below outlines the process that must be adhered to when removing a member of a BOM or dissolving a board.

16-(1) Subject to this section and to the consent of the Minister, the patron may

(a) For good and valid reasons stated in writing to a member of a board of management remove that member from that office, or

(b) If satisfied that the functions of a board are not being effectively discharged, dissolve that board.

(2) where a patron proposes to remove a member of a board from that office or to dissolve a board, the patron shall inform that member or board by notice in writing of his or her intention and the reasons therefore.

(3) If, at the end of a period of one month after the date of the notice provided for in *subsection (2)*, the patron, having considered any representations made to him or her by or on behalf of the member or the board, remains of the view that the member should be removed from office or that the board should be dissolved then the patron may, subject to the approval of the Minister, by notice in writing and stating the opinion of the patron and the reasons therefore, remove the member from office or dissolve the board as appropriate.



(4) A copy of every notice issued under this section and any representations made to the patron shall be delivered to the Minister as soon as may be after it has been made.

(5) Whenever the patron dissolves a board, the patron may, subject to the approval of the Minister, appoint any person or body of persons as the patron thinks fit to perform the functions of the board.

(6) Where a patron removes a member of a board the resulting vacancy shall be filled in accordance with regulations made under *section 14(6)*.

- 34.** A copy of these articles shall be given to every member of the Board, and to the Principal and to members of the teaching staff, upon their entry into office or employment.

### **Whole School Plan**

**35. The school plan is the responsibility of the Board of Management**

The Board shall ensure that the school, as a community, develops a Whole School Plan.

The Whole School Plan shall set forth the ethos of the school, the educational philosophy of the school, its aims and how it proposes to achieve them.

The Whole School Plan will deal with the fostering of the Spiritan ethos, the curriculum of the school and with the organisation of the school's resources, including staff, space, facilities, equipment, time and finance. It will include the school's policies on a diverse range of administrative and organisational issues and, where appropriate, the school's strategies for implementing best educational practice. It will identify the school's current priorities for development and the courses of action that the school proposes to take to address them. It will set objectives for improving the quality of learning and teaching in the school.

The Whole School Plan will focus on teaching and learning, the delivery of an enriched curriculum and the provision of extra-curricular activities that will complement class-learning and allow for spiritual, physical and artistic expression.

The Whole School Plan will facilitate ongoing internal school-evaluation and Whole School Evaluation by the Des Places Educational Association.

The Whole School Plan is not a static document. It evolves in the light of the changing and developing needs of the school community. It must be regularly reviewed and updated.

The Whole School Plan serves as a basis for the work of the school as a whole and for evaluating and reporting on whole school progress and

development. It is recommended that it be included three times a year on the agenda.

### **36. S.D.P. & Evaluation**

The Principal and Board of Management in each Junior School shall be responsible for ensuring that the educational provision is of the highest standard. The school shall engage in developing a school plan, providing C.P.D. for staff and work collaboratively with the Trustees in implementing an evaluation of the whole school every 5 years under the headings: -

- Ethos and Faith Development
- Teaching and Learning
- Curriculum and Assessment
- Extra and Co. Curricular Provision
- Policy Development and School Planning
- Leadership and Management
- Student Services and Pastoral Care

Self evaluation will take place on an ongoing basis by the Board of Management.

### **37. Special Needs**

Where applicants with special needs are eligible to attend a Spiritan Junior School, the school management will request an up to date copy of the applicant's medical/psychological report/ or an immediate assessment. This is in order to assist the school in establishing the educational needs of the child relevant to his disability or special needs and to profile the support services required. On the basis of the relevant information the school will assess how his needs can be met, and, if further resources are required, the Department of Education and Skills will be requested to provide them. The Principal may meet the applicant's parents to discuss the child's needs and the school's capacity to meet them.

### **38. Attendance/NEWB**

The Principal shall be responsible for making the annual return on pupil attendance to the National Educational Welfare Board (NEWB). Concerns regarding a pupil's attendance or any other aspect of a pupil's welfare shall be communicated to the NEWB, HSE and Social Services as appropriate. Details of such communication shall be recorded in the Minutes of the Board.

### **39. Independent Appeals Board**

An independent appeals board has been set up by the school and the DEA. This Board consists of three nominees – one from the Des Places Educational Association and two independent persons.

It is recommended that one of these people comes from a legal background and in the event of not being able to find such a person the Board of Management would appoint a legal representative from the Schools Solicitors firm.

The function of this Board Appeals Board is to allow;

1. Parents/guardians the right to appeal a decision made by the Board of Management. An example of this would be an unsuccessful application into the school.
2. Members of the junior school community the right to appeal a decision made by the Board of Management. An example of this would be in areas of discipline, grievance and complaints procedures.
3. Where there are 2 or more schools sharing the same campus the senior Board of Management is the primary employer.

This Board operates within the context of the school's ethos, codes of behaviour, policies and procedures.

### **40.Statement on Confidentiality.**

The business of the Board of Management shall be conducted in private. Individual members of the board are required to keep confidential the matters discussed at meetings unless otherwise agreed by the board.

Where the Trustees are satisfied after due investigation that any member infringed confidentiality they shall remove that person from membership and shall not nominate that person as a member of any other Board of Management.

### **41. Statement on Agreed Report**

At the closure of each Board of Management meeting, the board

shall decide the information to be conveyed to parents, teachers and school community and the manner and terms in which it is to be conveyed. Issues to be kept confidential should be clearly identified.

#### **42. Declarations of Interests**

The onus is on individual board members to declare any possible conflict of interest. In the event of a conflict of interest arising, the board member shall exempt him/herself from the meeting while the relevant item is under discussion.

#### **43. Professional Bodies**

Membership of professional bodies such as Association of Independent Junior Schools (A.I.J.S.) Catholic Primary Schools Management Association (C.P.S.M.A.), Independent Primary Principals Network (I.P.P.N.) is strongly encouraged.

#### **44. Board of Management Training**

The DEA will provide training and in-service for the Board of Management of Junior Schools upon the initial appointment and during the course of their term of office.

- 45.** The Statutory Directives from the Department of Education and Skills must be complied with immediate effect.
- 46.** Schools are obliged to comply with the Child Protection Policy (2012) issued by the Department of Education and Skills.

47. These Articles of Management shall come into operation on the

\_\_\_\_\_ *day of* \_\_\_\_\_

\_\_\_\_\_ *20* \_\_\_\_\_

*Signed by:* \_\_\_\_\_

*As agent for and on behalf of the Trustees, in the presence of*

\_\_\_\_\_

# **APPENDIX**

***C.P.S.M.A BOARD MEMBERS HANDBOOK 2013***

***CHILD PROTECTION PROCEDURES - D.E.S. 2012***

***WORKING TOGETHER (INTO/C.P.S.M.A) 2000***

***EDUCATION ACT 2004***

***HEALTH AND SAFETY ACT 2005***

***SCHEDULE 1 – SPIRITAN TRUST (DEA)***

***SCHEDULE 2 – SPIRITAN TRUST (DEA)***