



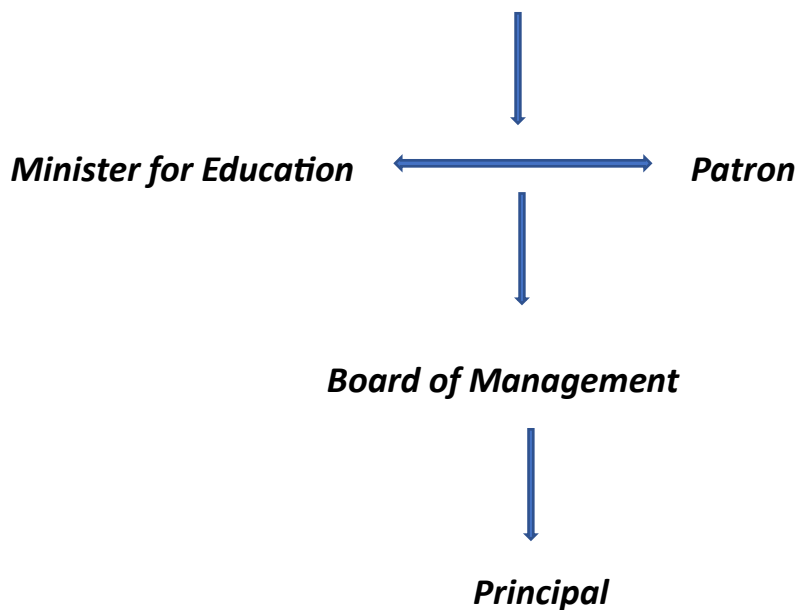
Diocese of Meath.

Board of Management Roles and Responsibilities.

The Minister for Education and the Patron are required to act in accordance with legislation.

The Board of Management is required to act in accordance with requirements of the Department of Education (DoE), manage the school on behalf of the Patron, comply with the governance requirements, and is required to uphold the ethos of the school.

Education Act and Legislation.



The Principal is responsible for the day to day management of teaching and learning in the school. He/she plays a pivotal role in implementation of school policies and procedures as well as leading ongoing school development.



The Composition of the Board of Management.

The composition of the Board of Management for schools with more than one teacher is:

- Two direct nominees of the Patron.
- Two parents of children enrolled in the school (one mother and one father) elected by the parents.
- The Principal of the school.
- One other serving teacher elected by the teaching staff.
- Two extra members (community nominees) agreed by the representatives of the Patron, teachers and parents.

The Board of Management as Employer.

The Board is the employer of ALL staff in the school.

Salaries of teachers and SNAs are paid directly by the DES.

As of the school year 2023 2024 School Secretaries should be paid directly by the DoE.

Salaries of other employees (caretaker, bus escort, etc.) are paid directly by the school, with the assistance of designated grants.

The Board's role as an employer includes responsibility for the recruitment (and dismissal) of teachers and other staff within the school, subject to relevant Department circulars, employment legislation and sectoral agreements.

Issues with teacher performance and conduct are addressed under agreements reached under section 24(3) of the Education Act, 1998. Procedures in relation to professional competence issues and general disciplinary matters are set out in Circular 0049/2018.



Chairperson.

The Chairperson is appointed by Patron.

He/she convenes meetings and the agenda of the Board of Management (BOM).

He/she chairs the meetings and in circumstances where the BOM is divided equally on a matter has the casting vote.

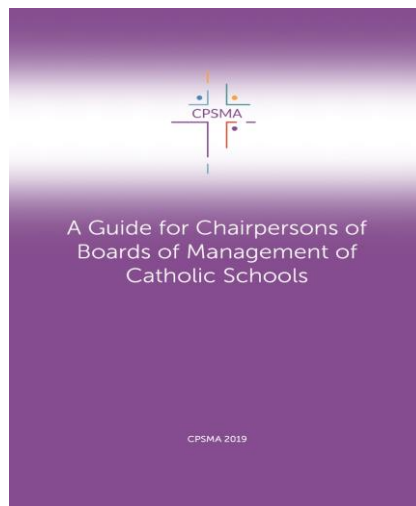
The Chairperson is the main correspondent in relation the BOM matters.

The Chairperson plays a central and crucial role in recruitment of staff.

The Chairperson is a signatory for bank agreements, forms and declarations.

The Chairperson is first among equals but has specific duties e.g. correspondent with DoE – see *Governance Manual for Primary Schools 2019 – 2023* Section 16.

The Chairperson can delegate responsibility to others re correspondence in his/her absence.





Role of the Principal

The Principal is responsible for the day to day management of the school. He/she is the Leader of learning in the school and as such is central to setting out and achieving the pedagogical objectives of the school

The Principal is expected to nurture and create an environment conducive to learning. The Principals should promote the professional development of staff. He/she should encourage and facilitate engagement and involvement of parents in school life, both formally and informally.

The Principal is central to carrying out functions of the school and the Board of Management. The Principal of a recognised school shall be entitled to be a member of any and every committee appointed by the board of the school.

See C.16/1973 & Education Act 1998 S.22 & S.23.

Principal as Recording Secretary to BOM.

In this regards the Principal is expected to communicate notification of meetings to BOM members. He/she should prepare the agenda, liaise with the Chairperson regarding correspondence to be discussed, prepare accurate minutes of the previous meeting, record and file documents associated with the meetings. BOM minutes must be retained in a safe place and made available on request to the Department of Education, Patron and Trustees.

The Principal should provide members of BoM with latest relevant books, circulars, publication. He she must prepare a Child Protection Oversight Report (CPOR) and related documents for BOM in person meetings.



Treasurer

The treasurer is elected from among members, he/she cannot be Chairperson, Principal, or teacher nominee. The Treasurer is responsible for School accounts. Payment of bills etc. The Treasurer reports to BOM meetings on the current status of the school account(s) and financial issues of concern for the BOM.

The Financial Support Services Unit (FSSU) was established in 2017. Schools should complete a monthly FSSU reconciliation for the BOM. Annual accounts should be certified as per FSSU guidelines and submitted to the FSSU by February 28th each year. A copy should be sent to the Diocesan Office. Every school is a registered charity.