



## Meath Education Diocesan Office

### Areas Requiring Patron Attention & Approval.

#### Property:

- Any structural changes to the building or grounds..
- Consent to apply for planning permission
- Purchase of property
- Leasing / renting of premises.

*All of these matters must be referred to the Property Office for consideration and approval. The Additional School Accommodation Form (ASA), Summer Works, Emergency Works funding, etc must be either signed by the Patron or a letter of consent sought from the Patron. Applications should include a map of the school grounds to facilitate consideration and approval.*

#### Appointments:

- All appointments in excess of 24 calendar weeks should be advertised as per Department of Education procedures.
- The Patron appoints the independent assessors for all appointments of teachers and SNA staff.
- ***The Chairperson of the BOM should liaise with the Patrons office in this regard. The Principal may do so only on behalf of the Chairperson.***
- On completion of the interview process an appointment must be approved by the BOM and the Patron's Office. Selection Boards must be vigilant around the qualifications of candidates.
- The independent assessor appointed for a promoted post (AP1 & AP2) must be from a list agreed between the Patrons Office and the INTO. *These appointments have to be approved by the BOM but not the Patron's Office.*
- The BOM should make sure that independent assessors are paid for their work promptly. *Encourage them to submit an invoice with their PPSN and (ideally) confirmation that they will discharge revenue obligations from this work.*
- Deputy Principal Posts are now subject to open competition. Circular 44/2019 Chapter 3.



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#### **Panels:**

***The Patrons Office is centrally involved in the administration of Main/CID and Supplementary Panels. Schools are obliged to co-operate with this process.***

*All permanent (and fixed term) teaching posts should be notified to the Diocesan Office. These have to be allocated firstly to teachers on the Main/CID panel. This panel must be cleared before the Supplementary Panel becomes is operational.*

*Remaining permanent posts must be offered to teachers on the Supplementary Panel. In circumstances where no teacher on the Supplementary Panel expresses an interest in a permanent post publicly advertised then the post may be filled by open competition.*

*The Main/CID panel must be cleared before Department of Education (DoE) will sanction Fixed Term posts for advertisement. Teachers on the Supplementary Panel do not have panel rights for fixed term vacancies. They may have employment rights in their current school for consecutive fixed term vacancies. They must have been interviewed twice for these posts.*

*A teacher who works in a school for two full years and is employed in a “viable post” for year three may apply for a CID from the Department of Education. If granted, then that teacher is entitled to remain in the school unless and until no viable post is available to him/her in that school.*

#### **Child Safeguarding & Welfare:**

- Child Safeguarding Statement and annual review. All schools must send in their Child Safeguarding Statement and also a copy of the Annual Review. *Mandatory Template 3.*
- Annual Review of Anti-bullying procedures. *Appendix 4 of Procedures. This is not obligatory at the moment but it is good practice to sent this in also.*

***Please make sure that both of these documents are posted on the school website and/or notified to Parents.***



## **Finance.**

- A copy of the Certified Accounts as per FSSU guidelines, must be forwarded to Patron each year, once they have been submitted to the FSSU.
- The Patron must provide permission to the BOM to have a school credit card.
- The Patron must provide permission for the BOM to enter in a loan agreement.

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#### **Admissions/Enrolment:**

- The Patrons Office must have an up-to-date copy of the school admissions policy.

***Priority is:***

***1. Siblings,***

***2. Children in the Parish (or specific parish catchment areas assigned to the school),***

***3. Children outside the Parish.***

- Changes / updates to school admissions policy must be approved by the Patrons Office.
- Special Classes in schools must have a distinct admissions policy that is compatible with the main policy.
- Cooperation among parish schools in terms of enrolment notifications/timeframes is important.
- Addition of an extra class stream within the school must be approved by the Patrons Office.
- Opening of a special class must be approved by the Patrons' Office.



## **Vetting Service**

The Diocesan Office undertakes vetting in relation to ancillary and SNA staff in the school. This includes substitute SNA or ancillary staff. Please make sure that the forms are legible and correctly completed.

Other persons employed by the Board of Management who have regular contact with the children, i.e., visiting teachers/tutors for music, drama, art, etc may also be vetted.

The GAA, FAI, IRFU etc vets their own employees, visiting coaches should give copies of vetting to the school.

***Visiting tutors/coaches must ALWAYS be under the supervision of a teacher.***

The Vetting Office does not provide a vetting service for TY students, for persons undertaking SNA training courses or for persons/organisations that may rent school premises.

*As part of the Child Protection School Inspection (Level 3) the Principal and Chairperson are required to sign an official document confirming that vetting requirements are met.*

*It is unclear how often ancillary staff should be re-vetted. The timescale for teachers is every four years.*

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#### **Other**

- Inspection Reports and feedback.
- Appointment of BoM members.
- Use of RE programme, other than Grow in Love programme.
- Issues relating to the good governance and ethos of the school.
- Change of insurance provider.
- Change of school type i.e. junior/senior to fully vertical or boys/girls to mixed.
- Amalgamation of schools (this is a Patron led process and should not happen without Patron's involvement).



**Please use the services and advice of the CPSMA Office in relation to problems/issues of contention that arise in the school.**

**CPSMA, New House, St. Patrick's College, Maynooth, Co. Kildare.**

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