

Excellence in School Practice

ACCS Area Information Meetings

A series of Area Information Meetings are scheduled for late August and early September. These meetings will provide the opportunity for ACCS to discuss the coming year and any changes in policies and procedures with Board of Management Members, Principals and Deputy Principals.

Post of Responsibility Appointments

Objectives

We are currently awaiting the publication of a new 'Post Primary Leadership' circular letter from the Department of Education and Skills. This circular letter will potentially reconceptualise the middle management structures and provide for extended middle management teams in schools. We would recommend this in-service to Principals and members of Selection Boards who will be making POR appointments in the coming year. The purpose of this in-service is to update schools on developments in relation to the Appointment and Appeals Process and to ensure best practice for these appointments.

Content includes:

- Changes introduced with the publication of the new 'Post Primary Leadership' circular
- Identifying the needs of schools
- Identifying vacancies
- Advertising posts
- Composition of the Selection Board
- The interview process
- The appointment process
- The appeals process

Who should attend?

Principals, Trustee Nominees on Selection Boards for POR appointments and Independent Panel Members.

DATE: 25/09/17 (Provisional)

To be confirmed following publication of the new 'Post Primary Leadership' circular letter.

VENUE: Mullingar Park Hotel, Mullingar, Co. Westmeath

TIME: 2.00 p.m. – 4.30 p.m.

Accountability and Management of the DES Administrative & Financial Guidelines

Objectives

Principals carry onerous responsibilities in finance and administration in their schools. They are ably assisted by their Clerical Officers. This in-service supports both Principal and Clerical Officer in understanding the importance of the processes underpinning financial and administrative accountability in their school. Following an extensive review of the Financial and Administrative Guidelines the Department of Education and Skills has now published the Governance Manual for Community and Comprehensive Schools.

Content includes:

- Board of Management responsibilities
- Financial returns/audits
- Allocations: funding & staffing
- School internal controls
- Procurement
- Purchasing, tendering, quotations
- Banking arrangements
- Insurance and State Indemnity

Who should attend?

Newly appointed Principals with their Clerical Officers, newly appointed Clerical Officers, Principals who wish to have a refresher/clarification of their role in school finances and administration.

DATE: 28/09/17

VENUE: ACCS Head Office, 10H Centrepoint Business Park, Oak Drive, Dublin 12

TIME: 1.00 p.m. – 4.00 p.m.

Data Protection Workshops Presented by Millett & Matthews Solicitors

ACCS has worked closely with the other school management bodies to put together a Data Protection Guidelines website which gives helpful advice and tailored templates for schools. Millett & Matthews have worked with the management bodies and the Data Protection Commissioner's Office on the project.

Objectives

This workshop is designed to give an overview of the website materials, and give some practical advice to schools on the most common data protection issues that arise. With the introduction of the new General Data Protection Regulation ("GDPR") in early 2018, which will have implications for schools, this in-service is essential for school leaders to review school policies and procedures with regard to Data Protection.

Content includes:

- Description of Data Protection and why it applies to schools
- Introduction of the General Data Protection Regulation, GDPR
- An update of the website materials
- Organising relevant policies in the school
- Data Access Requests: what they are and how to deal with them
- Safe storage and retention periods for different information
- Common scenarios that face schools regarding data
- Future developments

Who should attend?

Principals, Deputy Principals, Board of Management Members, Administrative Personnel with responsibility for data processing.

DATES/VENUES:

Autumn 2017, dates and venues to be finalised

TIME: 2.00 p.m. – 4.30 p.m.

Booking Arrangements

Notice of arrangements and booking instructions will be sent to schools prior to each course by email.

Governance in Schools – A Legal Perspective

Objectives

School Governance is a key responsibility for our Boards of Management. This in-service will give participants an opportunity to discuss and learn about best practice and how to avoid common pitfalls in governing a school. This in-service will be led by the very experienced educational legal team of Mason Hayes and Curran.

Content may include:

- Staff Issues
- Disciplinary Procedures for Staff
- Grievance Procedures/Investigations
- Student Conduct and Codes of Behaviour
- Suspension and Expulsion
- Child Protection Issues
- SEN Issues
- Family Matters

Who should attend?

Chairpersons of Boards of Management and Principals.

DATE: 03/10/17

VENUE: Mullingar Park Hotel, Mullingar, Co. Westmeath

TIME: 9:30 a.m. – 4.30 p.m.

DEIS Symposium

Objectives

At this Symposium Principals, Deputy Principals and DEIS Co-ordinators will receive an update on all recent developments in the DEIS programme. This day will also provide the opportunity for schools to share their experiences and share models of best practice.

Content includes:

- Update on the Department of Education and Skills DEIS Review and the new identification process
- Input from the Department of Education and Skills
- Sharing best practice in our schools
- Open Forum

Who should attend?

Principals, Deputy Principals and relevant Co-ordinators in DEIS schools.

DATE: 24/10/17

VENUE: Mullingar Park Hotel, Mullingar, Co. Westmeath

TIME: 10.00 a.m. – 4.00 p.m.

Planning and Implementation of the New Special Education Needs Model

Objectives

Circular Letter 14/2017 introduced a revised special education teaching allocation model to mainstream post primary schools from the 2017/18 school year onwards. This revised allocation model provides for the generation of a school profile to determine the special education teaching allocation. The circular is accompanied by Guidance for Schools on the organisation, deployment and use of special education teachers to address the need of students with special education needs. This in-service will address the requirements placed on schools by the new special education model. Given how important meeting the needs of students with special educational needs is in our school communities this in-service will be provided on a regional basis.

Content includes:

- The introduction of the revised allocation model
- NCSE policy advice
- School education profile
- Enrolment of students with special educational needs
- Identification of students for support
- Roles of school personnel
- Deployment of teaching resources
- Educational planning

Who should attend?

Chairpersons of Boards of Management, Board of Management Members, Principals, Deputy Principals, Special Education Needs Co-ordinators.

DATES/VENUES:

07/11/17: Woodlands House Hotel, Adare, Co. Limerick

08/11/17: Radisson BLU Hotel and Spa, Co. Sligo

14/11/17: Mullingar Park Hotel, Mullingar, Co. Westmeath

TIME: 2.00 p.m. – 4.30 p.m.

State Claims Agency Seminar

Objectives

The management of personal injury and third-party property damage claims against Community and Comprehensive Schools and of the underlying risks is delegated to the State Claims Agency (SCA).

The SCA has recently concluded Health and Safety audits in a selection of Community and Comprehensive Schools and the findings of these audits will inform this valuable in-service for schools

which will be delivered by SCA personnel.

Content includes:

- The role of the State Claims Agency
- Duties of the Board of Management
- Accident/incident reporting
- Risk management advisory service
- Common findings of recent school audits
- Risk assessment

Who should attend?

Chairpersons of Boards of Management, Board of Management Members, Principals, Members of School Health and Safety Committees.

DATE/VENUE:

Date and venue to be finalised

TIME: To be advised

Teacher Allocations and Redeployment

Objectives

This in-service is being held to coincide with allocations being distributed to schools by the Department of Education and Skills. The intention is that schools will be alerted to any changes emanating from the Budget and will be updated on any Department of Education and Skills changes to allocations. We will discuss how schools can use their allocation to best effect and how curricular concessions should be sought. Redeployment and the procedure and sequence for filling available teacher posts/hours will also be discussed.

Content includes:

- Current issues affecting allocation
- Initial allocation/final allocation
- Curriculum check list/audit
- Curricular concessions best practice
- Appeals
- Redeployment

Who should attend?

Principals, Deputy Principals and Chairpersons of Boards of Management.

DATE: 07/02/18

VENUE: Mullingar Park Hotel, Mullingar, Co. Westmeath

TIME: 10.00 a.m. – 2.00 p.m. followed by lunch.

Clerical Officer/School Secretary In-Service

Objectives

The work of the Clerical Officer/School Secretary is central to the effective working of the school. They engage with Esinet/OLCS/P.Pod which continue to evolve. The new General Data Protection Regulations (“GDPR”) emanating from the EU legislative bodies will also have implications for schools.

ACCS will provide an in-service that is practically based and will give both new and experienced Clerical Officers an opportunity to discuss their concerns and to share best practice. Following consultation we will provide in-service based on needs as outlined by Clerical Officers.

As Clerical Officers/School Secretaries may find it difficult to attend during school time, ACCS is organising this year’s in-service when students are not in attendance in school.

Who should attend?

Clerical Officers/School Secretaries.

DATES/VENUES:

13/02/18: Radisson BLU Hotel and Spa, Galway

27/03/18: Ashling Hotel, Parkgate Street, Dublin 8

TIME: 10.00 a.m. – 2.00 p.m. followed by lunch.

Competency Based Recruitment and Selection for Principal and Deputy Principal Appointments

Objectives

This one day programme will provide participants with a clear understanding of a competency based approach to the appointment of a Principal/Deputy Principal.

It is a practical programme which aims to develop and enhance the interviewing and selection skills of participants to ensure future selection decisions rest in the appointment of the best possible candidate for the position.

ACCS has worked with the ETBI on the development of this competency based approach to the recruitment and selection of a Principal/Deputy Principal and ACCS recommends that members of selection committees are trained in this approach.

Content includes:

- Competency Based Recruitment and how we can apply it to shortlisting
- Interview and evaluation
- An overview of the Competency Based Recruitment and Selection Process Manual
- Questioning and listening skills
- Evaluating the evidence
- Employment legislation relevant to the Recruitment and Selection Process

Who should attend?

Principals and Selection Committee Members.

DATE: 22/03/18

VENUE: Sheraton Hotel, Athlone, Co. Westmeath

TIME: 9.30 a.m. – 4.30 p.m.

