



Association of Community and Comprehensive Schools
Cumann na Scoileanna Pobail agus Cuimsitheacha

your school, your community

NEWSLETTER
ISSUE 1 2017/2018

A year of change ahead

This coming year will be a year of great change for many of our schools. As well as six new Principals, there have been fifty-one new Deputy Principals appointed in our community and comprehensive schools over the summer. ACCS is also facing changes with John Irwin taking over as General Secretary and Áine O'Sullivan taking on the role of Assistant General Secretary.

With the appointment of extra deputy principals and a 'new and improved' middle management structure in schools, and the relief from industrial strife, our schools can really look forward to progressing a teaching and learning and school improvement agenda.

It will also be a year of great change for me personally. After thirty wonderful, demanding, privileged years in the community and comprehensive school sector I am retiring to spend time doing all the things I didn't have a minute to do over the past number of years!

Working in ACCS over the past six years has been hugely interesting and fulfilling. Working with Ciarán Flynn as his Assistant General Secretary in the first instance was a marvellous learning experience. Ciarán has great knowledge and wisdom coupled with a calmness and humour in imparting advice. For the past three years John and Anne Marie and I have worked very closely together while the Head Office Staff of Susan, Debbie and Eileen have worked to great effect in supporting us. It has been a real pleasure to work with such dedicated and able people. Sincere thanks to John, Anne Marie, Susan, Debbie and Eileen. It has been a team effort and I don't doubt that Áine will move seamlessly into the team while bringing her own unique talents to the organisation.

I must also pay tribute to the two dedicated and wonderful Presidents of ACCS that it has been my pleasure to work with Malachy Molloy and Antoinette Nic Gearailt have been stalwarts in supporting ACCS and all our schools. I wish to thank both of them warmly for their help and guidance over the years.

As I've moved through different stages on my journey in education I've reflected each time on what went before. I didn't realize how critically important a good teacher was to a school (and the students) until I moved into school management. I didn't realize how essential a good management team, backed up by a supportive Board of Management, was to a school until I came to work in ACCS. I've come to realize that great schools have very little to do with material resources and everything to do with human resources.

As all of you head into this coming year of change I would like to share with you the following quote from a wise man:

The secret of change is to focus all of your energy, not on fighting the old, but on building the new. Socrates.

May I wish you all, Boards of Management, School Management Teams, Office Staff, Teachers, Parents and Students a satisfying and fulfilling year ahead.

Eileen Salmon, General Secretary

Áine O'Sullivan, Principal of Ashbourne Community School has been appointed to the position of Assistant General Secretary in ACCS on a 5 year secondment with effect from 1st September, 2017.



Ms. Áine O'Sullivan
Incoming Assistant General Secretary

Áine brings a great wealth of experience to her new role in ACCS. Áine has been Principal in Ashbourne for 14 years, is the ACCS nominee on the Council of the NCCA, is a JCT Leadership Facilitator since 2012, is involved with PDST Leadership as an LDS Associate Member and Mentor and was previously involved with the LDS Postgraduate Diploma in Educational Leadership as a Facilitator.

We wish Áine every success in the years ahead as a member of the ACCS Team.

www.accs.ie

This newsletter is a private and confidential document for circulation only to Boards of Management and Principals. **Please circulate to Board Members.**

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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.



Recent Relevant DES Circular Letters

CL 50/2017	Home Tuition Grant Scheme 2017/2018 – Special Education Component
CL 48/2017	Public Service Stability Agreement 2013 – 2018 (Haddington Road Agreement/Lansdowne Road Agreement) and the Financial Emergency Measures in the Public Interest Acts 2013 and 2015
CL 47/2017	Supervision and Substitution Scheme – Opt-out and Opt-in. Lansdowne Road Agreement
CL 44/2017	Cost Limits for Post-primary School Buildings

For a complete list of relevant DES Circulars please refer to the ACCS website, www.accs.ie, and follow the DES tab → Relevant DES Circulars.

ACCS Convention 2018

The 36th ACCS Convention will take place on the 7th, 8th & 9th March, 2018 in the Radisson BLU Hotel & Spa Galway, Lough Atalia Road, Galway.

The Convention will commence on Wednesday evening and conclude on Friday afternoon.

Dates to remember

7th December, 2017

Nominations for Presidency and motions for Convention to be submitted.

7th January, 2018

Draft agenda of business and nominations for Presidency and motions to be issued to Member Boards and Executive Members. Member Boards will be invited to submit amendments to the motions.

7th February, 2018

Latest date for receipt of amendments to the motions.

21st February, 2018

A final agenda will be issued to Member Boards.



ACCS Continuous Professional Development Programme 2017/2018

Date & Location	Programme Title	Participants
21/08/17 11.00 a.m. – 6.00 p.m. 22/08/17 9.30 a.m. – 1.15 p.m. Mullingar Park Hotel, Mullingar, Co. Westmeath.	Induction of New Principals & Deputy Principals in Community & Comprehensive Schools.	All recently appointed Principals & Deputy Principals for an introduction to the sector.
29/08/17 Radisson BLU, Letterkenny, Co. Donegal. 31/08/17 Clarion Hotel, Liffey Valley, Dublin 22. (Dublin Meeting) 04/09/17 Clarion Hotel, Dublin Liffey Valley, Dublin 22. (Leinster Meeting) 06/09/17 Woodlands House Hotel, Adare, Co. Limerick. 07/09/17 Loughrea Hotel & Spa, Loughrea, Co. Galway.	ACCS Area Information Meetings. Ulster: 5.00 p.m. – 7.00 p.m. Dublin: 4.30 p.m. – 6.30 p.m. Leinster: 3.30 p.m. – 5.30 p.m. Munster: 4.30 p.m. – 6.30 p.m. Connacht: 4.30 p.m. – 6.30 p.m.	Principals, Deputy Principals, Secretaries Board of Management plus 2 Members of the Board of Management.
25/09/17 (Provisional) Date to be confirmed subject to Circular Letter being issued. Mullingar Park Hotel, Mullingar, Co. Westmeath.	Post of Responsibility Appointments. 2.00 p.m. – 4.30 p.m.	Principals, Trustee Nominees on Selection Boards for POR appointments and Independent Panel Members.
28/09/17 ACCS Head Office, Dublin 12.	Accountability and Management of the DES Administrative and Financial Guidelines. 1.00 p.m. – 4.00 p.m.	Newly appointed Principals with their Clerical Officers plus newly appointed Clerical Officers. Principals who wish to have a refresher/clarification of their role in school finances and administration.
Autum 2017. Dates and Venues to be finalised.	Data Protection Workshops. Presented by Millett & Matthews, Solicitors. 2.00 p.m. – 4.30 p.m.	Principals, Deputy Principals, Board of Management Members, Administrative Personnel with responsibility for data processing.
03/10/17 Mullingar Park Hotel, Mullingar, Co. Westmeath.	Governance in Schools – A Legal Perspective. Presented by Mason Hayes and Curran (MHC). 9.30 a.m. – 4.30 p.m.	Chairpersons of Boards of Management and Principals.
24/10/17 Mullingar Park Hotel, Mullingar, Co. Westmeath.	DEIS Symposium. 10.00 a.m. – 4.00 p.m.	Principals, Deputy Principals and relevant Co-ordinators in DEIS schools.
07/11/17 Woodlands House Hotel, Adare, Co. Limerick. 08/11/17 Radisson BLU Hotel and Spa, Sligo. 14/11/17 Mullingar Park Hotel, Mullingar, Co. Westmeath.	Planning and Implementation of the New Special Education Needs Model. 2.00 p.m. – 4.30 p.m.	Chairpersons of Boards of Management, Board of Management Members, Principals Deputy Principals and Special Education Needs Co-ordinators.
30/11/17 & 01/12/17 Farnham Estate Golf and Spa Resort, Cavan.	In-School Management Conference. Buffet Lunch from 12.30 p.m. 2.00 p.m. – 7.00 p.m. (Thursday) 9.15 a.m. – 1.30 p.m. (Friday)	Principals & Deputy Principals of Community & Comprehensive Schools (Documentation to follow).
To be advised.	State Claims Agency Seminar.	Chairpersons of Boards of Management, Board of Management Members, Principals, Members of School Health and Safety Committees.
07/02/18 Mullingar Park Hotel, Mullingar, Co. Westmeath.	Teacher Allocations and Redeployment. 10.00 a.m. – 2.00 p.m. followed by lunch	Principals, Deputy Principals and Chairpersons of Boards of Management.
13/02/18 Radisson BLU Hotel and Spa, Galway. 27/03/18 Ashling Hotel, Parkgate St., Dublin 8.	Clerical Officer/School Secretary In-Service. 10.00 a.m. – 2.00 p.m. followed by lunch	Clerical Officers/School Secretaries.
07/03/18 – 09/03/18 Radisson BLU Hotel & Spa, Galway.	ACCS 2018 Convention. Wednesday 4.00 p.m. – 7.00 p.m. Thursday 9.15 a.m. – 3.30 p.m. Friday 9.20 a.m. – 12.30 p.m.	School Principal plus 2 Members of the Board of Management.
22/03/18 Sheraton Hotel, Athlone, Co. Westmeath.	Competency Based Recruitment and Selection for Principal and Deputy Principal Appointments. 9.30 a.m. – 4.30 p.m.	Principals and Selection Committee Members.
25/04/18 Mullingar Park Hotel, Mullingar, Co. Westmeath.	Education Conference. 9.30 a.m. – 4.30 p.m.	Principals, Deputy Principals, School Personnel & Members of Boards of Management.

In-Service may be organised with individual Boards by request

Retirements and New Appointments

Retired/Departing Principals and Deputy Principals

ACCS offers its thanks and best wishes to those retiring or moving to pastures new.

Dunmore C.S.
Principal: Mr. Gay McManus

Gort C.S.
Principal: Mr. Denis Corry
Deputy Principal: Ms. Amy Talbot

John The Baptist C.S.
Principal: Ms. Mary Jones

Pobalscoil Íosa
Principal: Ms. Patricia McDonagh

Holy Child C.S.
Principal: Mr. Liam Walsh
(moving to another school)
Deputy Principal: Ms. Laura Casey
(moving to another school)

New Principals and Deputy Principals

ACCS is very pleased that the full proposal made by the three post-primary management bodies in relation to Deputy Principal positions in second level schools within the Leadership Team Structures submission has been granted by the Minister. Budget 2017 granted an additional Deputy Principal to all schools with more than 700 students from September 2017. ACCS schools benefited very much from this addition, with thirty one of our schools appointing an additional Deputy Principal, and five of our schools appointing two additional Deputy Principals. Congratulations to all recently appointed Principals and Deputy Principals.

Ardee C.S.
Deputy Principal: Ms. Pauline Duffy

Ashbourne C.S.
Acting Principal: Ms. Susan Duffy
Deputy Principal: Mr. Patrick Moriarty
Acting Deputy Principal: TBA

Ballincollig C.S.
Deputy Principal: Ms. Karen Forde

Blackwater C.S.
Deputy Principal: Ms. Maria O'Brien

Boyne C.S.
Deputy Principal: Ms. Jean Marie Ryan

Carndonagh C.S.
Deputy Principal: Ms. Elizabeth Kelly

Carrigaline C.S.
Deputy Principal: Ms. Tracey Kennedy
Deputy Principal: Ms. Lorraine Collins

Castlecomer C.S.
Acting Deputy Principal: Mr. Pat Murphy

Cashel C.S.
Deputy Principal: Mr. John Murray

Celbridge C.S.
Deputy Principal:
Ms. Caoimhe Ní Chuinn

Coláiste Chiaráin
Deputy Principal:
Ms. Catherine Cotter

Coolmine C.S.
Deputy Principal:
Ms. Pauline Connolly

Crescent College Comprehensive
Deputy Principal: Mr. Diarmuid Mullins

Dunmore C.S.
Principal: Mr. Declan Quinn

Gort C.S.
Principal: Mr. Brian Crossan
Deputy Principal:
Ms. Margaret Linnane
Deputy Principal: Mr. Martin Killeen

Gorey C.S.
Deputy Principal: Ms. Linda McEvoy

Hartstown C.S.
Deputy Principal:
Mr. Graham Fleming

Holy Child C.S.
Principal: TBA
Deputy Principal: Ms. Stacy Kenny

Holy Family C.S.
Deputy Principal: Ms. Ingrid Fallon

John The Baptist C.S.
Principal: Ms. Noreen Rafferty
Deputy Principal: Ms. Ita Browne
Deputy Principal: Ms. Rachel Hayes

Kildare Town C.S.
Deputy Principal: Ms. Mary Hackett
Deputy Principal: Mr. John Hayes

Kinsale C.S.
Deputy Principal: Ms. Claire Sheehan
Deputy Principal: Mr. Ger Hogan

Loreto C.S., Milford
Deputy Principal:
Ms. Annabella Mullen

Mayfield C.S.
Deputy Principal: Ms. Kathleen Daly

Moate C.S.
Deputy Principal: Ms. Frances Kelly

Mountmellick C.S.
Acting Deputy Principal:
Ms. Fiona Behan

Mount Temple Comprehensive
Deputy Principal: Ms. Mary Sterritt

Mountrath C.S.
Deputy Principal: Mr. Denis Boland

Newpark Comprehensive
Deputy Principal: Mr. Andrew Adams

Old Bawn C.S.
Deputy Principal: Ms. Ursula McCabe

Deputy Principal: Mr. Kevin Shortall

Pobalscoil Íosa
Principal: Mr. David Hayes
Deputy Principal: Ms. Cora Tighe
Deputy Principal: Ms. Nicola Garvey

Pobalscoil na Tríonóide
Deputy Principal:
Ms. Sally Ronayne
Deputy Principal:
Ms. Annelee Casey

Pobalscoil Neasáin
Deputy Principal: Ms. Karol Sadlier

Portmarnock C.S.
Deputy Principal:
Ms. Orla Molamphy
Deputy Principal: Ms. Helen Dargan

Ramsgrange C.S.
Acting Principal: Ms. Tracey Edwards
Acting Deputy Principal:
Ms. Mary Cullinane

Scoil Mhuire, Clane
Deputy Principal: Mr. JP Cahillane

Skibbereen C.S.
Deputy Principal: Mr. Tom Foley

St. Brendan's C.S.
Deputy Principal: Mr. Paul D'Arcy
Deputy Principal:
Ms. Fidelma Foy-Keane

St. Calmin's C.S.
Deputy Principal:
Ms. Derval Glendon Garry

St. Colmcille's C.S.
Deputy Principal: Ms. Karen Philbin

St. Mark's C.S.
Deputy Principal:
Ms. Tracey Christian

St. Wolstan's C.S.
Deputy Principal: Ms. Agnes Holmes

Tallaght C.S.
Deputy Principal: Ms. Claire Greene