

ACCS Continuous Professional Programme 2023/2024

ACCS Briefing for Boards of Management & School Leaders

Thursday 26th of October 2023

your school, your community



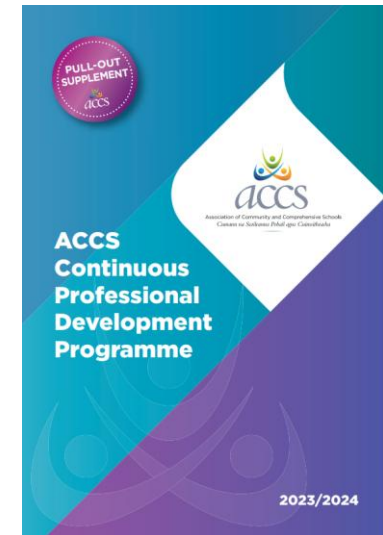
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ACCS: CPD Schedule promoting a consistency of approach in governance matters across its member schools...

Governance in Schools: Individual BOM Training available – contact ACCS Head Office

Governance in Schools Webinar: Role & Responsibility of Chairperson and Principal – 16th November

In School Management Conference – Farnham Hotel, Cavan - 30th Nov. & 1st Dec.



- A total of €21m full year costs is being provided for a permanent restoration of funding for schools, bringing the basic rate of capitation to €200 per student in primary schools and to €345 in post primary schools.
- €60 million in cost of living supports, which will be paid to all primary and post-primary schools in the free scheme.



Capital Expenditure

The allocation of €940 million for 2024 will facilitate a continued rollout of urgently needed school building projects.

To give a sense of projects in Community and Comprehensive Schools

- Jim Twohig – September 2023 engaged directly with 33 schools
 - Additional School Accommodation – 13
 - Emergency Works – 5
 - Summer Works – 2
 - Tendering – 6
 - Project Delays – 4
 - Modular – 5

Free schoolbooks & classroom resources for junior cycle pupils

Funding of €67 million is to provide free schoolbooks and classroom resources for junior cycle pupils in recognised post primary schools in the free scheme for the upcoming school year 2024/25.



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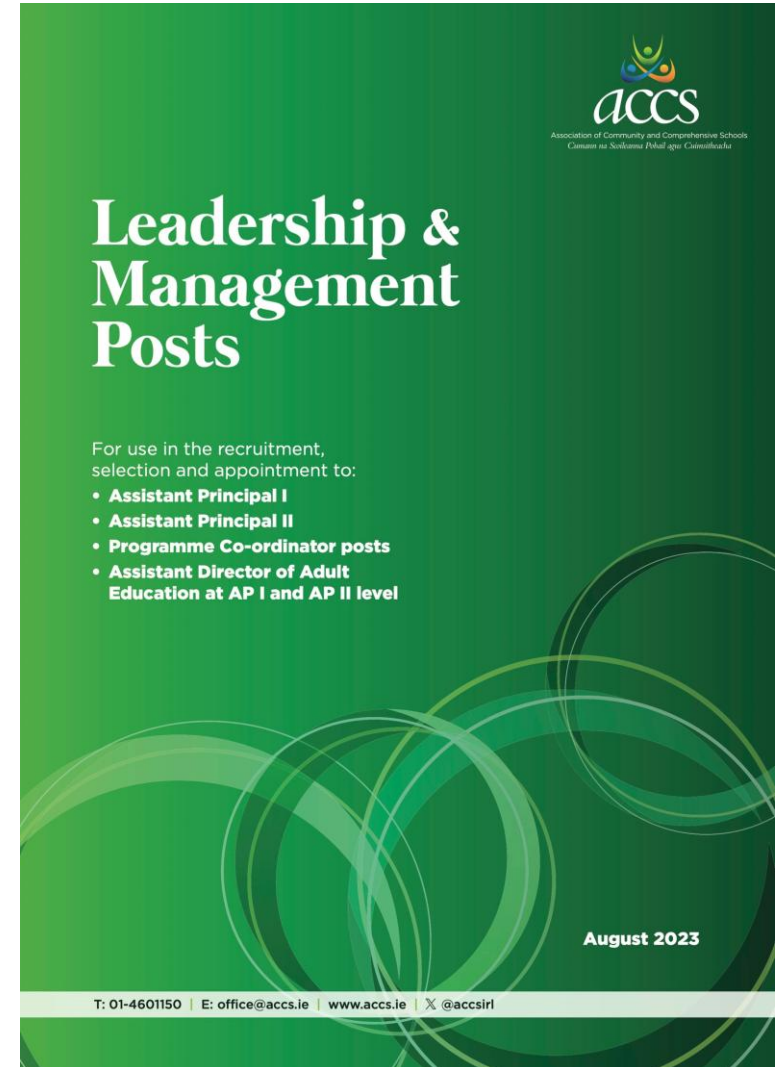


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School Leadership

Funding of €4 million will be made available to provide additional posts of responsibility in 2024.

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Schools Furniture Phase 1 Update Launching 1st November



| Updates | |
|--|---|
| Region: Connacht and Ulster | Direct Drawdown (if under €100,000) Contractor: G. Morgan and Sons Ltd. |
| Region: Leinster (excluding Dublin) | Direct Drawdown (if under €100,000) Contractor: Peter Walsh & Sons (manufacturing) Ltd. |
| Region: Dublin (geographical area of the County of Dublin) | Direct Drawdown (if under €100,000) Contractor: G. Morgan and Sons Ltd. |
| Region: Munster | Direct Drawdown (if under €100,000) Contractor: Peter Walsh & Sons (manufacturing) Ltd. |
| Region: National | Mini-Competitions (if over €100,000) Contractors: Peter Walsh & Sons (manufacturing) Ltd; and G. Morgan and Sons Ltd. |
| Change 1 in progress to add a small number of Furniture onto the FW. | |
| This procurement has been shortlisted for the National procurement Awards | |

School Surveys - PBU

The Planning and Building Unit looking to engage with schools regarding two surveys

1. Capacity – all schools.
2. High Pressure Areas – involving around 77 post primary schools

Child Protection Reminders

1. Boards of Management must formally adopt the Child Protection Procedures revised 2023
2. Appendix 5 provides a summary of the 2023 revisions to CP procedures
3. The new templates must now be used when reviewing CP procedures
4. Anonymising CPORs
5. Teaching Council Notification (dismissal/resignation following upon the making of a complaint or the invoking of a disciplinary process)

Child Protection Annual Review

Please follow link below to relevant templates:

[Mandatory Template 1: Child Safeguarding Statement and Risk Assessment Template](#)

School Governance – HR Update

The presentation prepared by ACCS Director of HR will be forwarded to all schools.

Updated Leave Summaries, available on the ACCS, website will also be forwarded to schools.

Significant leave updates due to *Work Life Balance* legislation

Reminder re: final date for RPT appointments

- The final date for appointment to a RPT (regular part-time contract) for the 2022/23 school year is **Monday, 6th November**
- RPT teachers are employed to the 31st August but must be employed by the school for the school year before the first working Monday in November
- RPT normally go from 1 September to 31 August but can sometimes be later but not after first working Monday in November)
- An RPT teacher teaches for a prescribed number of hours per week and their salary is paid through DE salary section on a pro-rata basis to 31 August

Appointment of SSSF funded Secretaries

- A new allocation model for the allocation of secretaries in grant funded posts (SSSF funded) is being developed
- New secretaries employed using SSSF funded must be employed on the new terms and conditions as [per CL 36/2022](#), including a 52-week payment approach
- Use DE Replacement School Secretary Appointment Form

Note: 37 hours is full time contract

Note: where a new secretary is being contracted to replace a former secretary the actual working hours /working weeks which a newly recruited secretary should be contracted to undertake should mirror the working arrangements for the former secretary up to a maximum of 37 hours

- [CL 46/2023](#): Revision of Salaries for School Secretaries previously funded under ancillary grant funding.

Opt-in Principals/Deputy Principals

As per Circular 0006/2014 and Circular 0047/2017, participation in the S&S Scheme is compulsory for all teachers, save for those who availed of the opt-out arrangement under those Circulars.

Under the terms of this agreement (CL 32/2023), the option to opt back into the S&S Scheme is confined to teachers who:

- Previously opted out from compulsory participation in the S&S Scheme under Circulars 0006/2014 or 0047/2017, **and**
- Subsequently have been promoted to a permanent Principal or Deputy Principal position since opting out.
- Note: where a teacher opted out of S&S duties under previous circulars, that opt-out remains in place **unless the teacher has been promoted to a permanent Principal or Deputy Principal position and opts back in to the S&S scheme under the terms of this Circular.**
- Such permanently appointed principals and deputy principals must carry out S&S duties and agree to be included on S&S rosters where applicable.

Opt-in Principals/Deputy Principals

- Permanent Principal and Deputy Principal Teachers who wish to avail of the opt-in must submit an application to the Board of Management of their school for approval as per the application form.
- For those persons applying to opt back into the scheme, for the 2022/2023 and 2023/2024 school year, the completed application form must be submitted to the Department of Education **by 1st December 2023**.
- Late applications will not be accepted for these years.
- Applications forms received after this date will not take effect until the next school year, commencing from September 2024.

Personal Leave – What the DE says

What a Personal Day is

Voluntary secondary and community and comprehensive school management may grant special leave to a teacher for up to five school days in a school year for any reason which they may consider sufficient.

Substitute cover is not paid by the Department of Education.

Apply

Teachers must submit a written application to their employer (that is, Board of Management or Manager of their school).

Contact

Teacher and SNAs: Teacher/SNA Terms and Conditions Section

Address: Teacher/SNA Terms & Conditions, Department of Education,
Cornamaddy, Athlone, Co. Westmeath N37 X659

Email: teachersna@education.gov.ie

Phone number: [\(090\) 648 3734](tel:(090)6483734)

Personal Leave

DE/ACCS Advice re: Personal Leave for Teachers

The Board of Management has the discretion to grant a total of five days' leave to a teacher during the school year. However, in these circumstances, there is no provision for the employment of a substitute.

These days may be given all together, or here and there, as the need arises. Such leave might be required, say, for funerals, weddings, graduations, appointments with specialists, etc. Save in the case of a funeral, the school authority must be informed well in advance so that approval can be given for the leave. Such applications for personal leave should be brought to the attention of the Board of Management.

The school may refuse to approve leave proposals where the purpose of the leave-taking is not justifiable. (Example; to extend a holiday such as immediately before or after a school holiday closure or mid-term break may be refused.) leave to transact business which a teacher could attend to outside of school hours or the school week should not be approved by management.

It is expected that a teacher taking personal leave will arrange with his/her colleagues to cover his/her timetable and, in addition, prepare course work for his/her students.

In drawing up this policy, the welfare and educational needs of the pupils shall take precedence over all other considerations and absences should be kept to a minimum to avoid disruption to the teaching duties and to guarantee continuity of teaching and learning for all pupils.

Dignity at Work: eLearning training available for all staff

- Agreed Policy
- Make a copy available to all staff (handbook, staff section of website)
- Ensure Contact Person(s) appointed. Check who is/are Contact Person(s). Inform staff – name(s) on Staff Noticeboard

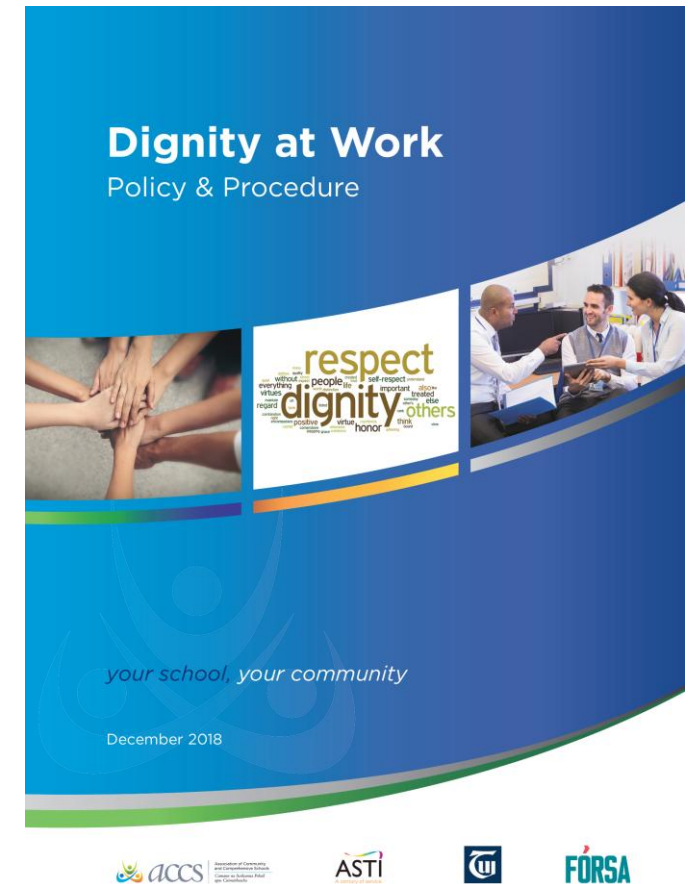
Reminder:

- ACCS Training
 - eLearning course for all employees
 - eLearning course for Contact Persons
 - eLearning course for Designated Person (i.e. Deputy Principal)

Available and distributed to all c&c schools in September 2022

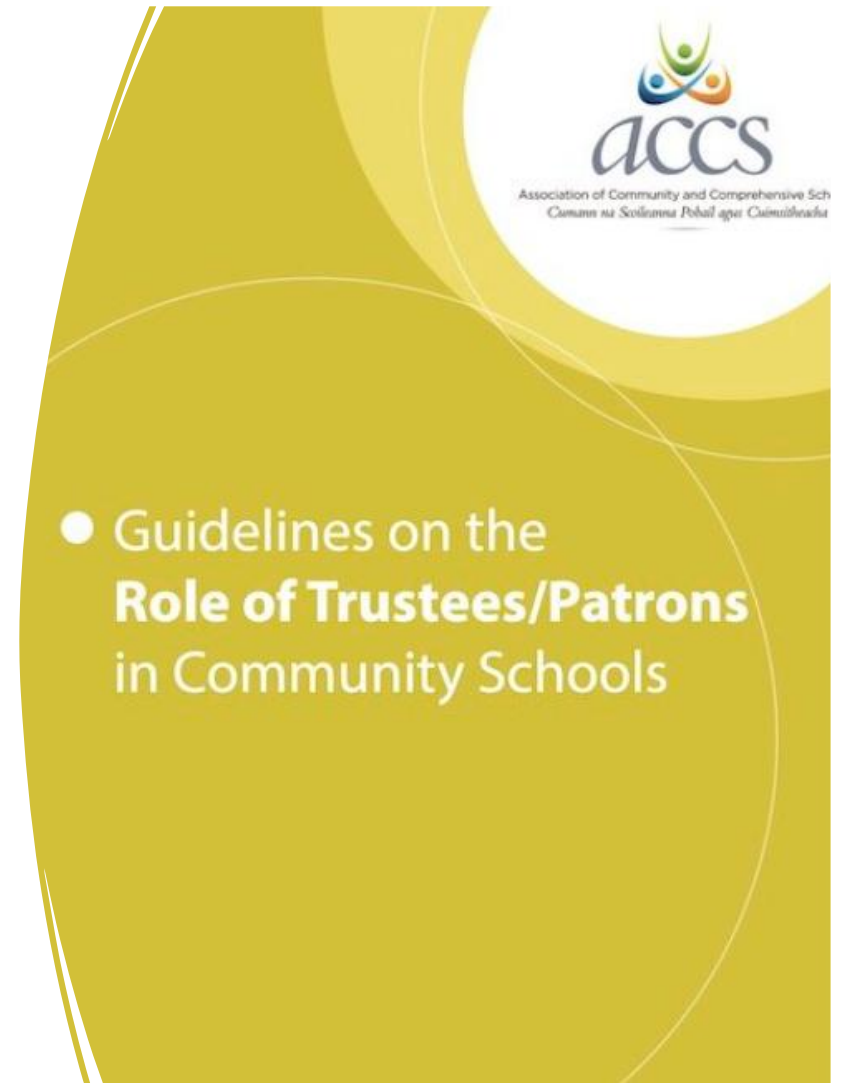
- Certified

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Key role of Trustees/Patrons in our schools

The composition of selection committees and the role of Trustees/Patrons nominating representatives to the selection committees.



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Engagement with the Department

- Joint Submission by Management Bodies for Management Supports
- Cineáltas – Review of Anti Bullying Procedures
- Review of the Child Protection Procedures
- Review of CL 0003/2018
- The role of SNAs in schools
- Clerical Officers in Community and Comprehensive Schools
- Review of Code of Behaviour (TUSLA)

Thank You

ACCS
Research
Project



Invitation to Community & Comprehensive School leaders to engage in an ACCS Research Seminar – *'Looking Back and Looking Forward'*.

'What lies in the future for the community and comprehensive school sector?'

Contact Us...

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