

Original Instrument and Articles of Management for Comprehensive Schools (modified for some schools)

1. The Minister

- (1) The Minister shall, in accordance with the provisions of 2 below, appoint a Board of Management to manage the school. The object of the school is to provide a comprehensive system of education combining instruction in academic and practical subjects.
- (2) The Board shall hold office for a period of five years and its membership shall be renewed or replaced for subsequent quinquennial periods. The Minister may, however, for what seems to him to be good and sufficient reasons, at any time request the replacement of a member of the Board of Management by an appropriate nominee.

2. Board of Management

- (1) The Board of Management (hereinafter referred to as "the Board".) shall consist of three members:
 - (i) a nominee of the Bishop of the Diocese wherein the school is situated, who shall act as Chairman;
 - (ii) a nominee of the Minister. who will be an official of the Department of Education; and
 - (iii) a nominee of the Vocational Education Committee who will normally be the Chief Executive Officer for the time being.
- (2) Where necessary, the appropriate nominating parties shall nominate replacements or substitutes for members of the Board.
- (3) Where, because of illness or other reason, a member of the Board is unable to act, the Minister shall arrange for the appropriate nomination of a substitute.
- (4) The Board may nominate one of its members to act as Secretary, and arrange that the headmaster of the school will act as correspondent.
- (5) The Board shall meet as often as necessary but not less than once a quarter. A special meeting may be held at any time at the written request of one of the members or of one of the nominating parties.
- (6) The proceedings at a Board meeting shall not be valid unless two members or duly nominated substitutes (in accordance (3) above) are present. In the absence of the duly appointed Chairman. or his substitute, one of the ordinary members shall act as Chairman. A majority of votes of the members present and voting shall decide any question.
- (7) The proceedings of each meeting shall be recorded in a minute to be kept by the secretary, and the first business of each meeting shall be the reading, consideration and signing of the minutes of the previous meeting.
- (8) The Board is charged with the direct government of the school, the appointment and removal of teachers subject to the approval of the Minister, and the conducting of the necessary correspondence.

- (9) The Minister or the Board with the consent of the Minister may at any time forthwith determine the employment of any teacher on account of misconduct or for any other good and sufficient reason.
- (10) The Board shall be responsible for the maintenance and upkeep of the school out of monies provided for the purpose by the Oireachtas.
- 11) Appointment of FullTime Teachers.
- (i) Applications for appointment as teacher must be sought by way of advertisement in the public press unless in a particular case the Minister decides that because of special circumstances this procedure may be departed from. Only candidates holding the qualifications set out in subparagraph (ii) of this paragraph may be considered for appointment. The Board will arrange to interview all candidates or such number of candidates as it considers necessary and will recommend for the approval of the Minister the appointment of the candidate who in the opinion of the Board is best qualified and most suitable for the post, subject to the proviso that the Chairman may veto, on grounds of faith or morals, but only on those grounds, the nomination for approval of any candidate.
- (ii) The following qualifications will be required for appointments: Assimilated Teachers: non-practical subjects registered secondary teachers, permanent whole-time vocational teachers or national teachers (Secondary Tops) with a university degree.
- Practical Subjects - the qualifications prescribed for permanent whole-time vocational teachers of these subjects.
- First Appointments- (non-assimilated teachers)
- Non-Practical Subjects - qualifications, for registration as secondary teachers or trained national teachers with University degree.
- Practical Subjects - the qualifications prescribed for permanent whole-time vocational teachers of these subjects.
- (iii) Appointment of Part-time Teachers:
- As a rule the conditions governing the appointment of part-time teachers shall be those set out in sub-paragraph (ii) of this paragraph but in relation to a particular appointment and subject to the agreement of the Minister these conditions may be waived in whole or in part.
- (12) The Board shall enter into an agreement, on the official form supplied, with each member of the teaching staff of the school and the services of any member of the staff cannot be dispensed with by the Board except in accordance with the terms of this agreement.
- (13) The curriculum of the school, shall include Religious Instruction, and the hours of instruction shall be as laid down from time to time by the Minister for Education.
- (14) The members of the Board shall take all necessary steps for the general supervision and the efficient working of the school, the appointment of a caretaker where necessary; the arrangements for cleaning services and any other administrative duties necessary for the satisfactory functioning of the school.

Alterations:

The Minister in consultation with the Bishop of the Diocese for the time being may alter the terms of the scheme from time to time.