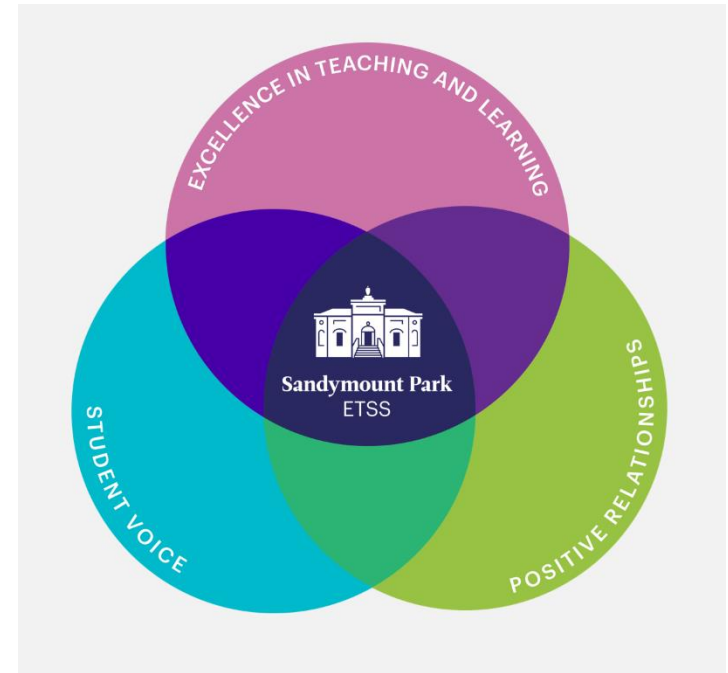


# SANDYMOUNT PARK EDUCATE TOGETHER SECONDARY SCHOOL

Role & Function of the Board of  
Management



# THE BOARD OF MANAGEMENT

A Board of Management for a Voluntary Secondary School has a clear remit to manage the school on behalf of *the Patron* in accordance with

- Legislation
- DES circulars, guidelines & procedures
- Employment.....terms and conditions

# COMPOSITION OF BOM

Boards are composed of nominees from various stakeholders:

- 2 Patron nominees
- 2 parent/guardian nominees
- 2 Staff nominees
- 2 Associate student members
- The Board once established may co-opt two community nominees
- A gender balance in nominee membership is maintained where possible
- **The BOM operates at all times in the best interest of the school**
- **Nominees not Representatives**

*Nominees are not representative of their nominating body. This means avoiding any perception that you are promoting personal or particular sectional interests.*

# GOVERNANCE

The main Governance functions of the Board of Management are:

- Supporting the Principal and her staff
- Policy formation and strategic planning
- Monitoring the implementation of Policy, Strategy, and Plans

Boards comply with the five principles of good governance by:

- Providing leadership
- Exercising control
- Being transparent and accountable
- Working effectively
- Behaving with integrity

# PRINCIPAL AS PRINCIPAL

## Day to Day Management of the School – Education and Welfare of Students

- Leading Curriculum
- Leading Learning & Teaching
- Managing Behaviour/Discipline
- Leading Staff
- Financial Management
- Facility Management
- Resource Management
- *Accountable to the Board of Management*

# ROLE OF BOARD OF MANAGEMENT

Ensure the educational needs of pupils are met

Ensure the school ethos is upheld

Implement all relevant legislation

The employer of staff

Manage school finances

School Plan and policy formulation

Final authority on school discipline

Manage school assets & property

Be accountable to the Patron & DES

## KEY DUTIES OF MEMBERS

01

Attend board meetings regularly and come prepared to meetings

02

Make reasonable efforts to inform yourselves about matters relevant to work on the Board

03

Avail of the training provided for board members, and always maintain confidentiality

# SPECIFIC RESPONSIBILITIES

School Strategic Plan - annual adoption of plan, regular review, policy review calendar SSE and SIP

Finances – **BOM responsible for how annual budget is spent and accounted for.**

Premises & equipment - repairs, books, stationery, materials & equipment from annual budget

Reporting – annual report to Trust Body.

Policy Development and Review

Admission, Suspension & Expulsion of students

School inspections – BOM specifically involved in WSE-MLL

Annual adoption of curriculum – programmes & subjects offered by the school.

Staffing – BOM is responsible for appointing teachers, other staff and approving the schedule of posts.

School attendance – strategy document for TUSLA as necessary

Child Protection (Adoption of DDLP Minutes needed for WSE/MLL) & Anti-Bullying