

Report of ACCS Continuous Professional Development Programme 2019/2020

“The greatest influence on student progression is having highly expert, inspired and passionate teachers and school leaders working together to maximise the effect of their teaching on all students in their care”

(Hattie, 2015)

The schedule of Continuous Professional Development for 2019/2020 is one which represents a comprehensive and wide-ranging programme which focuses on building ‘expert, inspired and passionate school leaders’ and establishing best practice in governance in our schools.

At all times ACCS endeavours to strike a balance between meeting school management CPD needs effectively while at the same time recognising that school leaders are managing their own organisation’s very busy schedules. As you will note from the programme, ACCS has also attempted to provide many of the CPD events on a regional basis, both to strengthen the regional networks and for the convenience of attendees. ACCS acknowledges the support of Paul Fiorentini, President ACCS who attends the majority of ACCS CPD events.

The in-service programme includes three events which are referenced separately in other reports in the handbook. These are the In-School Management Conference which takes place in late Autumn, the Education Conference scheduled for May and the ACCS Annual Convention which is scheduled for March each year, each of which directs and informs the work of the ACCS Secretariat.

ACCS evaluates the programme operating an evaluation form system for all participants at each in-service. The evaluations consistently show a very high satisfaction rating and are used by ACCS to amend and develop materials and, where necessary, to add new seminars as required. This year we introduced new seminars on Student Voice, Dignity in the Workplace and the Child Protection Inspection Model. We are reassured that these developments were relevant and worthwhile.

1. Individual Board of Management In-Service

At the time of writing this report in January 2020, the ACCS team has facilitated individual Board of Management in-service to 18 of our schools since the beginning of the school year, 2019/20. This year the delivery team has included Eileen Salmon and Antoinette Nic Gearailt and we are very grateful for their time and sharing of expertise in this regard. The areas covered during the in-service focus on the governance function and oversight which is required by a Board of Management in its work. This includes topics such as the *Legislative Framework, Child Protection, Health and Safety Financial Guidelines, Care of Students, Curriculum, Planning and Evaluation and New Developments in Education*. The feedback from these training sessions with the individual Boards is very positive and we believe that Boards find the facilitation of a dedicated in-service to all the members of the school’s Board of Management to be very beneficial. It allows the members to discuss their roles and functions and to realise their corporate responsibility while also giving Board members an opportunity to discuss issues that pertain to them.

We recommend that Boards of Management avail of this in-service when a new Board of Management is appointed every three or five years. The materials for this training are available for delivery in Irish and English. Additional training is available on a regional basis from January 2020, for new members of Boards who wish to avail of dedicated training in their roles as new Board of Management members. Board members wishing to avail of this training should contact regional representatives on the ACCS Executive or Head Office.

‘As a first-time member, I found it overall really interesting. Crystallised the functions of the BOM. It was all extremely helpful. Great to get an overview of the aspects a Board should be attending to. Having the slides and pack to go away with was very useful. Comprehensive slide show. Very thorough clarification of BOM role. So much to be covered but resources provided to study. I found the presentation very useful – It is good to be fully informed and know where information can be found.’

Comments from Board Members

2. GDPR Training: ACCS Data Protection Policy for Schools

The ACCS Data Protection Policy for Schools was developed in collaboration with the JMB and CPSMA. In May 2019, Hilary Treacy, Data Protection Advisor, ACCS facilitated four regional training days which were designed to assist schools with their understanding of the Data Protection Policy and the requirements for the Appendices. The school is the data controller of personal data and the statutory responsibility of Controller is assigned to the Board of Management. The Principal is assigned the role of co-ordinating the implementation of this policy

and for ensuring that all staff who handle or have access to personal data are familiar with their responsibilities. 70 delegates from 49 schools attended the training, which was open to all school Principals, Chairpersons, Board of Management, Clerical Officers/personnel with responsibility for data and delegates were advised of the following:

- The Data Protection Policy has been devised in such a way that it will be largely generic for all schools. Sections 1-7 set out the key principles and other requirements under Data Protection Legislation which will apply to all schools.
- The Appendices are more fluid in nature and may change depending on each individual school's purposes for gathering and processing personal data. Appendices 3 and 5 which deal with Recipients of Data, and Processing respectively, may differ from one school to another, and should be reviewed and updated accordingly.

'Excellent presentation. Highly relevant – very good awareness of how schools work. Practical focus and pragmatic, calm and confident delivery. Helpful presentation. Sensible and clear approach. The policy itself is fantastic. So welcome. Huge benefit to have a template developed for our schools.'

Comments from Delegates

3. Induction of New Principals & Deputy Principals

ACCS hosted its two-day Induction Programme for all newly appointed Principals and Deputy Principals in the Mullingar Park Hotel on the 19th and 20th of August 2019. A total of twenty-eight participants participated in the programme which focused on such topics as School Governance, GDPR and Data Protection, Child Protection, Care and Management of Students, Workplace Relations, the role of the FSSU in our schools and new Developments in Education. Participants enjoyed the supportive and relaxed nature of the seminar and found the content of the presentations extremely useful. In particular, ACCS wishes to thank James Duignan and Eileen Gildea, the senior leadership team from Glenamaddy Community School for sharing their experiences with the newly appointed participants. This session was practical and reassuring for the newly appointed colleagues and was warmly received by all present.

'The two days were super, and I felt very supported as I embark on this exciting new journey. Very engaging and well-prepared programme. Thank you so much for the wonderful informative programme and handbook. The professionalism and expertise of each presentation and the quality of the handbook, appendices and folder is super, and these will be invaluable, going forward. Thanks for a comprehensive two days. I feel that there was huge learning to be gained from all presentations.'

Comments from Delegates

4. Area Information Meetings

During the first week of the new term, the ACCS team travelled to each of the regions and facilitated five area meetings to a total of 172 participants from ninety-four of our schools. Principals, Deputy Principals, Secretaries of Boards and members of Boards of Management were invited to attend these meetings. While there was a great deal of information imparted at the sessions, participants deemed the information to be relevant and practical with topics clearly outlined and explained. The most useful topics recorded in feedback were the Child Protection Updates, GDPR and Data Protection Updates.

'Good summary of all the latest circulars - great outline of a 'scary' year ahead. Important reinforcement of important advice on procedures and protocols. Bringing schools up to date at the very beginning of the year. As a new chair of a BOM, I found it extremely useful as an overview of current issues in education – so comprehensive, so easy to understand and so relevant. Excellent work, helpful and informative. This was an excellent seminar.'

Comments from Delegates

5. Dignity at Work Training

This training took place in three regional venues to more than 200 delegates, including members of the trade unions in late September and early October and was based on the Dignity at Work Policy now available to all Community and Comprehensive schools at www.accs.ie. This policy was developed in consultation with the Unions and with input from the Workplace Relations Commission (WRC). The training was designed to provide nominated Contact Persons and Designated Persons (Deputy Principal(s)) with a clear understanding of their respective roles within the policy and the knowledge required to discharge their role in an effective manner.

'The presenter was really engaging, captured my attention with his thorough approach, comprehensive advice, was easy to listen to and was very clear and informative. The topic was dealt with in a clear concise manner. All roles and responsibilities including the BOM were outlined and explained simply and with great clarity. I have a much better idea of the role I have taken on. Scenarios of what has happened previously and could happen were useful.'

Comments from Delegates

Areas covered during the training included:

- Definition of bullying, harassment and sexual harassment
- An understanding of the behaviours that constitute bullying, harassment and sexual harassment
- An overview of the Dignity at Work Policy & Procedure
- The role and function of the nominated Contact Person(s) and boundaries
- The role of the Designated Person(s) (i.e. Deputy Principal(s)) within the Policy

The training was presented by Dr. Gerard McMahon and facilitated by John Irwin, General Secretary ACCS and Anne Marie Dillon, Human Resources Manager ACCS. Additional training for Designated Persons is being planned currently and will be rolled out in March and April 2020.

6. Governance in Schools: Child Protection

Since the commencement of the Children First Act and of the Child Protection Procedures for Primary and Post-Primary Schools 2017, the statutory obligations and the obligations arising from the CPP 2017 are significantly greater. This is most clearly seen in the oversight obligations on Boards of Management. This seminar was delivered over three evenings in Dublin, Limerick and Sligo and included a presentation from Moyne Community School sharing the school's experience of a recent Child Protection Inspection. The seminar content included a summary of supports available to schools and an outline of the context of Child Protection and Board of Management Oversight: The Child Protection Procedures for Primary & Post-Primary Schools 2017. The context & aims of Child Protection and Safeguarding Inspections (CPSIs) were explored in the second half of the presentation. Included in this section were, the Inspection Framework, features and procedures of Child Protection and Safeguarding Inspections (CPSIs) and the report format. 100 delegates attended the three venues and there was a rich appreciation for the sharing of school experience by Des Cullen, Principal of Moyne Community School. Des reminded Board of Management members of the need to be prepared for the inspections and highlighted the many ways Boards can do this in advance of an inspection. He guided delegates to the resources available on www.education.ie from where any school can download the relevant appendices which will assist the Board of Management in establishing best practice in this area.

'A comprehensive meeting with good information and a variety of speakers. There was clear and concise information on the roles of the patron, the BOM, the chairperson and the principal which was very useful. Des from Moyne CS set out the school experience of the inspection process in detail. Very helpful and honest presentation from Moyne CS with a practical focus. Excellent idea to use this practical experience. A brilliant seminar. Excellent practical advice and information.'

Comments from Delegates

7. Essential Education Law Day

In mid-September, the ACCS hosted a one-day seminar in partnership with Mason Hayes and Curran (MHC) and its team of leading lawyers in the education sector, on legal matters that impact daily on schools. The event was well attended with over 70 delegates present in the Mullingar Park Hotel on the day. The key items discussed on the day were Social Media Issues, Section 29 Appeals – Suspension and Expulsions, Workplace Investigations and Child Protection Issues. Tommy Flynn, Chairperson of Section 29 Appeals joined the panel in the morning to speak to delegates about the key learning from Section 29 Appeal decisions. The afternoon concluded with a lively question and answer session with the panel. Schools were invited to submit questions before the event so that these could be included and discussed in this session. The very clear advice from the panel of legal experts on the area of cyber bullying and the impact of social media on school communities was that each school should have a Social Media Policy in place as part of its AUP. See ACCS/Info Bulletin 18/19 for the 'ACCS Guidelines on the Use of Social Media in Schools'.

'A useful and comprehensive seminar – interesting cases considered throughout the day. Interesting points to consider in relation to so many relevant areas in school.'

Comments from Delegates

8. ACCS Special Education Needs Seminar

The ACCS Special Education Needs Seminar took place on Wednesday, October 9th in the Mount Wolseley Hotel, Tullow, Co Carlow. The aim of the day was to inform and support schools in providing quality inclusive education for all students in line with new developments and the revised guidelines in the area of Special Education. New and experienced practitioners were given an opportunity to become better informed around policy, practice, supports and developments in the area of special education provision. ACCS was delighted to host a number of

agencies who presented on the day including the DES Inspectorate, NCSE, NEPS and other experienced personnel in the area of inclusive provision.

Paul Fiorentini, President ACCS brought the seminar to a close highlighting the increasing diversity of learners in our schools and the challenges that schools face in ensuring that they are fully inclusive places. ACCS wishes to thank all the presenters for sharing their expertise so willingly, and to acknowledge the contribution and work of Antoinette Nic Gearailt in coordinating the event and bringing all the agencies together for the seminar. All presentations from this seminar are available on www.accs.ie.

'Thank you – a worthwhile seminar / a great day / very informative. Speakers very good in terms of knowing their subject – very articulate and engaging, however there was not a huge amount of new information. The variety of agencies present on the day was excellent. All topics / sessions informative and well presented. More information regarding how to support students in DEIS schools would be useful. Really informative and relevant presentation / very instructive in terms of practical aspects and documentation. I thought all of it was excellent – excellent chance for networking. Very knowledgeable presentations. Overall seminar was thought provoking, engaging and has given us plenty to take back to school.'

Comments from Delegates

9. Enhancing Learning and Teaching in the Classroom: Promoting Student Voice

The third workshop in the Student Voice series facilitated by the NCCA and the ACCS took place on Wednesday 23rd October in the Mullingar Park Hotel. The Student Voice concept encompasses the right for learners to express their opinions, access people who influence decisions and actively participate in educational decision-making processes. Central to this concept is the notion that working in partnership with students will enable students to become more self-directed learners and active citizens.

Student Voice in action was seen in a video from Millstreet Community School on the impact of the Transition Year Programme on students' engagement in school, a presentation from Holy Family Community School on Student Voice and Wellbeing, in a focus group discussion between staff and students from Old Bawn Community School which explored key questions relating to Student Voice in their school and in a guided conversation with John the Baptist Community School about students' engagement with feedback in the classroom and how this influences learning and teaching across the school.

The next event in the Student Voice series will be the ACCS Education Conference in May 2020 where all schools involved in the journey who wish to share their experiences of promoting Student Voice will be afforded the opportunity to do so on the day. ACCS wishes to thank all the schools involved in this project for their time and commitment and acknowledges the huge support and assistance of Gerard O'Sullivan and Norman Emerson (NCCA) and that of Dr. Domnall Fleming (UCC). ACCS wishes to take this opportunity to congratulate Norman Emerson, Director, Curriculum and Assessment NCCA on his new position with an EU/EC Team advising Eastern European and other countries on assessment in education. Norman has been a tremendous support to the ACCS in its work on promoting Student Voice and we wish him all the best in his new role.

'Powerful to see how other schools are implementing SV/Fantastic seminar. Great ideas – gave real insight into what is happening in other schools. Very informative, very engaging – plenty of ideas discussed. Variety in presentations - The balance was perfect! This was an excellent seminar with real and concrete ideas on SV and how it could be integrated or developed within our school. I thought the day was fantastic and rich in deep conversations.'

Comments from Delegates

10. The Middle Leadership Team

The ACCS Middle Leaders Training Programme focuses on developing a greater understanding of educational leadership in Ireland today. It highlights the importance of the school leader understanding their values, clearly articulating their vision for their school and most importantly, understanding the crucial need to engage colleagues effectively in the change process. The content and materials of the programme are based on three pillars; the tenets of leadership as set out in CL003/18, the LAOS 2016 framework and the six step SSE process. The focus on distributed leadership is set in international and national policy and in local practices.

'Excellent CPD Event. Very beneficial and enjoyable in-service. I feel every POR holder would benefit from this course. Clear structures for task well prepared and will be able to implement with ease. Thank you for your insight and expertise that you shared with us – inspiring and motivational. The overview of the nature and role of leadership in managing and implementing educational change was thought provoking. The international policy talk was really engaging. Great to take the time to engage in these discussions with colleagues and with other schools.'

Comments from Delegates

This programme is offered to school teams consisting of one member of the SLT, one API and one APII. Boards of Management are required

to make a commitment to invest in the team over the course of two residential events over four days in one academic year. Investment in the model is key to the success of the programme. The school team is tasked with the responsibility of developing a school wide shared understanding of educational leadership in their own school communities.

ACCS is developing follow up webinars which are scheduled for Spring 2020 and are based on the priority areas of interest as decided by the participants. At this point in February 2020 the residential part of the programme has been delivered fully to Cohort One. Cohort Two will complete their second residential in March 2020 and Cohort Three will complete their residentials in November 2020. A total of 75 schools will have participated in this programme in these three cohorts in this short space of time.

ACCS wishes to acknowledge the incredible work on planning and delivering this programme which has been carried out by the team of practising Principals and Deputy Principals guided and led by Dr. Joe O'Connell. We are delighted that the programme was one of the first programmes to be endorsed by the Centre for School Leadership (CSL)

11. Financial Management Training for Finance Sub-Committees of Community & Comprehensive Schools

Financial reporting from Surf Accounts was introduced to all schools in the Community & Comprehensive sector from September 2019. The FSSU facilitated three regional training sessions in November 2019 to support school management in this change. This training was open to Finance Sub-Committee members and other board members and set out for BOM Finance Sub-Committee members what reports to review and how to interpret these reports in order to enhance good financial governance.

'Really useful in-service – invaluable advice offered and lots of time for questions and answers facilitated by the FSSU personnel.'

Comments from Delegates

12. Clerical Officer/School Secretary In-Service

The work of the Clerical Officer/School Secretary is central to the effective working of the school. Each year ACCS provides an in-service that is practically based and gives both new and experienced attendees an opportunity to discuss their concerns and to share best practice. This in-service which was scheduled over three dates in December/January in different locations continues to be a staple of our annual CPD provision in a time which is beset by the moratorium on appointments in this area. The events were facilitated by John Irwin, General Secretary, ACCS, Hilary Treacy, Data Protection Advisor ACCS and Anne Marie Dillon, HR Manager ACCS. Topics discussed include the Data Protection Policy & Retention Schedule for schools, the Wellbeing/Employee Assistance Programme for all staff, the role of the BOM Finance Sub-Committee, the role of the Charities Regulator and Updates on relevant circulars and on Budget 2020.

'Speakers were very engaging and open to answering all questions clearly. I really enjoyed the whole day. I feel that I've gained a lot to take back to school and put into practice. I enjoyed the Q&A session and hearing feedback from others. I found all aspects of the in-service very beneficial. Many thanks.'

Comments from Delegates

13. Further Education Support Unit (FESU)

The Further Education Support Unit was established in September 2019 to work with ACCS and JMB Further Education providers. This work was previously undertaken by JFERG which is now disbanded. Ms. Catherine O'Sullivan has been appointed as the Director of the Support Unit. Since September 2019 FESU has coordinated and facilitated three separate training events for the schools which provide Further Education in the ACCS and JMB sectors. These events are:

- a. The Funding, Planning Parameters, Reporting, Grant Assurance, FARR and PLSS In-Service (SOLAS / ACCS / JMB) (November 2019)
- b. Programme Learner Support Services - PLSS Training (December 2019)
- c. The ACCS Further Education Seminar (January 2020)

See **Report from the Director of ACCS/JMB Further Education Support Unit 2019/2020** for details of the three events.

At the time of writing this report in February 2020 the following in-services have yet to take place.

14. Teacher Allocation and Redeployment

This in-service is scheduled to take place on the 26th February 2020 shortly after schools receive the annual teacher allocation for the forthcoming year. We are very grateful to the Allocations Section of the Department of Education and Skills for contributing to this in-service each year. Our schools have developed very good relations with DES personnel and a real trust has developed between each Principal and his/her DES colleague in understanding the allocation given to the school. The in-service is open to all Principals, Deputy Principals and Chairpersons of Boards of Management.

15. Two additional training events are scheduled for March/April 2020:

- a. The Middle Leadership Training Programme for Cohorts Two and Three
- b. Training for Dignity at Work Designated Persons

ACCS wishes to acknowledge the significant work involved in the administration of the annual in-service programme throughout the year and to express heartfelt thanks to Susan Cunniffe, Debbie Riordan and Eileen Diver in Head Office for all their hard work preparing materials and liaising with schools and venues. Their attention to detail in this regard is meticulous ensuring that preparation for each event is completed to the highest possible standard for the benefit of all participants.

*Mr. John Irwin,
General Secretary.*

*Ms. Áine O'Sullivan,
Assistant General
Secretary.*

*Ms. Anne Marie Dillon,
Human Resources
Manager.*

*Ms. Hilary Treacy,
Data Protection
Advisor.*

*Ms. Catherine O'Sullivan,
Director of ACCS/JMB
Further Education Support
Unit.*

The Association of Community & Comprehensive Schools Middle Leaders Training Programme

Overview of course:

The ACCS Middle Leaders Training Programme focuses on developing a greater understanding of educational leadership in Ireland today. It highlights the importance of the school leader understanding their values, clearly articulating their vision for their school and most importantly, understanding the crucial need to engage colleagues effectively in the change process.

Content and Programme Materials:

The content and materials of the programme are based on three pillars; the tenets of leadership as set out in CL003/18, the LAOS 2016 framework and the six step SSE process. The focus on distributed leadership is set in international and national policy and in local practices.

Situated centrally on the LAOS 2016 framework and in the process of School Self Evaluation, it is designed to include theoretical and practical elements and is based on international and national research. Research based on the work of Fullan, Hattie, Sinek, Ball, and others supports the programme materials and there is a careful balance between theory and practical activities to enhance engagement and enjoyment for all participants. Learning is both individual and collective, both inside school and in the development of networks with other schools.

Intended audience:

The programme has been designed to engage adult learners in a reflective process which complements their work as school leaders and calls on them to complete action research in their own schools focussing on bringing about one change in practices which will enhance teaching and learning.

It provides for established leaders already in leadership posts aiming to support post holders at different levels within the current structure to grow in their understanding of leadership at all levels.

This programme is offered to school teams consisting of one member of the SLT, one API and one APII. Boards of Management are required to make a commitment to invest in the team over the course of *two residential events over four days in one academic year*. Investment in the model is key to the success of the programme. The residential element is critical for the development of professional dialogue and reflection and there is a clear demand within the system for opportunities for school leaders at all levels and particularly at middle leader level to develop robust networks and professional learning communities.

The school team is tasked with the responsibility of developing a school wide shared understanding of educational leadership in their own school communities. As such they are required to share the learning and the impact of the programme on their own understanding of leadership and management practices in their own school context with the middle leadership team, the staff and the Board of Management while they are engaged in the programme. In their work on the school-based activity, this learning should be evident to their colleagues at staff and at Board level.

A complete agenda for each residential is sent to each of the delegates before each event for their convenience. Reminders are issued to the schools in advance of the residentials and the webinars. A comprehensive folder of materials and a learning journal are issued to each of the delegates for their use and reflection while engaged in the programme.

Residential events are followed by a series of webinars which are facilitated in the months following Residential Two. Webinars are based on the priority areas of interest as decided by the participants and are rooted in the work being completed at school level.

Dates:

Cohort	Residential 1	Residential 2
Cohort 2	7th & 8th November 2019	25th & 26th March 2020
Cohort 3	26th & 27th March 2020	Autumn 2020 - to be confirmed

For further information please contact ACCS Head Office on 01 4601150 or office@accs.ie

ACCS Continuous Professional Development Programme 2019/2020

Date & Location	Programme Title	Participants
19/08/19 - 10.00 a.m. – 6.00 p.m. 20/08/19 - 9.30 a.m. – 1.15 p.m. Mullingar Park Hotel, Co. Westmeath.	Induction of New Principals & Deputy Principals & Deputy Principals in Community & Comprehensive Schools.	All recently appointed Principals for an introduction to the sector.
27/08/19 Radisson Blu, Letterkenny, Co. Donegal. 29/08/19 Clayton Hotel, Liffey Valley, Dublin 22. (Dublin Meeting) 02/09/19 The Midlands Park Hotel, Portlaoise, Co. Laois. (Leinster Meeting) 04/09/19 Woodlands House Hotel, Adare, Co. Limerick. 05/09/19 Clayton Hotel, Ballybrit, 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.	Principal, Deputy Principals, Secretaries Board of Management plus 2 Members of the Board of Management.
17/09/19 Clayton Hotel, Liffey Valley, Dublin 22. 24/09/19 Castletroy Park Hotel, Dublin Road, Limerick. 01/10/19 Radisson Blu Hotel & Spa, Sligo.	Dignity at Work Training. 10.00 a.m. – 1.30 p.m.	Contact and Designated Persons.
17/09/19 Clayton Hotel, Liffey Valley, Dublin 22. 24/09/19 The Limerick Strand Hotel, Ennis Road, Limerick. 01/10/19 The Glasshouse Hotel, Swan Point, Sligo.	Governance in Schools Child Protection. 7.00 p.m. – 8.30 p.m.	Principals, Chairpersons of Boards of Management and Board of Management Members.
19/09/19 Mullingar Park Hotel, Mullingar, Co. Westmeath.	Essential Education Law Day. Presented by Mason Hayes & Curran 9.30 a.m. – 4.00 p.m.	Principals, Deputy Principals, Chairpersons of Boards of Management and Board of Management Members.
09/10/19 Mount Wolseley Hotel, Tullow, Co. Carlow.	Special Education Needs New Allocation Model. 9.30 a.m. – 1.00 p.m.	Principals, Deputy Principals, Chairpersons of Boards of Management, Board of Management Members and SEN Co-Ordinators.
23/10/19 Mullingar Park Hotel, Mullingar, Co. Westmeath.	Enhancing Learning and Teaching in the Classroom: Promoting Student Voice. 9.30 a.m. – 3.30 p.m.	This day is aimed at school leaders and teacher leaders who are interested in promoting student voice in the school and in the classroom.
06/11/19 & 07/11/19 Cohort 1 (C1) 07/11/19 & 08/11/19 Cohort 2 (C2) Mullingar Park Hotel, Mullingar, Co. Westmeath.	The Middle Leadership Team. C1: 10.00 a.m. – 6.00p.m. & 9.30 a.m. – 1.00p.m. C2: 2.30 p.m. – 7.00 p.m. & 9.30 a.m. – 3.30p.m.	API, APII and one member of the senior leadership team in schools.
28/11/19 & 29/11/19 Farnham Estate Spa & Golf Resort, Farnham Estate, Cavan, Co. 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).
03/12/19 Ashling Hotel, Parkgate Street, Dublin 8. 15/01/20 Radisson Blu Hotel & Spa, Limerick. 21/01/20 Radisson Blu Hotel & Spa, Sligo.	Clerical Officer/School Secretary In-Service. 10.00 a.m. – 2.00 p.m. followed by lunch	Clerical Officers/School Secretaries.
26/02/20 Mullingar Park Hotel, Mullingar, Co. Westmeath.	Teacher Allocations and Redeployment. 10.00 a.m. – 2.00 p.m.	Principals, Deputy Principals and Chairpersons of Boards of Management.
04/03/20 - 06/03/20 Great Southern Killarney, East Avenue Road, Killarney, Co. Kerry.	ACCS 2020 Convention. Wednesday 3.00 p.m. – 8.00 p.m. Thursday 9.15 a.m. – 5.00 p.m. Friday 9.00 a.m. – 12.00 noon	School Principal plus 2 Members of the Board of Management.
25/03/20 & 26/03/20 Cohort 2 (C2) 26/03/20 & 27/03/20 Cohort 3 (C3) The Midlands Park Hotel, Portlaoise, Co. Laois.	The Middle Leadership Team. C2: 10.00 a.m. – 6.00 p.m. & 9.30 a.m. – 1.00 p.m. C3: 2.30 p.m. – 7.00 p.m. & 9.30 a.m. – 3.30p.m.	API, APII and one member of the senior leadership team in schools.
Spring 2020	Data Protection.	Principals, Chairpersons of Boards of Management, Board of Management Members and Clerical Officers/personnel with responsibility for data.
06/05/20 The Midlands Park Hotel, Portlaoise, Co. Laois.	Education Conference. 9.30 a.m. - 4.00 p.m.	Principals, Deputy Principals, School Personnel and Board of Management Members.

ACCS continues to offer Boards of Management the opportunity to engage in individual Board of Management training. However, the possibility of clustering this in-service will be considered at area information meetings.