

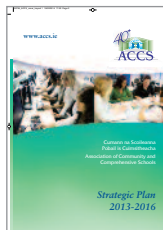
Appendix 13

ACCS Publications and Digital Resources

ACCS continues to publish documentation and online resources that support our Boards of Management. Most of these resources have been developed with the support of our partners in education, the Department of Education and Skills, our fellow Management Bodies and the Teacher Unions.



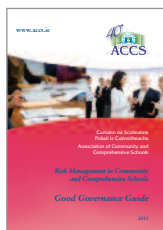
The **Governance Manual for Community & Comprehensive Schools** is a DES publication which includes input from The State Claims Agency in the relevant area of State Indemnity and from ACCS. A hard copy of the manual was distributed at in-service on *Role and Responsibilities of Chairpersons and Principals* in the year 2016/17 when it was first published, and this remains available on the ACCS website www.accs.ie to all Board of Management members.



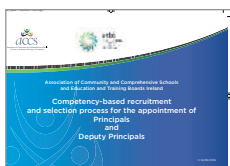
The **Strategic Plan** (2013 – 2016) benefitted from the largest consultative exercise ever undertaken by ACCS and its findings continue to signpost the way forward for our next strategic plan (2017 – 2020). The plan has supported and directed the work of ACCS over the past three years and the latest cycle will continue to do so going forward.



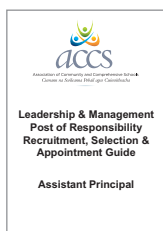
The **Work Placement Guidance** document was produced by the State Claims Agency following extensive consultation with ACCS in 2016. It is a comprehensive document that clearly outlines processes that schools need to follow in organising and placing students for work experience.



The ACCS **Good Governance Guide for Risk Management** in Community & Comprehensive Schools was published in 2013 and continues to be a very relevant tool to support Boards of Management and school management in maximising their ability to deliver on school objectives. It assists in supporting student and employee wellbeing and supports sound decision making and strategic planning in terms of meeting Community and Government expectations for accountable and responsible use of public resources.



ACCS has developed a handbook on **Competency-based recruitment and selection process for the appointment of Principals and Deputy Principals** working jointly with the JMB and the ETBI. This handbook is used when ACCS provides in-service to Selection Committees who are embarking on a selection process for a principal or deputy principal. It is also a great support to the Secretary of the Board of Management when organising this process.



The **Guide on Post of Responsibility Recruitment, Selection and Appointment** has been revised in the context of **Circular 0003/2018**. The materials have been produced in consultation with the JMB and the ETBI. This is a very useful tool for Boards of Management involved in the process of appointing Assistant Principal I & II positions in schools. This guide incorporates changes made to the processing of Appeals in the context of the relevant circular.

We draw your attention to ACCS **Digital Resources** also:

ACCS' main resource to schools is the **ACCS Website**: www.accs.ie The website is updated daily to inform schools of the latest news in education and events that take place in ACCS schools. The School Management, Human Resources and School Governance sections of the website provide advice, documentation and templates in relevant areas. The Information Bulletin section gives school management current advice and direction. We encourage board members to access the site on a regular basis. Each board member has access to the 'members section' by using the school code and password.

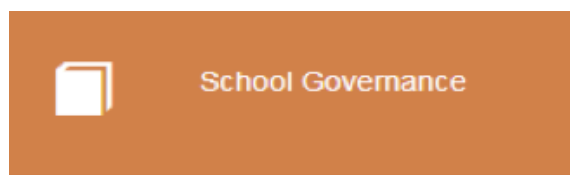
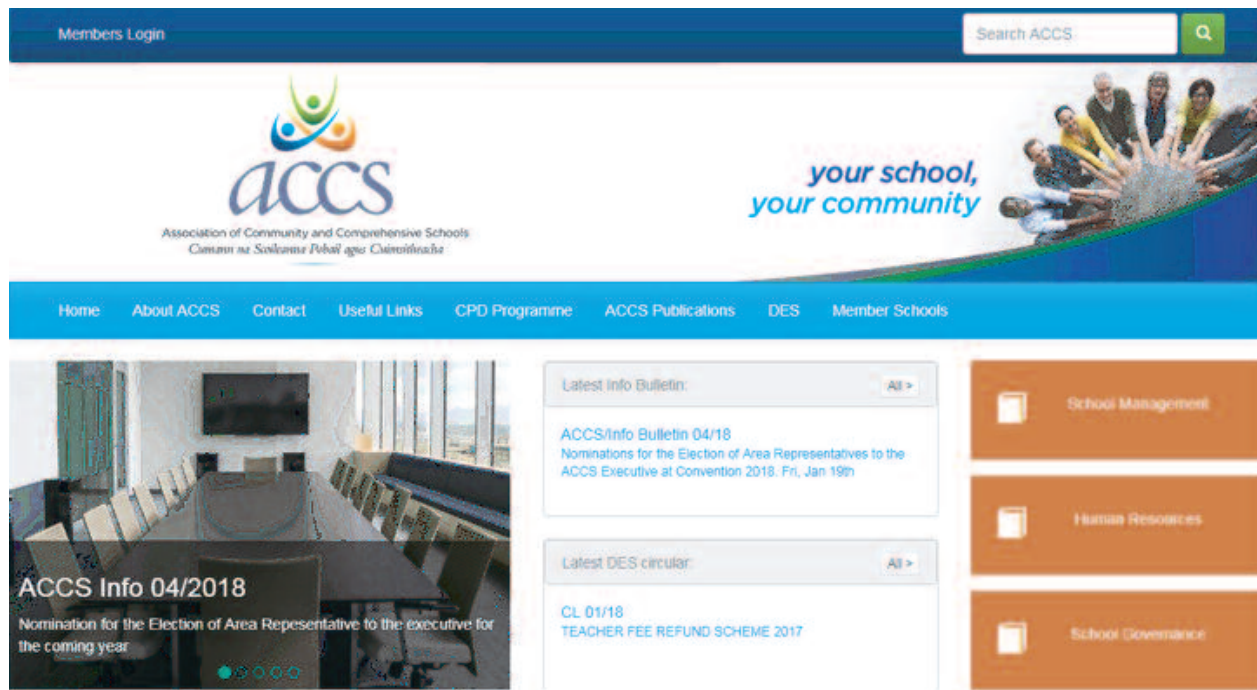
The **Best Practice on How to Conduct a Board of Management Meeting** video is a combined project of the school management bodies facilitated by JMB. This was produced in 2016 and a copy was given to each of our schools at Convention 2016. It is an excellent production that outlines in nine distinct chapters the role and function of each member of the board and how the board as a whole operates. The chapters are short, going from just over a minute in length to over seven minutes. We recommend that a chapter is viewed at each board meeting. The video is available on the ACCS website www.accs.ie in the School Management section.

The **Data Protection Website**: www.dataprotectionschools.ie provides excellent guidance and resources for schools. In the resource section there are template policy documents and guide notes on how to draft a Data Protection Policy. This website was developed by the school management bodies with the support of the DES and with substantial legal input.

Acting as the **State Claims Agency (SCA)**, the National Treasury Management Agency (NTMA) manages personal injury, property damage and clinical negligence claims brought against Community and Comprehensive schools amongst others. The Agency utilises and promotes an integrated approach to risk and claims management as suggested by international best practice. Its risk management role is to advise and assist delegated State authorities in minimising their claim exposures and it achieves this through active employer liability, public liability and clinical risk management work programmes. A range of guidance, reports and presentations from both the State Claims Agency and external sources to support good risk management practices can be accessed on its website www.stateclaims.ie.

The **Financial Support Services Unit (FSSU)** is a support mechanism providing advice and support to schools in financial governance. The FSSU has been operating in the Voluntary Secondary Sector since 2005 and has been rolled out to schools in the Community and Comprehensive Sector with effect from 1 January 2018. The service is fully funded by the Department of Education and Skills and is accessible at www.fssu.ie.

The **Schools Procurement Unit (SPU)** acts as the central coordinating function for procurement for all schools in the Community and Comprehensive (C&C) sector and can be accessed at <https://www.education.ie/en/Schools-Colleges/Information/Procurement/>.



Sections 1 - 10

1. Introduction
2. Responsibilities of the Board of Management
3. The Protected Disclosures Act 2014
4. Registration with the Charities Regulatory Authority (CRA)
5. Energy Management in Schools
6. Allocation of Funding and Teaching Resources
7. Estimating Funding
8. Monitoring of Teacher Allocations and Budgets
9. Financial Returns
10. Audit

Sections 11 - 20

Sections 21 - 33

Schedule of Appendices

Our **School Management** manual for Boards of Management (formally called ‘Tagairt’) was published in 2014 and issued to all our board members at that time. While some of the chapters in the publication continue to be completely relevant and up-to-date, for example on trusteeship, the Board of Management, in-school management and organisation, others have become less relevant due to changes in policies and practices and updated legislation. We would recommend that our members use the ACCS website www.accs.ie for the most up-to-date advice and procedures on all areas of School Management.

Best Practice on how to conduct a Board of Management meeting

Video

A training video has been produced on **'Best Practice on How to Conduct a BOM meeting'**. This training video is a generic model and can be used across all sectors, primary and post-primary. This video is not meant to be a substitute for training. It is a useful learning tool particularly for new members and when a board needs to reinforce a particular point at a board meeting.

The video has been broken down into nine chapters which can be watched independently of each other, the shortest chapter is 1.4 mins and the longest 7.34 mins. To watch the video from start to finish will take approximately 45 minutes.

Chapter 1 : Introduction

Chapter 2 : My Role as a Board Member

Chapter 3 : Composition of the Board of Management

Chapter 4 : Understanding How the Board of Management Functions

Chapter 5 : Preparation for the Meeting

Chapter 6 : The Meeting

Chapter 7 : The Roles and Duties of the Chairperson

Chapter 8 : Minutes and Agreed Report

Chapter 9 : Summary

<http://www.dataprotectionschools.ie>

The screenshot shows the homepage of the 'Data Protection in Schools' website. The header features a blue navigation bar with a search box and a menu with links to Home, Data Protection Principles, Data Protection Guidelines, FAQs, GDPR, Resources, and Training. A large banner image displays a yellow 'CCTV in operation' sign on a brick wall. Below the banner, a text box titled 'Requests for CCTV footage held' states that individuals have a right to access their recorded information. The main content area includes a 'Welcome to Data Protection in Schools website' section with introductory text, a 'Popular Downloads' list with links to various documents, and a 'Popular Links' section. At the bottom, there are four image-based buttons for 'Data Protection and Schools', 'Data Protection Key Terms', 'Records Retention', and 'Storage Security'.

<http://stateclaims.ie/>

Gníomhaireacht Éileamh an Stáit
State Claims Agency

[Home](#) [About Us](#) [Our Work](#) [News](#) [eZine](#) [Resources](#) [Contact Us](#)

Welcome to the website of the State Claims Agency, the name used by the National Treasury Management Agency when carrying out its claims and risk management functions.

We provide risk management advice and assistance to State authorities with the aim of reducing future claims and litigation.

Where claims do arise our objective is to manage these claims so as to ensure that the State's liability and associated expenses are contained at the lowest achievable level.

Risk Management [➤](#)

Claims [➤](#)

Clinical Indemnity Scheme [➤](#)

<https://www.fssu.ie/School-procurement>

FSSU
Financial Support Services Unit

POST-PRIMARY

[About Us](#) | [Circulars](#) | [Search A-Z](#) | [Publications](#) [CONTACT US](#)

Search [Search](#) [Remote Support](#)

[Home](#) [Topics](#) [FSSU Guidelines](#) [School Management](#) [External Accountants / Auditors](#) [Training](#)

Popular Topics

- Sage 50
- Grants
- Payroll
- Motor Rates
- RCT & VAT

Current Issues

- Guideline on Registering with the Charities Regulator
- Budget Workshops: 6th, 7th & 8th February
- New Circular: Operation of the Financial Support Services Unit (FSSU)
- Revised salary rates applicable from 1st January 2018
- Latest Circulars: Revision of Salaries from January 1st 2018

Remote Support

Search A-Z

Forms & Templates

SCHOOL PROCUREMENT	
→	School Procurement Overview
→	About Us
→	Contact Us
→	Contracts/Frameworks
→	Energy Efficiency
→	Procurement Guide
→	SPU Newsletters

School Procurement



The Schools Procurement Unit (SPU) acts as the central coordinating function for procurement for all schools in the primary sector, all voluntary secondary schools, special schools and schools in the Community and Comprehensive (C & C) sector (including special schools and excluding schools under the remit of ETBs).
[Read more](#)

Current Issues

- [Latest SPU Newsletter](#)
- [Procurement Guide](#)
- [Monitoring and Reporting School Energy Use](#)
- [Health and Safety Training, Consultancy & Advisory Services Framework](#)
- [Declaration of Confidentiality and Conflict of Interest Form](#)

POPULAR

CONTRACTS/Frameworks

- [Electricity](#)
- [Photocopying Paper](#)
- [Stationery](#)

Procurement Guide



Guidance for Schools on Good Procurement Practices

This guide has been prepared as a practical guide on public procurement for school personnel and Boards of Management in primary and post-primary schools.

It is intended for use as a reference document of best practice, which may be consulted by school management/ personnel for guidance on all aspects of procurement which impacts upon the operation of their school.

[Download guide](#)

[Download guide - Irish version](#)