

Report of ACCS Continuous Professional Development Programme 2017/2018

The schedule of Continuous Professional Development for 2017/2018 is outlined on pages 68 and 69 and is one which represents a comprehensive programme for all involved. 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 unfailing support of Ms. Antoinette Nic Gearailt, President ACCS who attends all events and in many cases, facilitates sessions at the various in-services on the programme.

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 April/May and the *ACCS Annual Convention* which is scheduled for March each year and which directs and informs the work of the ACCS Secretariat.

At the time of writing this report in January 2018, the ACCS team has facilitated individual Board of Management in-service to eighteen of our schools since the beginning of the school year, 2017/18. This year the delivery team has been expanded to include Mr. Ciarán Flynn, Ms. Eileen Salmon and Ms. 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 the Board of Management in its work. This includes topics such as *the Legislative framework, Health and Safety guidelines, 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. It also gives Board members an opportunity to discuss particular 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.

ACCS evaluates its CPD 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 its materials and, where necessary, to add new seminars as required. This year we introduced one seminar on Junior Cycle and two others specially developed to support schools in the implementation of the revised SEN model and the new Leadership and Management Circular. We are reassured that these developments were relevant and worthwhile.

1. Induction of New Principals & Deputy Principals

ACCS hosted a two-day Induction Programme for all newly appointed Principals and Deputy Principals in the Mullingar Park Hotel on the 21st and 22nd of August 2017. A total of fifty-six participants representing forty-three schools attended the seminar which focused on such topics as School Governance, Data Protection, Care and Management of Students, Workplace Relations and new Developments in Education. Participants enjoyed



the supportive and relaxed nature of the seminar and found the content of the presentations extremely useful, relevant and highly stimulating. This is an unprecedented number of appointments in one year and represents the increase in allocation of additional posts at Deputy Principal level where schools with 700+ students were granted a second Deputy Principal while schools with 900+ students were granted a third Deputy Principal in the 2017 Budget. ACCS wishes to thank Mr. Paul Crone, Principal, Old Bawn Community School and Ms. Eileen Gildea, Deputy Principal, Glenamaddy Community School for sharing their experiences with the newly appointed participants who appreciated and valued not just the practical advice but also the reassurance offered by their two experienced colleagues.

2. Area Information Meetings

In early September the ACCS team travelled to each of the regions and facilitated five area meetings to a total of two hundred and one participants from ninety-four of our schools. Principals, Deputy Principals, Secretaries and Members of Boards of Management were invited to attend these meetings. Participants found these meetings very helpful and commented positively on the quality of presentations and handouts. While there was a great deal of information imparted at the sessions, the information was deemed relevant and practical with topics clearly outlined and explained. The most useful topics recorded in feedback were the Junior Cycle Updates, Vetting, the Revised Special Needs Model and the Data Protection Update.

3. Post of Responsibility Appointments

Thirty of our Principals and Selection Board members from a total of twenty-six schools, attended this in-service on the 27th September. In all cases, feedback from participants recorded the very helpful nature of the in-service. ACCS used the “Guidelines for POR Appointments” training materials to support the in-service. When the procedures as outlined in the guidelines are followed, very few appeals have been upheld by the Appeal Board. In fact, in the last eighteen months none of the appeals were found in favour of the appellant. As this report is being written, ACCS is in the process of revising the Guidelines in the context of the new Circular 0003/2018 which involves significant changes in terms of procedures and the appeal system.

4. Accountability and Management of the DES Administrative and Financial Guidelines

Twenty-four participants from fourteen schools attended this in-service which was hosted in Head Office on the 28th September. This event is open to all newly appointed Principals and Clerical Officers and to any Principal or Clerical Officer who wishes to refresh himself/herself on issues. The emphasis at this in-service is on understanding the importance of the processes underpinning financial and administrative accountability in our schools. In the context of the recent rollout of the FSSU service to our schools, Ms. Louise McNamara and her team will meet Clerical Officers, Principals and Board members and will highlight and address the changes in financial guidelines at a number of ACCS events between January and June 2018.

5. School Governance – A Legal Perspective

In early October, ACCS hosted the Mason Hayes and Curran legal team who delivered an in-service on school governance from a legal perspective. Sixty-one Principals and members of Boards of Management from forty-nine schools attended the one-day in-service in the Mullingar Park Hotel. This in-service was very well received by participants who recorded the day as very helpful and who were especially positive about the interactive nature of the day which was based on a question & answer format. The main issues which exercised participants included Family Matters, Social Media, Student Conduct and Child Protection. ACCS wishes to acknowledge the work of the team from Mason Hayes and Curran who prepared for and presented this seminar and who work closely with us in supporting our schools.

6. JCT supporting the implementation of Junior Cycle Framework in our Schools.

Following requests from Boards of Management and school personnel, ACCS scheduled a one-day in-service in October with the JCT Leadership team on supporting the implementation of Junior Cycle Framework in our Schools. This day was attended by Principals, Deputy Principals, Junior Cycle Coordinators and members of Boards of Management from a total of sixty-five schools. In total there were one hundred and twenty-seven participants present. The objective of facilitating this day was to upskill and inform schools in the context and

recognition that all schools are in different stages along this journey. Lots of participants required clarity on many different issues and this further informed the materials presented on the day. In general, feedback was very positive with participants noting their appreciation of the slides, concise information, videos and exemplars provided. ACCS wishes to acknowledge the work of the JCT Leadership team on the day and also for their ongoing support in assisting our schools in the implementation of the Junior Cycle Framework.

7. Planning and Implementation of the New Special Education Needs model

In November ACCS hosted this in-service in three regions with presenters from the relevant organisations including NCSE, DES, NEPS and the Inspectorate attending each seminar and sharing their expertise and advice. One hundred and fifty-six participants from eighty-eight schools attended the three seminars, the majority of whom found the in-service very helpful. Special appreciation was noted in the feedback by participants for the presentation by Ms. Emma Mullock, SEN Coordinator from Newpark Comprehensive. In her presentation, Emma demonstrated the school's approach to the implementation of the revised SEN model in a practical and efficient manner giving participants many useful ideas on strategies and resources for use in their own schools. ACCS wishes to thank all presenters for giving of their time and expertise at this in-service.

8. ACCS Further Education Seminar (co-hosted with the JMB)

On the 25th January 2018 the Further Education Support Service (FESS) facilitated the JMB and ACCS Further Education (FE) provider schools with a joint full day workshop-seminar in the Sheraton Athlone Hotel. This is an annual in-service which is very important in the FE calendar. This year is particularly significant as the new QQI policy and issues arising from this regarding compliance for all providers were outlined. The issues of validation of new courses and procedures for re-engagement of providers with QQI under the new policy was also considered. Briefings on current developments, including the activities of JFERG, our Joint FE Representative Group, and our engagement with SOLAS, ETBI and QQI were facilitated on the day along with individual presentations from FESS, QQI and Leargas. Current FE Developments and School level issues were presented by our special advisor, Ms. Catherine O'Sullivan. The feedback on the day was extremely positive from participants who appreciated all of the practical and technical advice offered by the presenters. ACCS wishes to acknowledge the work completed by Dr. Michael Redmond (JMB), Ms. Finola Butler (FESS) and Ms. Catherine O'Sullivan (JMB) in co-ordinating and planning this in-service.

9. State Claims Agency Seminar

77 Principals and members of Boards of Management from 68 schools attended the in-service which was facilitated by personnel from the State Claims Agency on the 30th of January. The main focus of the day was on the role of the Agency in our schools and the supports and services which it offers to Boards of Management. The in-service was practical in nature highlighting lessons learned and the importance of record keeping and reporting of incidences in managing Health, Safety and Welfare in our schools. Participants had plenty of opportunities to ask questions and to chat informally to the SCA's representatives at the event. The in-service was open to all Chairpersons of Boards of Management, Board of Management Members, Principals and Members of School Health and Safety Committees. ACCS wishes to acknowledge the work of the State Claims Agency team on the day and to acknowledge the SCA's continued support in assisting our schools.

At the time of writing this report in January 2018 the following in-services are yet to take place:

10. Teacher Allocation and Redeployment

This in-service is scheduled to take place on the morning of the 7th February shortly after schools receive the annual teacher allocation for the forthcoming year. We are very grateful to the Allocations Section of the DES 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.

11. The new Leadership and Management Framework for Posts

This year on the afternoon of the 7th of February ACCS will provide guidance and support on the new Leadership Framework. The focus of this initial in-service will be on An Overview of the new Leadership and Management Framework for Posts and Identification of Leadership and Management Needs and Priorities of the School. This in-service is open to all Principals, Trustee Nominees on Selection Boards for POR appointments and Independent Panel Members.

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 we provide 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. Following consultation, we provide in-service based on needs as outlined by Clerical Officers. This in-service which is scheduled for February and March 2018 continues to be a staple of our annual CPD provision and we look forward to welcoming large numbers of our Clerical Officers to this year's events.

13. Competency Based Recruitment and Selection for Principals and Deputy Principal Appointments

Each year we provide this in-service to members of Selection Committees to provide them with a clear understanding of the competency based approach to the appointment of a Principal or Deputy Principal. It is a practical programme which will take place in March and aims to develop and enhance the interviewing and selection skills of participants to ensure future selection decisions result in the appointment of the best possible candidate for the position. This year's in-service will also focus on developing questioning skills and will give participants practical examples of how to construct valid questions and use competency/behavioural questions to gather accurate and reliable evidence to evaluate candidates in a fair and effective way.

14. The DEIS Symposium

This in-service was originally scheduled for October 2017 and will now be scheduled for Spring 2018. It offers an opportunity for participants to receive updates on all recent developments in the DEIS programme, network with leaders of other DEIS schools and also facilitates the sharing of best practice in our schools.

15. Data Protection Workshops

ACCS has rescheduled this in-service this year in the light of the General Data Protection Regulation (GDPR) (2016/679) which is the new EU Regulation on Data Protection, and which will come into force on the 25th May 2018. In preparation for the in-service, ACCS is working closely with the other school management bodies and Millett & Matthews Solicitors and is developing a set of materials and resources to support schools in managing their obligations and responsibilities in how they collect, use and protect personal data. The in-service is open to Chairpersons of Boards of Management, Board of Management Members, Principals, Deputy Principals and school personnel with responsibility for data processing.

ACCS wishes to acknowledge the significant work involved in the administration of this in-service programme throughout the year and to express heartfelt thanks to Susan, Debbie and Eileen 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/Ms. Áine O'Sullivan/Ms. Anne Marie Dillon
General Secretary/Assistant General Secretary/HR Manager, ACCS*

ACCS Continuous Professional Development Programme 2017/2018

| Date & Location | Programme Title | Participants |
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| <p>21/08/17 11.00 a.m. – 6.00 p.m. 22/08/17 9.30 a.m. – 1.15 p.m. Mullingar Park Hotel, Mullingar, Co. Westmeath.</p> | <p>Induction of New Principals & Deputy Principals in Community & Comprehensive Schools.</p> | <p>All recently appointed Principals & Deputy Principals for an introduction to the sector.</p> |
| <p>29/08/17 Radisson BLU, Letterkenny, Co. Donegal. 31/08/17 Clarion Hotel, Liffey Valley, Dublin 22. (Dublin Meeting) 04/09/17 Clarion Hotel, Dublin Liffey Valley, Dublin 22. (Leinster Meeting) 06/09/17 Woodlands House Hotel, Adare, Co. Limerick. 07/09/17 Loughrea Hotel & Spa, Loughrea, Co. Galway.</p> | <p>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.</p> | <p>Principals, Deputy Principals, Secretaries Board of Management plus 2 Members of the Board of Management.</p> |
| <p>28/09/17 ACCS Head Office, Dublin 12.</p> | <p>Accountability and Management of the DES Administrative and Financial Guidelines. 1.00 p.m. – 4.00 p.m.</p> | <p>Newly appointed Principals with their Clerical Officers plus newly appointed Clerical Officers. Principals who wish to have a refresher/clarification of their role in school finances and administration.</p> |
| <p>03/10/17 Mullingar Park Hotel, Mullingar, Co. Westmeath.</p> | <p>Governance in Schools – A Legal Perspective. Presented by Mason Hayes and Curran (MHC). 9.30 a.m. – 4.30 p.m.</p> | <p>Chairpersons of Boards of Management and Principals.</p> |
| <p>10/10/2017 Mullingar Park Hotel, Mullingar, Co. Westmeath.</p> | <p>Supporting Junior Cycle Implementation in Community and Comprehensive Schools in partnership with Junior Cycle for Teachers (JCT) Leadership Team 9.00 a.m. – 3.30 p.m.</p> | <p>Chairpersons of Boards of Management, Principals and/or Deputy Principals and/or JC Co-ordinators.</p> |
| <p>07/11/17 Woodlands House Hotel, Adare, Co. Limerick. 08/11/17 Radisson BLU Hotel and Spa, Sligo. 14/11/17 Mullingar Park Hotel, Mullingar, Co. Westmeath.</p> | <p>Planning and Implementation of the New Special Education Needs Model. 2.00 p.m. – 4.30 p.m.</p> | <p>Chairpersons of Boards of Management, Board of Management Members, Principals Deputy Principals and Special Education Needs Co-ordinators.</p> |
| <p>30/11/17 & Farnham Estate Golf and Spa Resort, Cavan. 01/12/17</p> | <p>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)</p> | <p>Principals & Deputy Principals of Community & Comprehensive Schools (Documentation to follow).</p> |
| <p>30/01/18 Mullingar Park Hotel, Mullingar, Co. Westmeath.</p> | <p>State Claims Agency Seminar. 10.00 a.m. – 3.30 p.m.</p> | <p>Chairpersons of Boards of Management, Board of Management Members, Principals, Members of School Health and Safety Committees.</p> |
| <p>07/02/18 Mullingar Park Hotel, Mullingar, Co. Westmeath.</p> | <p>Teacher Allocations and Redeployment. 10.00 a.m. – 1.00 p.m. followed by lunch</p> | <p>Principals, Deputy Principals and Chairpersons of Boards of Management.</p> |
| <p>07/02/18 Mullingar Park Hotel, Mullingar, Co. Westmeath.</p> | <p>Post of Responsibility Appointments. 2.00 p.m. – 4.00 p.m.</p> | <p>Principals, Trustee Nominees on Selection Boards for POR appointments and Independent Panel Members.</p> |
| <p>19/02/18 Dublin. 20/02/18 Dublin. 28/02/18 Cork. 01/03/18 Athlone. Venues to be finalised.</p> | <p>Data Protection Workshops. Presented by Millett & Matthews, Solicitors.</p> | <p>Principals, Deputy Principals, Board of Management Members, Administrative Personnel with responsibility for data processing.</p> |
| <p>13/02/18 The Galmont Hotel and Spa, Galway. 15/03/18 Dunraven Arms Hotel, Adare, Co. Limerick. 27/03/18 Ashling Hotel, Parkgate St., Dublin 8.</p> | <p>Clerical Officer/School Secretary In-Service. 10.00 a.m. – 2.00 p.m. followed by lunch</p> | <p>Clerical Officers/School Secretaries.</p> |

| Date & Location | Programme Title | Participants |
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| 07/03/18 - 09/03/18 The Galmont Hotel & Spa, Galway. | ACCS 2018 Convention. Wednesday 3.45 p.m. - 7.00 p.m. Thursday 9.15 a.m. - 4.30 p.m. Friday 9.00 a.m. - 12.00 p.m. | School Principal plus 2 Members of the Board of Management. |
| 22/03/18 Sheraton Hotel, Athlone, Co. Westmeath. | Competency Based Recruitment and Selection for Principal and Deputy Principal Appointments. 9.30 a.m. - 4.30 p.m. | Principals and Selection Committee Members. |
| 25/04/18 Mullingar Park Hotel, Mullingar, Co. Westmeath. | Education Conference. 9.30 a.m. - 4.30 p.m. | Principals, Deputy Principals, School Personnel & Members of Boards of Management. |
| Spring 2018 Date and venue to be finalised. | DEIS Symposium. 10.00 a.m. - 4.00 p.m. | Principals, Deputy Principals and relevant Co-ordinators in DEIS schools. |

In-service may be organised with individual Boards by request.