

Rannan Parolla,  
An Roinn Oideachais & Eolaíochta  
An Rannóg Párolla  
Cor na Madadh  
Baile Átha Luain  
Co. na Íarmhí



Payroll Division  
Dept. of Education & Science  
Cornamaddy  
Athlone  
Co. Westmeath

Circular Letter 65/2007

## To the Managerial Authorities of Second Level Schools

# Payment of allowance to school principals who act as secretaries to Boards of Management

### 1. Introduction

The Minister for Education and Science wishes to inform Management Authorities and Teachers of Primary and Second Level Schools of the introduction of an allowance payable to school principals who act as secretaries to Boards of Management with effect from 1<sup>st</sup> September, 2006.

### 2. Commencement of the scheme

The scheme is effective from 1<sup>st</sup> September, 2006.

### 3. Conditions of the scheme

The following is a broad outline of the duties of a Secretary to a Board of Management.

1. Set the Agenda for meetings in consultation with the Chairperson.
2. Issue notice of meeting and agenda to Board members.
3. Record the minutes of Board meetings - to include issues discussed, decisions taken, including the numbers of those voting for or against a motion, and actions to be taken.
4. Transmit Board decisions to relevant parties and follow up appropriately.
5. Keep minutes of each meeting in an appropriate form and in a safe place.
6. Deal with Board of Management correspondence.
7. Liaise with Chairperson between meetings.
8. Provide information to members concerning Board of Management rights and responsibilities
9. Liaise with school management authorities on behalf of BOM and apprise BOM members of advice and guidance received.
10. Advance development of school policies.

Such list is not exhaustive and may include other duties, as decided by the BOM/VEC, from time to time. In addition to the above list, the role of Secretary of a Board of Management is contained in the following documents:

- **Primary Sector:** Boards of Management of National Schools Constitution of Boards and Rules of Procedures (Department of Education and Science, 2003). (It should be noted that this document is currently being revised) CPSMA Handbook for Boards of Management, 2004.
- **Voluntary Secondary School Sector:** Section 14 of the Articles of Management for Catholic Secondary Schools, 1998.
- **Vocational Education Committee Sector:** Handbook for Vocational Education Committees and Boards of Management of Schools and Community Colleges.
- **Community School Sector:** Manual for Boards of Management and Principals of Community and Comprehensive Schools

#### **4. Rates of allowance**

The allowance is reckonable for pension purposes in accordance with the normal rules for pensionability. The allowance will be based on the school enrolment in the school as at 30 September of the previous school year e.g. allowance payable for 2006/07 school year will be based on enrolment at 30 September, 2005.

The following rates were agreed with an implementation date of 1<sup>st</sup> September, 2006:

School enrolments	Allowance (€) per annum
<101	500
101 – 300	750
301 – 500	1,000
501 – 700	1,250
701 +	1,500

#### **5. Payment of the Allowance**

Principals wishing to avail of the allowance should complete the Application Form at Appendix 1, and have it signed by the Chairperson of the Board of Management/Chief Executive Officer of the Vocational Education Committee.

On receipt of a completed Application Form, payment of the allowance will be made on a fortnightly basis with salary.

#### **6. Entitlement to Allowance**

In the event of two schools amalgamating, the allowance will continue to be paid, on a personal basis, to the Principal who is no longer acting as a Secretary to a Board of Management. Such allowance must have been paid to such Principal for a minimum period of 2 years prior to the amalgamation. The rate payable will be that applicable to the enrolment of the amalgamating school on 30 September prior to amalgamation. In the event of a school closing and the Principal being redeployed to another school, the allowance will continue to be paid, on a personal basis, to the Principal who is no longer acting as a Secretary to a Board of Management. Such allowance must have been paid to such Principal for a minimum period of 2 years prior to the school closing. The rate payable will be that applicable to the enrolment of the closing school on 30 September prior to closure.

The allowance cannot be retained on a personal basis in any other circumstances; for example:

- Where the teacher is on secondment or s/he leaves the school
- Where s/he reverts to the role of classroom teacher

P. Maloney,  
Principal Officer.  
June 2007

## **Circular 0065/2007 - APPENDIX 1**

### **Application For Allowance For Principals Who Act As Secretaries To Boards Of Management**

#### **Claim For Payment**

**Agreed Report 3/2006 of the Revised Scheme of Conciliation and Arbitration for Teachers  
refers**

I certify that Mr./Ms. \_\_\_\_\_

PPSN No. \_\_\_\_\_

Principal of (*name of school*) \_\_\_\_\_

Roll No. of School: \_\_\_\_\_

is acting as Secretary to the Board of Management of the school and is therefore qualified under the conditions of Circular 0065/2007 to receive the allowance for Principals who act as secretaries to Boards of Management for the school-year \_\_\_\_\_.

Total enrolment on September 30<sup>th</sup> 2005 \_\_\_\_\_

**Enrolment should correspond with the enrolment returned on the annual return form.**

**Signature of Principal:** \_\_\_\_\_

**Signature of Chairperson/CEO** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

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In the case of Voluntary Secondary and Community/ Comprehensive schools the completed application form should be returned to Post Primary Payroll, Department of Education and Science, Cornamaddy, Athlone Co Westmeath.