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To: Each Chief Executive Officer

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Circular Letter No 73/74  
Establishment of Boards of Management  
of Vocational Schools

15 Miall, 1974

The Minister for Education wishes to draw the attention of Vocational Education Committees to the terms of Section 21 of the Vocational Education Act, 1930, which are as follows:-

- (1) A vocational education committee may from time to time appoint such and so many sub-committees as it thinks proper for the exercise or performance of any of its powers, duties, and functions which in its opinion can be better or more conveniently exercised or performed by a sub-committee.
- (2) The Minister may from time to time by order require a vocational education committee to appoint a sub-committee to exercise and perform in relation to any part of the vocational education area of such committee such specified powers, duties and functions of such committee as in the opinion of the Minister can be better or more conveniently exercised or performed by a sub-committee and whenever any such order is made and in force it shall be the duty of such committee to comply with the requirements thereof.
- (3) The Minister may, as and when he thinks fit, revoke an order made by him under the foregoing sub-section and thereupon such order shall cease to be in force.
- (4) A sub-committee appointed by a vocational education committee shall consist of not more than twelve members, and may, at the discretion of such committee, consist exclusively of persons who are members of such committee or partly of persons who are and partly of persons who are not members of such committee.
- (5) The acts of every sub-committee of a vocational education committee shall be subject to confirmation by such committee save where such committee with the sanction of the Minister dispenses with the necessity for such confirmation.

In the light of these provisions, the Minister wishes to suggest that Vocational Education Committees should avail themselves of the powers conferred upon them by Section 21 of the Act to set up a sub-committee in respect of each vocational

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school, in their schemes which would act as a Board of Management of that school.

The composition, procedure and functions which the Minister considers appropriate to these suggested Boards of Management are set out in the attached memorandum.

Boards of Management constituted in accordance with the terms of this circular should come into operation by the 31st October 1974.

S. Ó CONCHOBHAIN.

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BOARDS OF MANAGEMENT  
OF  
VOCATIONAL SCHOOLS  
COMPOSITION, PROCEDURE AND FUNCTIONS

COMPOSITION

1. Each Board shall consist of four members of the Vocational Education Committee and two parents (one of whom shall be a mother) of children receiving education in the school, elected by the parents of children receiving education in the school.
2. (a) Subject to his/her remaining a member of the V.E.C., each Committee's representative will continue to be a member of the Board of Management during the term of office of the V.E.C., subject to the right of the Committee to remove him/her at any time or subject to his/her own right to indicate to the Committee that he/she no longer wishes to remain a member of the Board of Management.
- (b) Each representative of the parents will continue to be a member of the Board of Management for so long as he/she is a parent of a pupil attending the school or for the term of office of the V.E.C. whichever is the shorter; subject to his/her right to indicate that he/she no longer wishes to serve as a member of the Board of Management.
- (c) A vacancy occurring in the membership of the Board, if it occurs among the representatives of the V.E.C., shall be filled by the V.E.C. from its own members. If it occurs among the parents' representatives, it shall be filled on the election by parents entitled to vote of a representative in accordance with the

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terms of section 1.

- (d) The first Board of Management should be constituted without delay. The nomination and election of an incoming Board should normally be made and done not later than 31st October following the first meeting of the incoming V.E.C. and the first meeting of the incoming Board should normally be held not later than two weeks after its constitution by nomination and election.
- (e) Members of then existing or of former Boards shall be eligible for nomination or election provided that they have retained their qualification for nomination or election.
- (f) Except in special circumstances with the approval in writing of the Minister no member of the Board shall take or hold any interest in any property held or used for the purposes of the school or be interested in the supply of work or goods to or for the purposes of the school.
- (g) No person employed for the purposes of the school shall be a member of the Board of the school.

#### PROCEDURE

3. The members of the Board shall, at their first meeting, elect one of their number as Chairman. If the Chairman shall be absent for any meeting, the members present shall, before any other business is transacted, choose one of their number to preside at that meeting.
4. The Principal of the school shall act as Secretary to the Board but shall not have voting rights. In the absence of the Principal, the Vice-Principal shall act as Secretary.

- 5. (a) The Board shall meet once a month, at least, except in July and August. It may hold such other meetings as may be necessary for the efficient discharge of its functions.
- (b) The quorum shall be three members.
- (c) A meeting of the Board may be convened by any four of its members.
- (d) Seven clear days at least before a meeting of the Board, a notice to attend the meeting, specifying the business proposed to be transacted shall be sent by the Secretary, under his signature, to the usual place of residence of each member of the Board. Provided that in the case of a meeting of the Board requested by any four of its members in accordance with sub-paragraph (c) above, the notice shall be signed by the four members convening the meeting, who shall also notify the Secretary.
- (e) The names of the members present at a meeting of the Board shall be recorded in the minutes of that meeting. Minutes of all meetings of the Board shall be recorded by the Secretary and sent to the V.S.G. where receipt of such minutes will be recorded and forwarded to the Department of Education.
- (f) The C.S.G. may attend any meeting of the Board.

FUNCTIONS

General

- 6. The Board shall have responsibility for the general management of the school, subject to the Department's regulations. It will ensure, as far as possible, that the school is adequately equipped and maintained and will report any deficiencies to the Committee for remedy. It will secure

that classes are held on time and in accordance with the time-table.

7. The Board shall determine the uses for community purposes of the school building or grounds at times which will not affect school work.

Finance

9. (a) The Board shall submit to the Committee before a day appointed by the Committee in each year an estimate in such form as the Committee may require of the income and expenditure required for the school during the following financial year.
- (b) The Board shall arrange for the making of petty cash disbursements in respect of postage and other minor items and may, subject to such conditions as it thinks fit to impose, delegate this responsibility to the Principal.

Staff Council

9. (a) The Board shall set up a Staff Council, consisting of all teachers of the school under the chairmanship of the Principal.
- (b) The Staff Council will consider the curricular arrangements of the school and may make recommendations to the Board regarding the extension of the subject range, the arranging of the time-table and the provision of school equipment.
- (c) The Staff Council may, on request, advise the Board on any educational problem which the Board may put before it. The Council may, on its own initiative, make submissions to the Board on any educational matter connected with the school.

Religion

10. (a) In exercising its general control over the curriculum and conduct of the school, the Board shall ensure that there is religious worship and religious instruction for the pupils in the school except for such pupils whose parents make a request in writing to the Principal that those pupils should be withdrawn from religious worship or religious instruction or both religious worship and religious instruction.
- (b) The religious worship attended by any pupil at the school and the religious instruction given to any pupil shall be in accordance with the rites, practice and teaching of the religious denomination to which the pupil belongs. At least 2½ hours religious instruction as aforesaid shall be given to all the pupils in the school (except those who are withdrawn from religious instruction in accordance with the provisions of sub-paragraph (a) above) in each week during which the school is in session.
- (c) If any question arises whether the religious worship conducted or the religious instruction given is or is not in accordance with the rites, practice and teaching of a religious denomination, that question shall be determined by the competent religious authority. Such religious worship and religious instruction may be inspected under arrangements made for this purpose by the competent religious authority on such days and at such times and with such notice as may be agreed from time to time by the competent religious authority and the Board.
- (d) The Principal shall be immediately responsible for making arrangements for all the religious worship

conducted and for the religious instruction given at the school and for the attendance of pupils thereat.

- (c) The Board shall endeavour to ensure that there are at all times sufficient teachers in the school who are appointed, with the approval of the competent religious authority, to give religious instruction as aforesaid.

Home/School Association

- 11.(a) The Board shall arrange for the setting up of a Home/School Association (the officers of which shall be V.T.C. members of the Board) consisting of the Board of Management, the teachers and the parents of children receiving education in the school.
- (b) At regular intervals throughout the year the Board shall convene meetings of the Home/School Association to discuss matters relating to the school.
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