

2010/2011 Financial Guideline 09

Fees for Service on Selection Committees Selection Committee Composition and Procedures Training for newly appointed Principals and Deputy Principals

1. Selection Committees

In relation to appointments being made to the posts of Principal and Deputy Principal in voluntary secondary schools, and to other teaching positions, Boards of Management are required to set up Selection Committees. Service on a Selection Committee for such posts as well as service on Selection Committees for appointment to teaching posts can be a time consuming task as well as carrying with it a high degree of responsibility.

2. Composition of Selection Committees

2.1 For the posts of Principal and Deputy Principal (both permanent and acting):

- Two nominees of the Board of Management
Two nominees of the Trustees
One independent External Assessor
- All nominations are ratified by the Board of Management. The Chairperson is elected by the members of the Selection Committee at its first meeting.
- In the case of a Selection Committee for Deputy Principal, the Principal may be one of the nominees of the Board of Management unless the Principal indicates otherwise.
- In the case of a Selection Committee for Principalship it would not be appropriate for the outgoing Principal to be a nominee on the Selection Committee.
- Gender balance must be a consideration in the composition of the Selection Committee.

2.2 For all Teaching Posts

- The Principal of the school
One nominee of the Board of Management
One nominee of the Trustees
- It is advisable to establish a Selection Committee for appointment to all vacant teaching posts
- Due to time constraints it may not always be possible to establish a committee for substitute appointments.
- Gender balance must be a consideration in the composition of the Selection Committee.
- The Board of Management should ratify the nominees to the committee.
- The Chairperson of the committee is elected by the committee at its first meeting.

3. Fees for Service on a Selection Committee

Practice with regard to payments in recognition of service on a Selection Committee varies from school to school and is ultimately a matter for each Board of Management.

Arising from a considerable number of queries in this regard the JMB has been asked to advise on best practice and to indicate the appropriate level of recompense that should be applied in each context of particular Selection Committees.

It is the advice of the JMB that Boards of Management, depending on the school's ability to pay, could apply the following guidelines in the case of certain members of a Selection Committee for the posts of:

3.1 Principal and Deputy Principal:

- Travel expenses for all relevant meetings of the committee: **all members**
- Vouched expenses in respect of overnight stays or meals where applicable: **all members**
- Unless a professional fee has been agreed in advance, a token of appreciation or gift up to a maximum of €250 may be given. Any payment over €250 is subject to tax except where a full VAT invoice is presented.

Members of Boards of Management are not entitled to a professional fee when serving on interview committees as they act in a voluntary capacity (AOM 6B)

3.2 Teaching Positions

- Travel expenses for all relevant meetings of the committee: **all members**
- Vouched expenses in respect of overnight stays and meals where applicable: **all members**
- A token of appreciation or gift valued between €150 to €250 may be given to Trustee and Board of Management nominees.

Members of Boards of Management are not entitled to a professional fee when serving on interview committees as they act in a voluntary capacity (AOM 6B)

4. JMB Training for Newly Appointed Principals and Deputy Principals

Training in all aspects of school management is provided each year for all newly appointed Principals and Deputy Principals in voluntary secondary schools. The training this year takes place in two modules:

a) Newly Appointed Principals:

Module 1: Monday, Tuesday and Wednesday June 13, 14 and 15 2011

Module 2: At the end of November on a date to be decided.

b) Newly Appointed Deputy Principals:

Module 1: Monday, Tuesday and Wednesday June 13, 14 and 15 2011

Module 2: At the end of November on a date to be decided.

All newly appointed Principals and Deputy Principals should be informed of and encouraged to attend this training. Any travel and subsistence costs in relation to the training should be paid for by the school's Board of Management

Full details of the training will be distributed to all schools during the month of May.

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