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| Charity Name | Sample School |
| Registration Charity Number (RCN) | 12345M |
| Annual Reporting Period | 01 September 20XX – 31 August 20XX |
| Date approved by the Board of Charity Trustees | DD/MM/YY |

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| **CHARITIES GOVERNANCE CODE COMPLIANCE RECORD FORM** |
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Under the [**Charites Governance Code**](https://www.charitiesregulator.ie/media/1609/charities-governance-code.pdf) all registered charities are required to complete this Charities Governance Code Compliance Record Form every year.

Please fill in this form to record:

* the actions that your charity takes to meet each standard of the Charities Governance Code; and
* the evidence that backs this up.

**Please note board of management members are also trustees of the charity. Therefore, any reference to “charity trustee” means the board of management members.**

You should approve the Compliance Record Form at a board meeting before you report on your compliance to us.

**You are NOT required to file the Compliance Record Form with the Charities Regulator. However, you must keep your Compliance Record form as the Charities Regulator could ask you for it at any time.**

**What do we expect?**

The type of evidence we expect depends on the complexity of your charity.

The minimum expected of all charities would be to discuss and agree at board meetings how they will meet the standards and document their decisions in the minutes. For volunteer-only charities this will be enough to meet many of the core standards.

We would expect a charity with paid staff to provide more documentation like workplans and written policies as evidence of the actions they have taken.

We would expect more complex charities to provide more extensive documentation than other charities.

You can add or delete columns as required.

Please use the glossary within the [**Charities Governance Code**](https://www.charitiesregulator.ie/media/1609/charities-governance-code.pdf) when filling in the form and include dates where appropriate.

**Please click** [**here**](https://www.charitiesregulator.ie/en/information-for-charities/charities-governance-code) **for more information, guidance and templates.**

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| **Principle 1: Advancing Charitable Purpose CORE STANDARDS** |

1.1 Be clear about the purpose of your charity and be able to explain this in simple terms to anyone who asks.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The governance document clearly sets out the role of the board of management in the governance and direction of the school. | Governance document |
| The board of management has been provided with the most recent copy of the governance document, understand it and refers to it as necessary. | Minutes of meeting dated [Insert Date] |
| Under the school plan, the school must have a mission statement which clearly sets out its purpose and objectives. | School plan |
| The mission statement is displayed in the reception of the school and on the school website. | The mission statement and link to website |
| The mission statement is reviewed by the board of management on an annual basis. | Minutes of meeting dated [Insert Date] |

1.2 Consider whether or not any private benefit arises ([see glossary](https://www.charitiesregulator.ie/media/1609/charities-governance-code.pdf)). If a private benefit arises, consider if it is reasonable, necessary and ancillary to the public benefit that your charity provides.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The board of management discussed and identified how private benefit might arise for example paid employees, rental of external hall or community centre. | Minutes of meeting dated [Insert Date] (List all relevant minutes) |
| The board of management agreed that employees’ pay and conditions are in line with Department circulars and FSSU guidelines. | Employee renumeration policy |
| The board of management determine the circumstances under which expenses are paid to employees, and they are paid at rates not exceeding approved public service rates and guidance from the FSSU. | Approved travel & subsistence policy |

1.3 Agree an achievable plan for at least the next year that sets out what you will do to advance your purpose.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The school plan has been developed in line with Department guidelines and has been approved by the board of management. | Minutes of meeting dated [Insert Date] (List all relevant minutes)  School plan (Insert year) |
| The annual school budget has been prepared and approved by the board of management. | Minutes of meeting dated [Insert Date] (List all relevant minutes)  School budget (Insert year) |
| The school self-evaluation plan has been agreed and approved by the board of management. | Minutes of meeting dated [Insert Date] (List all relevant minutes)  School self-evaluation plan |

**1.4 Make sure your charity has the resources it needs to do the activities you plan. If you don’t have the resources, you need to show a plan for getting those resources.**

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| An annual school budget prepared in advance of the school year and approved by the board of management. | Annual school budget [Insert year]  Minutes of meeting dated [Insert Date] |
| The FSSU recommended financial reports for monitoring the school budget against actual performance on a monthly basis are prepared and reviewed. | Minutes of meeting dated [Insert Date]  Monthly income & expenditure report showing actual versus budgeted figures |
| The board reviews staffing, space, facility, and equipment resources to ensure they are adequate to carry out the school plan. | Minutes of meeting dated [Insert Date]  School plan (Insert year) |

1.5 From time to time, review what you are doing to make sure you are still:

• acting in line with your charity’s purpose; and

• providing public benefit.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The activities of the school are reviewed regularly to ensure they are in line with the school plan. | Minutes of meeting dated [Insert Date] |
| The FSSU recommended financial reports for monitoring the school budget against actual performance on a monthly basis are prepared and reviewed. | Minutes of meeting dated [Insert Date] |
| The school self-evaluation plan is reviewed regularly. | Minutes of meeting dated [Insert Date] |

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| **Principle 1: Advancing Charitable Purpose ADDITIONAL STANDARDS** |

1.6 Develop your charity’s strategic plan and associated operational plans.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The board of management has developed and approved the school plan. | Minutes of meeting dated [Insert Date] (List all relevant minutes)  School plan [Insert year] |
| The board of management has approved the annual school budget. | Annual school budget [Insert Date]  Minutes of meeting dated [Insert Date] |
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1.7 Make sure there is an appropriate system in place to:

• monitor progress against your plans; and

• evaluate the effectiveness of the work of your charity.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The board of management ensures that the school plan is regularly reviewed and updated. | Minutes of meeting dated [Insert Date] |
| The board of management have established finance sub-committee, who meet prior to all board meetings to review financial reports in detail. / The board of management have appointed a treasurer. | Minutes of finance sub-committee meetings dated [Insert Date] (List all relevant minutes) |
| Finance is always on the agenda for the board meeting and financial reports are approved by the board of management. | Minutes of board of management meetings dated [Insert Date] (List all relevant minutes) |
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1.8 From time to time, consider the advantages and disadvantages of working in partnership with other charities, including merging or dissolving (winding up).

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The ultimate decision making and responsibility for merging/dissolving the school lies with the school trustees/patron and is not a decision for the board of management. | Education Act Section 15 (1):  “It shall be the duty of a board to manage the school on behalf of the patron  and for the benefit of the students and their parents and to provide or cause to be  provided an appropriate education for each student at the school for which that  board has responsibility.” |
| The board of management consider the extent to which the school works in partnership with other organisation e.g., participation in the school excellence project. | Minutes of meeting dated [Insert Date]  Written agreement or Department circular/guideline as appropriate |
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| **Principle 2: Behaving with Integrity CORE STANDARDS** |

2.1 Agree the basic values that matter to your charity and publicise these, so that everyone involved understands the way things should be done and how everyone is expected to behave.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The board of management has approved the school mission statement. It articulates why the school exists, what it wants to create and what it considers to be the fundamental purpose of education. This is made available to all stakeholders. | Minutes of meeting dated [Insert Date] (List all relevant minutes)  Mission statement |
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2.2 Decide how you will deal with conflicts of interests and conflicts of loyalties. You should also decide how you will adhere to the Charities Regulator’s guidelines on this topic.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Conflict of interest policy is agreed and documented in line with the Charities Regulator Guidance on ‘Managing Conflicts of Interest’. | Minutes of meeting dated [Insert Date] (List all relevant minutes)  Conflict of interest policy |
| Register of interests is maintained and regularly updated | Up-to-date register of interests |
| Conflicts of interest is a standing item on the agenda, and any declared conflicts of interest are included in the minutes. | Agenda of board meetings  Minutes of board meetings dated [Insert Date] (List all relevant minutes) |

2.3 Have a code of conduct for your board that is signed by all charity trustees. It must make clear the standard of behaviour expected from charity trustees. This includes things like maintaining confidentiality and what to do in relation to:

• gifts and hospitality; and

• out-of-pocket expenses.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| A code of conduct for board members was agreed and documented in line with the Charities Regulators guidance on ‘Code of Conduct for Charity Trustees’. | Minutes of meeting dated [Insert Date] (List all relevant minutes)  Code of conduct for charity trustees policy |
| Each charity trustee formally signs up and adheres to the code of conduct. | Signed codes of conduct for all charity trustees |
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| **Principle 3: Leading People CORE STANDARDS** |

3.1 Be clear about the roles of everyone working in and for your charity, both on a voluntary and paid basis.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Board of management roles and responsibilities are discussed including key officers such as the chairperson and secretary. They have specific functions assigned to them which are clearly documented and understood. Guidance from the trust/patron and management bodies is received by the board of management. | Minutes of meeting dated [Insert Date]  Approved board roles and responsibilities |
| The finance sub-committee members / treasurer have specific functions assigned to them, which are clearly documented and understood. | Approved finance sub-committee / treasurer roles and responsibilities |
| Non-teaching staff roles and responsibilities are assigned, agreed and documented. | All employees are given a contract of employment and job description. |

3.2 Make sure there are arrangements in place for the effective involvement of any volunteers, including what to do if any problems arise.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The board have agreed the procedures on the participation of other volunteers (e.g., parents assisting with school events/sports etc.) in the school. | Minutes of meeting dated [Insert Date]  Volunteer policy |
| A parents association committee is elected from the parents of the school. | Minutes of meeting dated [Insert Date] |
| The role and function of the parents’ association is set out in the parent’s association constitution | Parents association constitution |

3.3 Make sure there are arrangements in place that comply with employment legislation for all paid staff including:

• recruitment.

• training and development.

• support, supervision and appraisal.

• remuneration (money paid for work), and dismissal.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The board of management is registered as an employer with the Revenue Commissioners. | Tax registration number |
| The board of management discussed, agreed and documented employment policies and procedures. | Minutes of meeting dated [Insert Date]  Contract of employment to include  •Induction  •Attendance  •Grievance and disciplinary procedures  Employee recruitment policy |
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3.4 Agree operational policies where necessary, to guide the actions of everyone involved in your charity.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The board of management has agreed/documented the necessary operational policies needed to guide the actions of everyone involved in the day-to-day activities of the school. | Minutes of meeting dated [Insert Date]  Examples of operational policies:  •Child protection policy  •Data protection policy |
| The board of management reviews and updates existing policies as necessary. | Minutes of meeting dated [Insert Date] |
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| **Principle 3: Leading People ADDITIONAL STANDARDS** |

3.5 Make sure to document the roles, legal duties and delegated responsibility for decision-making of:

• individual charity trustees and the board as a whole.

• any sub-committees or working groups.

• staff and volunteers.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The roles, legal duties of the board of management members and decision-making process are captured in the governance document and as provided by the trust and the management body. | Governance document  Guidance from the trust/patron and management body |
| All new board of management members are given a formal letter of appointment and a copy of the governance document. | Letters of appointment |
| All new board of management members attend training provided by the management body and trustees/patron | Date and details of the training attended by the board of management members |

3.6 Make sure that there are written procedures in place which set out how volunteers are:

• recruited; supported and supervised while within your charity; and

• the conditions under which they exist.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The board have agreed the procedures on the participation of other volunteers (e.g., parents assisting with school events/sports etc.) in the school. | Volunteer recruitment policy  Minutes of meeting dated [Insert Date] |
| A parents association committee is elected from the parents of the school. | Minutes of meeting dated [Insert Date] |
| The National Parents Council provides training to the parent’s association | Date of training |

3.7 Decide how you will develop operational policy in your charity. You also need to decide how your charity trustees will make sure that the policy is put in place and kept up to date.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| As part of the school plan, the board of management takes an inventory of policies and procedures, those which are documents, those with unwritten and areas where there are no policies. Where gaps are identified a plan is put in place to develop a policy. | Minutes of meeting dated [insert date] (List all relevant minutes) |
| Policies and procedures are discussed at staff meetings to ensure that employees remain aware of the importance of the policies and procedures | Minutes of meeting dated [insert date] (List all relevant minutes)  Schedule and agenda for staff meetings |
| Policies and procedures are available on the school website | Link to website page with policies |

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| **Principle 4: Exercising Control CORE STANDARDS** |

4.1 Decide if your charity’s current legal form and governing document are fit for purpose. Make changes if necessary, telling the Charities Regulator in advance that you are doing so.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The governing document Is not under the remit of the board and any changes are agreed by the management bodies and the trustees and patrons | Up to date governing document |
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4.2 Find out the laws and regulatory requirements that are relevant to your charity and comply with them.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The board of management understand the legal and regulatory framework for our school and are satisfied that the board meets its legal, regulatory and contractual obligations and any constitutional requirement. | Minutes of meeting dated [Insert Date] (List all relevant minutes)  The appendix to the school self-evaluation plan checklist |
| Registration with appropriate bodies | The Charities Regulator –school charity number  Revenue Commissioners (payroll, RCT & Reverse charge VAT) –registration number |
| Annual filing requirements with the FSSU | Annual submission |

4.3 If your charity raises funds from the public, read the Charities Regulator’s guidelines[[1]](#footnote-1) on this topic and make sure that your charity adheres to them as they apply to your charity.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The Charities Regulator’s ‘Guidelines for Charitable Organisations on Fundraising from the Public’ have been discussed and considered by the board of management. The board of management is committed to complying with the principles set out in the Guidelines. | Minutes of meeting dated [Insert Date]  Fundraising policy |
| The board of management regularly monitors compliance with the fundraising guideline. | Minutes of meeting dated [Insert Date] (List all relevant minutes) |
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4.4 Make sure you have appropriate financial controls in place to manage and account for your charity’s money and other assets.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| We agreed and implemented appropriate internal financial controls in line with the FSSU Guidelines. | Minutes of meeting dated [Insert Date] |
| The board has engaged a competent resource to maintain the books and records in the school. Training is provided and they are competent to carry out that role. | Minutes of meeting dated [Insert Date] |
| A finance sub-committee / treasurer is in place to monitor and review the financial reports and internal controls. | Terms of reference |

4.5 Identify any risks your charity might face and how to manage these.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The board of management identified risks that our organisation is facing and agreed how to address them. | Minutes of meeting dated [Insert Date]  Risk management policy  Risk register |
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4.6 Make sure your charity has appropriate and adequate insurance cover.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The board of management has appropriate and adequate insurance cover, and each policy is reviewed annually before renewal to ensure board is complying with the terms of the insurance contract. | Minutes of meeting dated [Insert Date]  Insurance policy/State indemnity certificate  Professional advice (if applicable) |
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| **Principle 4: Exercising Control ADDITIONAL STANDARDS** |

4.7 You should have written procedures to make sure that you comply with all relevant legal and regulatory requirements.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The board of management create and regularly review the policies and procedures which may include data protection, finance, health & safety, HR & employment  and child safeguarding. | Minutes of meeting dated [Insert Date]  List of relevant policies and procedures, for example  •Data protection  •Finance |
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4.8 Make sure there is a formal risk register that your board regularly reviews.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Risk register maintained and regularly reviewed in the light of changing circumstances. | Minutes of meeting dated [Insert Date] (List all relevant minutes)  Risk register |
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4.9 Consider adopting additional good practice standards that are relevant to the particular work that your charity does.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Comply with the FSSU standardised accounts format for schools. | Annual school accounts |
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| **Principle 5: Working Effectively CORE STANDARDS** |

5.1 Identify charity trustees with the necessary skills to undertake:

• any designated roles set out in your governing document; and

• other roles as appropriate within the board.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Existing range of skills and experiences on the board of management are considered regularly with any designated roles assigned to suitably qualified board members. | Minutes of meeting dated [Insert Date] |
| Finance sub-committee members / treasurer are appointed at the start of the boards term, in order to carry out duties as outlined in the terms of reference (*and if necessary:* a non-board member was appointed to the subcommittee with expertise in the area of finance). | Finance sub-committee / treasurer terms of reference  Minutes of meeting dated [Insert Date] |
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5.2 Hold regular board meetings. Give enough notice before meetings and provide prepared agendas.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Board meetings are held every […] weeks during the school year. | Minutes of meeting dated [Insert Date] (List all relevant minutes) |
| Notice, agendas and other relevant papers are provided to the board by the secretary at least 7 days before the meetings. | Board meetings timetable Secretary’s copy of the board papers for each meeting held in [Insert Year]  Agendas for board meetings dated [Insert Date]. |
|  |  |

5.3 At a minimum, your board agendas should always include these items:

• reporting on activities.

• review of finances; and

• conflicts of interests and loyalties.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The following items are always on our board agendas:  -reporting on activities.  -review of finances; and  -conflicts of interests and loyalties. | Agendas for board meetings dated [Insert Dates]. |
| Consistent minutes of meetings are kept that record attendance, decisions and actions. | Minutes of meeting dated [Insert Date], with records of decisions. |

5.4 Make sure that your charity trustees have the facts to make informed decisions at board meetings and that these decisions are recorded accurately in the minutes.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Regular and clear reports are received on the school’s activities and finances. | Minutes of meeting dated [Insert Date]. (List all relevant minutes)  Financial reports:  1.Balances on all school bank accounts  2. Bank reconciliation statement for each bank account including cheques and lodgements listings  3. Income and expenditure account showing actual versus budgeted figures  4. Balance sheet  5. List of all creditors / List of accruals / Summary of income received for next school year and prepayments  6. Capital income and expenditure account |
| Board papers provide the level of detail that is necessary for the board to understand the impact of the school’s current position, and to make sound decisions. | Secretary’s copy of the board papers for each meeting held in [20XX] |

5.5 Consider introducing term limits for your charity trustees, with a suggested maximum of nine years in total.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The governing document has specific reference to terms of office of […] years at which point the board is dissolved and there are detailed procedures in place for the appointment of a new board. The board does not control this, it is the trustees/patrons. | Governing document |
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5.6 Recruit suitable new charity trustees as necessary and make sure they receive an induction.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The trustees appoint the board of management, and the trustees have procedures in place for the selection/election of new board members. | Procedures as advised by school management body |
| All new board members attend training provided by the school management body/patron/trustee and training needs are regularly discussed at board meetings. | Minutes of meeting dated [Insert Date]. (List all relevant minutes)  Record of training attended by board members |
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5.7 Make sure all of your trustees understand:

• their role as charity trustees.

• the charity’s governing document; and

• this Code.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The governing document is regularly reviewed to ensure that the board of management is aware of their role and responsibilities. | Minutes of meeting dated [Insert Date] (List all relevant minutes) |
| All board members read and discussed the Charities Governance Code at a meeting of the board. | Minutes of meeting dated [Insert Date] (List all relevant minutes) |
|  |  |

5.8 Commit to resolving problems and emerging issues as quickly as possible and in the best interests of your charity.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Any problems are brought to the attention of the board and any actions and resolutions are agreed and documented, and we have adopted the school management body’s recommended procedures on holding discussions. | Minutes of meeting dated [Insert Date] (List all relevant minutes)  Recommended procedures |
| We ensure that enough time is allocated for discussion. We ensure that all meetings are quorate i.e., the required minimum number of board members for the meeting to go ahead are present, and our governing document sets out rules for when meetings are not quorate. | Agenda and minutes of meeting dated [Insert Date] (List all relevant minutes) |
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5.9 From time to time, review how your board operates and make any necessary improvements.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Issues arising with the board’s operations are noted and addressed as they arise. | Minutes of meeting dated [Insert Date] |
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| **Principle 5: Working Effectively ADDITIONAL STANDARDS** |

5.10 Make sure you send out board packs with enough notice and include all relevant reports and explanatory papers to enable informed decision-making.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Where required board packs are circulated to board members 7 days in advance of board meetings. | Secretary’s copy of the board papers for each meeting held in the year ended 31 August [20XX] |
| Decision-making processes are clearly documented, approved and communicated. | Minutes of meetings dated [Insert Date] (List all relevant minutes) |
|  |  |

5.11 Make sure that you have a charity trustee succession plan in place and consider how you can maximise diversity among your charity trustees.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The trustees/patrons are responsible for appointing the board of management. | Governing document |
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5.12 Put in place a comprehensive induction programme for new charity trustees.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| All new board members undergo training provided by the school management body/patron/trustees. | Date and details of the training attended by the board of management members |
| New board members receive training material including a copy of the governing document, the Charities Governance Code, a board of management manual and the FSSU financial management manual upon commencement. | New board member pack (should include charities governance code) |
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5.13 Conduct a regular review that includes an assessment of:

• the effectiveness of your board as a whole, office holders and individual charity trustees

• adherence to the board code of conduct; and

• the structure, size, membership and terms of reference of any sub-committees.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The effectiveness of the board was discussed, and any issues identified were addressed. | Minutes of meeting dated [Insert Date] |
| The board reviewed the code of conduct for board members and all board members confirmed adherence to the code of conduct. | Minutes of meeting dated [Insert Date] |
| Sub-committee terms of reference were reviewed and {agreed as being good practice /amended to reflect good practice}. | Minutes of meeting dated [Insert Date] |

5.14 Do regular skills audits and provide appropriate training and development to charity trustees and staff. If necessary, recruit to fill any competency gaps on the board of your charity.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Ongoing evaluation and review of the performance of the board is undertaken, with regards to its progress in meeting targets set and implementing the school plan and the school improvement plan. Where impediments are identified a plan is drawn up to address the issues and implemented.  Any gaps in skills or knowledge identified in the board review are addressed with ongoing support and training. | Board discussion, see minutes of meeting dated [Insert Date] |
| Staff evaluations are carried out regularly and any training needs identified are addressed. | Principal HR records |
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| **Principle 6: Being Accountable CORE STANDARDS** |

6.1 Make sure that the name and Registered Charity Number (RCN) of your charity is displayed on all of your written materials, including your:

• website.

• social media platforms; and

• email communications.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The school’s name and registered charity number as entered on the Register of Charities are clearly displayed on all written materials including website, social media platforms and email communications. This is monitored by the board of management on a regular basis. | See website, emails, letters  Minutes of meeting dated [Insert Date] |
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6.2 Identify your stakeholders and decide how you will communicate with them.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| Stakeholders are identified as part of the school planning process and procedures for communicating with them are established as part of this. | School plan |
| Systems of communications have been established with the school trustees/patrons, in order to consult and inform them on school matters where appropriate. | Reporting requirements for school trustees/patrons.  Communications with trustees/patrons. |
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6.3 Decide if and how you will involve your stakeholders in your:

• planning.

• decision-making; and

• review processes.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The school plan is prepared in accordance with school planning guidelines, which include consultation with the parents, the patron/trustees, staff and students of the school during planning and review stages and keeping them informed of the plan. | Procedures for consulting and communicating with school trustees/patrons, teachers, parents, non-teaching staff, students & local community on the school plan. |
| The governing document outlines matters on which we have to consult our patrons/trustees. | Governing document  Minutes of meetings dated [Insert Date] |
|  |  |

6.4 Make sure you have a procedure for dealing with:

• queries.

• comments; and

• complaints.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| There are procedures in place for dealing with queries, comments, and complaints from members of the public. | Communications procedures for public |
| Complaints procedures for complaints from parents or students against teachers or teachers against management are agreed, documented, and communicated in accordance with management body guidance. | See Grievance/Complaints procedures  Minutes of meeting agreed [Insert Date] |
|  |  |

6.5 Follow the reporting requirements of all of your funders and donors, both public and private.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The Department of Education and the Charities Regulator require annual accounts to be submitted to the FSSU. | Confirmation of annual submission to the FSSU. |
| Grants/donations/gifts for specific purposes (i.e., ring-fenced) are monitored and the remaining balance disclosed to the finance subcommittee /treasurer on a regular basis. | Minutes of meetings dated [Insert Date] (List all relevant minutes) |
|  |  |

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| --- |
| **Principle 6: Being Accountable ADDITIONAL STANDARDS** |

6.6 Produce unabridged (full) financial accounts and make sure that these and your charity’s annual report are widely available and easy for everyone to access.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| A financial report for parents is prepared in line with the FSSU template. | Financial report for parents |
| Full accounts are submitted to the FSSU, in accordance with Department of Education guidance and this fulfils our annual reporting obligations with the Charities Regulator. | Confirmation of annual submission to the FSSU |
|  |  |

6.7 Make sure all the codes and standards of practice to which your charity subscribes are publicly stated.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The schools’ policies are available to all stakeholders on our website and meet the standards set by the Department of Education. | Website Link |
| The board confirms they are in adherence with the charity governance code. | Website Link |
|  |  |

6.8 Regularly review any complaints your charity receives and take action to improve organisational practice.

| **Actions our charity takes to meet standards:** | **Evidence of our actions:** |
| --- | --- |
| The board are informed of complaints/grievance made in accordance with the communication and complaints procedures. | Minutes of meetings dated [Insert Date] (List all relevant minutes)  Communication policy  Complaint’s policy and procedures |
| Practices are reviewed where complaints are made and adjusted where required. | Minutes of meetings dated [Insert Date] (List all relevant minutes)  Updated procedures |

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| --- |
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1. See Guidelines for Charitable Organisations on Fundraising from the Public - available from: <https://www.charitiesregulator.ie/media/1083/guidance-for-fundraising-english.pdf> [↑](#footnote-ref-1)