# BELFAST EDUCATION AND LIBRARY BOARD

## SCHEME FOR THE MANAGEMENT OF CONTROLLED SCHOOLS

### ARRANGEMENT OF SCHEME

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1. The Belfast Education and Library Board in pursuance of Article 9B of the Education Reform (Northern Ireland) Order 1989 and after the consultation required by Article 9B(1) of that Order has prepared the following scheme providing for -

(a) the membership and procedure of the Board of Governors of each school under the board’s management, other than a controlled integrated school;

(b) the management of each such school;

(c) the functions to be exercised in relation to each such school by the Board of Governors, committees of the Board of Governors and the principal; and

(d) such other matters as are required or authorised by the Education Orders to be included in or regulated by the scheme.

2. Each school shall be conducted in accordance with -

(a) the provisions of the Education Orders;
(b) the terms of this scheme;
(c) any direction or guidance of the board insofar as it does not conflict with paragraph (a) of this Article;
(d) any regulations or orders made by the Department;
(e) any direction or guidance of the Department.

3. (1) In this scheme, unless the context otherwise requires -

"board" means the Belfast Education and Library Board;

"chief executive" means the chief executive of the board;

"committee" means a committee established under Article 23 of this scheme;

"co-opted member" means a member who has been co-opted under Article 122 or 139 of the 1989 Order;

"Department" means the Department of Education

"he", "him", "his" are used in their generic sense to refer to both male and female
"in committee proceedings" means that part of a meeting which is to be kept private;

"meeting" means a meeting of the Board of Governors or as the case may be a committee established under Article 23 of this scheme;

"member" means a member of the Board of Governors or as the case may be a member of a committee established under Article 23 of this scheme;

"non-school activities" means activities, other than school activities, carried on wholly or mainly under the management or control of the Board of Governors; (NOTE: This refers to community activities carried on in the school.)

"parent" in relation to a child or young person, includes a guardian and every person who has the actual custody of the child or young person;

"principal" means the principal of the school or a person acting as principal in a temporary capacity;

"school" means any schools referred to in Article 1(a) of this Scheme;

"secretary" means the secretary to the Board of Governors or to a committee of the Board of Governors, who is appointed under Article 48 of this scheme;


"the 1986 Order" means the Education and Libraries (Northern Ireland) Order 1986;

"the 1989 Order" means the Education Reform (Northern Ireland) Order 1989;

“the 1993 Order” means the Education and Libraries (Northern Ireland) Order 1993;

"the 1996 Order" means the Education (Northern Ireland) Order 1996;

“the 1997 Order” means the Education (Northern Ireland) Order 1997;

"the 1998 Order" means the Education (Northern Ireland) Order 1998;

“the 2003 Order” means the Education and Libraries (Northern Ireland) Order 2003;
“the 2005 Order” means the Special Educational Needs and Disability (NI) Order 2005;

"voting member of the Board of Governors" means a member other than the principal or a co-opted member;

"voting member of a committee" means a member entitled to vote at a committee meeting under Article 56(1) of this scheme.

(2) The Interpretation Act (NI) 1954 shall apply for the interpretation of this scheme.

PART III - MEMBERSHIP OF THE BOARD OF GOVERNORS

Membership

4. The Board of Governors shall consist of eight members (nursery schools and special schools), nine members (primary schools) and sixteen members (post-primary schools), the principal of each school to which the scheme applies and any members who may be co-opted under Article 122 of the 1989 Order, Article 14 of the 1998 Order and Article 23 of the 2003 Order and where appropriate members required to be co-opted under Article 139 of that Order. Subject to Article 13 of and paragraph six of Schedule 4 to the 1986 Order, of the voting members:-

(a) In respect of nursery schools

two members shall be elected by parents of pupils attending the school or schools from amongst the parents of such pupils;

three members shall be chosen by the board;

two members shall be nominated by the Department of Education;

one member shall be elected by assistant teachers at the school or schools from amongst such assistant teachers.

(b) In respect of primary schools

two members shall be elected by parents of pupils attending the school or schools from amongst the parents of such pupils;

two members shall be chosen by the board;

four members shall be nominated by the transferors and superseded managers of the school or schools;
one member shall be elected by assistant teachers at the school or schools from amongst such assistant teachers.

(c) In respect of controlled secondary schools

four members shall be elected by parents of pupils attending the school or schools from amongst the parents of such pupils;

four members shall be chosen by the board;

six members shall be nominated by the Boards of Governors of contributory schools from amongst members of those Board of Governors who have been nominated by transferors and superseded managers;

two members shall be elected by assistant teachers at the school or schools from amongst such assistant teachers.

(d) In respect of controlled grammar schools

four members shall be elected by parents of pupils attending the school or schools from amongst the parents of such pupils;

six members shall be chosen by the board;

four members shall be nominated by the Department of Education;

two members shall be elected by assistant teachers at the school or schools from amongst such assistant teachers.

(e) In respect of special schools

two members shall be elected by parents of pupils attending the school or schools from amongst the parents of such pupils;

three members shall be chosen by the board;

two members shall be nominated by the Department of Education;

one member shall be elected by assistant teachers at the school or schools amongst such assistant teachers.

Acceptance of Membership

5. Every member shall, at or before the first meeting which he attends and within one month after the first meeting of which he is notified, sign a declaration of his acceptance of membership and of this scheme of management. No Governor shall be entitled to act as a member until he has
signed such a declaration and, if he fails to do so within the above time scale without good reason, his membership shall be void.

Disqualification from Membership

6. (1) A person, other than the principal or a teacher elected in accordance with the relevant provisions of Schedule 4 to the 1986 Order, who –

   (a) is employed for the purposes of the school or, for the purposes of non-school activities; or

   (b) has within the five years before the first day that his membership could have taken effect or at any time thereafter been convicted by a court in Northern Ireland or elsewhere in the British Islands of any offence and has had passed on him a sentence of imprisonment (whether suspended or not) for a period of not less than three months without the option of a fine; or

   (c) is adjudged bankrupt or who has made a composition or arrangement with his creditors:

shall not be a member of the Board of Governors of the school.

(2) (a) Where a person is disqualified from membership by reason of his having been adjudged bankrupt, that disqualification shall cease -

   (i) unless the bankruptcy order made against the person is previously annulled, on his discharge from bankruptcy; and

   (ii) if the bankruptcy is so annulled, on the date of the annulment.

(b) Where a person is disqualified by reason of his having made a composition or arrangement with his creditors and he pays his debts in full, the disqualification shall cease on the date on which the payment is completed and in any other case it shall cease on the expiration of five years from the date on which the terms of the deed of composition or arrangement are fulfilled.

Term of Office

7. (1) Subject to paragraph (2) of this Article, Article 8(2)-(4) of this scheme and to Article 13(4) of the 1986 Order and 23 of the 2003 Order the term of office of voting and co-opted members shall coincide with that of members of the board, provided that voting members shall remain in office until their successors are appointed. Any voting or co-opted member going out of office may be re-appointed unless he is disqualified or otherwise ineligible.
(2) The term of office of elected parent governors of nursery schools shall be 2 years determined by the Belfast Education and Library Board.

**Termination of Membership**

8. (1) A voting or co-opted member may resign by giving written notice to the chief executive.

(2) A member nominated by the board who is also a member of the board shall, unless the board otherwise determines, cease to be a member if he ceases to be a member of the board.

(3) Where a voting or co-opted member is absent from three consecutive meetings of the Board of Governors, or for six months consecutively, whichever is the greater period, the secretary shall report the matter at the next meeting and, unless the Board of Governors is satisfied that his failure to attend was occasioned by illness or other unavoidable cause, the member shall be deemed to have resigned his membership and shall cease to be a member.

(4) A member other than the principal or teacher elected in accordance with the relevant provisions of Schedule 4 to the 1986 Order who -

(a) subsequently becomes an employee of the school for which the Board of Governors is appointed, in accordance with the terms of Article 6(1)(a) of this scheme; or

(b) is subsequently convicted of an offence and sentenced by a court, in accordance with the terms of Article 6(1)(b) of this scheme; or

(c) subsequently becomes bankrupt, in accordance with the terms of Article 6(1)(c) of this scheme;

shall thereupon cease to be a member of the Board of Governors.

**Vacancies**

9. A vacancy occurring among the voting members or members co-opted under Article 139 of the 1989 Order shall be filled as soon as practicable by a person nominated, elected, chosen or co-opted by the persons or body entitled to nominate, elect, choose or co-opt him and that person shall hold office on the same terms as those members. Where a person co-opted under Article 122 of the 1989 Order ceases to be a member the Board of Governors may co-opt another person in his place and that person shall hold office on the same terms as the person so replaced.
PART IV - FUNCTIONS OF THE BOARD OF GOVERNORS

General

10. In addition to its statutory functions, and subject to the provisions of the Education Orders and regulations, orders and directions made thereunder and to the provisions of schemes under the Education Orders, the Board of Governors shall manage and control the school or schools it is appointed in accordance with this scheme.

Appointment of Teachers and Other Staff

11. The functions of the Board of Governors in relation to the appointment of teachers under a scheme under Article 153 of the 1989 Order and the appointment of non-teaching staff under Article 88 of the 1986 Order shall be carried out on behalf of, and in the name of, the board.

Admission of Pupils to School

12. The Board of Governors shall exercise its functions in relation to making arrangements for the admission of pupils, drawing up criteria to be applied in the selection of pupils and the application of admissions and enrolment numbers as required by the 1989 Order.

School Development Plans

13. (1) Subject to regulations made under Article 13(3) of the 1998 Order, the Board of Governors shall prepare, and from time to time revise, a school development plan.

(2) In preparing or revising a school development plan, the Board of Governors shall –

   (a) consult the principal of the school;

   (b) consider –

   (i) any guidance given by the Department, the board for the area in which the school is situated and (in the case of a Catholic maintained school) the Council for Catholic Maintained Schools; and

   (ii) the findings of any inspection of the school under Article 102 of the 1986 Order.
Determination of Curriculum Policy and of the Curriculum

14. (1) The Board of Governors shall -
   (a) determine, and keep under review, its policy in relation to the curriculum for the school; and
   (b) make, and keep up to date, a written statement of that policy.

(2) When determining or reviewing its policy in relation to the curriculum for the school the Board of Governors shall -
   (a) take account of the findings of any inspection of the school under Article 102 of the 1986 Order; and
   (b) consider any representations made to it regarding the curriculum by the board and any other body or person connected with the community served by the school.

(3) The Board of Governors shall consult the principal of the school before making or varying any statement under paragraph (1)(b).

(4) The Board of Governors shall allocate to the principal such functions as will, subject to the resources available, enable him to determine and organise the curriculum in accordance with the curriculum policy for the school determined under paragraph 1 of this Article and secure that it is followed within the school.

(5) The Board of Governors shall furnish the board with a copy of every statement made under paragraph (1)(b).

The Principal

15 (1) Subject to paragraph (2), the Board of Governors shall –
   (a) assist the principal in such manner as is reasonably necessary to enable him to control the internal organisation, management and discipline of the school subject to such directions as may from time to time be given by the board; and
   (b) provide the principal with such opportunity as may be necessary to enable him to express his opinions and to make his recommendations to the Board of Governors (in writing if so required) on all matters connected with the school, including the appointment and removal of non-teaching staff.

(2) Unless the board otherwise approves, nothing in paragraph (1) shall apply to non-teaching staff employed in the school whenever the Board of
Governors has no delegated responsibility for those staff under Article 58 of the 1989 Order.

(3). The Board of Governors shall encourage -

(a) the principal to promote regular communication between assistant teachers and parents of pupils;

(b) the principal to ensure that there is regular communication and consultation with his assistant teachers on the management of the school, curricular matters and on matters relating to the education, health and welfare, and discipline of the pupils;

and shall request a report from the principal on these matters at least once per year.

Pupil Discipline

16. The Board of Governors shall ensure that policies designed to promote good behaviour and discipline on the part of its pupils are pursued at the school. In particular it shall:

(a) make, and from time to time review, a written statement of general principles to which the principal is to have regard in determining any measures under Article 30(1) (a) of this scheme.

(b) before making or revising that statement -

(i) consult (in such manner as appears to it to be appropriate) the principal and the parents of registered pupils at the school and the parents of those pupils; and

(ii) consider any guidance given by the Department and the board for the area in which the school is situated.

(c) where it considers it desirable that any particular measures should be determined by the principal (under 30(1) (a)) or that he should have regard to any particular matters –

(i) notify him of those measures or matters; and

(ii) give him such guidance as it considers appropriate.

Pupil Suspension and Expulsion

17. The Board of Governors shall ensure that the scheme, prepared by the Education and Library Board, specifying the procedure to be followed in relation to the suspension or expulsion of pupils from school in accordance
with Article 49 of the 1986 Order as amended by Article 39 of the 1993 Order is implemented when necessary.

**Annual Report of the Board of Governors**

18. (1) The Board of Governors shall during the autumn term of every school year prepare a report in respect of the previous school year containing a summary of the steps taken by the Board of Governors in the discharge of its functions during the period covered by the report.

(2) The report shall -

(a) be as brief as is reasonably consistent with the requirements as to its contents;

(b) give details of the date, time and place for the next annual parents' meeting and its agenda and indicate that the purpose of that meeting will be to provide an opportunity for discussion of the report and of the discharge by the Board of Governors, the principal, the board and the Department of their functions in relation to the school;

(c) report on the consideration given and any action taken in relation to any resolutions passed at the previous annual parents' meeting;

(d) give the name of each member of the Board of Governors and indicate into which of the following categories he falls, namely -

(i) members nominated by the transferors and superseded managers of the school;

(ii) members nominated by the Boards of Governors of contributory schools from amongst members of those Boards of Governors who have been nominated by transferors and superseded managers;

(iii) members elected by parents;

(iv) members elected by assistant teachers;

(v) members nominated by the board;

(vi) members nominated by the Head of the Department;

(vii) members co-opted under Article 122 of the 1989 Order;

(viii) members co-opted under Article 139 of the 1989 Order;
(ix) the principal;

(e) give, in relation to each member (other than the principal) the date on which his term of office comes to an end;

(f) name the chairperson and vice-chairperson of the Board of Governors and its secretary;

(g) give such information as is available to the Board of Governors about arrangements for the next election of parents to the Board of Governors;

(h) contain a financial statement -

(i) reproducing or summarising any financial statement of which a copy has been furnished to the Board of Governors by the board under the Education Orders since the last report was prepared;

(ii) indicating, in general terms, how any sum made available to the Board of Governors by the board in respect of the school's budget share (within the meaning of the Education Orders in the period covered by the report was used;

(iii) giving details of all other income, gifts and bequests received by the school in that period and of their application.

(i) describe what steps have been taken by the Board of Governors to develop or strengthen the school's links with the community and, in particular, to promote the attainment of the objectives of the educational theme called Education for Mutual Understanding; and

(j) give such information as is required to be made available in accordance with regulations under Article 31(2)(a) of the 1989 Order.

(k) (i) describe the arrangements made and facilities provided for special educational needs (SEN) and disabled pupils including any special admission arrangements which the governors have made and the steps taken to ensure that pupils with special educational needs or disabilities are treated no less favourably than other pupils under Article 8 of the 1996 and Article 18 of the 2005 Order.

(ii) describe the steps taken to secure the implementation of their special educational needs (SEN) policies in accordance with Article 9 of the 1996 Order.
(iii) with effect from the 2005-2006 school year, include information as to the facilities provided to assist access to the school by disabled pupils and the accessibility plan for the school.

(l) describe in general terms –

(i) the arrangements made for the security of the pupils and staff of the school and the school premises; and

(ii) any changes to those arrangements since the last report was prepared.

(3) The Board of Governors may produce its report(s) in such language or languages (in addition to English) as it considers appropriate.

(4) The Board of Governors shall take such steps as are reasonably practicable to ensure that -

(a) the parents of all registered pupils at the school, all persons employed at the school, and the chief executive of the board are given (free of charge) a copy of its report in respect of that school;

(b) copies of that report are available for inspection (at all reasonable times and free of charge) at the school; and

(c) copies of any such report to be considered at an annual parents' meeting are given to parents not less than two weeks before that meeting.

Annual Parents' Meeting

19. (1) The Board of Governors shall hold a meeting once in every school year ("the annual parents' meeting") which is open to -

(a) all parents of registered pupils at the school; and

(b) such other persons (including assistant teachers at the school and representatives of the board) as the Board of Governors may invite.

(2) The purpose of the meeting shall be to provide an opportunity for discussion of -

(a) the report of the Board of Governors under Article 18 of this scheme;

(b) the discharge by the Board of Governors, the principal, the board and the Department of their functions in relation to the school; and
(c) in addition the Board of Governors may consider any item relating to paragraph 2(a) or (b) above provided that any such item is submitted by a parent/parents to the Secretary of the Board of Governors, in writing, at least seven days in advance of the meeting.

(3) Unless prevented from doing so by illness or other unavoidable cause each member of the Board of Governors shall be expected to attend the annual parents' meeting. When a member is unable to attend the annual parents' meeting he shall advise the secretary to the Board of Governors of his inability to attend.

(4) The procedure to be followed at the annual parents' meeting shall be regulated in accordance with Schedule 1 to this scheme.

(5) Where any resolution is duly passed at an annual parents' meeting the Board of Governors shall -

(a) consider the resolution if it considers that the resolution relates to a matter which requires the Board of Governors attention; and/or

(b) seek written comments from the principal if it considers that the resolution relates to a matter which requires the principal's attention; and/or

(c) send to the board and/or the Department, as appropriate, a copy of the resolution if it considers that the resolution relates to a matter which requires the attention of the board and/or the Department.

School Inspections

20. (1) The Board of Governors shall convene a meeting with the Reporting Inspector, and, if relevant, any other member of the inspection team, before each general or focused inspection of the school takes place for the purpose of making the Board of Governors’ views about the school known to the inspection team.

(2) The procedure for a meeting convened under paragraph (1) of this Article shall be as set out in Schedule 2 to this scheme.

(3) After each general or focused inspection of the school, the Board of Governors shall-

(a) provide the parents of all registered pupils at the school with a summary of the general inspection report or the full report of the focused inspection which shall be prepared by the Department
(b) within 3 months of receiving the inspection report prepare its response to the report which shall set out the action which the Board of Governors intends to take;

(c) discuss the general or focused inspection report and the Board of Governors’ response to that report with parents at the annual parents’ meeting convened under Article 19 of this scheme.

(4) After any other inspection the Board of Governors shall provide, on request, a copy of the inspectorate’s findings to the parents of all registered pupils at the school.

School Premises

21. (1) Subject to any direction given to it by the board the use of the school premises shall be under the control of the Board of Governors at all times except to the extent necessary for the exercise by the board of its powers under Article 62(2) of the 1989 Order.

(2) The Board of Governors shall from time to time and not less than once in each school year inspect the premises and equipment of the school under its management and control and shall submit an annual report to the chief executive about the condition and state of repair thereof.

(3) The Board of Governors shall draw to the attention of the board any need which, in its judgement, exists for alterations or extensions to the premises of the school(s).

(4) The Board of Governors may at any time submit proposals to the board relating to any repairs, maintenance or equipment considered necessary for the school for which the Board of Governors has no delegated responsibility under a scheme approved under the Education Orders, and may authorise the principal to submit urgent proposals directly to the board.

(5) The Board of Governors may, if authorised by the board, incur reasonable expenditure on emergency works of repair and maintenance to the school premises for which the Board of Governors has no delegated responsibility under a scheme approved under the Education Orders but shall not otherwise have any power to carry out such works.

(6) The Board of Governors shall afford to authorised officers of the board necessary access to the premises of the school(s) for the proper discharge of the duties of the board in relation to the school(s) except where such access is at the discretion of the Board of Governors under Article 29(2)(f) of the 1989 Order.
Power of Chairperson or Vice-Chairperson of the Board of Governors to Act in Cases of Urgency

22. (1) The chairperson or, if he cannot be contacted, the vice-chairperson of the Board of Governors of a school shall, in the circumstances mentioned in paragraph (2) below, have the power to discharge any function of the Board of Governors and shall report any such action to the next meeting of the Board of Governors.

(2) The circumstances are that the deferment of the function to the earliest date when it would be practicable to convene a meeting of the Board of Governors would be likely to be seriously detrimental to the interests of the school or to the interests of any registered pupil at the school, his parent, or a person employed at the school.

(3) Any such action under Article 22(1) shall be carried out after consultation with the principal.

PART V - COMMITTEES OF THE BOARD OF GOVERNORS

Functions of a Committee

23. (1) The Board of Governors may establish such committees, including a finance committee, as it considers necessary and may, subject to paragraphs (2) and (3), delegate to such a committee such of its functions as it considers desirable except functions relating to the approval of its annual budget proposals and to powers conferred or duties imposed by or under the following provisions -

(i) Articles 4, 10, and 11 of the 1989 Order which relate to duties with respect to the curriculum.

(ii) Article 13(5) of the 1986 Order - appointment of parent governors - and Articles 122 and 139(5) of the 1989 Order - co-option of members to the Board of Governors.

(iii) Articles 31 of the 1989 Order which relate to the provision and publication of information.

(iv) Article 16 of the 1997 Order and Article 17(3) of the 1997 Order which relates to the criteria for selecting pupils for admission to the school.

(v) Article 58(1)(a) of the 1989 Order which relates to the determination of staff complements at any school with a delegated budget.
(vi) Article 69 of the 1989 Order which relates to the initiation of procedures for the acquisition of grant-maintained integrated status.

(vii) Article 69 of the 1989 Order as applied by Article 91 of that Order which relates to the initiation of procedures for the acquisition of controlled integrated status.

(viii) Article 3(2)(a) and (b) of the 1998 Order as amended by the 2003 Order which relates to the provision of a statement of general principles concerning pupil discipline.

(ix) Article 125 of the 1989 Order as amended by the 2003 Order in so far as approval of the annual report of the Board of Governors is concerned.

(x) Article 131 of the 1989 Order which relates to charges and remissions policies.

(xi) Article 43 of this scheme which relates to the election of chairperson and vice-chairperson of the Board of Governors.

(xii) Article 35(3) of this scheme in so far as it relates to the convening of meetings of a Board of Governors.

(xiii) This Article of this scheme which relates to the delegation of functions to a committee.

(b) may refer any matters within its purview to such a committee for consideration and report.

(2) Subject to the Education Orders the financial functions of the Board of Governors may not be delegated to a committee other than the finance committee of the Board of Governors.

(3) The functions to be delegated to a committee under this Article shall not, unless the Board of Governors otherwise determines, include the power to take decisions on behalf of or in the name of the Board of Governors without the approval of the Board of Governors.

Membership of a Committee

24. (1) Subject to the following provisions of this Article the membership of a committee established under Article 23 of this scheme shall be determined by the Board of Governors and may include persons who are not members of the Board of Governors.
(2) The membership of a committee established to deal with the appointment of teachers under a scheme approved under Article 153 of the 1989 Order shall consist of not less than five voting members of the Board of Governors. In the case of a controlled primary or secondary school other than a grammar school at least two members of the committee shall be transferors representatives. When any such committee is appointed to serve over a period of time, the authority to nominate a substitute(s) to serve on it at any meeting may be delegated to the chairperson of the Board of Governors.

(3) A committee established under Article 23 of this scheme apart from the committee established to consider appeals against staff dismissal shall include not less than three voting members of the Board of Governors for primary, nursery and special schools, and not less than four voting members for all post-primary schools.

(4) The members of the finance committee of the Board of Governors shall consist entirely of members of the Board of Governors the majority of whom shall be voting members of the Board of Governors. (Article 39(4) of this scheme does, however, allow a member of staff of the school with responsibility for any aspect of school finance to attend a meeting of this committee on invitation and subject to certain conditions.)

(5) The majority of the members of a committee to which functions of the Board of Governors under paragraph 5 of Schedule 4 to the 1989 Order are delegated shall be voting members of the Board of Governors.

(6) Where a committee to which functions of the Board of Governors under paragraph 5 of Schedule 4 to the 1989 Order are delegated, takes any decision as to the dismissal of a member of staff, referred to in this Article as a first committee, no member of that committee shall take part in the proceedings of any committee established to consider any appeal against that decision.

**Disqualification and Termination of Membership**

25. (1) Articles 6(1)(b) and (c) and (2) and 8(4)(b) and (c) of this scheme shall apply to the membership of a committee in the same manner as it applies to the membership of the Board of Governors.

(2) A member of a committee other than the principal may resign by giving notice to the Board of Governors and shall do so if he is disqualified from membership under paragraph (1).

(3) Where a member of a committee other than the principal is absent from three consecutive meetings the secretary of the committee shall report the matter to the Board of Governors and unless the Board of Governors is satisfied that his failure to attend was occasioned by illness or other
unavoidable cause, the member shall be deemed to have resigned his membership and shall cease to be a member of the committee.

PART VI - FUNCTIONS OF THE PRINCIPAL

General

26. (1) In addition to his statutory functions and subject to the provisions of the Education Orders and regulations, orders and directions made thereunder and to the provisions of this scheme and a financial scheme under the Education Orders and such directions as may, from time to time, be given to him by the Board of Governors, the principal shall control the internal organisation, management and discipline of the school.

(2) Unless the board otherwise approves, nothing in paragraph (1) shall apply to non-teaching staff employed in the school whenever the Board of Governors has no delegated responsibility for those staff under the Education Orders.

Delegated Functions

27. (1) Subject to a financial scheme under the Education Orders the Board of Governors may delegate to the principal such of its functions in respect of the school for which the principal is appointed, as it considers desirable except functions relating to the approval of its annual budget proposals and to powers conferred or duties imposed by or under the following provisions -

(a) Articles 4, 10 and 11 of the 1989 Order which relate to duties with respect to the curriculum.

(b) Article 13(5) of the 1986 Order - appointment of parent governors - and Articles 122 and 139(5) of the 1989 Order - co-option of members to the Board of Governors.

(c) Articles 31 of the 1989 Order and Article 17(3) of the 1997 Order which relate to the provision and publication of information.

(d) Article 16 of the 1997 Order which relates to the criteria for selecting pupils for admission to the school.

(e) Article 58(1)(a) of the 1989 Order which relates to the determination of staff complements at any school with a delegated budget.
(f) Article 69 of the 1989 Order which relates to the initiation of procedures for the acquisition of grant-maintained integrated status.

(g) Article 69 of the 1989 Order as applied by Article 91 of that Order which relates to the initiation of procedures for the acquisition of controlled integrated status.

(h) Article 88 of the 1986 Order which relates to the appointment of non-teaching staff.

(i) Article 3(2)(a) and (b) of the 1998 Order and Article 16(2)(a) and (b) of this scheme which relates to the provision of a statement of general principles concerning pupil discipline.

(j) Article 125 of the 1989 Order in so far as approval of the annual report of the Board of Governors is concerned.

(k) Article 131 of the 1989 Order which relates to charges and remissions policies.

(l) Paragraph 5 of Schedule 4 to the 1989 Order which relates to the dismissal of staff.

(m) Any functions of the Board of Governors under the board’s scheme for teaching appointments under Article 153 of the 1989 Order or the board’s scheme for the promotion of teachers, other than functions relating to the recruitment of temporary teachers to posts of less than one year’s duration.

(n) Article 35(3) of this scheme which relates to the convening of meetings.

(o) Article 43 of this scheme which relates to the election of chairperson and vice-chairperson of the Board of Governors.

(p) This Article of this scheme which relates to the delegation of functions to the principal.

(2) The functions to be delegated to a principal under this Article shall not, unless the Board of Governors otherwise determines, include the power to take decisions on behalf of or in the name of the Board of Governors without the approval of the Board of Governors.

(3) The principal shall carry out any functions delegated to him by the Board of Governors under this Article of this scheme and shall report any action or decision taken by him in relation to those functions to the
next meeting of the Board of Governors or as soon as practicable thereafter

Curriculum

28. In relation to the curriculum the principal shall carry out the functions allocated to him under paragraph (4) of Article 14 of this scheme.

Communication

29. The principal shall -

   (a) promote regular communication between assistant teachers and parents of pupils; and

   (b) ensure that there is regular communication and consultation between himself and assistant teachers on the management of the school, curricular matters and on matters relating to the education, health and welfare, and discipline of the pupils;

and shall report to the Board of Governors on these matters as necessary or when so requested by the Board of Governors.

Pupil Discipline

30. (1) It will be the duty of the principal -

   (a) to determine measures (which may include the making of rules and provision for enforcing them) to be taken with a view to –

      (i) promoting, among pupils, self-discipline and proper regard for authority;

      (ii) encouraging good behaviour and respect for others on the part of pupils and in particular, preventing all forms of bullying among pupils;

      (iii) securing that the standard of behaviour of pupils is acceptable; and

      (iv) otherwise regulating the conduct of pupils;

   (aa) before determining such measures, to consult the registered pupils at the school and parents of those pupils;

   (b) in determining such measures -
(i) to act in accordance with the current statement made by the Board of Governors under Article 16(a) of this scheme; and

(ii) to have regard to any notification or guidance given to him under Article 16(c) of this scheme;

(c) to prepare a written statement of such measures and to ensure that -

   (i) a copy of that statement is given (free of charge) to the parents of all registered pupils at the school; and

   (ii) copies of the statement are available for inspection (at all reasonable times and free of charge) at the school.

(2) The standard of behaviour which is to be regarded as acceptable at the school will be determined by the principal so far as it is not determined by the Board of Governors.

Pupil Suspension and Expulsion

31. In determining the measures in relation to the suspension or expulsion of any pupil the principal shall -

   (a) act in accordance with the scheme prepared by the Education and Library Board under Article 49 of the 1986 Order as amended by Article 39 of the 1993 Order and any written statement of general principles provided for him by the Board of Governors.

   (b) have regard to any guidance that the Board of Governors may offer in relation to particular matters.

Meetings of the Board of Governors and Committees Thereof

32. Unless prevented from doing so by illness or other unavoidable cause and subject to paragraph 1(2) of Schedule 4 to the 1986 Order and to Articles 46, 47, 48, 49 and 50 of this scheme the principal shall attend every meeting of the Board of Governors and of any committees established under Article 23 of this scheme of which he is a member. If the principal is unable to attend a meeting of the Board of Governors or a committee of which he is a member he shall inform the Board of Governors of the reason for his inability to attend. In these circumstances the Board of Governors may require the attendance of a vice-principal.
Resolutions of Annual Parents' Meetings

33. When so requested by the Board of Governors the principal shall comment in writing on any resolution which is duly passed by an annual parents' meeting and which the Board of Governors consider is a matter for him and report on any action he has taken thereon.

PART VII - PROCEEDINGS OF THE BOARD OF GOVERNORS AND COMMITTEES THEREOF, OTHER THAN PROCEEDINGS REQUIRED UNDER ARTICLES 19 AND 20 OF THIS SCHEME

Frequency of Meetings

34. (1) The Board of Governors shall meet as often as the conduct of business may require, being not less than once in each school term.

(2) A committee established by the Board of Governors under Article 23 of this scheme shall meet as often as the conduct of its business may require.

(3) The chairperson of the Board of Governors or of a committee, as the case may be, may call a meeting of its members at any time and shall do so within 21 days following receipt of a written request made by not less than one third of the members.

Convening of Meetings

35. (1) Seven full days at least before a meeting of the Board of Governors or of a committee thereof, notice of the time and place of the meeting, together with the agenda for the meeting, shall be sent -

(a) as appropriate, to each member of the Board of Governors or committee thereof and the chief executive; and

(b) in the case of a meeting of a committee, to the secretary of the Board of Governors.

(2) Subject to paragraph (3), and Article 63(1) and (3) of this scheme a copy of each written report or paper to be considered by members at the meeting should normally be sent to each of those members seven full days at least before the meeting and, on request, to the chief executive.

(3) The Chairperson may withhold any report or paper relating to a matter specified on the agenda from a member who would be required under this scheme to withdraw from the meeting during discussion and consideration of the subject matter of the report or paper in question.
Right to Attend Meetings

36. (1) The Chairperson of the board and the chief executive, or other officer(s) of the board as the chief executive may nominate, may, upon giving notice to the secretary, attend any meeting of the Board of Governors or a committee thereof in an advisory capacity, but shall not vote on any question.

(2) Subject to paragraph (7) and Article 50(1) of this scheme, the principal shall be entitled to attend any meeting of a committee of the Board of Governors of which he is not a member.

(3) A principal, who is acting as secretary to the Board of Governors or a committee thereof, may with the agreement of the members, admit a person to any Board of Governors or committee meeting for the purpose of providing secretarial assistance.

(4) A member of staff of the school with responsibility for any aspect of school finance may, upon the invitation of the finance committee, attend a meeting of that committee when matters other than staffing matters are being discussed provided that he has no personal or pecuniary interest in the matters under discussion.

(5) Subject to paragraph (4), any person with expertise or knowledge relevant to an item on the agenda of a meeting of the Board of Governors or a committee thereof, may, upon the invitation of the Board of Governors or the committee, attend that meeting for the purpose of providing advice in relation to that item, provided that he has no personal or pecuniary interest in the matter under consideration. Any person attending a meeting in this capacity shall withdraw from the meeting on the cessation of discussion of the agenda item, and before any vote is taken on that item.

(6) Members of the Education and Training Inspectorate of the Department of Education, may, upon the invitation of the Board of Governors, attend a meeting of the Board of Governors or a committee thereof, for the purpose of discussing matters relevant to the general inspection of the school.

(7) Where a Board of Governors is responsible for two or more schools, the principal of any one of those schools shall not be entitled to attend or take part in a meeting of the Board of Governors or committee of the Board of Governors whenever a matter relating to one or more of the Governors or whenever a matter relating exclusively to one or more of the other schools is being discussed.
Stated Items on the Agenda

37. (1) The agenda for every meeting of the Board of Governors shall include -

(a) when appropriate, the election of a chairperson;

(b) when appropriate, the election of a vice-chairperson and/or the appointment of a secretary;

(c) the minutes of the previous meeting and matters arising from those minutes;

(d) business to be raised by members, notice of which has been submitted in accordance with Article 52 of this scheme;

(e) any business which must be settled in the interests of the efficient management of the school;

(f) a written report or, where time has not allowed for the production of a written report, an oral report by the principal which shall include such matters as may previously have been requested by members;

(g) (i) matters arising from the minutes or other written report of a committee of the Board of Governors where such a committee has met since the last meeting of the Board of Governors; or

(ii) a verbal report by the chairperson or voting member of a committee of the Board of Governors where the committee has met since the last meeting of the Board of Governors but time has not allowed for the preparation of minutes or a written report;

(h) where appropriate, a report on the previous Annual Parents' Meeting, and any resolutions arising therefrom.

(2) Every item stated on the agenda for a meeting of the Board of Governors shall be directly relevant to the functions of, or to some matter which affects the functions of, the Board of Governors or a committee thereof.

38. (1) Article 37(1)(a) to (f) of this scheme shall apply to the agenda for every meeting of a committee as it applies to the agenda for every meeting of the Board of Governors.

(2) Every item stated on the agenda for a committee meeting shall be directly relevant to the functions of, or to some matter which affects the functions of, the committee.
39. (1) The minutes of the previous meeting shall, unless the members decide otherwise, be the first item on the agenda. The other stated items on the agenda shall be listed in order of priority according to the importance and/or urgency of the subject matter.

(2) The chairperson of the meeting may, with the approval of the majority of the Governors, amend the order of priority determined under paragraph (1) above if it is convenient and conducive to the efficient dispatch of business.

Commencement of Business

40. The business of any meeting shall proceed immediately upon a quorum being formed and the chair being taken once the appointed starting time for the meeting has been reached or passed.

Quorum

41. (1) The quorum for a meeting of the Board of Governors shall be one third (rounded up to a whole number) and not less than three of the total number of voting members entitled to be present.

(2) The quorum for a meeting of a committee of the Board of Governors shall be one third (rounded up to a whole number) and not less than three in the case of primary, nursery and special schools and not less than four in the case of all post-primary schools of the total number of voting members entitled to be present.

(3) The quorum for any meeting of a committee established to deal with any business relating to the appointment of teachers shall be not less than three members or one half of the membership of the committee, whichever is the greater.

(4) If during any meeting of the Board of Governors or a committee thereof the number of members assembled ceases to constitute a quorum the meeting shall be adjourned.

(5) When a voting member is required under the provisions of this scheme to withdraw from a meeting, he shall not be counted for the purposes of paragraphs (1) and (2) of this Article as a voting member entitled to be present.

Order of Business

42. The business of the meeting shall follow the order specified in the agenda, or as amended by the Chair.
Election of Chairperson

43. (1) At the first meeting of each newly-constituted Board of Governors, the voting members shall elect a chairperson and a vice-chairperson from among those of their number who are not members of staff and the persons so elected shall hold office until the election of their successors.

(2) Should a vacancy occur in the office of chairperson or vice-chairperson of the Board of Governors the voting members shall at the next meeting of the Board of Governors elect one of their number who is not a member of staff to fill that vacancy.

(3) Should the chairperson and vice-chairperson of the Board of Governors be absent from a meeting, the voting members present shall elect one of their number who is not a member of staff to be chairperson of that meeting.

44. Article 43 of this scheme shall apply to the election of a chairperson of a committee as it applies to the election of a chairperson of a Board of Governors.

Appointment of Secretary

45. (1) Subject to paragraphs (2), (3), (4) and (5).

(a) the Board of Governors shall appoint a person to act as its secretary; and

(b) a committee of the Board of Governors shall appoint a person to act as its secretary.

(2) Neither the principal of nor other teacher in the school shall act as secretary at any meeting of the Board of Governors or of a committee thereof at which any matter relating to the appointment, remuneration, tenure or conditions of service, status, conduct, discipline, suspension, dismissal, resignation, retirement or superannuation of the principal is to be considered. In such circumstances a board officer shall be invited to attend in an advisory capacity.

(3) At any meeting at which any matter relating to the appointment of a principal is to be considered, the person appointed as secretary shall be an officer of the board.

(4) Subject to paragraph (5) no assistant teacher in the school shall act as secretary at any meeting of the Board of Governors or of a committee thereof at which any matter relating to the appointment, remuneration, tenure or conditions of service, status, conduct, discipline, suspension,
A vice-principal who is attending a meeting at the request of the Board of Governors in accordance with Article 35 of this scheme, may act as secretary.

Where a Board of Governors is responsible for two or more schools, the principal of any one of these schools shall not act as secretary at any meeting of the Board of Governors or a committee thereof.

Declaration of Family Relationships of Members

46. (1) Every member of the Board of Governors or a committee thereof shall disclose in writing to the secretary any family or other relevant relationship known to him to exist between himself and any person who is employed, or is a candidate for employment, in the school for which the Board of Governors is appointed; and all such disclosures shall as soon as practicable be brought to the notice of the Board of Governors and any committee of which he is a member and recorded in the minutes of those meetings.

(2) For the purposes of this Article, a family relationship shall be deemed to exist between a member and a person who is employed or who is a candidate for employment in the school if they are husband and wife or living together as husband and wife, or if the person who is employed or is a candidate for employment, or the husband or wife or co-habitee of that person, is the -

(a) parent;
(b) grandparent;
(c) grandson or granddaughter;
(d) son or daughter;
(e) brother or sister;
(f) first cousin;
(g) uncle or aunt;
(h) all equivalent step-relationships; or
(i) nephew or niece;

of the member, or of the husband or wife or co-habitee of the member.

(3) Where a member who is required to make such disclosure is present at a meeting of the Board of Governors or a committee thereof at which any matter is being considered relating to or affecting the appointment, remuneration, tenure or conditions of service, promotion, status, conduct, discipline, suspension, dismissal, retirement or superannuation of a person to whom he stands in a relevant family relationship, he shall withdraw from the meeting during consideration and discussion of that
matter, and any vote relating thereto. His withdrawal shall be recorded in the minutes of the meeting.

47. (1) Where a member of the Board of Governors or a committee thereof who has a family or other relevant relationship with a pupil, is present at a meeting which includes discussion of –

(a) the admission of, or disciplinary action against, that pupil; or

(b) disciplinary action against another pupil arising out of an alleged incident involving the pupil first mentioned in this paragraph;

he shall declare his relationship at the meeting as soon as practicable after its commencement and that declaration shall be recorded in the minutes of the meeting.

(2) For the purposes of this Article, a family relationship shall be deemed to exist if the member is the parent, grandparent, brother or sister, uncle or aunt, or equivalent step-relationship, of the pupil.

(3) A member who is required to make a declaration under paragraph (1) shall withdraw from the meeting during consideration and discussion of the matter in question, and any vote relating thereto. His withdrawal shall be recorded in the minutes of the meeting.

Declaration of Knowledge of Canvassing

48. Where a member of the Board of Governors or a committee thereof has knowledge of any instance of canvassing for an appointment, contract or order with which the Board of Governors or a committee is concerned, he shall declare this knowledge before the issue is discussed. The Board of Governors shall consider any action which might be necessary arising from such a declaration.

Declaration of Pecuniary Interest

49. Where a member of the Board of Governors or a committee thereof has any pecuniary interest, whether direct or indirect, in the supply of goods or services to the school for which the Board of Governors is appointed, or in any other matter under consideration by the Board of Governors or a committee, he shall, if present at a meeting at which any such matter is to be considered, disclose openly the nature of his interest as soon as practicable after the commencement of the meeting. He shall withdraw from the meeting during consideration or discussion of that matter and any on any question related to that matter. His disclosure and withdrawal shall be recorded in the minutes of the meeting.
Withdrawal of Principal, Vice-Principal or Teacher Member

50. (1) If the principal is present at a meeting of the Board of Governors or a committee thereof at which -

(a) his remuneration, tenure or conditions of service; or

(b) his conduct, discipline, suspension, dismissal, resignation or retirement; or

(c) his continued employment at the school;

(d) his transfer from one post to another, or his promotion;

(e) the appointment of a successor to him;

is the subject of consideration or discussion he shall withdraw from the meeting during consideration and discussion of, and any vote on, that matter and his withdrawal shall be recorded in the minutes of the meeting.

(2) If a teacher member is present at a meeting of the Board of Governors or a committee thereof at which -

(a) his remuneration, tenure or conditions of service; or

(b) his promotion or transfer; or

(c) his conduct, discipline, suspension, dismissal, resignation or retirement; or

(d) the appointment of his successor; or

(e) the appointment, transfer or the promotion, of any teacher, to a post senior to his own; or

(f) the conduct, discipline, suspension, dismissal, resignation or retirement of any member of staff holding a post senior to his own; or

(g) the setting or review of performance targets for any member of staff holding a post senior to his own;

is the subject of consideration, discussion or voting he shall withdraw from the meeting during such consideration, discussion or voting on that matter.
In Committee Proceedings

51. (1) Subject to paragraph (2) the Board of Governors or a committee thereof may at any time during a meeting of its members resolve itself into committee for the purpose of transacting any business on the agenda for that meeting.

(2) A resolution under paragraph (1) may only be made in respect of business which, because of its nature, and subject to any guidance from the Department, members consider should be dealt with in a confidential manner.

(3) The business referred to in the resolution shall be the only matter considered in committee. Once the business has been considered the meeting shall be resumed and the recommendation(s) made in committee shall be proposed for adoption.

(4) In committee proceedings may not be adjourned but if the business is for any reason unfinished the meeting shall be resumed and the chairperson of that meeting may propose that the business be again considered in committee on another day.

Notice of Business to be Raised by Members

52. (1) Subject to Article 56 of this scheme notice of any business to be raised by a member or members at a meeting of the Board of Governors or a committee thereof shall be given in writing, signed by the member or members giving the notice and delivered at least ten full days before the next meeting to the secretary of that meeting.

(2) If that business is not raised at the meeting either by a member who gave notice thereof or by some other member on his behalf it shall be treated as withdrawn.

(3) If the subject matter of any business raised at a Board of Governors meeting of which notice has been given under paragraph (1) comes within the remit of any committee or committees of the Board of Governors, it shall, upon being proposed and seconded, stand referred without discussion to such committee or committees, for consideration and report; provided that the Chairperson of the Board of Governors may, with the consent of the majority of members present and if it is convenient and conducive to the dispatch of business to do so, allow the business to be dealt with at the meeting of the Board of Governors at which it is raised.
53. (1) The Chairperson of the Board of Governors may permit the following business to be raised at a meeting of the Board of Governors without notice –

(a) amendments to the minutes;

(b) amendments to the order of business;

(c) proposals arising out of agenda items, to be put before members for decision;

(d) amendments to proposals at (c);

(e) a request for a vote by secret ballot on any issue put to members for decision;

(f) a request for a recorded vote on any issue put to members for decision;

(g) a proposal to adjourn discussion on a particular item of business or a matter related to that item;

(h) a proposal to adjourn the meeting;

(i) a proposal for a member to withdraw;

(j) a proposal to initiate in committee proceedings under Article 54 of this scheme;

(k) adoption or referral for further consideration of reports and recommendations of the principal;

(l) adoption or referral for further consideration of reports and recommendations of committees;

(m) appointment of a committee under Article 23 of this scheme occasioned by an agenda item;

(n) remission of an agenda item to a committee already established under Article 23 of this scheme.

(2) This Article does not apply to a proposal to rescind or vary a resolution carried at a previous meeting.

54. Article 56(1)(a) to (k) and (2) of this scheme shall apply to the meetings of a committee as it applies to the meetings of the Board of Governors.
Rules of Debate

55. (1) No discussion of business shall take place at a meeting of the Board of Governors or a committee thereof at any time when the chair is vacant.

(2) A member shall address the chair when speaking and shall direct his speech to the business of the meeting, to a proposal or an amendment to a proposal related to that business, or to a point of order.

(3) If notice of any business raised by a member at the meeting has not been given in accordance with Article 52 of this scheme, it shall, if required by the chairperson, be put into writing and handed to the chairperson before it is further discussed or put to the meeting.

(4) A proposal relating to the business of a meeting or an amendment to such a proposal shall not be discussed unless it has been formally proposed by a member at the meeting and seconded.

(5) Subject to paragraph (6) the chairperson may recommend and, with the agreement of the majority of members, shall set limits on the frequency and duration of individual debates as appear to be necessary for the efficient discharge of the business of meetings.

(6) A member who makes a proposal relating to the business of the meeting has the right to reply at the close of the debate on the proposal and on any amendment to the proposal immediately before it is put to the vote.

(7) A member who is speaking shall not be interrupted by another member unless on a point of order.

(8) A member who is called to order shall cease to speak until the point of order is disposed of.

(9) A point of order shall relate only to an alleged breach of the scheme of management or to another statutory provision. When a member raises a point of order he must specify the provision in question and state the way in which he considers it to have been broken.

(10) A point of order must be dealt with before business is resumed.

(11) The ruling of the chairperson on a point of order shall not be open to discussion.

Voting

56. (1) A member who is not a voting member of the Board of Governors shall not be entitled to vote on any question at any meeting of the Board of
Governors or a committee thereof other than at a meeting of a committee established to consider appeals against staff dismissal.

(2) Every question before a meeting of the Board of Governors or a committee thereof shall, subject to Articles 43, 55(3), and 59(1) of this scheme, be determined by a majority of the votes of the voting members present and voting thereon. Where there is an equal division of votes, the chairperson of the meeting shall have a second or casting vote.

(3) Subject to paragraph (5) voting shall normally be by show of hands.

(4) Any member shall have the right to propose that the votes cast by members on any item of business be recorded. Where such a proposal is carried there shall be a roll-call and the names of those voting for, those voting against and those abstaining shall be recorded in the minutes of the meeting. Where a member makes such a proposal but it is not carried, the member shall retain the right to have his own vote recorded.

(5) Any member shall have the right to propose that the votes cast by members on any item of business be cast by secret ballot.

Recision of a Preceding Resolution

57. No motion to rescind any resolution of the Board of Governors passed within the preceding three months, and no motion or amendment to the same effect as one which has been rejected within the preceding three months, shall be proposed by a member unless notice thereof, given in pursuance of Article 52(1) of this scheme, bears the names of at least one third (rounded up to a whole number) and not less than three of the total number of voting members entitled to be present.

When any such motion or amendment has been disposed of by the Board of Governors, it shall not be open to any member to propose a similar motion within a further period of three months.

Disorderly Conduct

58. If at a meeting of the Board of Governors or a committee thereof any member persistently disregards the procedures for the conduct of business contained in this scheme including the ruling of the chair, and wilfully and persistently obstructs the business of the meeting, a proposal for the member to withdraw from the meeting may be made and the proposal if seconded shall be put to the voting members of the meeting and determined without discussion.

Adjournment of Meetings

59. (1) A meeting of the Board of Governors or a committee thereof may be adjourned by the chairperson of the meeting. When a meeting is
adjourned to a later time on the same day or to another date the 
adjourned meeting shall be treated as a continuation of the original 
meeting. When a meeting is adjourned indefinitely any unfinished 
business shall be dealt with at the next ordinary meeting.

(2) Where the date fixed for an adjourned meeting so permits, notice of the 
adjourned meeting shall be sent to -

(a) each member and the chief executive; and

(b) where the meeting is a meeting of a committee, the secretary of the 
Board of Governors;

on the first working day after the adjournment.

(3) No business shall be conducted at the reconvened meeting which was not 
on the agenda for the original meeting unless notice thereof is sent to -

(a) each member and the chief executive; and

(b) where the meeting is a meeting of a committee, the secretary of the 
Board of Governors;

seven full days before such meeting.

Minutes

60. (1) A separate record shall be taken of -

(a) the proceedings of each meeting of the Board of Governors;

(b) the proceedings of each meeting of a committee of the Board of 
Governors; and

(c) in committee proceedings at each such meeting;

by the secretary to those proceedings.

(2) Subject to Article 61 of this scheme the minutes of the proceedings listed 
at paragraph (1) shall be recorded in a form acceptable to the board.

Content of Minutes

61. (1) The minutes required under Article 60 (1)(a) and (b) of this scheme shall 
record -

(a) the names of those present at the meeting and any apologies 
received from absent members;
(b) when appropriate, changes in the membership;

(c) any amendments agreed at that meeting to the minutes of the previous meeting and matters arising from those minutes;

(d) any declaration(s) required under Articles 46, 47, 48 and 49 of this scheme;

(e) all withdrawals required under Articles 46, 47, 48, 49, 50 and 58 of this scheme and any subsequent re-entries;

(f) those items of business which are taken under in committee proceedings in accordance with Article 51 of this scheme;

(g) the numerical results of any votes taken by members at that meeting and, if a member has so requested, the way in which his vote was cast, unless the Board of Governors has already agreed that voting should be by secret ballot.

(h) where it is agreed that all the votes cast on any item of business are to be recorded, those voting for, those voting against and those abstaining;

(i) where the principal and / or a board officer is present at a meeting of the Board of Governors or of a committee of the Board of Governors, and disagrees with any procedure adopted by, or decision of, the Board of Governors or of a committee of the Board of Governors, in the exercise of its functions, that disagreement and the reasons for it, should the principal and / or the board officer so request;

and shall be signed by the chairperson of the meeting at which they are received as an accurate record of the proceedings.

(2) The content of the minutes required under Article 60 (1)(c) of this scheme shall be agreed by the members present during those proceedings and signed by the chairperson as an accurate record of those proceedings.

**Discussion of Minutes**

62. Discussion of the minutes required under Article 60 of this scheme shall be restricted to the question of accuracy. Any question as to the accuracy of the minutes shall be raised and settled before any matters arising from the minutes are discussed.
Distribution of Minutes

63. (1) A copy of the minutes required under Article 60(1)(a) and (b) of this scheme, shall be sent to the chief executive as soon as practicable after the meeting to which they refer and not later than fourteen days after that meeting and to each member at least seven full days before the next meeting.

(2) The Board of Governors shall make a copy of the signed minutes of any of its meetings and a copy of any written report or paper considered at its meetings, available upon request to a member of staff or a parent of a pupil at the school and may exclude from those copies any material relating to -

(a) a named teacher or other person or such information which could identify the named teacher or other person employed at or proposed to be employed at the school;

(b) a named pupil or such information which could identify the named pupil at, or applying for admission to, the school;

(c) any matter which, by reason of its nature, the Board of Governors is satisfied should be dealt with on a confidential basis.

(3) Subject to paragraph (5) the minutes of any in committee proceedings required under Article 60 (1)(c) of this scheme shall not be circulated or accessible without the permission of the Board of Governors to any person including a member who is required to withdraw from those proceedings under Articles 46, 47, 48, 49 or 50 or 58 of this scheme. Subject to the provisions of this paragraph, the secretary of the Board of Governors in consultation with the chairperson of the Board of Governors shall make arrangements for the minutes of all such in committee proceedings to be kept in a secure place.

(4) No records of any proceedings of a meeting of the Board of Governors or a committee thereof other than those required under Article 60 of this scheme shall be circulated to any person.

(5) Any minute purporting to be signed as mentioned in Article 60 of this scheme shall be received in evidence without further proof.

PART VIII - COPIES OF THE SCHEME

64. A copy of this scheme shall be available to each member of the Board of Governors and each member of a committee of the Board of Governors who is not a member of the Board of Governors and, upon request, to any member of the staff of the school to which this scheme applies.
65. This scheme was prepared by the Belfast Education and Library Board.

Dated this ______ day of ______ 2005.

__________________________
Chairperson

__________________________
Chief Executive

SEALED with the Seal of the:
Belfast Education and Library:
Board on:

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The Department of Education hereby approves this scheme, and hereby specifies
that it shall come into operation on

SEALED with the Official Seal:
of the Department of Education:
on:

: 
: 
: 

____________________________
Senior Officer of the Department of Education
PROCEDURE FOR ANNUAL PARENTS' MEETING

1. The annual parents' meeting (the meeting) shall be under the control of the Board of Governors and shall be held at such time and place as the Board of Governors considers convenient to the parents of registered pupils at the school.

2. The Board of Governors shall choose one of its voting members to be chairperson of the meeting and another person to be secretary to the meeting. The secretary shall prepare a written report of the proceedings of the meeting and submit it to the next meeting of the Board of Governors.

3. A copy of the report of the previous meeting shall be given to each person present at the meeting.

4. At the commencement of the meeting the chairperson shall explain the purpose of the meeting, as set out in article 19(2) of the scheme, report on the outcome, if any, of any resolutions duly passed at the previous meeting and invite the parents present to comment on any matter which may properly be discussed at the meeting.

5. No person who is not the parent of a registered pupil at the school may vote on any question put to the meeting.

6. Voting shall be by show of hands unless the chairperson or at least one-third of the parents present call for a secret ballot.

7. Where at least one-tenth of the parents entitled to attend or 50 of such parents whichever is the less, are present at the meeting the meeting may pass (by a simple majority) resolutions on any matters which may properly be discussed at the meeting.

8. Any question arising at the meeting as to whether a person is a parent of a registered pupil at the school or as to whether a matter may properly be discussed at the meeting shall be determined by the chairperson.
PROCEDURE FOR MEETINGS ABOUT SCHOOL INSPECTIONS

1. When a general or focused inspection of the school is due to take place, the Board of Governors shall make arrangements to meet the Reporting Inspector.

2. The meeting shall be held at such time and place as is convenient for the Reporting Inspector and the Board of Governors.

3. The meeting shall be under the control of the Board of Governors.

4. The secretary to the Board of Governors shall prepare an agenda for the meeting, after consultation with the Reporting Inspector.

5. The Board of Governors shall choose one of its voting members to be chair of the meeting and another person to be secretary to the meeting.

6. At the commencement of the meeting the chair shall explain the purpose of the meeting and invite the Reporting Inspector to make an introductory statement. The chair shall then allow the Boards of Governors to comment on any matter properly relevant to the business of the meeting.

7. The secretary shall prepare a written report of the proceedings of the meeting and submit it to the next meeting of the Board of Governors and to the Reporting Inspector before the general or focused inspection takes place.

8. Any question arising at the meeting about whether a matter may be properly discussed at the meeting, shall be determined by the chair on the advice of the Reporting Inspector.
SCHEDULE 3

LEGISLATION IN THE EMPLOYMENT FIELD

Fair Employment and Treatment (Northern Ireland) Order 1998 No 3162 (Northern Ireland 21)

Sex Discrimination (Northern Ireland) Order 1976 NO 1042 (Northern Ireland 15)

Sex Discrimination (Northern Ireland) Order 1988 No 1303 (Northern Ireland 13)

Equal Pay Act (Northern Ireland) 1970 (Chapter 32)

Disability Discrimination Act (Northern Ireland) 1995 (Chapter 50)

Race Relations (Northern Ireland) Order 1997 No 869 (Northern Ireland 6)

Commissioner for Complaints (Northern Ireland) Order 1996 No 1297 (Northern Ireland 7)

EC Equal Treatment Directive 1976 No 207

The Freedom of Information Act 2000

Note:

Some of the provisions in the extant primary legislation listed above have been amended since enactment.