



Newsletter

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Please photocopy and distribute to members of the Board of Management (**BoM**). A copy has been sent to the Principal. This Newsletter is also available on the CPSMA website at www.cpsma.ie

CPSMA ANNUAL GENERAL MEETING (AGM)- FR. FRIEDRICH BECHINA

CPSMA AGM will take place on 28th February & 1st March 2014. This year's keynote speaker is Fr. Friedrich Bechina. Fr. Bechina is the Undersecretary of the Congregation for Catholic Education in the Vatican. He has worked in the Holy See since 2001, being in charge of international relations of the Holy See in the field of higher education since 2005. To that end he has represented the Holy See in the Bologna Process, the Council of Europe, the UNESCO Recognition Conventions and other international organizations and initiatives regarding higher education.

CPSMA is delighted that Fr. Bechina has accepted its invitation to deliver the key note address at CPSMA AGM 2014. Fr. Bechina's presentation will address 'The Role of the Catholic School as a Servant of the Community'. This topic is of particular relevance for Irish Catholic schools at this time and his address will be reported on by the media.

Members will be able to access Fr. Bechina's AGM Key Note address at www.cpsma.ie.

STAFFING ARRANGEMENTS 2014/2015 - IMPORTANT DATES

The following are important dates which a BoM should note in relation to *Circular 0007/2014 (Staffing arrangements in Primary Schools for the 2014/2015 school year)*:

<p>Friday, 24th January 2014</p>	<ul style="list-style-type: none"> • <i>Circular 0007/2014</i> published.
<p>Immediately</p>	<ul style="list-style-type: none"> • Check mainstream staffing levels regarding posts for 2014/2015 school year (Appendix A) • Check the entitlement of any teacher in the school to a contract of indefinite duration (CID) in compliance with the terms of <i>Circulars 0082/2007</i> and <i>0064/2013</i> (See below for further guidance in relation CIDs) • Check entitlement to Admin Principal/Admin Deputy Principal (Appendix B) • Schools with resource posts and/or special class vacancies and special schools with vacancies that are required to be filled from the Special National Panel are required to notify these vacancies to the Department of Education and Skill's (DES) Primary Teacher Allocations Section by emailing primaryallocations@education.gov.ie • Check GAM/EAL allocation (Appendix C): <ul style="list-style-type: none"> - Where there is no change to the GAM/EAL hours in any school within an existing cluster, the existing cluster will remain in place for the 2014/2015 school year; - Where there is a change in the GAM/EAL allocation for any of the schools involved in an existing cluster the existing cluster is regarded as ceased; - Commence the process of clustering GAM /EAL hours into full-time posts. These full-time posts will be permanent posts. Schools decide which school is the base school. The clustering of schools GAM/EAL hours must be completed by Friday, 14th February 2014. The base school must notify the DES on Form GAcluster 2014 (Appendix D) of new clustering arrangements for GAM/EAL hours • Schools that are applying for developing posts should do so now even though the closing date for applications is Friday 4th April 2014
<p>Friday, 14th February 2014</p>	<ul style="list-style-type: none"> • This is the latest date by which the base school must notify the DES on Form GAcluster2014 (Appendix D) of new clustering arrangements for GAM/EAL hours • DES led clustering process will be initiated after this date, where appropriate, with any remaining GAM/EAL hours in schools that have not been clustered • This is the date by which a school is required to notify the DES's Primary Teacher's Allocations section of a teacher's entitlement to a CID using Form CID Primary 1 • This is the latest date for submission of completed applications to the Primary Staffing Appeals Board (Appendix F) for its February meeting

	<ul style="list-style-type: none"> • This is the latest date by which the completed Redeployment Panel Application Form (Appendix E) is to be returned to the DES by schools that have a surplus permanent /CID holding teacher • This is the latest date to notify your Diocesan Secretary of any impending permanent and fixed term vacancies as a consequence of <ul style="list-style-type: none"> a) the staffing schedule or b) any other reason known at this stage e.g. retirement etc. <p>Subsequent permanent and fixed term vacancies must be notified within 5 working days of the vacancy becoming known to the Chairperson or Principal. Copies of the written notice sent to the Diocesan Secretary should be retained by the Board of Management as it may be required by the panel officer later in the year</p> <ul style="list-style-type: none"> • This is the date teaching staff who plan on retiring on or before 31st August 2014 are requested by the DES to notify their Board of Management (Section 2, point 3 page 13)
Mid March 2014	<ul style="list-style-type: none"> • The DES is to publish the Redeployment Panels by mid March
Friday, 4th April 2014	<ul style="list-style-type: none"> • This is the latest date by which application for an additional teaching post(s) on developing grounds is to be submitted to the DES, Primary Allocations Section. Refer to Section 1 point 3 on pages 5-7 for developing school criteria for the 2014/2015 School Year
Friday, 2nd May 2014	<ul style="list-style-type: none"> • This is the date by which schools are required to have filled their vacancies from the Main Redeployment Panels. Panel Officers will be appointed after this date to facilitate redeployment of surplus permanent/CID holding teachers
May onwards	<ul style="list-style-type: none"> • NCSE approved allocations should issue in May 2014. Schools unable to access surplus teaching capacity in these full time base posts will be allocated mainly part-time temporary resource hours. Schools with base resource posts are listed at Appendix C
Friday, 24th October 2014	<ul style="list-style-type: none"> • This is the date until which schools that are given provisional approval for a permanent teaching post(s) on the basis of projected enrolments must keep open one vacancy (permanent or temporary). Schools to which this typically applies will have been provisionally approved for <ul style="list-style-type: none"> ○ <i>a developing schools post</i> ○ <i>a post approved under the staffing appeal criterion for small schools</i> ○ <i>a post approved under the staffing appeals criterion for EAL support</i> ○ <i>a post approved under the staffing appeals criterion for alleviating some of the pressure on class sizes at infants level for primary schools that make a significant contribution by absorbing demographic growth</i>
Monday, 3rd November 2014 <i>i.e. the first working day in November</i>	<ul style="list-style-type: none"> • This is the latest date for filling a permanent post on a permanent basis. After this date a permanent post may only be filled on a fixed –term basis (and in accordance with the terms of Circular 0007/2014) unless the appointee is a permanent/CID holding teacher from a redeployment panel
Wednesday, 31st December 2014	<ul style="list-style-type: none"> • This is the latest date by which an agreement to end a GAM/EAL cluster arrangement for the 2015/2016 school year must be notified to the DES.

NB: Boards of Management should note that permanent and fixed term teaching vacancies can only be filled by permanent and CID holding teachers from the relevant main redeployment panel. A BoM is not permitted to commence a recruitment process to fill a permanent or fixed term vacancy for the school year 2014/2015 until the DES is satisfied that the vacant position is not required for the redeployment of any remaining permanent or CID holding teachers. CPSMA will publish panel updates at www.cpsma.ie (News section/Panel) as they issue from the DES.

REVISED SICK LEAVE ARRANGEMENTS FOR TEACHERS AND SPECIAL NEEDS ASSISTANTS

The DES has indicated that revised sick leave arrangements for teachers and special needs assistants will take effect from **1st September 2014**. The details of the revised sick leave arrangements are to be incorporated into a consolidated sick leave circular which is to issue prior to this date. CPSMA will update members on the revised sick leave arrangements once the consolidated sick leave circular issues.

CONTRACTS OF INDEFINITE DURATION

Boards of Management should note that *Circular 0064/2013 (Reduction in the Service Qualification Requirements for Entitlement to Assessment for a Contract of Indefinite Duration for Teachers under Circular 0082/2007)* reduces the service requirements for entitlement to assessment for a contract of indefinite duration (CID) from 4 years to **3 years**, in line with the terms of the Haddington Road Agreement.

Prior to filling any permanent or fixed term vacancy in the school a BoM is advised to check whether a teacher who currently holds a fixed term contract and who, after 1 July 2013, has had in excess of 3 years continuous service with the BoM may be entitled to a contract of indefinite duration (CID), in compliance with the terms of *Circulars 0082/2007 (Protection of Employees (Fixed-Term Work) Act 2003 - Revised Agreement – Primary)* and *0064/2013 (Reduction in the Service Qualification Requirements for Entitlement to Assessment for a Contract of Indefinite Duration for Teachers under Circular 0082/2007)*. Members should refer to the *Frequently Asked Questions on Form CID* document available at www.cpsma.ie.

The BoM should complete Form CID Primary 1 where it considers that a teacher may be entitled to a CID. The BoM should return the completed form to the Primary Payroll Section, DES. The Primary Payroll Section will verify the teacher's entitlement to a CID, or otherwise.

The BoM should make it clear to the teacher that completion of Form CID Primary 1 is *not* an award of a CID by the BoM. A BoM may only award a CID once it has received written confirmation from the DES that the teacher is entitled to a CID.

Where a teacher is awarded a CID but the school does not have sufficient teacher allocation, the appropriate redeployment panel will be utilised.

PRIMARY STAFFING APPEALS BOARD

Circular 0007/2014 (Section 4) sets out the provisions relating to the Primary Staffing Appeals Board. The Appeal Criteria are set out at Section 4, point 4 on pages 18-21.

Boards should note the new additional appeal criterion which is set out in detail in *Circular 0007/2014* at Section 1, point 4, on page 7 and at Section 4, point 4 (g) on pages 20&21 - *Alleviating some of the pressure on class sizes at infants level for schools that make a significant contribution by absorbing demographic growth*. This new criterion is aimed at schools that are not gaining an additional teaching post under the developing schools criteria but nevertheless are under significant pressure on their class size(s) at infants' level. Schools qualifying under this criterion would be those experiencing a significant increase in junior infants' enrolments. The four criteria to enable an appeal to be submitted under this criterion are set out in detail in Section 4, point 4(g) of *Circular 0007/2014*.

The Primary Staffing Appeals Board will hold its meetings in February, June and October 2014. The closing date for submission of applications (*Circular 0007/2014*, Appendix F) for the February meeting is **Friday, 14th February 2014**.

The closing dates for receipt of completed applications for the June and October Primary Staffing Appeals Board meetings will be announced at a later date. CPSMA will keep members updated in this regard at www.cpsma.ie.

LEAVE OF ABSENCE POLICY

The BoM is encouraged to develop and maintain a policy statement, specific to the needs of its school, in relation to the approval of leave of absence, covering both statutory leave (e.g. carer's leave, parental leave etc.) and non statutory leave (e.g. career break, job share, teacher exchange etc.). In drawing up this policy ***the welfare and educational needs of the pupils*** should take precedence over all other considerations. CPSMA has prepared policy prompt / FAQ documents to assist boards in this regard. Members are referred to www.cpsma.ie (policy section).

The BoM should remind staff that applications for Career Break for teachers (*Circular 0010/2011*), Career Break for SNAs (*Circular 0022/2012*), Job share Applications for teachers (*Circulars 11/03, 30/03 and 123/2006*) and Teacher Exchange (*Circular 12/03 and 30/03*) must be submitted to the BoM **by 1st March** in the year prior to the school year to which the application refers. The sole discretion as to whether to grant an application for such leave rests with the BoM. There is no scheme for job sharing for SNAs.

The BoM is required to issue a written response to an applicant for such leave **by April 1st**, at the latest. The BoM must submit approved applications in respect of job share arrangements and teacher exchanges to the DES **before the 10th April** and must submit notice of career break(s) to the DES (via the on-line claims system), **on or before 1st May**. The employer must list the names of all teachers availing of a career break on the annual change of staff form and must list the names of all SNAs availing of a career break on the annual non teaching staff form.

In relation to career breaks for SNAs, Boards should note that time spent by an SNA on career break is **not** reckonable as service for seniority purposes. It is advisable for the BoM to have the SNA acknowledge in writing, prior to going on career break, that s/he is aware that the period of the career break will not be counted as reckonable service and that his/her taking a career break may affect his/her seniority position in the school. CPSMA has drafted a template document for use by members in such situations which may be accessed at www.cpsma.ie (Appointments section).

RECENTLY ISSUED CIRCULARS/PUBLICATIONS

- 0014/2014- Public Service Stability Agreement 2013-2016 (Haddington Road Agreement) and the Financial Emergency Measures in the Public Interest Act, 2013 Special Needs Assistants-specifically those SNAs who have already reached the final point on the incremental scale or who will reach the final point on the incremental scale before 31 December 2015
- 0011/2014-Application of Section 2.24 and 2.25 of the Public Service Stability Agreement 2013-2016 (Haddington Road Agreement) for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme.
- 0010/2014-Revised Annual Leave Arrangements for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme.
- 0007/2014-Staffing arrangements in Primary Schools for the 2014/2015 school year
- 0004/2014-Limited alleviation of moratorium on filling posts of responsibility at Assistant Principal level for the duration of the Haddington Road Agreement
- 0003/2014-Graduate Certificate in the Education of Students with Autistic Spectrum Disorders (ASDs) for teachers working with students with ASDs in Special Schools, Special Classes or as Resource Teachers in mainstream Primary and Post Primary Schools 2014/2015
- 0002/2014-Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with students with Special Educational Needs (Autistic Spectrum Disorders)
- 0001/2014-Combined Post- Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers involved in Learning Support and Special Education-2014/2015
- 0064/2013-Reduction in the Service Qualification Requirements for Entitlement to Assessment for a Contract of Indefinite Duration for Teachers under Circular 82/2007
- 0063/2013-Reducing Costs to Parents- School Uniforms
- 0062/2013-Grant Scheme for Minor Works to National School Properties
- 0051/2013-Tax Compliance
- Copies of the above circulars should be made available to all members of the Board of Management and to relevant staff, including those on leave of absence. The above circulars may be accessed at www.cpsma.ie (Circulars section).
- ‘Guidelines on Managing Safety, Health and Welfare in Primary Schools’ (Health and Safety Authority)
- ‘Management of Infectious Disease in Schools-September 2013’ (Health Service Executive)