



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 - ASKS FOR YOUR VIEWS

CPSMA is deeply concerned about the serious impact that cuts in funding are having on schools and continues to make representations at the highest level regarding same.

CPSMA has commissioned research into the actual costs of managing a school. This survey will be conducted by email in the next week to ten days. Boards are encouraged to participate, as such statistical analysis gives important information at this time and will be used by CPSMA in its pre budget submission.

CPSMA SUBMISSION TO JOINT OIREACHTAS COMMITTEE ON EDUCATION & SOCIAL PROTECTION

CPSMA has made a submission to the Joint Oireachtas Committee on Education & Social Protection in regard to the rising costs faced by parents when sending children back to school. A survey was carried out to gather views in this regard. The main concerns outlined relate to the reduction in the capitation grant from €200 per pupil in the school year 2009/2010 to €178 per pupil in the current year – a reduction of €22, with further cuts envisaged. Cuts have also been made to the capitation grant for children with special educational needs.

The other area highlighted was the potential loss of the minor works grant. In particular this grant was a source of funding to cash starved schools in November/December when the capitation grant had long since been exhausted and enabled schools to stay afloat until the next tranche of capitation was received the following February. It was also pointed out that the result of the cuts to funding is that schools must turn to their parents for help and this adds to the pressure on them on returning to school. Costs of uniform, books, etc featured large among the costs listed in the survey. See full text of the CPSMA submission on www.cpsma.ie

COST SAVINGS UPDATE

Electricity Savings Update	Gas Savings Update
<p>Schools can still register on www.cpsma.ie for inclusion in the next competition.</p> <p>Schools that registered prior to April 17th 2012 were included in Competition 1 and should have received a contract from the National Procurement Service (NPS) on June 13.th</p> <p>If your school has not received a contract, contact CPSMA or NPS.</p> <p>If you have received a contract and have yet to return it, CPSMA advises that you do so immediately.</p>	<p>Schools can register on www.cpsma.ie for inclusion in this competition.</p> <p>The closing date for this competition is Thursday October 18th.</p>
<p>SAVINGS of between 3% and 40% were achieved by schools involved in the first electricity competition. Schools are also reminded that electricity costs are due to increase.</p>	

REGISTRATION WITH THE TEACHING COUNCIL

Teachers employed in recognised schools must be registered with the Teaching Council in order to be paid from Oireachtas funds (S.30 Teaching Council Act). It is the intention of the Minister to commence Section 30 during the 2012/2013 school year. A circular is to issue from the Department of Education & Skills (DES) regarding this requirement. Refer to the *News* and the *Recent Circulars* section of www.cpsma.ie, as the new circular will be posted on the website as soon as it issues.

The **requirement to be registered** in order to be paid **should be brought to the attention of all teachers** in the school without delay. An Information Note may be accessed at www.cpsma.ie and at www.education.ie

BoMs are reminded of their obligation to recruit and employ fully qualified registered primary teachers (i.e. qualified for the position) regardless of the duration of the vacancy (Circular 31/2011).

Refer to the appointments section of www.cpsma.ie for detailed guidance on recruitment.

CPSMA CONTRACTS

It has come to the attention of CPSMA that 'modified' versions of the CPSMA template contracts of employment are being made available to Boards from other sources without the express authority of the CPSMA in breach of copyright law. As CPSMA keeps its template contracts under constant review, BoMs should use the CPSMA template contracts of employment when appointing members of staff. Members may access the CPSMA template contracts at www.cpsma.ie from the 'appointments' section. Template contracts, letters of offer for appointments of teachers, SNAs, etc, as well as detailed guidance are available and Boards should consult and use these resources when making appointments.

SCHOOLS REQUIRED TO "KEEP OPEN" A POST

Boards are reminded that where they were required to "keep open" a post i.e. in the case of developing schools and schools whose numbers remain to be confirmed, that post must only be filled on a fixed term basis to Friday, 26th October 2012. The initial fixed term contract given to such teacher must have stated the end date as the 26th October 2012.

Schools will be informed as early as possible in October whether such a vacancy is required to facilitate the redeployment of a surplus permanent teacher either from the teacher's current school or a neighbouring school. If the post is required for the redeployment of a surplus permanent teacher, then the fixed term contract must cease on the 26th October 2012.

If a school has not been contacted by the DES by the 26th October, the school can automatically assume that the vacancy is not required to facilitate the redeployment of a surplus permanent teacher. Such a position must then be filled in the normal manner, i.e. in accordance with Appendix D, *Constitution of Boards and Rules of Procedure 2011*. However, BoMs should note that the advertising of such permanent vacancies cannot commence until after 26th October 2012. Such schools (and *only these schools*) will be given an extended period of time to fill their permanent post in the normal manner. The normal deadline of the first working day in November for the filling of permanent posts will be extended for schools in the category above to Tuesday, 4th December 2012.

If schools have queries in relation to this matter, they should e-mail the query to the DES at primaryallocations@education.gov.ie

TEMPORARY PART TIME RESOURCE POSTS

The DES has written recently to a number of schools advising of provisional approval for the allocation of part time resource hours. It is important for BoMs to note that these part time resource hours are approved on a provisional basis for now, pending the DES being satisfied, following its checking process in the Autumn, that all surplus capacity in neighbouring schools has been fully utilised. As a contingency measure these part time hours can therefore only be filled, on a fixed term basis to Friday, 26th October 2012. The initial fixed term contract given to such teacher must have stated the end date as the 26th October 2012.

TEMPORARY POSTS

Where a BoM fills any temporary post after the first working day in November (i.e. 5th November 2012) the BoM should ensure that the end date inserted in the Contract of Employment for such a position is the school's **last working day** in June 2013. (Refer to Circular 61/2010).

SICK LEAVE

Changes to sick leave provisions for teachers and SNAs are imminent. A circular is awaited from the DES. Members are advised to check the *News* and the *Recent Circulars* section of the website (www.cpsma.ie) as the new circular will be posted there as soon as it issues from the Department.

Some of the main anticipated changes include:-

- A teacher's current entitlement to 7 uncertified sick leave days (self certified days) per school year to be reduced in the immediate future. The 7 days will run over a rolling two year period. (i.e. linked to the individual and not the school year)
- A reduction of certified sick leave entitlements
- Provision to be made for cases of serious illness.

Boards are advised **that a record of each employee's leave (from OLCS) should be issued to him/her at least once a year and/or on request**. CPSMA will issue a detailed guidance note once the circular issues.

SNA- MAXIMUM UTILISATION OF 32 HOURS AND CROKE PARK HOURS

New SNA posts/Additional Hours:

Boards are reminded that SNAs are employed to assist with the 'care needs' of pupils with special educational needs. It is therefore imperative that these 'care needs' take precedence over all other considerations when new posts or additional hours are assigned to the school. When employing SNA's, Boards should therefore seek to maximise 'contact time' with the SEN pupils.

How can this be achieved?

1. SNAs currently on part-time hours do not have an automatic right to additional hours. Such posts must be advertised and filled in accordance with Appendix E *Constitution of Boards and Rules of Procedure 2011*.

If an **existing** SNA applies for the additional hours and is successful in the recruitment process, the Board should ensure that it maximises the use of these additional hours i.e. the BoM should ensure that any breaks taken during the additional hours, **that the existing SNA has now secured**, are taken as unpaid breaks. This means that if a break is taken during the additional time, that break time is made up later. Boards should ensure that the existing SNA contract is revised in order to reflect the changes regarding the additional hours. BoMs are not entitled to change the terms and conditions in relation to the existing hours (including existing breaks) unless the SNA agrees to same.

2. Schools assigned new 32 hours posts should in the first instance review their current deployment of SNAs, ascertaining whether the 'care needs' of SEN pupils would be better served with a split post i.e. two persons undertaking the hours. Combinations such as 2 x 16 hours or 1 x 20 hours + 1 x 12 hours or 1 x 25 hours + 1 x 7 hours, or other combination, could be considered thereby enabling the school to maximise the contact time with the SEN pupils during the school day. This **only** applies to **new** posts. Existing posts are governed by the provisions regarding seniority (Circular 59/2006- Seniority of Special Needs Assistants) and cannot be reallocated among staff even with agreement.

BoMs are referred to Circular 71/2011 (Croke Park Agreement relating to SNAs) for details of the additional time requirements to be fulfilled by SNAs under the Public Service (Croke Park) Agreement. Boards should ensure that the necessary consultation has taken place so as to be in a position to begin the usage of the additional 72 hours as early as possible in the school year.

Boards are required to optimise the usage of these additional hours. If a BoM determines that the 72 hours should be done, then it is mandatory for the SNA to comply with that requirement.

The number of hours to be worked by the SNA is determined solely at the discretion of the Board. It is for school management to set out the working time for SNAs. Failure or refusal by an SNA to complete the hours or the duties assigned by management is a serious matter which may result in disciplinary action being taken by the BoM against the SNA (Refer to Circular 72/2011).

BoM must ensure that accurate records of usage of the additional hours are kept. The Inspectorate is incorporating verification of the utilisation of these hours into its whole school evaluation and inspection programme.

RCT SEMINARS-UPDATE

Further to requests from members, CPSMA invited the Revenue Commissioners to give presentations at seminars in regard to the BoM's responsibility for Relevant Contract Tax and VAT. Seminars have been held in ten locations nationwide to date and are continuing in other locations - refer www.cpsma.ie. These seminars have been very well attended and revenue personnel have brought Boards up to date in regard to current requirements. All materials in regard to these presentations are available on www.cpsma.ie – RCT Seminars Section.

The main points arising for Boards are as follows:

1. Reference to 'principal' in the legislation and slides is to the 'principal contractor' i.e. the BoM and not the principal teacher!
2. Schools are required to register with ROS for both RCT and VAT if they are undertaking alterations, construction operations, repairs etc. Some schools already use ROS for PAYE.
3. BoM should establish a link with the RCT contact in the local tax office. This will enable the school to have queries answered by phone/e-mail within a 'reasonable' period of time. Where a BoM is advised not to register for RCT/VAT, such advice should be obtained in writing from Revenue.

4. There is a concession for works **undertaken and paid for** during July/August 2012. These contracts should be recorded in 'Contract Notification' and 'Post Payment Notification' sections of ROS in the RCT section of the Revenue website (www.revenue.ie). Works done during this period but not paid for should be registered and payment of RCT and VAT completed online.
5. Registration for VAT does not entitle schools to offset VAT on purchases.
6. No payments should be made to any sub-contractor unless a 'deduction authorisation' has been received from Revenue.
7. BoM should 'monitor' and 'ensure' that returns are made on the due date/s to Revenue. Failure to ensure prompt returns could result in application of penalties and interest by Revenue.
8. RCT does not apply to works undertaken by employees as part of their employment duties e.g. a caretaker, as s/he is paying PAYE.
9. Download ROS offline free. This will allow one to prepare a submission offline and become familiar with ROS and RCT notification etc. without uploading any information. The files can be uploaded once one goes online.
10. CPSMA Information Note and Revenue Guidance Note for Boards of Management are available in the Guidance Note Section of www.cpsma.ie and are updated regularly.
11. RCT Seminar Slideshow and other videos clips are available to view and download on www.cpsma.ie

CPSMA HANDBOOKS (REVISED 2012)

All members who have paid their CPSMA membership fees are entitled to receive 8 copies (one for each member of the BoM) of the CPSMA Handbook (Revised 2012) free of charge. BoM members should be advised that the CPSMA Handbooks remain the property of the BoM for use by BoM members during their term of office. Distribution of the Handbooks to those members who paid their membership fees on/before 15th May 2012 was organised through the Diocesan Education Secretaries, for which CPSMA is most grateful. For those members who paid their CPSMA membership fee subsequent to the 15th May 2012, deliveries of the handbook are currently being organised.

The CPSMA Handbook (Revised 2012) is also available on www.cpsma.ie. Members are advised to refer to the Handbook on the website, as it is updated online as changes occur and as new circulars issue from DES.

MEETINGS ATTENDED BY CPSMA ON BEHALF OF BOARDS OF MANAGEMENT INCLUDE:

Organisation	Topic
Department of Education & Skills – several meetings	Panels, Circulars, SEN, etc
National Education Welfare Board - several meetings	Attendance strategies
National Procurement Service - a number of meetings	Savings through Procurement & Procurement process review
ICT Steering Group	Issues relating to broadband etc
INTO	Meeting called by CPSMA to discuss issues of concern to management
Inspectorate	School Self Evaluation circular and guidelines
Occupational Health Service	Review of service to schools
Department of Children & Youth Affairs	Child Protection & Vetting Legislation
Teaching Council	Registration, Codes of Conduct, Qualifications etc.