

Fáilte

ERST Team Members:

Gerry Bennett
Chief Executive

Louise Callaghan
*Finance & Properties
Officer*

Helen O'Brien
*Coordinator of Governance
Support Services*

Tony McCann
*Coordinator of Ethos
Development*

Fiona Gallagher
Schools Support Services

Sean Burke
Schools Support Services

Pat Keating
Schools Support Services

Br. Seán Bréartún
Schools Accounts Support

**Natasha Kearns &
Brenda Walsh**
Administration Team

*This newsletter is a
private and confidential
document for circulation
only to Boards of
Management and Principals.*

**Please circulate to
Board Members.**

Beannachtaí ón Iontabhas Scoileanna Éamainn Rís

I would like to begin by conveying my sincere gratitude to the members of every school Board of Management in the Edmund Rice Schools Trust network. There are 780 people on our Boards who bring their experience and expertise to our Boards and who work together in a corporate capacity for the benefit of our students and our schools. As Board members you meet with very many issues that come before you while at the same time focussing on the development and identity of your school in the Edmund Rice tradition. You are familiar with the issues, complexities and many levels at which a school operates. I thank you most sincerely for your tremendous work.

At this particular time I would ask Boards of Management to be especially conscious and supportive of the principal of your school. I am aware of the ever increasing demands being placed on principals today. As you know this has become more difficult by the imposition of a moratorium on appointments to posts of responsibility. I have written to the Minister for Education and Science expressing our concern. In the meantime, I would ask Boards of Management to be especially conscious of the workload of your Principal.

I thank the Principals for their contribution to the Cluster Meetings which have been held around the country. The Cluster Meetings remain an opportunity for expressing and sharing best practice. We listen carefully to your comments and advice which is fed back in a general way to all of our team in the Trust. We will endeavour to assist our schools in addressing your concerns and supporting your work while utilising your views in developing our own work.

We are constantly striving to find ways to best support and advise the Boards and Principals of our schools. The team of the Trust are keen to hear from you about how we can best support each of you in our schools.

Gerry Bennett, Chief Executive

The Vision, Mission and Values of the ERST School

Vision Promoting full personal and social development in caring Christian communities of learning and teaching.

Mission To provide Catholic education in the Edmund Rice tradition

New Principals Appointed in 2009

New Principals Appointed	School
John Murphy	CBS Dungarvan
Anne Tuohy	Meanscoil na mBraithre; Ennistymon Secondary School
Dr. Gerry Berry	CBC Monkstown College - Co Dublin
Kate Byrne	Christian Brothers Westland Row Dublin 2
Finín Máirtín	Colaiste Eoin - Stillorgan Co Dublin
AnnMarie Spillane	Scoil Treasa Naofa, Donore Avenue Dublin 8
Ben Dorner	Scoil Mhuire, Griffith Avenue, Dublin 3
Ciarán O'Hare	St. Kevin's College, Ballgall, Dublin 11
Miriam Marsh	St. Declan's, Cabra, Dublin 8
Brian O'Dwyer	Ardscoil Ris, Griffith Avenue, Dublin 3
John Taylor	St. Brendan's College, Bray, Co Wicklow
Tom Clarke	CBS Kilkenny, Kilkenny
Gerry Duffy	O'Connell's, North Richmond Street, Dublin 1
Pat Hurley	CBS Midleton, Co Cork
John Horan	St. Vincent's Glasnevin
Tomás Ó Murchú	Colaiste Mhuire, Cabra, Dublin 7
Patrick Walsh	CBS Charleville, Co Cork
Roisin Uí Bheaglaí	Scoil Iognaid Ris, An Daingean, Co Kerry
Aidan McNally	Deerpark CBS, St Patrick's Road, Cork City
Michael Evans	North Monastery Secondary School, Cork
Gerry Cullen	St. Joseph's Fairview, Secondary School

Admission Policies

All Boards have recently been contacted by us in relation to their Admissions Policy. The Trustees have a responsibility to ensure that schools' Admissions Policies adequately reflect the ethos of the Trustees.

Section 15 (2)(d) of the Education Act 1998 requires each Board of Management to publish, in such manner as the board with the agreement of the patron considers appropriate, the policy of the school concerning admission to and participation in the school. The Board of Management is required by Section 15 (2) (b) to

uphold the characteristic spirit of the school which is expressed by the Charter in the case of Edmund Rice schools.

The Edmund Rice Schools Trust continues to engage with Boards of Management regarding such policies to ensure compliance with statutory obligations. We would appreciate if you could forward to us your Admissions Policy for 2010/11 on or before the 1st May 2010 after which all policies will be reviewed and general feedback will be furnished to schools.

Schools Boards of Management Appointed in 2009

School Name	Location	Secretary to Board of Management	Chairperson
Ard Scoil Chaoimhin	Arklow	Peter Somers	Tony Bellew
Ard Scoil Ris, Griffith Avenue	Dublin	Brian O'Dwyer	Martin Duggan
Ard Scoil Ris,	Limerick	Bríd de Brún	Adrian Cantillon
Christian Brothers' College, Monkstown Park	Dublin	Duileach Molloy	Elizabeth Hanlon
Christian Brothers' College	Dublin	Dr. Gerry Berry	Tommy O' Reilly
Christian Brothers' Mitchelstown	Cork	Donnacha Crowley	Michael Shinnick
CBS Secondary School Mount Sion	Waterford	John McArdle	Edmund Flavin
Clonkeen College	Dublin	Dom Twomey	Maurice Hedderman
Colaiste Eanna C.B.S.	Dublin	John F O'Sullivan	Pat Collings
Colaiste Eoin	Dublin	Finin Mairtin	Antoin De Lap
Colaiste Iosagain	Dublin	Maedhbh Uí Chiagáin	Fionnghuala De Barra
Colaiste Mhuire Cabra	Dublin	Tomas O' Murchu (Acting)	Annraoi O' Beollain
Colaiste Phadraig Lucan	Dublin	Brian Murtagh	Seamus O' Cathasaigh
Deerpark CBS	Cork	Aidan Mc Nally	Terry Mc Mahon
Meanscoil Iognaid Ris	Naas	Noel Merrick	Sean Feely
Mount St Nicholas	Carrick-on-Suir	Billy O'Farrell	Margaret Dowley
Nagle Rice Secondary School	Doneraile	Brid Lysaght	George Duncan
North Monastery Secondary	Cork	Michael Evans	Dick Lehane
Oatlands College	Dublin	Keith Ryan	Gerry Horkan
O'Connells CBS	Dublin	Gerry Duffy	Dónaill Ó'Conaill
St Aidans Whitehall	Dublin	James Reynolds	Padraig Naughton
St Fintan's High School	Dublin	Ray Quinn	Oliver Flynn
St Josephs C.B.Secondary School	Dublin	Gerard Cullen	Br. Christy O' Carroll
St Josephs Secondary School	Drogheda	Mary Adamson	Pauline Plunkett
St Marys Academy	Carlow	Leo Hogan	Eamonn Brophy
St Pauls C.B.S.	Dublin	Michael Blanchfield	Paddy Mc Mahon
St Vincents C.B.S.	Dublin	John Horan	Br. M. Heffernan
The Abbey Secondary School	Tipperary	John Heffernan	Donald Daly
Waterpark College	Waterford	Thomas A Beecher	David Dickenson

Board of Management Training (Financial) Phase 2

Phase 2 Board of Management training will take place at a number of venues around the country during the first week of March 2010. Booking forms will be sent to Secretary to the Boards of Management for each school. The training sessions are open to all Board of Management members, especially those appointed in October 2009, members of Finance Sub-Committees and Principals. The training sessions will concentrate on **the financial responsibilities of school management as required under the Education Act 1998 and the Articles of Management**. All training sessions are free of charge and take place at venues listed below between **7.30pm and 9.00pm**. Training topics include, Financial responsibilities of the BOM, Role of the Finance Sub-Committee, School Budgeting, Electronic Banking, The Role of the School Accountant and Current Financial issues for Schools.

Venues & Dates

Tuesday 2 March	Dublin North – Crown Plaza Hotel Limerick – Castletroy Park Hotel Sligo – Sligo Park Hotel
Wednesday 3 March	Dundalk – Fairways Hotel Kilkenny – Lyrath Estate House Galway – Marriott Hotel
Thursday 4 March	Dublin South – Stillorgan Park Hotel Cork – Rochestown Park Hotel Athlone – Athlone Springs Hotel

Governance Matters

New Boards of Management:

The Edmund Rice Schools Trust has recently appointed twenty eight new Voluntary Secondary School Boards of Management and one new Junior Preparatory School Board of Management for the period 2009 - 2012.

Members of new Boards attended Board Training Seminars in nine separate venues over three Saturdays during the month of November 2009. For the first time ERST, CEIST, Le Cheile and the JMB collaborated in devising and delivering Board of Management Training. This has meant that Boards can attend one joint training day with the added value of meeting and learning with Boards across the Voluntary sector.

The Trustees wish to thank all those who attended recent training. On-going training is essential for Board members to discharge the responsible task of managing the school in accordance with the Articles of Management, the Education Act and other relevant legislation and the Edmund Rice Schools Trust Charter. We are grateful to all our Board members for their generous commitment to their school communities and to Edmund Rice Education. Thanks also to all outgoing Board members for their contribution and we hope that they have found their time on the Board to be a rewarding experience.

Induction Dates for Newly Appointed Teachers

Two induction dates have been agreed for Newly Appointed Teachers. The first will be Tuesday 2 March, 2010. This will be in Springfort Hall, Mallow, Co. Cork. The second will be on Thursday 4 March in the Marino Institute of Education, Griffith Avenue, Dublin 9 Ireland. Both inductions will commence at 2pm and conclude at 5pm. There will be a sandwich lunch at 1pm and the induction meetings will start at 2pm.

New Appointments:

The Edmund Rice Schools Trust personnel are committed to supporting Boards of Management in the selection process for Principals and Deputy Principals at Second Level and Principals at Primary Level. Congratulations especially to those who have been appointed during the last term in 2009. Induction Training for new Principals 2008/2009 was made available before the opening of the Principals' Conference in October 2009. This provided a unique opportunity to share aspirations and to jointly develop our mission and network within the context of the Charter.

There have been many changes at management level in the past year which has seen a loss of acquired knowledge and experience. We are grateful that many of those who have retired continue to give service on Boards and committees within the network. We wish all those who have retired a very fruitful and enjoyable retirement!

On-going training for principals, Deputy Principals and Teachers

Over the next term, the Edmund Rice Schools Trust will be providing training and support for newly appointed teachers and those who are interested in taking on further leadership roles. Cluster meetings of Primary and Secondary Principals have been arranged in Dublin, Cork and Waterford venues in January and February. Induction seminars for newly appointed deputy principals and teachers are scheduled for March. A special seminar is being organised for those intending to apply for the post of principal and/or deputy principal within the near future with special emphasis on ethos and application procedures.

The Third Annual Principals' Conference

The Edmund Rice Schools Trust is looking forward to welcoming our Principals at our third annual conference of the Network, which will take place on Thursday 30th September and Friday 1st October, 2010 in the Connemara Coast Hotel, Furbo, Co. Galway.

Induction Date for New Deputy Principals

An induction date for new Deputy Principals has been agreed for Thursday 11th March 2010. The venue for the induction will be Marino Institute of Education, Griffith Avenue, Dublin 9 Ireland. The induction will commence at 2pm.

Ethos Matters

Catholic Schools Week 2010

Catholic Schools Week began on Sunday 31st January 2010. Catholic Schools week is a time to celebrate and acknowledge the contribution of Catholic Schools to society both in Ireland and abroad. This year the theme for the week was 'Catholic Schools – A Light for Every Generation'. Catholic schools are committed to the education and formation of the young person in every aspect of their lives. Thus Catholic schools are light for parents, pupils, staff and society in every generation. A Resource booklet will be distributed to every school and we would ask that Principals and Boards encourage events within school to celebrate Catholic Schools week.

Mission Statements

We would encourage schools to review their Mission Statement on an annual basis. You should ask yourselves; how does our Mission Statement reflect the Edmund Rice Charter? What element of the Charter are we focusing on this year that we want to highlight in our Mission Statement? Mission Statements are not written 'in stone'! They should reflect the daily work of the school and what you are aiming for. If you require any help in examining or reviewing your Mission Statement please do not hesitate to contact one of our team.

RE Teachers / Ethos Teams Day

On Friday March 12th, 2010 we are holding a one-day conference for RE teachers and Ethos teams. The Trust would like to build on the previous successes of this work and provide an inspiring and challenging day for RE/Ethos teachers to reflect on their work and hopefully gain new insights and ideas. We would ask that Boards of Management and Principals look favourably on requests from RE teachers to attend this conference. Details will follow shortly.

Immersion

We propose to hold a one-day conference for Principals of Immersion schools. This will take place in the last term to reflect on the success of the Immersion Project and look at the future development of the project in our schools. A group of Principals will be working to organise this day and we hope it will give us all fresh motivation and direction for the continued future of the work of schools in this vital area.

ERST website

The new Edmund Rice Schools Trust website will be live in the next few days. This has taken quite a bit of development work along with our advisers 'Red Dog'. We hope you like the look and feel of the new site. Future developments will include a 'secure area' for Principals where we will post dates and notices for meetings with Boards and Principals.

Appointments Procedure

We propose to hold an In-service information course for teachers already in an Edmund Rice School who wish to gain further knowledge about the appointment procedures for Principal and Deputy Principal posts in Edmund Rice Schools. This in-service will outline the application, shortlisting and interview procedures that we use when making appointments. We invite staff who may wish to avail of this short course to indicate to us by phoning our office. When we have an indication of numbers etc we will arrange a venue and times.

Síol

The new edition of our schools newsletter has been published and circulated. Please circulate this newsletter as widely as possible among the school community. It will also be available for download from our website. The next edition will be published just after Easter this year. If you have any items for inclusion will you forward them as soon as possible to the office.

In-service for Student Council Coordinators.

Br. Chris Glavey will be offering a one day course for coordinators of Student Councils. This may be the last time this course is offered so we would advise early booking. The course will cover all aspects of operating a successful Student Council in your school, offering opportunities for student leadership and the encouragement of effective school partnership with students. Please phone the office with expressions of interest for this highly effective course. Details will then be taken and a date and venue arranged according to demand.

Inspiring Transformational Leadership - Sowing the Seeds of a New Spirituality.

"Your task is not to replicate the past. Your task is to shape an entirely new future for the schools" (Br. Philip Pinto).

As we move confidently and optimistically towards a new era in our schools and as we reflect on the new challenge that awaits us all as leaders within the Edmund Rice Schools Trust and tradition, a strong Edmund Rice laity is something that was always in the mind of our founder.

The time is now ripe to make that aspiration a deeper reality as we collaborate with you teachers and principals in the years ahead. Sowing is about believing that there is a time for everything. It is our task to carry out our work without ceasing, never knowing where the seed will take root but always *keeping alive the rumour of God.*

"...so much is unfolding, that must complete its gesture. . . so much is in bud" (Denise Levertov)

There was a time when the visible nature of the school was never an issue. Much of the leadership personnel were made up of religious sisters, brothers and priests. They were, and still are where present, the living symbol or 'vivid image' of religious faith. New lay leadership now have a prime responsibility and duty to safe guard and enhance the *mission integrity* of the school. The application of what it is to be a leader within the Edmund Rice tradition is indeed a most challenging vocation or ministry.

Just a Thought.....

An Edmund Rice school is about 'Distinctiveness in Action':

- Identify the key areas of school life where you expect this distinctiveness to be found.

Time Out - Principal Cluster Meetings:

Regional cluster meetings were held in January and February. These proved very successful and obviously very worthwhile. It gave people an opportunity to:

- *To find a quiet time to reflect;*
- *To cultivating life-giving companionship within our ministry and organisation;*
- *And to conceiving our work as ministry and service.*

A New Way of Seeing:

The unveiling of the Edmund Rice Schools Trust charter marked the beginning of a new era or a re-founding moment in Christian Brother schools.

The Edmund Rice School, in evaluating its effectiveness and achievements could use the following as its benchmark:

1. **Mission Integrity:** To establish a reference point against which the school can evaluate the success of its activities;
2. **A School of the Gospel:** An educative community of faith; Christ centred and person centred;
3. **Ethos and Identity:** Appreciate one's own identity as a Catholic, to be clear and confident about what we believe ourselves;
4. **Visionary and Spiritual Leadership:** An inner strength; committed to transformation, a courageous giver of hope, a risk taker.

Commitment to Catholic education needs a vision of education. Bishop Leo O'Reilly in his address to principals at the JMB/AMCSS in May 2009 spoke of the key elements that make a vision of catholic education. In summary these were:

- Inclusivity
- Role of the Laity
- Christ-Centred
- Person-Centred
- Community Dimension
- Integration of Faith and Culture
- Religious Education
- Formation and Information
- Witness, Worship, Welfare.

Fun Facts

- Adults laugh approximately 15 times per day; children about 400 times per day
- The physiological study of laughter is called gelotology

Child Protection – Guidelines, Policy and Training for Boards

Primary Schools

In 2001 the Department of Education & Science (DES) issued the Child Protection guidelines and procedures for primary schools based on the Children First national guidelines from the Department of Health and Children. There is a requirement in the DES guidelines that the Board of Management should have a Child Protection Policy and appoint a Designated Liaison Person (DLP) who is usually the principal. A deputy DSL should also be appointed. The DLP's functions are set out in the guidelines and these functions include acting as a liaison person with the Health Service Executive and An Garda Síochána. S/he is the person responsible for reporting matters to these authorities. The HSE and Gardaí are responsible for investigating allegations of child abuse. The DLP may also consult the HSE for advice. See www.cpsma.ie for further details

Child Protection training is provided by the DES for all primary school teaching staff through the Primary Professional Development Service (PPDS) and the Child Abuse Prevention Programme (CAPP). Training has been provided to members of Boards of Management by CAPP as well as by the DES which has made available a specific module on child protection. Pupils are given training through the 'Stay Safe Programme'. The 'Relationship and Sexuality Education' programme is now an integrated part of the schools' Social Personal and Health Education curriculum.

Post-Primary Schools

Secondary Boards of Management are invited to nominate two people to attend the information meetings on Child Protection for members of Boards which is taking place between January and March 2010. The sessions have been developed in partnership with the three post-primary management bodies – JMB, ACCS and IVEA.

The key recommendation of the recently published Review of Children First (July 2008) for Post-primary schools is that 'appropriate and effective child protection policies, procedures and training be put in place, implemented and regularly reviewed in all settings where services or activities are provided for children.'

Over the last four years all Designated Liaison and Deputy Designated Liaison Persons have been invited to two days of training on the child protection guidelines. However, it is also essential that members of Boards understand their important responsibilities with regard to child protection, particularly given the sensitivity of some of the issues which may arise.

A copy of the Booking Form is available from www.jmb.ie (Members' Section). Booking Forms should be returned to Drumcondra Education Centre, Drumcondra, Dublin 9 immediately – Fax: 01-8576499.

Health and Safety Management System for Schools

The Safety, Health and Welfare Act, 2005 requires every employer, including schools, to develop and implement an effective occupational health and safety management system.

The Health and Safety Authority is currently finalising its guidelines on managing health and safety in post-primary schools and they will be issued to all schools in late January / early February 2010. The issuing of the guidelines will coincide with FAQ's on the HSA website and the HSA will be working with the education partners through their events to promote and explain the guidelines. They will encompass guidelines and a series of tools including an audit tool and risk assessment templates to assist schools in managing their own safety.

Safety and Health Resources available for schools

For more information check out the publications section at www.hsa.ie and the education section of the HSA website on: www.hsa.ie/eng/education

Finances

Schools Insurance

As we leave the winter behind us and enter a hopefully bright and fresh spring, it is a pleasure in these challenging times to be in a position to impart some good news to all the schools in our Network. We have successfully negotiated a significant reduction in the insurance premium for the current year, which averages out at circa 12% per school. It incorporates an enhanced floating contingency cover and we are assured of the ongoing excellent and comprehensive service from both Allianz and Willis.

In order to ensure that we receive the maximum benefit from our insurance policies please inform Gerry O'Toole in Allianz on 6133063 or gerry.otoole@allianz.ie, as soon as you become aware of any potential insurance claim. Do not wait until you are in receipt of the claim. It is also worth remembering that prevention is the key in keeping future premiums down.

There is an increase in the frequency of incidents of schools facing situations where they require legal advice arising out of matters in these and other areas:

- Disciplinary procedures and challenges to same
- Employee issues, cases brought to the Rights Commissioner and Employment Appeals Tribunal arising out of employment contract issues, challenges to appointments interview processes etc
- Data protection involving requests for school records, documentation and many more types of matters wherein the Boards of Management would benefit from general advice and on occasions legal advice
- School enrolment policies

The insurance policy does provide for legal costs incurred in relation to matters of this nature with **prior approval from Allianz**

In these cases it is imperative under the policy that Allianz is contacted first for approval prior to going to the solicitor. Once contacted Gerry O'Toole will confirm cover one way or the other.

Schools' Accounts

A big thank you to all of you who have already submitted your 2008/2009 accounts which were due with us for review in mid November. It is imperative that deadlines are adhered to, to ensure that the schools' Boards of Management discharge their financial responsibilities to D.E.S. and comply with Section 18 of the Education Act. We look forward to receiving any outstanding accounts in the coming weeks!

Capital Works

A significant number of schools applied for the Summer Works Scheme in November. All applications for works to school premises must be approved by the Trustees, as owners of the School, before submission to the Department of Education and Science. With this in mind we will be setting a deadline of receipt to the Trustee office a week ahead of the Department closing dates for any future applications. We will then ensure that a signed copy is sent back to you and will send the original to the Department on your behalf. We wish all of you who have submitted under the Summer Works scheme 2010 success with your applications.

Wishing you all a very happy and fulfilling 2010

The Edmund Rice Schools Trust
Meadow Vale, Clonkeen Road
Blackrock, Co.Dublin
Tel: 01 289 7511

Fax: 01 289 7540
Email: reception@erst.ie
www.erst.ie



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