

SUNCROFT NATIONAL SCHOOL

Policy Number: 35 - POLICY ON BOARD COMMUNICATION REV:1

The Board of Management of Suncroft National School recognises that timely and detailed communication is essential to the proper running of the school. As such, the Board itself operates as follows:

1. Each member is asked to sign an individual “confidentiality agreement” at their first Board meeting.
2. We strive to hold regular Board meetings - in general these take place every 6 weeks during term time.
3. We endeavour to circulate comprehensive minutes as soon as possible after each meeting - these minutes will reflect decisions taken and action required with specific responsibilities.
4. In between meetings we can communicate via telephone and in writing in order to keep Board members updated on changing circumstances.

Decision Making

Where possible all decisions in relation to the Management of the School will take place at Board meetings.

The Board does recognise that from time to time urgent decisions will have to be taken “on the spot” and that it will not be possible to contact all Board members quickly. In such circumstances, the Principal or Chairperson will consult with at least 2 other members and take action based on a unanimous decision of all 3 people. The Board recognises the unique role of the Principal and will therefore always seek the opinion and agreeance of the Principal on all matters.

External Communications

We recognise the need to communicate with the following parties on a regular basis:
Patron, Community, Parents, Staf Members,
Department of Education and Science and Suppliers
Government Run School Services i.e. HSE, EWO etc

In meetings with all external parties, a minimum of 2 Board members will be present.

The Patron - communication is via Board minutes, financial reports and where necessary in writing/telephone on urgent matters. The Boards contact is Br. Camillus Regan, CPMSA at the Bishops Office, Carlow.

Community - via the Parish Newsletter, notice board in the local Centra shop or posters/signage in the other commercial premises in the village. School external notice board, newspaper, school website, texting.

Parents - (Group Communication) - via the Parent Rep on the Board to the Parents Association. Via the school Principal through notes to Parents. Texting, Website. However, on serious matters such as reminders of school policies via a note sent home.

Parents - (Individual Communication) - by an approved Board member with a message authorised by the Board.

Staff Members - in general via the Staff Representative on the Board or via the Principal at Staff meetings. Communication is also via the School Policy and Procedures, Job Descriptions and Contracts with the Board. The staff room notice board is also used for general communication.

Dept of Education and Science - communication is limited to the Principal and Chairperson of the Board of Management under Dept procedures. Communication is normally in writing and usually confined to official forms or documents. However, from time to time the Board does seek telephone advice from the Department.

Suppliers - Tenders and Contracts to suppliers are issued in writing by the Board. Once working with the School, suppliers are in general managed by the School Secretary, who organises access, payment etc.

Government Related Organisations/Services - normally communication is in writing on foot of issues relating to families/children. This is covered in-dept on our School policies.

Communication to the Board

The Board only considers written communication from outside parties. All such communication is normally discussed under the appropriate heading at a Board meeting. Parents may request meetings with the Board only if they have followed our Complaints Procedure. Staff may take requests for meeting on personal issues, having followed the Departments guidelines on these matters. At all such meetings at least 2 (but ideally 3) members of the Board will be present. All meeting requests are made through the School Secretary.

REVISED AND UP-DATED: 14TH February 2011