MINUTES OF A MEETING OF THE MEMBERSHIP AND TEACHING APPOINTMENTS
COMMITTEE HELD ON 4 SEPTEMBER 2018 AT 11.45 AM IN ANTRIM BOARD CENTRE

1. PRESENT
   Miss R Rainey (Chair)
   Mr J Craig
   Mr G Doran
   Sir Gerry Loughran
   Dr A McMorran
   Mr O McMullan
   Ms S O’Connor
   Mr R Pollock

2. IN ATTENDANCE
   Mr J Collings, Mrs C Duffield, Mrs K Scott, Mrs H Fraser, Mrs H Gallagher and Ms L McCall.

3. DECLARATIONS OF INTEREST
   Members were reminded of the requirement to declare interests during the course of the meeting.

4. APOLOGIES
   Apologies had been received from Rev A Adams, Mr D Cargo and Mrs P Carville.

5. MINUTES OF MEETING HELD ON 28 JUNE 2018
   The Committee agreed that the minutes* (MTAC/9/18/3) of the meeting held on 28 June 2018 were a correct record on the proposal of Ms O’Connor and seconded by Mr Doran.

6. MATTERS ARISING FROM THE MINUTES
   6.1 PRINCIPAL AND VICE PRINCIPAL APPOINTMENTS (8.1)
     Mrs Gallagher provided a report on queries relating to two appointments raised by the Chair at the previous meeting. The Committee noted the report.

     Mrs Gallagher said that a report on approaches to be taken to attract a broader field of candidate to principal positions would be presented to the Committee later in the Autumn.

   6.2 APPOINTMENT OF PERSONS TO REPRESENT THE EA ON CONTROLLED AND MAINTAINED SCHOOLS (9.1)
     Mrs Fraser referred to the issue concerning the attendance of CCMS representatives at some reconstitution panels. She outlined the rationale for non attendance and advised that CCMS had undertaken to have representatives at the September panel meetings.

     Mrs Fraser referred to the issue raised by Members concerning siblings who potentially could serve on the same Board of Governors. She advised that EA officers continued to liaise with the Transferor Representatives’ Council on matters concerning appointments, including minimising the risk of appointing siblings to the same Board of Governors. She said that guidance was also provided to schools around potential conflicts of interest when appointing parent and teacher representatives.

     The Chair pointed out that should there be any requirement to revisit the appointment of EA representatives serving on Boards of Governors, those matters would be considered by the respective panels and recorded in the panel minutes.
7. **CHAIR’S BUSINESS**

**BUSINESS TRANSACTED DURING JULY AND AUGUST**

The Chair outlined the extent of work carried out in the summer months to process principal, vice principal and teaching appointments and to process governor applications. She paid tribute to Committee Members for chairing reconstitution panels and to officers within the Governor Unit and Human Resources (Recruitment) for the volume of work undertaken in the summer months.

The Chair referred to a number of letters that had been received from individuals setting out dissatisfaction with the outcome of decisions taken regarding Governor appointments. She said that, during the summer, she had met Mrs Fraser to consider principles to be applied for the next reconstitution process. Mrs Fraser had undertaken to compile a draft report on lessons learned from the current reconstitution process.

Members discussed the management of attendance of Governors. It was noted that schools should monitor Governor attendance and address any attendance issues in line with the scheme of management.

Mrs Fraser provided a report on a particular item of correspondence received by the Chair from an individual expressing dissatisfaction with the outcome of a Governor application and subsequent conversations between the individual and officers. Mr Collings also provided a report on the matter and set out actions to rectify the matter. The Committee noted the report. The Committee agreed that the decision taken by the reconstitution panel in relation to this matter would remain unchanged.

**Action:** Decision taken by reconstitution panel in a particular matter to remain unchanged; individual to be informed.

8. **TEACHING APPOINTMENTS**

8.1 **TEACHER APPOINTMENTS**

On the proposal of Mr Pollock, seconded by Dr McMorran, the Committee approved the papers* (MTAC/9/18/6.1) detailing teacher appointments.

8.2 **SUMMER DELEGATED AUTHORITY**

The Committee noted the paper* (MTAC/9/18/6.2.1) detailing the appointments authorised by the Chair, on the Committee’s behalf, during July and August.

The paper* (MTAC/9/18/6.2.2) setting out a recommendation from a Board of Governors which had not received authorisation from the Chair over the summer months was noted. The rationale for that position was set out in the paper.

Members discussed a procedural issue relating to the non-appointment. Mrs Gallagher provided a report on the particular circumstances of the school. Mrs Duffield said that schools were required to give cognisance to the Teaching Appointment Scheme; however, there was no legal requirement for a shortlisting and an interview panel to comprise the same members.

Following consideration, the Committee agreed the appointment of the teacher as set out in the paper* (MTAC/9/18/6.2.2). It further agreed that officers should liaise with the school to ascertain current numbers on the Board of Governors with a view to suggesting an increase if appropriate to meet the governance needs of the school in line with the provisions set out in The Education and Libraries (Northern Ireland) Order 1986.
**Action:** Teacher appointment approved; liaise with school with a view to increasing the membership of the Board of Governors of that school if appropriate (in line with legislation).

9. **PRINCIPAL SECONDMENTS TO THE TRANSFORMATION PROGRAMME**

Mrs Duffield presented a paper* (MTAC/9/18/7) summarising activity undertaken to recruit four workstream leads to the Transformation Programme. Members noted that expressions of interest had been received from 26 school leaders across all sectors to join the programme on secondment as workstream leads. Mrs Duffield said that offers of secondment would be made that week to principals of two controlled post primary schools, one maintained primary school and one Church of Ireland maintained primary school.

Consideration was given to the arrangements to second the principals of the two controlled schools in line with the Teaching Appointments Scheme. In response to queries, Mrs Duffield advised that it was intended that the length of tenure would depend on funding secured, the school leaders would be seconded for a calendar year (with flexibility for extension), they would retain their principals’ terms and conditions of employment, and contracts could be terminated by a month’s notice by either party. The contract would also provide flexibility for termination by the Board of Governors. A Member highlighted the benefits of the inclusion of school leaders within the programme.

The Committee agreed to recommend that flexibility to recruit internally in the first instance, as outlined in the paper, should be extended to the two controlled schools in line with the Teaching Appointments Scheme.

10. **SHARED OR FEDERATED LEADERSHIP ARRANGEMENTS IN CONTROLLED SCHOOLS**

Mrs Scott presented a paper* (MTAC/9/18/8) detailing schools which currently operated shared leadership arrangements. It was noted that no federation currently existed in respect of governance (legislation enabled two or more controlled primary schools to be grouped under one Board of Governors).

The Chair of the Board highlighted that federation models would receive consideration by the Transformation Programme Sub-Group.

The Committee noted the paper.

*Mr Craig entered the meeting at 12.30 pm.*

11. **MEMBERSHIP**

11.1 **RECONSTITUTION OF BOARDS OF GOVERNORS 2018-2022**

A Member emphasised the importance of maintaining good working relationships with the Transferor Representatives’ Council as part of the appointments process in order to avoid potential conflicts of interest between the appointment of a Governor and a member of staff at the same school. This issue was also relevant to communities connected to smaller rural schools. He considered that the lessons learned report should reflect on this matter and challenges within the Irish Medium sector where there was increased likelihood of receiving applications from siblings to serve on the same Board of Governors of an Irish Medium school. He said that the report should give cognisance to disqualification of applicants and particularly, in light of public opinion, where applicants fell outside the threshold of an criminal offence.
The Chair indicated that these matters would be included in the lessons learned report.

The Chair queried the operational date for reconstituted Boards of Governors. Mrs Fraser said it was intended that letters would issue to individual schools, on a phased basis, to inform them of their operational dates. The majority of schools would be operational from October 2018. She highlighted additional considerations for some schools when determining a date, eg where a principal had recently been appointed to a school.

In response to a Member’s query, Mrs Scott said that the scheme of management required schools to convene at least one meeting of the governing body each term. Sub-committees could be convened as and when required.

11.1.1 TRANSFEROR REPRESENTATIVES
The Committee noted the transferor representatives as set out in the papers* (MTAC/6/18/9.1.1).

11.1.2 PARENT REPRESENTATIVES
The Committee noted the parent representatives as set out in the papers* (MTAC/6/18/9.1.2).

11.1.3 TEACHER REPRESENTATIVES
The Committee noted the teacher representatives as set out in the papers* (MTAC/9/18/9.1.3).

Action: Lessons learned report on the reconstitution process to include the matters raised by the Member.

11.2 RECONSTITUTION OF BOARDS OF GOVERNORS 2014-2018
The Committee noted the paper* (MTAC/9/18/9.2) detailing an appointment to a Board of Governors for the 2014-2018 term which had been authorised by the Chair, on the Committee’s behalf, during July and August.

12. ANY OTHER NOTIFIED BUSINESS
The Chair of the Board advised Members of media interest in a staffing matter.

13. DATE OF NEXT MEETING
The next meeting was scheduled for 4 October 2018.

The meeting ended at 12.55 pm.

Chair ___________________________ Date ___________________________

*Paper circulated with agenda **Paper tabled