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IRELAND

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Governance Manual for Primary Schools: Board Checklist

Use this checklist for the board term from 1 December 2023 to 30 November 2027. Apply the arrangements for your school type (manual, sections 1, 2.4 and 7.1).

Board self-check

- [ ] Confirm the board's composition and the school's applicable arrangements. Manual, sections 1.1 and 3.
- [ ] Check that members signed Form 2 at or before their first meeting. Manual, section 13.2(a).
- [ ] Schedule at least one meeting per school term and five in the school year. Manual, section 13.1.
- [ ] Send the notice and agenda at least seven days before an ordinary meeting, or minute the shorter notice in an exceptional case. Manual, section 13.3(b).
- [ ] Check that the meeting remains quorate, including when someone withdraws. Manual, section 13.3(c)-(d).
- [ ] Record applicable conflict disclosures, withdrawals and votes in the minutes. Manual, sections 13.3(h) and 15.
- [ ] Keep signed minutes and agree what can be shared with the school community. Manual, sections 8, 9.3 and 13.3(i).
- [ ] If the board sets up a finance sub-committee, record how it reports to the board. Manual, section 17.8(f).
- [ ] Allow time for the outgoing chairperson to sign the final meeting minutes. Manual, sections 7.1 and 13.3(k).

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