



JANUARY 2018

A WORD FROM THE TEAM

Athbhliain faoi mhaise daoibh agus Bail ó Dhia ar do chuid oibre i mbliana. We hope that your Christmas break was blessed and restful and that you are looking forward with renewed energy to the term ahead.

The recent Diocesan Education Council meeting discussed a number of issues that we hope will be of interest and benefit to Chairpersons and Principals and they are outlined in this month's Newsletter

Bryan, Camillus, Maeve

CONTACT DETAILS:

If you have any questions or concern please do not hesitate to contact:

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0872373336 for all staff appointment procedures, Religious Education and Ethos Issues

Bryan: Bryan@kandle.ie 0833400141 for Building, HR and financial transaction and other concerns

Brother Camillus: cregan45@hotmail.com
087 2444175 for Vetting concerns.



VETTING UPDATE: We recognise the burden that the requirements for Vetting are placing on principals. However, in the interests of the protection of children and ensuring no jeopardy for principals and boards of management we remain committed to ensuring that all people employed that have direct one to one contact with children are Garda vetted. All SNA, secretarial and caretaking staff must be vetted. Only those over sixteen can engage in work experience and they are required to be Garda Vetted.

FSSU: As we prepare for the standardisation of accounts in 2018 the FSSU has made the following recommendations:

- School submit its financial accounts on an annual basis to The Patron. *(Please ask your treasurer to do so)*
- Schools should have a monthly checklist to assist in having monthly reports printed as back up
- Payroll reports to be printed and filed after each payroll run.
- Closing statements and school account balances must be synchronised each month
- National Employment Rights Authority records should be available for inspection.
- Contracts of employment for each school employee.
- Petty Cash Procedures and controls.
- Formal contract of engagement between school and accountant.
- Establish a system of control over assets which is any property the school will own for over a year.
- The OLCS approval system will be checked.
- Template for accounts.

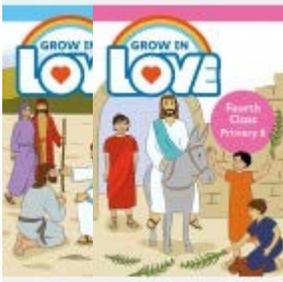
This transition will be challenging for schools and we are currently making representations to CPSMA that the appropriate support be provided for schools. A workshop presentation will be provided this term in relation to FSSU requirements.

REVENUE AUDITS: A number of schools in the diocese have had revenue audits last term. Two key areas for examination are the taxation of employees with records for payment of USC and PRSI; and the payment of Relevant Contract Tax (RCT) which is due for contract payments. Regular maintenance work **does not** incur RCT.

As the New Year begins these words of Macrina Wiederkehr offer us hope and challenge: 'Come, walk on the water with me! I'm in the mood for impossible things, take out your heart of courage, a lamp amid your fears and walk on the water with me.'

PARENTS ASSOCIATIONS: The money in the accounts of all Parents' Associations (PAs) is the responsibility of the Board of Management. The Financial Regulatory Authority now requires that institutions opening accounts for Parents' Associations get approval from Boards of Management. A draft constitution for PAs will be posted to the website this month. Boards of Management are asked to consider committing a discretionary amount for spending by the PA each year so that they run their activities in accordance with NPC guidelines. All monies raised by PAs should be lodged to the Board of Management account.

SCHOOL ATTENDANCE STRATEGIES: We wish to acknowledge the receipt of schools' attendance strategies. Schools are invited to lodge these with the patron's Office as soon as they have been approved by the Board of Management.



GROW IN LOVE IN-SERVICE: Maeve is planning to offer in-service for teachers of 3rd & 4th classes beginning the first week of February in the following areas; Portlaoise, Carlow, Newbridge, Naas, Mountmellick, Bagnelstown, Baltinglass and Edenderry. She will be in touch with schools in these areas before the end of the week to ask them to host the in-service. In-service will take place from 2:00p.m. – 3:30p.m unless otherwise indicated. As soon as the venues and dates are confirmed schools will be notified.

CATHOLIC SCHOOLS WEEK 2018 LAUNCH: All schools have been invited to the **Launch of Catholic Schools Week 2018** in the **Cathedral of the Assumption, Carlow on Wednesday, January 17 at 12:00 noon** at which Bishop Denis will bless the School Petition Prayer Boxes and present schools with a copy of the Icon for the World Meeting of Families for their School Prayer Space. Invitations have been sent by post including a Flier that explains what will happen on the day. This is the first time that we have had a diocesan launch and we are really looking forward to having a full cathedral.



PRAYER FOR THE WORLD MEETING OF FAMILIES

God, our Father,
We are brothers and sisters in Jesus your Son,
One family, in the Spirit of your love.

Bless us with the joy of love.

Make us patient and kind,
gentle and generous,
welcoming to those in need.
Help us to live your forgiveness and peace.

Protect all families with your loving care,
Especially those for whom we now pray:

Increase our faith,
Strengthen our hope,
Keep us safe in your love,
Make us always grateful for the gift of life that we share.

This we ask, through Christ our Lord, Amen

As preparation for the World Meeting of Families 2018 you might begin to pray this prayer at school gatherings

