

1. Education Council

Education Council

Vacancies for: up to 10 members

Term of Office: 3 years

What is the Education Council?

The Education Council is the body appointed by the Department of Education, Sport and Culture to be a conduit between the Department and the schools, on whose governing bodies they will sit. The Education Council members will have a duty to ensure that the Department's policies and procedures are implemented and followed in the education of children and also in the management of school functions and facilities.

The Education Council members will bring any concerns or issues to the Department's attention where they feel clarification or intervention may be required. The Council members will, when requested by the Department, review, comment and feedback on policy and matters of statutory education, or any report submitted to it by the Department.

The members of the Education Council are appointed under section 2 and Schedule 2 of the Education (Miscellaneous Provisions) Act 2009. The Education Council replaced the Board of Education which was dissolved by Tynwald on the 1st June 2009.

What will the members of Education Council do?

The Education Council will consist of up to 10 members drawn from across all parts of the Island and its main role is as follows:

- To discuss and advise the Department of Education, Sport and Culture (DESC) on any matter of educational policy – this may be collectively at meetings of the Council or as a sub-group of the Council or even in individual meetings with Officers of the Department, if you have strong views about particular items.
- To discuss and inform the DESC of its views concerning the needs of the statutory system of public education – this may be collectively at meetings of the Council or as a sub-group of the Council, or however is felt most appropriate.
- To be the Department's representative on schools' governing bodies ensuring that information from the Department is passed to the school and from the school to the Department – As an Education Council Member they will form part of the governing body of a school, possibly as the Chair. It is anticipated that 2 Education Council Members will sit on the governing bodies of each of the secondary schools and three or four primary schools. Responsibilities include:
 - i. Making teaching appointments.
 - ii. Consulting, reviewing and challenging the Headteacher on implementation of the curriculum.
 - iii. Receiving, considering, advising and challenging around some financial affairs of

- iv. the school budget.
 - iv. Gaining a knowledge and understanding of the school's improvement plan and subsequent action plan; holding the school's senior management to account in seeking to move the school on in terms of educational provision; in the development of the curriculum and in levels of achievement and pupil progress.
 - v. Pupil suspensions for periods of greater than 10 days in any one term.
 - vi. Staff disciplinary and capability matters.
 - vii. Acting corporately in decision making.
- Receiving and considering any reports submitted to it by the DESC.
- When authorised by the DESC, formulating for consideration by the Department, policies concerning:
 - primary, secondary, continuing and higher education;
 - the education of pupils with special educational needs; and
 - the functions of the DESC in relation to youth and community services.
- The Council makes appointments to the Religious Education Advisory Committee and trustee bodies in respect of some charities and endowments.

Who provides administrative support for the Education Council?

The Education Council is administered by the Corporate Services Division, Department of Education, Sport and Culture.

Term of Appointment

The term of appointment will be for a period of three years, unless the successful candidate resigns or is removed from office.

2. Role Profile and Person Specification

The work undertaken by Council members is both interesting and varied. Given its role as an advisory body on all aspects of education, people from all walks of life are encouraged to apply.

Applicants do not need any formal qualifications. The Department of Education, Sport and Culture is looking for people who:

1. are able to demonstrate a genuine interest in the education and development of children and young people;
2. have the ability to take an overview of schools and to see the strategic issues not only on a local basis but a national basis and can demonstrate a contribution towards the community or previous work with children and young people;
3. have a commitment to undertake training when requested to do so;
4. are confidential; and
5. are available to attend meetings during the day as well as in the evening.

It is envisaged that each Education Council member will attend a minimum of 21 meetings per year, plus any training or additional meetings.

All members of the Council will be subject to a DBS check.

Members' contact details, including email addresses, will be made available to the public.

Functions

The Council's legal functions will be specified in new **Education Council Regulations** based on the **Education Council Regulations 2009**, a copy is included with this pack.

The Council makes appointments to the Religious Education Advisory Committee and trustee bodies in respect of some charities and endowments.

In addition to these appointments, the Education Council's main role as a collective body is as follows:

- i. To discuss and advise the Department on any matter of educational policy, either of its own motion or when requested by the Department. The Council is required to do so in particular when it considers that any aspect of the educational provision made by the Department or a governing body is deficient.
- ii. To discuss, and from time to time inform the Department of its views concerning, the needs of the statutory system of public education.
- iii. To receive and consider any reports submitted to it by the Department.
- iv. When authorised by the Department, to formulate for consideration by the Department policies concerning -
 - (a) primary, secondary, continuing and higher education;
 - (b) the education of pupils with special educational needs; and
 - (c) the functions of the Department under section 36 of the Education Act 2001 (youth and community services).

Proceedings

The proceedings of the Education Council will be governed by such proceedings as Tynwald approves but will be based on the **Education Council (Proceedings) Regulations 2009**.

The Council will hold three ordinary meetings a year. The Education Council may also hold extraordinary meetings at any time -

- i. at the request of the Department, or
- ii. on the written requisition of any six members of the Council addressed to the Chief Executive Officer.

In addition to their specific role as Council members, each member will serve on the governing body of one or more secondary schools and possibly on the governing body of the University College Isle of Man Governing Body. Members will also serve on the governing body of at least one primary school and may be appointed, either by the Department or by the Council, to serve on a number of other bodies, including:

- The Religious Education Advisory Committee,
- St Mary's R C School Governors,
- St Thomas' C of E School Governors.

Training

Training sessions are held from time to time for Education Council members and school governors; for Education Council members, some of the sessions are compulsory in order to carry out their duties effectively.

Data Protection and Information Security

Members of the Education Council are required to ensure the secure handling of both manual and electronic data whilst it is under their control.

Criminal Offences

This role is considered exempt under the Rehabilitation of Offenders Act and you are required to declare all cautions and convictions including 'spent' convictions.

For further information on the Rehabilitation of Offenders Act, please phone the Police Vetting Unit on (01624) 631393.

Attributes	Essential or Desirable	Method of Assessment Application and Interview
Qualifications <ul style="list-style-type: none"> • No formal qualifications required 		
Experience <ul style="list-style-type: none"> • Experience of working effectively as part of a team • Experience of working with or supporting young people • Experience of being a member of interview, review or disciplinary panels 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	
Knowledge and Skills <ul style="list-style-type: none"> • Computer literate with computer access • A basic understanding of Education issues • Able to analyse and review complex issues • Able to maintain independence of judgement • Effective communication and interpersonal skills 	<p style="text-align: center;">E</p> <p style="text-align: center;">D</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">D</p>	
Personal Qualities <ul style="list-style-type: none"> • A commitment to 'The 7 Principles of Public Life' • A commitment to attend meetings and training during the daytime or evening, as required • Objective and willing to challenge school and College leaders, where appropriate, and the decisions, actions or suggestions of other governors, associations or bodies 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	
Circumstances <ul style="list-style-type: none"> • Satisfactory DBS check • Over 18 years of age • Suitable references • Able to commit time to reading case papers and decisions, and to attend at meetings 	<p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p> <p style="text-align: center;">E</p>	

3. Conflicts of Interest Guidance Note

The Seven Principles Underpinning Public Life

Holders of Public Office should at all times exercise the highest standards of behaviour in line with the seven principles of public life. The principles of public life are as follows:

Selflessness: Holders of Public Office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or other friends.

Integrity: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

Objectivity: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

Accountability: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

Openness: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

Honesty: Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership: Holders of public office should promote and support these principles by leadership and example.

All candidates who put themselves forward for public appointment must be able to demonstrate their commitment to the principles and values of public service.

What is a conflict of interest?

Public Appointments require the highest standards of propriety, involving impartiality, integrity and objectivity, in relation to the stewardship of public funds and the oversight and management of all related activities. This means that any private, voluntary, charitable or political interest which might be material and relevant to the work of the body concerned should be declared.

There is always the possibility for real or perceived conflicts of interest to arise. Both are a problem, as the perceived inference of a conflict may, on occasions, be as damaging as the existence of a real conflict.

The test which should be applied in relation to a potential case of perceived bias is:

"whether the ascertained relevant circumstances would lead a fair-minded and informed observer to conclude that there is a real possibility that the decision-maker was biased."

Judgment delivered by His Honour Deemster Kerruish on 12 February 2007.

Surely a perceived conflict is not a problem, as long as I act impartially at all times?

The integrity of the individual is not in question here. However, it is necessary for the standing of the individual and the Education Council that members of the public have confidence in their independence and impartiality. Even a perceived conflict of interest on the part of a member can be extremely damaging to the Education Council's reputation and it is therefore essential that these are declared and explored in the same way as an actual conflict would be. The fact that a member acted impartially may be no defence against accusations of potential bias.

What should I do if I think I have a conflict of interest?

Situations where a conflict of interest or duty occurs:

- (a) If a member becomes aware of a conflict he or she should declare that a conflict exists and should withdraw from taking any further part in the proceedings of the Council.
- (b) If a member has made such a declaration, he or she may nonetheless continue to take part in the proceedings of the Council if parties consent thereto.
- (c) A party may object to a member on the ground that there is a material conflict of interest or duty.

4. Remuneration: Payment of Attendance and Travelling Allowances

The **attendance allowance** (currently subject to review by Treasury), which is currently £78 per meeting (subject to a maximum of £130 in relation to two or more meetings held during the same morning, afternoon or evening session), can be claimed for –

1. All properly convened meetings of the full Education Council.
2. All properly convened meetings of the governing bodies of primary and secondary schools and the Isle of Man College of Further and Higher Education.
3. All properly convened meetings of committees or subcommittees of the Council or any of the above-named governing bodies.
4. Governor training sessions organised by the Department.

Attendance allowance cannot be claimed for any of the following:-

1. Meetings of the Governors of King William's College.
2. Individual visits to schools.
3. Meetings of the managing body of Eary Cushlin and Ardwhallan.
4. Meetings in connection with the Duke of Edinburgh's Award.
5. Meetings of Manx National Heritage.
6. Award ceremonies for schools or the Isle of Man College

A **travelling allowance** (currently 50p per mile for motor vehicles) can be claimed for travel to and from all of the above meetings, plus official visits and one personal visit per term to each school of which members are governors.

5. Recruitment Policy Statement

It is the Department of Education, Sport and Culture's policy to promote equal opportunities. Procedures in relation to recruitment form part of this commitment. The Department seeks to select the most suitable person for the role. The selection process is undertaken without discrimination and regardless of disability, sex, ethnic background or religious beliefs.

Department of Education Recruitment Procedure

The Department will prepare a shortlist of suitable candidates using the information provided in applicants' CVs and letters of application for the role of member of the Education Council. It is important that your covering letter demonstrates how you meet the requirements of the role. Interviews will be conducted by the Department, but please be aware that the Department may appoint members without interviews if it is satisfied by the CV, letter of application and references in appropriate circumstances.

6. Further information

Copies of the Education Act 2001 and Education (Miscellaneous Provision) Act 2009 may be obtained from the Tynwald Library, Finch Road, Douglas or the Department of Education, Sport and Culture, Hamilton House, Peel Road, Douglas IM1 5EZ.

How do I apply?

Please submit a CV and letter of application.

Applications should reach Mr A Shipley, Secretary to the Education Council and Legal & Administration Manager, Department of Education, Sport and Culture, Hamilton House, Peel Road, Douglas IM1 5EZ. **by no later than 4pm on 12 November 2021.**

For further information about the Education Council, please contact Mr Andrew Shipley, Secretary to the Education Council and Head of Legislation and Policy Development, Tel. 685828.