

GUIDANCE ON THE QUORUM FOR THE APPOINTMENT OF STAFF IN SCHOOLS

1. Appointment of Teaching Staff in Controlled Schools

(i) Appointments made by a Board of Governors

- The quorum for a meeting of the Board of Governors shall be one-half for schools with **10 or less** voting members (rounded up to a whole number) of the voting members entitled to be present **and**
- For schools with **more than 10** voting members the quorum shall be one-third (rounded up to a whole number) of the voting members entitled to be present.

Article 41(1) of the Scheme of Management of Controlled Schools.

(ii) Appointments made by Staffing/Appointments Committee

A Committee established to undertake functions of the Board of Governors relating to the appointment of teachers or the promotion of teachers shall consist of **at least 5 voting members** of the Board of Governors and, where appropriate, the Principal of the school. The quorum for this Committee is one-half (rounded up to a whole number) and **not less than 3** of the total number of voting members entitled to be present.

Article 24(4) & Article 41(2) of the Scheme of Management of Controlled Schools.

2. Appointment of Non-Teaching Staff in Controlled Schools

(i) Appointments made by a Board of Governors

- The quorum for a meeting of the Board of Governors shall be one-half for schools with **10 or less** voting members (rounded up to a whole number) of the voting members entitled to be present **and**
- For schools with **more than 10** voting members the quorum shall be one-third (rounded up to a whole number) of the voting members entitled to be present.

Article 41(1) of the Scheme of Management of Controlled Schools.

- (ii) **Appointments made by Staffing/Appointments Committee**
The quorum for a Committee established for the appointment of non-teaching staff is one-half (rounded up to a whole number) and **not less than 3** of the total number of voting members entitled to be present.

Article 41(2) of the Scheme of Management of Controlled Schools.

3. Appointment of Non-Teaching Staff in Maintained Roman Catholic Schools

- (i) **Appointments made by a Board of Governors**

The quorum for a meeting of the Board of Governors shall be one-half (rounded up to a whole number) of the total number of voting members entitled to be present.

Article 45 (1) of the CCMS Scheme of Management.

- (ii) **Appointments made by Staffing/Appointments Committee**

The quorum for a Committee of the Board of Governors established for the appointment of non-teaching staff shall be one-third (rounded up to a whole number) and **not less than 3** of the total number of voting members entitled to be present.

Article 45 (2) of the CCMS Scheme of Management.

NOTES

- (1) *A 'voting member' of the Board of Governors means a member other than the Principal or co-opted member.*
- (2) *If during any meeting of the Board of Governors or a Committee thereof the number of members assembled ceases to constitute a quorum the meeting shall be adjourned.*
- (3) *When a voting member is required under the provisions of the Scheme of Management to withdraw from a meeting, he/she shall not be counted for the purposes of constituting a quorum.*
- (4) *'Voting members entitled to be present' means a proportion of the members already appointed to a Board of Governors and not a proportion of the Board of Governors at full strength. For example, where a Board of Governors has 16 members but only 14 places are filled the quorum is based on the proportion of places filled (ie 14).*

MM/KG

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