

## Bulletin Number 2 – Governance

Local SCP projects are mandated to establish a Local Management Committee (LMC). It is the responsibility of the Local Management Committee to oversee the delivery of a programme of activity to marginalised children and their families at local level as a response to early school leaving and to be accountable for all decisions made in respect of that programme.

The role and responsibilities of the LMC are as follows<sup>1</sup>:

- Develop, approve and implement a Retention Plan which becomes an effective SCP for the area.
- Develop and provide job specifications for the project staff.
- Recruit project staff in line with the approved plan. The project staff will report to and work under the direction of the Chairperson / Local Management Committee.
- Oversee, monitor and evaluate the work of the project and project staff against objectives and proposed outcomes outlined in the plan.  
Target-setting is prioritised in the Retention Plan in line with DEIS.
- Facilitate the participation of parents in the project
- Establish a cohesive approach to networking and active partnership involving relevant statutory, voluntary and community groups in supporting the project in the integration of current services and community-based activities.
- Ensure effective accounting and administration systems are developed and implemented.
- Co-operate with DCYA requirements in relation to the evaluation and audit of the Programme and the collection of data and furnishing of reports required on a timely basis.
- Contribute to the development of good practice and policy in relation to early school leaving.

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<sup>1</sup>The School Completion Programme (Revised Edition 2006) *Administrative, Financial and Employment Guidelines*. Dublin.

In 2011/12, all projects had established a Local Management Committee and elected a Chairperson to govern and oversee the work of the projects. Projects reported that 482 LMC meetings were held in that period<sup>2</sup>. This translates as an average of 4 LMC meetings per project during the academic year.

As an integrated response to preventing early school leaving, the LMC structure and membership typically comprises a number of school-based, statutory, youth and voluntary agencies. Table 1 provides the breakdown of the LMC governance structure in 2011-2012.

**Table 1 Breakdown of Local Management Committee Membership**

<b>LMC Membership</b>	<b>Percentage (September 2011 to August 2012)</b>
Principals	37% of all LMCs (n =685)
SCP staff	9% (n =168)
Community Agencies	6% (n =118)
Youth Agencies	6% (n =115)
Statutory Agencies	12% (n =215)
Parents	4% (n =78)
School Staff (HSCL, teachers)	17% (n =321)
External education staff (Youthreach, NEPS)	8% (n =143)
Private (e.g. Business interests)	0.4% (n =8)
Sporting Agencies	0.4% (n =8)
Students	0.0% (n = 0)
Interagency body	0.2% (n=1)
<b>Total</b>	<b>1860</b>

<sup>2</sup> Six projects did not report. Five projects noted the following number of meetings: two noted 5 to 6; one noted 3 to 4; one noted 4 to 5; and one noted 8 to 9.

In total in 2011/12, 1,860 personnel were involved in the management structure of the School Completion Programme at local level. The majority of those comprise principals of schools participating in the programme, school staff and SCP personnel. Representatives of statutory agencies (for example HSE personnel, Juvenile Liaison Officers, Area-based partnerships) represented 12% of the SCP management structure locally.

In 2011/12, 71 projects had established an executive committee, defined as a sub-committee of the wider LMC to steer the project in terms of day-to-day operational requirements. In the main, the executive committee comprised the Local Co-ordinator, the Chairperson and the principals of participating schools.

Again, 71 projects had established sub-groups to deal with particular issues in the project. Some were established by individual projects for their own purposes; some were set up by other agencies in local areas and had SCP representation.

The most common types of subgroups established by projects include:

- Attendance work, including committees, monitoring / tracking, meetings and working with the other NEWB service strands of HSCL and EWS
- Care teams, including pastoral care meetings / DEIS meetings
- Executive and steering committees
- Finance sub-committees
- Incredible Years meetings
- Meetings with principals / HSCL / EWS
- Monitoring, evaluation and review
- Planning meetings
- Staffing, include recruitment and Human Resource issues
- Summer programming, including holiday provision
- Targeting / referral
- Transfer programmes, including transfer to further education / Youthreach
- Work on after-school provision
- Work with Travellers
- Youth and community groups