

THE INSTITUTE OF
EDUCATION

THE ACADEMIC COUNCIL



Introduction

The Academic Council plays a critical role in reviewing and setting the academic direction of The Institute of Education. The Academic Council includes representation membership from both teaching and non-teaching staff. Chaired by the School Principal, The Academic Council meets regularly to consider reports from the core academic units and make decisions on matters of academic policy, procedures and planning through regular formal reports to the Board of Directors.

Composition of The Academic Council

The Academic Council shall consist of eight persons (hereinafter called "the members") appointed by the School Principal. In addition to the academic responsibilities set out above, The Academic Council performs a number of important functions as follows:

The following are the responsibilities of The Academic Council:

- a. To provide guidance and support to the Principal and the Leadership Team at The Institute of Education.
- b. To make recommendations relating to the selection, admission, retention and exclusion of students.
- c. To perform any other functions, which may be delegated to it by the Principal or Directors of The Institute of Education.

The term of office of The Academic Council

- a. Members are appointed by the Principal in consultation with the Directors and shall remain members for a period of five years.
- b. The Academic Council is a body corporate. Each member of the Academic Council, before entering on his/her duties, shall sign a declaration of his/her willingness to act as a member of the Academic Council and such declaration shall be retained by the School Principal.

Re-nomination or re-election

Retiring members will be eligible for re-nomination.

Membership vacancy

Should a vacancy occur in the membership of The Academic Council, the vacancy should be filled as follows:

When a vacancy occurs amongst the members of The Academic Council, the Principal shall nominate an appointment to The Academic Council, in consultation with the Directors.

Any member of The Academic Council appointed to fill a vacancy shall hold office for the same period as the member would have held in whose place he/she has been appointed.

Conflict of Interest

Members of The Academic Council shall not participate in discussions or vote on any matters in which they may have a personal interest, and to that intent shall on request from the Principal retire from that part of a meeting at which such discussion and/or decision shall take place. It shall be the duty of members of The Academic Council to declare any such interest. Nothing herein before contained shall be so construed as to preclude a member of the school teaching staff from membership of The Academic Council.

Removal from office

Any member of The Academic Council may be removed from office by the School Principal in consultation with the Directors. Before deciding to remove a member of The Academic Council, the Principal shall inform that member by notice in writing of the intention to recommend his/her removal to the Directors and the reasons therefore, and shall afford such member a period of two weeks to make representations to the Directors on the matter.

Ordinary Meeting

The Academic Council shall, in addition to holding a meeting at least once in every school term, hold such other meetings as may be necessary for the efficient discharge of its functions. Not less than one clear day's notice of every ordinary meeting of The Academic Council, together with a copy of the agenda for the meeting, shall be sent to every member. At least four members shall form a quorum. A note of the meeting should be made by one member present and the member in question should be nominated at the commencement of the meeting.

The Chairperson

The Chairperson will be appointed by the Directors. The Principal of the school shall act as Chairperson to The Academic Council. The Principal of the school shall be entitled to attend and speak at meetings of The Academic Council but shall not be entitled to vote. The Chairperson will preside at all meetings of The Academic Council. If the Chairperson is absent from any meetings, the voting members present shall, before any other business is transacted, choose one of their number to preside at that meeting.

Voting

In the proceedings of The Academic Council, members shall strive to reach consensus on matters but where not achievable a simple majority of votes shall normally decide, and in the case of equality, the presiding Chairperson shall have a second or casting vote. As a body corporate, all decisions of The Academic Council shall enjoy the support of all the members.

Special Meeting

The Chairperson shall have discretionary power to summon a special meeting. The Chairperson should provide as much notice as is possible of such special meetings, stating the business to be transacted thereat and he/she shall communicate the fact of such a special meeting being called to every member of the Academic Council as soon as practicable once the discretion to summon a special meeting has been utilised; no business other than that specified in the notice shall be dealt with at such special meetings.

Special Committees

The Academic Council may delegate any of the powers hereby given it to a sub-committee or sub-committees of its own members, who shall execute the functions entrusted to them by The Academic Council. Such committees shall furnish to The Academic Council a report on action taken.

Day-to-day management of the school

No member of The Academic Council in his/her individual capacity shall in any way interfere with the administration of the School by the Principal or with the duties assigned to any officer or any member of the staff, teaching or non-teaching.

Admission, suspension, tuition withdrawal, fees

Admission

The Academic Council may be requested to review applications for admission to the school by The Admissions Officer and may make a recommendation on the acceptance or rejection of an application to the school. Parents / guardians of prospective students who are not offered a place in the school will be contacted by The Admissions Officer and advised that they have the right to appeal the decision to The Academic Council.

In such cases The Academic Council will consider the appeal and will write to the parents / guardian of the candidate to inform them of the decision of The Academic Council.

In certain circumstances, The Academic Council may seek legal advice on applications to The Institute of Education.

Suspension

A student may be suspended for a period of one to five days following discussion and agreement with members of The Academic Council.

Tuition withdrawal

The Principal may refer serious matters of a breach of the school's Code of Behaviour to The Academic Council. The student and their guardians / parents must be informed that the matter has been brought to The Academic Council.

The Principal is required to follow the process in The Code of Behaviour before referring any matter of behaviour to The Academic Council.

If tuition is withdrawn from a student, the parents / guardians must be informed in writing and advised of their right of appeal. The appeal would be considered by The Academic Council.

Confidentiality

Confidentiality is required in respect of the business of The Academic Council and no public disclosure of the business of The Academic Council may be made without the authority of that Council.

As a matter of good practice, The Academic Council may decide to issue an agreed report of The Academic Council meetings to other stakeholders, parents, staff, board of Directors of the school.

Communication by Board of Management

All communication on behalf of the Board of Management is carried out by the Chairperson of the Board, who is the Principal. Queries received by individual board members regarding Board matters should be referred to the Principal.

The Institute of Education reserves the right to update or amend this policy at any time.

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