

6.30 Where the ELB takes such an action, the school may, if it wishes, appeal to the Chief Executive or, if necessary, the appropriate committee of the Education and Library Board and may have the right to present their appeal in person, if so desired.

7. PROVISION OF INFORMATION

7.1 The Board of Governors shall provide the Education and Library Board, or where appropriate CCMS or the Department, with any information which is requested for the purpose of the exercise of its functions, duties or responsibilities. Information should be provided in such form and in accordance with such timescale as requested by the commissioning organisation. It should be noted that the Freedom of Information (FOI) Act, which came into force in January 2005 –places a statutory duty on public bodies covered by the Act to make certain information publicly available on request. Schools are public authorities in their own right and must conform to the requirements of the FOI Act. Boards provide support to schools in handling FOI requests and procedures. Any queries should be referred to the designated officer in the relevant ELB.

7.2 The Department, the Education and Library Board and, where appropriate CCMS, will act reasonably in making requests for information, paying due regard to the ongoing work of the school, the cost of providing information and, where appropriate, confidentiality.

7.3 If a school fails to return information by the specified deadline, or if the information is not of a satisfactory quality, the following action may be taken:

- a. the Education and Library Board, or an agent appointed by the ELB, may carry out such investigations as it deems necessary to collect the data. The cost of such investigations may, in whole or in part, be deducted from the school's delegated budget;
- b. the Education and Library Board may use its own estimates of the requested data.

7.4 If the school receives a financial allocation in excess to what it is entitled because of either of these actions the school's budget will be adjusted accordingly. However the ELB is not bound to adjust the budget should an allocation be below that to which the school was otherwise entitled.

8. STAFFING ISSUES

General

8.1 Decisions on staffing complements are a matter for each Board of Governors. In determining staff complements, including teaching and non-teaching staff the Board of Governors has a number of key issues to consider including, in particular, the effective delivery of the curriculum and affordability. These are critical considerations and the Board of Governors needs to give very careful consideration to any proposals in this area and provide opportunities for the Principal to offer advice. This should include information on