

## Agreed Report - BOM meeting 13<sup>th</sup> October 2022

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*A meeting of the Board of Management (BoM) of Presentation Secondary School took place on 13<sup>th</sup> October 2022*

### **Attended by:**

Mr Shay Downes (Chairperson), Ms Marie O'Connor (Trustee), Ms Norma Dowling (Teacher), Ms Margaret Daly (Teacher) Ms Debbie Hannan (Parent) Ms Elaine Frizelle (Parent)

Ms Katherina Broderick Secretary BOM

**Apologies:** Mr Ed Hayes (Trustee) Mary Frances Behan (trustee)

*The following is the agreed report from the BOM meeting:*

### **Following the opening prayer.**

**Minutes** of previous meeting were proposed and seconded

All **correspondence** received was reviewed

### **Personal Leave**

All personal leave taken was approved

### **Finance Committee:**

- ▶ Update on School finances was provided – CEIST FSC report approved

### **School Organisational Matters:**

Post of responsibility approved and approval given for advertising of upcoming posts once approved by DES

### **Croke Park calendar**

The revised Croke Park calendar was ratified

### **Child Protection**

No reports.

**Child Protection Policy** – this policy was reviewed by staff, parents, student council review committee.

### **Child Protection**

Katherina Broderick (Principal) was named as the **Designated Liaison Person (DLP)** and Marguerite Linnane, Deputy Principal was named as the **Deputy Designated Liaison Person DLP**. Both the DLP and DDLP have been appointed in line with the requirements of the Child Protection Procedures for Primary and Post-Primary Schools 2017.

The board of management reported that it is aware of and discharges its responsibilities to provide information to all school personnel relevant to child protection and to ensure that available training is undertaken by all or some members of staff as required. The principal informed the Board that all staff had completed the Child Protection training offered in August 2022.

The principal informed the Board that vetting of all school personnel is completed as required.

The board noted the following:

The school's child safeguarding statement and risk assessment have been prepared in line with the template and requirements of the Child Protection Procedures for Primary and Post-Primary Schools 2017

The Child Protection Risk Assessment and CPOR were reviewed.

The quality of planning for and implementation of the SPHE curriculum and of the SPHE curriculum and the Relationship and Sexuality Education (RSE) programme in Presentation Secondary School is regularly reviewed to ensure it is in line with DES requirements.

Child Safeguarding Statement Template which includes the risk assessment for this year were reviewed.

The Checklist for Review of the Child Safeguarding Statement was completed and signed

Notification regarding the Board of Management's review of the Child Safeguarding Statement was signed.

## **Anti Bullying**

The anti- Bullying check list was reviewed and completed

No reports for this meeting.

## ***Helping Hands Programme***

The principal updated the Board on the continued introduction of the ***Helping Hands*** Programme in the school since January 2022. Principal informed the Board of the programme as follows: **Helping Hands ABP is a high-quality programme for teachers and student support teams. It includes an easy-to-use diagnostic tool that accesses peer group relationship dynamics normally hidden from teachers. The software generates a heat map to inform teachers of the potential for bullying to occur or escalate** Teachers can use this knowledge, in combination with online training, to intervene early to prevent bullying, to develop inclusive classroom teams, and to create conditions that make it safe for bullied students to tell

Year heads have been offered training delivered by Dr Maria Garvey and support for the implementation of the programme.

All staff received training from Dr Garvey at the opening of the school year.

## **Health & Safety**

No reports

Fire drill was completed this month.

Training for school staff funded by the Board of Management was offered to all staff. There are 8 places available. Some staff have expressed an interest. The training is of a very high standard and will be certified for 2 years for those who attend. The costs of the training will be fully funded by the Board of Management.

## **H& S policy was ratified**

- Medical records of students were presented to all staff
- Support for staff to use the medical cabinet etc. offered by Catherine Kennedy
- Individual meetings with parents of students with medical issues underway

- Fidelma Trant(pharmacist) presented to staff on use of the Eppi Pen
- First Aid course offered to staff - Fully funded by BOM

### **Policies ratified**

- ▶ Anti Bullying
- ▶ Critical Incident
- ▶ Code of Behaviour – this policy was reviewed by the Leadership and Management team in 2021 2022 school year. Staff reviewed the updates in August 2022 and the student council reviewed the policy in September 2022.
- ▶ Child Protection
- ▶ Dignity in the workplace
- ▶ Mobile phone policy

### **SEN**

- ▶ Whole staff inservice provided – August 2022 (Principal and deputy gave presentation to all staff)

October 2022 Marie Ryan (NCSE) presentation to whole staff

2 SEN team meetings have taken place to plan focus for the academic year

### **Enrolment & Open evening**

Open evening will take place on October 27<sup>th</sup>. A planning committee has been formed to support the planning and organisation for the evening. School visits to primary schools are underway. Principal, Katherina Broderick and Year head, Jessica Keane are visiting the schools. Past pupils of each primary school also attend with parental permission.

A promotion pack has been designed for all prospective parents and students.

### **Parents' Association**

- ▶ The AGM of the parents' association took place on September 22<sup>nd</sup>
- ▶ Carmel Kelly was elected Chairperson

- ▶ A Policy committee was formed
- Parents were updated on child protection, critical incident and the mobile phone policies.
- We informed and encouraged parents to support the upcoming school lotto.
- Updates were given on ongoing events in the school e.g study skills workshop.

### **Ethos in Action**

Margaret Daly outlined recent events and activities where the school ethos was supported and developed.

- ▶ Opening of school year mass celebrated in parish church
- ▶ Leaving certs visited Killarney Friary and Cathedral
- ▶ Retreats planned for all year groups for this academic year
- ▶ Nano Nagle centre visit planned for first years
- ▶ Advent prayer service planning underway for parish church
- ▶ Presentation Day mass will be celebrated with the parish community Nov 20<sup>th</sup>
- ▶ Shoebox appeal is underway

### **Building**

#### **School Fundraiser**

The principal presented an outline of a school lottery which would alleviate financial issues. It is proposed to introduce the lottery on October 27<sup>th</sup>. A number of meetings have taken place with the company. Jessica Barry teacher, has agreed to lead the school lottery. The Board thanked Jessica for her leadership of the lottery and expressed appreciation for the initiative which will be a necessary fund raiser for the school.

### **Principal's report**

#### **Parent information evenings were held as follows:**

- Transition Year Parents & Students 31<sup>st</sup> August

- First year parents = 5<sup>th</sup> September
- Senior Cycle parents 12<sup>th</sup> September
- Parents were very appreciative of the meetings at the start of the academic year.
- Imelda Dowling Garvey presented at some of the meetings. Debbie noted how valuable her input was and requested that she speak with Leaving cert students – The Board approved this request.
- A very successful Team building day took place for first years in association with the mentors. This was led by Catherine Kennedy and Michael Daly.

### **Student council**

- ▶ New council formed
- ▶ Committees set up

### **Success**

#### **Thomas Francis Meagher Award Presentation**

The Principal, and 2 students were invited to the Oireachtas for awards ceremony on 3<sup>rd</sup> October.

- ▶ 1st Year students in Presentation Listowel have been accepted into the Amazon Web Services GetIT program for the 2022-23 academic year. 1st year students will work with Amazon technology ambassadors throughout the year to design and create an app which will then be considered for the National Final, held in Amazon Headquarters Dublin in April. This is a fantastic opportunity for our students to explore possible future careers in the tech Industry.

### **Agreed report & Conclusion**

The Board congratulated the staff on the outstanding Leaving Cert results and the number of successful programmes and extracurricular activities the students are involved in.

As this was the final meeting of the current Board of Management, the principal thanked the Board members for their support since she took up the position last November. In particular she expressed sincere thanks to the Chairperson, Shay Downes for his guidance and support. She noted his willingness to be of service to the school and the commitment in time which he has given to the role. In particular she noted his passion for school

development and his meticulous attention to all school activities in particular the school building projects.

Shay Downes thanked the Board members for their work, commitment and genuine support throughout the term of this Board. He said the range of activities, the successes outlined at each Board meeting and the feedback from parents in the community was testament to the positive culture the school has, which is something to be very proud of. He also noted that while the Board holds the ultimate responsibility for the school, the principal and staff carry the work load on a daily basis. He noted that the school is 'in great hands' with the principal and staff. He wished Presentation Listowel continued success in the years ahead.

**Next Board meeting – TBC**