

Agreed Report - BOM meeting 14th March 2022

A meeting of the Board of Management (BoM) of Presentation Secondary School took place on 14th March 2022

Attended by:

Mr Shay Downes (Chairperson), Ms Marie O'Connor (Trustee), Ms Norma Dowling (Teacher), Ms Debbie Hannan (Parent) Mr Ed Hayes (Trustee) Mary Frances Behan (Trustee) Ms Margaret Daly (Teacher)

Ms Katherina Broderick Secretary BOM

Apologies: Ms Elaine Frizelle (Parent)

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

Requests for personal leave were approved

Finance Committee:

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

School Organisational Matters:

Post of responsibility

The Board reviewed the list of Needs and Priorities identified by the staff. The Board made the following additions to the list: Inclusivity and diversity programmes coordinator, Enrolment and induction, Extracurricular (to include encouragement of participation of students in sporting activities) and Parent Association coordinators. The additions were approved by the Board.

School Organisational Matters:

Policy Ratification –

- ❖ Reviewed Job Sharing Policy was ratified

Child Protection

No report

Child protection oversight report was completed and signed by the Chairperson

Anti Bullying

1 report closed another report opened.

Health & Safety

No reports

Updates on H&S including

- Catherine Kennedy (H&S coordinator) , Marguerite Linnane (DPO & Katherina Broderick (P) met Brendan Keane (Electrician) over Mid term and received training on the School fire alarm system.
- Weekly meetings take place with Catherine and Katherina to discuss current issues in the school.
- First Aid kits have been updated and staff have been notified of locations of first aid kits, should they require them.
- Upcoming First Aid training is booked for staff
- Catherine updated the list of students with medical conditions, who have medication in the school

Building

- The Principal has sought tenders for the SWS for windows. Two applications received.
- April 5th is set for the Stage 2A meeting. (The meeting will be on Zoom)
- Plumber checked heating system during mid term break

- Significant improvement to heating since
- Windows in a number of rooms fixed
- Blinds replaced in 4 rooms
- Painter booked
- Application for Additional Accommodation was submitted by the principal on January 6th 2022

Enrolment & Induction

- Enrolment update provided to the Board by principal
- Invitation has been issued to all staff to get involved in a Transition planning team
- Plans for an induction day are been discussed at this time
- Follow up meeting with parents of incoming 1st yrs in May
- Katherina phoning all incoming 1st yr parents
- Induction pack to be developed
- New school prospectus to be developed

School Calendar

- ▶ New addition of May 4th to 2021/22 calendar
- ▶ Planning for 2022/23 calendar now in progress
- ▶ Subject Department meetings will take place in the coming weeks
- ▶ Staff advised to record all subject department meetings on TEAMS
- ▶ Book list for 2022/23 finalised by end of March
- ▶ Timetable planning underway

Parents' Association

It is hoped the Parents' Association will meet and new members are welcome.

SSE

The principal updated the Board on the Staff meeting and identification of the targets for SSE and SIP for the remainder of the school year. The focus is in 3 areas –

1. Digital Learning
2. Wellbeing & Whole School Guidance
3. Promotion of Teaching & Learning

Ethos in Action- an outline of recent activities to promote school ethos in the school was presented.

Principal's report

Katherina Broderick outlined a range of school activities which have taken place since the last meeting including:

- Seachtain na Gaeilge,
- Prayer services for Ukraine,
- Bake sale for Ukraine, s
- World Book day,
- International Womens' Day whole school celebration,
- Basketball
- Badminton success. Congratulations were expressed to the school's U19 and U14 badminton teams who took part in the Badminton Munster's on Monday the 7th of March in UL Sports Complex. Both teams represented Kerry competing against schools from Tipperary, Clare, Waterford and Cork; 4 singles games and 2 doubles. The U19 team secured gold in their category and now go onto to represent Munster in the All Ireland on the 30th of March. The Board wished the team and Ms Kelly & Ms Hudson the best of luck.

The Board also congratulated the following

- ❖ Claire O'Riordan for publication of Art piece on CEIST Compendium

- ❖ Denise Galvin & Gemma O'Loughlin for World Book Day events
- ❖ Eilish Burke, Gemma O'Loughlin and Anne Brosnan for IWD celebrations
- ❖ Michael Daly for Basketball successes
- ❖ RE team for Ethos celebrations
- ❖ Clodagh Joy for Prayer services for Ukraine
- ❖ Aoife Lynch for raising €750 for Ukraine Red Cross appeal for Ukraine

Next Board meeting – 9th May 2022