

Agreed Report - BOM meeting 3rd October 2023

A meeting of the Board of Management (BoM) of Presentation Secondary School took place on 3rd October 2023

Attended by: Shane O'Donoghue (trustee nominee) chairperson

Jessica Keane (staff nominee)

Dr Brendan O'Donnell (trustee nominee)

Catherine Heaphy (parent nominee)

Carmel Kelly (parent nominee)

Mary O'Keeffe (trustee nominee)

Catherine Kennedy (staff nominee)

Katherina Broderick (secretary to Board)

Apologies

Christy Kileen (Trustee nominee)

The following is the agreed report from the BOM meeting:

Cormac Kane Architect attended the meeting for 20 minutes to outline updated information on the new school building

Following the opening prayer

Minutes of previous meeting were proposed and seconded

Votes of sympathy were expressed to those who were recently bereaved

All **correspondence** received was reviewed

Personal Leave

Requests for personal leave were approved

Marriage Leave

Request by staff member for Marriage leave was approved

Finance Committee:

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

School Organisational Matters:

Policy Ratification – the following policies were ratified

- ❖ Anti Bullying
- ❖ Critical Incident
- ❖ Child Protection
- ❖ Dignity in the workplace
- ❖ Admissions

Child Protection

The Board formally adopted Child Protection Policy including Appendix 3

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 2023.
- ▶ The principal also outlined that all new staff attend an Induction meeting with the Deputy Principal and CP procedures are outlined for the new staff members

- ▶ The principal informed the Board that vetting of all school personnel is completed as required.
- ▶ The board approved the following:
 - ✓ The school's child safeguarding statement and risk assessment which has been prepared in line with the template and requirements of the Child Protection Procedures for Primary and Post-Primary Schools 2017
 - ✓ The Checklist for Review of the Child Safeguarding Statement was completed and signed by Chairperson
 - ✓ Notification regarding the Board of Management's review of the Child Safeguarding Statement was signed by chairperson.

Anti Bullying

- ▶ The anti- Bullying check list was reviewed and completed
- ▶ No reports of Bullying for this meeting.
- ▶ The school's revised Anti Bullying Policy was ratified
- ▶ **Principal informed the Board that the Helping Hands Anti Bullying Programme was underway**
- ▶ More staff trained
- ▶ All year groups have seating plans for Psychological safety
- ▶ Dr Maria Garvey met year heads in school last week to support implementation

Finance:

- ▶ CEIST FSC report was presented to the Board.
- ▶ The Finance committee; Brendan O'Donnell, Carmel Kelly, Katherina Broderick met in advance of the Board meeting and approved the Finance sub committee reports and CEIST FSC report
- ▶ Department correspondence re: modular & additional accommodation reviewed
- ▶ Breakdown of lottery fundraiser presented
- ▶ BOM authorisation letter for 2022/2023 school accounts

Health & Safety

No reports

Policy approved

School Self Evaluation

An outline of the school's targets for 23/24 was presented and Action Plan for implementation

SEN

An outline of the school's SEN team and Continuum for support update was presented

Building

Updates on current building projects were presented to the Board

Parents' Association

AGM of Parents' Association will take place on 17th October

Ethos in Action-

An outline of recent activities to promote school ethos in the school was presented. Staff presentation on Core values focus for the academic year was presented to Board members

Principal's report

The principal outlined a range of school activities which have taken place since the last meeting to include:

- Opening of school year mass
- 24 projects submitted for BT young Scientist Competition
- Extra curricular calendar developed following survey of students
- Parent meetings offered to 2nd , 3rd & TY parents in September 23

The chairperson thanked the principal and staff for the ongoing opportunities offered to students.

Next Board meeting – Tuesday 5th December 23