

## Agreed Report - BOM meeting 19<sup>th</sup> March 2024

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*A meeting of the Board of Management (BoM) of Presentation Secondary School took place on 19<sup>th</sup> March 2024*

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

Jessica Keane (staff nominee)

Catherine Kennedy (staff nominee)

Catherine Heaphy (parent nominee)

Carmel Kelly (parent nominee)

Christy Killeen (Trustee nominee)

Katherina Broderick (secretary to Board)

### **Apologies**

Mary O'Keeffe (trustee nominee)

Dr Brendan O'Donnell (trustee nominee)

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

**Ms Norma Dowling (AP1)** Leader of Learning & Teaching presented an overview of Teaching and learning priorities in the school. Chairperson thanked Ms Dowling for her insightful presentation.

### **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:**

- ▶ CEIST FSC report was presented to the Board.
- ▶ Application for hall lining & equipment -request made by Michael Daly (PE department) Approved once 3 quotes are submitted for the next meeting

- ▶ Board approved the purchase of equipment for PE classes
- ▶ Cost of Badminton All Ireland – The Board noted the positive support of local businesses in sponsorship for the attendance of students at the final.
- ▶ After School Study Board – it was agreed that After School Study would not take place after Easter due to lack of interest
- ▶ Energia Commercial Energy Contract-Principal was requested to seek Gov Procurement before renewing contract

### **School Organisational Matters:**

#### **Policy Ratification –**

1. Communication with School Policy
  2. Grievance Procedures Adopted
  3. Complaints Procedures Adopted
  4. job Share Policy was ratified (amendment included)
5. Booking of school activities procedures /policy
6. Protected Disclosures Policy shared with all Board members for review & approval at next meeting

### **Child Protection**

#### **The Board formally adopted Child Protection oversight report**

- ✓ signed by chairperson.

#### **Anti Bullying**

- ▶ No reports of Bullying for this meeting.

### **Health & Safety**

Review of quotations for disposal of chemicals in Science labs

### **School Self Evaluation**

Brief update on SSE was presented – full report for the next meeting.

### **SEN**

An updated Continuum for support was presented

CPD presented to Staff by SENCO at last Croke Park meeting was outlined.

### **Extra Curricular**

- ▶ Chairperson outlined Board's position on the supervision matter again and presented information from Circular 20/2004, Allianz School Safety & Security guidelines and FSSU Guidelines 2022/23 School Tours

### **Building**

Updates on current building projects were presented to the Board

### **Parents' Association**

Meeting scheduled for April 22<sup>nd</sup> – Guest speaker agreed

### **Post of responsibility Biennial review**

- Principal outlined the 9 step process and presented the Roles & Responsibilities
- Principal thanked the Board and the staff working group for their involvement in this important process.
- All Post Holders will present an annual report at the next meeting.

### **Ethos in Action-**

- ▶ Video made to reflect on ethos in our school
- ▶ 5<sup>th</sup> year students attended Ceiliúradh na NOg Diocesan event in Tralee
- ▶ Ethos –core value focus for review by staff Thursday, 21<sup>st</sup> Feb.
- ▶ Development of Statement of Ethos underway

### **School Calendar 2024/25**

- ▶ Meeting of local Principals took place 20<sup>th</sup> February '24
- ▶ School position on early finish on Friday was outlined
- ▶ Staff survey on school calendar for 24/25 has been completed

### **Book Scheme**

The Board was presented with Bulletin 29 outlining details of the Book Scheme

### **Allocations & Enrolment**

- ▶ Currently Principal has requested Curricular Concessions from DES

### **Board of Studies**

Update on membership of Board of studies presented

### **Principal's report**

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

The chairperson thanked the staff, on behalf of the Board of Management for their commitment to the extra curricular activities in the school.

**Next Board meeting – Tuesday, 21<sup>st</sup> May 2024 @4:30pm**