

Agreed Report - BOM meeting 28th May 2024

A meeting of the Board of Management (BoM) of Presentation Secondary School took place on 28th May 2024

Attended by: Attendance:

Shane O'Donoghue(trustee nominee) chairperson

Jessica Keane (staff nominee)

Catherine Kennedy (staff nominee)

Christy Kileen (Trustee nominee)

Dr Brendan O'Donnell (trustee nominee)

Catherine Heaphy (parent nominee)

Carmel Kelly (parent nominee)

Katherina Broderick (secretary to Board)

Apologies -

- Mary O'Keeffe (trustee nominee)

Votes of Sympathy were offered to Mr Shane O'Donoghue & Ms Marguerite Linnane on recent bereavements

Opening Prayer

Minutes of previous meeting were approved. Proposed by Catherine Heaphy Seconded by Carmel Kelly

Child Protection

The Child Protection Oversight Report was completed

Finance:

- The Board approved CEIST FSC report

Anti Bullying

- ▶ Four reports of Bullying for this meeting. Persons responsible for addressing the issue have informed Principal that the cases are now closed.
- ▶ Principal updated the Board on the **Helping Hands Anti Bullying Programme** which will now form part of the POR structure
- ▶ student pack on the Introduction to cooperative school culture to be introduced
- ▶ All teachers to receive training on Cooperative learning from Dr Maria Garvey at start of next academic year
- ▶ Analysis of statistics from surveys indicates that the programme has improved class relationships
- ▶ Updated the website on anti-bullying policy

Secretarial contracts

The chairperson informed the Board of updates on secretaries' contracts. A meeting with school secretaries will take place on Thursday 6th June with Principal and chairperson.

OLCS report

The chairperson was presented with the OLCS report on all staff leave since the last Board meeting

Repeat 5th year

Two requests were received from parents requesting that their daughter be allowed repeat 5th year in 2024/25. Both requests were approved.

Finance

The finance sub committee met in advance of the Board meeting and reported the Board

- ▶ **CEIST FLC report approved for forwarding to CEIST**
- ▶ **Budget 2024/2025 reviewed and approved for forwarding to CEIST**

Application for hall lining – At its previous meeting, the Board of Management approved the request for the purchase of Volleyball nets & Hockey sticks

The quotations submitted for the lining of the sports hall as outlined below, were also reviewed:

The committee proposed that this work is deferred and should be applied for in the next round of The Sports Capital & Equipment Grant applications.

The Collections for charity this year total=€1,044

- ▶ Safe School Compliance Programme and GDPR proposal from David McCarthy ARK was approved for 2024/25 –

Teaching & Learning

Transition Year -Report presented to the Board

Enrolment for 2024/25 = 48 students registered so there will be 2 classes

Review of TY survey completed by the current Ty students was presented. Very positive feedback noted and the Board congratulated Norma Dowling , Programme Coordinator and Catherine Kennedy, TY Year Head and Calendar of events coordinator on the successful report and TY programme presented.

Subject Options – The Board approved the provision of a 3rd subject in the first band of options for those students who are exempt from languages.

ASD class enrolment 2 applications for the ASD class were approved by the Board

SSE

Ms Jessica Keane presented the Board with the SSE report for 2023 /2024

It was noted the provision of time for Leadership and Management team to meet weekly was very positive and contributed to the success of the SSE planning and implementation this year.

The Board complimented Ms Keane for her leadership of the SSE process and the detailed report received with all actions achieved.

School Policies & Procedures

Ratified

1. Code of Behaviour (Amended)
 2. Assessment Policy
 3. Book Scheme Policy
 4. Mobile Phone policy
5. Role of the Subject Coordinator policy
6. Protected Disclosures Policy shared with all Board members for review & approval at next meeting
- Assessment Policy currently under review
 - SEN Policy currently under review
 - TY Work placement policy currently under review
 - Dignity in workplace policy currently under review
 - ▶ **Croke Park calendar** discussion on time of Open Night – agreed Subject department meeting 4-5 pm Croke Par allocation = 1 hour
- Open night** 5pm – 8 pm Croke Park allocation = 3 hours
- ▶ **School Calendar** was approved
 - ▶ **Board of Studies** - report from Board of studies meetings was presented.
 - ▶ **Post of Responsibility:** Board approved the advertising of Post of responsibility acting position August 2024

School Organisational Matters: principal updated the Board on the following

School Tour –. Very positive experience by all who attended.

Interview Panel: list of people for interview panels for upcoming interviews was approved

Health & Safety

- ▶ Fire Drill took place on Monday 27th May '24

Book Scheme

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

Chemical Disposal Science labs- currently under review

Parents' Association

Ethos

- ▶ All assemblies focused on core values throughout the year
- ▶ Graduation mass for Leaving certs
- ▶ Ethos committee had a very active and positive year

Principal's report

The principal outlined activities and successes for the term to date.

The chairperson, on behalf of the Board, thanked the staff of the school for a very successful school year, he also thanked the principal for the detailed presentation at the board meeting and for her leadership of the school in 2023/24. The Board wished the staff an enjoyable summer break.

Agreed report & Conclusion

Next Board meeting –1st October 2024