

## Agreed Report - BOM meeting 1<sup>st</sup> October 2024

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*A meeting of the Board of Management (BoM) of Presentation Secondary School took place on 1<sup>st</sup> October 2024*

**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)

Catherine Kennedy (staff nominee)

Christy Kileen (Trustee nominee)

Katherina Broderick (secretary to Board)

### **Apologies**

Mary O'Keeffe (trustee nominee)

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

### **Following the opening prayer**

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

**Confidentiality** Chairperson reminded the Board of the following- *All Board of Management members are reminded of their duty of confidentiality and data protection requirements. Board members are requested not to take notes and/or make recordings in relation to Board meetings and/or Board business, this includes hand written notes and notes taken on personal electronic devices such as mobile phones*

**Votes of sympathy** were expressed to those who were recently bereaved

All **correspondence** received was reviewed

### **JMB Bulletins and Circular letters**

All recent Bulletins and circular letters received were listed

### **Personal Leave & Parental & Paternity Leave**

Requests for personal leave were approved

The Board discussed the Personal Leave policy and advised that all staff were issued with the policy again as a reminder of the requirements.

Parental and Paternity leave requests were approved

### **Finance Committee:**

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

FSSU manual was discussed

### **School Organisational Matters:**

#### **Recent Staff Retirements**

- ▶ Mary O'Connor (May 31st 24)– Teacher of Home Ec & SPHE (May 31st '24)
- ▶ Teresa Culhane (6th October 24)– Teacher of Business & LCVP( October 6th '24)

The Board thanked Ms O'Connor and Ms Culhane for their commitment to the school and wished them well in their retirement. A school celebration will be organised to acknowledge and thank both teachers for their many years of work and dedication to all in Presentation Secondary School in coming months.

#### **▶ New staff were welcomed**

- Maggie Lynch – Home Ec. Religious Education & SPHE
- Seamus Lynch – Home Ec & SEN
- Eoghan O'Mahony – Irish & SEN
- Jean Ní Fhearghaile- Irish & Business
- Niall Bolton – Business & SEN (October 7th)

- ▶ OLCS report was presented for Board review

- ▶ Individual meetings with Principal have been offered to all staff at beginning of the school year - ongoing

### **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 been advised to complete the Child Protection training in August 2024
- ▶ 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.
  - ✓ The Child Protection Policy
  - ✓ The Child Protection Oversight Report

### **Anti Bullying**

- ▶ The anti- Bullying check list was reviewed and completed

Policy Review in line with Bí Cinéalta procedures is underway

A Bí Cinéalta team has been established

- ▶ Weekly meetings led by Eileen Counihan AP11
- ▶ Helping Hands Anti Bullying Programme incorporated
- ▶ All staff trained and advised to implement Psychologically Safe Teams groups in classes
- ▶ Dr Maria Garvey provided Inservice for staff August '24 & met core staff team in school to support implementation of Wellbeing programme

Resources have been purchased to support the Wellbeing classes

### **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
- ▶ The Finance Committee noted the significant investment in the school building which has been approved since 2021 and recognised the work and administration which is involved in achieving this for the school.

### **Staff matters**

Allocations update was presented

Sna allocations update presented

Outline of all staff CPD to date since school year began was presented

OLCS report was presented

List of school activities and staff supervisors was presented

### **School Organisational Matters:**

- ▶ **Book Scheme** - Principal noted the successful completion of the Book scheme over the summer period and thanked those who were instrumental in making it happen – Office staff, Margaret Daly, student helpers, Caretaker & Deputy Principal.

### **SEN**

- ▶ SEN team meeting takes place every week
- ▶ Continuum of support is prepared (presentation at next BOM)
- ▶ SNA timetables are updated regularly
- ▶ NCSE advisory visit to take place in the coming weeks

### **Enrolment**

- ▶ Currently 345 students and increase from June 24 was noted due to number of transfers over the summer months
- ▶ Increased enrolment application FORM PE 24/25 forwarded to DES this week
- ▶ Principal & Deputy met HSCL officer & 6<sup>th</sup> class teacher re student transfer in June
- ▶ Eilish Burke contacted all 1<sup>st</sup> yr SEN parents & Students
- ▶ Students were invited to visit the school in June & again in August – v. positive response
- ▶ New prospectus and Promotion pack completed – thanks to Jessica Keane & Gemma O’Loughlin
- ▶ School visits planning underway
- ▶ Open night = October 17<sup>th</sup>
- ▶ Individual meetings with Principal & Deputy Principal were offered to all students and parents in June – Very well attended
- ▶ TY Mentors trained to support student induction

## **AP11**

- ▶ Two AP11 positions were advertised in August – no application received

The Board advised to readvertise

## **School tour**

School tour options were presented. Tour is for the TY class and the process as agreed last year to fill remaining places was confirmed. (TY-first option – LCA(those who did not attend last year)- 5<sup>th</sup> year (not taking TY)

Maximum of 40 students to attend.

## **Partnership with St Michael's College**

Principal presented report on the partnership with St Michael's College

Cost of buses discussed and DoE to be contacted to seek support for costs

## **Policies ratified**

- ▶ **Critical Incident**
- ▶ **Confidentiality policy**
- ▶ **Admissions + Annual Admissions Notice**
- ▶ **ASD policy**
- ▶ **Partnership with St Michael's College Policy**
- ▶ **SNA policy** – chairperson noted the following is included *The Board of Management considers an SNA to be a responsible, vetted adult and for this reason an SNA may be provided as a second and responsible adult to accompany the teacher and students on a school activity*
- ▶ **Visitor Policy**

## **Health & Safety**

One accident report

Update on safe school programme was presented to Board

### **School Self Evaluation**

An outline of the school's targets & SIP for 24.25 was presented

School Strategic Plan is in progress

### **School Building**

Principal outlined all work completed over the summer break

- ▶ New floor social area
- ▶ Painting outside & inside
- ▶ Hedge cutting
- ▶ Gutters & windows cleaned
- ▶ Solar panels
- ▶ New fridge Staffroom

### **Building project update**

- ▶ Gas work – tenders completed
- ▶ Office reconfiguration-
- ▶ Windows –
- ▶ Modular –
- ▶ Design team meeting for new building took place 24.9.24 – expected Stage 2A revised report will be submitted end of January 25
- ▶ Successful application for funding in the Sports Capital Grant – new all weather pitch

### **Ethos & School culture**

At opening of the school year all staff were asked to review school mission, ethos and core values

- All responses were collated and presented to staff

Staff set focus on core value of **creating community** for this school year.

## Parents' Association

Parents' Association Meeting – the AGM will take place in coming weeks

## Principal's report

The principal outlined activities and successes for the term to date

- ▶ New Student council formed - Regular meetings underway
  - ▶ Students will attend Comhairle na n'Og event next week
- ▶ Sinead Breen (AP11) leader of Extra curricular sporting activities
- ▶ Gemma O'Loughlin (AP11) leader of all other extra curricular activities
  - ▶ Surveyed students on clubs/activities
  - ▶ Sought interest from staff to run clubs
  - ▶ Calendar to be presented to Parent/Guardians in coming days
  - ▶ Notice board in Social Area with regular updates
- ▶ RSE workshops – to be provided to 1<sup>st</sup> years , TY , 5<sup>th</sup> years and 6<sup>th</sup> years
  - Killarney Counselling Centre will provide workshops
  - **€1,950 = total cost**
    - ▶ School has been invited to participate in national Creative Schools project
    - ▶ Student Taylor Lynch received a Lee Strand Garda Youth Special Achievement Award
    - ▶ Teacher Seamus Leahy received Young Farmer of the Year award
    - ▶ A wide range of activities have taken place to build teams and support first year transition to our school.
    - ▶ School musical will take place in January '25

## Agreed report & Conclusion

**Next Board meeting** – Tuesday December 3<sup>rd</sup> @4:30pm