

Agreed Report - BOM meeting 3rd December 2024

A meeting of the Board of Management (BoM) of Presentation Secondary School took place on 3rd December 2024

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

Jessica Keane (staff nominee)

Dr Brendan O'Donnell (trustee nominee)

Mary O'Keeffe (trustee nominee)

Carmel Kelly (parent nominee)

Catherine Kennedy (staff nominee)

Katherina Broderick (secretary to Board)

Apologies

Catherine Heaphy (parent nominee)

Christy Kileen (Trustee nominee)

The following is the agreed report from the BOM meeting:

Student Council representatives Niamh Kelly and Siun Toomey presented an outline of the work of the Student Council in Presentation Secondary School this year. They described the structure of the council, the meeting schedule and the work of the various committees. Committees include Ethos, Teaching & Learning, Policy and Uniform groups. Both students spoke of the opportunities the Student Council offers them to have a voice in the school and the many significant initiatives and improvements the Council has brought to the student experience in Presentation Secondary School. Both Niamh & Síun also expressed their appreciation of the leadership opportunities the Council has offered them. The Board complimented the students for their confident presentation and thanked them for their contribution to the important work of the Student Council.

Following the opening prayer

Minutes of previous meetings were proposed and seconded

All **correspondence** received was reviewed

Agreed : fundraising for St Vincent de Paul will be prioritised in the run up to Christmas

Support for Local families affected by the recent floods has been provided by the school.

JMB Bulletins and Circular letters

All recent Bulletins and circular letters received were listed

Personal Leave & Parental & Parents Leave

- ✓ Requests for personal leave were approved
- ✓ The Board discussed the Personal Leave policy in detail. An updated policy will be brought for ratification at next Board meeting
- ✓ A Parents leave request from member if staff was ratified.
- ✓ Request for leave from a staff member to work with the State Exams for one week was approved

School Organisational Matters:

OLCS report was presented for Board review

Report on Staff CPD and Teacher Professional Learning to date was presented

Child Protection

- ✓ The Child Protection Oversight Report was reviewed and adopted
- ✓ All staff have been advised to complete Child Protection online training & submit certificates
- ✓ All new staff have CP procedures explained as part of Induction with Deputy Principal/Principal

Anti Bullying

Policy Review – Bí Cineálta ongoing (weekly team meetings)

Core team attended training on the Bí Cineálta Policy – 3rd December 2024

Helping Hands Anti Bullying Programme – promoting psychological safety of students. Helping Hands Programme Resources have been purchased to support the Wellbeing classes

- ▶ The number of Reported Bullying cases to date (3rd December '24) was presented
- ▶ Weekly Anti Bullying Bi Cineálta Team meetings are led by Eileen Counihan (AP11)

Finance:

- ▶ CEIST FSC report was presented to the Board.
- ▶ The Finance committee met in advance of the Board meeting and approved the Finance sub committee reports and CEIST FSC report

Carmel Kelly reported from the finance sub committee as follows

- CEIST template – Ratified by the Board
- Update on school contributions
- Transition Year fee payment was discussed.
- An update on the Voluntary contributions received was presented to the Board
- Opportunities for increasing school income were discussed. Principal was advised to research opportunities to fundraise
- Donations received from parents/guardians were acknowledged
 - LCA hairdressing equipment donation
 - Camogie donation for purchase of helmets & hurleys
 - Uniform and books donation received
- The costs of the upcoming Musical were reviewed – sponsorship has been sought
- BTYS cost and fundraising update presented.
- Costs of sport – referees/buses/venue charge was discussed
- The principal has submitted a request to CEIST for funding from the Nano Nagle fund to support individuals
- Mock exams -outstanding payments due- principal was advised to send reminders to parents

S&S (Supervision & Substitution)

- A summary of S&S provision was presented – this includes an outline of all school activities and excursions engaged in to date

SEN

- ▶ An SEN team meeting takes place every week
- ▶ The Continuum of support is reviewed and amended as necessary
- ▶ SNA timetables are updated regularly
- ▶ RACE applications are underway
- ▶ All individual meetings with parents and students enrolled into ASD class completed for term one
- ▶ NCSE advisory team visit requested by Principal
 - ▶ October 24 & January 25
- ▶ School has received approval to act as a Host school for training by **Middletown Centre for Autism** (March & April)
- ▶ Attendance clinics have been organised with Educational Welfare Officer (EWO)

Enrolment

- ▶ Successful Open night was held in term 1
- ▶ An update on enrolment for 2025 was provided by the Principal
- ▶ Induction will be offered to incoming first year students

Transition Year

Report from TY Year Head & Coordinator presented

- ▶ Parent information evening took place for 3rd years on 26th November
- ▶ Deadline for options forms submission is Tuesday 3rd December

- ▶ Assessment in TY – A Credit system has been introduced to provide more flexibility for staff and to encourage student participation in TY
- ▶ Student success in TY this term was noted to include - STEM Passport for Inclusion – 18 students to graduate Feb 2025 in MTU with level 6 accreditation, (50 extra points is awarded to these students for STEM courses in MTU & TUS)
- ▶ 2 groups of students have been chosen to represent the school in the final for STEM Passport for Inclusion Feb 2025

School tour

School tour booking was confirmed. The list of Staff travelling was presented and ratified

Board of Studies report

- ▶ Principal presented a report on the following from the Board of Studies meeting 18.11.24
 - Review of school day
 - Proposed to hold an Induction day for incoming 1st year students
 - Review of subject option taster programme

Senior Cycle Planning

The principal presented an outline of the planning for senior cycle which has taken place this term

Results Review

An in -depth analysis of the Leaving Certificate and Junior Cycle results 2024 was presented to the Board.

Career Guidance

An outline of the Whole School Guidance Plan was presented to the Board. This document is available within the staff drives and is very much a working document getting regular updates and inputs from staff

Board of Management procedures on addressing DoE Inspections

The Board reviewed the DoE inspection recommendations and agreed procedures for addressing inspection reports

Key holders

The Board approved the list of Key holders for the school hall and the school building

Partnership with St Michael's College

Principal presented an update on the partnership with St Michael's College.

Very successful initiative and students involved are delighted with the opportunity presented to them by the partnership. Buses are running daily to support transition between schools

Policies ratified

- ▶ **Mobile Phone Policy** - reviewed policy was ratified.

Inclusivity

- ▶ A Number of activities and supports are in place to support transition of students in first year
- ▶ Celebration of inclusivity will take place in conjunction with Wellbeing Week

Health & Safety

One accident report

Update on **safe school programme** was presented to Board

Request for First Aid Training for staff was discussed

School Self Evaluation

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

School Strategic Plan is in progress

Currently under review with Leadership & Management Team

- ▶ Staff Handbook- Currently under review
- ▶ Digital Learning Plan- Currently under review

School Building

Principal outlined update on the following

- ▶ Gas work – tenders completed
- ▶ Office reconfiguration- final stage
- ▶ Design team meeting for new building took place 24.9.24 – expected Stage 2A revised report will be submitted end of January 25. Report from C.Kane was shared with Board members

Ethos & School culture

Focus on core value of **creating community** for this school year.

Celebration of Presentation Day took place. Bishop Ray Browne and Presentation Sisters attended

November prayer services & Advent reflections prepared in RE classes

Parents' Association

Parents' Association Meeting – the AGM took place on December 2nd . Officers elected and school matters discussed. Agreed report presented.

Principal's report

The principal outlined activities and successes for the term to date

- ▶ Student successes were listed
- ▶ Report from Sinead Breen (AP11) leader of Extracurricular sporting activities was presented
- ▶ RSE workshops – were provided to agreed year groups

- ▶ 3 student groups have qualified for **BT Young Scientist** exhibition Jan 8th – 11th 2025
- ▶ **Food Fair competition** for schools was held in Presentation Secondary School
- ▶ Student attendance at workshops/ activities / visiting speakers was outlined
- ▶ **Think Languages Week** had a number of activities to promote languages
- ▶ **Debating competitions** engaged in were very successful – Concern and Díspóireacht and Phiarsaig
- ▶ **Tidy Towns Sustainability Award** was received
- ▶ Students work was **published** in The Ballydonoghue Parish Magazine

The Board thanked the teachers who support the wide range of activities and opportunities offered to the students for their commitment and dedication to the school.

Agreed report & Conclusion

Next Board meeting – Tuesday 11th February 2025