

## Agreed Report - BOM meeting 27<sup>th</sup> May 2025

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*A meeting of the Board of Management (BoM) of Presentation Secondary School took place on 27<sup>th</sup> May 2025*

### **Attendance:**

Carmel Kelly (parent nominee)  
Christy Killeen (Trustee nominee)  
Catherine Heaphy (parent nominee)  
Jessica Keane (staff nominee)  
Catherine Kennedy (staff nominee)  
Shane O'Donoghue (trustee nominee) chairperson  
Katherina Broderick (secretary to Board)

### **Apologies –**

Mary O'Keeffe (trustee nominee)  
Dr Brendan O'Donnell (trustee nominee)

### **Agreed report**

#### **Opening Prayer**

**Minutes** of previous meetings were approved

#### **Correspondence**

1. school tour appreciation letter
2. Social Committee- appreciation to Board of Management for contributions to staff this year

#### **Child Protection**

CPOR was completed and signed

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

All recent Bulletins and circular letters were listed

## Anti Bullying

The Bí Cinealta policy has been completed and shared with students, parents, staff and now BoM

No reports for this meeting of Bullying

**A Community of practice** has been set up with 4 other schools between Presentation Secondary School, Listowel with 4 other schools in Dundalk & Meath and the Tralee Education Centre. A Feilte bursary has been approved and work is in progress to develop sharing of learning around the ***Helping Hands Programme***.

**Restorative practice training** was offered to all staff this year – 8 staff participated- four two-hour sessions were completed with Sr Liz Smyth of OIDE during the school year. A very positive intervention to support building a positive school culture in the school. Staff who opted for the training were commended by the Board.

## Staff matters

- ▶ **OLCS report** Record of absences was signed by Chairperson

Personal leave **requests** were approved by the Board

## Finance

The finance sub committee meeting took place in advance of the Board meeting

Carmel Kelly reported from the finance sub committee

- ▶ Budget 2025/2026 approved
- ▶ Staff lunch contribution approved

## School Organisational Matters:

### Teaching & Learning

### Subject departments

- ▶ End of year reports for each department are being submitted
- ▶ Subject department meeting records are up to date

**Transition year** report was presented by the Year Head, Catherine Kennedy

### SSE

Jessica Keane(SSE coordinator) presented a detailed report on SSE in the school 2024/25

All members of the Board received the update in their files.

The Board commended Jessica on the detailed presentation and outline of the process and outcomes for the school this year.

**Policies** --the following policies were approved by the Board

- Policy on Division of Classes in Presentation Secondary School revised.docx
- Personal Special Leave Policy May 25.docx
- TY Policy 2025 (3).docx
- work placement policy draft (002).docx
- Support for Staff Professional Development Costs.docx
- Bí Cineálta policy 21st May.docx
- Travel-and-Subsistence-Expenses-Policy-.docx
- Electronic-Banking-Policy.docx
- School tour and out of school trips policy
- School Book scheme

### School calendars

School calendar 2025/26 and Croke Park calendar were approved

Return to School Dates:

**Friday 22nd August - 1st Year & TY mentors**

**Monday 25<sup>th</sup> August - 3rd, 6th, LCA2**

**Tuesday 26<sup>th</sup> August - All Year groups**

- ▶ **1<sup>st</sup> year Students = Friday 22<sup>nd</sup> August**
- ▶ **Croke Park day Thursday 21<sup>st</sup> August**
- ▶ **Closed – Friday 26<sup>th</sup> September & Monday, 8<sup>th</sup> December**

### **Book Scheme update**

Books ordered – tender required & underway

Will be completed over summer break

### **Board of Studies report**

- ▶ Report on discussion by the staff as proposed by the Board of Studies was presented
- ▶ Timetable change agreed

### **All Weather Pitch update**

- ▶ **Progress to Date**
  - Grant provisionally for approved on 9<sup>th</sup> December 2024 – updated tenders were sought and have been submitted to St Brendan's Trust
    - ***For artificial playing surface development including fencing, ball stop netting and floodlights***

### **Inspection**

The principal noted report from WSE MLL inspection has yet to be received

The Board will follow procedures for review and feedback once received

**Enrolment** update for all programmes and year groups for 2025/26 was presented

**TY tour** report on Tour was presented – the Board thanked the staff who attended with students

**Camino** The Board thanked Lisa Whelan for travelling on the Camino with 4 students in May '25. The trip is a fundraiser for The Cliona Foundation

**Health & Safety** ongoing meetings to complete Audit in place.

**Accident/medical reports submitted**

### **Ethos & School culture**

- ▶ **Cothú** - School is involved in CEIST initiative to support staff in ethos development in school. Jessica Keane, Jean Ni Fhearghaille and Marguerite Linnane & Katherina Broderick= school team representatives who have attended cluster meetings

### **Parents' Association**

Final meeting took place May 13<sup>th</sup>

**Officers.** AS this was Carmel Kelly's final meeting as chairperson a small presentation was made to Carmel on Behalf of the PA to thank her for her commitment and dedication to the school for the last number of years. The Board of Management thanked Carmel Kelly for her work as chairperson of the Parents' Association over the past few years. The chairperson expressed appreciation on behalf of the Board for Carmel's commitment to the school and her leadership of the Parents' Association.

**Policies** were discussed as follows

- Mobile phone policy reported as going very well and parents requested continuity for next year
- Programmes Policy –
- Assessment and class division policy discussed.
- Communication with School Policy reminder for parents

**WSE MLL inspection** Principal thanked Parents' Association for the support and participation in the recent inspection. Overall result – Leadership & Management achieved **Excellent** and Teaching & Learning achieved **Very Good to Excellent**

### **Principal's report**

The principal outlined activities and successes for the term to date

**Agreed report & Conclusion Next Board meeting** – Tuesday 9<sup>th</sup> September 25

End