

Agreed Report - BOM meeting 25th November 2025

A meeting of the Board of Management (BoM) of Presentation Secondary School took place on 25th November 2025

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

Jessica Keane (staff nominee)

Carmel Kelly (trustee nominee)

Ria Browne O'Donnell (parent nominee)

Catherine Heaphy (parent nominee)

Eilish Burke (staff nominee)

Katherina Broderick (secretary to Board)

Apologies

Christy Kileen (Trustee nominee)

Dr Brendan O'Donnell (trustee nominee)

The following is the agreed report from the BOM meeting:

Following the opening prayer

Minutes of previous meetings were proposed and seconded

Votes of sympathy to recently bereaved staff members were proposed

All **correspondence** received was reviewed

- **Agreed** : 2/3 requests for PhD surveys will take place in the school
- BoM will support KACS with donation
- Board wishes Rita McCabe, CEIST FLG well on retirement

JMB Bulletins and Circular letters

All recent Bulletins and circular letters received were listed

BoM training by JMB was discussed and all BoM members were provided with Articles of Management

Personal Leave & Parental & Parents Leave

- ✓ Requests for personal leave were approved
- ✓ The Board discussed the Personal Leave policy and advised that deadlines will be adhered to from January 2026
- ✓ 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
- ✓ Request for leave for staff member to work with OIDE was approved

School Organisational Matters:

OLCS report was presented for Board review

Child Protection

The CPOR was presented to the Board. No child protection report was made since the last Board meeting.

- ▶ 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.
- ▶ Katherina Broderick named as the Relevant Person
- ▶ 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 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.
- ▶ Appendix 3 of CP procedures approved
- ▶ Staff PLE on Child Protection will be presented by OIDE on 16th December

- ▶ All staff to attend

Anti Bullying Bi Cineálta Policy

- ▶ No reports of Bullying for this meeting.
- ▶ Appendix D was signed by the chairperson
- ▶ Anti bullying checklist was reviewed by the board

Bí Cineálta team update was presented

Finance:

- ▶ CEIST FSC report was presented to the Board.
- ▶ The Finance committee approved
 - Update on school contributions
 - Bus to SMC was discussed and principal was advised to contact re outstanding payments
 - 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
 - Costs of sport – referees/buses/venue charge was discussed
 - an outline of all school activities and excursions engaged in to date was reviewed
 - WSE MLL Board approved meal for all staff to celebrate the achievement of the School in the MLL WSE Student celebration also approved

School Buildings

Update on progress on new building provided – Letter from BoM to the Design Team will be forwarded

All weather pitch – progress expected in New Year

Modular building – update on work undertaken over Mid Term break

Policies - the following were ratified

- ▶ Students driving to school
- ▶ Data Protection
- ▶ Transfer of Programmes
- ▶ Dignity at workplace and code of procedures
- ▶ Religious Education
- ▶ Personal Leave –
- ▶ **Circular 0069/2025** https://assets.gov.ie/static/documents/8cfe3b79/0069-2025_Assessment_of_Need_circular.pdf
- ▶ **School tours and trips guidance FSSU**
- ▶ <https://www.fssu.ie/app/uploads/2025/09/11-26-Financial-Guideline-School-Tours-Inc-irish.pdf>
- ▶ **Circular Number 0065/2025**
- ▶ Important circular on L1 & L2 Assessment Nov 2025
https://assets.gov.ie/static/documents/ef3f3db3/Senior_Cycle_Level_1_and_Level_2_Learning_Programmes.pdf
- ▶ Grievance Procedure Appendix
- ▶ Formal Complaints procedure
- ▶ Circular 48/2018 Dismissal /suspension of Teachers/Principals
- ▶ The Board formally adopted the Articles of Management Appendix 1

SEN

- ▶ An SEN team meeting takes place every week
- ▶ The Continuum of support is reviewed and amended as necessary
- ▶ SNA timetables are updated regularly

Teaching & Learning

Teaching and learning team report presented

| SSE Presentation Listowel | | | |
|--|--|--|--|
| 2022/23 | 2023/24 | 2024/25 | 2025/26 |
| To encourage digital creativity in learning and teaching through the use of a variety of digital methodologies. | Increase the use of active learning methodologies | Increase the use of co-operative learning strategies | T&L 1: 1. Increase the use of cooperative learning strategies to "almost every classroom, almost every day" currently 72% of staff indicated they use cooperative learning strategies almost every day. Increase to 80% by March 2026. . |
| Increase the awareness and frequency of the use of active teaching and learning methodologies in classroom practice/ | Improve classroom culture by encouraging student to share their thoughts and opinion | Continue to embed the Helping Hands Programme | T&L 2: Peer Observation: Increase participation from 26% to 40% by March 2026. 2.Support the adoption of cooperative learning strategies through observation cycles. |
| To achieve the "Gold Award" in the 'One Good School' staff professional development initiative. | Implementation of the Helping Hands programme | Peer Observation | Digital By May 2026, all students will regularly use devices to access digital resources, collaborate with peers, and demonstrate their learning through multimodal outputs (e.g., presentations, videos, interactive assignments). Focus on the use of MS teams assignments. |

SSE

SSE report from Jessica Keane (leader of SSE) presented

Areas of focus for 2025 2026

- DIGITAL LEARNING
- Teaching & Learning
- WELLBEING
- Presentation Listowel has been selected to take part in the Oide Six step SSE support programme in conjunction with Dr Shivaun O'Brien UCD.
- Principal and SSE coordinator have attended 2 out of 6 evening sessions so far. Next session scheduled for Dec 1st.
- School will also receive 1-1 support from Oide.

Currently under review with Leadership & Management Team

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

1:1 devices

Report from Digital learning team may form part of the next meeting

- ▶ Two inputs for parents on the scheme from Wriggle
- ▶ Uptake is voluntary for this year
- ▶ Move to introduce for all first years next year

Enrolment

- ▶ Successful Open night was held in term 1
- ▶ An update on enrolment for 2026 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 will take place for 3rd years on 27th November

School tour

School tour booking was approved by the Board

Health & Safety

Request for First Aid Training for staff – currently seeking provider for the training

School Musical

All board members wished cast and team well in the preparations for the musical which is a very important part of the school programme.

Ethos & School culture

- ▶ Cothú CEIST programme underway - **Marguerite Linnane, Jessica Keane, Eilish Burke represent school staff at regional meetings**

At opening of the school year all staff were asked the following

- How will we realise our ethos this year?

- What are our core values?
- What one value will we prioritise this year?
- To what extent does our school culture promote the wellbeing of our students?

Staff set focus on core value of **Achieving quality in teaching and learning** for this school year.

- ▶ Presentation week mass celebrated in parish church 16.11.25
- ▶ Presentation Day ceremony held in hall 21.11.25
- ▶ Retreats planned for all year groups
- ▶ Nano Nagle Centre, Cork visit planned for first years
- ▶ Staff identified Ethos Core values focus for 2025 26
- ▶ All assemblies focus on theme of Achieving Excellence in Learning and teaching this year
- ▶ Student Ethos committee planned Presentation Week liturgy & input-intercom each morning
- ▶ Quiz on Nano Nagle

Parents' Association

Parents' Association Meeting – the AGM agreed report presented

Principal's report

The principal outlined activities and successes for the term to date

- ▶ Student successes were listed

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 – 10th February 2026