

PRESENTATION SECONDARY SCHOOL, LISTOWEL

Board of Management — Agreed Report

Meeting held Tuesday, 14th April 2026

4:30pm

The Board of Management of Presentation Secondary School, Listowel met on 14th April 2026.

Attendance:

Shane O'Donoghue(trustee nominee) chairperson

Jessica Keane (staff nominee)

Catherine Kennedy (staff nominee)

Dr Brendan O'Donnell (trustee nominee)

Carmel Kelly (parent nominee)

Ria Browne O'Donnell (trustee nominee)

Christy Kileen (Trustee nominee)

Katherina Broderick (secretary to Board)

Apologies – Catherine Heaphy (parent nominee)

The meeting opened with a prayer.

The minutes of the previous meeting were adopted as a true and accurate record. The Board considered correspondence and dealt with each item.

FINANCE

The Board received an update from the Finance Committee. Significant rising costs were noted as an ongoing concern and discussion took place on measures to address financial deficit were discussed.

Increased costs were discussed and the following was agreed.

- Increase administration fee for 2026/27 for all students (reduction agreed where 2 or more students from one family)
- Payment for practical subjects to be reinstated for 2026/27
- Students attending SMC must have bus fee paid in advance of taking up subject in partner school as per policy
- TY costs to be increased for 2026/27

- Greater focus on payment of buses for school activities going forward - The cost of buses for school activities was discussed as an ongoing concern.

A proposal for a grant to support development of the school's polytunnel is being submitted to Kerry County Council, with CEIST approval sought in line with the required process.

CHILD PROTECTION

The Board completed its review of the Child Safeguarding Statement and Risk Assessment, which had previously been discussed with staff, the Parents' Association and the Student Council. Both documents were ratified by the Board. There were no Child Protection Reports for the meeting and the Child Protection Oversight Report was completed for this meeting.

ANTI-BULLYING — BÍ CINEÁLTA

The Board noted the ongoing work of the school's Bí Cineálta team, which will continue to lead the implementation and review of the school's Anti-Bullying procedures in line with national guidance. The team meet weekly.

POLICIES RATIFIED

The following policies were ratified by the Board:

- PMEs / Student Teacher Placement Policy;
- Policy on Students Studying Option Subjects in St Michael's College;
- Sustainability Policy; and
- the Child Protection Risk Assessment (in line with 2025 guidelines).
- The Assessment Policy is currently under review and will be presented at the next meeting.

LEARNING, TEACHING AND SCHOOL SELF-EVALUATION

The Board received an update on the WSE-MLL recommendations, with a follow-up visit by the DEY Inspector confirmed for 26th May 2026. School Self-Evaluation work continues across three targets:

- increasing the use of co-operative learning strategies,
- expanding peer observation and professional collaboration,
- and embedding the use of MS Teams assignments.

The Board commended the SSE team and the wider staff on the significant progress made during the year.

Staff Matters

All staff leave was reviewed and approved. Two requests for Job Share were withdrawn and this was approved by the Board.

DIOCESAN PILGRIMAGE TO LOURDES

The Board approved fundraising in support of students and a staff member travelling on the Diocesan Pilgrimage to Lourdes from 10th to 15th June 2026, and approved the use of iDonate as the fundraising platform.

BUILDING AND PLANT MAINTENANCE

The Board considered an update on the proposed all-weather pitch and on the school building project.

The Board received an update from C.Kane Architect for the New Building project. The Board's concerns regarding the delay in the project have been formally communicated.

Two new cookers were purchased for the Home Economics room and a leak in the same room is being addressed.

ENROLMENT AND STAFFING

The Board noted enrolment of incoming first year students for the 2026/27 school year, together with an additional transfer to LCA and the ASD class. The school has been allocated an initial allocation of staff for 2026/27, and Form CC will be submitted to the Department of Education and Youth to request curricular concessions.

HEALTH AND SAFETY

A Health and Safety update was received and noted. There were no significant matters to report.

PARENTS' ASSOCIATION

The Board noted that the next meeting of the Parents' Association will take place online on Tuesday 28th April 2026.

ETHOS — COTHÚ: A JOURNEY OF FAITH AND RENEWAL

The Board acknowledged the school's ongoing engagement with the Cothú programme and thanked all those involved in the cluster meetings and in leading the programme within the school community.

PRINCIPAL'S REPORT — SCHOOL LIFE

The Board was delighted to note a number of recent achievements and events:

- The school musical was a great success, with all six performances sold out.
- The Transition Year drama was performed at St John's Theatre.
- The Transition Year tour took place successfully.
- Two entries to the Student Enterprise Programme resulted in two awards.
- Students were awarded 3rd place at the All-Ireland Badminton competition.
- International Women's Day was celebrated with a whole-school event.
- Wellbeing Week was celebrated across the school.
- A Garda Inspector delivered an input on online safety to senior cycle students.
- A new school website is currently being designed.

- The Induction Day for incoming First Year students will take place on 18th April 2026.
- The school Awards Night will be held in the Listowel Arms Hotel at 7:00 p.m. on 15th May 2026.

Board of Management Presentation Secondary School, Listowel 14.4.2026