

BOARD OF MANAGEMENT

Presentation Secondary School, Listowel

Agreed Report – Meeting of 26th May 2026

A meeting of the Board of Management of Presentation Secondary School, Listowel took place on Tuesday, 26th May 2026. The meeting opened with prayer. No apologies were noted and the minutes of the previous meeting were approved.

Correspondence

The Board considered items of correspondence received since the last meeting, including a request relating to the supply of school uniform, matters relating to the school hall, and an update on the school building project from the project team.

The Board acknowledged the retirement of Dolly Stack SNA, and thanked Dolly for her many years of dedicated and committed service to the whole school community and expressed grateful appreciation for her work. The Board wishes Dolly the very best for the next chapter.

Child Protection

The Child Protection Oversight Report was completed and presented to the Board. The Board fulfilled its statutory obligations in relation to child protection oversight at this meeting.

Anti-Bullying

The Board was updated on anti-bullying matters. The BÍ Cinealta anti-bullying policy has been finalised and shared with students, parents, and staff. The policy was presented to the Board for ratification. There were no reports of bullying to bring to this meeting. The Board acknowledged the work undertaken in this area during the school year and thanked the BÍ Cineálta team.

Staff Matters

The Board considered a number of staff matters in accordance with its responsibilities as employer, including:

- Approval of a Contract of Indefinite Duration (CID) for a staff member
- Review and signing of the record of staff absences
- Consideration and approval of staff leave requests
- Ratification of secretary leave request
- Approval of personnel to serve on interview panels

The Board noted the HR communications folder and requested that all teaching and SNA staff familiarise themselves with its contents, in particular the requirements for leave applications.

Finance

The Finance Committee presented a number of reports and recommendations for Board consideration, including:

- Finance reports covering income and expenditure across a range of school activities and programmes
- School expenses for the 2026/27 academic year
- A procurement review of IT Support Services, following assessment of two providers. The Board considered the options and the associated costs and terms, and a decision was made on the preferred provider.

The Board is satisfied that school finances are being managed responsibly and in the best interests of the school community.

Teaching & Learning

The Principal and co-ordinators presented a range of updates on teaching and learning across the school:

Subject Departments

End-of-year reports were requested from all subject departments. Subject department meetings have been maintained throughout the year across most departments.

Transition Year

The Board received a comprehensive update on the Transition Year programme for 2026/27. Fifty students are enrolled, with 25 activities already booked for the year ahead. Mentoring training has been completed. The updated TY Policy was presented and ratified by the Board. The Board expressed sincere thanks to the TY co-ordination team Norma Dowling & Catherine Kennedy and to all staff who support the programme throughout the year.

TY Foreign Trip

A proposal for a Transition Year trip to Paris in March 2027 was presented to the Board. Three quotes were obtained from travel providers and reviewed. The proposed trip includes a range of cultural and educational experiences. The Board considered the proposal and approved the request.

Special Educational Needs (SEN)

The Board received an update on SEN provision. The ASD class is currently supporting five students. The core SEN team will be expanded for 2026/27. Recent NCSE training has been completed by the core team.

School Self Evaluation (SSE)

An end-of-year School Self Evaluation report was presented to the Board. The Board noted the report and thanked the Teaching & Learning Team for their work in this important area during the year.

Board of Studies

The Board received a report from the Board of Studies. Key decisions were made regarding subject options, school supervision arrangements, and the academic calendar. A full review of the school timetable is planned for next year.

Post of Responsibility Holders

End-of-year reports from all Post of Responsibility holders were submitted and reviewed. All post holders were offered a minimum of three support meetings during the year. The Board acknowledged the work of post holders across the school.

Timetabling & Inter-School Co-operation

Co-ordination with St Michael's College on subject options and timetabling was very successful this year. This arrangement continues to benefit students and is viewed favourably in the context of teaching allocations.

Advisory visit Laura Walsh

The board welcomed DeY inspector Laura Walsh to school on an advisory visit for the implementation of the WSE MLL recommendations.

Allocations & Enrolment

A request for Curricular Concessions has been submitted to the Department of Education. A response is awaited.

School Policies

The following policies were ratified by the Board at this meeting:

- Transition Year Policy (updated)
- Assessment Policy
- Anti-Bullying Policy (Bí Cinealta)

School Organisational Matters

The Board reviewed a number of organisational matters in preparation for the coming academic year, including:

- The school calendar and Croke Park day arrangements for 2026/27, with return-to-school dates to be confirmed and communicated to the school community
- The School Book Scheme, with arrangements for co-ordination and support over the summer period
- The Strategic Plan for 2026/27, including the updated Digital Learning Plan (incorporating a 1:1 BYOD device model) and the planned development of Universal Design for Learning (UDL)

Health & Safety

The Board received an update on Health & Safety matters. Applications have been submitted for emergency works in relation to heating system upgrades and wheelchair access improvements. A loose furniture application has also been submitted. The Board ratified the Health & Safety Statement.

School Building & Plant Maintenance

The Board noted an update on the school building project. The project team has confirmed that the Quantity Surveyor is now preparing their report following the issuing of the MRG

package. Applications for emergency works have been submitted as noted above. Classroom preparation for the summer period is underway.

Parents' Association

The Chairperson of the PA submitted an update on the recent meeting of the school's Parents' Association. At this meeting a school fundraiser was agreed for early October 2026.

Guidance

A report from the Guidance Counsellor was circulated to Board members and noted.

Ethos

The Board received an update on Ethos activities. The school participated in the CEIST Ethos Cothu initiative this year, attending meetings alongside a number of schools from Cork and Kerry.

The Graduation Mass took place in May. The Board acknowledged the staff involved in leading this work within the school community.

School Activities & Achievements

The Principal presented a wide-ranging account of the activities, events, and achievements that have taken place across the school since the last meeting. These included sporting successes, cultural events, community initiatives, and student trips. The Board warmly acknowledged the exceptional breadth of opportunities made available to students and extended sincere thanks to all staff who give generously of their time to support the extracurricular life of the school.

Highlights included:

- All-Ireland Schools Badminton
- 1st Year All-Ireland League Basketball Finals
- Junk Kouture Finals
- Fexco Female Empowerment initiative
- Listowel Writers' Week – Creative Writing Competition
- Lourdes Pilgrimage Fundraising
- TY End-of-Year Trip and Graduation
- 5th Year Biology Ecology Field Trip
- Induction Day for incoming 1st Year students
- Awards Night 2026
- Polytunnel project and Radio Kerry Horizons feature

Close of Meeting

The Chairperson thanked all Board members, the Principal, and staff for their contributions throughout the year. The Board wished the school community an enjoyable and restful summer.

The next full meeting of the Board of Management will be **Tuesday 15th September 2026**