

Agreed Report - Presentation Secondary School, Board of Management meeting 15th September 2026

A meeting of the Board of Management (BoM) of Presentation Secondary School took place on 15th September 2026

Attendance:

Shane O'Donoghue (trustee nominee) chairperson

Jessica Keane (staff nominee)

Eilish Burke (teacher nominee)

Ria Browne O'Donnell (parent nominee)

Carmel Kelly (parent nominee)

Catherine Heaphy (parent nominee)

Katherina Broderick (secretary to Board)

Apologies –

Dr Brendan O'Donnell (trustee nominee)

Christy Killeen (trustee nominee)

Agreed report

Opening Prayer

Minutes of the previous meeting (28th May 2026) were approved

Student Voice – Lourdes Pilgrimage

Four students who attended the Diocesan pilgrimage to Lourdes presented on their experience. The Board thanked the students for their commitment to the pilgrimage and for their insightful presentation – a lovely expression of the school's faith tradition in action.

Correspondence

Correspondence received was noted and dealt with by the Board.

Child Protection

- CPOR was completed and signed by the Chairperson. There were no child protection cases for this meeting.
- Circular 41/2025: the Board approved and adopted the updated Child Protection Procedures for Schools (2025).

- The school's Child Safeguarding Statement and Risk Assessment were reviewed and approved. Notices have been posted in the school, and staff, students and parents will be notified.
- DLP: Katherina Broderick (Principal); DDLP: Marguerite Linnane (Deputy Principal).

Anti Bullying

The Bí Cineálta policy has been completed and shared with students, parents, staff and now BoM. No reports for this meeting of Bullying. Appendix D was presented and signed by the Chairperson.

Staff matters

- OLCS report – Record of absences was signed by Chairperson
- Leave requests were approved by the Board
- A CID date change was approved
- AP2 interviews will take place on 5th October 2026

The HR folder on staff communication contains circular letters, leave information and Department updates. The Board asks all teachers and SNAs to familiarise themselves with its contents and to follow the leave application requirements.

Finance

The Finance Committee report was presented:

- Staff contribution of €1,000 for 2026/27 approved
- A generous donation of €1,000 from a parent was acknowledged with thanks
- School expenses 2026/27 and income vs expenditure reviewed
- SMC bus costs agreed as proposed
- School Book Scheme is going well

Home Economics room upgrade: this will progress once the Department approves the emergency works application.

Celebrating School Success – Leaving Certificate 2026

The Board was delighted to receive a detailed analysis of the **excellent Leaving Certificate 2026 results**. The Board extends warm congratulations to our students, their families and to all staff whose dedication made these results possible.

- 43 students sat the Leaving Certificate, with 74.6% of all examination entries taken at Higher Level
- Average CAO points were ahead of the national comparison at every level: Overall (+1.9%), Higher Level (+1.4%) and Ordinary Level (+7.5%)
- 84% of students achieved 300+ points, compared with 74% nationally; the school was ahead of the national distribution at 10 of 12 points thresholds

- Outstanding subject results at Higher Level compared with the national average: History (+32%), Home Economics (+14%), Music (+11%), Business (+6%) and Irish (+6%)
- LCVP was a standout result: 38% of students achieved a Distinction – nearly double the national rate of 21% – and every student passed
- Leaving Certificate Applied (LCA) students achieved very high results, with very positive feedback from parents and students. Presentation Secondary School, Listowel is proud to be the only school in the town offering the LCA programme
- Higher Level uptake was above the national rate in nearly every subject, including English (91% vs 78%) and Mathematics (45% vs 41%), reflecting a school-wide culture of ambition
- Measured against CAT4 ability-based expectations, results were at or above expectation 88% of the time on average

These results reflect strong outcomes across the full range of students, not only at the top – a true testament to the quality of teaching and learning and the care shown to every student in our school.

Teaching & Learning

Creative Youth Partnership – Presentation Listowel has been approved as a provider of the Creative Youth programme with Kerry ETB to support L2LP students. This fully funded initiative is the first of its kind in the country and is proving very engaging for students. The Board thanked Deirdre Enright and her team at Kerry ETB & Norma Dowling Presentation Secondary School, Listowel for their planning and leadership of the Programme.

Garda Youth Achievement Awards – The Board congratulated Presentation students who were chosen to receive awards at the ceremony in the Rose Hotel, Tralee, on 18th September 2026 & Jessica Keane for nominating the students.

School Organisational Matters:

- Board of Studies report presented – a review of the full school timetable will take place next year
- Annual Admissions Notice dates approved

Policies – the following policies were approved by the Board

- Critical Incident Policy
- Mobile Phone Policy
- Assessment Policy
- Child Protection Safeguarding Statement & Risk Assessment

Health & Safety

- Health & Safety Committee Term 1 meeting booked with Ark for 12th October
- First Aid Responder training booked for two staff members, with eight further staff expressing interest in first aid training
- All staff have been given access to Safe School training, and most have now completed it

School Building & Plant Maintenance

- Emergency works application in progress to address roof leaks
- Architect preparing a report on upgrades for wheelchair access
- Loose furniture application approved –new lockers, tables and chairs, a huge advantage for the school
- Building project: the Stage 2B Cost Plan and report remain on track for mid-October, after which the submission will progress to the Department. The Board requested the Principal to check with CEIST regarding any support available to progress the project.
- All Weather Pitch: confirmation is expected within two weeks, after which work can progress

Transition Year

Two TY classes (50 students) this year, with a full calendar of events shared with parents and a successful overnight trip to the Burren. The TY trip to Paris (16th–19th March 2027) was approved by the Board.

Special Educational Needs

- ASD class
- The core SEN team is being expanded for 2026/27, and NCSE training for the core team has taken place
- Specialist training was provided to staff by the Irish Wheelchair Association and Spina Bifida and Hydrocephalus Ireland ahead of a new student joining the school

Ethos & School culture

Cothú – The CEIST Cothú programme continues in the school this year.

Parents' Association

The Parents' Association report was presented. The PA is planning a sponsored walk in early December – details to follow.

Principal's report

The Principal outlined activities and successes for the term to date, including:

- Induction for all new staff and a successful start for First Years, supported by student mentors
- Parent information evenings for Junior and Senior Cycle, and HEAR & DARE information for LC parents
- A new Student Council and an extra-curricular lunchtime programme – thanks to the staff who give their time
- A seamless move to TYRO and WRIGGLE clinics supporting students with their devices

- Phone pouches in place for all students and a greater focus on attendance
- Summer improvements to the building and a new canteen service, with surplus food donated daily to Kerry Parents and Friends

The Board thanked Jessica Keane for acting as Deputy Principal over recent weeks, for her invaluable support and huge commitment.

Agreed report & Conclusion Next Board meeting – Zoom meeting, Monday 5th October 2026 (ratification of appointments). Next in-person Board meeting – 24th November 2026.

End