

Board of Management Meeting: 2021

Date: Wednesday 3rd November 2021 at 19.00 – Zoom

Minutes:

1. Apologies: apologies from Fiona Keilthy.
2. Minutes from last meeting were confirmed.
3. Student Council. Student council members attended the BOM and were welcomed by Derek Lowry. Derek mentioned how aware the Board are of the extensive work that is been done to encourage student voice in the school. All the Board members introduced themselves.
 - a. Luci: Elections and roles in the student council. Luci gave an overview of the student council structure and the roles. He explained how the election process and how members are selected.
 - b. Lucy: Lucy is the Junior secretary and spoke about open night. Lucy explained how the student council organized and led the tours and also there was a student council stand at the open night.
 - c. Abby: Recently the student council contributed to the anti-bullying policy and have made a big contribution to the amendments of the policy. The student council is also gathering data on vending machines. At the moment they have surveyed the student body. The student council is also exploring the locker situation in the school.
 - d. Dearbhail: A few students brought forward the ideas of student cards and the student council are working on this. They also have had notice boards set up displaying their roles. They are looking at linking with the green schools in relation to rubbish and also the yards. Luci then clarified the number of students on the student council which comprises of twelve Juniors and twelve Seniors in total. Abby also added that the issue with vending machines is that they are trying to ensure it does not contradict the healthy eating policy. Ciara the PSA representative also explained about how the PSA can link with the student council in the future to support them.
4. Middle Leadership Interviews & Forbairt
 - a. API – 1 Permanent and 1 Acting post allocation increase up to 4API's and 6APII's. 6 staff members applied, and Derek, Billy and Margaret Lennon interviewed for the position. The standard was very high. The successful candidate for the permanent API was Paul O'Neill and the acting is Darren O'Sullivan who has been in an acting capacity as LCA and TY coordinator. There will be an additional APII position. Two permanent APII and a temporary Programme coordinator at APII level will be advertised. Billy will inform the candidates at 3:45 tomorrow via email and the unsuccessful candidates can receive feedback from Margaret Lennon on request.
 - b. The names were ratified.
 - c. It was agreed that the same independent chair will interview for the APII interviews
5. Building Sub-committee
 - a. Working group email sent to set up first meeting. Billy has sent an email to the sub-committee to see if a Zoom meeting would work to ensure all participants are available. Billy will invite Deirdre Crowe the previous chairperson once the date is finalized.
6. Allocations CLASS HOURS

- a. Updated allocation of CLASS hours – Additional hours on OLCS to support students who had an impact on Covid. 5 of a teachers. Allocated hours due to Covid have been allocated to schools for students who have been negatively affected by Covid. The school has received the equivalent of .5 of a teacher and the school will advertise for this position in a Home School Community Liaison role so that the school can engage with the community and build capacity in this manner.
 - b. Plan to use the time for additional EAL and Targeted Literacy based on several students with concerning CAT scores. The school intends to look at intensive supports to build on students' literacy.
7. Update & Numbers Incoming First Years 2022. There was a huge effort and advertising regarding enrolment and open night was a great success. The school had received 160 applications before closing date of 22nd October at 4pm. The application was updated to include non-binary and one parent commended this.
- 64 females
 - 95 males
 - 1 transgender
 - 17 applications from siblings of current students
 - 97 (after siblings) are in the catchment area
 - 11 applications for a place in the AS class

Feeder schools

1. Bray School Project x 23
2. Ravenswell NS x 11
3. St Andrews, Bray x 6
4. St Cronans, Bray x 18
5. St Patrick's Bray x 6
6. Other Bray Schools x 6
7. Scioll Mhuire, Shankill x 5
8. St Anne's, Shankill x 4
9. Wicklow Educate Together x 3
10. Greystones Educate Together x 16
11. Monkstown Educate Together x 14

The school have received six applications since the closing date. Details of these are not included in the above figures.

Looking at the figures there are 11 students who would qualify for the AS class. This will be a huge challenge and would be huge pressure on mainstream as a whole AS class could

be filled. Spots cannot be allocated for the AS class but the school does not have the space to open a third class.

8. Open Night. The open night was a great success and the groups were managed very well. Billy also read out some complimentary emails from various parents/guardians. The visiting students particularly liked the tokens they were given.
9. Autism Friendly School Project
 - a. Working group established. This is now into year 2 of this project. All staff have done the AS training which they completed at the start of this year.
10. Anti-Bullying Policy review and Checklist. Aisling gave an overview of the changes and amendments. The new policy will be ratified this evening and the updated policy will be uploaded on the website. There are suggestions from the PSA to provide an overview to parents about our bullying policy. Anti-Bullying will be added as a regular item and this will ensure a close eye. Billy and Aisling are exploring the idea of a presentation for the website. The board also completed the Anti- Bullying policy checklist.
11. School Security
 - a. 6pm-4am 7 days per week for October. This has been reduced to 6pm – 2am for next two weeks- cost of 11k approximately. This has been a huge issue and there was a very serious incident and break in during the month of September. The security every night costs approximately €2000 per week. This has helped improve the situation recently.
12. Community Action
 - a. Great Pink Run and Pieta House. This was a great success and it was a lovely day out. The school made over €800 for Breast Cancer Awareness. Halloween was a huge day and €400 approximately was raised for Pieta House.
 - b. Community Room – This room is being used and is up and running
13. Teaching and Learning
 - a. Department Planning
 - i. Updated and department planning meeting to commence with each department in November to review. Billy commended the teachers on the hard work that has gone into these plans.
 - b. New OT, S&L and Counselling project

This term we have begun a collaboration with an OT and SLT Niamh Garavin and Joanne Fine. They will be working with us throughout this year for approximately 3 hours every week. They began by conducting observations of a cross-section of lessons. In some they have been observing individual identified students and in some they looked more in general at classroom environment and learner experience from an OT/SLT point of view.

There are two strands to the work firstly to work with individual students who have needs in these areas and secondly to build capacity in staff teachers and SNAs to support these needs for this academic year and beyond, to be better at building this into what we do on the continuum of support.

The plan so far is as follows:

- Niamh OT to work with ALERT teachers Robbie and Dermot to further train them in ALERT and to update the language around ALERT for older students
 - Niamh and Joanne have developed an observation schedule
 - Joanne to work with Mimi (social and communication SET teacher) on delivering the PEERS programme to social skills groups
 - Observation and work with individual students who have been identified by SET team. Parents have been consulted and concerns discussed.
 - To work with SNAs in an hour's session after school and teaching staff in Croke park hours in delivering training around movement breaks, speech and language issues, common use of language around ALERT, use of visuals.
 - Advice on individual students and strategies for supporting them for SET staff. Also advice on resources to invest in for SET teachers.
 - AS class sensory room support
- c. Parent/Teacher Student Conference 3rd and 6th Year. There will be a second parent teacher conference later in the year.
 - d. Evening Study
 - i. Only 13 students signed up and with these numbers it is not viable. We will try again in January. The teacher response was exceptional. There were 28 teachers willing to stay and supervise.
 - e. First Year Cat4, Pass and NGRT assessments have taken place.
 - f. SNA post . Two new SNA's have been appointed.
 - i. Sarah Foster
 - ii. Heather Hogan
 - iii. Croke Park Hours 12 hours of training is planned
 - g. AEN Planning and this is being influenced by the OT and SLT and this is being coordinated by Niamh this year.
 - h. School Trips – 6th yr. Biology, 5yr Art, 6th Yr. English, TY Alive Outside, 6th yr Carlingford, TY Jump Zone
 - i. 1st Yr. Subject Tasters
 - i. Changes needed re Technical Graphics and Music. These are changes that have been impacted due to small numbers. TG will be reintroduced next year with bigger numbers. Bigger programme in relation to DCG in TY . Due to significant shortages in teacher numbers it was possible to find replacement Music teacher so the subject has been taken away this year. It will be reintroduced with more hours in 2nd year when Dara is back. Business is a taster this year.
 - j. Virtual Work experience TY – Salesforce. This will take place in 2 weeks and looks like a very comprehensive programme.

14. School Self Evaluation – Work is ongoing to support achievement of targets set out.

15. Staffing - Additional support to be provided with EAL and SET and these positions will be advertised this week.

16. Suspensions

- a. One student 5 days – follow up with guardian and Social worker. Support plan was put in place for the student who was suspended when he returned. This was discussed with Derek prior to the decision around a suspension.
 - b. 2 students/ 1 Day for Bullying – Letter to BOM to apologise. Billy described the situation in relation to these suspensions.
17. Finance Report. Con gave an update on the finance committee. The finances are in a healthy state at present.
18. Child Protection and Safeguarding: Due to the Board meetings being on-line the normal report on Child Protection and Safeguarding cannot be submitted.
19. Confirm Actions & Agreed Report of this meeting. Making changes to the anti-bullying policy and do the video presentation for the website. The checklists for Anti Bullying and Child Protection will be posted to Educate Together next week.
20. AOB
21. Confirm date for next meeting. The date for the next meeting is the 15th of December and this is hoped to be in person. Billy to check the JMB procedures for this. Ciara added that the PSA AGM took place and the new committee will begin with new serving officers. Ciara added that the secretary is stepping down.
Plans for in person quiz in O’Sullivan’s is Thursday 25th November. The PSA would like as much communication as possible from the BOM in relation to anything to do with school business. There was a discussion about how to improve communication regarding the school app as not all parents are accessing the information.