

BOARD OF MANAGEMENT MEETING MINUTES

DATE: FEBRUARY 2ND, 2022, AT 19.00 – VIA ZOOM

In attendance: Derek, Billy, Fiona, Ciara, Conn, Suzi, Mary-Anne **Apologies:** Martina

Chair: Derek

Minutes: Fiona

MINUTES FROM LAST MEETING TO BE CONFIRMED

Ratified

STUDENT COUNCIL

Lucy SD – Student Union cards, 150 people want them, cards on order from the SU company.

A suggestion box for students will be introduced, so students are more comfortable coming forward with their suggestions for school improvement.

Abby H - School Self Evaluation: classes were held explaining what SSE is and what they can do to improve the school. Focus groups will be held in the next few days. They aim to gather options and may run a survey after.

Malcolm, the caretaker, was out and the student council stepped in and took care of the school maintenance.

CRITICAL INCIDENT POLICY

The sad passing of a former student. We managed the situation in a respectful and considerate way to both his family and himself. We implemented the critical incident policy and monitored social media.

Billy and Fiona visited all 5th and 6th Year classes, and the school counsellor was available.

BUILDING SUBCOMMITTEE AND WORKING GROUP

A meeting will be held 18th Feb at 10am with all local TDs at the school.

ACTION: BILLY TO ARRANGE A MEETING WITH THE SUB COMMITTEE

AUTISM FRIENDLY SCHOOL PROJECT

Lorraine and Monica are working hard on the project. Our students made a video for the launch of the project. National training will take place over the next few weeks.

TEACHING AND LEARNING

A) MOCKS AND PROGRESS REPORTS

Mocks for 3rd and 6th Years will take place the week before and after midterm. Progress Reports were published to parents of 2nd and 5th Years.

B) PARENT/TEACHER STUDENT CONFERENCE 2ND AND 5TH

Another successful online parent, teacher student meeting was held.

C) OT and SL training

The Occupational and Speech and Language therapists are continuing to work with families and students and completed a training session with all staff. Niamh Swan has been coordinating.

D) JUNIOR CYCLE CLUSTER DAY

All teachers took part in the JC cluster day, engaging with other teachers from our region.

E) Options Evenings

The process has been changed this year, based on student council feedback. It is now a two-stage process.

We will be holding a Parent/student information meeting tomorrow evening 3rd Feb. On Friday, the 4th February a subject fair for students will take place.

F) FIRST YEAR ASSESSMENT DAY –

This event has been moved to March 12th

G) STAFFING - CAREER BREAKS, JOB SHARE, SECONDMENTS, JOB SHARE

Board must respond by the 1st March – career break can only be granted if a replacement teacher can be found by 30th June.

The Board is supportive of staff taking for career break given the caveat that they must be replaced.

- Siobhan Ni Cheallaigh – Irish Teacher
- Josh Crowley – Technology Teacher
- Dara McGarrigle-Woodman– Music Teacher
- Aisling Sammon– PDST School counselor Bernadina, Brian taking the guidance section, Stacey wants to train as a guidance counsellor she has applied for the course in Maynooth and DCU.
- Neil – PDST – Computer Science
- Fionnuala/Hannah – Late Job Share this year
- Emer O' Neill will return from career break in September.

ACTION: BILLY TO WRITE THE LETTERS FOR CAREER BREAK

SSE

Marie has now taken this on as part of her Acting AP1. We are coming to the end of the cycle, so we are at the review stage. Tutors have done a presentation on SSE and a student survey has been carried out.

PSA UPDATE

Billy is meeting Jo, the Chair of the PSA regularly.

They are organizing a Summer Festival.

The PSA are trying to create a better dialogue between the student council and PSA.

They want a focus on recycling and getting student council involved.

They are trying to get parents vetted to help chaperon the TY Ball.

A number of Parents/Guardian have been requesting more communication.

LETTER FROM PARENTS

A handful of parents have verbally abused teachers and admin staff. Billy has a duty of care to the staff and to manage situations in a professional and appropriate way. The Board has a responsibility to make sure all interactions should be considerate.

Parents should be given an opportunity to voice their complaints but a procedure that parents should follow, must be drawn up in a set out way. Dignity in the workplace policy, this should include the whole school community.

Conn suggested we need to draw up a procedure for families, outlining what the protocols and expectations are.

Suzi suggested we look at the health service/other sectors as to how they manage these situations.

Mary Anne suggested that a Chain of referral should go out at the beginning of each year.

This could be an opportunity to amplify and build communications with our parents and build in the school/child charter.

ACTION – BILLY TO DRAFT A LETTER TO THE PARENT

ACTION – BILLY AND FIONA TO LOOK AT THIS BEFORE THE NEXT MEETING

SUSPENSIONS

None

FINANCE REPORT

Mock papers expenses have gone slightly over from 1400 to 2300.

Health & Safety Audit had to be carried out this year.

Additional 20000 for Covid minor works this will be used to extend the outdoor café and create an eating space for students.

A room will be repurposed for teachers to work to allow the staffroom to be more sociable environment.

ANTI-BULLYING REPORT

4 cases of suspected bullying have been reported using the Pre-20-day DES form.

A sociogram will be completed with all year groups. The Student Council has a plan to do more work on antibullying.

Stacey and Niamh Swan have adapted the Pre-20-day DES form. An amendment to the policy will be made to include these two new forms

CHILD PROTECTION OVERSIGHT REPORT

This cannot be reported on as the meeting was held online.

CONFIRM ACTIONS & AGREED REPORT OF THIS MEETING

- 1) Billy to arrange a meeting with the building sub committee
- 2) Billy to write the letters for career break
- 3) Billy and Fiona to look at the procedures for communication
- 4) Billy to draft a letter to the parent

AOB

We had a DES Inspection on Tuesday morning around Covid – we are covid compliant.

The cards to thank for voluntary contributions has been acknowledged as genuinely nice touch.

CONFIRM DATE FOR NEXT MEETING

9th March 2022