

**Board of Management Meeting: 2020 October**

**Date: Wednesday 3<sup>rd</sup> March 2021 at 19.00- Via Zoom**

**Remote Meeting**

**In attendance:** Derek, Billy, Fiona, Ciara, Conn, Mary Anne. **Apologies:** Louise and Suzi

**Chair:** Derek

**Minutes:** Fiona

**Minutes**

1. Minutes from last meeting to be confirmed – Minutes ratified by the Board.

**2. Covid Update – Remote Learning**

Students and Teachers are starting to find the remote learning more difficult as the initial novelty has worn off. Staff are still using the weekly trackers to monitor patterns in engagement and contact students who may be struggling.

The AS Classes have returned to the school building and have transitioned back into school life very well.

With 6<sup>th</sup> Years back throughout the country, Billy contacted the JMB to see if we could bring back our 5<sup>th</sup> years, they said that we should not do this and to follow the government's timeline.

Teachers are using a blended approach to cover the curriculum, they are using a combination of direct engagement with live lessons and assignment work to meet the 28 hours of the school week.

**3. Additional Education Needs**

The ASN department have commenced work on the transition of students from primary school. Parents have completed a Microsoft form as part of our information gathering process to plan for student supports for next year. Una has begun scheduling meetings with the primary schools to ensure there is a smooth transfer of information pertaining to student support files.

The ASN team are currently reviewing personal pupil profiles (PPPs in relation to student care needs) for students with SNA access as well as reviewing whole school student support files. We will possibly need to do a whole school exceptional review of our SNA provision to ensure we have sufficient staffing to cater for our incoming first years.

Billy and Fiona have carried out this years' timetable audit, within this we have made a core ASN team. This eliminates teachers having one or two hours with the ASN department on their timetable.

#### 4. Ravenswell building – Sub Committee

Billy, Fiona and Malcolm had a meeting with the DES architect and Ian Leslie about renovating the third building on site. The meeting went well, they are very optimistic about the space.

Derek got in contact with Niall Wall, he said he would get onto Mary Horan and get back to him. Also asked Niall to see what progress has been made on the permanent building.

**Action: Derek to follow up with Niall in the next couple of days**

#### 5. Incoming First Years 2021

Each incoming first year student and their parent/guardian/carer have had a meeting with a teacher in the school via Teams. This is happening to connect with students and make sure they are part of the school community. We will hold a week in August for 1<sup>st</sup> Years to help with their transition into secondary school.

The numbers down to 48, we are not going to take students off the waiting list until we have confirmed buildings work.

Billy had a meeting with principals from local schools and at least one school has been asked to take more students next years.

#### 6. Teaching and Learning

- School Reports: 2<sup>nd</sup> and 5<sup>th</sup> Year Progress reports have been published and Aisling and the TSLAR team will review the format of these reports in the coming weeks. Training will be provided at the next staff meeting around reporting. This is being led by Aisling.
- Parent Conferences: 5<sup>th</sup> Year Parent/Student conferences took place following the publication of the progress report.
- Homework policy: Aisling sent a survey out to students and received 105 responses. Staff also completed a survey. They were asked questions on design/time/differentiation/ how it is communicated etc.

The next stage of the process is for Aisling to meet with the PSA, this is scheduled for next week, it will then go out to all parents.

5 Bus 1.1	5 Che 1.2	5 Art 1.3
5 Geo 2.1	5 Bio 2.2	5 Mus 2.3
5 Spa 3.1	5 Pol 3.2	5 Com 3.3
5 Bio 4.1	<b>5 Tec 4.2</b>	5 His 4.3

- Subject Choice: Students were offered 14 subjects, following the initial stage construction Studies, DCG and Physics did not run. The programme then runs the choices to optimise the student choice. 89% of students got their first 3 choices. The blocks were created as

set out below. Ciara made the point that once three subjects were dropped, there should have been a further round of consultation. In particular in the science subjects and practical subjects, folk might revise to a second option within that group if they know their first is not available. A single, straight, order of preference model of consultation does not cover this "grouping" of subject interests. A second consultation might have led to different banding.

- A Teach Meet was organised last week by Martina and the TSLAR team for all staff. The theme was positive behaviour management, with a focus on the question, Is our positive behavior management fit for purpose for senior cycle? This was a very successful two hours where staff shared their expertise with each other.
- Department Planning Meetings: Billy and Fiona have had meetings with all departments and gone through strengths of their plans. Our aim is to develop a shared universal template. What was seen was excellent innovation and collaboration in teaching and learning with the student at the centre of each plan. The ingredients are there for the school to collaboratively create an excellent planning document.
- TYP and Fifth Year Info Meetings were held for parents and students of 3<sup>rd</sup> and TY on the senior cycle and TYP.
- Curricular Concession Application: Billy started this today. We received one curricular concession for 22hrs last year. We will be applying for 80/90 hours this year based on room sizes, PE off site and numbers at senior cycle.
- Summer Programme: Billy is looking at the possibility of holding a programme as we will not have JC exam this year. There is a possibility for a summer camp with AEN students and a sports programme. Staff would then be working in June and July
- Junior Certification Process and Exams: There will be no DES exam but we will do end of term assessments at the end of year. These will be tailored for Covid and they will take place in class time in early May. Each student will receive a school certificate.

## **7. Staffing**

- Staff CPD
  - i. Autism Friendly Schools – working group set up with parents and staff set up for next week.

## **8. Finance Report**

Mid-year budget review: Billy, Lisa and Fiona went through this.

- We are in a good financial position.
- SSE billed us €12,500, there is an issue with the meter reading, this has been resolved and Lisa has reclaimed the funds back.
- We have decided to wait until after lockdown to ask for voluntary contributions.
- There are a few areas of underspend like the school musical, this money will be used for Arts

Week, Writers week and transition activities for incoming 1<sup>st</sup> Years in August.

- The contract cleaners are back.
- One area of overspend was on the computers and technology. This was due to the purchase of staff laptops but this will be offset next year with lower maintenance costs.
- 30% of Malcolm's wage has been offset to the Covid Minor works.
- Ringfenced money – current 5<sup>th</sup> Years TY money will be ringfenced for a trip in 6<sup>th</sup> year.
- The adman shed has been ordered, we now have €8000 left from the covid minor works grant. We are looking at creating more covered space for students.

Lisa did JMB training last week with a focus on next year's budget.

## **9. ICT**

Paul is looking at costings, he is trying to source other companies for devices.

10. Child Protection and Safeguarding Statement – Not Online

11. Suspensions - none

12. Confirm Actions & Agreed Report of this meeting

13. AOB

Board to read the proposals for ET AGM and discuss at next meeting.

Emer suggested we have a thank you for staff when they return post remote learning, as discussed at financial sub committee we intend to hold an event for staff using Slunchbox.

14. Confirm date for next meeting – April 14<sup>th</sup>