

Board of Management Meeting: 2020 October

Date: Thursday 28th January 2021 at 19.00- Via Zoom

Remote Meeting

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

Chair: Derek

Minutes: Fiona

Minutes

1. Minutes from last meeting to be confirmed – Minutes ratified by the Board.
2. Student Council input and update: The Student Council are updating the whole school each week at assembly. They have a weekly meeting with Dermot and Marie. There is a bigger group of students now giving a broad range of voices. This is part of Marie's AP post now.
3. Covid Update – Remote Learning
 - Engagement is good and the remote learning plan is working well. Most of the lessons are live but we are being flexible to accommodate family life. A tracker is filled out weekly by teachers and the Year Coordinator follows up. The management team are having regular meetings looking at the best ways of supporting students. All Year Coordinators have been given a work phone. A small number of staff are being facilitated to use the school building.
 - A weekly whole school assembly takes place on a Friday, with management input, samples of good work, Student Council, Wellbeing section and Teacher input.
 - Work experience for TY and LCA has been challenging. LCA are changing to online courses that Aisling has organized and looking at for TY.

Action: Derek to send email to staff to commend the work being carried out by staff.

4. Additional Education Needs
 - DARE extended and adapted this year
 - Regular support from AEN department and AS students are engaging well
5. Ravenswell building – Sub Committee Billy, Fiona, Mary Anne, Louise and Derek
 - Subcommittee met last week. A letter is to be sent to send to Planning and Building Unit in Department of Education and Skills and copied to Educate Together – The letter references bought both temporary and permanent accommodation. The Board will request a response prior to the March Board meeting in order to let parents/guardians of incoming first years to be informed of the situation.

Action: Fiona and Derek to rewrite the section on how many times the plans have been delayed. They will also include reference to the changes in the plans and the impact of those changes.

Action: Send letter to Department

6. Educate Together Principals Network

The group would like permission to explore the option of having a conversation with Mason, Hayes and Curran. They are seeking advice on possible legal action against the Department of Education and Skills around the persistent delays in providing both temporary and permanent

accommodation. Billy will seek advice from the JMB on behalf of the Principals Network. Ciara suggested that the Ombudsman may be an option and worth a consideration as opposed to the courts.

Action: The Board agreed to proposal for Billy to engage in this process.

7. Incoming First Years 2021

- A virtual meeting with students with teachers to happen in the next few weeks.
- A virtual tour of the school is being developed by TY students.
- Assessment profile – To be confirmed by the AEN Department
- Local principals meeting – 57 schools across the country were asked to collate their data on incoming first years, to see if there is crossover of places offered. In our area 7 students accepted with us and another. 173 are on over-subscription lists, 159 potentially without a place in the Bray area.

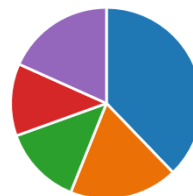
8. Teaching and Learning

- School Reports – 2nd and 5th Year Progress Reports going out.
- Parent Conferences 1st and 4th years
- Parent Consultation on Homework – During 2nd and 3rd Year parent Conferences, teachers surveyed parents and students around their thoughts on homework.

Some headlines from the survey were:

- 83% of the cohort attended the conference and responded to the survey.
- The amount of time students spent on homework ranged from 0 – 3hrs per day.
- Students were asked if they need assistance with homework and if they did what helped

• No	31
• Ask parents/guardian/carer	15
• go online/books/ class notes	11
• Ask friends	10
• Other	15



- Parents/guardians were asked if they had any ideas or suggestions for the development of our homework policy? There was a wide range of answers here, including homework club, SNAs helping AEN students, more homework for students and positive points for completing homework. Many parents/guardians had no suggestions to offer.
- As a member of the PSA Ciara has suggested that Aisling engage with the PSA around her work on the homework policy as they want to be involved as early as possible. Billy confirmed that this is part of the policy making process in school.

Action: Aisling to come back to PSA

- Senior Cycle Parents meeting – A virtual meeting will be held for 3rd and 4th Year Parents before midterm break.
The school would be happy to facilitate some 3^d years moving directly into 5th Year. Giving students this choice will offer more flexibility for both the students and the Senior

Management team regarding the timetable. The school may need to apply for curricular concessions to provide an appropriate degree of choice to students.

The management team will gather information over the next three weeks. Parent's information evenings will be held and we will use Vsware for students to make subject choices for 5th year. Spanish will be removed as compulsory for Leaving Certificate from next September.

9. Staffing

- Posts Appointments – Acting APII
 - i. Darren and Siobhan
- Music Cover - Aoife Jones
- Staff CPD
 - i. Alert Training and Community of practice
 - ii. JCT day
 - iii. SNA Behaviour CPD

10. Finance Report

- Actions outstanding from last meeting:
School administration charge and TY fees outstanding: Carol and Lisa had followed up and taken payment of some of the unpaid fees before Christmas. FSC agreed that now is not the right time to ask again. We will leave this until after mid-term at the earliest. Same applies to asking for the voluntary contribution.
- Audited Accounts 2019-2020 – These were all approved by Educate Together. The accountant has submitted them to the JMB
- School community fundraiser – Billy's Christmas cake raffle raised an amazing €1,055 which will be used for OT/Speech & Language supports for students.
- Staff raffle of another of Billy's Christmas cakes raised €475 for the school.
- FSC agreed that the school will do more next year – perhaps involve the students in fundraisers, contact local supermarkets for vouchers, contact local St Vincent de Paul who may also organise vouchers (as another school has done).
- We received a Digital Strategy IT grant of €14,376. We have spent €3,990 on student laptops. Paul is working on a plan for how to spend the remainder in conjunction with the Digital Strategy team.
- The School Services Support Grant (SSSF) has increased by €1 per pupil.
- Ravenswell relocation costs
DES refunded €50,607 in January - nearly all of the remaining relocation expenses. The only thing they didn't reimburse was the exterior and interior signage.
- Utility bills and bill for drainage work were sent to the contractor Coyne. Lisa has followed up. Communication is slow. Will keep chasing.
- Plan for mid-year budget review
Billy, Fiona and Lisa to review the current budget and make any necessary adjustments to budget when overspend/underspend is looking likely. Actions: Lisa, Billy and Fiona to set a date for budget review before mid-term.

11. ICT

- Consultation on Devices with 1st Years moving into second year, digital strategy team to analyse data collected.
- Grant received, digital strategy team working on how this will be spent.

12. Child Protection and Safeguarding Statement – Not Online

13. Suspensions

- None

14. Confirm Actions & Agreed Report of this meeting.

15. AOB

Board confirmed Neil can continue with secondment.

The Board discussed the correspondence from Stepside Educate Together Secondary School regarding the changes to Admissions policies. Following on from discussion of the issue the Board consensus was that we are not in favour of the motion to change the admissions policy to give preference to students from ET primary schools.

Action: Sympathy message to bereaved member of staff.

16. Confirm date for next meeting – 3rd of March