

## Board of Management Meeting: 2020 October

Date: Wednesday 02<sup>nd</sup> December 2020 at 19.00- Via Zoom

### Remote Meeting

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

**Chair:** Derek

**Minutes:** Fiona

### Minutes

1. Minutes from last meeting to be confirmed – Minutes ratified by the board.
2. Welcome to new Board member – Welcome to Mary Anne Parsons.
3. School Meals – Slunchbox
  - a. A new company will deliver hot school meals daily to the school. Staff and students tested a few options. Different options are available each week and you can order for 4 weeks. Vegetarian, vegan, and meat options are available each day with a total cost of €4.50 a day for 4 days a week. We will trial the company up until Christmas  
To continue with the service there must be a minimum of 25 orders a day to be viable.
4. Student Council input and update by Tessa and Kayla
  - a. Marie and Dermot are now facilitating student council. A new format has been suggested to increase participation, two from each tutor group are selected, one by random selection and one by vote. This is to increase participation and representation at the council.
  - b. Student council has randomly selected one class representative from each base class 1A, 1B etc. These students have been asked to form part of the council. Random selection was used to ensure the student council truly represents the student body.
  - c. On Friday Period 4 of the week beginning 30<sup>th</sup> November there will be a drop everything and focus on student participation/student council lesson. Students will be given information on the purpose and structure of the student council and students will be allowed time for questions and discussion. Students will be given advanced warning of elections that are to take place next week, to allow them time to think about whether they would like to run.
  - d. During the week of 07/12-12/12 there will be elections held during CSPE and Ethics classes across the whole school. One class representative from each tutor group will be voted in.
5. Covid Update
  - a. No new cases.
6. Additional Education Needs
  - a. Achieve Programme – The programme has started with a referral form and advertising has started to encourage students to get involved.
  - b. Behaviour Support – This is ongoing with Robbie with targeted students. The programme is designed to respond rather than be reactive.
  - c. We have been allocated another eight hours for AEN. We hope to use these to create a Home School Liaison link.
  - d. Nurture Group – This is an Educate Together project. We have signed up to be part of this programme. Training for two teachers and one SNA will be paid for by ET.

7. Ravenswell meeting with Educate Together CEO and Building Officer Niall Wall.

Billy, Fiona, and Derek met with Emer Nowlan and Niall Wall at the school. The strengths of the school were discussed and the capacity of the school for next year. The permanent building was also discussed.

It was discussed that we do not have the capacity to take 1<sup>st</sup> Years next year. There is no space for any 1<sup>st</sup> Years.

The following was received from the Department of Education around the lack of space for the academic year 2020/21 - The department has said that there is capacity for 360 but the school capacity is only 270.

An email received from Niall Wall, ET buildings:

*Dear Billy and Derek,*

*I received a call last evening from Mary Horan in the Schools Capital Appraisal Section of the DES. In advance of the school's BoM meeting today, Mary wished to re-assure the school that the Dept. will be working towards placing additional accommodation on site in Ravenswell for 2021.*

*Mary reported that the DES will be engaging further in the next few weeks. In advance they would like a report from the school on current room usage, demands for 2021 and any possible capacity that currently exists.*

8. Incoming First Years 2021

- a. Options will be reduced due to the size of the practical subject rooms.
- b. Choice and Subjects and must be onsite
- c. Section 29 appeals – A new process now in place based on the new admissions policy.
- d. Assessment day – 30<sup>th</sup> of January is to be confirmed, JMB issuing advice in relation to Covid.

Action

Billy will fill out and send in an Additional School Accommodation form with our timetables to the department of education.

Action

Mary-Anne to meet Fiona and Billy to draft a letter to the department that will be cosigned with Derek and Educate Together. Louise to send technical advice to Billy and Fiona. Need for enough educational provision in the area. Emergency board meeting to discuss the definite plan to be made and put in the letter.

Action

Subcommittee to be set up for buildings to meet in the coming weeks. Mary Anne, Louise, Billy, Fiona, Derek.

Action

Fiona to send plans of the school to Mary Anne for review.

#### 9. Teaching and Learning

- a. School Reports – Have gone out to all parents/guardians. Billy would like to thank all teachers for their work on an excellent set of reports.
- b. Parent Conferences - Second and Third Years will take place next Monday 7<sup>th</sup> December. First Years and Transition Years will be held on the 21<sup>st</sup> January 2021. This will involve a conversation with parents and students around their progress. We will use this meeting to gather data around SSE and parent participation.
- c. Parent Consultation on Homework and participation (SSE) – doc attached
- d. Assessment Calendar 2<sup>nd</sup> and 3<sup>rd</sup> has been published on the school app and calendar on the website.
- e. Autism Friendly Schools Project 2020 / 2021, our school is part of this project with Lorraine and Una taking part.

10. School Video – We are making an online open night/information video. It is currently in development with Paul and several students.

#### 11. Staffing

- a. Posts overview and Needs and Priorities
  - i. *Posts outline provided*
  - ii. *Acting Posts and Interview panel – interviews Monday 7<sup>th</sup> December. Margaret Lennon will be the independent interviewer for these interviews.*
- b. Staff Working Groups
  - i. *Ethos, Wellbeing, SSE, Digital Strategy, TLAR, Continuum of Support all set up with all staff on one working group and all post holders on at least 2 working groups - Overview available to BOM*
- c. Staff CPD
  - i. JCT Second Subject Day - January 28<sup>th</sup>
  - ii. NCSE Training \_ Jody autism
  - iii. PDST training on LCA
  - iv. Droichead
  - v. DP Training - Tánaiste and JMB
  - vi. JMB Principals Meeting
  - vii. MGLD – Josna
  - viii. Gifted Jamie and Darren

#### 12. Ethos Events

- a. Stand Up Week LGBTQI was very successful it included a cake sale to raise funds for a local LGBTQI group.
- b. College Awareness was run by Aisling and used the staffs own experience of college to raise awareness.

#### 13. Finance Report

- We have now received the accounts from the auditor, had them approved by the BoM and sent them to Educate Together for patron approval.
- A breakdown of relocation costs totalling nearly €50k and supporting invoices have been sent to

Educate Together/DES and are being processed.

- The PSA quiz raised a sum of around €1,000. Half will go towards the new Achieve programme and half to OT/Speech & Language supports.

#### 14. ICT

- a. Review on usage – We will ask our current 1<sup>st</sup> Years going into second year if they would be interested in having a device. All new 1<sup>st</sup> and 5<sup>th</sup> years will have devices. The Board would like to say thanks to the digital strategy team for all their work.
- b. New Grant – New ICT grants are to be issued to all schools across the country. To be confirmed how much and when we will receive it.

#### 15. Child Protection and Safeguarding Statement

- a. Child protection referrals are not allowed to be discussed in virtual meetings.  
A directive from the Department of Education has stated that BOM's must have one face to face meeting a term. "A face-to-face meeting of the board must be held at least once in every school term in order for the CPOR report along with required supporting documentation to be provided to the board and for the board to resume and continue to carry out its important oversight role in respect of the reporting of child protection concerns in accordance with the procedures. A Board meeting for these purposes is considered essential work."

#### 16. Suspensions

- a. One for 5 days, assault – follow up occurred

#### 17. Confirm Actions & Agreed Report of this meeting

#### 18. AOB

#### 19. Confirm date for next meeting - January 27<sup>th</sup> at 7pm

#### Action

Tuesday the 12<sup>th</sup> of January- Emergency Board meeting to discuss the final plan around incoming first years. This meeting will be held face to face and any Child Protection report can be provided to the Board.