

Board of Management Meeting: 2020 October

Date: Wednesday 21st October 2020 at 19.00- Via Zoom

Remote Meeting

In attendance: Derek, Billy, Fiona, Louise, Ciara, Conn, Emer, Aisling	
Chair: Derek	Minutes: Fiona

Minutes

Board of Management Meeting:

Agenda:

1. Apologies

None

2. Minutes from last meeting to be confirmed/ amended.

The minutes of the meeting of 26th August were ratified.

3. Child Protection and Safeguarding

One report made to Tusla.

4. Covid Planning Update

There has been universal engagement with mask wearing from students since school started. – We have had no issues with mask wearing.

The new building allows us to have separate entrances to facilitate the staggered entrance of students.

a. Covid Aide

Funding secured from DES for an additional 15 days of Covid Aide to support getting the new school ready over the midterm break- Fiona M, Martina and Josh have agreed to do this work.

b. Preparations

The movement of all PPE from one building to another and additional supports are in place. Sinks in all classrooms to provide additional handwashing facilities.

c. Minor Works for Ravenswell

10 additional school laptops, purchased for Putland Road, are being used in Ravenswell to allow students to work in different rooms as not all students could fit into the specialist rooms.

Structural work involving the covering of the outside area and the development of the outside staff area is currently underway. There is an outdoor room available to meet parents. This will be funded from the Covid minor works grant. We will also be developing an area for AEN students outside the AS classroom.

d. General Covid Issues

PE – Limited guidelines published on sport – Very small numbers of families, especially those with multi-generations, do not feel comfortable doing sport. The school has been flexible with students within the current context.

Billy has met with student council and they will continue working on ways to discuss wellbeing.

HSE are to set up dedicated phone line for all schools.

Action:

Billy and Fiona will do a virtual tour of the school which will also show our Covid layouts.

5. Allocations

a. Resources –New allocation

Our current allocation is 28.87 with an additional 18 hours allocated for Construction and Technology due to the size of the rooms being unable to take full cohort. This will bring the allocation to 29.68

b. Construction and Technology

The size of the room has meant that it is necessary to reduce class sizes. All groups need to be split in two. This will impact of the size of next year's First year cohort. The school cannot accommodate the anticipated number of students due to the requirement to split all Construction and Technology classes.

6. Additional Education Needs -

a. Gifted and Talented Programme – The Achieve programme will be rolled out as part of the School Improvement Plan. It will involve 11 hours of AEN time and will be a targeted program across 8 areas of strengths and skills – It will involve Self-selection and staff nomination of students to take part in the programme.

b. AEN Provision and ASD class

The second AS class has been approved with additional staffing of 1.5 teachers and 2 SNAs.

7. Ravenswell move – A plan has been put in place for the first two weeks.

Testament to staff for all the work they have done over the past 6 weeks.

8. Inspections

a. Spanish – Outstanding report to be published online soon.

b. Advisory meeting SSRS – Supporting the Safe Reopening of Schools Inspection will take place on Wednesday the 4th of November with Billy and Fiona.

c. Questionnaire from Inspectorate to be sent out to all parents and guardians around the reopening of schools for students to fill out.

9. Teaching and Learning

a. Junior Cycle – Sarah is coordinating the Junior Cycle Programme including Classroom Based Assessments.

b. Assessment week – Reports going out in November as usual

An AP1 position has been allocated to Assessment which Aisling is overseeing. Assessments online and differentiated work has been delivered to groups that can't access Teams.

c. The issue of a school Homework Policy was raised following on from a meeting of the Parent Staff Association. There was a short discussion on the different views on the issue of homework.

Action:

Homework policy will be looked at once new Assistant Principal structure is finalised.

10. Drothead Program

This year the school will put NQT's through the Drothead process for the 3rd time. We have 5 teachers going through the process this academic year, namely Beartla De Burca, Lee Watson, Niamh Duffy, Evangelin Durojaiye and Jodie Butler. Initial NQT observations of experienced teachers are scheduled for the first 2 weeks after the October mid-term, with the Professional Support team scheduled to carry out their observations of the NQTs in the first 2 weeks of December. We are awaiting confirmation from NIPT (National Induction Programme for Teachers) on dates for another member of staff to be trained as a PST member.

Staff mentoring programme has been set up for new staff in the ethos and culture of Educate Together and NWETSS.

11. Staffing

a. Posts Assistant Principal 1 Appointments – Niamh and Aisling have been appointed.

b. New AP2 positions and advertisement/ Interview Date (TBC 5th/6th Nov)

Deadline Friday 22nd – 3 permanent and 1 temporary position

- c. New Teaching Staff – See attached document
- d. New SNAs - See attached document
- e. Caretaker – Malcolm has been hired to work for 10 hours a week.
- f. Staff CPD – Money being invested into specific evidence based programmes, ISL, ALERT, LCA and Ethical Education

12. Finance Report

- a. Financial Report up to August 2020 – Surplus will be spent on leasing staff devices, Staff CPD. Funds have been ring fenced for 5th Years who did not get TY trip. Accounts managed very well by Lisa and a huge thanks to Lisa from Billy.
- b. School Furniture for specialist and general classrooms – Furniture has been ordered for the new classrooms; department funded.
- c. Contract Cleaners – New cleaning company has been hired.

13. ICT

- a. Staff Computers. A leasing agreement has been put in place for 3 years.
- b. SNA devices are now in place. Reconditioned teacher devices have been provided for use in school.
- c. Fifth Year Review on usage – November a survey will be sent to students, parents and teachers on the use of the Laptops and the possible next steps for the future.
- d. Acceptable use policy (APU) for Staff on use of devices has been developed.

14. Cap on Numbers – The issue of space and capacity in Ravenswell needs to be addressed. See attached timetable of rooms.

- a. A Building and Planning sub-committee of the Board has been established. Its members are Billy, Fiona, Derek, Emer and Louise

Action:

Billy to contact Emer and Niall from ET to arrange a meeting with Department of Education re lack of space for 1st Years next year in Ravenswell.

- b. Capping numbers this year to allow SNAs to work in the rooms

1st Year – 59

2nd Year – 56

3rd Year – 54

4th Year – 57

5th Year – 30

LCA - 13

15. Confirm Actions & Agreed Report of this meeting.

Billy and Fiona will do a virtual tour of the school which will also show our Covid layouts.

Homework policy will be looked at once new Assistant Principal structure is finalised

Billy to contact Emer and Niall from ET to arrange a meeting with Department of Education re accommodation in Ravenswell.

16. Confirm dates for next meeting

Next Meeting: Wednesday 2nd December 2020 at 7:00pm.

