

Board Of Management Meeting

PRO Report

Date of Meeting	23-05-2018
Time	7.30p.m. – 10.30p.m.
Minutes taken by	John Burns
Present	John Casey, Carole Frawley, Peadar McMahon, Patricia Blake, Sharon Meaney, Brian Dilleen, Paul Whitmore, John Burns
Apologies	-----

Minutes of Previous Meeting

Minutes of previous meeting 23-02-2018 ratified:

Proposed	Carole Frawley
Seconded	Paul Whitmore

Matters Arising: Board's previous decision re the introduction of supervision after school 'not being required' was reviewed. It was agreed to implement Supervision after school for 10 minutes, as per paragraphs in Supervision Policy:

- At 2.00p.m. (Junior and Senior Infants) and 3.00p.m.(Rang I-VI), teachers escort pupils to relevant exit door. Pupils disperse in an orderly manner and leave through their allocated exit.
- If pupils remain uncollected, the school always ensures that a duty of care is provided by relevant class teachers contacting the parents 10 minutes after official finishing time. Principal or Deputy Principal is advised.

Any operational matters re co-ordinating Supervision from 3.00p.m. to 3.10p.m. are to be dealt with by Peadar McMahon, in line with his school duties, as Deputy Principal.

Reports

Financial Report.....Carole Frawley

Typed Report

Carole Frawley presented Financial Report (copy on file):

- Account Balances to 31-04-2018 v Account Balances to 31-04-2017 (copies on file) presented and discussion ensued.
 - Split the Pot is now making a small profit
- Budget 2017-2018
 - Expected deficit by end of year €9k
- Parental Contributions
 - To date, €1,708 collected, more than the full year 2016-'17
- The following FSSU documents were presented (copies on file):
 - 07-03-2018...Financial Guidelines P 13 – The School Meals Programme
 - 07-03-2018...Remittance advice re ICT Grant
 - 23-03-2018... Financial Guidelines P 14 – Revised Rates of Pay from April 2018 for Secretaries and Caretakers
 - 28-03-2018...Ancillary Services Grant
 - 03-04-2018...Correspondence from the Charities Regulator

- 25-04-2018...Schools Book Grant
- 11-05-2018... Standardised Testing Grant

- Purchasing Policy...to be completed

Decisions

Purchasing Policy: Carole to arrange a meeting with Miriam and John in September to compile a school Purchasing Policy in line with FSSU procedures and guidelines.

Maintenance Report.....Brian Dilleen

- Copy of Report on file
 - Major issues discussed were:
 - ✓ Pre-fabs Roof: Emergency Works Scheme Application has been submitted
 - ✓ Leak has occurred between 1995 Building and 2010 Building
 - ✓ Insurance for cutting grass

Decisions

- Re. Pre-fab roof: Awaiting Department decision on Emergency Grant application
- Re. leak between 1995 and 2010 buildings...Peadar to investigate further with Fitzgibbon Builders and Simon Kelly Architects to ascertain if we are covered by the Building Bond Scheme and if not to submit an Emergency Application
- Re. Cutting Grass.

Health & Safety Officer Report... Sharon Meaney

- Copy of Report on file

Decision

- Peadar was requested to remind the staff again in September to take pointed scissors away from pupils and to store them safely.

Vetting Officer / Child Protection Report.....Sharon Meaney

- Sharon, Carole and John attended Child Protection training, as organised by the CPSMA, in the Inn at Dromoland.
- The need for Bus Companies to have their drivers Garda vetted and also to provide the school with insurance was discussed.

Decisions

- Sharon is to:
 - ring the NVB to discuss the protocol re vetting of bus drivers and to ascertain if same is necessary
 - if vetting of bus drivers is required, Sharon is to ring Jackie / Simon in Glynn's Coaches, who provide coaches for our weekly swimming lessons, to request the provision of same.
 - compose and email to John a 'Service Letter Agreement' template for issuing to Bus Companies that are used by the school.

School Premises Officer Report.....Patricia Blake

Patricia presented the following:

- After School Activities for Term 3 (copy on file).

Decisions

- The following applications were approved:
 - Coding classes
 - Yoga Classes
 - Children's Summer camp
 - Teachers' 'Gaelic Games Made Easy' Inservice
 - Contribution from Easter camp

PRO Report....Peadar McMahon

- Peadar briefed the meeting that the PRO report for previous Board meeting, 23-02-2018, has been completed and uploaded to school website.
- Parents were alerted to same via text.

Fund Raising Report....Paul Whitmore

- Paul briefed the Board that €2,026 was collected during the Flag day, March 24th.

Correspondence

Department Correspondence

John presented the Board with the following correspondence:

- 12-03-2018...Circular 0016/2018: re-engaging with the Self-Evaluation process in Primary Schools
- 12-03-2018...Circular Letter 0018/2018: Management of Safety & Health, including Fire Safety, in primary and Post primary Schools
- 09-04-2018...Circular Letter 0025/2018...Sick leave Scheme for Teachers
- 09-04-2018...Circular Letter 0026/2018...Sick leave for Special Needs Assistants
- 09-04-2018...Circular 0027/2018...Provision to allow for staff remain in employment beyond Compulsory Retirement Age of 65
- 09-05-2018...Circular Letter 0029/2018...Secondment Scheme for Registered Teachers
- 11-05-2018...Circular Letter 0030/2018...Adjudication Process – Contracts of Indefinite Duration
- 15-05-2018...Circular 0032/2018...Information in relation to Standardised Testing and Other Matters Academic Year 2017/18 and Subsequent Years
- 19-05-2018...Recruitment of Special Needs Assistants
- 22-05-2018...Circular 0038/2018:...Consultation with School Community including Teachers, Students and Parents on the Use of Smart Phones and Tablet Devices in Schools

Decision

- The consultation requested by the Department, as per Circular 0038/2018, will commence in September 2018.

General Correspondence

John presented the general correspondence received since previous meeting which included

- 26-02-2018...Email, Triona Curran re Parents' Association's financial contribution
- 26-02-2018...Email, Adrian Frawley re Assistance with Maintenance of School Library
- 28-02-2018...Emails re After School Supervision
- 28-02-2018...Letter from John Casey to St. Senan's Education Office re ASD Unit
- 06-03-2018...Letter from Fiona Shanley, St. Senan's Education Office
- 09-03-2018...CPSMA, Communication with Members

•	09-03-2018...Email to Parents' Association advising School Safeguarding Statement is now complete
•	20-03-2018...School Ethos Annual review & Development Plan submitted to Fiona Shanley, St. Senan's Education Office
•	11-04-2018...Use of Schools as Polling Stations Insurance Issues
•	12-04-2018...Deadline Reminder Monitoring and Reporting Energy Use
•	12-04-2018...Email from St. Senan's Education office Re Retrospective Vetting...new deadline
•	13-04-2018...Use of School as a Polling Station for May 25 th Referendum
•	18-04-2018...Email to Liam Riordan, Mason, Hayes & Curran, re using a defibrillator
•	20-04-2018...CLÁR Application for Playground equipment
•	27-04-2018...Email/Letter from St. Senan's Education Office re Use of Parish Property as Polling Stations
•	03-05-2018...Acknowledgement from Clare Co. council re CLÁR Funding 2018
•	04-05-2018...Reminder to Liam Riordan
•	09-05-2018...Email from Patrick Wallace confirming State Indemnity for Upcoming Referendum.
•	15-05-2018...Allianz Insurance for Bag Packing, June 15 th & 16 th

Decisions

Re. Adrian's request for assistance with Library: Sharon is to advertise this position through the Clare Volunteer Association to establish if there is an interest in someone becoming involved in maintaining our Library. It may also be necessary to seek assistance from parents, as Vivienne and Julie will no longer be available.

Re. Pupil with Health Condition:

Protocol for when pupil is off the school premises on school activities was discussed with options agreed.

5. Principal's Report	
Dul Chun Cinn na Míosa Reports	<ul style="list-style-type: none"> Report to end of April 2018 approved
School Self Evaluation. On-going:	<ul style="list-style-type: none"> Our school staff are beginning to re-engage in the SSE process SSE...Legislative and Regulatory Checklist presented and signed Twinning with CBS Primary....6 themes...professional dialogue and sharing of ideas. Have applied for an SSE Advisory Visit from an Inspector.....Friday, June 1st
Child Protection	<ul style="list-style-type: none"> Child Safeguarding Statement: Approved Risk Assessment: Approved Appendix 4: Approved
Approval of Policies for annual review	<ul style="list-style-type: none"> New Policies approved were: <ul style="list-style-type: none"> ➤ Dignity at Work Policy and Charter ➤ Supervision Policy ➤ Critical Incidents Policy ➤ Child Safety Statement ➤ SEN Policy Policies for Annual Review that were approved were: <ul style="list-style-type: none"> ➤ Admissions Enrolment Policy ➤ Anti-Bullying Policy.....annual review completed ➤ Attendance Policy / Strategy

	<ul style="list-style-type: none"> ➤ Statement of Strategy for School Attendance ➤ Child Protection annual review completed ➤ Health & Safety ➤ Special Educational Needs Policy ➤ Health & Safety Policy • Legislative and Regulatory Policies approved were: <ul style="list-style-type: none"> ➤ Code of Behaviour ➤ Complaints Procedure ➤ Exemption from Irish ➤ Garda Vetting ➤ Parents as Partners(Home School Liaison) ➤ Photograph & Video ➤ Retention ➤ RSE ➤ Smoking Policy ➤ Substance Use ➤ Swimming ➤ Toileting
GDPR	<p>The following will apply to our school, as part of the GDPR:</p> <ul style="list-style-type: none"> • Personal data must be fairly and lawfully processed • Accuracy – Personal data must be accurate and kept up to date • Security -Personal data must be kept secure • Keep data for no longer than is necessary • Individual rights – right to access information, right to rectification • Information is only shared with those who need it
Approval of Curricular Policies	<p>The following Policies were presented and approved:</p> <ul style="list-style-type: none"> • Gaeilge • English • Drama • Mathematics • History • Geography • Science • Religious Education • S.P.H.E. • P.E. • Ceol • Visual Arts <p>John advised Board members that these Policies are on their memory keys. Also advised subject inventories have been updated.</p>
OLCS	<ul style="list-style-type: none"> • List of names were presented of all substitutes and part time teachers for whom claims have been made on the OLCS from 29-01-2018 to 18-05-2018. (copy on file)
Staffing	<ul style="list-style-type: none"> • SNA Allocation for 2018-2019: 4.75 – 5.83=> +1.08 posts ⇒ Advertising of 0.83 post:

	<p style="text-align: right;">Approved</p> <p>⇒ John explained that the increase of +1.08 posts is totally inadequate to cover the special needs of our pupils.</p> <p>⇒ Peadar was requested to appeal this allocation with the Department</p>
Irish Exemptions	<ul style="list-style-type: none"> Two pupils approved
Suspensions since previous BOM meeting	<ul style="list-style-type: none"> None
Pupil Attendance	<ul style="list-style-type: none"> Number of pupils in excess of 20 days absences since 30-08-2017 = 10
Review of Middle Management Post Holders' Duties	<ul style="list-style-type: none"> September review...appointment of Dr. Joe O'Connell approved The following ISM end of year Reviews were presented: <ul style="list-style-type: none"> ➤ Peadar McMahon...Deputy Principal ➤ Mary O'Connell...Assistant Principal II ➤ Aisling Daly.....Assistant Principal II ➤ Adrian Frawley.....Assistant Principal II
Cumann na mBunscol Activities	<ul style="list-style-type: none"> Approval to participate granted.
Proposed New Projects	<ul style="list-style-type: none"> Walking path around pitch...Active Schools Committee....€3K approx. approved. Costings must also be obtained for incorporating a Mypex weed barrier and a good surface finish. Three quotations required. Hurling wall...GM....€21K approx....deferred for the moment
School Tours	<ul style="list-style-type: none"> Listed and approved Vetting required for Camp Leaders especially 'adventure tours', when pupils are divided into various groups for coaching in some activity in different areas of the venue by various Camp Leaders. Bridges of Ross.... May 30th & 31st...Marion Wuerth...cleaning and educational tour: Approved
Class structures for 2018-2019 and teacher allocation 9for presentation)	<ul style="list-style-type: none"> Presented
Exceptional School Closures	<ul style="list-style-type: none"> Principal confirmed that teachers have been requested to ensure that the curriculum in the core subjects of Irish, English, Mathematics has been completed for the year.
Repeat Pupils	<ul style="list-style-type: none"> 1 approved
Looking at School 2016	<ul style="list-style-type: none"> 5 minutes to be allocated per future meetings
Forthcoming Events	<ul style="list-style-type: none"> Family Fun Walk ...Thursday, June 7th Approved Green Schools Cycle on Wednesday around the town of Ennis....Wednesday, June 13thApproved. Principal to review with Mary O'Connor Rang IV's participation in this event.

Some Recent Achievements	<ul style="list-style-type: none"> • Soccer..County Champions • Choir...A.I.M.S. Choral festival, Wexford • Global Citizenship: Energy Flag...Seventh Flag • European Blue Star Award • Mini 7s Football Champions • All Ireland Surf Champions • Bizworld Project...selected by Bank Of Ireland to present Project in St. Flannan's College
Child Protection Oversight Report	<ul style="list-style-type: none"> • Presented and approved • The Board of Management noted the Principal's Oversight Report covering all areas of the D.E.S. Procedures 2017, namely: 9.5; 9.6; 9.7; 9.8.

6.) Agreed Report to be released to school partners.....as soon as possible

7.) Votes of Sympathy

- Vote of sympathy toNone

Votes of Congratulations

- Congratulations to:
 - Leo Duggan and Seán Burns for coaching the Co. Clare Primary School Hurling Team
 - Francis Meaney for being selected to play hurling for Co. Clare
 - Eoin Lahiffe for being selected to play football for Co. Clare.

8.) Date of Next B.O.M. meeting:.....depending on SNA appointment

The meeting concluded with John Casey thanking Board members for an excellent meeting.