

Board Of Management Meeting

PRO Report

Date of Meeting	16-10-2019
Time	8.00p.m. – 11.00p.m.
Minutes taken by	John Burns
Present	Carole Frawley, Peadar McMahon, Patricia Blake, Sharon Meaney, Brian Dilleen, Paul Whitmore, John Burns

Minutes of Previous Meeting

Minutes of meeting 21-05-2019 ratified:

Proposed	Peadar McMahon
Seconded	Brian Dilleen

Minutes of meeting 22-07-2019 ratified:

Proposed	Brian Dilleen
Seconded	Peadar McMahon

Matters Arising: None

Reports

Financial Report.....Carole Frawley

The following were presented.....copy on file...referring to:

- Account Balances to 31-08-2019
- 22-05-2019...Email to Colin Ennis, FSSU, with name of and details of school Accountant
- 22-05-2019...DOES Remittance Advice-16632-14830U.pdf...Emergency Works
- 25-06-2019...DOES Remittance Advice-16632-14830U.pdf...Capitation
- 25-06-2019...DOES Remittance Advice-16632-14830U.pdf...Assistive Technology Grant (EC)
- 02-07-2019... DOES Remittance Advice-16632-14830U.pdf...Capitation Grant
- 12-07-2019 / 15-07-2019...Additional Funding under the Digital Strategy for schools / DOES Remittance Advice-16632-14830U.pdf...Digital Strategy
- 12-07-2019...ASD Class..loose furniture grant
- 12-07-2019...ASD Class...sensory room
- 12-07-2019...ASD Class...ICT
- 16-07-2019...Allianz....Settlement for storm damage to netting and uprights
- 18-07-2019...DOES Remittance Advice-16632-14830U.pdf...ASD Grants (x3)
- 29-08-2019...Financial Guidelines P02 – Annual VAT Return of Trading Details (RTD)
- 04-09-2019...DOES AP Statement 16632 14830U
- 02-10-2019...DOES Remittance Advice-16632-14830U.pdf...Bus Escort Grant
- 08-10-2019... DOES Remittance Advice-16632-14830U.pdf.....Emergency

Grant...Balance

- 11-10-2019...€5K received from Parents' Association
- Budget summary
- 16-10-2019...Draft Accounts: Board of Management Report and Financial Statements for the year ended 31 August 2019 (Curtin O'Friel & Company)

Decisions/Information

Carole informed the Board of the above and explained:

- *Copy of Curtin O'Friel's Report is on file*

Board balances as at 31-08-2019 are on file.

Budget 2019-2020 is on file.

€5K received from Parents' Association to be used for financing Dance, Yoga, Library Furniture

Maintenance Report.....Brian Dilleen

- Brian presented his Report (copy on file)
- Dermot Custy is currently completing his snag list.
- Brian also presented a file containing documents of the Emergency Grant Application for the leaking roof between 1995 building and 2019 building.

Decisions/Information

- *Brian will forward any future documentation pertaining to Emergency Grant Application to John for filing purposes*
- *Once snag list is completed, outstanding balance to be paid to Dermot Custy.*

Health & Safety Officer Report... Sharon Meaney

- Report
- Request for a new Staff Toilet in 2010 building
- Need for staff member with advanced First Aid training
- Staff accident...Report

Decision/ Discussion / Information

- *Re. Request for a new staff toilet in 2010 building. Funds are not available at the moment to undertake this project. Request will be re-visited at a later stage.*
- *Re. Staff member with Advanced Qualification in First Aid.....Peadar to survey staff.*

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

- Amended Vetting Policy presented

Decisions/Information

- *Awaiting vetting of newly appointed St. Joseph's G.A.A. Coach*
- *Amended Garda Vetting Policy approved.*
- *Volunteers do not need vetting for:*
 - *Active Schools Week*
 - *Occasional events where a visitor comes to give information to children, e.g. visiting authors, Green Schools, guest speakers, etc*
 - *School tours*
- *Note: Parents who volunteer to assist with swimming must be Garda vetted.*
- *Teachers must explain Swimming Policy and CSS to Swimming Volunteers*

School Premises Officer Report.....Patricia Blake

Patricia presented the following Report:

- After School Activities Summary Term 1
- Application from Noel Collins/Donal O'Halloran re Fitness Classes

Decisions/Information

- *Re. Pre/After School Service: Breda is required to present a written assurance that she is registered with TUSLA in accordance with the Child Care Act 1991Patricia to follow up.*
- *Re. Licence Agreements: Patricia advised that all annual Licence Agreements are up to date*
- *Re. New Application from Noel Collins/ Donal O'Halloran: approved*
- *Re. Brian Coughlan: Brian Coughlan has advised that he is retiring from teaching Taekwondo in our school. He is currently endeavouring to find a replacement teacher with similar qualifications as his own. Fee for hire of halla to increase to €30.00 per hour.*
- *Re. Raising of fees: As and from September 2020, the following increases will apply:*
 - *Hire of halla = €30.00 per hour*
- *Re. Tidiness and Hygiene: Patricia is to advise all users of school facilities to return furniture, benches, chairs to storage and to sweep floors/clean up after use.*

PRO Report....Peadar McMahon

- *Peadar confirmed that PRO Reports have been uploaded to school website.*

Fund Raising Report....Paul Whitmore...Decisions

- *Paul advised that he is very willing to assist with organising any future Flag Days.*
- *He has visited Gardai to ensure permit is in place for our next Flag Day (20th March 2020 approx.).*
- *Both Brian Dilleen and Paul Whitmore are more than happy to assist any new fund raising activity, organised by the new Board of Management.*

Correspondence:

Department Correspondence

John presented the Board with the following Circular:

- 29-05-2019...Circular 0030/2019: Recruitment of Special Needs Assistants – Supplementary Arrangements for the 2019/2020 school year.
- 20-06-2019...Circular letter 0034/2019: Revision of Capitation Grant Rates for Recognised Primary School in 2019
- 22-08-2019...Circular 0044/2019: Recruitment/Promotion and Leadership for Registered Teachers in Recognised Primary Schools
- 22-08-2019...Circular Letter 0046/2019: Revision of Salaries for Special Needs Assistants (SNAs) with effect from 01-09-2019
- 22-08-2019...Circular Letter 0050/2019: Revision of Salaries of all staff paid directly by a recognized school or ETB with effect from 01-09-2019
- 22-08-2019...Circular 0051/2019: Recruitment and Appointment Procedures for Special Needs Assistants
- 28-08-2019...Circular letter 0041/2019: Revision of Teacher Salaries with effect from September 1st 2019
- 30-08-2019...Circular Letter 0045/2019: The Primary Language Curriculum
- 31-08-2019...Circular 0052/2019: Exemptions from the Study of Irish, Revising Circular 12/96
- 03-09-2019...Circular Letter 0054/2019: Leave Schemes for Registered Teachers
- 20-09-2019...Circular Letter 0057/2019: Election of new Boards of Management of Primary Schools
- 20-09-2019...Governance Manual for School 2019-2023

Decisions / Information

- *John informed the Board of the names of the new Board members already in situ.*
- *John informed the Board that there will be various school closures this year to facilitate in-service in the new Primary Language Curriculum.*

Closures for the 2019/20 school year are:

- *a) One full-day school closure in for the Term 1, 2019/20 for whole-staff seminar (provided by PDST/NCSE)..already taken 03-10-2019.*
- *b) One half-day school closure to facilitate whole-staff webinar engagement, i.e. one half-day closure per webinar. There will be two webinars made available in the 2019/20 school year, one in January 2020 and one in April 2020*
- *c) We have the autonomy to plan these closures as best suits our needs, e.g. we may combine the two half-day closures into one full day closure.*

General Correspondence

John presented 'General Correspondence' which included :

- 22-05-2019...Email to St. Senan's Education Office informing them of our Summer Projects
- 22-05-2019...Reply from St. Senan's Education office with 11 questions
- 22-05-2019...Letter to SNAs re Unpaid Leave
- 23-05-2019...Email from Sharon Meaney re CCTV Policy
- 23-05-2019...Email to St. Senan's Education Office with copy of our reviewed Child Safety Statement and Risk Assessment (Gillian Moore)
- 23-05-2019...Email to Triona Curran, Parents' Association, with copy of our reviewed Child Safety Statement and Risk Assessment (Gillian Moore)
- 24-05-2019...Email to Triona Curran, Parents' Association re annual Anti-Bullying

Review

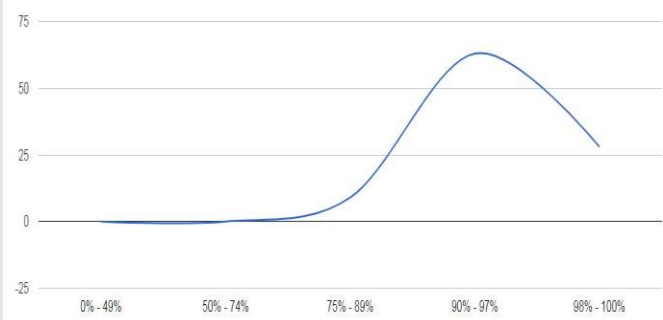
- 24-05-2019...Email to St. Senan’s Education Office with *End of Year One Process Report* in respect of ‘Understanding and Living the Ethos in a Catholic primary School’.
- 25-05-2019...Email to Fr. Jerry requesting written agreement for our project works
- 25-05-2019...Email to BOM members requesting approval of answers to St. Senan’s Education Office
- 29-05-2019...Email to Noel O’Loughlin, Allianz informing him of opening of ASD class
- 29-05-2019...Letter from Fr. Jerry approving summer work projects (x3)
- 30-05-2019...Email from Noel O’Loughlin confirming ASD class is covered under school Insurance Policy
- 30-05-2019...Email with attachments to St. Senan’s Education Office re additional information required ...11 questions
- 30-05-2019...Irish Water...Water Conservation Appeal
- 05-06-2019...Primary Language Curriculum Details
- 10-06-2019...Approval from St. Senan’s Education Office re Summer Projects (x3)
- 13-06-2019...Implementation of Droichead...new model for inducting NQT
- 15-06-2019...NIPT Associate 2018-2019
- 05-07-2019...Email from St. Senan’s re Patron’s Nominee for Chair
- 08-07-2019...Email to Ann Norton, Clare Crusaders re school alterations
- 06-10-2019...Letter from Alan Hynes, Acting Director, St. Senan’s Education Office
- 15-10-2019...Letter from Mary Collins and Frances Hahessy

Decisions

- *Principal’s approval of all Unpaid Leave days was ratified.*
- *Re. Mary Collins’ Letter of Retirement*
Board were very appreciative to Mary and Frances for their years of service to our pre-school pupils.

5. Principal’s Report

Dul Chun Cinn na Míosa Reports	<ul style="list-style-type: none"> • Report to 30-09-2019 <i>presented and approved</i>
Imagination Playground	<ul style="list-style-type: none"> • Application already submitted to ‘Clare Children and Young People’s Services Committee’ • Awaiting decision
School Attendance 2018-2019	<ul style="list-style-type: none"> • Total percentage absence = 4.6%

	<p>Class and Student Attendance Report</p>  <p>The chart shows the percentage of children whose attendance falls into a particular range. For example, if you have 90% of children in the 98% - 100% range, 90% of children were present between 98% and 100% of the time during the selected period. When comparing two periods you can see if the line is shifting to the right, indicating improving attendance.</p> <p>Compare to: Current year Class: All classes Group (optional): Past pupils: No Go</p> <table border="1" data-bbox="619 638 885 750"> <thead> <tr> <th colspan="4">30/08/2018 to 28/06/2019, All classes ()</th> </tr> <tr> <th></th> <th>Days present</th> <th>Present %</th> <th>Days absent</th> <th>Absent %</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td>64870</td> <td>95.4%</td> <td>3109</td> <td>4.6%</td> </tr> <tr> <td>Girls</td> <td>32402</td> <td>95.3%</td> <td>1607</td> <td>4.7%</td> </tr> <tr> <td>Boys</td> <td>32468</td> <td>95.6%</td> <td>1502</td> <td>4.4%</td> </tr> </tbody> </table>	30/08/2018 to 28/06/2019, All classes ()					Days present	Present %	Days absent	Absent %	Total	64870	95.4%	3109	4.6%	Girls	32402	95.3%	1607	4.7%	Boys	32468	95.6%	1502	4.4%
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Pupils in excess of 20 days absences	<ul style="list-style-type: none"> • 26 																								
Staffing	<ul style="list-style-type: none"> • Bus Escort... appointment of Noreen Moloney... <i>approved</i> 																								
St. Joseph's G.A.A. Coach	<ul style="list-style-type: none"> • Damian Burke... <i>approved subject to Garda Vetting</i> 																								
Future needs of school	<ul style="list-style-type: none"> • Fund raising required: <ul style="list-style-type: none"> ➤ sensory garden ➤ 2 running/walking lanes ➤ hurling wall <p><i>It was agreed to recommend to the new Board of Management that a major fund raiser be organised to construct two walking/running lanes around the perimeter of our pitch. Any surplus funds from this fund raiser to be directed to the construction of a hurling wall.</i></p>																								
SNA Rotas	<ul style="list-style-type: none"> • <i>Approved</i> 																								
Supervision Schedule 2019-'20	<ul style="list-style-type: none"> • <i>Approved</i> 																								
Standardised Test Results	<p>Reading; Sigma-T; Spellings: Gaeilge: <i>presented and approved</i></p> <ul style="list-style-type: none"> • overall results for 2018-2019 versus national norm; • overall results over past 3 years versus national norm; • returns to DES for Rang II, IV, VI, 2018-2019 (Literacy & Numeracy). 																								
School Self Evaluation. On-going:	<ul style="list-style-type: none"> • Numeracy Report... review 2018-2019: <i>presented and approved</i> • Literacy Report... review 2018-2019: <i>presented and approved</i> • Targets 2019-2020... Literacy, Numeracy, Spellings: <i>presented and approved</i> 																								
Board of Management Annual Report 2018-	<ul style="list-style-type: none"> • <i>Approved</i> 																								

2019	
Understanding and Living the Ethos in a Catholic Primary School	<ul style="list-style-type: none"> • <i>It was agreed to request the new Board of Management to undertake Year 2 of this Study.</i>
OLCS	<ul style="list-style-type: none"> • <i>List of names presented of all substitutes and part time teachers for whom claims have been made on the OLCS from 21-05-2019 to present.</i>
ASD Unit Update	<ul style="list-style-type: none"> • <i>Principal advised that the ASD Class has full enrolment with 6 pupils. One of these pupils is currently included in a mainstream class with the assistance of an SNA</i>
After School Team Sporting Activities	<ul style="list-style-type: none"> • <i>Approved</i>
Crisis Management Plans & Behaviour Support Plans	<ul style="list-style-type: none"> • <i>Approved for 4 pupils</i>
Medical Conditions...Emergency Procedures	<ul style="list-style-type: none"> • <i>Emergency procedures approved for pupils and staff with medical conditions</i> • <i>Awaiting documentation regarding procedures from one staff member.</i>
Looking at School 2016	<ul style="list-style-type: none"> • <i>For New BOM</i> • <i>5 minutes per meeting</i> • <i>Page 12 ..to discuss</i>
Policies for Approval	<ul style="list-style-type: none"> • <i>CCTV Policy</i> <ul style="list-style-type: none"> ➤ <i>Sharon presented: 'Pre-GDPR advice from the Data Protection Commissioner'</i> ➤ <i>Discussion on CCTV cameras discussed</i> • <i>ASD Class...Best Practices Policy..... Approved</i>
Child Protection	<ul style="list-style-type: none"> • Child Protection In-service.....The following advice from Patricia Shanahan...Athlone Education Centre, 04-10-2019 was presented and approved:
Child Protection Oversight Report	<ul style="list-style-type: none"> • <i>Presented and approved</i> • <i>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.</i>

	<p><i>Section A.: Allegations of Abuse against Member of School Personnel (Section 9.5)</i></p> <p><i>Section B.: Other Child Protection Concerns in Respect of Pupils in the School (i.e cases that do not involve any allegation of Abuse against a Member of the School Community) (Section 9.6)</i></p> <p><i>Section C.: Child Protection Concerns Arising from Alleged Bullying Behaviour Amongst Pupils (Section 9.7)</i></p> <p><i>Section D.: Summary Data (Section 9.8)</i></p>	NIL	NIL	NIL
Rainbow Ireland Centre for Bereavement and Separation Loss	<ul style="list-style-type: none"> • <i>Approved</i> • <i>Facilitators = Siobhán Enright and Ann Marie Vaughan</i> 			
Incredible Years Programme	<ul style="list-style-type: none"> • A prevention and early-intervention programme designed to reduce conduct problems and promote children’s positive behaviour... <i>approved</i> • <i>Participant = Seán Burns</i> 			
Faulty IWBs	<ul style="list-style-type: none"> • Faulty IWBs to be replaced by Touchscreen Panels going forward... <i>approved</i> • To be financed by Book Rental Scheme... <i>approved</i> 			
For Discussion	3 items discussed with resolutions agreed			

6.) Agreed Report to be released to school partners..... a.s.a.p.

7.) Votes of Sympathy

- Vote of sympathy to Catherine Freney on the death of her husband, William R.I.P.

Votes of Congratulations

- Vote of congratulations to Sharon Malone on the birth of her baby boy, Fionn
- Vote of congratulations to Sarah Raftery on the birth of her baby boy, Oisín

8.) Date of Next B.O.M. meeting:

- This will be a decision of the new Board of Management

Before this meeting concluded, Principal John Burns thanked John Casey and all Board members for their excellent contribution to the education and well-being of our pupils during the last 4 years. He mentioned some of the excellent achievements of the Board: WSE Report, Recruitment, Fund Raising, Astro-turf, Policy Formation, Hire of facilities, summer building projects, opening of ASD class to name but a few.

John Casey thanked all members. He stated that our Board was a superb Board. Everything was openly discussed for the benefit of the school. He mentioned that we became great friends. He paid special tribute to the incredible work of Principal, John Burns.

The outgoing Board wished to thank all staff members, teachers, SNAs, Miriam, Bernadette, Rony and Noreen for their excellent contribution to our school and community during the last 4 years.

Signed: _____ (Chairperson, Board of Management)

Date: _____