

## Board Of Management Meeting

### **PRO Report**

<b>Date of Meeting</b>	23-01-2020
<b>Time</b>	8.00p.m. – 11.30p.m.
<b>Minutes taken by</b>	Leo Duggan
<b>Present</b>	Elaine Casey, John Burns, Morgan Lahiffe, Isla O’Dowd, Martina McMorrough, Tom Curran, Lorraine McCarthy, Leo Duggan

### Minutes of Previous Meeting

Minutes of meeting 05-11-2019 ratified:

Proposed	John Burns
Seconded	Morgan Lahiffe

### • **Allocation of Roles & Responsibilities**

- Chairperson – Elaine Casey
- Principal/Setting the agenda for meetings – John Burns
- Treasurer – Martina McMorrough
- Maintenance Officer – Morgan Lahiffe
- Health & Safety/Vetting & Child Protection Officer – Tom Curran
- School Premises Officer/Hire of School Facilities – Lorraine McCarthy
- PRO/Recording Secretary for Meetings/Completing Board correspondence for Chairperson to sign – Leo Duggan
- Fund-Raising Co-Ordinator – Isla O’Dowd

### Matters Arising:

- CCTV Policy – John stated that he emailed the policy to the Board members and everyone agreed to the policy.
- Morgan stated that he looked into the grants and the school could apply for a sports capital grant.

### Reports

#### **Treasurer/Financial Report.....Martina**

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

- Account Balances to 30-09-2019
- New Credit Card...change name
- New Signatories
- Electricity for Community Centre
- Need for a Purchasing Policy in line with FSSU Guidelines
- 05-11-2019...Financial Guidelines P05 – Utilisation of Department of Education & Skills Funding
- 05-11-2019...Financial Guidelines P05-2019/2020: Primary Grant Calendar
- 29-11-2019...Taxation of Part Time Teachers, Trainers and Tutors

- 02-12-2019...Reminders re Submission of School Accounts
- 03-12-2019...Email from Curtin O’Friel re provision of Payroll and RCT/VAT Services
- 05-12-2019...Revised Pay Rates for Ancillary Staff from 2016-2019
- 06-12-2019...Financial Guidelines P05-Expense Payment to Volunteers
- 09-12-2019...Remittance Advice ...Minor Works Grant 2019-2020
- 10-12-2019...Remittance Advice....Minor Works Grant 2019-2020
- 12-12-2019...School Annual Report.....Registered Charity
- 12-12-2019...Financial Guideline P09 –PAYE Modernisation.pdf
- 18-12-2019...Submission of School Accounts by 28-02-2020
- 07-01-2020...Remittance Advice 16632\_14830U.pdf

#### **Decisions/Information**

- *Martina informed the Board that Miriam has the accounts completed up to Sept 2019*
- *Board to take a 3 month metre reading of the electricity bill*
- *We received for the €12,567 for Minor Works Grant*
- *We received €48,060 for Capitation Grant*
- *Submission of school accounts to the FSSU was completed on 21<sup>st</sup> January by Curtin O’Friel Accountants*
- *Curtin O’Friel are responsible for the provision of Payroll, RCT and VAT from January 2020 including any Taxation of Part Time Teachers, Trainers and Tutors*

#### **Maintenance Report.....Morgan**

- Report...update since last BOM meeting
- 06-12-2019...Quotations from Dermot Custy
- 06-01-2020...Reporting Annual Energy Use to SEAI
- 23-01-2020...Quotation from Fergal Warren re pressurisation unit in boiler

#### **Decisions/Information**

- *Quotes received for gate at side*
- *Dermot Custy has repaired wood fencing in basketball court.*
- *Fergal Warren stated pressurisation unit in boiler is gone. Board approved the decision to replace*
- *Peadar to submit Annual Energy Report to SEAI*

#### **Health & Safety Officer Report... Tom Curran**

- Report...update since last BOM meeting
- Grid covering central heating chimney from side of Community Centre
- 18-11-2019...Internal School Safety Inspection...BMac
- 11-12-2019...Email from Siobhán Enright re AED Defib Unit
- 16-12-2019...New defibrillator and First Aid kits

#### **Decision/ Discussion / Information**

- *Morgan to talk to Peadar McMahan about grid covering central heating chimney from side of Community Centre*
- *John to send out a circular about parking on school grounds and appropriate driving*

- *We have purchased a new defibrillator and staff will have training at next staff meeting 28/01/20*

**Vetting Officer / Child Protection Report.....Tom Curran**

- Report...update since last BOM meeting
- 19-11-2019...Email from Diocesan Office re non-use of public service cards

**Decisions/Information**

- *John to speak at the Spring Concert about encouraging parents to get Garda Vetted*
- *Board of Management to be Garda Vetted - Approved*

**School Premises Officer Report.....Lorraine McCarthy**

Lorraine presented the following Report:

- After School Activities Summary Term 1&2
- Use of School Facilities...finances...update
- 08-01-2020 & 17-01-2020... Emails between Lorraine & Bernadette
- 20-01-2020... Email re children's fitness and wellness

**Decisions/Information**

- *Lorraine to follow up on the Rugbytots contribution*
- *Application for use of hall declined*
- *Lorraine to enquire if anybody is interested in starting up art classes as part of our after school programme*

**PRO Report...Leo Duggan**

- *To include 'Roles of Board Members' in his report*

**Fund Raising Report...Isla O'Dowd...Decisions**

- *Isla has researched the idea of doing a Fashion Show event with stalls and a reception beforehand*
- *Isla wants a team to get involved with 6 clearly defined roles and each member would have a sub-committee*
- *Isla to talk to Gillian Moore to get her advice about the last Fashion Show the school had*
- *Isla to talk to Brian Dilleen about the Race Night Fundraiser*

**Correspondence:**

**Department Correspondence**

John presented the Board with the following Circular:

- 22-11-2019...Circular 0064/2019: Panel Access for Fixed term/temporary and Part-time teachers to the Supplementary Redeployment Panel for 2020-2021 school year
- 10-12-2019...Circular xxx/2019: Educational Licences for the Use of Copyright Works
- 20-01-2020...Circular 0065/2019: Revision of Salaries for SNAs from 01-01-2020
- 20-12-2020...Circular 0071/2019: Educational Licences for the use of Copyright Works

- 20-01-2020...Circular Letter 0072/2019: Revised Rates and Thresholds of the Additional Superannuation Contribution with Effect from 1 January 2020 for members of Standard Accrual Pension Scheme, Fast Accrual Pension Scheme and Single Pension Scheme.
- 21-01-2020...Circular 0073/2019: Revision of certain daily / hourly rates for Primary Teachers from 01-01-2020

### **Decisions / Information**

- *We have the copyright licence to photocopy in the school*

### **General Correspondence**

John presented the following:

- 11-11-2019...Governance Manual Primary Schools 2019-2023
- 18-11-2019...Patron's Appointment of Board of Management 2019-2023
- 21-11-2019...Letter to Over the Rainbow Playschool re appointment of Architect
- 21-11-2019...Letter to Fr. Jerry re Stage 7 Development
- 16-12-2019...Imagination Playground...Signed Agreement
- 17-12-2019...Email from Noel Kelly, Director, Tusla Education Support Service (Forwarded to P. McMahon)
- 03-01-2020...Finding of Community Survey
- 17-01-2020...Allianz Guidelines re Use of Schools as Polling Stations
- 20-01-2020...Email from St. Senan's Education Office...Use of Schools as Polling Stations
- 20-01-2020...Email from St. Senan's Education Office re BOM Training
- 23-01-2020...Letter from Mary Collins re Over The Rainbow Playschool
- 23-01-2020...Email from St. Senan's Ed. Office re BOM Training

### **Decisions**

- *Principal's approval of all Unpaid Leave days was ratified.*
- *Have to apply for retention of the prefabs*
- *School will be getting the Imagination Playground equipment soon*
- *BOM training...members encouraged to apply*

### **5. Principal's Report....John**

Dul Chun Cinn na Míosa Reports	<ul style="list-style-type: none"> <li>• Report to 31-12-2019 completed and approved</li> </ul>
Staffing	<ul style="list-style-type: none"> <li>• SNAs...New Arrangement</li> </ul>
School Self Evaluation. On-going:	<ul style="list-style-type: none"> <li>• Digital Learning Framework: Report from Adrian Frawley <ol style="list-style-type: none"> <li>1. In relation to the DLP several surveys have been or are currently in progress to identify the digital learning objectives.</li> <li>2. The gathering from three different sources (parents, staff, pupils) is under way.</li> </ol> </li> </ul>

	<ol style="list-style-type: none"> <li>3. This triangulation will provide direction for the Digital Learning Plan.</li> <li>4. A paper survey in conjunction with an online survey has been completed by staff members in December 2018.</li> <li>5. Online surveys on the website Surveymonkey.com are currently be undertaken by parents and pupils from 4th and 6th classes. These were created by Sean Burns and Adrian Frawley.</li> <li>6. Two junior classes under the guidance of Ms Kilcawley have begun to introduce an ipad based application called See-Saw which will promote digital folders of pupils' work.</li> </ol>
Understanding and Living the Ethos in a Catholic Primary School	<p>Report from Gillian Moore</p> <ul style="list-style-type: none"> <li>➤ Term 1 <ul style="list-style-type: none"> <li>• End of Term Christmas Mass</li> <li>• Reconciliation Service</li> <li>• Information Meetings...Dan O'Connell</li> <li>• Enrolment Ceremonies</li> <li>• First Holy Communion Parents' Mass</li> <li>• Daily promotion of the Catholic Values</li> </ul> </li> <li>➤ To Do <ul style="list-style-type: none"> <li>• Option 3, Page 12: New Board member required to form committee with Gillian to promote Catholic Ethos in school. <i>Lorraine McCarthy &amp; Martina McMorrough to form a committee with Gillian to promote Catholic Ethos in school</i></li> <li>• Target identified for 2020: Characteristic C Page 18</li> </ul> </li> <li>➤ Staff surveyed...staff identified Target C7 (Page 18) as an area to work on for 2020</li> <li>➤ Two other Targets to be identified by new Committee</li> <li>➤ To promote the teachings of Laudato Si, encyclical by Pope Francis, to implement C7</li> </ul>
OLCS	<ul style="list-style-type: none"> <li>• List of names were presented of all substitutes and part time teachers for whom claims have been made on the OLCS from 16-10-2019 to present.</li> </ul>
TUSLA Referral December 2019	<ul style="list-style-type: none"> <li>• 1 Pupil</li> </ul>
Looking at School 2016	<ul style="list-style-type: none"> <li>• Adjourned until next meeting</li> </ul>
Policies for Approval	<ul style="list-style-type: none"> <li>• CCTV approved</li> <li>• SET Policy approved</li> <li>• School Admissions Policy...new provisions under Education Act 2018</li> </ul>
Over the Rainbow Playschool	<p>Renewal of Planning Permission for Temporary Buildings...Cyril O'Reilly working on behalf of the Board</p> <ul style="list-style-type: none"> <li>• Fire Certificate granted 23/07/2002</li> </ul>

	➤ No need to be re-newed								
After School Team Coaching	<ul style="list-style-type: none"> <li>• Approved</li> </ul>								
Helping Suffering Animals of the Australian Wildfires	<ul style="list-style-type: none"> <li>• Five girls from Rang IV are organising a fundraiser to help injured animals affected by the Australian wildfires. They are organising a cake sale on Wednesday, February 26th. Parents will be requested to contribute baked goodies and each pupil will be asked to donate €2.00 on the day.</li> <li>• The girls are also organising a raffle with tickets costing €1.00 each. Mr. Frawley is kindly donating a €25.00 book voucher from our Book Fair for the lucky raffle winner.</li> </ul>								
PIEW	<ul style="list-style-type: none"> <li>• Approved</li> </ul>								
Child Protection Oversight Report	<ul style="list-style-type: none"> <li>• 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.</li> </ul> <table border="1" data-bbox="715 891 1417 1200"> <tr> <td><i>Section A.: Allegations of Abuse against Member of School Personnel (Section 9.5)</i></td> <td><i>NIL</i></td> </tr> <tr> <td><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></td> <td><i>1</i></td> </tr> <tr> <td><i>Section C.: Child Protection Concerns Arising from Alleged Bullying Behaviour Amongst Pupils (Section 9.7)</i></td> <td><i>NIL</i></td> </tr> <tr> <td><i>Section D.: Summary Data (Section 9.8)</i></td> <td><i>1</i></td> </tr> </table>	<i>Section A.: Allegations of Abuse against Member of School Personnel (Section 9.5)</i>	<i>NIL</i>	<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>	<i>1</i>	<i>Section C.: Child Protection Concerns Arising from Alleged Bullying Behaviour Amongst Pupils (Section 9.7)</i>	<i>NIL</i>	<i>Section D.: Summary Data (Section 9.8)</i>	<i>1</i>
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6.) Agreed Report to be released to school partners..... a.s.a.p.

7.) **Agreed Report (Leo)** to be released to school partners

8.) **Votes of Sympathy**

- Vote of Sympathy to Sarah Eyres on the death of her grandmother, Mrs. Ita Eyres R.I.P.

**Votes of Congratulations**

- Vote of congratulations to Goretta Quinn on her engagement & upcoming wedding
- Vote of congratulations to Shauna Woods on her engagement & upcoming wedding
- Vote of congratulations to Isla O'Dowd on her engagement & upcoming wedding

8.) **Date/Time of Next B.O.M**

- Thursday 26<sup>th</sup> March @ 7.30pm