

## Board Of Management Meeting

### PRO Report

<b>Date of Meeting</b>	01-05-2020
<b>Time</b>	7.00p.m. – 8.30p.m.
<b>Minutes taken by</b>	Leo Duggan
<b>Present</b>	Elaine Casey, John Burns, Morgan Lahiffe, Martina McMorrough, Tom Curran, Lorraine McCarthy, Leo Duggan
<b>Apologies</b>	Isla O’Dowd

#### Matters Arising:

N/A

#### Reports

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

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

- Account Balances to 30-01-2020 & 29-02-2020
- New Credit Card...change name
- New Signatories
- Electricity for Community Centre
- Need for a Purchasing Policy in line with FSSU Guidelines
- 24-01-2020...Schools Annual Report – Charities Regulator...Submission Registered.
- 06-02-2020...School Statement for Barefield N.S. (list of grants)
- 13-02-2020...Information on Public Service Innovation Fund
- 20-02-2020...Email from St. Senan’s Education Office re submitting BOM Report to FSSU
- 13-03-2020...FSSU Guidance Note on School Closures due to Covid-19 ...
- 20-03-2020...Financial Guideline P12-Employer COVID-19 Refund Scheme
- 22-04-2020...Cyril O’Reilly: fees for Planning Permission Application for 3 no. prefabricated structures
- 24-04-2020...ICT Grant Circulars...Circulars 0031/2020 and Circulars 0032/2020
- 24-04-2020...Email re payment of Bus Escorts
- 27-04-2020...DOES Remittance Advice 16632 14830U (Schools Books Grant & Digital Strategy ICT Grant)
- 29-04-2020... Financial Guideline 15 – Update on COVID-19 Payments
- 28-04-2020...PPE equipment costs

##### **Decisions/Information**

- *Martina to follow up with Miriam re payments through Aladdin*
- *Martina to organise/compile a Purchasing Policy for our school*
- *Get 3 Quotations (from local vendors if possible) for any work/projects*
- *Bus Escort to be paid for the duration of Covid 19*
- *BOM to invest in new touchscreen interactive whiteboard using money from the Digital Strategy ICT Grant*
- *BOM has purchased PPE equipment for the school*

- *Decision to refund monies to families whose children did not go swimming or to gymnastics*

### **Correspondence:**

#### **Department Correspondence**

John presented the Board with the following Circular:

- 01-02-2020...Circular 0005/2020: Standardisation of the School Year: 2020/20;2021/22; and 2022/2023
- 06-02-2020...School Inclusion Model Pilot Frontload Allocation of SNA Support for Students in primary and Post Primary Mainstream Classes
- 06-02-2020...ADHD Ireland: Update New SNA Model from Department of Education
- 07-02-2020...Circular 0007/2020: Changes to School Admission Process
- 11-02-2020...Circular 0008/2020: Post Graduate Diploma Programme on Continuing Professional Development for Special Education Teachers
- 11-02-2020...Circular 0009/2020: Graduate Certificate in the Education of Pupils on the Autism Spectrum
- 06-03-2020...Circular 0018/2020: Staffing Arrangements in Primary Schools 2020-2021 School Year
- 10-03-2020...Circular Letter 0020/2020: Coronavirus (COVID-19) Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post-primary schools
- 24-04-2020 Circular Letter 0024/2020: Coronavirus (COVID-19) Delay Phase: Arrangements for teachers and special needs assistants employed in recognised primary and post-primary schools
- 24-04-2020 Circular Letter 0027/2020: COVID-19: Temporary assignment arrangements for certain staff in the education and training sector
- 24-04-2020 Circular 0030/2020: Special Needs Assistant Allocations for the 2020/21 School Year for Mainstream Classes in Primary and Post Primary Schools
- 24-04-2020 Circular 0031/2020: Grant Scheme for ICT Infrastructure – 2019/2020 School Year
- 24-04-2020 Circular 0032/2020: Grant Scheme for ICT Infrastructure – 2019/2020 School Year €10m funding to issue to primary and post-primary schools
- 27-04-2020 Standardized Testing 2019-2020...cancelled

#### **Decisions / Information**

- *School Calendar for year 2020-2021 to be published*
- *Admissions Policy completed*
- *Covid 19 – School is obliged to ensure the safety and welfare of all employees at work*
- *Department of Education is withdrawing New SNA Allocation Model for the year 2020-2021. They will instead use the model that was in place for 2019-2020 so SNA staff numbers will rollover into the next year*
- *Standardised Test cancelled*

#### **General Correspondence**

John presented the following:

- 21-01-2020...Letter re meeting Ennis Area Secondary School Principals to discuss secondary school enrolment placements
- 27-01-2020...Circular to Parents re Procedures for dropping off and picking up children from Barefield N.S.

- 27-01-2020...Application for Sustained Support for Primary Language Curriculum approved
- 29-01-2020...Emails from PDST re Primary Language Curriculum Webinars
- 30-01-2020...Application Form for a Career Break
- 31-01-2020...Emails: Edel Tobin (Simon J. Kelly Architects); John Burns, Cyril O'Reilly re Planning Permission for Retention of Temporary Accommodation pre-fabs.
- 14-02-2020...Imagination Playground Delivery
- 28-02-2020...CPSMA Newsletter #58
- 01-03-2020...Email to Edel Tobin, Architect, requesting updated CAD drawings of Site
- Layout re Planning Permission for Playschool and prefab structure.
- 01-03-2020...Email to Board of Management members, Parents' Association and staff re new Admission Policy....consultation process
- 02-03-2020...Letter to Bishop Fintan, the Department and EWB re secondary school placements
- 08-03-2020...Guidance for staff in childcare and educational settings re COVID-19
- 10-03-2020...Letter from Dr. Tony Holohan re Covid-19 and procedures to follow
- 12-03-2020...Statement from Department of Education and Skills on school closures and emailed to all BOM members
- 12-03-2020...Email from St. Senan's Education Office re 'Corona Virus and School Closures'
- 12-03-2020...Email from St. Senan's Education Office re Board of Management Training postponed.
- 15-04-2020...Email re withdrawal of Career Break Application
- 18-04-2020...Email from St. Senan's Education Office re guidance during COVID-19 closure
- 23-04-2020...Email re sewerage connection
- 28-04-2020...Email correspondence with St. Senan's Education Office re recruitment
- 28-04-2020...CPSMA Guidance Note re Teleconferencing/video conferencing Board of Management Meetings
- 28-04-2020...Email to St. Senan's Education Office with New Admission Policy for their approval
- 28-04-2020...Message re parents collecting school books
- 29-04-2020...CPSMA Newsletter #59

### **Decisions**

- *All ancillary staff to be paid during school closure*
- *BOM to exercise caution when writing written messages on media platforms i.e whatsapp*
- *BOM is awaiting advice from St. Senan's education office regarding recruitment*
- *Teachers will facilitate parents if they need books from the school.*
- *CPSMA newsletter circulated to Board members*

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

8.) **Votes of Sympathy**

- Vote of Sympathy to Noel Lennon on the death of his father, Mr. Charles Lennon R.I.P.

9.) **Votes of Praise**

- Vote of praise to Ian McMurrough on his participation in the webinar organised by the Teaching Council: '*Vital for some, good for all-Supporting students with Special Educational Needs (SEN) remotely*'.

10.) **Any Other Business**

- BOM shares its empathy with the pupils and parents of the sacramental classes
- John to speak to 6<sup>th</sup> class teachers about doing a preparation class for secondary school with the 6<sup>th</sup> class pupils
- School to discuss plans re organising a ceremony for 6<sup>th</sup> class pupils

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

- Thursday 7<sup>th</sup> June @ 7.00pm