

Board Of Management Meeting

PRO Report

Date of Meeting	03-12-2020
Time	7.00p.m. – 10.00p.m.
Minutes taken by	Leo Duggan
Present	Elaine Casey, John Burns, Morgan Lahiffe, Tom Curran, Lorraine McCarthy, Leo Duggan, Isla O'Dowd
Apologies	Martina McMurrough

- 1.) Opening Prayer
- 2.) Minutes of previous Meeting 07-10-2020
 - Proposer – Lorraine McCarthy
 - Seconder - Tom Curran
- 3.) Matters Arising
 - ADT – Surveyed the smoke alarms and sensors. No quotation received as of today. John to phone ADT and follow up.

Reports

Treasurer/Financial Report.....John

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

- **Treasurer / Financial Report...Martina**
- Account Balances to
- 15-10-2020...sanctioning 2% increase for Ancillary Staff
- 05-11-2020...Financial Guideline P05-2020-2021: The On-Line Claim System (OLCS) – Security Guidelines
- 11-11-2020...DoES Remittance Advice_16632_149830U: JEP Capitation and Teachers 2020
- 17-11-2020...List of DoES Payments from 01-09-2019 to 31-08-2020
- 19-11-2020...FSSU...Application For and Use of a School Credit Card
- 25-11-2020...CPSMA: Webinar on School Finances and the Role of the Treasurer
- 01-12-2020...FSSU...Grant Scheme for ICT Infrastructure 2020-2021
- 02-12-2020...DOES...Remittance Advice...Minor Works Grant 2021-2022
- 03-12-2020...FSSU...Submission of 2019-2020 Annual Accounts – 28-02-2021

Decisions/Information

- *John presented the account balances as of Sept 2020*
- *Minor works grant for 2020-2021 has been received this month*
- *Annual accounts must be submitted to the FSSU by 28/02/2021*

Maintenance Officer Report.....Morgan

- Side Gate to be installed at side of library
- Outside sensor lights to be replaced or repaired around school building and a number of

lights in school also replaced. Thermostat to be replaced in Rm 14

- Leak in Halla store room to be repaired
- Leaks in Rm 6 and Rm 7 - Water entering through roof of classrooms
- Classroom wall to be painted in Rm. 2
- Grass cutting on a monthly basis - Completed by John McCarthy Landscaping
- Extra Bins needed for each classroom for paper recycling - Completed
- Complaint of a sewage smell outside Community Centre on Gort Road side
- Strimming around school grounds - Completed
- Bulbs replaced in classrooms and corridor - Completed
- Gutters to be cleaned in 1995 Building and Library - Completed
- Maintenance of school grounds (Leaves gathered, spraying of weeds, flower beds) – Completed

Decisions/Information

- *Side gate - Completed by Ennis Ironworks (October 2020)*
- *Outside Sensor Lights - Completed by Brian Eustace (Nov 2020)*
- *Leaks in Halla - Temporarily repaired by Dermot Custy (Oct 2020)*
- *Leaks in Rm 6 and Rm 7 - Builders/roofers to be contacted*
- *Classroom wall to be painted in Rm. 2 - Rony Completed*
- *Grass cutting - Completed by John McCarthy Landscaping*
- *Bins purchased and placed in each room by Rony*
- *Morgan reported on the sewage issue*
- *Use of a bi-degradable spray to be investigated for controlling weeds.*

Health & Safety ... Tom

- Report...update...COVID-19 update
- Mats needed in some classrooms as exit door areas becoming very slippery due to children entering classrooms from yard.
- Extra traffic cones needed outside Junior Yard Gate as some cars parking in yellow box outside exit gate.
- Traffic cones also needed in front of school.
- Safety screens and a number of hand sanitizers to be repaired and refitted
- PPE equipment to be restocked
- Safety Lock to be fitted in external door of 'Blossom and Bloom Room.'
- Lock to be fitted in bathroom of Rm 13

Decisions/Information

- *Mats purchased and placed in front of classroom exit doors*
- *12 Traffic Cones Purchased (Nov 2020)*
- *Completed by O.D. cleaning*
- *PPE equipment constantly replenished by Western Hygiene and O.D. Cleaning*
- *Rony fitted safety lock in Blossom and Bloom and bathroom of Rm 13*

Vetting and Child Protection Report ...Tom

- 04-11-2020...A Guide to Child Protection and Safeguarding Inspections (dated 13-10-2020)

Decisions/Information

- *The Board were presented with Circular Number: 0072/2020 ...Updated Guide to Child Protection and Safeguarding Inspections in Primary and Post-primary Schools*
- *The Board were presented with the Guide to Child Protection and Safeguarding Inspections dated 13 October 2020*
- *Elaine, Tom, Gillian and John to meet in Spring Time to review Child Protection procedures.*

School Premises Officer Report.....Lorraine

- Use of School Facilities...finances...update
- Query: Insurance Updates
- 20-10-2020...Email re Rugby tots
- 20-10-2020...Email re French & German classes
- 21-10-2020...Email to all Licensees re non availability of school facilities during Level 5
- 21-10-2020...Emails from/to Richy Downey, Rugbytots
- 17-11-2020...Email from Lorraine with copy of email from Richy Downes, Rugbytots
- 01-12-2020...Email re Taekwondo re-commencing classes

Decisions/Information

- *Extra-curricular activities can recommence as we are back Level 3*
- *Most after school activity co-ordinators have submitted their seating plan for their class but some are still outstanding and the Board is to follow up*

PRO Report...Leo

PRO report to be updated to school website and various social media platforms.

Correspondence:

Correspondence.....John

- **Department Correspondence... Please read in advance of meeting.**
- **Circulars can be located on either of the following website:**
- Department website : (www.education.ie)click on Circulars
- 09-10-2020...Letter from Deirdre Shanley, Assistant Secretary, DES
- 21-10-2020...Letter from Norma Foley T.D., Minister for Education and Skills
- 21-10-2020...Important Information re close contacts of any staff member testing positive
- 23-10-2020...Email from Deirdre Shanley, DES, re product recall notice...ViraPro hand sanitiser
- 28-10-2020...Recall of 50 PPE products by DES
- 29-10-2020...Letter from O'D Cleaning Supplies Ltd. Confirming all products purchased conform to EU REACH and CLP regulations and are manufactured in Ireland

- 02-11-2020...Letter from Norma Foley T.D., re Dedicated Phone Number; Dedicated School Teams; Dedicated testing of close contacts; Definition of a close contact
- 04-11-2020...Circular Number: 0072/2020: Updated Guide to Child Protection and Safeguarding Inspections in Primary and Post-Primary School
- 05-11-2020...Circular Number 0074/2020: Communication/Teaching & Learning Platforms
- 09-11-2020...Supporting Collaboration with Parents in Primary Schools
- 17-11-2020...Primary Curriculum Guidance...Frequently Asked Questions
- 26-11-2020...Circular 0077/2020: Grant Scheme for ICT Infrastructure 2020/2021 School Year
- 27-11-2020...Circular 0078/2020: Panel Access for fixed term/temporary, substitute and part-time teachers to the Supplementary Redeployment Panel for 2011-2012 school year

Decisions / Information

- *The school is awaiting the balance of the ICT Grant*

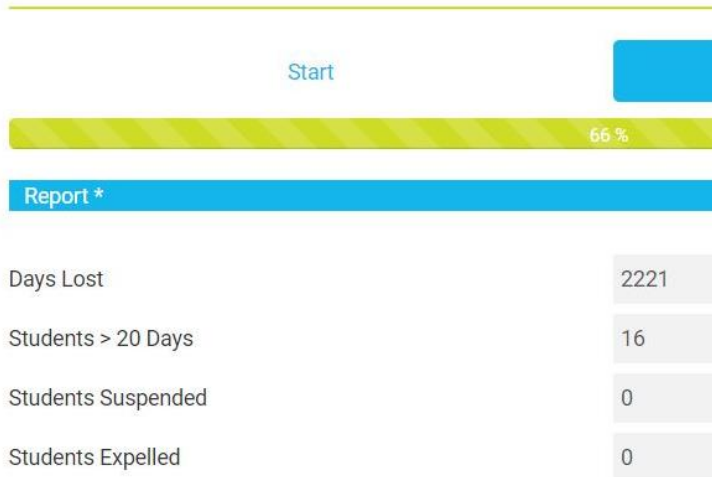
General Correspondence


John presented the following:


- 09-10-2020...Email of thanks
- 09-10-2020...Email of thanks
- 14-10-2020...Email to BOM with SPHE Policy
- 14-10-2020...Email to BOM with PE Policy
- 14-10-2020...Email to BOM with Appendix 4 Child Safety Statement
- 14-10-2020...Emails to/from Parents' Association re Hallowe'en
- 19-10-2020...Letter from Parents' Association to all parents re activities
- 20-10-2020...Email from St. Senan's Education Office
- 21-10-2020...CPSMA, Newsletter No. 61 October 2020
- 04-11-2020...Email to Niamh Wiley, Clare County Council, explaining that her invitation to a BOM meeting is deferred until fund raising activities can be re-commenced.
- 12-11-2020...Email from CPSMA re Uses of 72 Hours by SNA Circular 71/2011
- 16-11-2020...CPSMA: Catholic Schools Partnership Prayer Book
- <https://cpsma.us14.list-manage.com/track/click?u=678cc95a0cae678dbaa86b177&id=d2007fabdc&e=3a7b3f9e40>
- 24-11-2020...Email from CPSMA re 3 Training webinars
- 27-11-2020... Email from CPSMA re Child Protection Training
- 27-11-2020....Email from StaySafe.ie re Child Protection for school Boards of Management
- 30-11-2020....Email to NCTE re *eir* and Broadband cable laying...result...NCTE replied advising BBnet to survey re possibility of obtaining 100MB wireless Broadband connection
- 30-11-2020...Email from Niamh Wiley re Sports Capital Grant
- 01-12-2020....Email re primary school Rang VI numbers....for accessing secondary school
- 03-12-2020...Email ...re vandalism

Decisions

- Board to send an email to eir about the Broadband situation
- Committee (Leo Duggan, Morgan Lahiffe, Isla O'Dowd and Marie O'Halloran) has been set up to co-ordinate Sports Capital Grant and to complete the projects of our running tracks and hurling wall. John to request Niamh Wiley to correspond with Board Secretary going forward.

6.) Principal's Report....John											
Board presented with COVID-19 Report											
Board informed re. Dul Chun Cinn na Míosa Reports.	<ul style="list-style-type: none">• All teaching reports for November will be uploaded to school server.										
Exemptions from Irish...approved											
Annual Attendance Report to TUSLA 2019-2020..presented	<div><p>Annual Attendance Report</p><p>The dashboard displays a progress bar for the annual attendance report, currently at 66%. Below the bar is a table with the following data:</p><table><thead><tr><th>Metric</th><th>Value</th></tr></thead><tbody><tr><td>Days Lost</td><td>2221</td></tr><tr><td>Students > 20 Days</td><td>16</td></tr><tr><td>Students Suspended</td><td>0</td></tr><tr><td>Students Expelled</td><td>0</td></tr></tbody></table></div>	Metric	Value	Days Lost	2221	Students > 20 Days	16	Students Suspended	0	Students Expelled	0
Metric	Value										
Days Lost	2221										
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Policies ...presented and approved	<ul style="list-style-type: none">• Remote Learning Policy...approved• Admission Policy endorsed/approved by St. Senan's Education Office, 12-10-2020• Emergency Plan November – December...approved• Communication Information Statement for COVID-19 Barefield N.S. Response Plan...to amend Page 22 & 23Aladdin Declaration Parental Form to replace Doctor's letter										

<p>Broadband Connection...discussed</p>	 <p>30-11-2020: Email from NCTE advising of BBnet survey Agreed Next step: Email to be sent to Carolann Lennon, CEO, <i>eir</i></p>
<p>School Self Evaluation. On-going: presented and approved.</p> <p>Exception: BYOD Policy is not relevant to Barefield N.S.</p>	<ul style="list-style-type: none"> • Circular 0074-2020, especially Page 4 <ul style="list-style-type: none"> • Acceptable Usage Policy – details acceptable use of Internet enabled devices, mobile phones and related devices in the school. This policy must be agreed and signed by pupils/students and their parents/guardians. Advice available on Webwise at https://www.webwise.ie/category/teachers/acceptable-use-policy/ • Anti-Bullying policy to include reference to cyberbullying - more information available here • Data Protection Policy to include reference to the use of images and social media. www.dataprotectionschools.ie is an information resource for schools to support the ongoing development of data protection policies • Child Protection policies should be reviewed and, if necessary, updated to take account of teaching and learning in a remote learning environment • Bring Your Own Device (BYOD) which allows pupils/students to bring their own devices, especially tablets and other suitable personal devices, into classrooms to support improving pupil/student learning outcomes. Many BYOD-suitable devices can support a more pupil/student-centred, active learning approach and can enable pupils/students to engage in more self-directed learning • Wellbeing, to ensure the area of safe and ethical use of the internet is addressed in the context of the whole-school approach to wellbeing. Further advice relating to internet safety is available on Webwise an internet safety initiative focused on raising awareness of online safety issues and good practice among pupils/students, parents and teachers. It is funded by the Department of Education and the EU Safer Internet Programme and managed by the PDST (Technology in Education). A range of support, guidance and education resources for schools, teachers, parents and pupils/students is available from Webwise. The National • Digital Learning Framework....update as per Mr. Frawley During the summer months four interactive 73" touch screen boards were purchased and installed in the four senior classes. Recently three laptops were purchased and installed. Two were in mainstream classrooms and the remainder in the Blossom and Bloom Autistic Unit. All laptops were of a high spec 8GB and ryzen 5 spec. In the past couple of months Barefield N.S. has been setting up G-Suite accounts for all staff members of the school. Gillian Moore in conjunction with North Star Computers have coordinated efforts to establish G-Suite. The primary reason is for the school to be prepared for

	<p>remote learning should another lockdown come into existence. In the coming months staff will require remote training in the implementation of G-Suite.</p> <p>The DLF committee has identified that the internet speed is below par for the school and efforts are now underway in highlighting the need for faster broadband to be laid into the school. The issue is with the physical line entering the school. It has not been upgraded since the new faster fibre line was installed directly opposite the school.</p> <p>Adrian Frawley has initiated an ordering process through an agent of the Office of Public Procurement during the week commencing 23rd November. The contact is with PFH Technology Group.</p> <p>Once in place it will allow the school to access quality laptops at a better price.</p> <ul style="list-style-type: none"> • SSE : <ul style="list-style-type: none"> ➤ Term1 and Term 2: Completion of Action Plans for curricular subject areas for BOM approval in May/June 2021 ➤ Term 3: Review of Annual Policies
Staffing.....approved	<ul style="list-style-type: none"> • All staff leave approved by Board • Student Teachers...Term 2 <ul style="list-style-type: none"> ➤ 3 Student Teachers
Safety at Dismissal Time...use of cones approved.	
Board informed re. An Taisce Green Flag #8.	<ul style="list-style-type: none"> • Global Citizenship-Marine Environment...awarded 23-11-2020
Staff Wellbeing...thanks to Patricia Keane and her Committee...presented and approved	<ul style="list-style-type: none"> • December Exercise Routine: 20 Days of Christmas Staff Exercise Routine...staff divided into teams and will post number of minutes they exercise in a day up to a maximum of 3 times a week...team with the most number of minutes will be the winner. • PDST Workshop on Well-being: 01-12-2020 @ 8.00p.m.; Facilitator = Nuala Dalton
Work Experience TY Students...approved	<ul style="list-style-type: none"> • 3 TY Students during Term 2
OLCS...presented and approved...Report by Peadar McMahon	<ul style="list-style-type: none"> • List of names of all substitutes and part time teachers were presented for whom claims have been made on the OLCS from 07-10-2020 to present.

Board informed re. introduction of Gsuite...Report by Gillian Moore.	<ul style="list-style-type: none"> As per Gillian Moore's Report <ul style="list-style-type: none"> Gsuite setup, users and group creation Backup and transfer to barefieldns.com, domain transfer, domain and hosting registration, Email back-ups. Resolving various trouble shooting issues.
Board informed re. Understanding and Living the Ethos in a Catholic Primary School...Report as per Gillian Moore	<ul style="list-style-type: none"> As per Gillian Moore's Report <ul style="list-style-type: none"> Circulation of <i>Grow in Love</i> lessons, as compiled by Joe Searson, Diocesan Advisor, to teachers November Remembrance Ceremony In Fr. Jerry's absence, Bishop Fintan to appoint link person to co-ordinate Sacrament dates and ceremonies.
Looking at School 2016	<ul style="list-style-type: none"> Deferred
Concerned raised re on-going overuse of Astro-turf at weekends	
Child Protection Oversight Report...presented	

8.) Agreed Report (Leo) to be released to school partners asap.

9.) Votes

- Votes of Sympathy...none*
- Votes of Congratulations*
 - To Robert and Denise on the birth of their daughter Ada

10.) Date/Time of Next B.O.M

- Thursday, February 11th 2021 @ 7.00p.m.**