

St. Patricks Infants National School  
Gardiners Hill  
Cork



Scoil Phadraig Naofa  
Naionain  
Cnoc Ghairdinéir  
Corcaigh

Tel : 021-4551593

Email  
stpinfants@eircom.net

## Agreed Report for Parents Board of Management Meeting

DATE OF MEETING:	January 17, 2022
TIME OF MEETING:	6.30pm
VENUE:	Google Meet

BOARD MEMBERS		PRESENT	APOLOGIES
Chairperson	Fiachra O Suilleabhain	X	
Secretary	Anne O' Connell	X	
Treasurer/ Parents Nominee:	Andrea Hanover		X
Community Nominee	Carol O'Hea	X	
Patrons Nominee	Stephen Moroney	X	
Teachers Nominee	Cian Cadogan	X	
Community Nominee	Lisa Calnan		X
Parents Nominee			
<i>The above listed act as a corporate body</i>			

AGENDA ITEM	DECISION/ ACTION	BY:
<b>Video Meeting Ground Rules</b>	<ul style="list-style-type: none"> <li>• Today's meeting is being held in accordance with section 13.3 of the Governance Manual for Primary Schools 2019-2023 which provides for the use of a "conference call" to facilitate a Board Meeting in some limited circumstances.</li> <li>• No electronic recordings of the meeting are permitted</li> </ul>	Chairperson

	<ul style="list-style-type: none"> <li>• Each board member to confirm they are participating in the meeting on their own, without the possibility of being over-heard or recorded</li> <li>• Board members asked to observe the usual protocol of contributing formally, through the Chair to allow one voice be heard at a time</li> <li>• Board must remain quorate throughout the meeting.</li> <li>• If a Board member leaves or loses signal the meeting will pause with immediate effect until all members can rejoin.</li> <li>• Remote meetings will only deal with urgent or pressing matters.</li> </ul>	
Opening Prayer/ Reflection	<p>We seek blessings on the tasks before us, Bless our efforts with clear insight, our deliberations with wisdom, our work, with clarity and accuracy, and our decisions with impartiality.</p> <ul style="list-style-type: none"> <li>• A minute of silence was held in memory of Ashling Murphy (RIP),</li> </ul>	Chairperson
Confidentiality	Board members reminded all matters discussed are confidential as per Section 8 of The Governance Manual	Chairperson
Minutes of Previous Meeting	<ul style="list-style-type: none"> <li>• Minutes shared electronically at the start of the meeting</li> <li>• Minutes proposed by, and to be signed by: Cian Cadogan</li> <li>• Minutes seconded by, and to be signed by: Stephen Moroney</li> <li>• Minutes adopted by and to be signed Fíachra Ó Súilleabháin, Chair</li> <li>• Electronic sharing of the minutes removed again</li> </ul>	Chairperson
Matters Arising from Previous Meeting	<ul style="list-style-type: none"> <li>• Special face to face Board meeting was held on January 14, 2022 to adopt the Child Protection Oversight Report. Anne, Cian, Fíachra, Lisa and Carol were in attendance and the Report was ratified. The next Face to face will be held in March</li> <li>• Follow up on Restrictors for windows.</li> <li>• Twitter account approved subject to review in 3 months, careful administration and management is vital, use the school mobile number to set it up thus an upgrade mobile phone approved. Thanks to Laura Kenna for her promotion, establishment and management of the Twitter account.</li> </ul>	Chairperson

<p>Correspondence</p>	<p><u>FOR INFORMATION:</u></p> <ul style="list-style-type: none"> <li>• More Covid 19 guidance</li> </ul> <p><u>FOR DISCUSSION:</u></p> <ul style="list-style-type: none"> <li>• Mary Claire Hogan is meeting with the Girls School to discuss a Joint Risk Assessment in Shared Areas</li> </ul>	<p>Chairperson</p>
<p>Finance</p>	<ul style="list-style-type: none"> <li>• The FSSU and the Charities Regulatory Authority (CRA) have an agreement that submission of annual accounts for the year 31st August 2021 to the FSSU by February 28th, 2022, will deem a board to be in compliance with annual reporting requirements of the Charities Regulator.</li> <li>• Said accounts are with the accountant for auditing</li> </ul>	<p>Treasurer</p>

Principal's Report	<p><u>SCHOOL DEVELOPMENT and SELF EVALUATION - LITERACY/NUMERACY/ SPHE/ DEIS PLAN:</u></p> <ul style="list-style-type: none"> <li>• Advisory visit DE Inspector Una Kingston for DEIS/SSE plan. Reviewed in detail. Wellbeing and Teaching to current needs to continue. Plan to be prepared for Sept 22. May and June concentrate on transitions. Send SET school contact emails to Parents of children receiving support.</li> <li>• PA AGM to be held January 21st via Zoom.</li> </ul> <p><u>HSC</u></p> <ul style="list-style-type: none"> <li>• Principals Campus meeting and HSC meetings to be restarted - at least once a month</li> <li>• Zoom Classes for parents starting in Cookery</li> </ul> <p><u>SCP</u></p> <ul style="list-style-type: none"> <li>• The service is continuing</li> </ul> <p><u>BULLYING</u></p> <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul> <p><u>STAFF - APPOINTMENTS/TRAINING/ DEVELOPMENT/ NEEDS</u></p> <ul style="list-style-type: none"> <li>• Request from a Dutch college to take childcare and teaching assistant Interns? Approved</li> <li>• Transition Year students continue on work placement</li> </ul> <p><u>ATTENDANCE OF PUPILS (NEWB)</u></p> <ul style="list-style-type: none"> <li>• Attendance is very erratic due to Covid. We have approximately 50 to 75% of pupils daily. Those at home are receiving support from the class teacher via Aladdin.</li> </ul> <p><u>HOLIDAYS AND CLOSURES</u></p> <ul style="list-style-type: none"> <li>• Anne to ask Boys school for next years calendar</li> </ul>	Principal
--------------------	---	-----------

	<p><u>REPAIRS/MAINTENANCE/BUILDING DEVELOPMENT</u> <u>HEALTH &amp; SAFETY</u></p> <ul style="list-style-type: none"> <li>● Fire Drill held on Nov 19</li> <li>● Regular Covid guidelines arriving. E.g Antigen Testing, masks etc We have upgraded the masks from the blue to white ones and these are available to all staff. Book a deep clean for Easter. Cleaning standards are good.</li> <li>● To get air filters or not? Spoke with Una Kingston on Jan 7 re Sub situation and asked about filters. We discussed monitors in all rooms - measure times they go red before any filter purchases are made. Board advised all classes to air the rooms on a regular basis. A rota for the same is to be drawn up.</li> <li>● Temperatures below required levels in school - Circular 21/79, Rads are at their highest temperature - I am concerned about cost, waste and damage to the environment. Classes requested to move around more often, stay as warm as possible while airing the rooms to maintain safe readings on the monitors.</li> <li>● Covid Inspection on Dec 1 by Una Kingston, DE Cigire. Fully Compliant. Preliminary report for amendments if necessary arrived 13/1/22. All data is accurate.</li> <li>● ICT upgrade - grant application for €10,000 made and was successful under Circular 60/21</li> <li>● Query sent to Inspector, DE Officials and Taoiseach regarding lack of subs and priority placement on Panel for same.</li> </ul> <p><u>SCHOOL ACTIVITIES - TOURS/ TRIPS/EVENTS/ ACTIVITIES</u> <u>VISITORS</u></p> <ul style="list-style-type: none"> <li>● Santa arrived with School Kits for our pupils Dec 14.</li> <li>● The Helix Panto online was booked. Cost shared with Girls school</li> <li>● Hifilutin Flute Quartet came on Dec 17</li> <li>● Bangers and Crash workshop on percussion booked for Jan 25.</li> <li>● The Juniors and Seniors performed the Nativity Story online</li> <li>● Gabi, our Artist continues her work with us</li> </ul>	
Child Protection	<ul style="list-style-type: none"> <li>● Safeguarding, Risk Assessment notified to the Bishop of Cork and Ross and on display outside the main door with details of DLP and DDLP.</li> </ul>	Principal
Policies:	<ul style="list-style-type: none"> <li>● Updated mandatory policies to be ratified - Dignity at Work, Parents as Partners, Sustainability Policy</li> </ul> <p>All policies were ratified and many thanks are extended to Mary Claire Hogan for her work in this area.</p>	Chairperson
Sub Committee		Principal

Activities Garden/ School Grounds:		
Parents Association Activities	<ul style="list-style-type: none"> <li>AGM proposed for Jan 21, via zoom. Agenda - fill people in on school activities, seek new officers and members, propose a Male BOM nominee</li> </ul>	Principal
AOB:	<p><u>INFORMATION BROUGHT TO THE BOARDS ATTENTION:</u></p> <p><u>TABLED FOR DISCUSSION AT NEXT MEETING</u></p>	Chairperson
Agreed Report	<ul style="list-style-type: none"> <li>Items for inclusion agreed. To be drafted by Principal &amp; Chairperson and posted on school website</li> </ul>	Principal
Next Meeting: Date Time Venue	Monday, 28 March 2022	

**FOR NEXT MEETING: REVIEW AND ADOPTION OF THESE MINUTES:**

PROPOSED BY: \_\_\_\_\_  
Print Name
Signature

SECONDED BY: \_\_\_\_\_  
Print Name
Signature

CHAIRPERSON SIGNATURE : \_\_\_\_\_