

St. Patricks Infants National School  
Gardiners Hill  
Cork



Scoil Phadraig Naofa  
Naionain  
Cnoc Ghairdinéir  
Corcaigh

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## Parents/Guardians REPORT MINUTES OF BOARD OF MANAGEMENT MEETING

DATE OF MEETING:	May 9, 2023
TIME OF MEETING:	7.30pm
VENUE:	Staff Room

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	Michael Buckler	X	
<b><i>The above listed act as a corporate body</i></b>			

AGENDA ITEM	DECISION/ ACTION	BY:
	<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</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> </ul>	Chairperson

Opening Prayer/ Reflection	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.	Chairperson
Confidentiality	Board members reminded all matters discussed are confidential as per Section 8 of The Governance Manual	Chairperson
Minutes of Previous Meetings	<ul style="list-style-type: none"> <li>● Minutes forwarded a week in advance</li> <li>● Minutes proposed by, and signed by: Stephen</li> <li>● Minutes seconded by, and signed by: Andrea</li> <li>● Minutes adopted by and signed by: Chairperson</li> </ul> <p>Hard copies of Emergency Meeting and March 20 signed</p>	Chairperson
Matters Arising from Previous Meetings	<ul style="list-style-type: none"> <li>● Update on Reconfiguration - met KSN Project manager, Architect and another this morning. Work will commence on build. Report to follow. Board requested KSN be contacted and plans which are to be sent to DE also sent to the Board.</li> <li>● DE has instructed us to Tender for a Consultant to complete the water improvement project as the cost is over 200,000</li> <li>● An additional EWS application will now be made by Dawson Architects on grounds of Health and Safety to reconfigure the toilet block near the main door. A railed safe walkway around the whole school is to be included.</li> <li>● SEAI return made</li> </ul>	
Correspondence	<p><u>FOR INFORMATION:</u></p> <ul style="list-style-type: none"> <li>● Free Book Scheme details arrived. Shane Flynn coordinating same.</li> <li>● EAL post suppression query sent to Politicians and DE. After much discussion with DE another application form has been sent. Position and 10 hours sanctioned on appeal.</li> <li>● CPSMA newsletter</li> <li>● Update on payment of Secretaries who are transferring to DE payroll</li> </ul> <p><u>FOR DISCUSSION:</u></p>	Chairperson

Finance	<ul style="list-style-type: none"><li>• Andrea to investigate Credit Card for school - FSSU data forwarded to her</li><li>• Can we cover a portion of Swimming costs from DEIS grant? - yes</li></ul>	Treasurer

Principal's Report

SCHOOL DEVELOPMENT and SELF EVALUATION - LITERACY/NUMERACY/ SPHE/ DEIS PLAN:

Principal

- Well being for Pupils and Staff to be the focus in the DEIS plan - have the Board any suggestions? Staff to feedback to the Board - Dignity at Work policy? - awaiting same
- Congratulations to Laura Kenna on a very successful Erasmus Open day on April 19.
- Open morning May 10 for new enrolments
- Principals discussed waste management direction from CCC
- Anne O C attended CPSMA conference, Limerick, April 24

HSC

- The upcoming vacant post between us and Boys school was advertised and interviewed for on April 26th. Amanda Duke was the successful applicant and the Boards ratified the same.
- LEC was established following a community meeting in St. Aidans CS April 26th. Sarah Moroney, our parents rep
- Anne O C and Mary Claire to attend online Middletown conference May 19
- Anne O C to attend Frontline Practice review, Nano Nagle Place, May 30
- Manual Handling course on April 27 attended by 12 staff. More to follow
- Creative Cluster application proposed from Campus schools - College coordinating
- Staff have undertaken NCSE Behaviour Management Training
- NCSE have been in to meet most teachers separately regarding class behaviours and learning needs

SCP

- Ongoing
- Summer Camps organised - approval to use our Halla on 3 days? Approved
- Appreciative Enquiry of local SCP underway. Grace O Sullivan appointed

BULLYING/RACISM

- Nothing to report
- Staff to receive inservice on Racism - contact Susan Mackey, NYP, Mayfield. African Mothers Support Group, Nano Nagle Place.

STAFF - APPOINTMENTS/TRAINING/ DEVELOPMENT/ NEEDS

- Next Years Classes: (Staffing levels remain the same) approved  
Junior Infants -Room 3 Cian Cadogan  
Room 4 Emma Grimes  
Room 5 Vicky Sjaellender  
Senior Infants- Room 8 Shane Flynn  
Room 9 Ally Treacy  
Room 10 Leah Kirwan
- SET Mary Claire Hogan, Deputy Principal (SENCO)  
Kian Flynn  
Anna Myers
- EAL Laura Kenna
- ASD 1 Doreen Nolan/Noel Howley
- ASD 2 Tyrone Power
- Principal Anne O Connell

The above are subject to change depending on ongoing circumstances

ATTENDANCE OF PUPILS (NEWB)

- 22/23 returns for SCP. Attendance 86.1%. 1 reduced day. 0 expulsions.
- TESS - end of year returns/referrals to EWO to be made before June 2nd

HOLIDAYS AND CLOSURES

- Day closure for PLC and Trauma training April 21
- Early closing May 24 for NCCA new curriculum training

REPAIRS/MAINTENANCE/BUILDING DEVELOPMENT

HEALTH & SAFETY

- Reconfiguration plan approved by DE. Form of Acceptance forwarded to DE and KSN did onsite visit on April 29. 2 options available
- The EWS for Edge Protection is approved and gone to tender

SCHOOL ACTIVITIES - TOURS/ TRIPS/EVENTS/ ACTIVITIES

VISITORS

- Senior Infants Tour - Fota - May
- Junior Infants Tour - Farm - June
- Uileann Piper, May 10
- GAA and Swimming ongoing

Child Protection	<ul style="list-style-type: none"> <li>• Oversight Report signed</li> <li>•</li> </ul>	Principal
Policies:	<ul style="list-style-type: none"> <li>• New additions made to our Enrolment Form (see attached) approved</li> </ul>	Chairperson
Sub Committee Activities  Garden/ School Grounds:	<ul style="list-style-type: none"> <li>• Composting. Refer to the CCC letter re composting of food waste. Do we set up a service? Or as other schools use a compost bin/send home food waste? Compost bins are already in place.</li> <li>• Muintir na Tire visiting Tues 25 re the schools garden competition. Cian and Carol co ordinating flower beds etc</li> <li>• Many thanks to Carol for all her work in the garden</li> </ul>	Principal
Parents Association Activities	<ul style="list-style-type: none"> <li>• SHEP working with Lisa Calnan to set up classes for Parents of Children with ASD to commence soon as a Pilot project</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	June 20 , 2023 - Face to Face 7.30pm, Staffroom.	

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

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

SECONDED BY: \_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

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