

St. Patricks Infants National School
Gardiners Hill
Cork



Scoil Phadraig Naofa
Naionain
Cnoc Ghairdinéir
Corcaigh

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MINUTES OF BOARD OF MANAGEMENT MEETING Parents Report

DATE OF MEETING:	June 20, 2023
TIME OF MEETING:	7.00pm
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	
<i>The above listed act as a corporate body</i>			

AGENDA ITEM	DECISION/ ACTION	BY:
	<ul style="list-style-type: none"> • Today's meeting is being held in accordance with section 13.3 of the Governance Manual for Primary Schools 2019-2023 • Board members asked to observe the usual protocol of contributing formally, through the Chair to allow one voice be heard at a time • Board must remain quorate throughout the meeting. 	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"> • Minutes forwarded a week in advance • Minutes proposed by, and signed by: Cian Cadogan • Minutes seconded by, and signed by: Carol O Hea • Minutes adopted by and signed by: Chairperson <p>Hard copies May 9, June 20, 2023 to be signed</p>	Chairperson
Matters Arising from Previous Meetings	<ul style="list-style-type: none"> • Update on Reconfiguration - met KSN Project manager, Architect and another this morning. Report to follow. Board requested KSN be contacted and plans which are to be sent to DE next Tuesday also sent to the Board.. Still no feedback from KSPN. Plans again requested. Anne to contact Denis O Sullivan, KSPN appointed project manager. • Lead in Water application complete and signed off and forwarded to DE. DE has instructed us to Tender for a Consultant to complete the project as it is over 200,000. Tenders due in by June 17. Only 1 response from Dawson Architects - do we engage them? Yes • 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. • Does the Board recommend another EWS to upgrade Security onsite? Yes but in meantime draw up detailed safety procedures • A tender for completion of EWS work has been forwarded to 5 consultants. 1 refusal and 1 response of intent from Dawson Architects. Does BOM confirm to engage Dawsons as Consultant for EWS Edge Protection? Yes 	

<p>Correspondence</p>	<p><u>FOR INFORMATION:</u></p> <ul style="list-style-type: none"> ● CPSMA newsletter ● CPSMA notice that Digital Grant due in schools soon ● Charities Regulator report to be made by June 30 ● Further staffing appeal made for extra class teacher on grounds of needs at Infants level Appendix F(g) ● SNA working hours outlined - jobshare and support work days ● Secretaries offer revised. ● Update on SSE and Schools Inspectorate Role ● Fitness to Teach statutory guidelines notified to all schools ● Letter from College stating that the amalgamation will be announced once Bishop has informed Mayfield Community School and Department. <p><u>FOR DISCUSSION:</u></p> <ul style="list-style-type: none"> ● Discussion on Campus Security, Detailed procedures drawn up ● The Diocese requested that we propose a Chairperson for the next Board term. Suggestion - in light of the very many changes ahead on campus would the Board be willing to stay on with a rotating Chairperson? Yes but new members are to be followed up on. 	<p>Chairperson</p>
<p>Finance</p>	<ul style="list-style-type: none"> ● Andrea to investigate Credit Card for school - FSSU data forwarded to her 	<p>Treasurer</p>

Principal's Report	<p style="text-align: center;"><u>SCHOOL DEVELOPMENT and SELF EVALUATION - LITERACY/NUMERACY/ SPHE/ DEIS PLAN:</u></p> <ul style="list-style-type: none"> ● Review of DEIS plan underway (PDST support provided onsite) ● Very positive feedback to surveys ● PDST (now OIDE) identified review of planning documents as a target (include Cuntaisi Miosula) ● PDST Training in EAL for all staff to be provided ● As the New Curriculum is introduced Parents will be informed ● Parents identified a need to understand the Developmental Continuum for Reading ● Parents requested information on how to help their children in Literacy and Numeracy ● Over 93% were satisfied with our Well Being policies and procedures ● Attendance was very poor and will be prioritised next year ● HSCL will be developing a new plan in partnership with Parents and Community ● Retention - there is a lot of movement of pupils currently - both in and out of school. This is very quickly changing our profile. ● Educational transitions are very successful with 95% positive about the Enrolment process, the transitions to Girls and Boys schools are complete and all Teachers have met ● The Parent Class information meetings next September will be prioritised <p style="text-align: center;"><u>HSCL</u></p> <ul style="list-style-type: none"> ● Many thanks to Ronan for his great work in HSCL and welcome Amanda as she takes over the role <p style="text-align: center;"><u>SCP</u></p> <ul style="list-style-type: none"> ● Ongoing ● Summer Camps organised - approval to use our Halla on 3 days - approved ● Appreciative Enquiry of local SCP underway. Grace O Sullivan appointed to evaluate the service locally- I have yet to make my input due to a reschedule <p><u>BULLYING/RACISM</u></p> <ul style="list-style-type: none"> ● Nothing to report ● Staff to receive inservice on Racism - contact Susan Mackey, NYP, Mayfield. African Mothers Support Group, Nano Nagle Place. <p style="text-align: center;"><u>STAFF - APPOINTMENTS/TRAINING/ DEVELOPMENT/ NEEDS</u></p> <ul style="list-style-type: none"> ● Next Years Classes: (Staffing levels remain the same but may be subject to change depending on new arrivals) 	Principal
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	<p>Junior Infants -Room 3 Cian Cadogan Room 4 Emma Grimes Room 5 Vicky Sjaellender</p> <p>Senior Infants- Room 8 Shane Flynn Room 9 Ally Treacy Room 10 Leah Kirwan</p> <p>SET Mary Claire Hogan (SENCO) Kian Flynn Anna Myers</p> <p>EAL 1 Laura Kenna</p> <p>EAL 2 TBC - pending numbers</p> <p>ASD 1 Doreen Nolan /Noel Howley R.19</p> <p>ASD 2 Lucie Mc Neill Doherty R.20</p> <ul style="list-style-type: none"> • EAL post 2 granted on appeal - this will be reduced or cancelled should the appropriate number of EAL pupils not turn up by Sept 30 next. Awaiting to appoint to post. • 7.5 EAL hours granted 23/24 • Appeal for extra class teacher refused <p><u>ATTENDANCE OF PUPILS (NEWB)</u></p> <ul style="list-style-type: none"> • Open morning May 10 for new enrolments. An additional group were accommodated at a later date • Many Thanks from Ruth Hyde for our support of incoming Ukrainian children • 2 ASD pupils leaving for St Killians, 1 to Mayfield ASD - 3 spaces but 4 incoming Juniors have diagnosis so places will be for them. <p><u>HOLIDAYS AND CLOSURES</u></p> <p><u>REPAIRS/MAINTENANCE/BUILDING DEVELOPMENT</u></p> <p><u>HEALTH & SAFETY</u></p> <ul style="list-style-type: none"> • Reconfiguration plan approved by DE. Form of Acceptance forwarded to DE and KSPN did onsite visit on April 29. 2 options available. Ongoing correspondence with Diocesan re same • Dawson Architects awarded aborted fees • We need to make a new EWS application for Toilets • The EWS for Edge Protection is approved and 5 tenders sent out. 1 refusal and 1 acceptance by June 2 closing date. Dawson architects appointed. (as above) • Only 1 applicant to complete Water Upgrade after tendering process - Dawson Architects - do we confirm? Yes • Insurers and Diocesan office noted of all 3 builds - water upgrade, ews and asd reconfiguration 	
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	<p><u>SCHOOL ACTIVITIES - TOURS/ TRIPS/EVENTS/ ACTIVITIES VISITORS</u></p> <ul style="list-style-type: none"> • Senior Infant Graduation June 23 • Presentation to Miriam, our Lollipop lady retiring after 20 years 	
Child Protection	<ul style="list-style-type: none"> • Oversight Report signed - 1 DLP report made 	Principal
Policies:	<ul style="list-style-type: none"> • Code of Behaviour to be reviewed 	Chairperson
Sub Committee Activities Garden/ School/Grounds:	<ul style="list-style-type: none"> • Munintir na Tire visited for the Schools Garden Competition. Award ceremony tomorrow 	Principal
Parents Association Activities	<ul style="list-style-type: none"> • SHEP working with Lisa Calnan to set up classes for Parents of Children with ASD to commence soon as a Pilot project 	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"> • Items for inclusion agreed. To be drafted by Principal & Chairperson and posted on school website 	Principal
Next Meeting: Date Time Venue	September , 2023 - Face to Face 7.30pm, Staffroom.	

FOR NEXT MEETING: REVIEW AND ADOPTION OF THESE MINUTES:

