

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:	October 3, 2024
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:	Michael Buckler	X	
Community Nominee	Margaret Roche		X
Patrons Nominee	Breda Coleman	X	
Teachers Nominee	Cian Cadogan	X	
Community Nominee	Lisa Calnan	X	
Parents Nominee	To be appointed		
<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 	Chairperson

	<ul style="list-style-type: none"> Board must remain quorate throughout the meeting. 	
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 of April and June read Minutes proposed by, and signed by: Cian Minutes seconded by, and signed by: Lisa Minutes adopted by and signed by: Chairperson 	Chairperson
Matters Arising from Previous Meetings	<ul style="list-style-type: none"> Launch of SEN rooms - Bishop to bless - suggest working with PA on the same 	
Correspondence	<p><u>FOR INFORMATION:</u></p> <ul style="list-style-type: none"> Notice from DE re phones not allowed policy HSE back to school advice (data/addresses of new Juniors forwarded to North Lee for vaccination purposes) Governance Manuals for all BOM members Parents Surveys gone out yesterday CPSMA newsletters -June/October HSE Wellbeing ezine FSSU guidelines on School Tours Protocol <p><u>FOR DISCUSSION:</u></p> <ul style="list-style-type: none"> Upcoming WSE - MML. Who is available to meet the Inspectors next week? Tuesday, 9.30 Fiachra, Lisa, Margaret and Mike. The following PA members are meeting the Inspectors next Tuesday at 8.45am: Gemma Stacey Chairperson PA Angela Guermi Gillian Cahill Preschool/afterschool requests 1. Room 2. Sit on Board. Refer to the previous DEIS evaluation report. Correspondence from current Parents 	Chairperson

	<p>(other Parents also feel the same).</p> <p>The Board agrees that the current OT room off the Infant Hall may be used as an additional After School service but with strict conditions - no access is allowed to the Infant corridor or Infant Toilets (absolutely no running around outside the OT room during the After school session). Children are to remain in the OT room at all times with access to the Astro for play and the Preschool toilets if needed via the stairway. Children may be collected for the After school service at the Halla door but at home time collection is to be from the Pre school and After School service door. There is no exit at hometime from the Infant entrance. This temporary offer of the OT room is made in good will but we respectfully ask that all schools on campus do an inventory of the available space in all buildings. The arrangement stands for this present time only and will be reviewed at Christmas and throughout the year especially in light of the Infant school's need to respond to the possible additional needs of our school's current population.</p> <p>The Board thanks the Pre School and After School Directors for their invitation to sit on the Board. We see this as a possibility but will need solid confirmation that the Board is compliant with the Regulations for Voluntary Bodies. When this information is provided with evidence of the same the Board will again address your invitation.</p>	
<p>Finance</p>	<ul style="list-style-type: none"> ● Text a Parent costings - compare to whatts app business - investigate. ● Mike will contact Gemma, as PA Chairperson and Treasurer PA re their fundraising etc ● Finance Sub Committee? Local Approver? Mike and Lisa added as Approvers ● Advice to change from Mayfield Credit Union to a Revolut Business Bank account for PA as banks are too complicated. To be investigated. ● FSSU new guidelines on external auditors - guideline P17 	<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"> • AP2 post and Acting Post. Duties approved • WSE - MLL to be completed from Oct 8 to 10 next by Inspectors Grainne Cull and Michael Ryan. Feedback session with staff, parents and BOM on October 21. BOM available to meet at 1.30pm on the 21st. • Staff are reviewing all plans in light of Curricula changes • The present Leaders responsible for the new Curricula areas and promoting the competencies are: Anne - Arts Education, Mary Claire - Language, Cian - STEM, Social and Environmental Education, Laura - the Patron's programme, Wellbeing <p><u>SCP</u> Ongoing</p> <p><u>BULLYING/RACISM</u></p> <ul style="list-style-type: none"> • Nothing to report • Award for us from Bi Cinealtas 'Although your school's submission was not selected for presentation at the award ceremony on this occasion, it was of such a high standard that Minister Foley is awarding your school a Cineáltas Certificate. This Cineáltas Certificate is being presented to S N Padraig Naofa to recognise the contribution that you have made to preventing and addressing bullying behaviour and to promoting equality, inclusion, diversity and wellbeing. You should receive this Certificate by post in the coming weeks. Thank you for your dedication and commitment to preventing and addressing bullying behaviour in our schools'. • New Bi Cinealta procedures forwarded to all BOM. To be accepted and Appendix F signed <p><u>STAFF - APPOINTMENTS/TRAINING/ DEVELOPMENT/ NEEDS</u></p> <ul style="list-style-type: none"> • An additional AP2 post has been granted. Interviews to be held in November. • Mary Claire and Laura on Erazmus week of 21 October Lisbon - Mental Health course <p><u>ATTENDANCE OF PUPILS (NEWB)</u></p> <ul style="list-style-type: none"> • 93 pupils. 86 families 	Principal
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HOLIDAYS AND CLOSURES

- As per agreed list distributed in June
- Nov 29 - Primary Maths Day2

REPAIRS/MAINTENANCE/BUILDING DEVELOPMENT
HEALTH & SAFETY

- The Security tenders due back by May 31 - 2 responses . The additional fencing will cost approx 30,000 extra and an application will have to be submitted to the DE. The original 40,000 covers CCTV upgrade and gate keypads. Our Board will need to approve the tender and once that happens a drawdown letter will be sent to DE and works can commence. Question re contractor still being interested
- The Edge protection is ready to go but will now have to be readjusted at the stairway due to the new lift . Likewise due to the delay the contractor may no longer be interested
- New lift a hazard as the class is clear. Stickers put on
- The Contractors for the Water Upgrade will redo the tar over Halloween
- The water is now fit for consumption as per report
- The internal reconfiguration complete
- Swift Boxes are installed.(also to be launched) with retention of Green Flag/Pupils Council

	<ul style="list-style-type: none"> • Use of lit candles to be discontinued. Use battery ones. • Bumping hazard on fencing in the new yard area, builders said it is standard - lip around the new soft play area and the handles on the ramp - putting foam/swim noodles around all. <p><u>SCHOOL ACTIVITIES - TOURS/ TRIPS/EVENTS/ ACTIVITIES</u> <u>VISITORS</u></p> <ul style="list-style-type: none"> • Lord Mayor Sept 6th • Farran Woods Nov 6 • Halloween Parents celebration 	
Child Protection	<ul style="list-style-type: none"> • Oversight Reports - June and September signed • Child Safeguarding overview completed and signed. Trustee to be notified. • Previous reports archived as children have left our school. HSE notified 	Principal
Policies:	<ul style="list-style-type: none"> • New members for the policy subcommittee - Breda Coleman, Mary Claire Hogan and Fiachra O Suilleabhain. • Hire of school policy to be formalised • Adopt Safeguarding Risk assessment in light of minor changes ? Yes. Annual checklist to be completed at the next BOM • The following policies are due for review - no change to content -Admissions (notice of offer to be changed to this year's date), Attendance, Anti Bullying (incorporate Bi Cinealta), Code of Behaviour. Reviewed • Adapt new policies into current policies- Bi Cinalta (Bullying/Anti Bullying), CPSMA/INTO/DE agreed Working Together? Adapted • Do we ratify the SNA policy, SEN policy and the 6 Step Attendance plan? Yes • The following policies to be reviewed - Nov 24, Assessment. 	Chairperson
Parents Group - Association Activities	<ul style="list-style-type: none"> • Parents group formed after Class meetings. Co-ordinated by Laura and Amanda. Chair: Gemma Stacey Secretary: TBA Treasurer: Pauline Chappell. AGM October 22nd where the BOM Parent nominee will be elected. Currently willing. - Angela Guermi . An election will be held on the day if there are more interested parents. Chairperson or Nominee needs to be present - Fiachra will attend • WSE Parents' surveys sent on Sept 30. • The DEIS plan was explained at the Parents' meetings 	Principal

AOB:	<u>INFORMATION BROUGHT TO THE BOARDS ATTENTION:</u> <u>TABLED FOR DISCUSSION AT NEXT MEETING</u>	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	November 26 , 2024 - 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 : _____