

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/Guardians Report

DATE OF MEETING:	April 29 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	Andrea Hanover	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> </ul>	Chairperson

	<ul style="list-style-type: none"> <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>	
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 read</li> <li>• Minutes proposed by, and signed by: Cian Cadogan</li> <li>• Minutes seconded by, and signed by: Andrea Hanover</li> <li>• Minutes adopted by and signed by: Chairperson</li> </ul>	Chairperson
Matters Arising from Previous Meetings	<ul style="list-style-type: none"> <li>• Following DE intervention and an online TEAMS meeting the Girls agreed to our project going ahead to redevelop rooms 19, 20 with access via room 20 and lift. The objection from the College has been withdrawn after Diocesan intervention. Ongoing communications between all parties.</li> <li>• As per DE direction all children are to enter and exit via main entrance. This is causing great consternation for staff and Parents in Room 19. A response is to be sent to Brian Cronin.</li> <li>• Fiachra updated the Board regarding the monies (approx 384,000) donated to St Lukes NS by Safer Routes to School Programme. - He will meet with the Chairperson of St. Lukes to find out more. Anne to inform campus principals and Diocesan office. Funds to buy house at gate? -Ongoing</li> <li>• The situation with cars at the gate is to be brought to the FM team.</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> </ul>	

<p>Correspondence</p>	<p><u>FOR INFORMATION:</u></p> <ul style="list-style-type: none"> <li>• Letter re amalgamation (copy 2020) resent to Diocesan Office at their request. Boys school have also sent the same. Fr. Michael and Regina await Girls school.</li> <li>• Notice from TUSLA not to use water beads as they are a choking hazard</li> <li>• Anne made a last ditch appeal to Primary Allocations not to cut our SET allocation - fell on deaf ears!</li> <li>• Thank you from IPPN for the Board's support of Principal and Deputy</li> <li>• Yearly SEAI re energy use letter arrived. Girls school look after the response. Our letter returned!</li> <li>• Application made for inclusion on the DEs pilot on Universal Design for Learning</li> <li>• Letter from local resident Maria Nugent complaining about parents parking. Anne responded and forwarded to Oliver Moran who advised going to Community Policing Forum. Ongoing.</li> <li>• Circular 25/24 outlining the new AON process and Teacher's involvement with the same following High Court decision.</li> <li>• Emails from Girls and Secondary schools about our taxis and danger at the rear of the building. Anne contacted the Diocesan office and sought reassurance that these issues would be addressed by the Patron. After meeting with DE it is agreed that all Infant pupils exit and enter via the main entrance. This has commenced for ASD Classes.</li> </ul> <p><u>FOR DISCUSSION:</u></p> <ul style="list-style-type: none"> <li>• Insurance letter from Girls. No to 1shared policy as we are following Diocesan Office direction.</li> <li>• Board training. May 2.</li> </ul>	<p>Chairperson</p>
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Finance	<ul style="list-style-type: none"><li>• Text a Parent costings - compare to whatts app business - investigate. Amanda Duke following up.</li><li>• Finance Sub Committee?</li> <li>• Advice to change from Mayfield Credit Union to a Revolut Business Bank account for PA as banks are too complicated. To be investigated.</li></ul>	Treasurer
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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"> <li>• Erasmus Job shadows ongoing. Mary Claire and Laura - Seville, Anne and Amanda Vienna, Anne Coburg/Munich. Cian did a week's course on ICT in Valencia over Easter and Anne did one in Madrid on Soft Skills. Kathleen, Rosie and Rachel are off to Seville. On their return Ally and Emma are going to Seville. All teams job shadowing in different schools.</li> <li>• Saint Patrick's Infants has identified our focus as <b>Wellbeing</b> <ul style="list-style-type: none"> <li>Step 1 : Identify Focus April- June 2023</li> <li>Step 2 : Gather Evidence <ul style="list-style-type: none"> <li>Culture and Environment Curriculum (Teaching &amp; Learning) Policy and Planning, Relationships Partnerships. Saint Patrick's Infants will send surveys to staff and families/carers and hold focus groups with students across the four key areas. September - December 2023</li> </ul> </li> <li>Step 3 : Analyse and make judgments <ul style="list-style-type: none"> <li>Saint Patrick's Infants will evaluate the effectiveness of our current practice using the statements of effective practice based on the answers to our surveys and focus group meetings. January- March 2024</li> </ul> </li> <li>Step 4 : Write and share report and improvement plan <ul style="list-style-type: none"> <li>Saint Patrick's Infants will record our findings and develop our school improvement plan. We will share a summary of this record with the parents and the school community. April - June 2024</li> </ul> </li> <li>Step 5 : Put improvement plan into action <ul style="list-style-type: none"> <li>Saint Patrick's Infants will put actions into each class level, into each subject department levels, year levels and school level. September - December 2024</li> </ul> </li> <li>Step 6 : Monitor actions and evaluate impact <ul style="list-style-type: none"> <li>Saint Patrick's Infants will monitor changes in practice and evaluate staff and pupil experiences and their impact on wellbeing January - June 2025</li> </ul> </li> </ul> </li> <li>• Permission granted from the Board to install Swift Nesting boxes over the flat roof. Fully funded by Biodiversity Ireland. Coordinating with Girls school. Congratulations to Shane Flynn and Ally Treacy for developing the initiative along with our Heritage in Schools support Niamh.</li> </ul> <p><b>HSCL</b> - 1. An La Glas - Wednesday 13.03.24 a. Email update from Shane re An La Glas b. Stage and sound system in place that morning c. Fr Pontianus will be there d. Parents to walk at end of school groups e. Gathering at 9.20 am in primary playground f. Students to wear something green</p> <ul style="list-style-type: none"> <li>• 2. June McCarthy -Initiatives i. EAL &amp; Choir with Fabrice ongoing ii. 1st class parents candle making iii. Yoga on Mondays iv. Walk on Wednesdays b. Families i. Regular phone contact with parents re attendance, punctuality, behaviour &amp; transitions ii. Support parent to access local SVP supports iii. Organising support &amp; home visit for parents 3. Amanda Duke - HSCL Report a. Initiatives i. Tesco Stronger Start initiative - link with 20 families ii. Child &amp; Family Support Network - padlet with local services all listed iii. Extra-curricular programme iv. Book buddies after Easter v. Modelled reading for 1st class from 16th</li> </ul>	Principal
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April b. Parents 4. Update on Katriona O'Sullivan talk for school staff a. Fee is €2500 + 23% VAT & overnight accommodation b. Possibility of opening this event to other schools in the North side cluster to spread the cost c. Most likely to take place in autumn 2024.

SCP  
Ongoing

#### BULLYING/RACISM

#### STAFF - APPOINTMENTS/TRAINING/ DEVELOPMENT/ NEEDS

- Our SET allocation was reduced from 3 Teachers to 2.4. This will mean sharing the third post with another school and not being the base school unless we are allowed to include our EAL Set hours in the post. We await the EAL appeal application as we were only allocated 15 hours and our Temporary EAL post denied. . 2 posts lost. Our staffing is down from 13 teachers to 11.
- Appeal emails sent to NCSE, Primary Allocations and SET Allocations sections. Then to Politicians as DE sent me in circles each section not taking responsibility for Profiling. No result from anyone!
- We have been notified that due to the above another permanent staff member is to go on the Cork Panel.
- SNA allocation is not available yet but we expect to lose a full hours post as DCP will be leaving. Likewise with the special Ukrainian support post.
- Vacancies notification form returned to Diocese
- Anne attended Child Sexual Abuse training by The Laurels in Dublin on April 26
- Mary Claire and Amanda attended Katriona O'Sullivan talk in Mary I on April 11 with a view of inviting her or not to Campus. Suggestion is to invite her pre opening on August 28 next.
- Board suggest inservice from EPIC for staff - Care Aware Campus

#### ATTENDANCE OF PUPILS (NEWB)

#### HOLIDAYS AND CLOSURES

	<p><u>REPAIRS/MAINTENANCE/BUILDING DEVELOPMENT</u> <u>HEALTH &amp; SAFETY</u></p> <ul style="list-style-type: none"> <li>• The Water upgrade test results confirm the lead is not on the road. Funding of 161,000 approved from DE. DE advise last Friday we issue the drawdown letter - consultant put a hold on this pending a commencement date from Contractors</li> <li>• The CCTV upgrade is gone for tender on the advice of the DE. Stephen Dawson Architects engaged as Consultant on the project.</li> <li>• The Edge Protection is ready and funding allocated but we await communication from KSN re chair lift etc.</li> <li>• Following our recent fire drill a number of issues arose - alarms did not sound, the exits were unsafe so Eileen Kelly to make an EWS application to upgrade the same.</li> </ul> <p><u>SCHOOL ACTIVITIES - TOURS/ TRIPS/EVENTS/ ACTIVITIES</u> <u>VISITORS</u></p> <ul style="list-style-type: none"> <li>• Trips to the Glen, Locality, Library</li> <li>• Tour - Juniors to Grenagh Farm and Seniors to Fota</li> </ul>	
Child Protection	<ul style="list-style-type: none"> <li>• Oversight Report signed</li> </ul>	Principal
Policies:	<ul style="list-style-type: none"> <li>• Hire of school policy to be formalised</li> <li>• new members for policy subcommittee - Breda Coleman, Mary Claire Hogan and Fiachra.</li> </ul>	Chairperson
Sub Committee Activities  Garden/ School/Grounds:		Principal
Parents Association Activities	<ul style="list-style-type: none"> <li>• PA AGM held on March 14.</li> </ul>	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"> <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 10 , 2024 - Face to Face 7,30pm	

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

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

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

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