

Report to School Community

Board of Management Meeting

Thursday, 10th November, 2011 at 7.30p.m.

1. **Opening prayer** – a reflection on the ‘Road to Emmaus’ was read by Martin Hanrahan who also welcomed the two new members, Brenda Cooper and Pauline Purcell.
2. **Matters arising**
 - The Board of Management is supportive of students who cycle to school and is very aware of the health benefits of an active lifestyle. It also wishes to promote the safe use of bicycles in relation to the car park area in the school.
3. **Correspondence**
 - A letter had been received from the Loreto Education Trust appointing Brenda Cooper to the Board with immediate effect. The current Board is as follows and its term of office will end on 15 of October 2012:

Nominating Body	Member
Loreto Education Trust	Mr Martin Hanrahan (Chairperson)
Loreto Education Trust	Sr Jennie O’Connell, I.B.V.M.
Loreto Education Trust	Mr Martin Crotty
Loreto Education Trust	Ms Brenda Cooper
Teaching Staff	Ms Marita Walton-Lanigan
Teaching Staff	Mr Simon Carroll
Parents	Ms Nichola Read
Parents	Ms Pauline Purcell

- A letter received from the Department of Education and Skills stating that we will not be permitted to replace our lost Assistant Principal post. Middle-management structure now comprises five Assistant Principals, and twelve Special Duties Teachers (formerly nine Assistant Principals and fifteen Special Duties Teachers but reduced due the moratorium on the replacement of same).

Department circulars - No new circulars this month. Department circulars can be viewed at www.education.ie

4. **Principal’s report**

A summary of school events since the last meeting was presented. Highlights were the selection of Loreto students for the Science and Maths Olympiad, the selection of two past pupils for university scholarship awards, and the school’s first Active Schools Week. A report on the school games activities was also presented with the performance of our senior Hockey squad at a recent tournament in Cheltenham being the main highlight.

The Principal reported that he had sanctioned no suspensions since the last meeting.

5. Parents' Association Report

Election of new officers – Una O'Neill had been elected as Chairperson of the association. A.G.M had taken place with Luke Monahan as the guest speaker and the Fashion Show was the big upcoming fundraising event.

6. Review of Board's own performance – the Board is undergoing a self-review exercise based on the Department of Education's document: 'Looking at our Schools'. This meeting saw a reflection on the Board's role in relation to the Education Act.

7. Health & Safety

No items of a serious nature were reported.

8. Child Protection Guidelines

- a. The Board was informed that Martin Hanrahan, Colm Keher (principal/Designated Liaison Person (D.L.P.)) and Marie Therese Gallagher (deputy principal/deputy D.L.P.) had attended the J.M.B. training on the new Child Protection Guideline which took place on 10th November 2011.
- b. The Board adopted in full, and without modification, the Department of Education's Child Protection Guidelines. This policy will be made available in the policies section of the school website: www.loretokk.ie then go to the 'Our School' section and click on 'School Policies'.
- c. The following items were agreed:
 1. The D.E.S. circular (0065/2011) and summary will be circulated to all school personnel;
 2. the policy will be made available on the school website and to the Parents' Association;
 3. the annual review will take place next year;
 4. the notice to be placed near the main entrance to the school will include a statement encouraging students to avail to pastoral support through the normal channels;
 5. all staff will be briefed on the updated child protection guidelines;
 6. protocols in relation to procedures for trips, games etc will be developed;

Following the advice of the Joint Managerial Board (J.M.B.), the Board of Management also adopted the following protocol:

In the context of these procedures (Child Protection Guidelines), where circumstances warrant it, as a precautionary measure in order to protect the children in the school and in accordance with the principles of natural justice and the presumption of innocence, the school principal is authorised by the Board of Management to direct an employee to absent immediately himself/herself from the school without loss of pay until the matter has been considered by the Board of Management. In such an instance, the employee will be invited to a meeting with the principal. The purpose of which is to inform the employee of the allegation and the action being taken. The employee may be accompanied by an appropriate person of his or her choice and will be so advised. In any event the employee will be advised of the matter in writing. Should such a decision be made by the Principal, an emergency meeting of the Board of Management would be called to review the decision.

9. Building Programme

- a. The principal outlined work that had been carried out during the mid-term break which included new floor covering in certain social areas on the existing building, double-glazed windows in rooms 30-34 and on the connecting corridor, new classroom doors in this area.
- b. It was also reported that our application for replacement of the Mary Ward block was being followed up with the Department.
- c. It was reported that the building committee had had its first meeting before break and had also visited the site.

10. School Development Planning

The principal outlined areas of school planning that were currently being dealt with: Cara Programme Review, Posts of Responsibility Review, Building Committee, I.T. Committee (issues in relation to I.T. facilities in the new building need to be resolved, some current maintenance concerns and proposals regarding the replacement of textbooks by lap-tops/ipads), Open Night Review, Equality of Challenge, Attendance System, Administration Software, Timetable/Curriculum Review (being deferred subject to more information re Junior Cycle reform. Regarding the issue of the replacement of textbooks with e-books, it was agreed to form a sub-committee of the Board to explore the feasibility of same: Colm Keher, Martin Hanrahan, Paula Leydon (parents' association), Nicky Read and a member recruited from the teaching staff.

11. Finance – a report from the Finance Committee was made and matters financial were deemed to be satisfactory.

12. The report was agreed and the meeting concluded.