

Loreto Secondary School

Board of Management Meeting
Monday, 13th December, 2010 at 7.30p.m.

Report to the School Community

1. **Opening prayer** – The Chairperson lead the opening prayer.
2. **Minutes** – the minutes of our previous meeting (2/11/2010) were proposed by Simon Carroll and seconded by Sr Brigid.
3. **Correspondence**
 - A letter from the Loreto Education Office asked for suggestions (for workshops/speakers) in relation to the Loreto Network Day. It was agreed that ideas could be forwarded to the principal. (principal@loretokk.ie)
 - It was agreed that it would be good practice to issue a general letter to parents, advising them of the nature of school trips (of a minor nature i.e. not including foreign trips etc.). The letter would indicate that a text message would be sent before any such trip and that the onus would be on parents to contact the school if they did not want their daughter to participate. This would eliminate the need send a letter to parents for each trip.
 - Letter from the Loreto education office regarding World Youth Day (Madrid, August 2011): it was agreed that further information would be sought.
 - Department Circulars – following circulars were presented:
 - 70/2010 – pay rates for secretaries and caretakers
 - 69/2010 – grant for PE equipment – the board was informed that a plan was being prepared.
 - 67/2010 – procedures for filling vacancies for remainder of year
 - 66/2010 – FAS scheme
4. **Principal's report**

Suspension report – the principal reported on one suspension that had been sanctioned since the last meeting.

Events – a summary of school events since the last meeting were presented.

The details of a presentation ceremony being organised in recognition of our 6 All-Ireland titles last year were outlined to the board.

5. Enrolments for 2011

Report on current situation:

- The principal reported that all applicants from within the catchment area had been offered a place. On Thursday the first offer to a girl from outside the catchment area was made.
- A report on the recent public meeting in St. Canice's Co.-Ed. National School, which was addressed by the principal and chairperson on behalf of the board, was given.
- Clarification on the reference in the budget to the abolition of the bus catchment areas was sought and it was agreed that this would be provided for the next meeting.

Report to school community

- Following the submission of a written request, it was agreed to convene a special meeting with representatives of the St. Canice's Community Action Group. This would take place on 17th of January.

6. Catholic Schools Week

The board was informed that a new resource pack would be made available in January.

7. School Development Planning

The following areas of school planning were reported to the board:

1. In-service – Maths and Irish
2. I.T. training for Maths teachers organised by the Maths Faculty.
3. Post of Responsibility review – sub-committee still working on draft.
4. Pastoral Care Team devising new referrals mechanism
5. I.T. provision greatly enhanced by the installation of two new laptop trolleys and data projectors.

8. Health and Safety

The Board was informed that an inspection by Health and Safety authority had taken place and that the following requests were included in the report (matters expected to be addressed by February):

1. Update safety statement using HSA templates by staff members.
2. Ensure that emergency routes and exits are in line with the fire services acts (doors in new building)
3. Plan for 'work at height'.
4. System for supplying H&S practices to workers on site.

9. Finance –

- A report on the operation of the sports facilities was presented.
- A revised budget, incorporating cuts to grants resulting from the recent government budget cuts, was approved by the board.

10. Building Programme

- The board was informed that the project had gone to tender. Tenders would be opened before Christmas.
- Proposal in relation to extended accommodation
 1. The board agreed that we would further explore the costs associated with options in relation to the Mary Ward wing.

11. Items for Next meeting – it was agreed that the next meetings (other than 17th January regarding admissions) would take place on the 24th of January and 21st of February - 7:30pm.