



Board of Management meeting
Wednesday, 24 October 2018

Report to the School Community

Members:

Tony Joyce (Chairperson)

Nichola Read

Kieran Boland

Nicky Cashin

Catherine Peters (parent)

Michael Shields (parent)

Majella Rafter (teacher)

Padraig Fitzpatrick (teacher)

1. Opening Prayer - Tony read a prayer from the Loreto prayer book.
2. Training Programme for Board:
 - a. Details of upcoming training and the Loreto Network Day were given.
 - b. Loreto Network Day will take place on the 24 November in the Kilashee House Hotel, Naas and will finish with lunch.
3. Review of Board:
 - a. The Board was presented with the review carried out by the previous Board at the end of its term of office. It was agreed that the document would inform the Board's planning and decision-making process.
 - What have been the significant developments and initiatives taken during the three-year term of office of this Board?
 - Review of various policies
 - Major review of Junior curriculum
 - Introduction of new timetable (all 40-minute periods)
 - Recruitment of two additional Deputy Principals
 - Buildings: Special Needs Unit (Dept. funded), Multi-purpose hall (school funded), Hockey pitch resurfaced (school funded)
 - Compass - introduction of new admin system with student and parent portals.
 - Leadership and Management Review and recruitment of new post-holders
 - Continued strong academic performance

Enrolments - increased by around 70 students in the lifetime of the Board
Special Class Unit formed to cater for the needs of students with Moderate
General Learning Disabilities
Uniform review - introduction of standardised shoes and new school jacket
Reintroduction of the Leaving Certificate Applied programme
Commencing as a pilot school for the Droichead programme (induction of new
teachers)
Introduction of a careers evening for senior students.

- Please list the major priorities to be considered by the incoming Board:

Continued review of policies

Risk assessment review and Child Protection training

Dignity in the Workplace

Whole-School Guidance Plan

Growing the involvement of parents in the Parents' Association

Fundraising to build up school's resources and continued prudent management
of financial resources

Past Pupils - forming an active union of past pupils

Reviewing curricular change and working towards the introduction of technical
subjects

Timetabling review - assessing the impacts of the new timetable

- b. It was noted that there would be a reflection on some aspect of the 'Continuing
the Journey' document at each meeting.
4. Tour of School - at the end of the meeting the Board members toured the main school
building.

5. Principal's Report

1. Health and Safety - A fire drill was undertaken on Monday 22nd October

2. Building Programme

Hockey Pitch: it was decided to complete snag items over the Halloween mid
term to minimise school disruption.

3. Student Council

Student Council representatives attended the Loreto Student Council Training in
Dublin last Wednesday with Ms. Phelan. Was seen as an extremely beneficial
day. The Student Council is also working on the organisation of the upcoming
careers evening in conjunction with the Career Guidance Department and the
Parent's Council. The Student Council Representatives will be making an input
into the Christmas Year Group assemblies. A sub-committee has been
established to review the Student Council Constitution.

4. School Self-Evaluation

A number of committees are in place to aid the process of SSE. These include:

Teaching and Learning Committee	IT in Teaching and Learning	Student Supports	Literacy and Numeracy
Extra Curricular/Excursions	Staff Wellbeing/Mentoring	150th Commemoration	Code of Positive Behaviour

Each member of staff is a member of a committee. These committees are scheduled to meet a total of 7 times over the course of the year.

Committee	Possible terms of reference
Code of Positive Behaviour	<ul style="list-style-type: none"> • Positive Points System. • Review of negative points. • Ladder of referral based on points system. • Review of current Code of Behaviour Policy.
Student Supports	<ul style="list-style-type: none"> • Whole School Guidance Plan
IT in Learning & Teaching	<ul style="list-style-type: none"> • Audit of staff needs/opinions • Direction on necessary staff upskilling.
Teaching & Learning (TL21)	<ul style="list-style-type: none"> • Embed Learning Intentions. • Learning Intentions in Subject Plan • Investigate collaborative practice.
Staff Wellbeing/Mentoring	<ul style="list-style-type: none"> • Finalise Dignity in the Workplace Policy.
Extra Curricular/Excursions	<ul style="list-style-type: none"> • Finalise excursion policy. • Review of whole school event calendar. • Audit of student body activities.
150th Anniversary Commemoration	<ul style="list-style-type: none"> • Continue with current action plan.
Literacy & Numeracy	<ul style="list-style-type: none"> • Audit of current initiatives. • Guidelines for subject departments • New wholeschool events • Review and advise on SIP initiatives.

An Assessment Committee has also been formed to investigate current practices in regard to all aspects of assessment with the secondary school and provide

recommendations for May 2019. This committee comprises of teachers who volunteered their time.

The SSE 2016-18 comprises of four strands

- a. Literacy (Year 5)
- b. Numeracy (Year 5)
- c. Learning Intentions (Year 2)
- d. Use of ICT in Teaching & Learning (Year 1)

TL21: 8 staff members partaking in programme to investigate an area of teaching and learning (Learning Intentions) and implement new initiative in school life. 8 teachers meet every 6 weeks for a two hour meeting after school.

20 members of staff have been supplied Apple iPads as part of upgraded teaching devices. This is in keeping with our recent change to Apple ipads for first year 2018-19 from previous Samsung device. In-service has been provided on opening staff planning day and also Friday 12th October by CompuB. Large reduction in number of complaints from first years regarding devices in past 9 weeks in comparison to previous years.

5. Curriculum

- Major review of timetable and curriculum carried out over the past two years with a focus on the Junior Curriculum, seeing a reduction of the number of examined subjects, the reduction of core subjects to three (Irish, English, Maths) and the introduction of short courses in Artistic Performance and Digital Literacy.
- Contact has been made with the PDST in relation to seeking advice and direction in relation to the possibility of providing a taster system in Technical Graphics for 1st Year Students. Currently 4 staff members have expressed interest.

6. Human Resources....eight new staff joined Loreto this year including two newly qualified staff who are being supported through the Droichead programme. All new staff and trainee teachers attended our induction programme and regular meetings have taken place for all at lunch times or after school. Droichead programme is under way with four staff members currently trained as mentors - two act as mentors while the other two act as a team member to also observe classes and offer suggestions on classroom practices. The whole process is led by the NQT highlighting areas of support that they feel they need. They are also requested to do a number of courses in the Education centre and keep a reflective portfolio to help them become reflective practitioners. At the start of the process they visit as many classes as possible in the school to see a wide variety of teaching styles.

7. Child Protection - a report in accordance with the nationally agreed template was presented. Board completed a review of our procedures in September.
 8. Students - Pastoral - no bullying cases investigated since the last meeting.
 9. 1868 – 2018 Committee:
 - a. Whole-school photo
 - b. Opening Mass
 - c. Party Afternoon
 - d. Gala Concert
 - e. Hockey, Camogie and Basketball tournaments
 10. School Tour applications
 - a. French Dept. - a proposed school tour to Paris was approved by the Board.
 - b. Home Ec tour - a broad approval was given to this tour with further clarifications regarding cost and dates being sought.
 11. Update on enrolments
 - The Board was updated on the enrolment numbers for September 2019 and informed that there was a very strong interest from parents/students.
 - Dept. Circulars (Relevant circulars since our last meeting. All available at www.education.ie) - circulars 0057 and 0060/2018 were summarised.
 12. JMB Bulletins 5 to 9 were summarised for the board. Bulletin no. 6 on Child Protection Guidelines was presented in full.
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6. Parents' Association Report:
 - a. It was reported that a meeting had been arranged for 25th of October
 - b. Details of the careers evening were presented and it was agreed to provide finger food for those taking part.
 7. Finance
 - a. The Board was updated in relation to practice in relation to the finance committee and the presentation of the financial reports to the board.
 - b. The Board was updated on the final accounts for the outgoing year and the budget for the year ahead.
 8. Items and times for next meetings:
 - a. The following dates were agreed:
 - i. 19 Nov
 - ii. 18 Dec
 - iii. 23 Jan
 - iv. It was agreed that the Board would meet with members of the Student Council in February.