

**Knocknacarra Educate Together NS**  
**Board of Management Meeting**  
**9<sup>th</sup> December 2020, 20.00 (Google Meet)**

**Present:** Maggie Hall (patron nominee), Liz Daly (female parent nominee nominee), Aneil Rawat (male parent nominee), Paul Adams (chairperson and patron nominee), Louise Shields (community nominee), Elaine Keane (community nominee), Vivienne Kelly (teacher nominee) and Matt Wallen (principal and secretary)  
Paul chaired the meeting.

**November Minutes**

The minutes from the November meeting were approved.

**Principal's Report**

**Enrolment**

- There are currently 187 pupils enrolled in seven classes.
- Offers for junior infant places will be sent out at the end of January after the enrolment period has passed.

**Attendance**

- Parents have been very helpful regarding communication related to attendance and ensuring children stay home when unwell. Attendance is actually on par with last year at this stage. The average attendance to date is 93%. 48 children have not missed a day. Ten children have missed more than 15 days. Six have missed more than 20 days.

**Health and Safety**

- The COVID-19 plan is in operation, and the management of the re-opening has gone smoothly.
- A review of the rest of the Health and Safety Policy will be completed in February.

**Curriculum Development**

- The staff are working on completing the Arts Plan and the review of the Plean Gaeilge. The Arts Plan will be ready for the next meeting. The revised Plean Gaeilge will be completed by February.

**Building**

- The request for the final drawdown of the heating emergency works grant has been submitted.
- Repairs to the gutters, as approved previously, will be taking place on the 9<sup>th</sup> and 10<sup>th</sup> January, weather permitting.
- We are still awaiting a third quote for the replacement of the taps, and once this is received we'll choose a contractor for the work.

**Misc. Events/Information**

- We're looking at how we could a plan to have an event for staff well-being that will follow recommendations for outdoor and distanced events.
- The writing of IEPs (Individual Education Plans) is complete.
- We are finally in the position to offer small-group instrumental music lessons through Music Generation beginning in January. Parents will be able to express an interest. All groupings will preserve the class bubbles.
- A fundraiser for Movember was held. We will hold another fundraiser on the last day of school. Children will be encouraged to wear winter jumpers and bring a treat. The children will choose the chosen charity for this event.
- A group of parents has volunteered to remove rubbish from the grounds each Monday morning.
- The school will participate in the Science Festival in a virtual manner this year. A special kit has been given to the school, and there are opportunities for participation in online activities both at school and at home.
- We continue to have a weekly whole-school assembly using Google Meets.
- Parent-teacher meetings will take place at the end of January. In the third week in January, pupil profiles, the documents we normally share at parent-teacher meetings, will be emailed to parents. Parents will then choose an appointment for a phone call with the class teacher. As always, parents are welcome to email teacher and request a phone call at any time.
- As we can't have the usual end-of-term assemblies, as suggested by the PTA each class will put together a short video showcasing their learning this term which will be sent out to parents of each class.
- The school received its second STEM education award from Science Foundation Ireland. Well done to all the teachers and children and particularly Vivienne who coordinated the application.

**Financial Report**

- Budget targets continue to be met with large grants due from the Department at the end of December and January.
- Schools have been paid the Emergency Works Grant for the 2021-2022 school year now.

### **Parent Teacher Association Report**

The PTA met in an online meeting and welcomed new members. It was agreed to keep the same officers for this academic year. The PTA discussed the possibility of holding an online raffle. The parking situation and lane adjacent to the school were also discussed. These two areas will be addressed in cooperation with parents and the City Council.

### **Return to School Update and Review of COVID Response Plan**

The Board is grateful to all the staff, parents and children for their continued support and cooperation related to the measures in the COVID-19 Response Plan. The Board particularly is thankful to parents for wearing masks, observing all protocols and helping keep the plan working well.

### **Review of Social Media Policy (permission for video recordings)**

Changes were agreed to facilitate the use of videos for social media and email usage. Permission will be sought from parents as soon as possible to arrange for the recording of the end-of-term class videos. It was agreed to make reference to Seesaw and Google Classroom in the policy. The revised policy was ratified by the Board.

### **Review of Communication Policy**

The Communication Policy was reviewed. The Board agreed to add information about Seesaw and Google Classroom as a mode of communication. It was agreed that it would be beneficial to send this policy to parents on a regular basis. The revised policy was ratified by the Board.

### **Review of Extra Personal Vacation (EPV) Days Policy**

The arrangements proposed for this year related to arranging for these types of teacher absences was reviewed. The Board discussed about how to plan for this long-term. The revised policy was approved for this academic year, but it will be reviewed again in the Spring after consultation with the staff.