

Knocknacarra Educate Together NS
Board of Management Meeting
10th February 2020, 20.00

Present: Maggie Hall (patron nominee), Liz Daly (female parent nominee nominee), Aneil Rawat (male parent nominee), Louise Shields (community nominee), Vivienne Kelly (teacher nominee) and Matt Wallen (principal and secretary)

Apologies: Paul Adams (chairperson and patron nominee), Elaine Keane (community nominee)
Louise chaired the meeting.

Principal's Report

Enrolment

- There are currently 159 pupils enrolled in six classes.

Staffing

- An application for review of our support hours was submitted.
- The extra support hours will be used in a block from the end of February for five weeks until the end of the term.

Health and Safety

- A review of the Health and Safety Policy was completed today.
- A fire drill took place on Wednesday, 5th February, the second one this academic year.

Attendance

- Attendance for the year to date is 93.7%, which is due to a noticeable improvement in attendance since the start of the calendar year. 14 children continue to have perfect attendance so far this year. Three children have missed 20 days or more. Letters have been sent out to children who have reached 15 or more absences reminding parents that absences of 20 days or more will be reported to Túsla.

Curriculum Development

- The draft of the SESE plan is complete. It will be ready for ratification by the Board at the next meeting. It is hoped that the Arts plan and the Learn Together plan will be ready for ratification by the end of the year.
- The school will close for two half-day in-services related to the language curriculum this term.

Building

- We are awaiting a reply from the Department regarding the replacement of the doors as the tender amount is significantly higher than the original grant amount.
- We are ready to appoint a consultant for the pipes replacement. We will try to install the new pipes as soon as possible, but the mid-term break is too soon as there must be tendering process for contractors.
- Some new evidence of leaks from the roof are present. It would be good to do minimal repairs.
- The window of the front door was replaced.

Policies

- A review of the Job-sharing and Career Break Policy is ready for consideration that incorporates Inclusion Support Assistants (ISAs) into the policy.
- A new policy on Financial Procedures and Protocols is ready for discussion.

Misc. Events/Information

- The Active Flag was formally raised and a great celebration took place. Well done to the Active School Committee and especially Vivienne for this achievement.
- Fourth Class attended a Fighting Words story-writing workshop.
- First to Fourth Class will be attending the Branar interactive theatre performance in March.

Signature

Date

- Lasairfhíona Ní Chonaola, a sean-nós singer from Inis Oírr, will be working in the school as an artist in residence.
- An education officer of Connacht Rugby will be visiting the school to do a rugby taster session with children in first to fourth class.
- We are going to organise a visiting gymnastics teacher for the third term.
- Tatiana Dobos is working with the children this week on a large-scale ceramics project.
- Ronan will be taking a soccer team to represent the school at a competition.
- 1st and 4th Class participated in the Write-a-Book programme. The children created their own books, and we have swapped them with another school.

Financial Report

- A couple of clarifications have been requested by the accountant regarding the accounts, but they should be ready for certification and reporting by the end of the month. A report on the year needs to be drafted.
- Spending targets continue to be met.
- We await a reply from the Department regarding a number of outstanding issues, notably the questions related to the water bill received.
- An application for a credit card was completed by the Board and a new mandate for the signatories on the account were completed.

Job-sharing and Career Break Policy

The revised policy was ratified by the Board.

Financial Procedures and Protocols Policy

The draft policy was discussed. It was agreed that additional sections would be added that address the manner of collection and purpose for the school expenses and voluntary contributions and the consultation process for spending. A revised policy will be discussed at the next meeting.

Reminder about Training

Board members who intend to attend the training on the 29th February should register online if they haven't already.

Signature

Date