

**Knocknacarra Educate Together NS**  
**Board of Management Meeting**  
**25<sup>th</sup> March 2015, 19.30**

**Present:** Louise Shields (chairperson and patron nominee), Maggie Hall (patron nominee), Vajeeha Ali (female parent nominee), Waqas Khawaja (male parent nominee), Áine Ní Chuinneagáin (teacher nominee), Matt Wallen (principal and secretary)

**Introductions**

Each member introduced themselves.

**Principal's Report**

**Enrolment**

- We are in the process of enrolling the final children who will join the new junior infant class. It is likely there will be a small number of children who are on the pre-enrolment list to whom we will not be able to offer places. In addition, there are 4 children who have accepted a place in next year's senior infant class. In addition, three children have pre-enrolled, and they will receive an offer letter at the end of the week.

**Staffing**

- We've been very fortunate to have Vivienne Kelly on the staff this year for both general-allocation and low-incidence resource teaching hours. Unfortunately, we must make a clustering arrangement for the coming school year, which means two teachers will work in the school one day a week from different schools.
- Several low-incidence resource teaching hours applications were submitted.
- Áine will teach junior infants in September. Matt will teach senior infants.

**Attendance**

- At this point, 5 children have missed 20 days or more and this will be reported to the NEWB. Several of these children were out of the country for extended periods of time. From the opposite perspective, 2 children have perfect attendance and 2 others have missed three days or less.

**IT**

- We finally got an internet connection in late January.
- The website has been redesigned and is updated on a regular basis.
- An interactive whiteboard was purchased. A computer was kindly donated for use in the classroom.
- Six tablets with cases have been ordered for use during stations teaching. A visualiser was also ordered.
- So far the technology requirements have not required hiring outside specialists as the staff has managed the set-up themselves.

**Building Concerns**

- The school building is being used extensively. We'll do our best to preserve the Aistear (structured play) and open rooms for use next year, meaning the senior infants class will be in the staff room.
- The Department has informed us that the Galway Steiner NS is scheduled to move in to the first floor of the building. This means a shared entrance. The long-term hope is that our school will move to permanent accommodation by the end of 2016.

**Curriculum**

- As a new school, we are focusing our school development planning on establishing a strong infant programme. We have implemented Aistear, are using Jolly Phonics and Reading Zone readers and are following the Séideán Sí Irish programme.
- Assessment of children will be completed using the Belfield Infant Assessment Profile designed for infants.
- It has been decided to switch maths schemes. The majority of maths lessons are linked to two programmes, Ready Set Go Maths and Mathematics Their Way.

### **Other Policies/School Planning**

- An enrolment policy was drafted and ratified by the School Manager.
- A number of other statutory policies will be completed and need ratification by the Board before the end of the year including Child Protection, Health and Safety, Critical Incidents and Code of Behaviour (including an Anti-Bullying Policy). The Child Protection policy has been drafted and will be circulated to Board members before the next meeting.
- A three-year plan for writing other policies as well as reviewing them will be completed before the end of the year.

### **Misc. Events**

- We have had three outings so far: Barna Woods, Teddy Bear's Hospital at the University and B&Q. We will have two more outings in the final term.
- The class has discussed ways to enhance our yard. We will look at getting some simple things that we can take with us when we move. We're also going to do some gardening.
- A fundraiser will be held in the school on Saturday, 18<sup>th</sup> April, a Spring Fair for families. Your help and support would be most appreciated.
- A calendar must be determined soon for the coming academic year.
- The Pupil Online Database (POD) of the Department of Education and Skills will be updated for the school soon. Forms will be sent to all parents.
- A meeting for incoming parents will take place in May. A visit to the school by the children will take place the following day.

### **Financial Report**

- A four-year budget was proposed and February accounts were reviewed.
- We need to change the signatories on the bank account. It was agreed that Louise and Maggie will become the new signatories.

### **Co-opting Community Nominees**

Matt will invite Lorna Siggins and Edward Joyce to join the Board of Management as the Community nominees.

**Next Meeting:** Wednesday, 22<sup>nd</sup> April, 19.30