

**Knocknacarra Educate Together NS**  
**Board of Management Meeting**  
**24<sup>th</sup> June 2015, 19.00**

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

**Apologies:** Lorna Siggins (community nominee)

Louise Shields chaired the meeting.

**April Minutes**

The minutes from April were ratified with minor changes.

**Principal's Report**

**Enrolment**

- We have 28 acceptances for the new junior infant class. In addition, there are 5 children who have accepted a place in next year's senior infant class.
- A meeting for new parents will take place in the school tomorrow evening at 19.00. On the following day the children will come in for an hour of play with their future classmates.

**Staffing**

- Clustering arrangements for our general allocation hours have been finalised with two schools, St Annin's in Roscahill and St Michael's in Mervue. Each school will be sending a member of their staff to our school for the equivalent of one school day each week.
- We have been granted an additional 9.75 teaching hours in the school.

**Attendance**

- At this point, 5 children have missed 20 days or more. Several other children have missed between 15-19 days. Reports to Túsla regarding attendance were submitted.

**IT**

- Six tablets with cases have been ordered. There was a delay as prices have been compared and we have found a more affordable supplier.
- An interactive whiteboard for the senior infant classroom will be ordered. Currently, three quotes are being sought.

**Building Concerns**

- The Aistear (structured play) room is now in the staff room and seems to be working well.
- A playhouse was purchased for a very reasonable price, but unfortunately the weather has not facilitated putting it up yet.
- Three quotes for furniture for the senior infants will be sought and furniture will be ordered before the end of June.

**Curriculum**

- Assessment of children was completed using the Belfield Infant Assessment Protocol.
- As we finish up the growth theme, our final focus of the remainder of the year will be on Travel and Transport.
- Children will share their portfolios with their parents, and parents will also be able to meet teachers for a short teacher-parent meeting on the 8<sup>th</sup>-10<sup>th</sup> June during school hours.

**Other Policies/School Planning**

- The Child Protection Policy was revised and is ready for ratification.
- The Health and Safety Policy is complete and ready for consideration by Board.
- Ideally, the Code of Behaviour (including an Anti-Bullying Policy) Attendance and Critical Incidents Policies will be ready for discussion and review at the June meeting.
- A three-year plan for writing other policies as well as reviewing is in process and will be presented at the next Board meeting.

## **Misc. Events**

- A calendar for the 2015-2016 school year is ready for ratification by the Board of Management.
- The Pupil Online Database (POD) has been populated, with all parents providing the necessary information.
- On Monday we went to Papa John's to make pizzas. This was a prize won by a member of the class in a colouring contest.
- Tomorrow we will go to Silver Strand (if the weather is acceptable) and then the Westside Library.
- Our school tour will be to Loughwell farm on Tuesday, 16<sup>th</sup> June.
- It is proposed to have a family Sports Day on Thursday, 25<sup>th</sup> June, the penultimate day of school. We'll end the day with a family picnic to celebrate the completion of our first year.
- A short assembly for families will take place on the last day of school, Friday, 26<sup>th</sup> June, at 11.30.
- Louise and Matt attended the Educate Together AGM in Port Laoise.
- Matt will meet with the newly appointed principal of the Galway Steiner School to discuss sharing the building on Friday, 5<sup>th</sup> June.
- Both Áine and Matt have completed a FETAC Level 5 Occupational First Aid Course.

## **Financial Report**

- New signatories have been approved, and the sign-ins for the online banking are in the post. We will establish the online banking as soon as they are received.
- The financial report indicates we are following budget parameters successfully.

## **Child Protection Policy Ratification**

- The policy was ratified. The names of the DLP and DDLP will be displayed in accordance with the policy.

## **Health and Safety Policy**

- An addition will be made regarding the plan for review.
- The policy was ratified with minor changes.

## **ET AGM Report**

Matt and Louise attended the Educate Together AGM in Port Laoise. Louise summarized the main points of the AGM:

- A motion was passed to argue for designation of ET primary schools as feeder schools for new ET secondary schools.
- The annual subscription will be €15 year per child, but it will now be based on the number of children enrolled in the school during the previous September to account for the fact that funding from the Department is based on the prior year's enrolment.
- The phrase "multi-denominational", one of the four key principles of Educate Together, will be replaced with the phrase "equality-based".

## **Voluntary Contributions**

A letter was discussed that will be given to the current parents in the school regarding a voluntary contribution.

## **Social Media**

- As a priority, we will look at drafting a formal policy on social media.

## **Training for the Board of Management**

Matt will follow-up on arranging log-ins so that all members can begin the online module "Board of Management as a Corporate Entity" from Educate Together.

## **PTA**

- It was agreed to wait until the autumn to form a PTA.
- We will ask parents to opt out if they don't want their contact information shared with the PTA.