Knocknacarra Educate Together NS
Board of Management Meeting
15th December 2025, 19.00

Present: Paul Adams (chairperson), Jennifer Noonan, Emily King, Sarah Gundy, Ali Donald, Catherine Emerson, Ciara Jordan and Matt Wallen (secretary)
Apologies:
Paul chaired the meeting.

November Minutes
The minutes from the November meeting were approved.

Principal's Report
Enrolment
- There are currently 206 pupils enrolled.
- The enrolment period for applications will close at the beginning of January, and we will offer places at the end of January. At present, the number of applications for infants is up by more than 50% compared to last year at this time.

Attendance
- The attendance percentage year-to-date has dropped to 91.7%.

Health and Safety
- A review of the Health and Safety Policy has been completed. The policy will be ready for review by the Board at the next meeting.

Curriculum Development
- The working groups have met or will meet again soon. They are addressing the areas of maths, nurture, digital literacy and the outdoor classroom.
- A revised Handwriting Policy is being implemented and will be brought to the Board soon.
- The SESE, PE and English curriculum plans are being reviewed and will be ready for consideration by the Board in the new year.

Policies
- Two policies up for review are ready for consideration by the Board. The current Child Safeguarding Statement requires its annual review, but a comprehensive review of the policy is required in the new year. The Substance Use Policy is also up for review, with no major changes recommended.

Building
- Wifi connection now appears to be complete in the modular building. It required buying a new switch, and this has been discussed with the project manager.
- The project management company has signed off on the full completion of the modular building.
- A decision will hopefully be made this week regarding the sensory rooms and gross motor. It is likely the installation will take place in January or February.
- We received a quote for the sensory garden which was much too high, mainly due to the groundwork required in the design. A new approach will take place, and the garden designer will be involved in adapting the design to avoid the need to have extensive groundwork. The area has been cleared and will be power-washed soon.
- We weren't successful in the first round of the summer works scheme, but perhaps we will be included in future funding years.

Misc. Events/Information
- Parents, staff and Board members are encouraged to complete the Primary School Survey which is seeking opinions about school ethos in order to gauge interest in transferring school patronage. The deadline is tomorrow.
- We had a very busy and well-attended Open Evening on Thursday, 27th November. The School Ambassadors were excellent.
- The PTA's culture event was a huge success with more than 120 in attendance.
- The hot meal tendering process is complete. We will transition from Carambola to Bradbury and Connolly at the beginning of February.

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Signature Date

- The PE store has been reorganised and labelled, and a significant amount of new equipment has been purchased.
- Matt has completed recertification for the FAR (first aid) training course, and Vivienne will complete the three-day initial training at the end of the week.
- The final of the pupil-led soccer tournament took place today.
- Three end-of-term assemblies and potlucks have taken place, and the final one for infants takes place tomorrow. Sincere thanks to the staff for preparing the children so well and for the children for sharing their learning so effectively. Thanks to the parents for attending and for sharing food and their assistance in tidying up at the end of each event.
- The school choir visited the St Francis Day Centre and then sang in the Eyre Square Shopping Centre and on Shop Street to raise money for UNICEF. It was a fantastic day. They are preparing for a competition taking place in Ennis at the end of January.

Financial Report

- Budget targets are being met. Significant spending related to the sensory spaces remain unspent.
- It was agreed to raise the fee for breakfast club from €3 to €4, noting this had not been raised in the last 10 years.
- The process of accepting epayments through Aladdin is nearly complete. Once the direct debit mandate is submitted to Aladdin, we should be able to begin accepting epayments in early January.
- The accounts for last year have been given to the accountant for certification.
- The grant for the bus escort has been received.

Policies for Review

The Board approved the Child Safeguarding statement, acknowledging that in the new year this will be comprehensively reviewed on a whole-school basis.

The Substance Use Policy was reviewed and ratified with minimal changes. It was agreed that Matt will follow up all the potential current medications that are present in the school are accounted for and to ensure the paperwork and procedures are in order. Matt will also follow up with Audrey regarding the administration of epilepsy medication.

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Signature Date