**Agreed Report of BOM meeting 12/11/20**

**Location: Boardroom De La Salle.**

**Date: 12/11/20**

**Time: 17.45 hrs.**

1. Welcome to new Board.

As there are 7 new members on the new board the gathering started with introductions. The composition of the Board is as follows: Nora Widger, Le Chéile (Chair), Br Martin, Le Chéile (Continuing), David O’Connor, Le Chéile (Continuing) Frances Threadgold, Le Chéile, Margaret Walsh, ASTI teacher rep., Eric Campbell, ASTI teacher rep., Laura O’Hanlon, parents rep and David Brennan, parents rep. As principal Mick Walsh will be acting as the secretary to the Board.

1. Opening prayer/reflection

NW opened the meeting with a prayer (typed on the agenda). It was agreed to use this prayer going forward.

1. Adoption of Agenda

The agenda was proposed by FT and seconded by MW

1. BOM training JMB

During the introduction members discussed training. All have watched the JMB training video, and all new members have booked into on line training with the JMB later in the month.

1. Appendix to School Self-Evaluation Report: legislative and regulatory checklist

As a result of iCT issues the school is currently undergoing this report was unavailable. MiW promised to circulate it to the Board before the next meeting.

1. Minutes of previous meeting

The minutes were briefly addressed. BrM proposed the minutes and DOC seconded.

1. Matters arising

There were no matters arising

1. Correspondence

# Prayer of Thanks for Blessed Edmund Rice

O God, we thank you for the life of Edmund Rice.
He opened his heart to Christ present in those oppressed by poverty and injustice.
May we follow his example of faith and generosity.
Grant us the courage and compassion of Edmund as we seek to live lives of love and service.
We ask this through Christ our Lord.
Amen.

A letter from the NCSE regarding the school applying to accommodate a special education class for students with ASD was discussed. It was decided to respond to the letter indicating that we will proceed with the process of applying to participate in the project. The letter to NCSE will be dispatched early next week.

There were a couple of requests to engage in fund raising, (which were sent to the members on the morning after the meeting). There were no issues around these. DOC responded with a concern from correspondence to the previous board. This will need to be addressed at the next meeting.

1. Policies

The policies listed on the agenda were ratified at the last BOM meeting. There was some concern with the Code of Behaviour that was used by the previous Board. It was decided to have a look at it to determine if it is fit for purpose for the current board.

There appears to be a culture of some students walking away from staff members when asked to speak about a particular issue. This is causing unrest and needs to be addressed in the code of behaviour.

It was agreed that there is a need for a subject option/change policy. FT suggested that this may be in existence as part of the whole school guidance plan.

The Dignity at the workplace policy was mentioned, so it was decided to have a look at this at the next meeting. There will be a staff meeting next where these will be brought to the staff.

It was agreed to do an inventory of our policies and draw up a suitable schedule to keep track of drafting new policy and reviewing existing policies. It was agreed that having robust policies will be very important to the business of the BOM and the day to day running of the school.

1. Finance

The monthly accounts and budgets were presented to the Board. There was discussion around these. The school accounts secretary informed us that the budget is currently being reviewed. The existing one was done pre COVID. The monthly accounts show a small positive balance, but this needs to be reconciled with ongoing business.

A finance sub-committee was established. This will comprise of NW, MW, MiW and CA (school accounts secretary). He sub-committee has agreed to meet prior to each ordinary meeting of the Board.

ICT in the school is currently causing serious difficulties to administration and learning and teaching. Since the COVID refurbishment it has not functioned correctly. Ocean ICT have informed us a quick fix will cost circa €5,000 and an overhaul circa €15,000. It was decided to give the go ahead for the more expensive option as it will be better value in the long term. MiW informed the Board that there will be adequate funding from our annual ICT grant to fund the upgrade.

Of concern for previous Boards has been the cost of salaries This will warrant further investigation. An examination of contracts of staff was suggested. Advice will be sought from the FSSU and the JMB human resource section.

It was agreed to share (with the members of the Board) a report done by the FSSU looking at the school finances before the next meeting.

A brief mention was made to a proposed project to build an astro turf pitch in the school. The implications of this need to be further examined.

1. Principals report

**PRAYERS IN THE SPIRIT OF JOHN BAPTIST DE LA SALLE**

Holy Spirit, I thank you for your many gifts to me.

Make known to me all the gifts with which I have been favoured.

Inspire me to communicate these gifts to others.

I ask you to supply what I lack, and to give me abundantly what I need.

Give me the graces I need both for myself and for those entrusted to my care

A document prepared by Declan O’Brien that gives a daily account of the comings and goings was made available to the members. People were in agreement that this is a very useful way of disseminating information of the daily routine of the school.

The Board agreed to sign off on applications for personal days and applications for parental leave. Two teachers have applied to work with the SEC on marking work associated with the leaving certificate applied programme. Time didn’t allow these to be discussed. I advised both that they may go ahead pending Board approval. This will need to be addressed at the next meeting with the possibility of an policy being developed with regards to staff working with the SEC during term time.

The Board agreed to sign off on giving the principal authority to suspend students up to five days. A list of those suspended was presented to the Board. FT informed the members it was against protocol for names to be included on this list. Accordingly the name section of the list was redacted.

The Board were informed of the upcoming organisation of the November 2020 Leaving Certificate examinations.

The Board were informed that study had commenced. A report had been sent to the Board from the organiser of study.

1. Child protection
2. Principal’s oversight report - Form signed off on with nothing to report.

In AOB FT recommended that the BOM write Mick Walsh and Tom Bourke into our procedures as the DLP and DDLP respectively. This was agreed and has been done.

1. Anti-bullying report

The Board were informed that MiW sent letters out to the Year Head team seeking information of bullying incidents. One year head mentioned one incident that is in hand.

1. Middle Leadership and Management

Members were informed that an advertisement for a vacant Assistant Principal 2 position has been placed on the staff room notice board. NW and MiW had agreed to do this as it is important to commence the process asap.

The selection committee for this process was ratified by the Board. It will be made up of Mick Walsh (principal), Eileen Doolan (Board representative) and Mary O’Keeffe (independent chairperson). It is hoped to have interviews for this position on Friday 27/11/20.

The management structure of the school was explained to the new members of the board and the importance of DES circulars in the governance of all aspects of school life.

1. Buildings report

The board were informed that there is an additional accommodation project currently underway in the school. MiW updated the Board of it’s current status. Falconers have been in communication with the DES and MiW has been in communication with Noel Merrick of JMB to assist us with this matter.

In light of our interest in this project and in providing for students with ASD in a special classroom it was decided to commence a building subcommittee. EC, DB and MiW agreed to be part of this subcommittee. EC agreed to ask the other Building Construction teachers if one is willing to become part of the subcommittee.

1. Ethos

MW gave a brief insight into the De La Salle Animators and Anam Cara groups that are working in the school to promote ethos and positivity in the school.

1. Action Plan for this Board

In a brief discussion the Board suggested that we develop an action for the current Board that included: school finance, policy development, learning and teaching, buildings and the creation of a positive school environment.

1. Any other business

See item on Child protection

1. Schedule of meetings for current year.

We set the date for the next meeting as :

10/12/20 to be held in the Board Room in De La Salle college at 17.45hrs.