

## **Agreed Report of Board of Management Meeting**

**Monday, 27 May 2019**

### **Attendance**

Mr. Cummins, Ms. Cahalane, Ms. O' Donoghue, Mr. MacGonagle, Sr. Helen, Mr. Gaynor Mr. Quigley and Ms. Huelswitt.

As Secretary to the Board, Mr. O' Shea also attended.

### **Minutes**

The minutes of the last meeting (29 April 2019) were adopted following the proposal of Ms. Cahalane, seconded by Mr. Gaynor.

### **Building Report**

The Board discussed the Health and Safety Manager's April report.

Mr. O' Shea advised the Board that a meeting would take place on a date to be confirmed in June with the NDFA to discuss works that remain outstanding.

### **Financial Report**

Mr. O' Shea presented an Income and Expenditure Report to the meeting covering the period from 1 September 2018 to 27 May 2019.

### **Child Protection Procedures and Oversight Report**

Mr. O' Shea presented a Child Protection Oversight Report to the meeting covering the period since the last Board meeting on 29 April 2019, a summary of which is below:

The Board formally reviewed checks 5 and 6 as set out in the new model of Child Protection and Safeguarding Inspections.

### **Calendar, 2019/2020**

The Board ratified the school calendar for 2019/2020.

### **Leadership and Management**

Mr. O' Shea informed the meeting that he had completed a round of consultations with all post holders regarding their roles and responsibilities. Both he and the teachers on the Board felt that the meetings had been very positive. He advised that a written report would be presented to the next Board meeting.

### **School Planning / Teaching and Learning**

Mr. O' Shea briefed the meeting on the ongoing analysis of a whole school review of the Improvement Plan, 2016-2020 and of a survey of the TY programme for 2018/2019.

### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- The commencement of summer examinations for 1<sup>st</sup>, 2<sup>nd</sup> and 5<sup>th</sup> year students

- Graduation ceremonies for 4<sup>th</sup> and 6<sup>th</sup> year students
- The School Prizegiving Ceremony that was held for the first time in the Sports Hall
- Forthcoming State examinations
- SNA staffing levels for 2019/2020

### **Any other business**

Ms. Huelswitt informed the meeting of her resignation from the Board for family reasons. Sr. Helen paid generous tribute to her for her outstanding service to the Board over the past nine years. It was agreed to formally recognise this at an event in the Autumn.

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next meeting of the Board was fixed for Monday, 2 September 2019 at 4.30 p.m.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 28 May 2019.

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## **Agreed Report of Board of Management Meeting**

**Monday, 29 April 2019**

### **Attendance**

Mr. Cummins, Ms. Cahalane, Ms. O' Donoghue, Mr. MacGonagle, Sr. Helen and Mr. Gaynor.

Apologies were received from Mr. Quigley and Ms. Huelswitt.

As Secretary to the Board, Mr. O' Shea also attended.

### **Minutes**

The minutes of the last meetings (20 and 25 March 2019) were adopted following the proposal of Ms. O' Donoghue, seconded by Mr. Cummins.

### **Building Report**

The Board noted that the Health and Safety Manager, Derek Madden, had visited the school earlier in the day and that his report would be issued in the coming week. It was agreed that a further fire drill would be conducted before the end of the school year.

The meeting asked Mr. O' Shea to request a meeting with the NDFA to discuss works that remain outstanding.

The meeting was informed by Sr. Helen that the former school building on Spawell Road would very shortly be advertised for sale.

## **Financial Report**

Mr. O' Shea presented an Income and Expenditure Report to the meeting covering the period from 1 September 2018 to 29 April 2019.

Mr. Mac Gonagle provided details of expenditure by the Board pertaining to the move to the new school.

## **Child Protection Procedures and Oversight Report**

Mr. O' Shea presented a Child Protection Oversight Report to the meeting covering the period since the last Board meeting on 20 March 2019.

The Board formally reviewed checks 3 and 4 as set out in the new model of Child Protection and Safeguarding Inspections. Copies of DES Child Protection Procedures were supplied to Board members.

## **School Planning / Teaching and Learning**

Mr. O' Shea briefed the meeting on the ongoing analysis of a whole school review of the Improvement Plan, 2016-2020.

## **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- The advertising of teaching positions for 2019/2020.
- The inservice for staff in all Wexford Town post-primary schools on Monday, 8 April
- The successful Transition Year tour to Barcelona
- The forthcoming school musical – "South Pacific" – to be staged in December 2019
- End-of year events – Prize-Giving and graduations
- A reception to be held on 9 May in honour of the senior camogie squad

## **Any other business**

Ms. Cahalane reported on the recent Table Quiz organised by the Parents' Council in aid of the school library.

Mr. Gaynor enquired about the recycling of plastic materials in the school.

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next meeting of the Board was fixed for Monday, 27 May 2019 at 4.30 p.m.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 7 May 2019.

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## **Agreed Report of Board of Management Meeting**

**Wednesday, 20 March 2019**

### **Attendance**

Mr. Cummins, Mr. Quigley, Ms. Cahalane, Ms. O' Donoghue, Sr. Helen and Mr. Gaynor.

Apologies were received from Mr. MacGonagle and Ms. Huelswitt.

As Secretary to the Board, Mr. O' Shea also attended.

### **Minutes**

The minutes of the last meeting (11 February 2019) were adopted following the proposal of Ms. O' Donoghue, seconded by Mr. Gaynor.

### **Building Report**

The Board reviewed the Health and Safety Report issued by Derek Madden following his March visit.

The meeting asked Mr. O' Shea to continue to exert pressure to ensure that remaining works are completed without further delay. The Board also expressed its view that the re-painting of corridors in the summer needed to be completed to a high professional level.

The meeting was informed by Sr. Helen and Mr. O' Shea that the school had completed its move from Spawell Road and that a final cleaning of the building had been undertaken.

### **Financial Report**

Mr. O' Shea presented an Income and Expenditure Report to the meeting covering the period from 1 September 2018 to 19 March 2019.

### **Child Protection Procedures and Oversight Report**

Mr. O' Shea presented a Child Protection Oversight Report to the meeting covering the period since the last Board meeting on 11 February 2019.

The Board formally reviewed checks 1 and 2 as set out in the new model of Child Protection and Safeguarding Inspections.

### **School Planning / Teaching and Learning**

The Board formally adopted an action plan in respect of the outcome of a survey of 5<sup>th</sup> year students.

Mr. O' Shea briefed the meeting on the ongoing analysis of a whole school review of the Improvement Plan, 2016-2020.

Members were provided with a copy of the report following the recent inspection of Home Economics in the school.

### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- The completion mock examination reports for 3<sup>rd</sup> and 6<sup>th</sup> year students
- Forthcoming oral and practical examinations for 3<sup>rd</sup> and 6<sup>th</sup> year students
- TY work experience
- TY tour to Barcelona
- The Spring meeting of parents scheduled for 25 March 2019
- The planned inservice day for staff in all five Wexford Town post-primary schools on Monday, 8 April 2019 dealing with mental health, wellbeing, critical incidents. The Board authorised a school closure on this day.

### **Any other business**

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next meeting of the Board was fixed for Monday, 29 April 2019 at 4.15 p.m.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 26 March 2019.

## **Agreed Report of Board of Management Meeting**

**Monday, 11 February 2019**

### **Attendance**

Mr. Cummins, Mr. Quigley, Ms. Cahalane, Ms. O' Donoghue, Mr. MacGonagle, Sr. Helen, Ms. Huelswitt and Mr. Gaynor.

As Secretary to the Board, Mr. O' Shea also attended.

### **Minutes**

The minutes of the last two meetings (14 January and 4 February 2019) were adopted following the proposal of Ms. O' Donoghue, seconded by Mr. Cummins.

### **Building Report**

In relation to Spawell Road, the meeting was informed that the decant of the building was nearing completion and that hazardous chemicals were to be removed in the coming days. It was agreed that the Finance Sub-Committee would meet shortly to review the costs associated with this decant.

Mr. O' Shea and Mr. MacGonagle briefed the meeting on the recent visit of DIF and NDFA officials to the school in which they set out a timeframe for the completion of remaining works.

The Board reviewed the Health and Safety Report issued by Derek Madden following his January visit.

### **Financial Report**

Mr. O' Shea presented an Income and Expenditure Report to the meeting covering the period from 1 September 2018 to 11 February 2019.

### **Child Protection Procedures and Oversight Report**

Mr. O' Shea presented a Child Protection Oversight Report to the meeting covering the period since the last Board meeting on 14 January 2019.

The Board formally reviewed the Child Safeguarding Statement and associated risk assessment. It was agreed to implement follow-up actions in relation to seeking parent and student feedback by the summer.

Mr. O' Shea and Ms. O' Reilly were formally re-appointed as Designated Liaison Person (DLP) and Deputy DLP respectively.

Mr. O' Shea and Sr. Helen presented a report to the Board on the new model of Child Protection and Safeguarding Inspections. It was agreed to review two checks at each meeting of the Board until the entire checklist is completed.

### **School Planning / Teaching and Learning**

The Board formally adopted a new policy document in relation to Special Education Teaching and Whole-School Inclusion. It was agreed that further detail should be provided in relation to dealing with exceptionally able students.

### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- Ongoing mock examinations for 3<sup>rd</sup> and 6<sup>th</sup> year students
- The safe return of students and staff from a very enjoyable German exchange trip
- The success of the senior camogie players in reaching the All-Ireland semi-final where they were narrowly beaten by Ursuline, Waterford
- The commencement of an enhanced catering service for students and staff by Oven Door from Monday, 25 February 2019

### **Any other business**

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next meeting of the Board was fixed for Wednesday, 20 March 2019 at 4.15 p.m.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 12 February 2019.

## **Agreed Report of Board of Management meeting**

**Monday, 14 January 2019**

### **Attendance**

Mr. Cummins, Mr. Quigley, Ms. Cahalane, Ms. O' Donoghue, Mr. MacGonagle, Sr. Helen, Ms. Huelswitt and Mr. Gaynor.

As Secretary to the Board, Mr. O' Shea also attended.

### **Minutes**

The minutes of the last two meetings (3 December and 10 December 2018) were adopted following the proposal of Ms. Cahalane, seconded by Mr. Cummins.

### **Correspondence**

- The Board gave formal approval for a ski trip in February 2020 for 2<sup>nd</sup> and 3<sup>rd</sup> year students

### **Building Report**

The meeting agreed that arrangements be put in place to clear the Spawell Road building of material and all loose furniture in the coming weeks.

In relation to the new school, Mr. O' Shea reported that many issues had been dealt with during the first term. He pointed to three significant outstanding issues that had been brought to the attention of the NDFA – the finishing of the GAA pitch, the commissioning of the building management system and the repair of the rainwater harvesting system.

### **Financial Report**

Mr. O' Shea presented an Income and Expenditure Report to the meeting covering the period from 1 September 2018 to 14 January 2019.

### **Child Protection Procedures and Oversight Report**

Mr. O' Shea presented a Child Protection Oversight Report to the meeting covering the period since the last Board meeting on 3 December 2018.

He also reported that, along with Sr. Helen, he would be attending JMB inservice on the new inspection model for child protection in Kilkenny on 5 February 2019.

### **Health and Safety Report**

Mr. O' Shea informed the Board that Derek Madden's next visit to the school was scheduled for Monday, 21 January 2019 and that a report would issue thereafter.

### **School Planning / Teaching and Learning**

The Board formally ratified amended policies in relation to Relationships and Sexuality Education (RSE) and the Code of Behaviour.

Mr. O' Shea updated the Board on the extent of the School Plan that now ran to 400 pages. It was pointed out that the School Planning Group was currently reviewing the School Improvement Plan (2016 to 2020) before proceeding to review policy on mobile devices.

### **Timetable, 2019/2020**

It was reported that work had commenced on the timetable for 2019/2020 and that subject choice talks for 1<sup>st</sup> and 4<sup>th</sup> year parents and students would be taking place within the next week.

It was noted that Technology would be offered as an optional subject in 5<sup>th</sup> year from September 2019.

### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- An exercise being conducted this week to test the seating capacity of the Sports Hall
- Ongoing parent-teacher meetings
- The Information Meeting for incoming 1<sup>st</sup> year students and their parents on Tuesday, 22 January 2019
- The commencement of mock examinations on 4 and 6 February 2019
- Ongoing extra-curricular activities – football, camogie, hockey and basketball

### **Any other business**

Mr. MacGonagle thanked the school for its recent donation of €3,000 to the St. Vincent de Paul Society.

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next two meetings of the Board were fixed for Monday, 4 February 2019 at 4.15 p.m. and for Monday, 11 February 2019 at 4.30 p.m.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 15 January 2019.

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## **Agreed Report of Board of Management meeting**

**Monday, 3 December 2018**

### **Attendance**

Mr. Cummins, Mr. Quigley, Ms. Cahalane, Ms. O' Donoghue, Mr. MacGonagle, Sr. Helen, Ms. Huelswitt and Mr. Gaynor.



As Secretary to the Board, Mr. O' Shea also attended.

### **Minutes**

The minutes of the last meeting (5 November 2018) were adopted following the proposal of Ms. Cahalane, seconded by Ms. O' Donoghue.

### **Admission of students into 1<sup>st</sup> year, September 2019**

The Board considered matters relating to the admission of students into 1<sup>st</sup> year, September 2019.

### **Child Protection Procedures and Oversight Report**

Mr. O' Shea presented a Child Protection Oversight Report to the meeting covering the period since the last Board meeting on 5 November 2018.

### **Health and Safety Report**

Mr. O' Shea presented the meeting with Derek Madden's report on his November visit to the school.

### **School Planning / Teaching and Learning**

The Board agreed to review the draft policy document on Relationships and Sexuality Education at its January meeting.

Mr. O' Shea informed the meeting that an updated Critical Incident Management Plan was at final draft stage.

He also updated the Board on recent inservice training relating to the new Junior Cycle programme.

### **Leadership and Management**

Following a consultation process with staff, the Board agreed an amended Leadership and Management Framework to take effect immediately.

### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- The completion of Christmas class tests for all year groups and the preparation of reports
- The recent Open Morning for all family members to view the new school building and grounds
- The very successful Career Information Night for 5<sup>th</sup> and 6<sup>th</sup> year students held on 27 November

### **Any other business**

The meeting discussed the decant of Spawell Road.

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next two meetings of the Board were fixed for Monday, 10 December 2018 at 4.15 p.m. and for Monday, 14 January 2019 at 4.30 p.m.

Billy O' Shea,  
Secretary to Board of Management.  
Tuesday, 4 December 2018.

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## **Agreed Report of Board of Management meeting**

**Monday, 5 November 2018**

### **Attendance**

Mr. Cummins, Mr. Quigley, Ms. Cahalane, Ms. O' Donoghue, Mr. MacGonagle, Sr. Helen and Mr. Gaynor.

Apologies were received from Ms. Huelswitt.

In the absence of Sr. Helen at the start of the meeting, Mr. Quigley was appointed as chairperson.

As Secretary to the Board, Mr. O' Shea also attended.

### **Minutes**

The minutes of the last meeting (8 October 2018) were adopted following the proposal of Ms. Cahalane, seconded by Mr. Cummins.

### **Admission of students into 1<sup>st</sup> year, September 2019**

The Board was informed that 308 valid applications had been received.

In accordance with its Admission Policy, the Board agreed the allocation of the 150 places for 1<sup>st</sup> year, September 2019.

### **Building – updates**

The meeting was informed of ongoing work on the GAA pitch as well as the builders' snagging list.

Mr. O' Shea reported that the disposal of assets in Spawell Road was continuing.

### **Report from Finance Sub-Committee**

The Board was informed that the annual audit had been conducted between 23 and 25 October 2018 and that a draft report was awaited.

An Income and Expenditure Report for the year to date was presented to the meeting.

### **Child Protection Procedures and Oversight Report**

Mr. O' Shea presented a Child Protection Oversight Report to the meeting covering the period since the last Board meeting on 8 October 2018.

### **Health and Safety Report**

Mr. O' Shea presented the meeting with a proposed organisational structure submitted by Derek Madden (Health and Safety Manager).

The meeting discussed the respective roles of the Facilities Management Company and the Board of Management in relation to overall health and safety matters.

### **School Planning / Teaching and Learning**

The Board was informed of the work of the School Planning Group in relation to a review of the school's Code of Behaviour. Arrangements for 2 days of Junior Cycle inservice training for teachers were also outlined.

### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- The recent Autumn General Meeting of parents which was well-received by the 92 strong attendance
- Positive reaction to the first parent-teacher meeting to be held in the new sports hall
- Forthcoming Christmas class tests for all students
- The Careers Information Night for 5<sup>th</sup> and 6<sup>th</sup> year students on 27 November
- The 6<sup>th</sup> year Wellbeing Day scheduled for 30 November

### **Any other business**

The meeting expressed its sympathy to Mr. MacGonagle on the recent death of his brother.

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next meeting of the Board was fixed for Monday, 3 December 2018 at 4.30 p.m.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 6 November 2018.

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## **Agreed Report of Board of Management meeting**

**Monday, 8 October 2018**

### **Attendance**

Mr. Cummins, Mr. Quigley, Ms. Cahalane, Ms. O' Donoghue, Ms. Huelswitt and Mr. Gaynor.

Apologies were received from Sr. Helen and Mr. Mac Gonagle.

In the absence of Sr. Helen, Mr. Quigley was appointed to chair the meeting.

Mr. Gaynor, the new parent nominee, was welcomed to the meeting.

As Secretary to the Board, Mr. O' Shea also attended.

## **Minutes**

The minutes of the last meetings (11 and 24 September 2018) were adopted following the proposal of Ms. O' Donoghue, seconded by Ms. Huelswitt.

## **Correspondence**

JMB Bulletin 06 in relation to Child Protection was considered in detail by the meeting. It was agreed to ask Sr. Helen to assist Mr. O' Shea in ensuring full compliance by the school with all child protection requirements.

## **Building – updates**

The meeting was advised that work was continuing on the disposal of assets in Spawell Road.

It was reported to the meeting that work was due to start very shortly on the GAA pitch and that the polytunnel had been covered. Mr. O' Shea advised that weekly meetings continue with the Facilities Management Team (FMT) and that many snagging items were gradually being resolved.

## **Annual Report to families from the Board of Management**

A draft report was circulated to members by Mr. O' Shea. It was agreed to submit any observations to him by the end of the week and that the final document would be presented to parents at the Autumn General Meeting on Monday, 15 October 2018.

## **Report from Finance Sub-Committee**

The Board formally approved the budget for 2018/2019.

It was noted that the annual audit would take place between 22-24 October 2018.

## **Child Protection Procedures and Oversight Report**

Mr. O' Shea presented a Child Protection Oversight Report to the meeting covering the period since the last Board meeting on 11 September 2018.

## **Health and Safety Report**

Mr. O' Shea presented the meeting with the monthly report of the Health and Safety Manager, Derek Madden, who had visited the school twice since the last Board meeting.

New fire drill/emergency procedures were agreed following the completion of the first fire drill on Monday, 1 October 2018.

## **School Planning / Teaching and Learning**

The Board was informed of the work of the School Planning Group in relation to whole-school assessment. The impact of classroom based assessments in 2<sup>nd</sup> and 3<sup>rd</sup> years was discussed by the meeting.

## **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- The holding of information meetings for parents in recent weeks on study skills, internet safety, the CAO system
- The setting up of the Students' and Prefects' Councils for the year

- The wide range of extra-curricular activities now underway in the school
- The very successful start-of-year mass in Clonard Church
- 1<sup>st</sup> year enrolment, September 2018 – now underway
- Forthcoming HSE vaccinations

### **Any other business**

The meeting expressed its sympathy to Mr. MacGonagle on the recent death of his brother.

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next meeting of the Board was fixed for Monday, 5 November 2018 at 4.30 p.m.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 9 October 2018.

## **Agreed Report of Board of Management meeting**

**Tuesday, 11 September 2018**

### **Attendance**

Mr. Cummins, Mr. Clancy, Mr. MacGonagle, Mr. Quigley, Ms. Cahalane, Ms. O' Donoghue and Sr. Helen.

Apologies were received from Ms. Huelswitt.

As Secretary to the Board, Mr. O' Shea also attended.

### **Minutes**

The minutes of the last meeting (7 June 2018) were adopted following the proposal of Mr. MacGonagle, seconded by Mr. Quigley.

### **Building – updates**

The Board was informed that classes had commenced in the new school building at Pembroke Hill. Areas of outstanding work were outlined – GAA pitch, polytunnel, phones, traffic management.

Sr. Helen thanked all Board members for their outstanding commitment to the development of the new school over a long number of years.

### **Report from Finance Sub-Committee**

The Board reviewed the Income and Expenditure A/c from 1 September 2017 to 29 August 2018.

It was agreed that the Finance Sub-Committee would meet in the coming weeks to draft a budget for 2018/2019.

In view of the school's increasing size, it was agreed by the Board that a second position of Receptionist should be advertised and filled.

### **Child Protection Procedures and Oversight Report**

Mr. O' Shea presented a Child Protection Oversight Report to the meeting covering the period since the last Board meeting on 7 June 2018.

### **Health and Safety Report**

Mr. O' Shea informed the meeting that the school's Health and Safety Manager, Derek Madden, would make his first visit to the new school on Monday, 17 September 2018 and that a report would be issued to the Board thereafter and following each monthly visit throughout the 2018/2019 school year.

### **School Planning / Teaching and Learning**

The Board agreed that the following areas be formally reviewed by the school in the course of the 2018/2019 academic year:

|                  |                                                                            |
|------------------|----------------------------------------------------------------------------|
| <b>2018/2019</b> | 1. Whole School Assessment                                                 |
|                  | 2. Attendance                                                              |
|                  | 3. Inclusion of Students with Special Educational Needs (SEN)              |
|                  | 4. Code of Behaviour / Mobile Phones                                       |
|                  | 5. Health and Safety Statement / Emergency Procedures                      |
|                  | 6. Curriculum – Junior Cycle Reform, Leaving Certificate Applied Programme |
|                  | 7. School self-evaluation and improvement plan (SIP) – implementation      |
|                  | 8. WSE-MLL and Subject Inspection Reports – implementation                 |
|                  | 9. Whole School Guidance                                                   |

### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- His appreciation of the help that was always available to him, from both the Board and the staff, in relation to the move to the new school

- Forthcoming analysis of Leaving and Junior Certificate examination results
- The process to appoint a parent nominee to the Board following the retirement of Mr. Patrick Clancy
- The election of Prefects' and Students' Council for the year
- The Parents' Association AGM on Monday, 24 September 2018

**Any other business**

Sr. Helen thanked Mr. Clancy for his outstanding service to the Board, particularly in relation to IT procurement issues.

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next meeting of the Board was fixed for Monday, 8 October 2018 at 4.30 p.m.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 18 September 2018.

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