

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

**Thursday, 23 June 2022**

### **Attendance**

Sr. Helen, Mr. Gaynor, Mr. Quigley, Ms. Foley, Mr. Gayer, Ms. Johnston and Ms. Doyle.

Apologies were received from Ms. Pheasey.

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

### **Minutes**

The minutes of the last meeting (9 May 2022) were adopted following the proposal of Mr. Quigley, seconded by Ms. Johnston.

### **Appointment of a new Principal**

Following the receipt of the recommendation of the Selection Committee, the Board unanimously ratified the appointment of Mr. John McGinnity as Principal with effect from 23 August 2022, subject to the Appeal process set out in DES circular 62/2021.

The Board wished Mr. McGinnity every success in his new role.

Billy O' Shea,

Secretary to Board of Management.

Friday, 24 June 2022.

---

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

**Monday, 9 May 2022**

### **Attendance**

Mr. Gaynor, Mr. Quigley, Ms. Pheasey, Ms. Foley, Mr. Gayer, Ms. Johnston and Ms. Doyle.

Apologies were received from Sr. Helen.

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

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

### **Minutes**

The minutes of the last meeting (31 March 2022) were adopted following the proposal of Ms. Doyle, seconded by Ms. Pheasey.

### **Correspondence**

The Board received a letter from Mr. O' Shea dated 5 May 2022 indicating his intention to retire as Principal on 22 August 2022.

Board members paid very generous tribute to Mr. O' Shea for his work in the school since 1999. He, in turn, thanked all members of the Loreto school community for their great support and commitment at all stages during his term of office.

### **Appointment of a new Principal**

The Board discussed and agreed the process to be followed for the appointment of a new Principal in the coming weeks.

### **Staffing 2022/2023**

The Board was informed that all Covid staffing supports would be removed for 2022/2023, resulting in a reduction of 1.69 teaching positions. Mr. O' Shea also reported that work was progressing on constructing the 2022/2023 timetable and that teaching vacancies would be advertised in the coming week.

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

Mr. Gaynor presented the meeting with an Income and Expenditure Report covering the period from 1 September 2021 to 4 May 2022.

### **Student Care**

Mr. O' Shea presented the Board with a Child Protection Oversight Report covering the period since the last meeting on 31 March 2022.

The Board was advised that, to the school's knowledge, no case of bullying was currently unresolved.

### **School Calendar, 2022/2023**

The Board formally approved the school calendar for 2022/2023.

### **Leadership and Management – biennial review**

It was decided by the meeting to defer further consideration of the Leadership and Management roles and responsibilities until August/September so that the new Principal could have an input into the process.

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

The Board approved new policy documents on healthy living for students as well as the appointment of Head Girls.

### **Principal's Report**

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

- Forthcoming school events – graduation ceremonies for TY and 6<sup>th</sup> year students, school prizegiving and sports day
- Recent school tours to Spain and France that were successfully and safely completed over the Easter holiday

### **Any other business**

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

The date of next meeting will be fixed at a later stage in accordance with the timeframe for the appointment of the new Principal.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 10 May 2022.

---

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

**Thursday, 31 March 2022**

#### **Attendance**

Mr. Gaynor, Mr. Quigley, Ms. Pheasey, Ms. Foley, Mr. Gayer and Ms. Doyle.

Apologies were received from Ms. Johnston and Sr. Helen.

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

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

#### **Minutes**

The minutes of the last meeting (14 February 2022) were adopted following the proposal of Mr. Gaynor, seconded by Ms. Doyle.

#### **Correspondence**

The Board agreed to request a meeting with Sr. Carmel (Province Leader) to discuss the proposed arrangement with the Le Chéile Trust.

### **Covid-19 Response Plan / Health and Safety**

Mr. O' Shea advised the Board that Covid-19 restrictions in schools had been lifted by DES and that virtually all aspects of school life were operating as normal. The Board thanked the LWR Committee that met on 52 occasions since August 2020 to monitor all aspects of the school's response to Covid.

High levels of absenteeism among both staff and students were reported to the meeting by Mr. O' Shea.

The Board was informed that a further fire drill was conducted in the school on 24 March 2022 and that all had gone well.

### **Building Report**

The meeting was informed that regular meetings with the FM Company continued every 2-3 weeks and that all matters of concern were being properly addressed. The GAA pitch continued to be monitored and a programme of annual maintenance had been provided to the school.

### **Licence Agreement with Wexford Hockey Club**

Mr. O' Shea advised that there were no further developments in this matter since the last meeting.

### **Student Care**

Mr. O' Shea presented the Board with a Child Protection Oversight Report covering the period since the last meeting on 14 February 2022. A copy of the report is attached to the minutes.

The Board was advised that, to the school's knowledge, no case of bullying was currently unresolved.

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

The Board approved new arrangements for the structure of the school day to take effect on 25 April 2022.

A revised policy document on homework as a means of assessment was approved by the meeting.

Mr. O' Shea informed the meeting that the School Planning Group was currently discussing a revised healthy living policy for students as well as new procedures for the appointment of Head Girls.

### **Principal's Report**

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

- An Incidental Inspection by DES of teaching, learning and assessment on 23 March 2022
- The Spring General Meeting of Parents that was held in the school on 21 March 2022
- Forthcoming school trips to Spain and France
- The completion of day trips for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students
- Arrangements for Leaving Certificate orals and practicals over the Easter holiday
- Planning for the admission of 6 Ukrainian students into the school

### **Any other business**

Members extended their sympathy to Ms. Johnston on the recent death of her father.

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

The next meeting was scheduled for 16.30 in the school on Monday, 9 May 2022.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 5 April 2022.

---

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

### **Monday, 14 February 2022**

#### **Attendance**

Mr. Gaynor, Mr. Quigley, Ms. Pheasey, Ms. Johnston, Mr. Gayer, Sr. Helen and Ms. Doyle.

Apologies were received from Ms. Foley.

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

#### **Minutes**

The minutes of the last meeting (17 January 2022) were adopted following the proposal of Mr. Quigley, seconded by Ms. Doyle.

#### **Correspondence**

- The Board considered a request from the NCSE (26 January) to establish an autism unit, if required, with effect from September 2023. The meeting agreed to this request

in principle on the condition that the unit would be housed in a permanent structure to be provided on the school grounds by PPP Co. and DES. The meeting was totally opposed to the provision of temporary accommodation for this purpose.

- The meeting noted correspondence from Rachel Power, GDPR Adviser (9 February) regarding changes to data protection policy and the addition of guidance for staff on social media usage.
- The meeting gave formal approval to the Home Economics Department to organise an educational tour to Italy at mid-term, February 2023, as outlined in a draft itinerary supplied to the Board (11 February).

### **Covid-19 Response Plan / Health and Safety**

Mr. O' Shea advised the Board that the LWR Committee had met last week for the 50<sup>th</sup> time.

It was reported that revised guidelines for schools were due to be issued later in the week.

The meeting was informed that a fire drill had been conducted on 31 January 2022 and that a further one would be scheduled between mid-term and Easter.

### **Building Report**

The meeting was reminded that the annual Condition Survey would take place in the school on Friday, 25 February 2022 with a view to prioritising maintenance work over the summer.

Mr. O' Shea reported that the GAA pitch had been shockwaved within the last week and that 120 tonnes of sand and a fertilizer were to be applied in the coming week. Further fertilising is scheduled for August.

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

An Income and Expenditure Report was presented to the meeting covering the period from 1 September 2021 to date.

### **Student Care**

Mr. O' Shea presented the Board with a Child Protection Oversight Report covering the period since the last meeting on 17 January 2022. A copy of the report is attached to the minutes.

The Board was advised that no case of bullying was currently unresolved.

The Board conducted its annual review of the Child Safeguarding Statement and Risk Assessment in accordance with the prescribed checklist.

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

The Board was informed that there was insufficient demand for LCAP to proceed in September 2022 but that it would be presented as an option in each future year.

Mr. O' Shea advised that work was underway on the timetable for 2022/2023 and that option bands for 1<sup>st</sup>, 2<sup>nd</sup> and 5<sup>th</sup> year groups had been finalised.

The Board formally approved a revised school policy document on mobile phones/devices to take effect from Monday, 7 March 2022.

### **Principal's Report**

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

- The holding of Junior and Leaving Certificate mock examinations in the school
- That all parent-teacher meetings will have been completed on 2 March
- Forthcoming day trips for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> year students
- The trip to Germany for 37 students and 3 teachers from 18 to 21 February

### **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 was scheduled for 16.30 in the school on Thursday, 31 March 2022.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 15 February 2022.

---

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

### **Monday, 17 January 2022**

#### **Attendance**

Mr. Gaynor, Mr. Quigley, Ms. Pheasey, Ms. Foley, Ms. Johnston, Mr. Gayer, Sr. Helen and Ms. Doyle.

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

Sr. Helen formally welcomed Ms. Laura Pheasey to the Board as a teacher nominee to replace Ms. Siobhán O' Donoghue.

#### **Minutes**

The minutes of the last meeting (13 December 2021) were adopted following the proposal of Mr. Quigley, seconded by Ms. Foley.

### **Covid-19 Response Plan / Health and Safety**

Mr. O' Shea advised the Board that the LWR Committee continued to meet every Friday.

Updates in relation to FFP2 masks and HEPA filters were considered by the meeting.

It was noted that student absenteeism ranged from 18% to 33% over the opening eight days of the new term.

### **Building Report**

Mr. O' Shea informed members that the fortnightly meetings with the FM Company and NDFA officials continued to go very well.

Further information is to be sought from the FM Company in relation to the condition of the GAA pitch and the operation of the heating system.

It was reported that the annual Condition Survey would take place in the school on Friday, 25 February 2022 with a view to prioritising maintenance work over the summer.

### **Leadership and Management**

Mr. O' Shea informed the meeting that all AP1 and AP2 positions had been filled and that roles and responsibilities had been agreed with post-holders.

### **Future Trusteeship**

Sr. Helen and Mr. O' Shea provided the meeting with an update on negotiations regarding the proposed transfer of trusteeship to the Le Chéile Trust.

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

An Income and Expenditure Report was presented to the meeting covering the period from 1 September 2021 to date.

The Board authorised the signing of a Letter of Engagement from the auditors.

### **Student Care**

Mr. O' Shea presented the Board with a Child Protection Oversight Report covering the period since the last meeting on 13 December 2021.

The Board was advised that no case of bullying was currently unresolved.

He reported that the training for staff in the "Helping Hands Programme" would take place on 1 February 2022 and that it would be used in relation to 2<sup>nd</sup> and 3<sup>rd</sup> year students in the coming months.

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

The Board was informed that a revised structure of the 1<sup>st</sup> year curriculum and timetable had been agreed with subject departments.

It was reported that LCAP would be offered to students entering 5<sup>th</sup> year in September 2022. The Board welcomed this initiative.

Mr. O' Shea informed the meeting that the School Planning Group would very shortly be trying to assess the levels of wellbeing among both students and staff as a consequence of the Covid-19 pandemic, with a view to organising practical initiatives to address any shortcomings.

### **Principal's Report**

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

- The training of additional staff for the Droichead Programme
- Forthcoming subject choice talks for 1<sup>st</sup> and 4<sup>th</sup> year students and their parents
- An information meeting for incoming 1<sup>st</sup> year students and their parents on 25 January
- Forthcoming parent-teacher meetings for 1<sup>st</sup> and 4<sup>th</sup> years
- The commencement of mock examinations in the week beginning Monday, 7 February
- The school's new presence on Facebook, Instagram and Twitter

### **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 was scheduled for 16.30 in the school on Monday, 14 February 2022.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 18 January 2022.

---

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

### **Monday, 13 December 2021**

#### **Attendance**

Mr. Gaynor, Mr. Quigley, Ms. O' Donoghue, Ms. Foley, Ms. Johnston, Sr. Helen and Ms. Doyle.

Apologies were received from Mr. Gayer.

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

### **Minutes**

The minutes of the last meeting (18 November 2021) were adopted following the proposal of Mr. Quigley, seconded by Ms. Doyle.

### **Covid-19 Response Plan / Health and Safety**

The meeting was informed that the trip to Germany had been deferred due to Covid concerns.

It was reported that the 6<sup>th</sup> year Christmas Show and Carol Service would both take place online.

Mr. O' Shea advised the Board that the LWR Committee continued to meet every Friday and that 42 such meetings had taken place since August 2020.

### **Building Report**

Mr. O' Shea informed members that the fortnightly meetings with the FM Company and NDFA officials continued to go very well.

It was reported that remaining issues with the BMS were due to be resolved in January 2022.

### **1<sup>st</sup> Year Admissions, September 2022**

The Board considered reviews in respect of students whose parents/guardians had requested same.

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

An Income and Expenditure Report was presented to the meeting covering the period from 1 September 2021 to date.

### **Student Care**

Mr. O' Shea presented the Board with a Child Protection Oversight Report covering the period since the last meeting on 18 November 2021. A copy of the report is attached to the minutes.

The Board was advised that no case of bullying was currently unresolved. He reported that the Student Support Team continued to be active and that a "One Kind Word" campaign was being held in school in December.

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

The Board was informed that the structure of the 1<sup>st</sup> year curriculum and timetable continued to be under discussion by the School Planning Group. Good progress was reported on the content of the proposed LCAP for September 2022.

## **Principal's Report**

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

- Recent correspondence from the Loreto Education Trust Board in relation to the future trusteeship of Loreto schools. It was agreed to return to this matter at the next meeting.
- The successful completion of the school show, "Calamity Jane", for which all cast and crew were warmly commended by the Board
- The successful completion of online parent-teacher meetings in respect of 3<sup>rd</sup> and 5<sup>th</sup> year students
- Plans for a live online information meeting for incoming 1<sup>st</sup> year students and their parents on 25 January 2022

## **Any other business**

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

Sr. Helen extended her best wishes for Christmas and the New Year to all members and thanked the Board for its great work and commitment in 2021.

The next meeting was scheduled for 16.30 in the school on Monday, 17 January 2022.

Billy O' Shea,

Secretary to Board of Management.

Monday, 20 December 2021

---

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

**Thursday, 18 November 2021**

### **Attendance**

Mr. Gaynor, Mr. Quigley, Ms. O' Donoghue, Ms. Foley, Mr. Gayer, Ms. Johnston and Ms. Doyle.

Apologies were received from Sr. Helen. In her absence, the meeting was chaired by Mr. Quigley.

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

### **Minutes**

The minutes of the last meeting (18 October 2021) were adopted following the proposal of Ms. Foley, seconded by Ms. O' Donoghue.

### **Covid-19 Response Plan / Health and Safety**

The meeting was informed that 100% capacity on buses had been restored and that many extra-curricular activities were continuing e.g training, matches.

Whilst a safe and very beneficial 6<sup>th</sup> year parent-teacher meeting had been held in-person on 10 November, it was decided that future meetings would be held online due to the updated public health advice.

Mr. O' Shea advised that a trip to Germany for 38 students and 3 teachers was planned for mid-December in line with DES guidelines. It was agreed to keep the trip under review in light of the current Covid situation.

### **Building Report**

Mr. O' Shea informed members that the fortnightly meetings with the FM Company and NDFA officials continued to go very well.

It was reported that actuators had to be checked for all rooms following the commissioning of BMS software and that this work would be completed by early January 2022.

Additional planting of shrubs was completed in recent days.

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

Mr. Gaynor presented the meeting with a letter outlining the main points from the auditor's report for 2020/2021. On his proposal, seconded by Ms. Foley, the meeting approved the auditor's report for the past year.

An Income and Expenditure Report was presented to the meeting covering the period from 1 September 2021 to date.

### **Student Care**

Mr. O' Shea presented the Board with a Child Protection Oversight Report covering the period since the last meeting on 18 October 2021. A copy of the report is attached to the minutes.

He reported that the Student Support Team had been very active and that an Anti-Bullying Awareness Week was planned for 22 to 26 November 2021.

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

The Board was informed that the structure of the 1<sup>st</sup> year curriculum and timetable was under discussion by the School Planning Group.

### **Principal's Report**

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

- The implementation of the enrolment process for 1<sup>st</sup> year, September 2022 in relation to 328 applications received
- The forthcoming school musical, "Calamity Jane"
- Themed weeks in the school e.g. Maths, Science, Gaeilge 24, Anti-Bullying, Inclusion

### **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 was scheduled for 16.30 in the school on Monday, 13 December 2021.

Billy O' Shea,

Secretary to Board of Management.

Monday, 22 November 2021

---

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

**Monday, 18 October 2021**

#### **Attendance**

Mr. Gaynor, Mr. Quigley, Sr. Helen, Ms. O' Donoghue, Ms. Foley, Mr. Gayer and Ms. Doyle.

Apologies were received from Ms. Johnston.

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

#### **Minutes**

The minutes of the last meeting (20 September 2021) were adopted following the proposal of Mr. Gayer, seconded by Mr. Quigley.

#### **Covid-19 Response Plan / Health and Safety**

The meeting was advised that school life was progressing smoothly and in compliance with the Covid-19 Response Plan. An increasing number of extra-curricular activities were reported to be underway. Mr. O' Shea informed the meeting of the increased difficulty in enforcing social distancing between students.

Decisions in relation to measures to be applied after 22 October were awaited.

### **Building Report**

Mr. O' Shea informed members that the fortnightly meetings with the FM Company and NDFA officials continued to go very well and that many issues were being dealt with efficiently.

It was expected that BMS issues would be finally resolved over the mid-term break as well as the installation of additional solar panels.

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

Mr. Gaynor informed members that the annual audit was underway and that a full income and expenditure account would be presented at the next meeting when the year-end process had been completed.

Details of the school's insurance cover were presented by Mr. O' Shea.

### **Annual Report to Families**

The meeting formally approved the contents of its 2020/2021 annual report to families.

### **Student Care**

Mr. O' Shea presented the Board with a Child Protection Oversight Report covering the period since the last meeting on 20 September 2021. A copy of the report is attached to the minutes.

The Board formally reviewed its anti-bullying policy in compliance with DES requirements. Additionally, an improvement plan was agreed for implementation in 2021/2022.

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

The Board formally approved the proposal from the School Planning Group to introduce the Leaving Certificate Applied Programme from September 2022.

Mr. O' Shea informed members of the new CLASS hours – Covid Learning and Support Scheme – for the year.

### **Principal's Report**

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

- The gradual resumption of training, matches, debates, trips and school show rehearsals – all warmly welcomed by the Board
- The closing of applications for 1<sup>st</sup> year, September 2022 on 22 October 2021
- Forthcoming CATs for 1<sup>st</sup> and TY students
- The successful completion of start-of-year masses for all year groups in Clonard Church

- The visit of Bishop Ger Nash to the school on 15 October 2021

### **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 was scheduled for Thursday, 18 November 2021 at 16.30 in the school.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 19 October 2021.

---

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

#### **Monday, 20 September 2021**

#### **Attendance**

Mr. Gaynor, Mr. Quigley, Sr. Helen, Ms. O' Donoghue, Ms. Foley, Mr. Gayer and Ms. Johnston.

Apologies were received from Ms. Doyle.

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

Sr. Helen formally welcomed Ms. Iris Johnston to the Board as the new parent nominee.

#### **Minutes**

The minutes of the last meeting (24 August 2021) were adopted following the proposal of Mr. Quigley, seconded by Ms. Foley.

#### **Correspondence**

Mr. O' Shea drew the attention of the meeting to the new style DES website and to the list of circular letters contained therein. He mentioned circular 0047/2021 relating to new arrangements for a reduced school day in respect of some students.

#### **Covid-19 Response Plan / Health and Safety**

The meeting was advised that school life was progressing smoothly and in compliance with the Covid-19 Response Plan. Permission had been given for matches to re-commence in accordance with protocols for each sport. It was reported that a voluntary and anonymous

survey of the student body in the school had revealed very high levels of vaccine uptake ranging from 77% to 96%.

A further easing of restrictions is expected in October.

### **Building Report**

Mr. O' Shea informed members that the fortnightly meetings with the FM Company and NDFA officials were going very well and that many issues were being dealt with efficiently.

It was reported, however, that matters relating to the BMS and leaks remained unresolved and that these would continue to be addressed at future meetings.

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

Mr. Gaynor and Mr. O' Shea presented the meeting with a full Income and Expenditure Report in respect of the 2020/2021 financial year. A budget for 2021/2022 was formally approved upon the proposal of Mr. Gaynor, seconded by Mr. Gayer.

It was stated that the audit would be conducted in the week beginning 11 October 2021.

### **Leadership and Management**

The meeting formally approved a revised set of roles and responsibilities for Assistant Principals following the completion of a mini review with staff.

It was agreed to proceed immediately with a competition to fill current vacancies.

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

Mr. O' Shea presented the Board with a Child Protection Oversight Report covering the period since the last meeting on 24 August 2021. A copy of the report is attached to the minutes.

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

Mr. O' Shea reported that the School Planning Group had compiled the following areas for development in 2021/2022:

- Target 1** To review the school's compliance with the requirements of the Anti-Bullying Procedures for Primary and Post-Primary Schools (2013)
- Target 2** To review the school's Wellbeing practices, in particular for students with very high levels of need, with reference to the Wellbeing Policy Statement and Framework for Practice 2018-2025
- Target 3** To develop and implement a whole-school approach to teaching study skills

- Target 4** To review the school curriculum at both junior and senior cycles and to make provision for any additional programme deemed necessary e.g. Leaving Certificate Applied
- Target 5** To review the structure of each school day with regard to the duration of classes (40 minutes or 60 minutes), length of lunch break, provision for extra-curricular activities and any associated matters of concern e.g traffic management at the end of the day
- Target 6** To consider what positive learnings should be applied to school practices as a consequence of dealing with the Covid-19 pandemic
- Target 7** To review the process by which Head Girls are appointed

### **Principal's Report**

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

- A student enrolment of 873 as of the date of the meeting
- The Parents' Association AGM being held on 20 September
- The Autumn General Meeting of Parents to be held on a date to be confirmed in October
- Outline proposals for school tours to Spain and Paris at Easter 2022, subject to full compliance with all Covid-19 protocols – approved by the meeting
- Arrangements for the Start of Year Masses on 28/29/30 September
- Retreats for 1<sup>st</sup> year students in October
- The staging of the musical Calamity Jane in the National Opera House on 7/8/9 December, again subject to all Covid-19 measures – approved by the meeting

### **Any other business**

The meeting was updated on the arrival of additional CO2 monitors.

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

The next meeting was scheduled for Monday, 18 October 2021 at 16.30 in the school.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 21 September 2021.

---

**Agreed Report of Board of Management Meeting**

**Tuesday, 24 August 2021**

## **Attendance**

Mr. Gaynor, Mr. Quigley, Sr. Helen, Ms. Doyle, Ms. Foley, Mr. Gayer and Ms. Cahalane.

Apologies were received from Ms. O' Donoghue.

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

## **Minutes**

The minutes of the last meeting (15 June 2021) were adopted following the proposal of Mr. Quigley, seconded by Mr. Gaynor.

## **Covid-19 Response Plan / Health and Safety**

The meeting formally ratified an updated Covid-19 Response Plan for the year ahead. Approval was also given for amended guidelines for students, staff and parents. The meeting was advised that the full school community would be made aware of these documents by means of letters to families, emails to staff and students, staff meetings and Introduction Meetings for each year group.

The Board was informed that Derek Madden (Health and Safety Manager) had cleared all documents during his first to the school for the new year. Mr. O' Shea further advised the meeting that weekly LWR meetings would continue for as long as necessary.

## **Building Report**

Mr. O' Shea and Sr. Helen reported that meetings had been held with FM, PPP Co. and NDFA officials on 16 June, 9 July and 20 August.

It was noted that the FM staff had been increased by the appointment of an additional member who is a qualified painter/decorator.

Mr. O' Shea advised that 10 classrooms and much of the ground floor corridor had been painted over the summer and that the school buildings and grounds were in a very good condition for the commencement of the new school year.

It was reported, however, that matters relating to the BMS and leaks remained unresolved.

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

Mr. Gaynor and Mr. O' Shea presented the meeting with a full Income and Expenditure Report in respect of the financial year to date. The meeting agreed with a recommendation from the auditors and the Loreto Trust Board that the audit for 2020/2021 be conducted in a modified format that would be fully compliant with all DES and FSSU requirements.

It was agreed to consider a draft budget for 2021/2022 at the next meeting.

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

Mr. O' Shea presented the Board with a Child Protection Oversight Report covering the period since the last meeting on 15 June 2021.

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

Mr. O' Shea reported that the School Planning Group would reconvene in September and work in accordance with DES circular 0033/2021. Areas for consideration would include:

- curriculum i.e., effects of new JC, LCAP
- 1-hour classes
- whole-school approach to teaching study skills
- learnings from the pandemic experience

### **Leadership and Management**

The meeting was informed that the school would have one new AP1 position and one new AP2 position from 1 September 2021. It was agreed to review posts and responsibilities at the next meeting following a consultation process with the teaching staff.

The Board was presented with an Annual Report on the Leadership and Management Structure in the school for 2020/2021.

### **Principal's Report**

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

- Arrangements for the commencement of the new school year
- Student enrolment details for the year
- Ongoing negotiations with Wexford Hockey Club for the use of the pitch in the long term

### **Any other business**

Members thanked Ms. Cahalane for her great contribution to the Board over the past four years on this, the occasion of her last meeting.

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

The next meeting was scheduled for Monday, 20 September 2021 at 16.30 in the school.

Billy O' Shea,

Secretary to Board of Management.

Tuesday, 31 August 2021.