

Board of Management 2008/9

The current Board of Management (BOM) will serve from 15 October 2007 until 14 October 2010.

Its members are:

Trustee nominees :

Sr. Helen O' Riordan (Chair)
Sr. Christine Foley
Mr. John O' Leary
Mr. Gerry McDonnell

Teacher nominees :

Ms. Patricia Kinsella
Mr. Martin Boyd

Parent nominees :

Ms. Laurena Kent
Mr. Owen Hillery

Mr. Billy O' Shea (School Principal) acts as Secretary to the Board without voting rights.

Board of Management meeting - Thursday, 11 September 2008

All members were present.

The lack of progress on the building project was considered in depth by the Board. All future options are now being investigated.

The 2008/2009 budget was formally approved.

New members of staff were formally ratified.

Policies for review in 2008/2009 will be considered at the next meeting on 1 October 2008.

Board of Management meeting - Wednesday, 1 October 2008

The Board gave further consideration to its options concerning the building project.

The Admission Policy was reviewed and ratified.

A financial report was presented to the Board.

The appointments of Head Girl, Deputy Head Girl, prefects, vice-prefects and Students' Council were formally ratified by the Board.

The next meeting was fixed for 6 November 2008.

Board of Management meeting - Thursday, 6 November 2008

Proposals for the school building project were further considered by the Board.

The Board approved the admission of students into 1st year in September 2009 in accordance with its Admission Policy.

The policies for review in 2008/2009 were decided upon by the Board.

A financial report from 1 September to 5 November was presented to the Board as well as the auditor's preliminary report for 2007/2008.

The Board will meet again on 26 November 2008.

Board of Management meeting - Wednesday, 26 November 2008

Proposals for the school building project were further considered by the Board. It was agreed to proceed immediately with the installation of a new external fire escape and internal fire detectors and emergency lighting. An application is being made to the DES for a grant to cover this emergency work.

A financial report from 1 September to 26 November was presented to the Board. The auditor's report for 2007/2008 was formally approved.

The Board approved a report to parents on the running of the school in 2007/2008.

A discussion was held on the implications of the cut-backs in education announced in the budget.

The Board will meet again on 17 December 2008.

Board of Management meeting - Wednesday, 17 December 2008

The Board considered revised options for its building programme including a new school on a green field site in Wexford. This option was discussed when Loreto representatives met the Minister for Education and Science, Mr. Batt O' Keeffe, T.D., in Dublin on 16 December 2008.

A financial report from 1 September to 17 December 2009 was presented to the Board.

Matters relating to the school's Admission Policy were reviewed by the Board.

The Board was advised that tenders were being sought for the emergency fire safety works required by the school.

The Board will meet again on 21 January 2009.

Board of Management meeting - Wednesday, 21 January 2009

Mr. O' Shea briefed the Board on ongoing discussions with the DES and the Loreto trustees about the options for a new school building. It was agreed at the meeting that close contact would be maintained with DES officials over the coming weeks. The Board welcomed the progress being made on the improvement of fire safety measures in the school.

A draft Admission Policy was circulated to Board members for discussion at the next meeting.

Mr. O' Shea presented the Board with an Income and Expenditure Statement from 1 September 2008 to 21 January 2009.

The Board formally adopted the policy document on the vetting of school personnel as prepared by Mr. O' Shea and based on JMB guidelines.

A draft document on an amended code of behaviour was circulated to Board members for consideration at the next meeting.

The Board discussed the contents of its Agreed Report.

Board of Management meeting - Wednesday, 11 March 2009

The Board was informed that work on the fire systems and escape was progressing well and should be completed by May. The total cost of this work will be €174,000, of which €126,000 will be financed by the DES.

It was agreed to provide additional car park places at the end of Teach Mhuire in an attempt to alleviate the serious parking difficulties being experienced by staff, parents and visitors to the school.

The Board discussed the contents of a draft Admission Policy but deferred a decision until the next meeting.

Mr. O' Shea presented the Board with an Income and Expenditure Statement from 1 September 2008 to 11 March 2009. It was agreed that the Finance Sub-Committee would meet before the next Board meeting.

The Board was briefed by Mr. O' Shea on the impact of the education cut-backs for 2009/2010, particularly the reduction of 1.86 teachers in the school's staffing entitlement. It was agreed by the Board that curricular requirements would require priority when the timetable for 2009/2010 was being prepared. It was also understood that a number of classes would be larger in size and that some subjects may have to be dropped from the curriculum if the demand for them was low.

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

- Recent subject choice meetings for parents
- The success enjoyed by the senior football and hockey squads

The Board discussed the contents of its Agreed Report.

The next meeting was fixed for Tuesday, 28 April 2009 at 4.30 p.m.

Board of Management meeting - Tuesday, 28 April 2009

Capital Development

The Board was informed that work on the fire systems and escape was ongoing and that the new completion date was May 2009.

The Board agreed to provide for additional ground re-surfacing work on both sides of the St. Joseph's corridor and to replace all external windows in the St. Joseph's classrooms for safety reasons.

Mr. O' Shea reported that there was no answer yet from the Building Unit in relation to the "build and leaseback" model.

School policies:

Admissions – September 2009

The Board formally adopted a new Admission Policy for submission to the Loreto Trust Board for approval.

Uniform

The Board adopted a new uniform code effective from the start of the 2009/2010 school year.

School hours

The Board approved new school hours for 2009/2010 to comply with DES regulations and best practice with regards to uniform class duration i.e. 41 class periods per week, each of 41

minutes duration. It was agreed that Mr. O' Shea would write to all families about this matter within the next month.

Financial Report

Mr. O' Shea presented the Board with an Income and Expenditure Statement from 1 September 2008 to 27 April 2009.

The Finance Sub-Committee reported on its recent meeting relating to best practice around the collection and counting of cash. It will meet again before the next Board meeting.

Principal's Report

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

- The specific effects of the education cuts on the 2009/2010 school timetable
- Forthcoming school events – prizegiving, graduation masses
- The recent school tour to France

Any other business

The Board discussed the contents of its Agreed Report.

The next meeting was fixed for Tuesday, 26 May 2009 at 4.30 p.m.

Board of Management meeting - Tuesday, 26 May 2009

Capital Development

The Board was informed that work on the smoke detectors and emergency lighting was complete and that the new emergency exit and associated doors would be completed immediately following the examinations in June.

The Board agreed to provide funding for the new car park, ground re-surfacing work on both sides of the St. Joseph's corridor and the replacement of all external windows in the St. Joseph's classrooms.

Mr. O' Shea reported that there was no answer yet from the Building Unit in relation to the "build and leaseback" model.

Financial Report

Mr. O' Shea presented the Board with an Income and Expenditure Statement from 1 September 2008 to 20 May 2009. He also reported on the current work of the Finance Sub-Committee.

The Board agreed to contribute towards the cost of maintaining the Free Books Scheme following its abolition by the DES.

Admission into years other than 1st

The Board reviewed the applications for admission into years other than 1st in the context of school and class size policy and decided as follows:

2 nd year	1 available place
3 rd year	Full – no available places
4 th year	Full – no available places
5 th year	Places available depending on class size policy in option subjects
6 th year	Places available depending on class size policy in option subjects

The Board instructed Mr. O' Shea to allocate any available places in strict accordance with the school's Admission Policy and all existing class size arrangements.

School policies:

Admissions – September 2009

The Board was informed that the Admission Policy had been submitted to the Loreto Trust

Board for approval.

Code of Behaviour

The Board adopted a new Code of Behaviour effective from the start of the 2009/2010 school year, subject to approval from the Loreto Trust Board.

Mission Statement

The Board approved the wording of a new Mission Statement.

I.C.T. Co-ordinator

The job description and remuneration for a new privately-paid position of I.C.T. Co-ordinator within the school was approved by the Board.

Principal's Report

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

- Recent end-of-year school events
- Forthcoming state examinations for 234 students in the school
- School Calendar 2009/2010 – formally approved by the Board

Any other business

The Board discussed the contents of its Agreed Report.

The next meeting was fixed for Tuesday, 15 September 2009 at 4.30 p.m.

Report to parents from the Board of Management (BOM) on the operation and performance of Loreto Secondary School, Wexford for the year ended 31 August 2008.

Introduction

This report has been prepared to comply with section 20 of the Education Act, 1998. It covers the year to 31 August 2008. It was approved at a Board of Management meeting on 26 November 2008.

The next report will issue in December 2009.

Spiritual

A variety of services and liturgies took place during the year, as follows:

- Start-of-Year Mass, Graduation Masses for 4th and 6th year students, Class Masses, Masses for Advent, Christmas Carol Service, November Remembrance Mass
- Commissioning of Eucharistic Ministers in 6th year by Bishop Denis Brennan
- A retreat for 3rd year students

The school's Religious Education department was greatly assisted by our chaplain, Fr. Jim Fegan (Adm.) and by Sr. Carmel O' Brien throughout the year.

The school was represented at meetings throughout the year planning for the 400th anniversary of the founding of the Loreto Institute in 2009.

Charity and Social Awareness

The school's Justice and Peace Group undertook a major initiative when it devised a series of school-based posters to highlight bullying in school and in the workplace.

Students and staff raised considerable sums of money for the following charities:

Concern, St. Vincent de Paul, Bothar, Crumlin Childrens' Hospital, The Hospice Movement and Loreto Missions (with particular emphasis on the work of Sr. Winnifred in Peru).

Academic

Excellent results were achieved by 121 students taking the Leaving Certificate. The school rejoices in the academic success of all students.

Very impressive results were achieved by the school's 121 Junior Certificate students in 2008.

The BOM congratulates all students and their teachers on the continued excellence of results in the school.

No subject inspections took place in 2007/2008.

Staffing

The school's total teacher allocation from the DES for 2007/2008 was 45.21.

Of the DES total of 45.21, 1.20 was set aside for students with special educational needs under the overall co-ordination of the school's Learning Support teachers, Ms. Wilson and Ms.C. Larkin.

The BOM wishes every future success and happiness to Sr. Ita Moynihan who left the teaching staff on 31 August 2008 to take up a new position within the Loreto Provincialate.

We are particularly keen to welcome the following new teachers who were appointed to our staff in summer 2008:

Ms. Lisa Shannon	Irish
Ms. Elaine Kinsella	P.E.
Ms. Patricia Curran	Science
Ms. Annette Byrne	Business, Maths, L.C.V.P.

I.T.

The Anseo system continued to monitor the daily attendance and punctuality of all students. The school announced plans to introduce a text alert system for parents when students did not register their attendance for school.

All Transition Year students studied for the ECDL information technology qualification.

Lunchtime access to I.T. for students continued to be facilitated.

Capital Development

A combined report from the conservation architects and our design team was submitted to the Building Unit in March 2008.

A meeting in the school between the design team, Building Unit officials, Loreto Trust Board representatives and school authorities scheduled for Thursday, 5 June was cancelled at short notice by the Department of Education and Science (DES) and has not, to date, been re-scheduled. This meeting was intended to "kick-start" the project following the refusal of planning permission by Wexford County Council in May 2007 and the submission of the combined report as outlined above.

The Board of Management continued to press for progress and, indeed, to explore all and other possibilities. In the meantime, our 700 students and staff continued to work in 1792 buildings with leaking roofs, no sports hall, no dressing rooms, no library, insufficient and inadequate classrooms, no universal access for the wheelchair-bound, no canteen and with major health

and safety concerns.

Extra-curricular and co-curricular activities

The BOM expresses its gratitude to the teaching staff for organizing the following activities for students in 2007/2008:

Irish and English debating
quizzes
hockey
basketball
tennis
soccer
yoga
rounders
athletics
football
camogie
self-defence
tag rugby
educational tour to France
field trips
theatre trips
school choir
school musical (in co-operation with St. Peter's College)
supervised internet access
horse riding
Maths Olympiad
recycled material fashion show
Young Entrepreneurs competition

Transition Year

104 students took Transition Year in 2007/2008, the highest number ever in the school's history.

Student appraisal of the school's Transition Year programme continues to be very positive.

A major review of the Transition Year programme took place and has led, amongst other things, to the introduction of more modular courses for the future.

Child Protection

Child Protection Guidelines and vetting procedures have been in full operation throughout 2007/2008 following staff training in December 2005. The Designated Liaison Person (DLP) was Mr. Billy O' Shea and the Assistant DLP was Sr. Carmel Swords.

Care of Students

All Class Teachers continued to take a keen interest in the pastoral care of their students. In addition, the school's two Guidance Counsellors, Ms. Fallon and Ms. Young, were available to assist in any possible way.

A dedicated Student Care Team was very active in 2007/2008. Comprising the Principal, Deputy Principal, Chaplain, Counsellors, Learning Support Teachers and Class Teachers where required, this team met at least fortnightly and ensured that adequate provision was made for all students experiencing particular difficulties in school and in their personal lives.

Student Empowerment

Clodagh Rochford and Claire Farrell were the Head Girl and Deputy Head Girl respectively in 2007/2008. They were assisted by prefects and vice-prefects in each class group.

The Students' Council continued to be active and forged even closer links with the school's Parents' Council e.g. development of school policies, Christmas lunch for both councils hosted by the school.

Code of Behaviour

Students continued to co-operate in a very positive way with the school's behaviour code as evidenced by favourable comments throughout the year from teachers and visitors to the school. The Board thanks the students for this excellent behaviour.

Parental Involvement and Contact

The school organized information meetings for parents in 2007/2008 on the following matters:

- New 1st year students, September 2008
- Subject choices for 2nd, 4th and 5th years
- CAO/CAS
- Parent-teacher meetings for every year group

All meetings were very well attended by parents. Due to the fact that the school does not have the space to hold large general meetings of parents and students, it became necessary on health, safety and comfort grounds in 2007/2008 to use a local hotel as a venue for some of these larger meetings and events.

The school website was updated weekly and contained a great deal of information for parents on current news as well as all school policies. For families without internet access, hard copies of all updates and policies continued to be available from reception.

The Principal, Deputy Principal and all teachers were available on an appointment basis to meet parents to discuss any concerns about students.

The Parents' Council was particularly active in 2007/2008 in the promotion of three Healthy Eating Weeks for students. A major initiative undertaken primarily by the Parents' Council was the provision of hot food for students at lunchtime and prior to evening study in co-operation with Taste Restaurant.

Representatives of the Council met with Mr. O' Shea, Principal, on a regular basis to liaise on school matters and the Council is also represented on the School Development Planning Group that meets weekly.

Parents were asked by the school throughout the year to help ensure a high level of attendance at school by their daughters.

School Development Planning

All policies that make up the school plan are available on the school's website: www.loretoxford.com.

The following have been the main developments in school planning throughout 2007/2008:

- The ongoing review of subject development plans in all departments
- The ongoing work of the School Development Planning Group, representative of staff, students and parents, to prepare draft policies for consideration by all educational partners in the school
- The formal review of the following policies:

1. Curricular provision
2. Student attendance

3. Admission
4. In-school management
5. Anti-bullying
6. Health and Safety Statement/Fire Drill
7. Student attendance
8. Class Teacher system and Student Care Co-ordination Team
9. Homework

Professional Development of Staff

Teachers attended DES and other in-service in a wide range of subject areas.

The teaching staff also received professional input on the following topics:

The Loreto ethos and Kolkata challenge

Voice protection

Student councils

Mind development

Board of Management

The BOM held nine formal meetings in 2007/2008. At the end of each meeting an agreed report was approved for circulation by teacher and parent representatives.

Financial Accountability

The Independent Auditors' Report to the trustees for the year ended 31 August 2008 concludes as follows:

" In our opinion the financial statements give a true and fair view of the state of the school's affairs as at the 31 August 2008 and of its results for the year then ended and have been properly prepared in accordance with the Education Act, 1998.

We have obtained all the information and explanations we consider necessary for the purposes of our audit. In our opinion, the school has kept proper books of account. The financial statements are in agreement with the books of account.

In our opinion, the Board of Management's Report is consistent with the financial statements."

O' Brien Harnett & Associates,
Chartered Accountants and Registered Auditors,
97 Haddington Road,
Dublin 4.

The Board is very grateful to families who supported the Voluntary Contribution Scheme that yielded €61,485 in 2007/2008, down €2,286 on the previous year.

Community Links

The BOM is particularly appreciative of the assistance provided by the local Wexford community in providing work experience placements for Transition Year and LCVP students in 2007/2008 and for its generous sponsorship of Transition Year mini-companies.

Throughout the year school facilities have been made available to the following groups:

Presentation Secondary School, Wexford Harbour Boat and Tennis Club, Wexford Parks Tennis, Wexford Ladies Hockey Club and the Royal Irish Academy of Music.

Billy O' Shea,

Secretary to Board of Management.
December 2008