

## Report of the Board of Management meeting of August 29<sup>th</sup> 2018

Present: Madeline O'Connell, Sr. Mary Corr, Padraig O'Ceallaigh, Amanda Soares, Yvonne Ryan, Bernie Gormally, Tony Madden, Cllr. Jimmy McClearn, Eileen Ryan,

Apologies received from: Lil Bruen, Pat Gilmore, Jarlath Burke

### Election of Officers:

Madeline O'Connell was proposed as Chairperson of the Board for the coming academic year by Tony Madden and seconded by Amanda Soares. This role was accepted by Madeline, who then formally opened the meeting by welcoming all staff and students back to school following the summer break.

The Finance Committee members were re-appointed. The committee members remain unchanged - Madeline O'Connell, Eileen Ryan and Bernie Gormally.

### Delegation of Authority to the Principal:

The Board gives authority to the Principal to make the day to day decisions in relation to the running of the school. Approval for field trips, school tours, staff-leave and fundraising was given and the Principal was asked to give a report of any such activities at the subsequent meetings. Authority to make financial decisions up to the value of €5000 was agreed. These decisions were proposed and seconded by present members.

### Minutes of previous meeting:

The minutes of the meeting of June 7<sup>th</sup> were adopted on the proposal and secondment of members present.

### Matters arising.

All newly appointed staff members have taken up duty.

### Correspondence:

Invitation to the ACCS Area Information meeting on Thursday 6<sup>th</sup> September was received. A number of members present expressed interest in attending. Bookings will be made online after the meeting by Eileen.

Emergency Works - a reply was received today to an application lodged during the summer to repair fences and lift. A sum of €2,300 incl VAT was sanctioned.

Disappointment was expressed at this and the Principal to make a further request for funds before the end of the calendar year.

#### Programme Coordinator Post:

This post will be advertised on the staff notice board this week. It was agreed that it is not possible to allocate this time for the remainder of this academic year as timetables are already constructed, but this would be available to the successful candidate in the future. The Board devolved authority to the Principal to select the independent panel member from the ACCS list to sit on the selection Committee for the programme coordinator. This was proposed by and seconded.

A list of Leadership and Management duties was considered by the Board. This list of duties was then adopted by the Board.

#### Leaving Cert Results:

The Board congratulated the Leaving cert class on their excellent results and their teachers for all their hard work and encouragement. The Board congratulated Board member Tony Madden on his son achieving the highest points in the class. A full analysis of the Leaving cert results will be available at the next meeting.

#### Finance Committee Report:

The Finance reports for the summer months were read and discussed by the Board. June and July reports were discussed, analysed and ratified.

The finance committee will look at the possibility of introducing a book rental option in place of the existing book grant scheme for future years.

The committee recommended opening a designated bank account for the technology grants which will continue to be paid over the next two years, but which to date have pushed the amount allowable in a credit union to exceed limits. This was agreed.

#### Principals' Report:

The school report was presented to the Board. The sympathies of the Board were extended to Ms. Berenice Galvin on the recent death of her nephew.

#### Adoption of Child Protection Procedures - Children First:

The Child Protection Procedures were adopted in their entirety and without alteration by the Board. Designated Liaison Person is Eileen Ryan, Deputy Designated Liaison Person is Jarlath Burke. This was proposed by Tony Madden and seconded by Pdraig O'Ceallaigh. The annual review of the Procedures took place.

The Child Protection Oversight Report was presented to the board - no reports in any of the listed areas.

**Mandatory Template 4: Notification regarding the Board of Management's review of the Child Safeguarding Statement**

To: STUDENTS + PARENTS

The Board of Management of CASTLEREA CS wishes to inform you that:

- The Board of Management's annual review of the school's Child Safeguarding Statement was completed at the Board meeting of 29/8/18 [date].
- This review was conducted in accordance with the "Checklist for Review of the Child Safeguarding Statement" published on the Department's website [www.education.ie](http://www.education.ie)

Signed Madeline O Connell Date 29/8/18

Chairperson, Board of Management

Signed Eileen Ryan Date 29/8/18

Principal/Secretary to the Board of Management

**Annual Review of Anti-Bullying Procedures:**

The annual review of the Anti-Bullying procedures was carried out with the following actions decided upon:

The Principal to compile a report on trends on recent bullying reports over the past year. This is to be presented at the next meeting.

An action plan to be implemented arising out of any such trends.

**Notification regarding the Board of Management's annual review of the anti-bullying policy**

To: STUDENTS + PARENTS

The Board of Management of CASTLEREA CS wishes to inform you that:

- The Board of Management's annual review of the school's anti-bullying policy and its implementation was completed at the Board meeting of 29/8/18 [date].
- This review was conducted in accordance with the checklist set out in **Appendix 4** of the Department's *Anti-Bullying Procedures for Primary and Post-Primary Schools*.

Signed Madeline O Connell  
Chairperson, Board of Management

Date 29/8/18

Signed Eileen Ryan  
Principal

Date 29/8/18

Meetings for 2018-2019 academic year:

It was proposed to change the meetings for the coming year to Tuesday's to accommodate as many members as possible. All present agreed to this. A list of possible dates for 2018-2019 BoM meetings to be compiled and sent to each Board member in the coming days. While it may not be possible to adhere strictly to these dates, every effort will be made to remain as close as possible.

Next meeting to be held on Tuesday 18<sup>th</sup> September at 5.00pm.

Madeline thanked everyone for their attendance and the meeting was then closed.