

St Louis Secondary School, Carrickmacross
Board of Management Meeting
Agreed Report

23rd November 2020



Note: This meeting took place by Zoom and was not recorded.

Present: All Board members were present.

1. Apologies

There were no apologies.

2. Minutes

The minutes of the previous meeting were read. There were no matters arising.

3. Election of Chairperson

Dermot Clarke was elected as chairperson.

4. Finance Report

Karen presented the Financial Report to the Board.

The school's accounts will be certificated this year due to Covid restrictions as oppose to a full audit.

5. Correspondence

Karen presented the details of all correspondence received since the previous meeting

6. Planning Objectives for Board (3 year plan)

- Karen suggested the Board consider objectives to include in a new three year strategy plan and these would be discussed at the next Board meeting. Karen presents some suggestions under 4 headings:
- **Building**
 - Karen proposed that the Board would consider upgrading the floor covering on the main stairs, landing area and in the prefabs.
 - Windows in old primary school and the kitchen windows in the primary school area need painting or they will fall into disrepair
 - Upgrading of ICT in school.
 - Signage for the front of the school.
 - A new smaller sign has been purchased to direct visitors to the school to the new reception. This has yet to be installed..
- **Teaching & Learning**
 - Develop our Digital Strategy

- Supporting teacher CPD
 - Continue to provide CPD on differentiation for all staff, and explore the possibility of setting up a focus group to work on this area.
 - Explore the possibility of introducing Technology as a subject. Dermot advised that DKIT might be able to support us if this was introduced.
 - Consider expanding the provision of a second language.
- **Staff & Student Wellbeing**
 - Continue to find ways to support staff and student wellbeing. Karen said a lot of work has already been undertaken in this area.
 - Wellbeing Ambassadors and two teachers overseeing the Wellbeing of students in school. A new school Wellbeing padlet has been set up so students can access different resources.
 - **Structures in School**
 - Managing Organisation – Policies will continue to be reviewed.
 - Looking to develop the role of the Parents Association
 - Continue to find ways to promote our school in the absence of open days.
 - Virtual video was launched.
 - Looking to update the current school prospectus for next year.

7. Principal's Report

Covid 19

Effective systems in place and are constantly monitored

- Confident through discussions with HSE that there is no transmission in school.
- Karen has been in touch with HSE and they have advised that we have an excellent Covid system in place..
- Karen is exploring the possibility of using a minor works grant for Ventilation and researching possible ventilation options.

Teaching & Learning

- Wriggle Licences were bought for all member of staff in October to support teacher CPD in ICT. Teachers are also receiving training on Tuesday 24th November from staff who are on the ICT Committee Review.
- TY Bonding Day was successful and positive feedback was received.
- Peer Ministers, Wellbeing Ambassadors, Student Council, Head Girl and Deputy Girl have all been elected.
- NCSE training morning.
- Leaving Certificate Exam Aide has been appointed and the state exams are running smoothly.
- Summer works is complete
- Parent/ teacher meetings – parents will receive a more detailed report for their daughters. If any parent wants to speak with a teacher, there will be an allotted time slot to facilitate this.
- Annual Report issued to PA- available on website

Signed: _____

Dermot Clarke