

Report of Board of Management Meeting Thursday 16th May 2024

1. In attendance

Present: Madeline O' Connell, Eileen Ryan (joined the meeting late due to selection committee over-run), Sr. Mary Corr, Lil Bruen, Deirdre Callanan, Margaret Larkin, Jacinta Freeman and Amanda Soares.

Apologies received from: Jarlath Burke (recording secretary), Sean O' Mainnín, Jimmy McClearn and Nora Fahy

In the absence of Jarlath, Margaret agreed to take the minutes of the meeting.

2. Presentation by Head Boy and Prefect

Margaret introduced Nikodem Kondonikalau (Head Boy) and Conor Fannon (prefect) to the meeting. She informed the members that the boys would each speak about the role and duties they and their fellow prefects carried out over the past year in CCS.

Nikodem began his presentation by acknowledging the great support and guidance all the prefects receive from the co-ordinator Ms. Jacqueline Kenny. Nikodem gave an overview of the many initiatives organised by the prefects over the past year.

- Study Skills Workshops
- Anti-litter campaigns
- Poster competitions
- Christmas Jumper Day
- Fundraisers

Conor then delivered a comprehensive report on the main duties of a prefect.

- Meeting with and getting to know first year students
- Mentoring role – guiding, supporting and helping on a day-to-day basis
- Developing and building strong relationships with first years throughout the year
- Helping with the transition from primary to secondary school
- Organising football leagues
- Lunch time supervision
- Attending all Parent/Teacher meetings

Conor concluded the presentation by thanking management and staff in CCS for all the support and help they got throughout the year.

Madeline thanked the boys on behalf of the board for their excellent presentation and wished them both well in their future. They were also complimented on their detailed report and excellent presentation.

The boys left the meeting.

3. Minutes of previous meeting.

The minutes of the previous meeting 18th April were read by those present and ratified by the Board.

4. Matters Arising

The phoneaway boxes were discussed in detail with further research to be undertaken by Eileen Ryan over the coming weeks, including seeking feedback from parents/guardians and staff and will have more information for the next meeting in June.

5. Finance Report

Amanda presented the report of the Finance subcommittee.

6. Correspondence

A number of circulars were brought to the attention of those present-
DES Circulars in relation to the storage and transfer of guidance-counselling notes
Junior Cycle School Books Scheme
CEIST – Extension Agreement- Stakeholders

7. Leadership and Management:

School Needs and Priorities

Eileen informed the board that the whole staff engaged in a review of the list of Needs & Priorities of the school and a draft list was prepared from the findings by a voluntary working group. Board members took a few minutes to read the draft and the list was accepted and ratified by the Board.

Leadership and Management Report May 2024

In addition, a very comprehensive report on Leadership and Management was presented to the board which detailed the roles and responsibilities undertaken by each of the middle management team in the school. Members had the opportunity to read this detailed report.

8. Policy Review and Update

Protected Disclosure Policy - updated

Board members had the opportunity to read this policy in advance of the meeting. There was general agreement that this policy is very valuable and that it is very important that we are all familiar with this document.

LGBTQ+ Policy

Board members had the opportunity to read this comprehensive policy in advance of the meeting. The policy was ratified following recognition of its importance and relevance to our school community.

9. Principal's Report

The principal gave a comprehensive report on the various activities of the school since the last meeting. The Board congratulated all involved in the many and varied aspects of school life. The staff in CCS were commended for catering for the needs of so many students and added that it is wonderful to see such a variety of activities on offer with an agreement that the students in CCS are very fortunate to be gifted so many opportunities and commended that staff for giving their time so generously to the students in CCS.

10. SSE: DEIS Report

Deirdre Collins (HSCL Coordinator) submitted a very comprehensive report on the work she completed this year in her role as Home School Community Liaison Officer. Those present had an opportunity to read this report.

A Summary report of the work undertaken in each of the 7 domains of the DEIS plan over this academic year was shared with the meeting. The DEIS coordinator, Ms. Caitriona Kenny was thanked for preparing this comprehensive report with the support of all the relevant DEIS teams.

11. Mandatory Reports

- A. Bullying Report.
- B. CPOR
- C. SCA report

12. Report of Selection Committee

Following interviews held on Monday 13th until Wednesday 15th May 2024 the selection committee recommend the following –

English and Learning Support Teacher

- 1. Paula O' Toole

Co-ordinator of Special Class

- 1. Sarah Flynn

Geography

- 1. Sarah Moore

Home Economics

- 1. Rebecca Breheny

Maths & Economics

- 1. Caoilfhionn Harkin

Science & Maths

1. Niamh Duignan

All appointments were ratified and the Board welcomed all new staff members to our school and wished them well in their duties.

Madeline thanked all those present for their attendance at the meeting and concluded the meeting.

Next scheduled meeting- Online zoom meeting to take place on **Friday 17th May at 5 p.m.** to ratify two AP1 and two AP2 positions.

The next board meeting is scheduled for **June 13th at 4.30pm.**