

## **Agreed Report to Staff & Parents/Guardians from BOM Meeting 20<sup>th</sup> September 2021**

### Educational Matters:

- Presentation to BOM on Restorative Practice was made by teacher leaders M. O'Connell & Y. Lee
- CLASS hours received from Department from 11<sup>th</sup> October to end of school year will have 412.5 hours. Must be provided by qualified teacher, during school day, teachers can't exceed 22 hours so need parttime teachers, need to identify & target students who were affected by learning loss during Covid
- Draft List of School Needs & Priorities discussed with BOM in relation to Posts of Responsibilities

### School Planning/Policy Matters:

- Enrolment: 78 new 1<sup>st</sup> years currently including 7 for ASD class. Had 4 transfer students two for 2<sup>nd</sup> year & 2 for 5<sup>th</sup> year – limited numbers due to social distancing in classrooms needed. A few students transferred out or left school – all have been followed up – only one student has not returned – EWO informed – 2 need verification that they have emigrated – once finalised enrolment for 2021-22 expected to be 375.
- Procedures for 'Open Night' are being put in place. Brochures are gone to print – feeder Primary schools will allow these to be sent to schools for distribution but will not allow visits for talks to students.
- Open Night has to be virtual due to Covid restrictions. New restrictions from Cork County Council re Postering Protocol makes putting up posters about Open Night very difficult & time consuming. Website is being updated and will have application form available to download. Posters will be placed in local shops. Promotion on Social media will also be carried out.
- Admissions Policy 2022-23
- Admissions Notice 2022-23
- Covid 19 Policy & Procedures & Risk Assessment
- Appendix to Code of Behaviour

### School Discipline:

- Suspensions: September – 9 (one student twice)
- Permanent Exclusions - One (following passing of 20 school days – confirmed 20/09/2021)

### Report on Risk Management:

- Risk Assessment for Covid 19 updated
- Work is continuing on new Health & Safety Policy
- E. Breen attended mandatory day 1 training for H&S representative
- Manual Handling, slips/trips/falls & chemical safety mandatory training being completed by cleaners & caretaker
- Manual Handling for SNAs requested through Cork ETB
- OT assessment carried out for requirements needed for wheelchair user in 1<sup>st</sup> year ASD

### General Report from Principal:

- Dr Sharon Lambert UCC gave a talk to staff on the impact of trauma on student development & their wellbeing
- St Aidan's have signed up for the Forbairt Programme with PDST Management & 2 teachers involved – engage in an Action Learning Project for school improvement planning
- Bus escort advertised for school transport. Bus routes have now been finalised by Bus Eireann
- Buses for school activity trips need to remain at 50% capacity
- Some Activities can be organised for TY – keeping within Covid restrictions

## **Agreed Report to Staff & Parents/Guardians from BOM Meeting 17<sup>th</sup> November 2021**

### Educational Matters:

- Students who missed out during Covid have been identified and CLASS hours have assigned for 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> years to help with bridging the gap
- DEIS plan 2021/22 along with 3 year plan – current work in progress
- LCA students received session 2 results on 8<sup>th</sup> November
- SCP & BfL - continuing to support at risk students
- Junior Cycle CBAs are underway. This year will see the first J Cycle exams for Woodwork & Engineering as all subjects have now reached 3<sup>rd</sup> years
- Junior Cycle Staff Training days 14<sup>th</sup> February & 7<sup>th</sup> March

### School Planning/Policy Matters:

- 95 Applications received by closing date. 12 of these were for the ASD unit which has no places available.
- 83 Offer letters sent out and waiting list of 12 set up for the ASD class based on criteria in Admissions policy
- 4 late applicants – offer letters sent out
- Closing date for receipt of acceptance forms 25<sup>th</sup> November
- October Returns submitted to Cork ETB and using PPOD online portal - 379 students for 2021/22
- Critical Incident Policy Ratified
- Health & Safety Policy Ratified
- Child Protection & Safeguarding Statement Ratified

Anti-Bullying – No reports referred as outstanding

### School Discipline:

Suspensions: September 9 students, October 25 (7 students twice), November 14 (to date) – one student twice

Permanent Exclusions: None

### Report on Risk Management:

- Fire drill carried out on 3<sup>rd</sup> November
- First Aid training organised for staff on 13<sup>th</sup> December and for SNAs on 14<sup>th</sup> February.
- Trying to organise First Aid Response for staff – 3 day course – need minimum 5 people – impossible to release 5 at a time for 3 days
- Servicing of machines in Woodwork & Engineering have shown a need for upgrading of machines – application will need to be made to Dept for the upgrades
- Risk Assessment forms being completed by subject departments
- Personal Egress plans completed for SEN students
- Manual Handling training carried out by cleaner who missed it previously – organised through Cork ETB.
- SNA Manual Handling Training held on 18<sup>th</sup> & 20<sup>th</sup> October after school.

### General Report from Principal:

- DPS launch for 5<sup>th</sup> years 2021/22 took place online on 22<sup>nd</sup> September
- New school website launched for Open night
- Junior student council want to raise awareness of dangers of vaping among students
- Senior student council organising student cards for interested students
- Director of schools visiting on Wednesday 17<sup>th</sup> November

## **Agreed Report to Parents & Staff Following BOM Meeting 16<sup>th</sup> Feb 2022**

Condolences: Sean Cooney (former Deputy Principal – Davis College Mallow) in recognition of his contribution to GAA County VEC & Voc schools level

Congratulations: Mr O'Brien (teacher) on birth of his son

### Correspondence & Circulars:

**Information Note SD 0002/2021** Measures to increase the availability of substitutes for post primary schools for 2021/2022

**Information Note TC 0026/2021** Temporary COVID-19 emergency substitution arrangements

**Information Note TC 0027/2021** COVID-19: Updated Working and Leave Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary Schools – 2021/22 school year

**Information Note TC 0001/2022** COVID-19: Updated Working and Leave Arrangements from January 2022 for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary Schools

**Information Note ESR-ETB 0001/2022** COVID-19: Updated Working and Leave Arrangements from January 2022 for staff, other than Teachers and Special Needs Assistants, who are employed in ETBs

**Information Note TC 0002/2022** COVID-19: Changes to Special Leave with Pay from 7th February 2022 for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary Schools

**Information Note ESR ETB 0002/2022** COVID-19: Changes to Special Leave with Pay from 7th February 2022 for Staff other than Teachers and Special Needs Assistants who are employed in ETBs

**S06/22** Leaving Certificate Examination 2022 Adjustments to Papers and Timetable Publication

**0057/2021** Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2022/23 school year

**0059/2021** Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school year 2021/22.

**0060/2021** Grant Scheme for EU NRRP Funding to schools to address the digital divide, and learners at risk of educational disadvantage

**0061/2021** Study and examination leave for staff other than persons employed as teachers and special needs assistants employed in education and training boards

**0062/2021** Appeal System for Permanent Principal and Deputy Principal Appointments

**0063/2021** Final closing date of 30 April 2022 for receipt of eligible qualification allowance applications (as a Result of the Findings of the Adjudicator under Claim 447/19)

**0064/2021** Changes to the Domestic Subsistence Rates Effective from 01 December 2021 Payable to Staff in Education and Training Boards (ETBs) and members of ETBs and of ETB Statutory Committees

**0065/2021** Enhanced Minor Works Grant Funding for Primary Schools, Exceptional Minor Works Grant Funding for Post-Primary Schools with a particular focus on supporting enhanced ventilation

**0001/2022** Teacher Fee Refund Scheme 2021

### Educational Matters:

- Junior Cycle, Leaving Cert & LCA pre-exams started on Tuesday 8<sup>th</sup> February.
- Subject based JCT Cluster day for staff was held on 14<sup>th</sup> February
- Leaving Cert students have registered their subjects & levels on the portal
- Junior Cycle & Leaving Cert fees have been waived this year by the Department
- CBAs for 3<sup>rd</sup> years are being completed
- No timetable received yet for Practical exams.
- Leaving Cert orals will be held during 1<sup>st</sup> week of Easter.
- Timetables for exams in June have been received and will be published on School App & Teams for students after midterm.
- Focus on motivation & study for 3<sup>rd</sup> years as part of Action Plan with Forbairt programme

### Finance:

- Funding for Summer works to replace upper windows has been received. Tender gone out for Engineer to oversee works.
- Covid Minor works grant will be used to provide better manual ventilation in the building by replacing PE Hall door, window frames near exit doors and courtyards with openable sections.

### School Planning & Policy Matters:

- Enrolment for 1<sup>st</sup> year 2022: 80 accepted places ;45 Scoil Oilibheir, 7 Scoil Iosagain, 5 Padre Pio, 5 St Marks, 4 Scoil Mhuire & Eoin, 3 Rathpeacon, 3 Scoil Aiseiri, 2 Sundays Well, 1 each from Scoil Chroi Iosa, Riverstown, St Maries of the Isle, SN Cill Ruadhain Brooklodge, St Patricks Boys, New Inn
- Review of subject options that can be made available for 2022/23 is being carried out
- School Plan 2021-2025 was discussed

### Report on School Discipline:

Suspensions: November 12 (2 students twice), December 7, January 13 (2 students twice), February 6 (to date - 1 student twice)

Permanent Exclusions: None

### Report on Risk Management:

- Office & Admin staff took part in cyber security training
- Health & Safety Notice board set up in the staffroom
- We have had some trespassers coming into the school during school hours – exit doors will need to be closed during the school day to prevent this. Gardai have been contacted.
- Inspector from the Department called to visit the school to look at Engineering & Woodwork rooms as part of the application for an upgrade of the rooms.
- Floor upgrade – told needs to be applied for through Emergency works and tables through Summer works
- First Aid training was carried out for 12 teachers on 13<sup>th</sup> December and all SNAs & 1 teacher on 14<sup>th</sup> February
- H&S inspection carried out on school building, few areas identified and plan in place to rectify

### General Report from the Principal:

- 2<sup>nd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Year Parent teacher meetings – reports issued instead
- 1<sup>st</sup> Year Parent teacher meetings held online
- Yellow day for age action was held on 26<sup>th</sup> November
- Staff meeting was held on 18<sup>th</sup> January with focus on starting review of Code of Behaviour, Curriculum planning & DEIS
- Student council organised ISU to come re student cards
- Visit from CE & Director of school set for 1<sup>st</sup> February has been rescheduled for 25<sup>th</sup> March.
- Interviews were held for Acting APIL position
- Advert was placed for HSCL from August 2022
- Initial allocation meeting re staffing 2022/23 was held with Cork ETB

## **Agreed Report to Staff & Parents/Guardians following BOM meeting 6<sup>th</sup> April 2022**

Congratulations: Leaving Cert students from class 2021 who received awards at Cork ETB Leaving Cert Awards online ceremony on 11<sup>th</sup> March

### Correspondence & Circulars:

- Letter from TESS re Interim director and notification about school return requirements
- NCCA – Senior Cycle Redevelopment booklet
- Department of Education re Supporting children arriving from Ukraine
- **02/2022** Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2022/2023
- **03/2022** Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers, 2022/2023
- **05/2022** Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs with effect from 1 February 2022
- **08/2022** New Public Holiday from 2022/2022
- **09/2022** Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 February 2022.
- **13/2022** Prescribed Material for the Leaving Certificate English Examination in 2024
- **14/2022** Prescribed material for Junior Cycle English (For the student cohorts commencing Junior Cycle in 2021, 2022 and 2023 and presenting for examination in 2024, 2025 and 2026)
- **15/2022** Building Momentum - A New Public Service Agreement 2021-2022
- **16/2022** This circular updates employers regarding the current temporary changes to the employment of 3rd and 4th year undergraduate student teachers and the application of the '5 day rule' on their employment from 15 February 2022 to 30 June 2022.

### Educational Matters:

- Child Protection Inspection was carried out on 22<sup>nd</sup> & 23<sup>rd</sup> March. All areas were either 'Fully compliant' or 'Substantially compliant' and SPHE/RSE provision was graded as 'Good'. Details of the feedback was shared with BOM and areas to be amended discussed. Follow up inspection is expected in September.
- Senior Cycle Review – details announced re planned changes. Information has been distributed to staff. Awaiting further details.
- Department of Education certs along with school-based certs were presented to Junior Cycle 2021 students on 16<sup>th</sup> March
- Junior Cycle entry -E8 forms were completed
- SEC Examination Centre Accommodation form completed

### School Planning & Policy Matters:

- Incoming 1<sup>st</sup> years – current count is 79. Meeting scheduled for 25<sup>th</sup> May for parents & students. Assessments will be carried out in August as classes will be mixed ability.
- Work has started on review of Digital Plan 2022-2025. Previous plan completed in 2018 but most targets already met due to need to improve IT for remote learning.
- DEIS Plan 2022-2025 Ratified
- Healthy Eating Policy Ratified

### School Discipline

Suspensions: February - 6 (1 student twice), March – 25 (5 students twice, 1 student 4 times)  
April – 6 (to date)

### Report on Risk Management

- Engineer visit to school re woodwork floor & ESB sub station roof to check for Asbestos.
- CCTV footage of trespassers in February was given to Gardai and copy sent to Cork ETB following receipt of official request from Gardai in line with GDPR procedures.

### General Report from Principal

- Visit by Director of schools and CE due on 25<sup>th</sup> March rescheduled to 19<sup>th</sup> May.
- Staff meetings held on 1<sup>st</sup> March & 4<sup>th</sup> April focused on planning for last term and planning for 2022/23 school year.
- Forbairt programme – Active Learning meeting attended on 9<sup>th</sup> March.
- Non uniform day was arranged by TY students on 11<sup>th</sup> March for the Red Cross to support Ukraine. A collection was also made in the staffroom.
- Request from Scoil Oilibheir to use PE hall and pitch for Easter camp.
- SENO visited school on 29<sup>th</sup> March and met with Principal & SENCO.
- Margaret Quane attended 'Take One Programme on Sustainability' on 30<sup>th</sup> March.
- Tender for the school canteen is being renewed through Cork ETB. Potential suppliers have been visiting the school. Application deadline to Cork ETB is 14<sup>th</sup> April.
- This week is positivity week as part of Restorative Practice initiative.
- Big brother/big sister Easter egg hunt tomorrow for 1<sup>st</sup> years
- Mini-company for LCA have had coffee shop/bake sale/cinema/activity

## **Agreed Report to Staff & Parents/Guardians from BOM Meeting 25<sup>th</sup> May 2022**

### Congratulations

- Students who received awards at school annual Solas Awards on 19<sup>th</sup> May
- Leaving Cert Class 2022 – Graduating tomorrow

### Educational Matters

- Leaving Cert orals were held during Easter
- Junior Cycle/Leaving Cert and LCA practical exams/tasks etc have been taking place over the last few weeks
- Junior & Leaving Cert timetables have been distributed to students
- RACE has been finalised for students & details sent to parents
- Option choices are being collected from students re LCA/TY/5<sup>th</sup> year
- DEIS evaluation of current plan carried out at recent staff meeting
- Lost 0.5wte in SEN Allocation
- POR annual reviews currently being carried out with API & APII holders
- Factual verification report re Initial Child Protection Inspection received
- A number of students have received certs for Microsoft Office
- CPD attended by staff in CSPE, SPHE, Graphics, Forbairt

### School Planning/Policy Matters

- First years 2022 – currently 80 registered
- Places available for TY 2022: 56
- Places available for LCA 2022: 18
- Applications for transfers analysed based on class availability/subject options/discipline etc as per Admissions Policy 2022
- Calendar for 2022/23 – Standard school year holidays & bank holidays
- Students to return Tues 30<sup>th</sup> August
- Croke Park hours schedule for 2022/23 provided
- Code of Behaviour 2022 Ratified
- Amendments to Admissions Policy 2023 agreed

### Discipline

- Suspensions: April 13 (no students twice) May 16 to date (2 students twice)

### Risk Management

- Emergency works funding granted to replace Woodwork room floor.
- Emergency works application for replacement of ESB substation roof which contains asbestos has been made.
- Information session on legal claims presented by Cork ETB on 12<sup>th</sup> May.
- Unannounced Fire Drill held on 23<sup>rd</sup> May.
- Fire alarm was set off when 'Strobe' was set alight in boys toilets by 6<sup>th</sup> year student today. Damage done to door & floor – fire extinguisher had to be discharged.

### General Report from Principal

- i-Manage completed printer audit on behalf of Cork ETB

- DPS meeting in Little Island attended 5<sup>th</sup> May
- Health & Sustainability week held 9<sup>th</sup> – 13<sup>th</sup> May
- Staff meeting held on 16<sup>th</sup> May
- Parents Association Meeting held on 16<sup>th</sup> May
- TY students have had a number of activities including Hillwalking, West Cork Secrets, Go-Karting
- First Year Geography class visited Mitchelstown caves
- Workshops organised for Creative schools
- Director of schools visited on 19<sup>th</sup> May
- Safe pass course was organised for interested 4<sup>th</sup> & 5<sup>th</sup> years
- Incoming 1<sup>st</sup> Year parents meeting held today
- 6<sup>th</sup> Year Graduation will be held tomorrow
- Summer exams will be held week of 30<sup>th</sup> May