

Wednesday 23rd August, 2023

Ballinteer ETNS Board of Management Meeting

Agreed Minutes for Circulation to the School Community

Background: Agreed minutes are a redacted version of the minutes from the school's Board of Management meetings. They are also known as Community Minutes and are actively circulated and freely available to members of the school's community. They are censored as required under law to protect privacy. Items are also sometimes redacted if the matter is ongoing and further consideration by school governance is warranted. Community minutes are agreed to by all members of the school's board prior to their release.

Abbreviations: PTA, Parents and Teachers Association; BoM, Ballinteer Educate Together National School Board of Management; DE, Department of Education

Circulation: School staff, PTA, parents/guardians, Ballinteer ETNS website

Attendance: Colette Kavanagh (CK), Paul O'Dwyer (PO'D), Jim O' Leary (JO'L), Anne-Marie Cashman (A-MC), SJ Schramm, (SJS), Patrick Flynn (PF), Mary Carron via Zoom (MC)

Apologies: Rory O'Neill (RO'N)

Topic	Decision / Action to be taken
1.Minutes and Matters Arising	An advertisement for the school's two temporary AP2 posts of responsibility (covering the full 2023-2024 school year) has been written. The notice will appear in the staff room on the first teaching day of term (31/08/2023) and will also be emailed to staff on leave. The notice will remain up for not less than 15 school days. Interviews will be held in the second half of September. The school is awaiting from the Department of Education about the suggestion to install additional lighting beside the astro pitch. Following safety concerns raised at the Family Fun Day earlier this year, the Chairperson of the BoM contacted the Chairperson of the PTA to relay the BoM's decision that large inflatables, such as bouncy castles, will no longer be permitted at school events. Since the BoM last met in person, a number of recruitment decisions were taken by the BoM via emails: two fixed term teaching positions (2023-2024) and one administrative position. PO'D clarified information mis-reported in the minutes of the last meeting of the BoM. The role of safety officer in relation to Large Scale Events in the school is actually two separate positions: one position must be filled by a member of the school's board and involves, among other things, reviewing and approving risk

	assessment applications for large school events. The other position can be filled by an adult member of the school's community and involves on-site oversight of safety at large events. Refer to the school's policy titled 'Large Events Safety Guidelines' for further details.
5. Principal's Report	PUPILS Number on Roll ❖ Current enrolment (as of 23rd August 2023) is 396 pupils on Aladdin. Note that there are aware of at least eight pupils who will be moving schools in September. ❖ Places have been offered with a view to filling existing gaps. ❖ As was the case in the previous school year, the Junior Infant classes were re-organised at the end of the year to create two new classes of Senior Infants for this coming school year. STAFFING ❖ Following a successful exceptional review of our SNA allocation, the school has been awarded an additional 0.5 post. This role is currently advertised, and it should be filled (following shortlisting, interviews, approvals, and vetting) by late September. ❖ School administrative assistants will be paid directly by the Department of Education's Non-Teaching Staff (NTS) Payroll division from September onwards. CURRICULUM Recent Education Events and Visits ❖ N/A CHARITIES REGULATOR Each of the eight members of the BOM is now listed on the Charities Regulator's website. Financial filings for all relevant years have been submitted.
6. Treasurer's Report	JO'L circulated the June accounts, associated bank statement, and yearly income vs expenses to date. Work between PO'D and JO'L to refine and finalise the 2023-2024 budget is ongoing. Board members acknowledged the extensive and ongoing work

	by PO'D and JO'L in relation to systemisation and efficient management of the school's budget.
7. Safety Plan Template	SJS presented a draft of the school's new policy titled 'Large Events Safety Guidelines'. Board members approved the document. PO'D will highlight the policy with the Chairperson of the school's Parent Teacher Association in an upcoming meeting. CK requested members of the board to act in the positions of Mobility Manager and Safety Officer. PO'D and SJS agreed to those roles, respectively. Per prior commitments by the BoM, SJS gave a laneway/pathway safety observation report. There was one smashed glass bottle in the laneway that would require clearing up before the commencement of the new school year. There were no other safety issues observed.
8. Building matters	BUILDINGS Builders from BAM completed their snag list as well as one provided by the school staff over the months of July and August. Two outdoor taps (with potable water) have recently been installed to facilitate the watering of plants. Two Electric Vehicle (EV) charging points have been installed in the staff car park. For the coming school year, Kids Inc will operate out of two Infant classrooms (on a rotational basis) and two other classrooms (probably 1st, 4th, 5th or 6th due to proximity to the lift for ease of serving hot food).
9. Health and Safety Audit	CK advised that an official Health and Safety audit of the school would be due during September. CK nominated herself, PO'D, the school's caretaker, and SJS (acting in the role of BoM Safety Officer) to undertake this task. CK has a template to aid the assessment and will co-ordinate a date with the relevant participants in the coming weeks.
10. Mobility Management Plan	PO'D, in his acting capacity as mobility manager, advised he had been corresponding with relevant officials in relation to mobility management. Planning permission required a letter from the school in relation to its management of mobility. That correspondence committed the school to hold a survey of how people (students and staff) travel to school, among other things, and is required by December. PO'D will draft a survey for review at the next BoM meeting.
12. Reconstitution of BoM	CK advised that she will be stepping down as Chairperson at the end of the current term.

	PO'D précised the processes for selection of the new BoM, including parent nominees, community nominees, and patron nominees.
14. Architect visit	PF reported that the architect has not yet replied to an invitation to select a date for a visit and presentation to the school but pointed out that that this was likely due to holidays. PF will update as new information comes to hand. CK asked for clarification on the proposed format of the evening and PF gave a summary thereof: *Brief welcome (PO'D) *Short introduction to school demographics and features (SJS) *Architect address and/or tour of grounds (format of their preference) *Open discussion and questions for architect (moderated by CK or PF (questions will be solicited in advance) *Short 'Looking Ahead' presentation by SJS - quick slide show on work in progress to hand stewardship of building over to the students and in-school energy management team *Thank you to architect and closing (Paul) *Refreshments (tea, coffee, biscuits) It was agreed that attendance would be limited to members of the BoM and the in-school energy management team as well as members of the school's volunteer energy management team.
15. Next meeting	It was resolved that the next meeting of the BoM would be 27th September, in the school at 19:00 hours. Members of the BoM thanked AMC most sincerely for her invaluable contribution to the BoM over the past school year. AMC's work in creating the Intimate Care policy, her thoughtful and experienced approach to matters of child safeguarding, and a clear commitment to supporting her colleagues were particularly special and vital contributions and will have ongoing relevance and resonance beyond AMC's term. Thank you, AMC.

Board shorts...

This informal addition to the Community Minutes is intended as a (hopefully) helpful and instructive brief from the school's board to the broader school community. It aims to provide additional details on selected outcomes and/or work in progress by the school's board.

A heartfelt welcome...

...from everyone on the [school's Board of Management](#) to all existing and (especially!) new members of the Ballinteer Educate Together National School community.

A short history of our beautiful school can be found [here](#).

Our superb assembly of teaching professionals and caretaking/administrative staff [can be found here](#).

And, if you are keen to volunteer for the school in some capacity but not sure where to start, then there are interesting and diverse opportunities available. Our school's [PTA](#) is known not only for its voracious and successful commitment to having our new school built in the first place, but for its longstanding talents in raising much needed funds for the students. You can contact the PTA by email: ptaballinteeretns@gmail.com

Additionally, the school's Board of Management will be reconstituted at the end of its current 4-year term in September/October of this year. See below for details on how you might be directly involved in school matters at a governance level.

There are also small committee opportunities throughout the year. You would typically hear about calls for volunteers through the school's PTA, the notice board outside the GP hall, or via this management bulletin. For example, if you would like to help to reduce carbon emissions AND make money for our students, then you would be most welcome to join the school's energy management team of volunteers. Commit as much or as little time and/or expertise as you wish!

Scan here to join



Once again, big welcome to all from everyone on the school's board; we wish everyone a safe and happy year of education, friendship, and togetherness ahead.

Hire of the school hall to community groups

Ballinteer Educate Together National School is delighted to announce the availability of its beautiful general-purpose facility for hire by selected community groups for activities such as children's extra-curricular programmes, fitness and wellbeing, and meetings.

The hall is currently available for hire between the hours of 7pm and 10pm Monday to Thursday.

Note that the kitchen facility is not available for use by hiring groups at this time. That may change as the scheme develops in the coming months. Similarly, day use on weekends is expected to be made available soon. There is also discussion afoot for the assemblage of children's party packages: watch this space!

Hire of the facility will play a key role in fund-raising for our students and has large revenue potential so please spread the word!

Car line protocol reminder

We want to continue to implore our whole school community to be leaders together in road safety.

So...

1. Keep **vigilant** (drive very slowly, consider windows down);
2. Keep **left** (at all times to allow traffic to flow around the roundabout);
3. Keep **kids off the road** (do not let children alight before you are directed to a drop off space by the school's traffic monitor);
4. Keep in touch (**stay with your car** at all times when in the car line); and,
5. Keep connected (communicate kindly with community members who may not be aware of the safety tips above).

Reviews and ratifications

Up to date policy documents are available on the school's website [here](#).

Feedback on the school's policies is always welcomed.

Not everyone is aware that there is also support for members of the school community who may wish to access school policy documents in a language other than English. Contact the Principal or Administration team for further details.

Feeling board...?

Did you know that members of the school's Board of Management (excluding the school's principal) are appointed for a period of 4-years?

The current 4-year term of office for boards of management of all primary schools started on the 1st December 2019.

This means that seats for both the male and female parent nominees will be opened to new candidates in or around September/October of this year. Elections for those positions will be held early in the new school year and parents of children who are enrolled and have commenced attendance at the school are entitled to put themselves forward as a candidate.

It's a few months away yet but here a few notes for parents who may be interested in supporting the school in this vital and voluntary governance role.

*People from all walks of life have something to offer the school's board.

*Diversity in membership (professional, experiential, gender, cultural, among others) is key to a robust, efficient, and successful board.

*Duties include financial oversight of the school's budget including approval of any spending, policy review and ratification, staffing and recruitment matters, and leadership and communication across the school's community.

*The time commitment varies; the current school board meets approximately every 5 weeks and there is an uptick in activity in the few days before, and week after, a meeting.

*Extraordinary meetings are occasionally required (several times a year) for recruitment or other ratifications – they are usually short meetings facilitated via video link.

*Ongoing training (which is free and regularly available) is an integral part of the role.

*Some parts of the work are challenging (even confronting), particularly matters that relate to child protection issues and/or policy discourse but there is support and information available both within and outside of the board itself.

*The best interests of the school's children must be at the forefront of all decisions by all members.

*Board members may (and, indeed, should) debate fervently and disagree (pro tip: it's not a high-quality board if its members agree with each other all the time) but when a decision is arrived at (a quorum is 5), the board acts as a single unit in the face and execution of that decision.

*Ambassadorship and outreach within the school's community is usually considered an important part of the role.

*For parents who may be on parental leave, time spent on the school's board may help to re-connect them with the workplace and build their confidence before a resumption of paid work.

*Reading the Community Minutes (and its concomitant 'Board Shorts' publication) is a great way to get your eye in on what the role entails.

*Note that a parent nominee on a Board of Management can be a member of the parents' association committee but should not hold a position of office on the parents' association committee.

*For detailed information see the [Governance Manual for Primary Schools 2019-2023](#).

If this role sounds like it may be something you would thrive in, whether your child is in Junior Infants or sixth class, then your candidacy will be most welcome. No action is required at this time; the school's principal will initiate the relevant procedures for election in the new school year.