

Wednesday 27<sup>th</sup> September, 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), Rory O'Neill (RO'N), Paul O'Dwyer (PO'D), Jim O' Leary (JO'L), Rebecca Carroll (RC), SJ Schramm, (SJS), Mary Carron (MC)

**Apologies:** Patrick Flynn (PF)

Topic	Decision / Action to be taken
1. Minutes and Matters Arising	<p>The minutes of the two previous meetings of the board of management (23<sup>rd</sup> August, 2023 and 20<sup>th</sup> September, 2023) were approved.</p> <p>CK requested a date for the in-school health and safety audit (to be conducted by PO'D, CK, and SJS) be selected. Thursday (5<sup>th</sup> October) morning was proposed with details to be finalised between attendees in the coming days.</p>
2. Revised Child Safeguarding Guidelines	<p>PO'D circulated and summarised mandatory changes to <i>Child Protection Procedures for Primary and Post-Primary Schools</i> (revised 2023) per Department of Education Circular Number 0036/2023.</p> <p>PO'D advised members of the board about the availability of a tool kit to support schools in the procedures.</p> <p><b>The board adopted the Child Protection Procedures for Primary and Post-Primary Schools (revised 2023), as required.</b></p>
3. Principal's Report	<p>PUPILS</p> <p>Number on Roll</p>

- ❖ Current enrolment is 385 pupils.

#### Admissions – September 2024

- ❖ The Annual Admission Notice has been published on the school website, advertising 48 Junior Infant places and 0 autism class places for September 2024.
- ❖ Applications will be accepted from 1<sup>st</sup> October 2023.

#### STAFFING

- ❖ The school was granted one EAL post on appeal for 2023-2024, subject to the school meeting the required numbers by 30<sup>th</sup> September 2023. Testing took place during the month of September and a final figure will shortly be presented to the Department of Education. Based on this submission, the DE will determine whether the school keeps the temporary position for the remainder of 2023-2024

#### CURRICULUM

##### Recent Education Events and Visits

- ❖ Principal and Deputy Principal will be attending a leaders' seminar on the new Primary Mathematics Curriculum (PMC) at Blackrock Education Centre on Friday, 29th September 2023.
- ❖ There will be a whole-school in-service for the teaching staff at some point in the current school year and this will require a school closure. The training will be provided by an associate of the Department of Education's new training body, Oide. The school will be informed of its assigned date in due course. Parents will then be advised of this school closure date without delay.
- ❖ The staff will be provided with input on planning and delivering the Music curriculum by Dabledoo at our next staff meeting on Monday, 9th October 2023.

#### BUILDINGS

- ❖ A new security company has completed works to take on responsibility for the fire detection system, fire and intruder alarms (including monitoring), key-holding service, CCTV and access control systems.
- ❖ A one-year maintenance contract has been signed with a lift servicing company; this includes three routine services per year (one per term).

	<ul style="list-style-type: none"> <li>❖ The outside school hours care service provider (Kids Inc) will shortly be using an additional classroom, as agreed at the last board meeting.</li> <li>❖ The new shelving and seating for the library will be delivered this week. Parent volunteers have offered to support the school in the scanning/registering of its current book stock.</li> </ul> <p>HEALTH AND SAFETY</p> <ul style="list-style-type: none"> <li>❖ A scheduled Term 1 fire drill was cancelled due to RFC works. It will take place before the Halloween mid-term break.</li> </ul> <p>CHARITIES REGULATOR</p> <p>N/A</p> <p>CORRESPONDANCE</p> <p>N/A</p>
4. Treasurer’s Report	<p>JO’L provide members of the board with a comprehensive review of the 2022-23 budget and a precis of the 2023-24 budget.</p> <p>Members of the board thanked JO’L for an informative report, which was discussed in detail by all present.</p> <p>JO’L advised that the end-of-year accounts are required to be physically signed by CK. JO’L and CK agreed to arrange to meet in the coming weeks for that purpose.</p>
5. Annual Review of the School’s Child Safeguarding Statement and Risk Assessment	<p>CK led the annual review of the school’s Child Safeguarding Statement and Risk Assessment.</p> <p>The statement was agreed to by all present.</p>
6. Update on a Recent Meeting with the PTA	<p>The PTA has advised CK that the PTA’s AGM (incorporating an annual election for its committee) will take place on 16<sup>th</sup> October, 2023.</p> <p>CK has advised the chairperson of the PTA that the elections should be independently overseen and called for a volunteer from the school’s board for that purpose. JO’L offered to attend and oversee in the matter.</p>
7. Reconstitution of Board of Management	<p>CK advised that the board of management would be hosting elections for the two parent nominees to the school’s board. PO’D described the process, which has been approved by Educate Together and can be conducted via Aladdin. School</p>

	<p>administration will work on increasing Aladdin participation so that each parent has their own vote. Educate Together has also stipulated that the outcome of the election must be officially recorded for the result to be valid.</p> <p>PO'D advised that the election for teacher nominee to the school's board will take place during October/November staff meeting.</p> <p>CK advised that once the patron, parent, and teacher nominees are elected, community nominees would then be selected by those six members of the newly reconstituted board.</p>
<p>8. Laneway Safety Update</p>	<p>Per ongoing prior commitments to PTA queries in relation to safety around the laneway adjoining the school, SJS provided an update as follows: Laneway traffic and attitudes to its opening appear very positive. Last week there was one broken bottle and one pack of cigarettes observed. Some weed-whacking would be of use.</p> <p>SJS has advised a small amount of weeding of the laneway is being performed daily by parent volunteers to keep the issue to a minimum.</p> <p>JO'L queried whether the school's caretaker could tidy the area where the laneway meets the school and PO'D advised that this was possible.</p>
<p>9. Energy Management in the School</p>	<p>SJS reported on an email received from the school's appointed sea energy auditor. In that email, the auditor requested a meeting on October 6<sup>th</sup> to discuss feedback on any progress, particularly the opportunities identified in Table 4: Opportunities for Energy Savings. SJS advised that there are a number of plans in progress, but more time is needed for their implementation due to the Summer break and the very recent commencement of the school year. PO'D suggested requesting to defer the meeting by one month in order to have time to generate results and to tie the work in with the school's Green Schools Energy (flag) work which will commence shortly now that teachers and students have settled in for the year.</p> <p>SJS to follow up by way of reply.</p>
<p>10. Next Meeting</p>	<p>A final meeting of the current board of management is scheduled for 8<sup>th</sup> November, 2023.</p>