



Our Lady's Secondary School
Castleblayney
Co. Monaghan

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Principal: *Mr. Eddie Kelly*
Deputy Principals: *Ms. Jane Treanor, Mr. Darren Bishop*

Board of Management Meeting April 14th

Opening Prayer: M. Caffrey

Catriona Mc Kenna (retired member of staff) was remembered in the opening prayer.

Attendance: M. Caffrey (Chairperson), S. Egan (Trustee Nominee), J. Bishop (Parent Nominee), M. Sherry (Parent Nominee), Z. Brady (Teacher Nominee), A. Connolly (Teacher Nominee), E. Kelly (Sec B.O.M).

Apologies: A. Campbell (Trustee Nominee), B. Campbell (Trustee Nominee).

Minutes

Proposed: J. Bishop

Seconded: Z. Brady

Matters Arising

Addressed in the Principal's Report

Correspondence

- Applications from staff for personal days.
- Circular 0026/2026: Details of teacher allocation for the 2026/27 school year for Voluntary Secondary Schools.
- Circular 0012/2026: SET Allocation Post Primary Schools.
- Circular 0024/2026: Prescribed Material for Leaving Certificate English 2028
- Circular 0021/2026: Revision of the process set out in Circular 0024/2015, which set out the Implementation of the Recommendations of the Expert Group on Fixed-Term and Part-Time Employment in Primary and Second Level Education in Ireland
- Circular 0018/2026: Standardised School Year 2026/27, 2027/28 & 2028/29
- Correspondence from the FSSU and CEIST acknowledging submission of the 2024-2025 school accounts.
- Correspondence from CEIST Coordinator Sharon McGrath acknowledging receipt of our minutes from our February meeting.
- Correspondence from the Department of Education & Youth / NCSE approving a third MGLD class.

Events to Date:

Wednesday February 25th

- Transition Year Work Experience
- First Year Boys Hurling Blitz
- First & Second Year Boys Basketball
- Senior Year Head Meeting 10.05am
- Student Support Meeting 12.16pm
- First Year Boys Soccer 1.15pm-2.15pm

Thursday February 26th

- Transition Year Work Experience
- TY Mini Company Event
- First Year Boys Soccer
- Senior Girls GAA
- U15.5 Boys GAA at lunchtime
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm

Friday February 27th

- Transition Year Work Experience
- U14 Girls GAA
- Junior Year Head Meeting 12.16pm
- U15.5 Boys GAA 4.10pm- 5.10pm

Monday March 2nd

- Library Club Room 30 1.30pm – 1.55pm
- Darts Club Room 48 1.30 pm – 1.55pm
- First Year Boys GAA 4.00pm- 5.00pm

Tuesday March 3rd

- Breakfast Club 8.00am-8.45am
- Club na Gaeilge Rm 53 at lunchtime
- U14 Girls GAA at lunchtime
- Art Club for Junior & Senior Students 1.30pm
- Lunchtime Activities for Junior Students Rm 37 1.25pm – 1.55pm
- Teaching & Learning Committee Meeting
- Third Year Information Evening 7.00pm
- Trip to Ireland Ladies Soccer International

Wednesday March 4th

- Senior Year Head Meeting 10.05am
- Student Support Meeting 12.16pm
- U15 Boys Soccer 1.15pm- 2.15pm

Thursday March 5th

- U15.5 Boys GAA at lunchtime
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm
- LCVP Enterprise Visit
- U14 Girls GAA 4.00pm- 5.00pm
- U14 Camogie 4.00pm- 5.00pm
- Fourth Year Information Evening 7.00pm

Friday March 6th

- OLSS Monthly Prayer Staff Meeting 8.10am - 8.30am
- Junior Year Head Meeting 12.16pm
- U14 Girls GAA at lunchtime
- U15.5 Boys GAA 4.00pm- 5.00pm

Saturday March 7th

- Sixth Year Saturday Study 9.00am- 1.00pm
- All Ireland Cross Country

Monday March 9th / Dé Luain 9ú Márta

- Wellbeing Week 'Being positive about learning'
- Ceol traidisiúnta ag am lóin
- Comórtas ealaíne / Ag déanamh bráisléid le holann leis an 1ú bhliain
- U13.5 Boys GAA
- Library Club Room 30 1.30pm – 1.55pm
- Darts Club Room 48 1.30 pm – 1.55pm
- Second Year Girls Basketball at lunchtime
- First Year Girls Basketball Semi Final
- U14 Girls GAA 4.00pm- 5.00pm

Tuesday March 10th / Dé Máirt 10ú Márta

- Wellbeing Week 'Being positive about learning'
- Club na nGaeilge ag am lóin (seomra 53)
- Cath na Seanfhocal
- Tráth na gCeist leis an 2ú bliain P 3
- Breakfast Club 8.00am-8.45am
- Second Year Girls Basketball Semi Final
- First Year Boys Basketball
- Lidl LGFA Workshop for Junior Students
- Club na Gaeilge Rm 53 at lunchtime
- Art Club for Junior & Senior Students 1.30pm
- Lunchtime Activities for Junior Students Rm 37 1.25pm – 1.55pm
- TY Junk Kouture Regional Final at the Helix

Wednesday March 11th Dé Ceadaoin 11ú Márta

- Wellbeing Week 'Being positive about learning'
- Seachtain na Gaeilge Lá Glas
- Céilí / Scannán le lucht na 4ú Bliana P5
- U15 Boys GAA
- Senior Year Head Meeting 10.05am
- Student Support Meeting 12.16pm

Thursday March 12th / Deardaoin 12ú Márta

- Wellbeing Week 'Being positive about learning'
- Comórtas bÁCála Gaelach
- Am lóin Tae agus Plé le lucht na 6ú bliana (seomra 12)
- U14 Girls GAA
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm
- Camogie training 4.00pm- 5.00pm

Friday March 13th / Dé hAoine 13ú Márta

- Wellbeing Week ‘Being positive about learning’
- Open Day for Incoming First Year students
- Second Year History Tour
- TY trip to Croke Park
- Junior Year Head Meeting 12.16pm

Monday March 16th

- Library Club Room 30 1.30pm – 1.55pm
- Darts Club Room 48 1.30 pm – 1.55pm
- U14 Girls GAA 4.00pm- 5.00pm
- U13.5 Boys GAA 4.00pm- 5.00pm

Tuesday March 17th

- School Holiday

Wednesday March 18th

- Senior Year Head Meeting 10.05am
- Student Support Meeting 12.16pm
- U14 Girls GAA
- U14 Camogie 1.30pm- 2.30pm

Thursday March 19th

- U14 Girls GAA
- TY Forensic Science Workshop
- TY YSI Speak Out
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm
- Transition Year Parent Teacher Meeting 4.15pm- 6.30pm

Friday March 20th

- Junior Year Head Meeting 12.16pm
- Junior Students Soccer Trip

Saturday March 21st

- Sixth Year Saturday Study 9.00am- 1.00pm

Monday March 23rd

- Library Club Room 30 1.30pm – 1.55pm
- U14 Girls GAA
- Darts Club Room 48 1.30 pm – 1.55pm
- U13 Boys GAA 4.15pm- 5.15pm

Tuesday March 24th

- Breakfast Club 8.00am-8.45am
- Club na Gaeilge Rm 53 at lunchtime
- Art Club for Junior & Senior Students 1.30pm
- Lunchtime Activities for Junior Students Rm 37 1.25pm – 1.55pm
- 1C CSPE class visit to Shabra
- U14 Camogie Blitz

Wednesday March 25th

- Senior Year Head Meeting 10.05am
- Student Support Meeting 12.16pm
- Gaelbhrratach Event
- DCU Boys GAA Blitz
- MFL Fashion Show

Thursday March 26th

- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm
- First Year Boys GAA Ulster Final
- Vex Robotics Competition

Friday March 27th

- Junior Year Head Meeting 12.16pm

Saturday March 28th

- Sixth Year Saturday Study 9.00am- 1.00pm

Sunday March 29th- Thursday April 2nd

- Leaving Certificate Polish Oral Exam
- Leaving Certificate Russian Oral Exam
- Leaving Certificate Lithuanian Oral Exam
- Leaving Certificate German Oral Exam
- Leaving Certificate Irish Oral Exam
- Leaving Certificate French Oral Exam

Monday April 13th

- Transition Year Work Experience
- Leaving Certificate Music Practical Exam
- Library Club Room 30 1.30pm – 1.55pm
- Darts Club Room 48 1.30 pm – 1.55pm

Tuesday April 14th

- Transition Year Work Experience
- Breakfast Club 8.00am-8.45am
- Club na Gaeilge Rm 53 at lunchtime
- Art Club for Junior & Senior Students 1.30pm
- Lunchtime Activities for Junior Students Rm 37 1.25pm – 1.55pm
- Board of Management meeting 6.15pm

Saturday March 18th

- Sixth Year Saturday Study 9.00am- 1.00pm

Upcoming Events

- **Wednesday April 15th:** CEIST Student Leadership Conference
- **Thursday April 16th & Friday April 17th:** Fifth Year Irish Orals
- **Friday April 17th:** Literacy & Numeracy Committee Meeting
- **Monday April 20th & Tuesday April 21st:** TY Gaisce
- **Tuesday April 21st:** Athletics Track & Field Belfast
- **Wednesday April 22nd:** U16 Girls GAA Blitz
- **Wednesday April 22nd:** Leaving Certificate Art Practical Exam
- **Friday April 24th:** Athletics Track & Field Clones
- **Monday April 27th- Friday May 1st:** Wellbeing Week ‘ Being Active’
- **Tuesday April 28th:** Teaching & Learning Committee Meeting
- **Wednesday April 29th:** French students visit
- **Wednesday April 29th:** LCVP Exam
- **Thursday April 30th:** TY Scifest
- **Thursday April 30th:** Leaving Certificate Construction Studies Practical Exam
- **Thursday April 30th:** Parents Association Meeting
- **Friday May 1st:** TY Mini Company Bake Sale
- **Wednesday May 6th:** TY Junk Kouture Finals
- **Wednesday May 6th:** Fifth Year Mock Interview Evening
- **Thursday May 7th:** Transition Year Awards Day
- **Monday May 11th:** Staff Meeting 4pm- 6pm
- **Tuesday May 12th:** Leaving Certificate Graduation Mass
- **Wednesday May 13th:** Student of the Year
- **Thursday May 14th:** Awards Night
- **Friday May 15th & Saturday May 16th:** Ulster Track & Field
- **Thursday May 21st:** Leaving Certificate Graduation Day
- **Monday May 25th- Friday May 29th:** End of Year Exams

Leading Learning & Teaching

- Dervla Cawley from the Leaving Certificate class of 2025 received a Sports Scholarship to Maynooth University.
- Isobelle Hendry from the Leaving Certificate class of 2025 received an All Ireland Scholarship at a ceremony in UL Limerick on April 4th.
- The Leaving Certificate Oral Exams took place Saturday March 28th- Thursday April 2nd.
- An information evening for parents/guardians of Third Year students on subject choice for Senior Cycle and the structure of Transition Year took place on March 3rd.
- Third Year students are currently surveyed on Leaving Certificate subject choice.
- The Principal updated the Board of Management on developments with Senior Cycle Reform.
 - The State Examinations Commission (SEC) has published sample briefs for the Additional Assessment Components (AACs) in eight Tranche 1 redeveloped Senior Cycle subjects. A Provisional Schedule of Examination Dates for 2026/2027 has also been published to outline the planned approach to balancing the workload of AACs in schools

with the introduction of redeveloped Senior Cycle subjects. Subject specifications and assessment guidelines for each Tranche 1 subject are available on the NCCA website. This information has been circulated to the relevant subject departments.

- An Information Evening on digital devices for the senior cycle for the parents/guardians of Fourth Year students took place on March 5th.
- The Transition Year Parent Teacher Meeting took place on March 19th, and as part of this TY, parents/guardians were surveyed as part of the school's SSE process.
- A meeting of the Teaching & Learning Committee took place on March 3rd with a focus on:
 - The academic calendar 2026/2027
 - School Journal
- Teaching & Learning is on the agenda for all staff & Subject Department Meetings.
- School Self-Evaluation: The development of our areas of focus for School Self Evaluation for the forthcoming year will continue through the Teaching & Learning Committee, Subject Department meetings and staff meetings. The school applied to the PDST for support in the following areas relating to SSE
 - ICT
 - Literacy
 - Questioning
 - Wellbeing.
 - School Journal
- As part of our SSE process, Wellbeing Weeks took place the week beginning March 9th.
- Students in the TY Junk Kouture module qualified for the regional finals in the Helix DCU on March 10th, and one group have qualified for the national finals.
- Six Transition Year French students completed a language exchange programme in France the week beginning March 9th.
- The MFL Department and TY students organised a French / German Fashion Show for first & second year students on March 25th.
- The Irish Department organised a number of initiatives for Seachtain na Gaeilge.
- Staff & students from the Irish Department attended a Gaelbhratach event in Dublin on March 25th.
- Students from the TY Mini Company attended the Monaghan Enterprise Finals on February 26th.
- Students in our school competed in the VEX Robotics competition on March 26th.
- Students in the 1C CSPE class visited Shabra Plastics on March 24th.
- LCVP students attended an enterprise event on March 5th.
- Evening Study takes place from 4pm – 6pm,
- Saturday Study for Sixth Year students takes place from 9am-1pm.
- Easter Study for 6th Year students took place the week beginning March 30th.
- A homework club for First Year students takes place from 4.00pm – 5.00pm. First Year students are supported by our SNA's.

The Principal paid tribute to the teachers for their willingness to embrace new initiatives, which has generated so much positive discussion around teaching and learning in our school.

Managing the Organisation

Finance

- The Principal presented a Finance Report to members of the Board of Management that included the following information: Income & Expenditure from the start of the year, list of creditors, debtors and unreconciled payments

Child Protection Issues

- The Principal informed the Board of Management of communication and/or referrals to TUSLA since the last Board of Management meeting. The Board was satisfied that the relevant reporting procedures were followed.
- The Principal & Chairperson of the Board signed the Child Protection Oversight Report

Bi Cinnealta Procedures

- The Principal informed the Board of Management of the requirements for schools under circular 0055/2024 'Publication of Bi Cinnealta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools'.
- The Principal & Chairperson of the Board signed Appendix D of the Bi Cinnealta Oversight Report

Health & Safety

- None

Leading School Development

Policy Review:

Credit Card Policy: Proposed: S. Egan Seconded: J. Bishop

Vetting Policy: Proposed: S. Egan Seconded: J. Bishop

Upcoming:

- Guidance Policy
- Bi Cinnealtas Policy
- Code of Behaviour
- Child Safeguarding Statement
- Admissions Policy
- Work Experience Policy

School Self-Evaluation

The development of our areas of focus for School Self Evaluation for the forthcoming year will continue through the Teaching & Learning Committee, Subject Department meetings and staff meetings. The school applied to the PDST for support in the following areas relating to SSE

- ICT
- Literacy
- Questioning
- Wellbeing.
- School Journal

Plant Development & Maintenance

- The Principal updated the Board of Management on developments relating to the new extension, the convent grounds and the Emergency Works scheme in the school.

School Strategic Planning

- The Principal updated the Board of Management on consultation as part of the School Strategic Plan 2026-2030

Faith Life of the School

- Weekly prayers are said over the school intercom.
- Ms. Mc Ardle has organised monthly prayer meetings for staff.
- Staff representatives from the school are participating in a CEIST Cothu initiative.

The Principal & members of the Board of Management thanked Ms. Duffy, members of the Religion Department and everyone involved in the promotion of the faith life of our school.

IT

- The Principal updated the Board of Management on consultation as part of the plan to introduce digital devices for senior cycle students.

Extra Curricular

- The Principal updated the Board of Management on developments with GAA, Basketball, Soccer, Hurling & Camogie teams in our school, with the following areas noted.
 - Senior Girls GAA A Shield final on February 26th
 - 1st & 2nd Year Girls Basketball semi finals weeks beginning March 9th
 - Hurling & Camogie blitzes
 - 1st Year Boys' success in their GAA final on March 26th
- A number of junior students attended the women's international soccer match on March 3rd.
- Aine Smith represented the school in the All-Ireland Cross Country Championships on March 7th.
- The school choir practices regularly at lunchtime most days each week for upcoming school events.
- The Irish Department are participating in a Ghaelbhratchach Initiative, and the students involved meet regularly.
- The following activities are available to students at lunchtime:
 - Club na Gaeilge
 - Library Club
 - Darts Club
 - Badminton & Table Tennis Club
 - Art Club
 - Board Games & Activities
 - GAA training
 - Basketball in the gym
- Transition Year Events & Activities
 - TY Active Schools
 - TY Tidy Towns
 - TY Work Experience
 - TY Mini Company Event
 - TY Forensic Science Workshop
 - TY trip to Croke Park
 - TY YSI Speak Out

The Principal thanked the staff for their extraordinary generosity of time & spirit in providing students with opportunities to develop their skills, talents, and interests outside the classroom.

Enrolment 2026

- The Principal updated the Board of Management on developments for admissions to First Year in September 2026.

Developing Leadership Capacity

Middle Management

- The Principal informed the Board of Management of developments at Middle Management and the end of year review process.

Student Voice

- Sixth Year Student Leaders are assisting with supervision on corridors before school.
- A. Doris is undertaking a review of student leadership opportunities in the school.
- The Student Council meet regularly.
- Ms. Duffy is leading a Student Voice initiative in our school.

The Principal & members of the Board of Management thanked everyone involved in promoting Student Voice at Our Lady's.

Student Support

- Student Support Meetings are held every Wednesday.
- The school meals programme continues to provide support to several students every week.
- Staff in our school assist with a school Breakfast Club every Tuesday and Thursday morning before school.
- The school has engaged the services of a Student Youth / Home School Liaison Officer every Wednesday through an initiative with Monaghan Education Centre.
- Our school is implementing the NCSE Check & Connect Programme this year.
- A meeting of the whole school Guidance team took place on March 11th.

Discipline

- Council of Discipline meetings take place every Wednesday & Friday.

The Principal & members of the Board of Management thanked everyone involved in the Council of Discipline and the Student Support Team for the hard work, care, and support shown to students across various levels.

A.O.B.

- An Open Day for incoming first year students took place on March 13th.
- The Principal informed the Board of Management of plans for a whole community 5km event planned for April 24th and acknowledged the hard work

of Ms. G. Duffy, Ms. J. Duffy and the organising committee in preparing for this event.

- The Chairperson of the Board of Management thanked the Principal for a comprehensive report and thanked the Senior Management Team and all staff for their continued hard work & commitment to the school.

Next Meeting: June 16th

Agreed Report Parents: To go on the website and the link sent to the parents on the school app.

Agreed Report Staff: A. Connolly