



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 November 4th

Opening Prayer: M. Caffrey

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

Apologies:

CEIST Presentation:

The Chairperson of the Board of Management welcomed Ms. Sharon Mc Grath, CEIST Faith Leadership & Governance Coordinator to the meeting.

Ms. Mc Grath presented to the Board of Management on the role of CEIST and the Board of Management.

The Chairperson of the Board of Management and Principal thanked Ms. Mc Grath for her very detailed and comprehensive presentation.

Minutes

Proposed: A. Campbell

Seconded: J. Bishop

Matters Arising

Addressed in the Principal's Report

Correspondence

- Applications from staff for personal days (approved):
- Application for use of school facilities (approved)
 - Turf pitch October 23rd & 30th and November 6th & 13th.
- Circular 0080/2024: New measures to support the Forward Planning for Special Education Provision
- Circular 0078/2024: This circular sets out the increases to pay due to School Secretaries Previously Grant Funded from 1st October 2024
- Circular 0076/ 2024: This circular sets out the increases to pay due to Clerical Officers and Caretakers employed under the 1978/1979 from 1st October 2024 as provided for under The Public Service Agreement 2024 – 2026

- Circular 0074/ 2024: This circular sets out the increases to pay due to Special Needs Assistants from 1st October 2024 as provided for under The Public Service Agreement 2024 – 2026
- Circular 0073/2024: This circular sets out the increases to pay due to Teachers from 01 October 2024 as provided for under The Public Service Agreement 2024 – 2026
- Circular 0071/2024: Changes to S & S Scheme following changes to work practices since the Public Service Stability Agreement 2023- 2026.
- Circular 0070/2024: Prescribed Material for Leaving Certificate Irish 2027.
- Correspondence from David Murray in CEIST acknowledging receipt of our 2024-2025 budget.
- Correspondence from CEIST Coordinator Sharon Mc Grath acknowledging receipt of our minutes of September 12th.

Finance

- A Finance Sub Committee was put in place.
- CEIST Finance Report to be forwarded to S. Mc Grath & a detailed Finance Report to be presented at the next meeting.

Events to Date:

Friday September 13th

- Breakfast Club 8.00am – 8.45am Rm 12
- Student Council Meeting

Monday September 16th

- Breakfast Club 8.00am – 8.45am Rm 12
- U16 Boys Basketball
- Choir sopranos, altos and musicians at lunchtime
- First Year Girls GAA Lunchtime Leagues
- Senior Boys GAA Gym Session
- Second Year Boys GAA 4.00pm – 5.00pm
- U16 Girls Basketball 4.00pm – 5.00pm
- Zambia Information Evening 6.00pm

Tuesday September 17th

- Full Choir at lunchtime
- Sixth Year Retreat
- First Year Boys GAA Lunchtime Leagues
- TY STEM Event Belfast
- Student Support Meeting 2.00pm
- U15 Boys Soccer 4.00pm- 5.00pm
- First Year Mass 7.30pm

Wednesday September 17th

- Breakfast Club 8.00am – 8.45am Rm 12
- First Year Boys GAA Blitz
- Senior Boys GAA Blitz
- U16 Girls GAA Challenge

Thursday September 19th

- Transition Year Ploughing Championships
- Year Head Meeting 11.18am
- First Year Girls GAA Lunchtime Leagues
- Art Club 1.30pm (Art Room)
- First Year Boys Soccer 4.00pm – 5.00pm
- U19 Girls Basketball 4.00pm – 5.00pm

Friday September 20th

- Breakfast Club 8.00am – 8.45am Rm 12
- U16 Boys GAA
- Opening School Mass
- Full Choir at lunchtime
- First Year Boys GAA Lunchtime Leagues
- Senior Boys GAA Gym Session

Monday September 23rd

- Wellbeing Week 1 (Ethos)
- Breakfast Club 8.00am – 8.45am Rm 12
- Choir sopranos, altos and musicians at lunchtime
- U16 & U19 Girls Basketball
- First Year Girls GAA Lunchtime Leagues
- Second Year Boys GAA 4.00pm – 5.00pm
- Teaching & Learning Committee meeting 4.00pm

Tuesday September 24th

- Wellbeing Week 1 (Ethos)
- Full Choir at lunchtime
- First Year Boys GAA Lunchtime Leagues
- Senior Boys GAA Challenge
- Leaving Certificate PE Practical
- First Year Boys GAA Lunchtime Leagues
- Student Support Meeting 2.00pm

Wednesday September 25th

- Wellbeing Week 1 (Ethos)
- Breakfast Club 8.00am – 8.45am Rm 12
- Second Year Boys GAA Blitz
- U16 Boys GAA
- U16 Girls GAA training 1.30pm – 2.30pm
- U16 Camogie training 1.30pm – 2.30pm

Thursday September 26th

- Wellbeing Week 1 (Ethos)
- Year Head Meeting 11.18am
- TY Active Schools
- Sixth Years Higher Options Conference
- First Year Girls GAA Lunchtime Leagues
- Art Club 1.30pm (Art Room)
- Senior Boys GAA Gym Session
- U14 Boys Soccer 4.00pm – 5.00pm
- U17 Boys Soccer 4.00pm – 5.00pm
- Open Night 7.00pm

Friday September 27th

- School Holiday

Saturday September 28th

- School Equestrian Team

Monday September 30th

- Breakfast Club 8.00am – 8.45am Rm 12
- U19 Girls Basketball 8.00am – 8.45am
- First Year Girls GAA Lunchtime Leagues
- U16 & U19 Camogie Blitz
- Choir sopranos, altos and musicians at lunchtime
- LCA Tour
- U16 Girls GAA training 4.00pm – 5.00pm
- Second Year Boys GAA 4.00pm – 5.00pm
- U19 Girls Soccer 4.00pm – 5.00pm
- Parents Association Meeting 7.15pm

Tuesday October 1st

- Full Choir at lunchtime
- Student Support Meeting 2.00pm
- Politics & Society Day in Iontas
- U16 & U19 Girls Basketball
- Sixth Year Reports available to parents & guardians via Compass
- U15 Boys Soccer 4.00pm – 5.00pm
- First Year Information Evening 7.15pm

Wednesday October 2nd

- Breakfast Club 8.00am – 8.45am Rm 12
- First Year Girls GAA Blitz
- U16 Girls GAA
- Camogie training 1.30pm -2.30pm

Thursday October 3rd

- Year Head Meeting 11.18am
- German Club meeting in the Concert Hall at lunchtime
- Senior Art tour
- Senior Girls GAA
- U19 Girls Soccer 4.00pm – 5.00pm

Friday October 4th

- Breakfast Club 8.00am – 8.45am Rm 12
- Staff Monthly Prayer Meeting
- U14 Boys GAA
- TY Hike
- U15 Girls Soccer 4.00pm – 5.00pm

Monday October 7th

- Sixth Year Girls Pilates 7.45am- 8.30am
- Breakfast Club 8.00am – 8.45am Rm 12
- U16 Girls GAA
- U16 Boys GAA
- Senior Girls GAA
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Tuesday October 8th

- Student Support Meeting 2.00pm
- U16 & U19 Boys Basketball
- TY Workshop ‘ Don’t Pour Your Dreams Away’
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Wednesday October 9th

- Breakfast Club 8.00am – 8.45am Rm 12
- Second Year Girls GAA Blitz
- Junior Cycle Results

Thursday October 10th

- Year Head Meeting 11.18am
- U14 Boys GAA
- Senior Girls GAA
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Friday October 11th

- Breakfast Club 8.00am – 8.45am Rm 12
- U16 Boys GAA
- U16 & U19 Girls Basketball
- Sixth Year Register of Electors P5
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Monday October 14th

- Sixth Year Girls Pilates 7.45am- 8.30am
- Breakfast Club 8.00am – 8.45am Rm 12
- Zambia Immersion Project
- Sixth Year October Assessments
- Choir- Sopranos at lunchtime
- U14 Boys GAA 4.00pm – 5.00pm Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Tuesday October 15th

- Zambia Immersion Project
- Sixth Year October Assessments
- TY STEM Belfast
- Senior Girls Soccer
- Choir- Altos at lunchtime
- Student Support Meeting 2.00pm
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Wednesday October 16th

- Breakfast Club 8.00am – 8.45am Rm 12
- Zambia Immersion Project
- Sixth Year October Assessments
- U16 Girls Soccer
- U15 Boys Soccer
- First & Second Year Hurling & Camogie Blitz

Thursday October 17th

- Zambia Immersion Project
- Junior Cycle CPD Day

Friday October 18th

- Breakfast Club 8.00am – 8.45am Rm 12
- Zambia Immersion Project
- Sixth Year October Assessments
- U14 Boys GAA
- Senior Girls GAA
- Junior Mini Company at lunchtime
- Choir- Melody at lunchtime
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Saturday October 19th

- Inter School Show Jumping Competition

Monday October 21st

- Sixth Year Girls Pilates 7.45am- 8.30am
- Breakfast Club 8.00am – 8.45am Rm 12
- Zambia Immersion Project
- Sixth Year October Assessments
- Third Year October Assessments
- U16 Girls GAA All Star Trials
- TY SEPI Cluster
- Choir- Sopranos at lunchtime
- Feachtas Trath gCeist
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Tuesday October 22nd

- Zambia Immersion Project
- Sixth Year October Assessments
- Third Year October Assessments
- Choir- Altos at lunchtime
- Student Support Meeting 2.00pm
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Wednesday October 23rd

- Breakfast Club 8.00am – 8.45am Rm 12
- Zambia Immersion Project
- Sixth Year October Assessments
- Third Year October Assessments

Thursday October 24th

- Zambia Immersion Project
- Sixth Year October Assessments
- Third Year October Assessments
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Friday October 25th

- Breakfast Club 8.00am – 8.45am Rm 12
- Zambia Immersion Project
- Sixth Year October Assessments
- Third Year October Assessments
- LCA Sports Day for First Year students & JCSP classes
- Choir- Melody at lunchtime
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Monday November 4th

- Breakfast Club 8.00am – 8.45am
- Transition Year Work Experience
- Fifth Year Assembly P2
- First Year Assembly P5
- Third Year Assembly P6
- Second Year Assembly P7
- TY STEM Graduation of Class 2023
- U15 Boys Soccer
- Evening Study 4.10pm – 6.00pm
- First/ Second Year Homework Club 4.00pm – 5.00pm

Tuesday November 5th

- Transition Year Work Experience
- Student Support Meeting 2.00pm
- First Year Focus Group P7
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm
- Board of Management Meeting 7.15pm

Upcoming Events

- **Wednesday November 6th:** Second Year Focus Group P4 Third Year Focus Group P5
- **Thursday November 7th:** U16 Girls GAA
- **Thursday November 7th:** TY SEPI Programme
- **Friday November 8th:** U15 Girls Soccer
- **Saturday November 9th:** Inter School Equestrian Competition

- **Monday November 11th:** Sixth & Third Year Reports sent home
- **Monday November 11th:** U15 Girls Soccer
- **Monday November 11th:** Fourth Year Focus Group P3
- **Tuesday November 12th:** TY STEM Belfast
- **Tuesday November 12th:** TY Pope John Paul II Award Talk P3
- **Wednesday November 13th:** Fifth Year Focus Group P2
- **Wednesday November 13th:** Sixth Year Focus Group P3
- **Wednesday November 13^h:** Staff Meeting 2.15pm – 3.15pm

- **Wednesday November 15th:** Third Year Parent Teacher Meeting 4.15pm – 6.45pm
- **Thursday November 14th November:** Senior Girls GAA
- **Thursday November 14th:** Second Year Healthy Relationships Workshop
- **Friday November 15th:** Senior Boys GAA
- **Monday 18th & Tuesday 19th:** TY Red King Chess Workshop
- **Wednesday November 20th:** College Awareness Day
- **Thursday November 21st:** Junior Cycle CPD Day
- **Thursday November 21st:** Sixth Year Parent Teacher Meeting 4.15pm – 6.45pm
- **Friday November 22nd:** Senior Boys GAA
- **Friday November 22nd:** TY Sports Leadership Programme
- **Saturday November 23rd:** Inter School Showjumping Competition
- **Monday November 25th:** TY Sports Leadership Programme
- **Monday November 25th:** Teaching & Learning Committee Meeting
- **Monday November 25th:** Second & Fifth Year Information Evening
- **Tuesday November 26th:** TY Gambling Talk
- **Thursday November 28th:** TY Resilience Talk by Frank Diamond
- **Thursday November 28th:** TY LA519 Talk
- **Monday December 2nd:** First Year December Exams: English Irish & Maths
- **Tuesday December 3rd:** TY Christmas Fair
- **Wednesday December 4th:** TY Tour to Belfast
- **Monday December 9th:** School Holiday
- **Tuesday December 10th:** First Year December Exams (except English, Irish & Maths)
- **Tuesday December 10th:** Second Year December Exams
- **Tuesday December 10th:** Third Year December Exams
- **Tuesday December 10th:** Second Year Parent Teacher Meeting 4.15pm – 6.45pm
- **Thursday December 12th:** Christmas Reflections
- **Monday 16th - Friday December 20th:** Pre Leaving Cert Practical & Oral Exams
- **Tuesday 17th - Friday December 20th:** TY & 5th Year December Exams

Learning & Teaching

- The Principal commented on the excellent Junior Cycle results across all levels and subjects. The Principal thanked all teachers and support staff for their work with the students over the course of their three years at Junior Cycle.
- The Principal informed the Board of Management of the results analysis completed by Athena tracking and the criteria by which staff and Senior Management were analysing Leaving Certificate results. A copy of the Athena Analytics Report will be emailed to members of the Board of Management.
- The Principal informed the Board of Management of a number of students who received upgrades as part of the Leaving Certificate Appeals process.
- The Principal updated the Board of Management on developments with Senior Cycle Reform.
- The results and comments from the Sixth Year September assessments were made available to parents & guardians on October 1st.

- The Sixth Year October assessments took place the weeks beginning October 14th & 21st and the results are to be made available to parents & guardians on November 11th.
- The Third Year October assessments took place the week beginning October 21st and the results are to be made available to parents & guardians on November 11th.
- The school hosted a Politics & Society Conference organised by Dr. Mulroe in Iontas on Tuesday October 1st.
- Teaching & Learning is on the agenda for all staff & Subject Department Meetings. A meeting of the school Teaching & Learning Committee took place on Monday September 23rd.
- 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: Our first Wellbeing Week of the year took place the week beginning September 23rd with the focus on ethos.
- All staff participated in a Junior Cycle CPD Day on October 17th.
- Sixth Year students attended the Higher Options Conference on September 26th.
- LCA students had a trip to the Kavanagh Centre, Inniskeen on Monday September 30th.
- Senior Art students had a tour on Thursday October 3rd.
- The German Club had their first meeting of the year on October 3rd. The Principal informed the Board of Management of an application by the MFL Department for a foreign language assistant who started in the school for a six month placement.
- Evening Study takes places from 4pm – 6pm.
- A homework club for First Year students takes place from 4.00pm – 5.00pm. First Year students are supported by our SNA's and TY students.

The Principal paid tribute to the teachers for their willingness to embrace new initiatives so willingly that has generated so much positive discussion around Teaching & Learning in our school.

Extra Curricular

- The First Year Boys GAA lunchtime league has finished.
- The First Year Girls GAA lunchtime league has finished.
- The following GAA teams have commenced their competitions:
 - U16 Camogie, Senior Camogie, U16 Girls GAA, Senior Girls GAA, U14 Boys GAA, U16 Boys GAA & Senior Boys GAA
- A number of girls from the U16 Girls GAA team attended the Queens University Future Stars GAA trials.

- A number of girls from the Senior Camogie team attended the Ulster Post Primary All Star trials.
- The following Basketball teams have commenced their competitions:
 - U16 Girls, Senior Girls, U16 Boys & Senior Boys
- A number of students from different year groups have been selected for regional and national basketball academies.
- The following Soccer teams have commenced their competitions:
 - U16 Girls, Senior Girls, U15 Boys, Senior Boys
- The school choir practices on a regular basis at lunchtime most days each week for upcoming school events.
- The school Equestrian Team took part in the Inter Schools Show Jumping Competition on September 28th and October 19th.
- A number of Sixth Year students participate in Pilates on Monday morning before school.
- The Art Club meet on Thursday at lunchtime.
- The Junior German Club meet on a regular basis at lunchtime.
- The Junior Business Mini Company Club meet on a regular basis at lunchtime.
- Transition Year students have been very busy from the last meeting:
 - TY Coaching Mentors
 - TY Ploughing Championships
 - TY Active Schools
 - TY Don't Pour Your Dreams Away Workshop
 - TY STEM Event
 - TY SEPI Initiative
 - TY AIB Talk
 - TY Monaghan County EU Quiz
 - TY Zambia Immersion Project

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

Members of the Board of Management commented on the success of the Zambia Immersion Project and acknowledged the hard work, commitment and generosity of spirit of all involved.

Student Voice

- Sixth Year Student Leaders are assisting with supervision on corridors before school.
- Transition Year students are assisting with peer mentoring activities for the JCSP classes.
- The Student Council had their first meeting of the year on September 13th.
- A number of focus groups are planned with different year groups over the course of the year.

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

Student Support & Discipline

Student Support

- Student Support Meetings are held every Tuesday.
- The External Counsellor continues to support students on a weekly basis.
- The school has enlisted the support of an Art therapist to support students.
- The school meals programme continues to provide support to a number of families on a weekly basis.
- Assemblies will be held for all year groups on their return to school after the midterm.
- Senior Management and Year Heads plan to meet all Third & Sixth students for a short one to one meeting during the month of November.
- 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.

Discipline

- Council of Discipline meetings take place every Wednesday.
- There have been no suspensions since the last Board meeting.

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

Faith Life of the School

- Weekly prayers are said over the school intercom.
- The First Year Mass took place on September 17th.
- The Sixth Year Retreat to Lough Derg took place on September 17th.
- The Opening School Mass took place on September 20th.
- Ms. Mc Ardle has organised monthly prayer meetings for staff.

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.

Plant Development & Maintenance

- The Principal updated the Board of Management on developments relating to the new SEN extension.

IT

- None

Policy Review:

- Upcoming: Anti Bullying Policy & Career Break & Job Sharing Policy

Health & Safety

- None

Child Protection Issues

- The Board of Management adopted the Child Protection Procedures and Guidelines for Post Primary Schools. The Principal Mr. Eddie Kelly is the Designated Liaison Person and the Deputy Principal Ms. Jane Treanor is the Deputy Designated Liaison Person in the event of Child Protection Concerns:
- 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.

Bullying Issues

- 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’

Staff Issues

- None

A.O.B.

- The Principal updated the Board of Management on the Zambia Immersion Project October 14th – 29th. The Principal thanked Ms. Mc Kenna and Ms. Brady for the wonderful organisation and leadership shown on this initiative.
- The Principal updated the Board of Management on developments with enrolment for 2025- 2026. The Board of Management adopted the Admissions Policy that was ratified by the previous Board in June 2024.
- A discussion took place on a revised format for the agenda for meetings in line with the four different domains under the LAOS document.
- A discussion took place on the timing of Board of Management meetings and it was agreed that going forward meetings would take place at 6.00pm.
- Members of the Board of Management were notified of and encouraged to attend JMB Board of Management training.
- 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

- December 16th.

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

Agreed Report Staff: A. Connolly / Z. Brady

