



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 September 12th

Opening Prayer: G. Carville

Attendance: G. Carville (Chairperson), A. Campbell (Trustee Nominee), S. Mc Ginnity (Trustee Nominee), B. Campbell (Parent Nominee), D. Mooney (Teacher Nominee), J. Bishop (Parent Nominee), E. Kelly (Sec B.O.M).

Apologies: S. Egan (Trustee Nominee), J. Sheridan (Teacher Nominee)

Minutes

Proposed: A. Campbell
Seconded: B. Campbell

Matters Arising

Addressed in the Principal's Report

Correspondence

- Applications from staff for personal days (approved)
- Application for use of school facilities (approved)
- Circular 0067/2024: Voluntary Search & Rescue Leave for Registered Teachers Employed in Primary and Post Primary Schools.
- Circular 0066/ 2024: Teacher Supply Post Primary. Teacher Hours Extension Scheme 2024- 2025
- Circular 0063/2024: Revised Sick Leave Arrangements for all staff in Education and Training Boards other than Teachers and Special Needs Assistants.
- Circular 0062/ 2024: Home Tuition- Children in Care.
- Circular 0061/2024: Home Tuition- Maternity Related Absences
- Circular 0060/2024: Home Tuition- No School Place
- Circular 0059/2024: Parent's Leave Scheme for Special Needs Assistants employed in regular Primary and Post Primary Schools.
- Circular 0058/ 2024: Parent's Leave Scheme for Teachers employed in regular Primary and Post Primary Schools.
- Circular 0055/2024: Publication of Bi Cinnealta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools
- Correspondence from CEIST Coordinator Sharon Mc Grath acknowledging receipt of our minutes of June 13th
- Correspondence from CEIST Coordinator Sharon Mc Grath acknowledging receipt of our annual budget.

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

Events to Date:

Tuesday August 20th

- **9.30am – 3.00pm:** First Year Book Rental in the GPA
- **11.00am – 2.00pm:** Induction of new staff

Wednesday August 21st

- **9.30am – 3.00pm:** Second Year Book Rental & Third Year Book Rental in the GPA
- **9.05am – 10.30 am:** Staff prayer service to begin the school year followed by Staff Meeting (Concert Hall)
- **10.50am- 11.20am:** Staff Workshop 1
- **11.20am- 11.50am:** Staff Workshop 2
- **11.50am- 12.20pm:** Staff Workshop 3
- **12.20pm- 12.50pm:** Staff Workshop 4

Thursday August 22nd

- First Year Induction Activities
- Staff Subject Department Planning

Friday August 23rd

- First Year Induction Activities
- Staff Subject Department Planning
- Leaving Certificate Results

Monday August 26th

- First Year CAT4 Tests
- Third & Sixth Year students return to school

Tuesday August 27th

- Second, Fourth & Fifth Year students return to school
- Student Support Meeting 2.00pm

Thursday August 29th

- Food Village Onboarding Service for students
- Year Head Meeting 11.18am

Friday August 30th

- Clubs & Societies Day in the Concert Hall at lunchtime

Saturday August 31st

- Leaving Certificate Rechecks- Viewing of Scripts

Monday September 2nd

- Breakfast Club 8.00am – 8.45am Rm 12
- Choir Musicians at lunchtime
- LCA Meeting Rm 15 1.15pm

Tuesday September 3rd

- Choir Sopranos at lunchtime
- Student Support Meeting 2.00pm
- Energy Management Committee Meeting 4pm Room 02

Wednesday September 4th

- Breakfast Club 8.00am – 8.45am Rm 12

Thursday September 5th

- Year Head Meeting 11.18am
- Choir Altos at lunchtime

Friday September 6th

- Breakfast Club 8.00am – 8.45am Rm 12
- Staff Monthly Prayer Meeting

Monday September 9th

- Breakfast Club 8.00am – 8.45am Rm 12
- Transition Year Induction Activities
- Choir Musicians at lunchtime
- Sixth Year Information Evening 7.15pm (online)

Tuesday September 10th

- Transition Year Induction Activities
- Choir Sopranos at lunchtime
- Student Support Meeting 2.00pm

Wednesday September 11th

- Breakfast Club 8.00am – 8.45am Rm 12

Thursday September 12th

- Transition Year ‘Let’s Go Hydro’ trip
- Year Head Meeting 11.18am
- Choir Altos at lunchtime
- Board of Management Meeting 7.15pm

Friday September 13th

- Breakfast Club 8.00am – 8.45am Rm 12

Upcoming Events

- **Tuesday September 17th:** First Year Mass (provisional)
- **Tuesday September 17th:** Sixth Year Retreat (provisional)
- **Tuesday September 17th:** TY STEM Workshop
- **Wednesday September 18th:** First Year Boys GAA Blitz
- **Thursday September 19th:** TY Ploughing Championships
- **Friday September 20th:** Opening Mass (provisional)
- **Monday September 23rd:** Wellbeing Week 1 (Ethos)
- **Monday September 23rd:** Teaching & Learning Committee Meeting
- **Wednesday September 25th:** Second Year Boys GAA Blitz
- **Thursday September 26th:** Sixth Year Higher Options Conference
- **Thursday September 26th:** Open Night 7.00pm – 10,00pm
- **Friday September 27th:** School Holiday
- **Monday September 30th:** LCA Tour
- **Monday September 30th:** Parents Association Meeting
- **Tuesday October 1st:** First Year Information Evening
- **Tuesday October 1st:** Sixth Year Reports sent home
- **Tuesday October 1st:** Politics & Society Day in Iontas
- **Wednesday October 2nd:** First Year Girls GAA Blitz
- **Friday October 4th:** Staff Monthly Prayer Meeting
- **Friday October 4th:** TY Hike
- **Tuesday October 8th:** TY Workshop ‘ Don’t Pour Your Dreams Away’
- **Wednesday October 9th:** Junior Cycle Results
- **Wednesday October 9th:** Second Year Girls GAA Blitz
- **Monday October 14th:** Sixth Year October Assessments (based on 5th Year revision work)
- **Monday October 14th- Tuesday October 29th:** Zambia Immersion Project
- **Tuesday October 15th:** TY STEM Workshop
- **Wednesday October 16th:** First & Second Year Hurling & Camogie Blitz
- **Thursday October 17th:** Whole School JCT Day (no school for students)
- **Monday October 21st:** Third Year October Assessments (based on 2nd Year revision work)
- **Monday October 28th- Friday November 1st:** Midterm Break

Learning & Teaching

- The Principal commented on the excellent Leaving Certificate & Leaving Certificate Applied Results across all levels and subjects. Max Mc Ginnity received a prestigious UCD Ad Astra Scholarship. The Principal thanked all teachers and support staff for their work with the students over the course of their time at school.
- 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 updated the Board of Management on developments with Senior Cycle Reform.
- Fifth Year student Mischa Bogue was successful in the Maynooth University German History Society competition.
- The following students qualified for the All Ireland Final of the Community Games competition: Meabh Hannon, Aoibh Bishop, Adam Mc Keown & Megan Mc Kenna.
- The Principal informed the Board of Management of the upcoming Politics & Society Conference organised by Dr. Mulroe on Tuesday October 1st.
- Teaching & Learning is on the agenda for all staff & Subject Department Meetings. A number of staff workshops in the following areas were held at staff meetings in August.
 - SSE
 - Canva
 - Magic School AI
 - Chat GPT in the Classroom
 - Athena Tracker
- 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.
- A meeting of LCA teachers took place on Monday September 2nd.
- An Information Evening for the parents & guardians of Sixth Year students took place on September 9th.
- First Year students completed their CAT4 tests on August 26th.
- 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 started.
- The First Year Girls GAA lunchtime league has started.
- The U16 Boys GAA team have started training.
- A number of sports teams had meetings with their management teams to set up training schedules.
- The school choir practices on a regular basis at lunchtime most days each week for upcoming school events.
- A Clubs & Societies Day for First Year students took place on August 31st.

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

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 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 were held for all year groups on their return to school.
- Senior Management and Year Heads plan to meet all students for a short one to one meeting during the month of September.
- 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.

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 is due to take place on September 17th.
- The Opening School Mass is due to take 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

- D. Mooney updated the Board of Management on developments relating to the new extension.
- A meeting of the schools Sustainable Energy Committee took place on September 3rd.

IT

- None

Policy Review:

- None

Health & Safety

- None

Child Protection Issues

- The Principal informed the Board of Management that there have been no referrals to TUSLA since the last Board of Management meeting. The Principal & Chairperson of the Board signed the Child Protection Oversight Report. 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 informed the Board of Management that all First Year students had settled in well to post primary school.
- The Principal updated the Board of Management on developments with Food Village Catering Service.
- The Principal updated the Board of Management on the Junior Cycle Book Scheme.
- The Principal informed the Board of Management on developments with the Zambia Immersion Project October 2024.
- The Principal made the Board of Management aware of difficulties faced by families in the Clontibret area with accessing school transport. The Principal will continue to liaise with key stakeholders on this matter.
- The Principal informed the Board of Management of vacancies at Middle Management level.
- 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. The Chairperson & Principal thanked members of the Board of Management for their loyalty, support and diligence over the last three years.

Next Meeting

- TBC

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

Agreed Report Staff: D. Mooney

