



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 December 11th

Opening Prayer: M. Caffrey

Attendance: M. Caffrey (Chairperson), A. Campbell (Trustee Nominee), 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: B. Campbell (Trustee Nominee),

Minutes

Proposed: S. Egan
Seconded: M. Sherry

Matters Arising

Addressed in the Principal's Report

Correspondence

- Applications from staff for personal days (approved)
- Circular 0074/2025: Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2026/27 school year
- Circular 0071/2025: Prescribed Material for the Leaving Certificate Irish Examination in June 2027 and June 2028.
- Circular 0070/2025: NQF Level 9 Graduate Diploma in Social Personal and Health Education/Relationships and Sexuality Education (SPHE/RSE) Programme 2026
- Circular 0065/2025: Senior Cycle Level 1 and Level 2 Learning Programmes
- An application from Molly Mc Kenna to run the Zambia Immersion Project in October 2026. (approved)
- An application from the History Department to organise the Berlin trip in December 2027. (approved))
- Application for use of school facilities (approved)
- Correspondence from CEIST Coordinator Sharon Mc Grath acknowledging receipt of our minutes from our November meeting.
- Correspondence from CEIST approving an Emergency Works application.

Events to Date:

Tuesday November 4th

- Breakfast Club 8.00am-8.45am
- U16 Camogie
- U19 Boys Soccer
- Club na Gaeilge Rm 53 at lunchtime
- Art Club for Junior & Senior Students 1.30pm
- U14 Girls GAA at lunchtime
- Lunchtime Activities for Junior Students Rm 37 1.25pm – 1.55pm
- First Year Boys Soccer 4.00pm- 5.00pm

Wednesday November 5th

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

Thursday November 6th

- Breakfast Club 8.00am-8.45am Rm 12
- First Year Boys GAA at lunchtime
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm
- U15.5 Boys GAA 4.00pm- 5.00pm

Friday November 7th

- Junior Year Head Meeting 12.16pm
- First Year Girls Soccer at lunchtime
- Lidl GAA Workshop for First Year Girls
- U15 Girls Soccer 4.00pm- 5.00pm

Monday November 10th

- Science Week
- U16 & U19 Girls Basketball
- First Year Boys Soccer
- First Year Boys GAA at lunchtime
- U14 Boys GAA 4.00pm- 5.00pm

Tuesday November 11th

- Breakfast Club 8.00am-8.45am
- Science Week
- U15.5 Boys GAA training at lunchtime
- U19 Boys Soccer
- Club na Gaeilge Rm 53 at lunchtime
- Art Club for Junior & Senior Students 1.30pm
- U14 Girls GAA at lunchtime
- Lunchtime Activities for Junior Students Rm 37 1.25pm – 1.55pm
- U16 Girls GAA 4.00pm- 5.00pm

Wednesday November 12th

- Science Week
- Senior Year Head Meeting 10.05am

- Student Support Meeting 12.16pm
- Staff Meeting 2.00pm – 3.30pm
- Third Year Parent Teacher Meeting 4.15pm- 6.30pm

Thursday November 13th

- Breakfast Club 8.00am-8.45am Rm 12
- U15 Boys Soccer
- Science Week
- First Year Boys GAA at lunchtime
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm
- U15.5 Boys GAA 4.00pm- 5.00pm

Friday November 14th

- Science Week
- Soccer For All Initiative
- Science Quiz for Second Years P5
- U15 Girls Soccer
- Senior Boys GAA
- Junior Year Head Meeting 12.16pm
- First Year Girls Soccer 4.00pm- 5.00pm

Monday November 17th

- Guidance Inspection
- Assessment Week- First, Second, Third, Fifth & Sixth Year students
- Transition Year Work Experience
- First Year Boys GAA at lunchtime
- U14 Boys GAA 4.00pm- 5.00pm

Tuesday November 18th

- Breakfast Club 8.00am-8.45am
- Assessment Week- First, Second, Third, Fifth & Sixth Year students
- Transition Year Work Experience
- U15.5 Boys GAA training at lunchtime
- Club na Gaeilge Rm 53 at lunchtime
- Art Club for Junior & Senior Students 1.30pm
- U14 Girls GAA at lunchtime
- Lunchtime Activities for Junior Students Rm 37 1.25pm – 1.55pm
- U16 Girls GAA
- Parents Information Evening for the Berlin Tour

Wednesday November 19th

- Assessment Week- First, Second, Third, Fifth & Sixth Year students
- Ulster Ladies All Stars

- Transition Year Work Experience
- Senior Year Head Meeting 10.05am
- Student Support Meeting 12.16pm
- First Year Boys Soccer 1.15pm- 2.15pm

Thursday November 20th

- Breakfast Club 8.00am-8.45am Rm 12
- Assessment Week- First, Second, Third, Fifth & Sixth Year students
- Transition Year Work Experience
- First Year Boys GAA at lunchtime
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm
- U15.5 Boys GAA 4.00pm- 5.00pm
- Teaching & Learning Committee Meeting

Friday November 21st

- Assessment Week- First, Second, Third, Fifth & Sixth Year students
- Transition Year Work Experience
- Junior Year Head Meeting 12.16pm
- U15 Girls Soccer 4.00pm- 5.00pm

Monday November 24th

- College Awareness Week
- Geography Week
- U14 Boys GAA
- U17 Girls Soccer Quarter Final
- U15 Boys GAA at lunchtime
- First Year Boys GAA at lunchtime
- U17 Boys Soccer 4.00pm- 5.00pm

Tuesday November 25th

- Oide School Closure- subject cluster day
- Senior Boys GAA
- U16 Girls GAA Ulster Semi Final

Wednesday November 26th

- College Awareness Week
- Geography Week

- Senior Year Head Meeting 10.05am
- Careers Fair
 - P2: 2nd Years
 - P3: 6th Years
 - P4: 5th Years
 - P5: 4th Years
- Student Support Meeting 12.16pm
- U16 Boys GAA
- First Year Boys Soccer
- U19 Camogie 1.15pm- 2.15pm

Thursday November 27th

- College Awareness Week
- Geography Week
- 2nd Year Business Credit Union Talk (Cluded in Educational Programme).
- Ask Acorn Business Scholarship Launch
- U19 Camogie
- TY SEPI Initiative
- First Year Girls' soccer at lunchtime
- First Year Boys GAA t lunchtime
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm
- U15.5 Boys GAA 4.00pm- 5.00pm

Friday November 28th

- College Awareness Week
- Geography Week
- U15 Girls Soccer
- LCA Hotel, Catering & Tourism Key Assignment (Mini Fast Food Operation),
- Junior Year Head Meeting 12.16pm
- U15 Girls Soccer 4.00pm- 5.00pm

Monday December 1st

- U17 Boys Soccer
- Transition Year Rugby Blitz
- First Year Boys GAA at lunchtime
- First Year Girls Soccer 4.00pm- 5.00pm

Tuesday December 2nd

- Breakfast Club 8.00am-8.45am
- REIM Solutions Online Safety Talks

- Berlin History Tour
- U15.5 Boys GAA training at lunchtime
- 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
- First Year Boys Soccer 4.00pm- 5.00pm

Wednesday December 3rd

- Berlin History Tour
- U16 & U19 Girls Basketball North East Semi Final
- Senior Year Head Meeting 10.05am
- Student Support Meeting 12.16pm
- U19 Camogie 1.15pm- 2.15pm

Thursday December 4th

- REIM Solutions Online Safety Talks
- Ulster Ladies All Star Trials
- Berlin History Tour
- CEIST Cothu Initiative
- First Year Boys GAA t lunchtime
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm
- U15 Boys GAA 4.00pm- 5.00pm

Friday December 5th

- Staff Monthly Prayer Meeting
- Berlin History Tour
- 5th Year Business AIB Talk
- Junior Year Head Meeting 12.16pm

Monday December 8th

- School Holiday

Tuesday December 9th

- Wellbeing Week 'Being Spiritual'
- Breakfast Club 8.00am-8.45am
- First Year Girls Soccer
- U14 Girls GAA training at lunchtime
- U15.5 Boys GAA training at lunchtime
- 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
- U15 Boys Soccer 4.00pm- 5.00pm
- Second Year Parent Teacher Meeting 4.15pm- 6.30pm

Wednesday December 10th

- Wellbeing Week 'Being Spiritual'

- U16 Boys GAA Rafferty Cup Semi Final
- U19 Girls Basketball Regional Final
- U19 Boys Soccer
- Senior Year Head Meeting 10.05am
- Student Support Meeting 12.16pm

Thursday December 11th

- Wellbeing Week ‘ Being Spiritual’
- REIM Solutions Online Safety Talks
- First Year Boys GAA at lunchtime
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm
- U15 Boys GAA 4.00pm- 5.00pm
- Board of Management Meeting 6.00pm

Upcoming Events

- **Friday December 12th**: Christmas Reflections
- **Friday December 19th**: TY Cookery Demonstration
- **Monday December 15th- Friday December 19th**: Pre Junior Cycle & Pre Leaving Certificate Oral and Practical Exams

Leading Learning & Teaching

- Congratulations to the following students from the Leaving Certificate class of 2025 who received scholarships:
 - Aoibhe Clarke DCU
 - Amy Ruddy DCU
 - Isabel Huang Trinity College
- Assessment Week for 1st, 2nd, 3rd, 5th & 6th Year students took place the week beginning November 17th. Reports on these assessments will be sent to parents/guardians before Christmas, and Year Heads and Senior Management will meet with students to discuss them.
- The Third Year Parent Teacher meeting took place on November 12th, and all Third Year parents and students were surveyed after the meeting as part of the SSE process.
- The Second Year Parent Teacher meeting took place on December 11th, and all Second Year parents and students were surveyed after the meeting as part of the SSE process.
- The Principal informed the Board of Management that there was a Guidance Inspection in the school on November 17th & 18th. The Principal & Chairperson of the Board of Management thanked all involved in such a positive inspection and for the continued care and support provided to students.
- 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 can be accessed on the NCCA website. This information has been circulated to the relevant subject departments.
- Staff from our school participated in an Oide subject cluster planning day on November 25th.
- Teaching & Learning is on the agenda for all staff & Subject Department Meetings.
- A meeting of the Teaching & Learning Committee took place on November 20th with a focus on the following:
 - A demonstration on the use of padlet
 - Subject Inspection Planning
- 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
- Wellbeing Weeks were organised for October and December as per the schedule of weekly events. The theme for December is ‘ Being Spiritual’.
- The Science Department organised several initiatives for students the week beginning November 10th.
- The Geography Department organised several initiatives for students the week beginning November 24th.
- The Guidance Department organised several initiatives for students the week beginning November 24th.
- Second Year Business students had a talk from representatives from the Credit Union on the Cluded in Educational Programme on November 27th.
- The Ask Acorn Business Scholarship for Sixth Year students was launched on November 27th.
- Fifth Year Business students had a talk from an AIB Bank representative on December 5th.
- Fifth & Sixth Year History students travelled to Berlin December 1st- 5th.
- Evening Study takes place 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.

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

- Finance Report

Child Protection Issues

- Child Protection Oversight Report. The Board was satisfied that the relevant reporting procedures were followed.

Bi Cinnealta Procedures

- Bi Cinnealta Oversight Report

Health & Safety

- None

On Line Claims System

Proposed: J. Bishop

Seconded: A. Connolly

Leading School Development

Policy Review

- Staff Leave Policy (approved)
- Career Break & Job Sharing Policy (approved)
- Curriculum Policy (approved)
- Policy on Visiting Students (approved)

Upcoming: Guidance 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 and the Emergency Works scheme in the school.
- The Board of Management discussed the purchase of some ground beside the main entrance to the school. The Board of Management agreed to proceed with the purchase of this land with the support of Educena.

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

- None

Extra Curricular

- The Principal updated the Board of Management on developments with GAA, Basketball, Soccer, Hurling & Camogie teams in our school.
- First Year students participated in a Lidl GAA Workshop for girls.
- Representatives from our Senior Girls GAA team attended All Star trials on November 19th & December 4th. Ellie Flanagan was selected on the Ulster Ladies All Star team for 2025.
- Students from our school participated in a soccer for all initiative on November 14th.
- The school choir practices regularly at lunchtime most days each week for upcoming school events.
- The school equestrian team participated in an event on Saturday, November 22nd.
- 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
 - Art Club
 - Board Games & Activities
 - GAA training
 - Basketball in the gym
- Transition Year Events & Activities
 - TY Active Schools
 - TY SEPI Initiative
 - TY Tidy Towns
 - TY Healthy Eating Workshop
 - TY Work Experience

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.
- The Principal updated the Board of Management on correspondence sent to the NCSE and Department of Education & Youth regarding our special classes and the need for an additional class.

Developing Leadership Capacity

Middle Management

- The Principal informed the Board of Management of developments at Middle Management.

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.

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.
- Students in our school are currently receiving talks on online digital safety from REIM solutions.

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 Information Evening for the parents/guardians of 5th & 6th Year students travelling to Berlin in December took place on November 18th.
- 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: Tuesday February 6th

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

Agreed Report Staff: Z. Brady

