



**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 3<sup>rd</sup>**

**Opening Prayer:** M. Caffrey

The following people were remembered in our prayers: Mary Mc Caul, Paul Tully & Helen Markey.

**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: 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)
- Circular 0071/2025: Prescribed Material for the Leaving Certificate Irish Examination in June 2027 and June 2028.
- Circular 0070/2025: Postgraduate training programme for teachers who want to improve their skills in teaching SPHE/RSE
- Circular 0069/2025: Assessment of Need
- Circular 0068/2025: Senior Cycle Implementation Support Measures
- Circular 0066/2025: Revised Capitation Rates for Voluntary Secondary Schools
- Correspondence from CEIST Coordinator Sharon Mc Grath acknowledging receipt of our minutes from our September meeting.

## **Events to Date:**

### **Tuesday September 30<sup>th</sup>**

- Breakfast Club 8.00am-8.45am
- Club na Gaeilge Rm 53 at lunchtime
- Art Club for Junior & Senior Students 1.30pm
- First Year Girls GAA Lunchtime Leagues
- Lunchtime Activities for Junior Students Rm 37 1.25pm – 1.55pm
- U16 & U19 Boys Basketball
- TY Active Schools
- Tráth na gceist Feachtas Óg-Ghluaiseacht Gaeilge
- U15 Boys Soccer 4.00pm

### **Wednesday October 1<sup>st</sup>**

- Senior Year Head Meeting 10.05am
- Student Support Meeting 12.16pm
- Senior Girls GAA training 1.15pm
- U19 Camogie

### **Thursday October 2<sup>nd</sup>**

- Breakfast Club 8.00am-8.45am Rm 12
- U15 Boys Soccer
- First Year Boys GAA at lunchtime
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm
- U15 Girls Soccer 4.00pm – 5.00pm
- Senior Girls GAA
- Open Night 7.00pm- 9.30pm

### **Friday October 3<sup>rd</sup>**

- School Holiday

### **Monday October 6<sup>th</sup>**

- U16 & U19 Boys Basketball
- U15 & U19 Girls Soccer
- TY ‘ Don’t Pour Your Dreams Away’ Workshop
- First Year Boys GAA at lunchtime
- Senior Girls GAA 4.00pm
- U16 Boys GAA 4.00pm
- U14 Boys GAA 4.00pm
- First Year Information Evening 7.00pm

### **Tuesday October 7<sup>th</sup>**

- Breakfast Club 8.00am-8.45am
- Senior Girls Basketball
- U15 & U18 Girls Soccer
- TY Film Event Iontas
- Club na Gaeilge Rm 53 at lunchtime
- Art Club for Junior & Senior Students 1.30pm
- U14 Girls GAA training at lunchtime
- Lunchtime Activities for Junior Students Rm 37 1.25pm – 1.55pm
- First Year Boys Soccer 4.10pm- 5.10pm
- Sixth Year Parent Teacher Meeting 4.15pm- 6.30pm

### **Wednesday October 8<sup>th</sup>**

- Senior Year Head Meeting 10.05am
- Student Support Meeting 12.16pm
- Junior Cycle Results
- U16 & U19 Boys Basketball
- U14 Boys GAA
- U16 Girls GAA

### **Thursday October 9<sup>th</sup>**

- Oide School Closure Child Protection Training

### **Friday October 10<sup>th</sup>**

- Senior Boys Basketball
- OLSS Monthly Prayer Staff Meeting 8.10am - 8.30am
- U14 Girls GAA training at lunchtime
- Junior Year Head Meeting 12.16pm
- U16 Girls GAA
- U16 Boys GAA
- U14 & U15 Girls Soccer 4.10pm- 5.10pm

### **Monday October 13<sup>th</sup>**

- Senior Girls GAA
- First Year Boys GAA at lunchtime
- U14 Boys GAA 4.00pm
- U16 Boys GAA 4.00pm

### **Tuesday October 14<sup>th</sup>**

- Breakfast Club 8.00am-8.45am
- U16 Girls Basketball 8.00am
- U16 & U19 Boys Basketball
- Nevan Maguire Workshop
- 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
- U19 Girls Basketball 4.00pm
- First Year Boys Soccer 4.10pm

### **Wednesday October 15<sup>th</sup>**

- Senior Year Head Meeting 10.05am
- Student Support Meeting 12.16pm
- U16 Girls GAA
- U15 Boys Soccer 1.15pm
- Senior Girls GAA

### **Thursday October 16<sup>th</sup>**

- Breakfast Club 8.00am-8.45am Rm 12
- Senior Art Tour
- U16 & U19 Girls Basketball
- Second Year Healthy Relationships Workshop
- First Year Boys GAA at lunchtime
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm
- Senior Girls Soccer 4.10pm

### **Friday October 17<sup>th</sup>**

- Junior Year Head Meeting 12.16pm
- U16 Boys GAA

### **Saturday October 18<sup>th</sup>**

- Naughton Scholarship Presentation

### **Monday October 20<sup>th</sup>**

- First Year Boys GAA at lunchtime
- U16 Girls GAA
- U16 & U19 Boys Basketball
- U17 Boys Soccer 4.00pm – 5.00pm

### **Tuesday October 21<sup>st</sup>**

- Breakfast Club 8.00am-8.45am
- U16 Boys GAA
- First Year Study Skills Workshop
- TY SEPI Initiative
- 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 October 22<sup>nd</sup>**

- Senior Year Head Meeting 10.05am
- U14 Boys GAA
- U16 Girls GAA
- U19 Girls Soccer
- Student Support Meeting 12.16pm
- U15 Boys Soccer 1.15pm- 2.15pm

### **Thursday October 23<sup>rd</sup>**

- Breakfast Club 8.00am-8.45am Rm 12
- U16 & U19 Boys Basketball
- Second Year Healthy Relationships Workshop
- 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 October 24<sup>th</sup>**

- Junior Year Head Meeting 12.16pm
- U14 Girls GAA at lunchtime
- First Year Boys GAA
- U15 Boys Soccer
- Senior Girls GAA

**Monday October 27<sup>th</sup>- Friday October 31<sup>st</sup>: Midterm Break**

### **Monday November 3<sup>rd</sup>**

- First Year Boys GAA at lunchtime
- TY Gambling Talk
- STEM Graduation
- U19 Girls Soccer
- U16 & U19 Boys Basketball
- Board of Management Meeting 6.00pm
- U17 Boys Soccer 4.00pm- 5.00pm

### **Upcoming Events**

- **Tuesday November 4<sup>th</sup>**: U16 Camogie
- **Tuesday November 4<sup>th</sup>**: U19 Boys Soccer
- **Wednesday November 5<sup>th</sup>**: Senior Boys GAA
- **Friday November 7<sup>th</sup>**: Lidl GAA Workshop for First Year Girls
- **Friday November 7<sup>th</sup>**: Staff Monthly Prayer Meeting 8.10am- 8.30am
- **Monday November 10<sup>th</sup>**: Wellbeing Week 'Being Aware'
- **Monday November 10<sup>th</sup>**: U16 & U19 Girls Basketball
- **Monday November 10<sup>th</sup>**: U15 & U17 Boys Soccer
- **Monday November 10<sup>th</sup>- Friday November 14<sup>th</sup>**: Science Week
- **Tuesday November 11<sup>th</sup>**: U19 Boys Soccer
- **Wednesday November 12<sup>th</sup>**: Staff Meeting 2.00pm – 4.00pm
- **Wednesday November 12<sup>th</sup>**: Third Year Parent Teacher Meeting 4.15pm- 6.30pm
- **Friday November 14<sup>th</sup>**: Soccer for All Initiative
- **Friday November 14<sup>th</sup>**: U15 Girls Soccer
- **Friday November 14<sup>th</sup>**: Senior Boys GAA
- **Monday November 17<sup>th</sup>**: Assessment Week (timetable attached)
- **Monday November 17<sup>th</sup>- Friday November 21<sup>st</sup>**: Transition Year Work Experience
- **Tuesday November 18<sup>th</sup>**: Teaching & Learning Committee Meeting
- **Wednesday November 19<sup>th</sup>**: Senior Girls GAA All Star Trials
- **Monday November 24<sup>th</sup>**: Oide School Closure
- **Tuesday November 25<sup>th</sup>**: TY Red King Chess Workshop
- **Tuesday November 25<sup>th</sup>- Friday November 28<sup>th</sup>**: Geography Week
- **Friday November 28<sup>th</sup>**: U15 Girls Soccer
- **Tuesday December 2<sup>nd</sup>- Friday December 5<sup>th</sup>**: Berlin Trip
- **Thursday December 4<sup>th</sup>**: Breathe' LA519 Workshop
- **Friday December 5<sup>th</sup>**: Staff Monthly Prayer Meeting 8.10am- 8.30am
- **Monday December 8<sup>th</sup>**: School Holiday
- **Tuesday December 9<sup>th</sup>- Friday December 12<sup>th</sup>**: Wellbeing Week

‘Being Spiritual’

- **Tuesday December 9<sup>th</sup>:** Second Year Parent Teacher Meeting 4.15pm-6.30pm
- **Thursday December 11<sup>th</sup>:** Christmas Reflection (provisional)
- **Friday December 19<sup>th</sup>:** TY Cookery Demonstration
- **Monday December 15<sup>th</sup>- Friday December 19<sup>th</sup>:** Pre Junior Cycle & Pre Leaving Certificate Oral and Practical Exams

### **Leading Learning & Teaching**

- Jack Brady from the Leaving Certificate Class received the prestigious Naughton Scholarship at a presentation in Dublin on October 18<sup>th</sup>.
- The Principal commented on the excellent Junior Cycle across all levels and subjects.
- 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 Junior Cycle results.
- The Sixth Year Parent Teacher meeting took place on October 7<sup>th</sup>, and all parents were surveyed after the meeting as part of the SSE process.
- An Information Evening on First Year Option subjects was held on October 6<sup>th</sup>.
- First Year students participated in a Study Skills workshop on October 21<sup>st</sup>.
- Transition Year students received a presentation on Leaving Certificate Subject Choice on October 16<sup>th</sup>.
- 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.
- Teaching & Learning is on the agenda for all staff & Subject Department Meetings.
- A meeting of the Teaching & Learning Committee took place on September 23<sup>rd</sup> with a focus on the following:
  - SSE plan
  - Journal & Pouch Tracking

- 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
- Students in our school took part in Tráth na gceist Feachtas Óg Ghluaiseacht Gaeilge on October 2<sup>nd</sup>.
- Iliá McArde & Ms Bruen attended a workshop with Nevan Maguire on October 14<sup>th</sup>, following her success in an All-Ireland Cookery competition last year.
- Senior Art students had an Art tour on October 16<sup>th</sup>.
- 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**

- 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**

- All school staff participated in the Oide Child Protection Day on October 9<sup>th</sup>.
- Child Protection Oversight Report.

#### **Bi Cinnealta Procedures**

- Bi Cinnealta Oversight Report

#### **Health & Safety**

- None

## **On Line Claims System**

**Proposed:** A. Connolly

**Seconded:** M. Sherry

## **Leading School Development**

### **Policy Review**

- Staff Anti Bullying Policy
  - Proposed: Z. Brady
  - Seconded: M. Sherry
- Staff Harassment and Sexual Harassment Policy
  - Proposed: Z. Brady
  - Seconded: M. Sherry
- Mobile Phone
  - Proposed: M. Sherry
  - Seconded: S. Egan

**Upcoming:** Staff Leave Policy, Curriculum Policy, Assessment Policy, Policy on Visiting Students

### **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.

### **Faith Life of the School**

- Weekly prayers are said over the school intercom.
- 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.

## **IT**

- None

## **Extra Curricular**

- Students from our school attended the Ulster Post Primary Camogie All Star trials, and Caoimhe Mc Kee was selected for the final trial.
- Students from the U16 Girls GAA team attended the Queen's University Future Star trials.
- The Principal updated the Board of Management on developments with GAA, Basketball, Soccer, Hurling & Camogie teams in our school.
- Students from our school participated in the Ulster Schools Multi Athletics Event in Belfast on September 18<sup>th</sup>.
- 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, September 20<sup>th</sup>.
- 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 Don't Pour Your Dreams Away Workshop
  - TY Film Event
  - TY SEPI Initiative
  - TY Tidy Towns
  - TY Sustainability Initiative
  - TY Gambling Talk

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.

## **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.
- After reviewing the applications for enrolment, the Board of Management agreed to increase the number of applicants in mainstream from 144 to 168.
  - Proposed: A. Campbell
  - Seconded: M. Sherry

### **Developing Leadership Capacity**

#### **Middle Management**

- The Principal informed the Board of Management of vacancies at Middle Management level.

#### **Student Voice**

- Sixth Year Student Leaders are assisting with supervision on corridors before 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.
- 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.
- Second Year students participated in a Healthy Relationships workshop on October 16<sup>th</sup> & 23<sup>rd</sup>.
- This week is National Stand Up Awareness Week, and it is celebrated in many schools across the country. We are celebrating it as Wellbeing Week, with a focus on the indicator "Being Aware & Respected."

#### **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.**

- The Principal updated the Board of Management on developments relating to the Convent Building.
- 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 11<sup>th</sup>

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