



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 October 6th

Opening Prayer: S. Egan

Attendance: S. Mc Ginnity (Trustee Nominee), Sean Egan (Trustee Nominee), B. Campbell (Parent Nominee), D. Mooney (Teacher Nominee), E. Kelly (Sec B.O.M).

Apologies: G. Carville (Chairperson), A. Campbell (Trustee Nominee), J. Bishop (Parent Nominee), J. Sheridan (Teacher Nominee).

In the absence of G. Carville, S. Egan chaired the meeting

Minutes

Proposed: S. Mc Ginnity

Seconded: B. Campbell

Matters Arising

Addressed in the Principal's Report

Correspondence

- Applications from staff for personal days discussed by the Board of Management.
- Circular 0059/2022: The Minister for Education wishes to inform Managerial Authorities and Post Primary Teachers of the application of adjustments to certain allowances for post primary teachers, including teachers working in settings other than post primary schools e.g. further education settings) with effect from 1 February 2022.
- Circular 0058/ 2022: This circular: Provides information about the Inspectorate's planned advisory, evaluation and research work in post-primary schools from September to December 2022; provides information on the Inspectorate's work on supporting and monitoring the implementation of anti-bullying procedures in schools; clarifies the arrangements for school self-evaluation (SSE) for the 2022/23 school year; supersedes Circular 0030/2022.
- Circular 0056/2022: This Circular sets out the requirements in respect of the next cycle of SSE which begins in September 2022. It follows on from, and supersedes Primary Circulars 0039/2016, 0016/2018, 0040/2020, 0032/2021 and 0029/2022 and Post-primary Circulars 0040/2016, 0041/2020, 0033/2021 and 0030/2022.
- Circular 0055/2022: This Circular results from the initial review of the implementation of Circular 0053/2019 which is hereby withdrawn. Existing exemptions from the study of Irish granted under previous circulars and held by students will continue to apply until the end of their post-primary education

- Circular 0051/2022: Parents Leave Scheme for special needs assistants employed in recognised Primary and Post primary schools.
- Circular 0050/2022: Parents Leave Scheme for registered teachers employed in recognised Primary and Post Primary schools.
- Circular 0049/2022: This circular provides information in relation to the maternity related absences home tuition grant scheme, operated by the department's parents and learner unit. It should be read carefully by applicants before completing the application form HT MRA21
- Circular 0048/2022: Home Tuition Grant Scheme for children without a school place (NSP) – Application Forms are only available from the Educational Welfare Service (EWS), Tusla Education Support Service (TESS) - Application Form HT NSP21 and Children in Care without a school place - (CIC) – Short Term Home Tuition Grant Scheme – Application Form HT CIC21 are only available from a Social Worker
- Circular 0046/2022: Home Tuition Grant Scheme 2022- 2023
- Circular 0044/2022: Revision of Working Hours in Recognised Primary, Voluntary Secondary Schools in the Free Education Scheme Implementation of the Independent Hours Body Recommendations in relation to the Haddington Road Agreement Hours for certain employees in Recognised Primary, Voluntary Secondary Schools in the Free Education Scheme
- Circular 0040/2022: COVID-19: Working Arrangements for Certain Higher Risk employees of Recognised Primary and Post Primary schools in the Free Education Scheme and of ETBs, Employed Using Grant Funding for the 2022/23 school year
- Correspondence from CEIST acknowledging our school budget for 2022-2023

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 23rd

- 9.30am – 3.00pm: First Year Book Rental in the GPA
- 11.00am – 2.00pm: Induction of new staff (Room 02)

Wednesday August 24th

- **9.30am – 3.00pm:** Second Year Book Rental & Third Year Book Rental in the GPA
- **9.15am – 10.45 am:** Staff prayer service to begin the school year followed by Staff Meeting
- **10:45am - 11:00am:** Break.
- **11:00am- 11.40am:** Guidance Meeting / Programme Coordinators & SET meeting
- **11.00am- 1.00pm:** Subject Department Planning

Thursday August 25th

- First Year Induction Activities
- Staff Planning / CPD

Friday August 26th

- First Year Induction Activities
- Staff Wellbeing Committee meeting 12.30pm
- Staff Planning / CPD

Monday August 29th

- Sixth & Third Year students return to school
- Musical Rehearsals
- CEIST Online Induction for new staff

Tuesday August 30th

- Fifth, Fourth & Second Year students return to school

Wednesday August 31st

- Meeting of 1L, 2L & 3L teachers in Room 30 at 1.20pm
- Musical Rehearsals

Thursday September 1st

- Year Head Meeting in Iontas 2.00pm

Friday September 2nd

- Leaving Certificate results
- Musical Rehearsals

Monday September 5th

- Senior Girls GAA training 8.00am
- Musical Rehearsals
- Compass CPD on inputting test results Room 30 12.20pm -12.40pm
- Compass CPD on entering positive / negative comments and wellbeing awards Room 03 13.20pm -13.40pm
- Senior Boys GAA training 1.15pm
- Student Support Meeting in Iontas at 2.00pm
- LCA Meeting 4.00pm
- Evening Study

Tuesday September 6th

- Musical Rehearsals
- First Year GAA Lunchtime League
- Evening Study

Wednesday September 7th

- Musical Rehearsals
- Evening Study
- Senior Boys GAA 1.15pm

Thursday September 8th

- Compass CPD on entering student wellbeing awards Room 30 12.20pm - 12.40pm
- First Year GAA Lunchtime League
- TY Induction Day (Muckno Adventure Centre/Create the Great in You Workshop)
- Year Head Meeting in Iontas 2.00pm
- Evening Study

Friday September 9th

- Senior Boys GAA training 8.00am
- First Year GAA Lunchtime League
- Compass CPD on marking rolls on different devices Room 02 12.20pm - 12.40pm
- TY Induction Day (Muckno Adventure Centre/Create the Great in You Workshop)

Monday September 12th

- Senior Girls GAA training 8.00am
- Senior Boys GAA training 1.15pm
- Student Support Meeting in Iontas at 2.00pm
- Evening Study
- First Year Homework Club 4.00pm – 5.00pm
- U/16 & U/19 Girls Basketball 4.00pm – 5.00pm
- Sixth Year Information Evening 7.15pm

Tuesday September 13th

- First Year GAA Lunchtime League
- Eco Club Meeting 12.20pm Room 39
- Evening Study
- First Year Homework Club 4.00pm – 5.00pm
- U/19 Boys Basketball 4.00pm – 5.00pm

Wednesday September 14th

- Musical Rehearsals
- Evening Study
- Senior Boys GAA 1.45pm
- U/14 Boys GAA 1.30pm
- U/16 Boys Basketball 1.20pm

Thursday September 15th

- Musical Rehearsals
- Ulster Schools Athletics
- First Year Aptitude Tests
- First Year GAA Lunchtime League
- Year Head Meeting in Iontas 2.00pm
- TY Innovating Communities Workshop
- Evening Study
- First Year Homework Club 4.00pm – 5.00pm

Friday September 16th

- Musical Rehearsals
- Senior Boys GAA training 8.00am
- First Year GAA Lunchtime League
- Evening Study
- First Year Homework Club 4.00pm – 5.00pm

Monday September 19th

- U/19 Boys Basketball game
- Senior Girls GAA challenge match
- Musical Rehearsals
- Senior Boys GAA training 1.15pm
- Student Support Meeting in Iontas at 2.00pm
- Teaching & Learning Committee meeting 4.00pm
- Evening Study 4.10pm- 6.00pm
- First Year Homework Club 4.00pm – 5.00pm
- Parents Association Meeting 7.30pm

Tuesday September 20th

- Opening School Mass
- U/16 Boys Basketball game
- TY Gaisce talk
- First Year GAA Lunchtime League
- Eco Club Meeting 12.20pm Room 39
- U/19 Boys Basketball training 4.00pm
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Wednesday September 21st

- First Year Boys GAA Blitz
- Musical Rehearsals
- U/16 Boys Basketball training 1.20pm
- Senior Boys GAA training 1.45pm
- U/14 Boys GAA training 1.30pm
- Evening Study 4.10pm – 6.00pm

Thursday September 22nd

- Sixth Year Higher Options Conference
- Year Head Meeting in Iontas 2.00pm
- TY Innovating Communities Workshop
- First Year GAA Lunchtime League
- Art Club in Room 24 12.16pm
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm
- First Year Mass 7.30pm

Friday September 23rd

- Musical Rehearsals
- Senior Boys GAA training 8.00am
- First Year GAA Lunchtime League
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Monday September 26th

- Musical Rehearsals
- Senior Boys GAA training 1.15pm
- Student Support Meeting in Iontas at 2.00pm
- Staff CPD on entering results on Compass in Room 30 4.00pm – 4.20pm
- U/16 Girls GAA training 4.15pm – 5.30pm
- Evening Study 4.10pm- 6.00pm
- First Year Homework Club 4.00pm – 5.00pm
- School Equestrian Team training

Tuesday September 27th

- Sixth Year Retreat to Lough Derg
- TY Hike to Greystones
- U/14 Girls GAA Lunchtime League
- U/19 Boys Basketball training 4.00pm
- Staff CPD on entering results on Compass in Room 30 4.00pm – 4.20pm
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Wednesday September 28th

- Second Year Boys GAA Blitz
- Musical Rehearsals
- U/16 Boys Basketball training 1.20pm
- U/16 Girls GAA
- Senior Boys GAA challenge
- U/14 Boys GAA training 1.30pm
- Evening Study 4.10pm – 6.00pm

Thursday September 29th

- Musical Rehearsals
- Year Head Meeting in Iontas 2.00pm
- TY Innovating Communities Workshop
- U/16 & U/19 Girls Basketball
- Junior Students Fitness Challenge- Beech Hill
- U/14 Girls GAA Lunchtime League
- Art Club in Room 24 12.16pm
- Eco Club Meeting 12.30pm Room 45
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Friday September 30th

- Musical Rehearsals
- Senior Boys GAA training 8.00am
- U/14 Girls GAA Lunchtime League
- Junior German Club in Iontas at 12.20pm
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Monday October 3rd

- Musical Rehearsals
- Senior Boys GAA training 1.15pm
- U/16 Camogie Blitz
- Fifth & Sixth Year trip to the Dail (Politics & Society class)
- Student Support Meeting in Iontas at 2.00pm
- Evening Study 4.10pm- 6.00pm
- First Year Homework Club 4.00pm – 5.00pm
- First Year Information Evening 7.30pm

Tuesday October 4th

- U/14 Girls GAA Lunchtime League
- U/19 Boys Basketball training 4.00pm
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm

Wednesday October 5th

- Third Year Boys GAA Blitz
- Musical Rehearsals
- U/16 Boys & U/19 Boys Basketball
- Senior Boys GAA training 1.45pm
- U/14 Boys GAA training 1.40pm
- Evening Study 4.10pm – 6.00pm

Thursday October 6th

- Musical Rehearsals
- Year Head Meeting in Iontas 2.00pm
- TY Innovating Communities Workshop
- TY Circus Skills Workshop
- U/14 Girls GAA Lunchtime League
- U/16 & U/19 Girls Basketball
- Art Club in Room 24 12.16pm
- Eco Club Meeting 12.30pm Room 45
- Evening Study 4.10pm – 6.00pm
- First Year Homework Club 4.00pm – 5.00pm
- Board of Management meeting 7.30pm

Upcoming Events

- **Friday October 7th**: Ulster Ladies GAA All Star trials
- **Friday October 7th**: Art Trip to the Vincent Van Gogh Exhibition
- **Monday October 10th**: Sixth Year talk from Gerry Duffy
- **Tuesday October 11th- Thursday October 13th**: Student Cardiac Screening
- **Tuesday October 11th- Friday October 14th**: Musical
- **Wednesday October 12th**: First Year Girls GAA Blitz
- **Thursday October 13th**: U/16 & U/19 Boys Basketball
- **Saturday October 15th**: Inter Schools Equestrian Competition
- **Monday October 17th**: First Year Vaccinations
- **Monday October 17th**: U/16 & U/19 Boys Basketball
- **Monday October 17th**: Sixth Year October Assessments (based on 5th Year revision work)
- **Monday October 17th**: Teaching & Learning Committee Meeting
- **Tuesday October 18th**: U/16 & U/19 Girls Basketball

- **Wednesday October 19th:** First & Second Year Boys & Girls Hurling & Camogie Blitz
- **Monday October 24th:** TY CV/ Interview Skills Workshop
- **Monday October 24th:** U/16 & U/19 Boys Basketball
- **Monday October 24th:** Third Year October Assessments (based on 2nd Year revision work)
- **Monday October 24th- Friday October 28th:** Wellbeing Week- Being Safe, Social & Confident
- **Tuesday October 25th:** U/16 & U/19 Girls Basketball
- **Thursday October 27th:** Open Night (provisional)
- **Friday October 28th:** Fifth Year LCVP Enterprise Activity

Learning & Teaching

- The Principal commented on the excellent Leaving Certificate & Leaving Certificate Applied 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 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.
- Teaching & Learning is on the agenda for all staff & Subject Department Meetings.
- Meeting of the Guidance Team, SET & Programme Coordinators took place on August 24th.
- A meeting of LCA teachers took place on Monday September 5th.
- A meeting of the Teaching & Learning Committee took place on Monday September 19th. Teachers present had a conversation on the following areas:
 - As a school how can we share good practice in Teaching & Learning? How can the work of the Teaching & Learning Committee be shared at whole staff level?
 - How can peer observation be introduced and what are the benefits of this for staff?
 - What support can be provided by SMT and the Teaching & Learning group to improve individuals' professional practice?
- 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
- First Year students completed their CAT4 tests on September 15th.
- 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.
- An Information Evening for the parents & guardians of Sixth Year students took place on September 12th.

- Sixth Year students attended the Higher Options Conference on September 22nd.
- An Information Evening for the parents & guardians of First Year students took place on October 3rd.
- Fifth & Sixth Year Politics & Society students visited the Dail on October 3rd.
- A German Language Assistant commenced work in the school on October 1st.
- The Modern Foreign Languages Department organised various activities to celebrate European Languages Week.

The Principal also 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

- Rehearsals continue for our upcoming school musical Rock of Ages that takes place in Iontas Theatre from October 11th – 13th.
- The school choir has performed at the Opening School Mass and First Year Mass.
- First Year Boys GAA lunchtime leagues finished on Friday September 23rd
- GAA leagues for First & Second Year Girls started the week beginning September 26th.
- The following GAA teams are training & playing challenge games in preparation for their upcoming competitions: Senior Boys, Senior Girls, U/16 Boys, U/16 Girls, U/14 Boys
- First, Second & Third Year Boys have competed in GAA blitzes in Cloghan every Wednesday from September 21st.
- First, Second & Third Year girls competed in a Camogie blitz in Cloghan on October 3rd.
- The U/16 girls competed in a camogie blitz in Kingscourt on October 3rd and qualified for the next stage of the competition.
- The U/16 & U/19 Girls Basketball teams have started training and games.
- The U/16 & U/19 Boys Basketball teams have started training and games.
- The First Year Boys Basketball team started training on October 6th.
- The school will enter soccer teams at U/13, U/15, U/17 & U/19 level for boys & girls this year.
- The school equestrian team has started training and participating in inter schools show jumping competitions.
- A number of students represented the school in the Ulster Schools Athletic competition that was held in Belfast recently.
- The school ECO club meets on a weekly basis.
- A Junior Art Club has been set up that meets on a weekly basis.
- A Junior German Club has been set up that meets on a weekly basis.
- Junior students participated in a Junior Fitness Challenge in Beech Hill on September 29th.

- Transition Year students have been busy since their return to school.
 - TY Induction Day at Lough Muckno Adventure Centre.
 - TY ‘Create the Great in You’ workshop’
 - TY fundraising for LA519
 - TY Hike in Greystones
 - TY Innovating Communities Workshop
 - TY GAA Young Whistlers Programme
 - TY Gaisce talk
 - TY Circus Skills Workshop

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.
- Sixth Year Student Leaders have organised a sleepout for the homeless on October 21st.
- The Student Council elections were held at the start of the year and the new Student Council met on September 23rd.

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

- An online Information Evening for Sixth Year students and their parents & guardians was held on Monday September 12th.
- An Information Evening for First Year students and their parents & guardians was held on Monday October 3rd.
- Student Support Meetings are held every Monday P6
- The External Counsellor continues to support students on a weekly basis.
- The school meals programme continues to provide support to a number of families on a weekly basis.
- Senior Management and Sixth Year Year Head Mr. Lonergan are currently meeting all Sixth Year students on an individual basis.
- Senior Management and Third Year Year Head Mr. Mulroe & Ms. Mason are currently meeting all Third Year students on an individual basis.
- Guidance Counsellors Mr. Geraghty & Ms. Mc Sorley are currently meeting all First Year students on an individual basis.
- TY students participated in fundraising initiatives for LA519

Discipline

- Council of Discipline meetings take place every Thursday P6.
- There have been four suspensions from the start of the year: First Year student October 5th, Second Year student October 3rd, Third Year student September 28th, Third Year student October 3rd & 4th

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

- A prayer service was held on August 24th to mark the return to school for all staff.
- Weekly prayers are said over the school intercom.
- The Opening School Mass takes place on Tuesday September 20th. The mass was streamed from the parish church and staff and student representatives were in attendance.
- The First Year Mass took place on Thursday September 22nd.
- Sixth Year students went on a retreat to Lough Derg on September 27th.

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.
- The Principal informed the Board of Management of a grant received to upgrade the Graphics & Construction Studies rooms and to provide gym equipment for a fitness suite. The Principal acknowledged the great work of Deputy Principal D. Bishop in this area.
- The Principal advised the Board of Management on a proposed application to the DES for additional accommodation for specialist classrooms for the students in our mild & moderate general disability classes.
- The Principal informed the Board of Management of discussions with Mercy North & Educena about the possibility of acquiring land from Mercy North for additional parking and playing facilities.

IT

- None

Policy Review:

- The Schools Strategic Plan is currently under review.

Health & Safety

- Concern was expressed at a recent Parents Association meeting about traffic at the main school entrance before and after school. The Principal is liaising with Monaghan County Council on this issue.

Child Protection Issues

- The Principal informed the Board of Management that there have been no communication and / or referrals to TUSLA since the last Board of Management meeting. The Principal and the Chairperson of the Board of Management signed the Child Protection Oversight Report

Bullying Issues

- None

On Line Claims System

- The Principal outlined the substitute teachers who had been entered on the Departments ESINET system from the start of the year.

A.O.B.

- A meeting of the Parents Association took place on September 19th.
- The Principal informed the Board of Management of a new online lotto fundraising initiative to be launched in the coming weeks.
- The Principal informed the Board of Management of a new software package, Compass Education that the school is using to communicate with parents in relation to attendance & results.
- The Principal informed the Board of Management of a school meals inspection that took place on September 28th.
- The Principal informed the Board of Management of correspondence and meetings with the NCSE & NEPS regarding additional support for certain students in our Special Needs Classes.

Next Meeting

- The next meeting of the Board of Management will take place in November with a date to be confirmed.

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

Agreed Report Staff: D. Mooney