



**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 June 13th

Opening Prayer: G. Carville

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

Apologies: S. Egan (Trustee Nominee), S. Mc Ginnity (Trustee Nominee)

Minutes

Proposed: A. Campbell

Seconded: J. Bishop

Matters Arising

Addressed in the Principal's Report

Correspondence

- Applications from staff for personal days-approved
- Applications for use of school facilities:
 - Castleblayney Youth Work Ireland: Astro Turf pitch every Wednesday in May from 5.30pm- 6.30pm-approved
- An application from TY Coordinator J. O' Boyle to organise a TY tour to Barcelona in April 2025-approved
- Circular 0054/2024: Maintenance guidance for all schools.
- Circular 0053/2024: Recruitment of Special Needs Assistants for 2024 2025
- Circular 0049/2024: Special Needs Allocation 2024- 2025
- Circular 0048/2024: Revision of Salaries for School Secretaries Previously Grant Funded Effective June 1st 2024.
- Circular 0044/2024: Revision of Teacher Salaries under the Public Service Agreement 2024- 2026
- Circular 0043/ 2024: Revision of Special Needs Assistant Salaries under the Public Service Agreement 2024- 2026
- Circular 0041/2024: Guidance in Post Primary Schools
- Circular 0025/2024: Report of Education Need for the Purpose of the Assessment of Need Disability Act 2005.
- Correspondence from CEIST Coordinator Sharon Mc Grath acknowledging receipt of our minutes of April 23rd.

Finance

- The Principal informed the Board of Management that Senior Management received budgets from different subject areas for 2024- 2025:
- The Principal presented a forward budget to the Board of Management for 2024-2025
 - Proposed: A. Campbell
 - Seconded: D. Mooney
- 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:

Wednesday April 24th

- Breakfast Club 8.00am – 8.45am
- OLSS Golf Competition
- Student Support Meeting 11.18am – 12.16pm
- Evening Study 2.00pm – 4.00pm
- TY Musical Rehearsal 2pm – 5pm

Thursday April 25th

- Leaving Certificate Art Practical Exam
- Schools Athletics Track & Field Event
- Art Club at lunchtime
- Evening Study 4.10pm – 6.00pm

Friday April 26th

- Breakfast Club 8.00am – 8.45am
- Kingspan Talk for 5th and 6th Year students 3pm
- Zambia / Extra Curricular Fundraising Initiative Curry Evening in Iontas 4pm -7pm
- Evening Study 4.10pm – 6.00pm
- Ulster Schools GAA All Star Awards

Monday April 29th

- Wellbeing Week- 'Being Active'
- Breakfast Club 8.00am – 8.45am
- School Choir harmonies at lunchtime
- LCA Vocational Preparation Task Interview
- LCA Horticulture Task Interview
- Evening Study 4.10pm – 6.00pm

Tuesday April 30th

- Wellbeing Week- 'Being Active'
- TY Young Scientist Scifest Competition
- School Choir melody at lunchtime
- Year Head Meeting 2.00pm – 2.55pm Rm 33
- Evening Study 4.10pm – 6.00pm
- Parents Association Meeting 7.15pm

Wednesday May 1st

- Wellbeing Week- 'Being Active'
- Breakfast Club 8.00am – 8.45am
- LCVP Exam
- Defence Forces Talk
- Student Support Meeting 11.18am – 12.16pm
- Evening Study 2.00pm – 4.00pm
- TY Musical Rehearsal 2pm – 5pm

Thursday May 2nd

- Wellbeing Week- 'Being Active'
- Musical harmonies at lunchtime
- Art Club at lunchtime
- Evening Study 4.10pm – 6.00pm

Friday May 3rd

- School Holiday
- Sixth Year Study 9.00am – 1.00pm
- Leaving Certificate Class of 2014 Reunion
- Senior Girls GAA Presentation 7.00pm

Saturday May 4th

- Saturday Study 9.00am – 1.00pm

Monday May 6th

- Bank Holiday
- TY Musical Rehearsal 10am – 4pm

Tuesday May 7th

- TY Musical Tech Rehearsal 9am -4pm
- Sixth Year Pray for Success in Exams 11.05am-11.15am
- Third Year Pray for Success in Exams 1.30pm – 1.40pm
- Year Head Meeting 2.00pm – 2.55pm Rm 33
- Evening Study 4.10pm – 6.00pm

Wednesday May 8th

- Breakfast Club 8.00am – 8.45am
- TY Musical Matinee 10.30am
- Student Support Meeting 11.18am – 12.16pm
- National Careers Skills Portal Competition
- Evening Study 2.00pm – 4.00pm
- TY Musical in Iontas 7.30pm

Thursday May 9th

- Art Club at lunchtime
- Student Enterprise National Finals
- Evening Study 4.10pm – 6.00pm
- TY Musical in Iontas 7.30pm

Friday May 10th

- Breakfast Club 8.00am – 8.45am
- Staff Monthly Prayer Meeting
- Fifth Year Oral Irish Exam
- Leaving Certificate Construction Studies Practical Exam
- Evening Study 4.10pm – 6.00pm

Saturday May 11th

- Saturday Study 9.00am – 1.00pm
- First Year Girls All Ireland Basketball Playoffs

Sunday May 12th

- First Year Girls All Ireland Basketball Playoffs

Monday May 13th

- Breakfast Club 8.00am – 8.45am
- TY Awards Day
- Evening Study 2.00pm – 4.00pm

Tuesday May 14th

- LCA Irish Oral Exam
- TY Gaeltacht trip
- Sixth Year Pray for Success in Exams 11.05am-11.15am
- Third Year Pray for Success in Exams 1.30pm – 1.40pm
- Year Head Meeting 2.00pm – 2.55pm Rm 33
- Evening Study 4.10pm – 6.00pm
- Staff Meeting 4.00pm- 6.00pm

Wednesday May 15th

- Breakfast Club 8.00am – 8.45am
- TY Gaeltacht trip
- First Year Boys GAA Blitz
- Ulster Schools' Track and Field Championship
- Student of the Year Award
- Student Support Meeting 11.18am – 12.16pm
- Evening Study 2.00pm – 4.00pm

Thursday May 16th

- Art Club at lunchtime
- TY Microsoft Office National Finals
- Evening Study 4.10pm – 6.00pm
- Awards Night 7.30pm

Friday May 17th

- Breakfast Club 8.00am – 8.45am
- LCA English Oral Exam
- TY Let's Go Hydro trip
- Evening Study 4.10pm – 6.00pm

Saturday May 18th

- Saturday Study 9.00am – 1.00pm
- Ulster Schools' Track and Field Championship

Monday May 20th

- Breakfast Club 8.00am – 8.45am
- Evening Study 2.00pm – 4.00pm
- Fifth Year Mock Interview Evening 5.30pm – 7.30pm

Tuesday May 21st

- Sixth Year Pray for Success in Exams 11.05am-11.15am
- Third Year Pray for Success in Exams 1.30pm – 1.40pm
- Year Head Meeting 2.00pm – 2.55pm Rm 33
- Evening Study 4.10pm – 6.00pm

Wednesday May 22nd

- Breakfast Club 8.00am – 8.45am
- Fourth Year Summer Exams
- Leaving Certificate Construction Studies Practical Exam
- Student Support Meeting 11.18am – 12.16pm
- Evening Study 2.00pm – 4.00pm

Thursday May 23rd

- Fourth Year Summer Exams
- National Secondary School Essay Writing Competition.
- LCA Horticulture Exam
- Art Club at lunchtime
- Evening Study 4.10pm – 6.00pm
- Leaving Certificate Graduation Mass 7.30pm

Friday May 24th

- Breakfast Club 8.00am – 8.45am
- Fourth Year Summer Exams
- Fifth Year MFL Oral Exams
- Evening Study 4.10pm – 6.00pm

Saturday May 25th

- Saturday Study 9.00am – 1.00pm

Monday May 27th

- Second Year Exams in English, Irish & Maths
- Evening Study 2.00pm – 4.00pm
- Awards Reception Senior Girls GAA team 6.00pm at Carrickmacross Civic Office

Tuesday May 28th

- First Year Exams in English, Irish & Maths
- Fifth Year Summer Exams
- Evening Study 4.10pm – 6.00pm
- Online Information Evening for Sixth Year & Third Year Parents & Guardians

Wednesday May 29th

- Fifth Year Summer Exams
- JCSP Celebration Day
- Evening Study 2.00pm – 4.00pm

Thursday May 30th

- Fifth Year Summer Exams
- Evening Study 4.10pm – 6.00pm

Friday May 31st

- Fifth Year Summer Exams

Saturday June 1st

- Saturday Study 9.00am – 1.00pm

Wednesday June 5th- Tuesday June 13th

- Leaving Certificate Applied Exams

Wednesday June 5th- Friday June 14th

- Junior Cycle Exams

Wednesday June 5th- Tuesday June 25th

- Leaving Certificate Exams

Thursday June 13th

- Board of Management Meeting

Learning & Teaching

- The end of year assessments for various year groups took place the last week in May. These assessments included oral exams in Irish, French & German for Fifth Year students.
- The Leaving Certificate Art Practical Exam took place on April 25th.
- The LCVP Exam took place on May 1st
- The Leaving Certificate Construction Studies Practical Exam took place on May 10th.
- The following Leaving Certificate Applied Assessments took place:
 - LCA Vocational Preparation Task Interview April 29th
 - LCA Horticulture Task Interview April 29th
 - LCA Irish Oral Exam May 14th
 - LCA English & Communications Oral Exam May 17th
 - LCA Horticulture May 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. Our last Wellbeing Week 'Being Active' was organised by the PE Department the week beginning April 29th.
- Transition Year students competed in the regional Scifest competition on April 30th. Cliodhna Ward was successful in the Intermediate Life Science category and Sean Kerley won the Intel Technology Award.
- Transition Year students visited the Gaeltacht on May 14th & 15th.
- Fifth Year student Annabel Bogue came first place in the national finals of the Careers Portal competition took place on May 8th.
- Fifth Year student Annabel Bogue came first place in the national finals of the national essay writing competition took place on May 23rd.
- The national finals of the Student Enterprise competition took place on May 9th.

- TY student James Mc Eneaney competed in the national finals of the Microsoft Office competition on May 16th.
- Senior Cycle students had talks on the following areas:
 - Kingspan Talk
 - Defence Forces
- Mr. Geraghty & Ms. Mc Sorley organised a Mock Interview Evening for Fifth Year students on May 20th.
- Evening Study takes places from 4pm – 6pm,
- Saturday Study has commenced for Sixth Year students every Saturday from 9.00am – 1.00pm
- 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.

Members of the Board of Management acknowledged the hard work and generosity of time and effort from staff in supporting students and their colleagues in the various initiatives outlined above.

Extra Curricular

- Max Mc Ginnity, Jamie Mooney & Bobby Mc Caul received their Ulster Schools All Star Awards at a function in Belfast on April 26th
- A presentation night was organised for the Senior Girls Ulster & All Ireland Champions on May 3rd.
- The First Year Boys GAA team participated in a blitz in DKIT on May 15th.
- The First Year Girls Basketball team competed in the All Ireland A Playoffs on May 11th & 12th and reached the All Ireland quarter final.
- First Year student Aine Smith competed in the national finals of the school's cross country event on March 9th, coming fourth in the minor girls section. A number of students in our school participated in the Schools Athletics Track & Field Event on April 19th. Hazel Hughes came first place in the Senior Girls 800m and Aine Smith came first place in the Minor Girls 800m. Aine Smith came 3rd place in the 800m track & field event in Belfast on May 15th achieving a new personal best.
- The Transition Year Musical took place on May 8th & 9th.
- The annual school golf competition organised by Mr. Lonergan took place on April 24th.
- The school choir practices on a regular basis at lunchtime most days each week.
- 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 regular basis.
- An Eco Club has been set up that meets on a regular basis.

- Transition Year students have been busy since the start of the year:
 - TY Scifest Competition
 - TY Musical
 - TY Peer Mentoring
 - TY Podcast: Students in the TY Digital Media module under the direction of Ms. Carson have developed a school podcast stream and have interviewed a number of past pupils.
 - TY Awards Day took place on Monday May 13th
 - TY Gaeltacht trip
 - TY Lets Go Hydro trip

Members of the Board of Management congratulated staff and students on the success and efforts of staff and students across so many different extra curricular activities.

Student Voice

- Sixth Year Student Leaders are assisting with supervision on corridors before school and are engaging in mentoring activities with First Year students.
- The Student Council meets on a regular basis.
- Transition Year students are assisting with peer mentoring activities for junior students.

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 Wednesday.
- The External Counsellor provided support to students on a weekly basis until the end of the year. A discussion took place on the continued cost of this external support.
- The Principal met with a counsellor looking to do 120 hour place in Creative Art Psychotherapy for 2024-2025.
- The school meals programme provided support to a number of families on a weekly basis until the end of the school year.
- Breakfast Club runs every Monday, Wednesday and Friday from 9.00am – 8.45am.
- An online Information Evening for the parents & guardians of Junior Cycle and Leaving Certificate students was held on May 28th.
- The Principal reported on the following areas:
 - Home School Liaison Officer
 - NCSE Check & Connect Programme

Discipline

- Council of Discipline meetings take place every Tuesday.

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.
- Ms. Mc Ardle organised a monthly prayer meeting for staff.
- Ms. Mc Ardle & Ms. Duffy organised a weekly prayer meeting for exam students on Tuesday at breaktime and lunchtime.

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 3 classroom extension.

IT

- None

Policy Review:

- Homework Policy
 - Proposed: J. Sheridan
 - Seconded: J. Bishop
- Code of Behaviour 2023- 2024
 - Proposed: G. Carville
 - Seconded: D. Mooney
- Child Safeguarding Statement
 - Proposed: J. Bishop
 - Seconded: J. Sheridan

- Admissions Policy 2024-2025
 - Proposed: G. Carville
 - Seconded: D. Mooney

Health & Safety

- None

Child Protection Issues

- 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.

A.O.B.

- The following end of year events took place:
 - Gerald. F. Gillanders Student of the Year Award 2024 May 15th: This year was the 40th anniversary of the death of Mr. Gillanders and the event was attended by all students, all staff, retired staff, previous winners and representatives from the Gillanders family. The eight nominees were Niamh Flanagan, Laura Grimes, Hazel Hughes, Cathal Mc Cooley, Max Mc Ginnity, Laura Mc Nally, Charlie Mc Quillan & Edel Murphy. Hazel Hughes was announced as the overall winner and Gerald. F. Gillanders Student of the Year 2024.
 - TY Awards May 13th
 - Awards Night May 16th
 - Leaving Certificate Graduation Mass May 23rd.
 - JCSP Celebration Day May 29th
- A meeting of the Parents Association / Student Council took place on April 23rd
- The Leaving Certificate class of 2014 held a reunion on May 3rd.
- Middle Management Report 2024-2025
 - Proposed: J. Bishop
 - Seconded: D. Mooney
- School Calendar 2024- 2025
 - Proposed: A. Campbell
 - Seconded: J. Sheridan
- The Principal updated the Board of Management on fundraising developments as part of the Zambia Immersion Project.
- Members of the Board of Management congratulated caretaker Stephen Smith on the award he received from Monaghan County Council for saving a person's life while on duty with Castleblayney Fire Brigade.
- Members of the Board of Management congratulated Aidan Campbell on his election to Carrickmacross- Castleblayney Municipal District.

- 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

- September 2024

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

Agreed Report Staff: J. Sheridan