



**Our Lady's Secondary School
Castleblayney
Co. Monaghan**

Tel: 042 9740351
Fax: 042 9749197
E-mail: office@olss.ie
Web: www.olss.ie

Principal: *Mr. Eddie Kelly*
Deputy Principals: *Ms. Jane Treanor, Mr. Darren Bishop*

Board of Management Meeting September 29th

Opening Prayer: M. Caffrey

Carmel Murtagh (sister of Rosaleen Mc Nicholas) was remembered in the opening prayer.

Attendance: M. Caffrey (Chairperson), B. Campbell (Trustee Nominee), S. Egan (Trustee Nominee), J. Bishop (Parent Nominee), Z. Brady (Teacher Nominee), E. Kelly (Sec B.O.M).

Apologies: A. Connolly (Teacher Nominee), M. Sherry (Parent Nominee), A. Campbell (Trustee Nominee).

Minutes

Proposed: Z. Brady
Seconded: B. Campbell

Matters Arising

Addressed in the Principal's Report

Correspondence

- Applications from staff for personal days (approved)
- Application for school tour: Soccer trip- March 2026. (approved)
- Application for use of school facilities (approved)
- Circular 0066/2025: Revised Capitation Rates for Voluntary Secondary Schools
- Circular 0064/2025: Senior Cycle Redevelopment- Support for Phase 1 Schools in Drama & Film Studies
- Circular 0063/2025: Senior Cycle Redevelopment- Support for Phase 1 Schools in Climate Action & Sustainable Development.
- Circular 0061/2025: Prescribed Material for Leaving Certificate Drama, Film & Theatre Studies
- Circular 0059/ 2025: Home Tuition- Children in Care.
- Circular 0058/2025: Home Tuition- Maternity Related Absences
- Circular 0057/2025: Home Tuition- No School Place
- Circular 0056/2025: Revision of Salaries for Special Needs Assistants
- Circular 0055/2025: Revision of Salaries for School Secretaries & Bus Escorts
- Circular 0053/2025: Revision of Salaries for Clerical Workers & Caretakers
- Circular 0051/2025: Revision of Salaries for Post Primary Teachers

- Circular 0048/2025: Teacher Supply Post Primary. Teacher Hours Extension Scheme 2025- 2026
- Correspondence from CEIST Coordinator Sharon Mc Grath acknowledging receipt of our minutes from our June meeting.
- Correspondence from CEIST acknowledging receipt of our annual budget & annual report.

Events to Date:

Wednesday August 20th

- **9.30am – 3.00pm:** First Year Book Rental in the GPA
- **11.00am – 2.00pm:** Induction of new staff (Room 45)

Thursday 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)
- **10:30am - 11:00am:** Break.
- **11.00am- 11.20am:** Staff Workshop 1
- **11.20am- 11.40am:** Staff Workshop 2
- **11.40am- 12.00pm:** Staff Workshop 3
- **12.00pm- 1.00pm:** Subject Department Planning
- **2.00pm – 2.40pm:** Middle Management Meeting
- **2.00pm- 3.30pm:** Subject Department Planning

Friday August 22nd

- First Year students return to school
- Staff Planning / Subject Department Planning

Monday August 25th

- First Year students will be in class as normal until 3.50pm
- First Year Activities will take place during the day, and class groups will be out at the Astro turf pitch / Gym as follows:
 - 9.07am- 10.00am 1A & 1B
 - 10.20am- 11.10am 1C & 1D
 - 11.15am- 12.05pm 1E, 1F & 1L
 - 13.01pm – 13.45pm 1A & 1C
 - 13.50pm- 14.35pm 1E & 1B
 - 14.40pm – 15.25pm 1D, 1F & 1L
 - 15.25pm- 15.50pm Class with class teacher

Tuesday August 26th

- 3rd & 6th Year students return to school

Wednesday August 27th

- 2nd, 4th & 5th Year students return to school
- Senior Year Head Meeting 10.05am
- Student Support Meeting 12.16pm

Friday August 29th

- Junior Year Head Meeting 12.16pm

Monday September 1st

- U14 Boys GAA 4.10pm- 5.10pm

Wednesday September 3rd

- Senior Year Head Meeting 10.05am
- Student Support Meeting 12.16pm

Thursday September 4th

- Create the Great in You Workshop (4A, 4B, 4C)
- Film in Iontas, Bowling in GR8 and walk & coffee at Lough Muckno (4D, 4E, 4F)

Friday September 5th

- OLSS Monthly Prayer Staff Meeting 8.10am - 8.30am
- Create the Great in You (4D, 4E, 4F)
- Film in Iontas, Bowling in GR8 and walk & coffee at Lough Muckno (4A, 4B, 4C)
- Junior Year Head Meeting 12.16pm

Monday September 8th

- Third & Sixth Year Presentation from Exam Revision
- First Year Boys GAA Lunchtime Leagues
- U14 Boys GAA 4.00pm

Tuesday September 9th

- Breakfast Club 8.00am-8.45am Rm 12
- First Year Girls GAA Lunchtime Leagues
- Lunchtime Activities for Junior Students Rm 37 1.25pm – 1.55pm
- Senior Girls Basketball 4.00pm

Wednesday September 10th

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

Thursday September 11th

- Breakfast Club 8.00am-8.45am Rm 12
- First Year Boys GAA Lunchtime Leagues
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm
- TY LA519 Fundraising
- Senior Girls GAA

Friday September 12th

- 5th Year LA519 Fundraising
- First Year Boys GAA Lunchtime Leagues
- TY Induction Baysports Athlone
- Junior Year Head Meeting 12.16pm

Monday September 15th

- First Year Boys GAA Lunchtime Leagues
- U16 & U19 Girls Basketball
- U14 Boys GAA 4.00pm
- Sixth Year Information Evening 7.00pm

Tuesday September 16th

- Breakfast Club 8.00am-8.45am Rm
- First Year Girls GAA Lunchtime Leagues
- Lunchtime Activities for Junior Students Rm 37 1.25pm – 1.55pm

Wednesday September 17th

- Senior Year Head Meeting 10.05am
- Opening School Mass
- Student Support Meeting 12.16pm
- Senior Girls GAA training 1.15pm
- First Year Mass

Thursday September 18th

- Breakfast Club 8.00am-8.45am Rm 12
- U16 Boys Basketball
- Ulster Schools' Multi Event Championship Antrim
- TY Ploughing Championships
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm

Friday September 20th

- Sixth Year Higher Options Conference
- Junior Year Head Meeting 12.16pm

Saturday September 21st

- School Equestrian Competition

Monday September 22nd

- Wellbeing Week 'Being Connected'
- First Year Talks

- 1A: 10.20am
- 1B: 14.57pm
- U14 Boys GAA 4.00pm
- U16 Boys GAA 4.00pm
- Parents Association Meeting 7.00pm

Tuesday September 23rd

- Wellbeing Week 'Being Connected'
- Breakfast Club 8.00am-8.45am Rm
- First Year Talks
 - 1C: 2.00pm
 - 1D: 11.18am
- 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
- Second Year MFL Movie Afternoon
- Teaching & Learning Committee Meeting Rm 37 4.05pm

Wednesday September 24th

- Wellbeing Week 'Being Connected'
- Senior Year Head Meeting 10.05am
- First Year Talks
 - 1E: 9.07am
 - 1F: 11.18am
- Student Support Meeting 12.16pm
- Senior Girls GAA training 1.15pm

Thursday September 25th

- Wellbeing Week 'Being Connected'
- Breakfast Club 8.00am-8.45am Rm 12
- Conversation / Stammtisch for 5th & 6th Years P 4 & 5
- Lunchtime Activities for Junior Students Rm 37 1.25pm- 1.55pm
- U17 Boys Soccer 4.00pm – 5.00pm

Friday September 26th

- Wellbeing Week 'Being Connected'
- First Year MFL Quiz
- Junior Year Head Meeting 12.16pm

Monday September 29th

- U16 & U19 Girls Basketball
- U17 Boys Soccer
- First Year Boys GAA at lunchtime
- First & Second Year Boys Basketball at lunchtime
- U14 Boys GAA 4.00pm
- U16 Boys GAA 4.00pm
- Board of Management Meeting 5.45pm

Upcoming Event

- **Tuesday September 30th:** U16 & U19 Boys Basketball
- **Tuesday September 30th:** TY Active Schools
- **Tuesday September 30th:** TY Active Schools
- **Tuesday, September 30th:** Tráth na gceist Feachtas Óg-Ghluaiseacht Gaeilge
- **Wednesday October 1st:** U19 Camogie
- **Thursday October 2nd:** U15 Boys Soccer
- **Thursday October 2nd:** Senior Girls GAA
- **Thursday October 2nd:** Open Night
- **Friday October 3rd:** School Holiday
- **Monday October 6th:** U16 & U19 Boys Basketball
- **Monday October 6th:** TY ‘ Don’t Pour Your Dreams Away’ Workshop
- **Monday October 6th:** First Year Information Evening
- **Tuesday October 7th:** U15 & U18 Girls Soccer
- **Tuesday October 7th:** TY Film Event Iontas
- **Tuesday October 7th:** Sixth Year Parent Teacher Meeting 4.15pm – 6.45pm
- **Wednesday October 8th:** Senior Girls GAA
- **Wednesday October 8th:** U16 & U19 Boys Basketball
- **Thursday October 9th:** Oide School Closure Child Protection Training
- **Friday October 10th :** OLSS Monthly Prayer Staff Meeting 8.10am - 8.30am
- **Friday October 10th:** U16 Girls GAA
- **Monday October 13th:** Senior Girls GAA
- **Tuesday October 14th:** U16 & U19 Boys Basketball
- **Wednesday October 15th:** U16 Girls GAA
- **Thursday October 16th:** Senior Art Tour
- **Thursday October 16th:** U16 & U19 Girls Basketball
- **Tuesday October 21st:** First Year Study Skills Workshop
- **Tuesday October 21st:** TY SEPI Initiative
- **Wednesday October 22nd:** U14 Boys GAA
- **Wednesday October 22nd:** U16 Girls GAA
- **Thursday October 23rd:** U16 & U19 Boys Basketball
- **Friday October 24th:** U15 Boys Soccer
- **Friday October 24th:** Senior Girls GAA
- **Monday October 27th- Friday October 31st:** Midterm Break

Leading 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 throughout their time at school.

- 7 students over 600 points (1 625)
 - 10 students between 550-600
 - 22 students between 500-550
 - 17 students between 450-500
 - 16 students between 400-550
 - 33 students between 300-400
 - 9 students with less than 300 points
- 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.
- A number of students received upgrades after the Leaving Certificate Results Appeals: LCVF, History, Biology x 2, HL Maths x 3, Music & French.
- 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 guidelines for assessment for each of the Tranche 1 subjects 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. Several staff workshops were held during the August staff meetings.
- A meeting of the Teaching & Learning Committee took place on September 23rd 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
- The first Wellbeing Week of the year was held the week beginning September 22nd. The theme was "Being Connected", and the MFL organised it
- An Information Evening for the parents & guardians of Sixth Year students took place on September 15th.

- First Year students completed their CAT4 tests at the start of the year.
- All Sixth Year students and Third Year students have received access to the Exam Revision Platform.
- Sixth Year students attended the Higher Options Conference on September 12th.
- 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

- Child Protection Oversight Report.

Bi Cinnealta Procedures

- Bi Cinnealta Oversight Report

Health & Safety

- None

On Line Claims System

Proposed: J. Bishop

Seconded: S. Egan

Leading School Development

Policy Review

- Upcoming:
 - Staff Leave Policy
 - Assessment Policy
 - Mobile Phone

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.

Faith Life of the School

- Weekly prayers are said over the school intercom.
- The First Year Mass took place on September 17th.
- The Opening School Mass took place on September 20th.
- Ms. Mc Ardle has organised monthly prayer meetings for staff.
- TY students had a TY Pope John Paul II Awards Talk on September 16th

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.

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- None

Extra Curricular

- The First Year Boys GAA lunchtime league has started.
- The First Year Girls GAA lunchtime league has started.
- U16 & U19 Girls and Boys Basketball fixtures have commenced.
- Several sports teams had meetings with their management teams to set up training schedules.
- Students from our school participated in the Ulster Schools Multi Athletics Event in Belfast on September 18th.
- 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 20th.
- The following activities are available to students at lunchtime:

- Club na Gaeilge
- Art Club
- Board Games & Activities
- Transition Year Events & Activities
 - TY Induction Bay Sports Athlone
 - Create the Great in You Workshop
 - Ploughing Championships
 - TY LA519 Fundraising
 - TY Pope John Paul II Awards 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.

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.
- Elections took place for the Student Council 2025-2026, and the first meeting of the year took place on September 23rd.

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.

- 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 September.
- All First Year classes had talks from a local Garda on online safety and the dangers of vaping.
- 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 & 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 informed the Board of Management that all First Year students had settled in well to post primary school.
- The Principal informed the Board of Management that all new staff members had settled well into Our Lady's.
- The Principal updated the Board of Management on developments with Food Village Catering Service.
- The Principal updated the Board of Management on the Junior / Senior Cycle Book Scheme.
- The Principal updated the Board of Management on developments relating to the Convent Building.
- The Principal informed the Board of Management about the difficulties faced by families in the Latton & Clontibret areas in accessing school transport. The Principal will continue to liaise with key stakeholders on this matter.
- A meeting of the Parents Association took place on September 22nd.
- 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

- November 3rd

