



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 16th

Opening Prayer: M. Caffrey

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

Apologies: A. Connolly (Teacher Nominee)

Zambia Presentation: The meeting started with a presentation by Mark Drury and Riona Sherry who attended the Zambia Immersion Project October 2024.

Minutes

Proposed: S. Egan
Seconded: A. Campbell

Matters Arising

Addressed in the Principal's Report

Correspondence

- Applications from staff for personal days (approved):
- Application for Parents Leave (approved):
- Application for use of school facilities (approved):
- Circular 0088/2024: Cost of living measure to support increased school running costs.
- Circular 0087/2024: Post Graduate Diploma in RSE / SPHE
- Circular 0085/2024: New Rate of Pay for School Transport Escorts
- Circular 0084/2024: Advice on the use of assessment instruments/tests for Guidance or for additional and special educational needs (SEN) in post-primary school
- Circular 0080/2024: New measures to support the Forward Planning for Special Education Provision
- Correspondence from CEIST Coordinator Sharon Mc Grath acknowledging receipt of our minutes of November 5th.

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:

Wednesday November 6th

- Breakfast Club 8.00am – 8.45am
- Transition Year Work Experience
- U16 Boys GAA
- Evening Study 2.00pm – 4.00pm

Thursday November 7th

- Transition Year Work Experience
- U16 Girls GAA
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm
- TY SEPI Programme

Friday November 8th

- Breakfast Club 8.00am – 8.45am
- Transition Year Work Experience
- U15 Girls Soccer
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm

Saturday November 9th

- Inter School Equestrian Competition

Monday November 11th

- Breakfast Club 8.00am – 8.45am
- Stand Up Awareness Week: Raising the Inclusive Pride Flag outside the school & information slides in tutor class
- U15 Girls Soccer
- U17 Girls Soccer
- U19 Boys Basketball
- 3B Careers Module P6
- LCVP Talk P3
- TY Focus Group P3
- Club na Gaeilge Rm 53 1.25pm
- Choir musicians at lunchtime
- Senior Boys GAA training
- Senior Girls Soccer 4.00pm – 5.00pm
- Evening Study 4.10pm – 6.00pm
- First/ Second Year Homework Club 4.00pm – 5.00pm

Tuesday November 12th

- Stand Up Awareness Week
- Sixth & Third Year Reports sent home
- U16 Boys Basketball
- U14 Boys Soccer
- TY STEM Belfast
- 3D Careers Module P3
- 3A Careers Module P4
- TY Pope John Paul II Award Talk P3
- First Year Boys GAA at lunchtime
- Choir altos & sopranos at lunchtime
- Student Support Meeting 2.00pm
- Senior Girls GAA training
- U14 Boys GAA training 4.00pm – 5.00pm
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm

Wednesday November 13th

- Breakfast Club 8.00am – 8.45am
- Stand Up Awareness Week
- U14 Boys Soccer
- Ulster Camogie Shield Final
- Senior Boys GAA training
- Evening Study 2.00pm – 4.00pm
- Staff Meeting 2.15pm – 3.15pm
- Third Year Parent Teacher Meeting 4.15pm – 6.45pm

Thursday November 14th

- Stand Up Awareness Week
- Second Year Healthy Relationships Workshop
- 3F Careers Module P6
- Choir soloists at lunchtime
- Lunch Time Junior Mini-Company in Room 4
- Art Club in Art Room 1.30pm
- First Year Boys GAA 4.00pm – 5.00pm
- U15 Boys Soccer 4.00pm – 5.00pm
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm

Friday November 15th

- Breakfast Club 8.00am – 8.45am
- Stand Up Awareness Week: LGBT Tea Party in Room 14 at lunchtime
- 3C Careers Module P3
- 3E Careers Module P4
- Choir melody at lunchtime
- Senior Girls GAA
- Senior Boys GAA
- U15 Girls Soccer 4.00pm – 5.00pm
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm

Saturday November 16th

- Saturday Study 9.00am- 1.00pm

Monday November 18th

- Breakfast Club 8.00am – 8.45am
- Fifth & Sixth Year Girls Pilates 7.30am
- U15 & U17 Girls Soccer
- Bi Cinnealtas Anti Bullying Awareness
- TY Red King Chess Workshop
- 3B Careers Module P6
- Senior Boys GAA training 4.00pm
- Evening Study 4.10pm – 6.00pm
- First/ Second Year Homework Club 4.00pm – 5.00pm

Tuesday November 19th

- Bi Cinnealtas Anti Bullying Awareness
- TY Red King Chess Workshop
- First Year Boys GAA at lunchtime
- U15 Boys Soccer
- U16 & U19 Girls Basketball
- 3D Careers Module P3
- 3A Careers Module P4
- Student Support Meeting 2.00pm
- U14 Boys GAA 4.00pm – 5.00pm
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm

Wednesday November 20th

- Breakfast Club 8.00am – 8.45am
- Bi Cinnealtas Anti Bullying Awareness
- College Awareness Day
 - Session 1: 9.07-10.05 (3rd Year Students will be attending)
 - Session 2: 10.05 - 11.03 (Transition Year Students)
 - Session 3: 11.18 -12.16 (5th Years Students and Parent/Guardians)
 - Session 4: 12.16-1.14 (6th Year Students and Parents/Guardians)
- Senior Boys GAA training 1.30pm
- U16 Girls GAA training 1.15pm
- Evening Study 2.000pm – 4.00pm

Thursday November 21st

- Staff CPD
- Sixth Year Parent Teacher Meeting 4.15pm – 6.45pm

Friday November 22nd

- Breakfast Club 8.00am – 8.45am
- Bi Cinnealtas Anti Bullying Awareness
- First Year Boys GAA
- Senior Boys GAA
- TY Sports Leadership Programme
- 3C Careers Module P3
- 3E Careers Module P4
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm
- U15 Soccer 4.00pm- 5.00pm

Saturday November 23rd

- Saturday Study 9.00am- 1.00pm
- Inter School Showjumping Competition

Monday November 25th

- Breakfast Club 8.00am – 8.45am
- Wellbeing Week ‘ Being Responsible’
- Healthy Eating Cooking Demonstration for 3rd Year Home Economics Meeting
- Fifth & Sixth Year Girls Pilates 7.30am
- U16 Boys Basketball Semi Final
- U14 Girls Soccer trials at lunchtime
- First Year Girls Basketball trials at lunchtime
- Choir- musicians at lunchtime
- TY Sports Leadership Week
- Teaching & Learning Committee Meeting 4.10pm
- U16 Girls GAA 4.00pm – 5.00pm
- U16 & U19 Girls Basketball 4.00pm – 5.00pm
- Evening Study 4.10pm – 6.00pm
- First/ Second Year Homework Club 4.00pm – 5.00pm

Tuesday November 26th

- Wellbeing Week ‘ Being Responsible’
- Second Year Girls Basketball trials at lunchtime
- TY Gambling Talk
- U15 Boys Soccer
- U19 Boys Basketball Semi Final
- Choir- harmonies, sopranos and altos at lunchtime
- Student Support Meeting 2.00pm
- U14 Boys GAA 4.00pm – 5.00pm
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm

Wednesday November 27th

- Breakfast Club 8.00am – 8.45am
- Wellbeing Week ‘ Being Responsible’
- U14 Girls GAA
- U19 Girls Basketball
- U19 Girls Soccer 1.30pm – 2.30pm
- Evening Study 2.00pm – 4.00pm

Thursday November 28th

- Wellbeing Week ‘ Being Responsible’
- TY Talk Frank Diamond
- U14 Boys GAA
- Second Year Healthy Relationships Workshop (2D, 2E & 2F)
- Choir- soloists at lunchtime
- Lunch Time Junior Mini-Company in Room 4
- Art Club in Art Room 1.30pm
- Evening Study 4.10pm – 6.00pm
- U14 Boys Soccer 4.00pm – 5.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm

Friday November 29th

- Breakfast Club 8.00am – 8.45am
- Wellbeing Week ‘ Being Responsible’
- U18 Boys Interprovincial Soccer Competition
- TY Active School 3 v 3 Basketball Tournament at lunchtime
- Choir- melody at lunchtime
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm

Saturday November 30th

- Saturday Study 9.00am- 1.00pm
- U18 Boys Interprovincial Soccer Competition

Monday December 2nd

- Breakfast Club 8.00am – 8.45am
- First Year December Exams English Irish & Maths
- U14 Girls GAA training at lunchtime
- U16 Girls Basketball North East Final
- U15 Boys GAA 4.00pm – 5.00pm
- Evening Study 4.10pm – 6.00pm
- First/ Second Year Homework Club 4.00pm – 5.00pm

Tuesday December 3rd

- Student Support Meeting 2.00pm
- U19 Girls Soccer Ulster Quarter Final
- U14 Boys GAA 4.00pm – 5.00pm
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm

Wednesday December 4th

- Breakfast Club 8.00am – 8.45am
- TY Tour to Belfast
- Leaving Certificate French & German Orals
- First Year Boys GAA 1.15pm
- Evening Study 2.00pm – 4.00pm

Thursday December 5th

- Leaving Certificate French Orals
- Senior Boys GAA
- Art Club in Art Room 1.30pm
- U14 Girls GAA training at lunchtime
- Lunch Time Junior Mini-Company in Room 4
- U15 Boys Soccer 4.00pm – 5.00pm
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm
- Parents Association Talk 7.15pm

Friday December 6th

- Breakfast Club 8.00am – 8.45am
- Staff Monthly Prayer Meeting 8.10am
- TY Christmas Fair
- Christmas Jumper Day
- TY Active School 3 v 3 Basketball Tournament at lunchtime
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm

Saturday December 7th

- Saturday Study 9.00am- 1.00pm

Monday December 9th

- School Holiday

Tuesday December 10th

- U15 Boys S & C
- Home Economics & Music Practical Exams
- U19 Boys Soccer
- First Year Girls Soccer at lunchtime
- Student Support Meeting 2.00pm
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm
- Second Year Parent Teacher Meeting 4.15pm – 6.45pm

Wednesday December 11th

- Breakfast Club 8.00am – 8.45am
- Credit Union Art Presentation
- Leaving Certificate Construction Studies Practical Exam
- Leaving Certificate Art Practical Exam
- First Year Boys GAA 1.15pm – 2.15pm
- Evening Study 2.00pm – 4.00pm

Thursday December 12th

- Christmas Reflections
- TY Art Initiative
- TY Chemistry Tour
- U14 Girls GAA at lunchtime
- Art Club in Art Room 1.30pm
- Lunch Time Junior Mini-Company in Room 4
- U15 Boys Soccer 4.00pm – 5.30pm
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm

Friday December 13th

- Breakfast Club 8.00am – 8.45am
- Home Economics & Music Practical Exams
- 1L, 2L & 3L Christmas Tour
- TY Active School 3 v 3 Basketball Tournament at lunchtime
- U15 Boys GAA 4.10pm – 5.15pm
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm

Saturday December 14th

- Saturday Study 9.00am- 1.00pm

Monday December 16th

- Pre Leaving Certificate Irish Oral Exam
- Evening Study 4.10pm – 6.00pm
- First / Second Year Homework Club 4.00pm – 5.00pm
- Board of Management Meeting 6.15pm

Upcoming Events

- **Tuesday December 17th:** U15 Boys Soccer Semi Final
- **Monday 16th - Friday December 20th:** Pre Leaving Cert Practical & Oral Exams
- **Tuesday 17th - Friday December 20th:** TY & 5th Year December Exams

Learning & Teaching

- Edel Murphy from the Leaving Certificate class of 2024 received a Sports Scholarship from Marino Institute of Education.
- The Principal informed the Board of Management of students who received upgrades to their Junior Cycle results following the Junior Cycle Appeals process.
- The Principal informed the Board of Management of the end of term assessment arrangements for different year groups.
- 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 and Junior Cycle results.
- The Principal updated the Board of Management on developments with Senior Cycle Reform.
- Sixth Year & Third Year Parents & Guardians received the reports from their October Assessments the week beginning November 11th. Senior Management and the relevant Year Heads met with class groups and / or individual students to discuss the same.
- The Third Year Parent Teacher Meeting took place on November 13th.
- The Sixth Year Parent Teacher Meeting took place on November 21st.
- The Second Year Parent Teacher Meeting took place on December 10th.
- Teaching & Learning is on the agenda for all staff & Subject Department Meetings. A meeting of the school Teaching & Learning Committee took place on Monday November 25th
- 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. Parents / Guardians in the different year groups are surveyed after the Parent Teacher meetings as part of the SSE process. Our second Wellbeing Week of the year took place the week beginning November 25th with the focus on being responsible.
- The Literacy & Numeracy Committee organised a number of initiatives for students like the lunchtime Darts Club.
- All staff participated in a Senior Cycle CPD Day on November 21st.

- LCVP students had a talk on November 11th.
- Home Economics students participated in a Healthy Eating demonstration on November 25th.
- A number of students were successful in the Castleblayney Credit Union Art competition and qualified for chapter level of the competition.
- Fifth Year student Cliodhna Ward qualified for the national finals of the Young Scientist competition.
- Sixth Year Politics & Society students delivered a very informative presentation to Sixth Year students before the elections.
- The German Club meets on a regular basis.
- The Art Club meets on a regular basis.
- Club na Gaeilge meets on a regular basis.
- The Junior Mini Company Club meets on a regular basis. Students from the Junior Mini Company, TY students & LCVP students organised a very successful Christmas Fair on December 6th.
- 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 and TY students.

The Principal 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

- The following GAA teams have commenced their training / competitions:
 - U16 Camogie, Senior Camogie, U14 Girls GAA, U16 Girls GAA, Senior Girls GAA, U13 Boys GAA, U14 Boys GAA, U15 Boys GAA U16 Boys GAA & Senior Boys GAA
- The U16 Boys GAA team were defeated in the Rannafast Cup play off.
- The Senior Girls GAA team were defeated in the Ulster Semi Final.
- Transition Year student Mary Kate Byrne represented the school at the Queen's University Future Star trials.
- The Senior Camogie Team were defeated in the Ulster Inter County Shield Final.
- The following Basketball teams have commenced their training / competitions:
 - First & Second Year Girls, U16 Girls, Senior Girls, U16 Boys & Senior Boys
- The U16 Girls Basketball team qualified for the North East Regional A Final.
- The U19 Girls Basketball team were successful in the North East Regional A Final.
- The following Soccer teams have commenced their competitions:
 - U13 Girls, U15 Girls, U17 Girls, U19 Girls, U13 Boys, U15 Boys, Senior Boys
- Niko Lovrekovic represented the school on the Ulster U19 soccer team at an interprovincial tournament on November 30th.
- The school choir practices on a regular basis at lunchtime most days each week for upcoming school events.

- The school Equestrian Team took part in the Inter Schools Show Jumping Competition on November 9th and November 23rd.
- Odhran & Aine Smith have competed in a number of athletic competitions at provincial level.
- A number of Fifth Year and Sixth Year students participated in Pilates on Monday morning before school for the month of November.
- The German Club meets on a regular basis.
- The Art Club meets on a regular basis.
- Club na Gaeilge meets on a regular basis.
- The Junior Mini Company Club meets on a regular basis.
- Transition Year students have been very busy from the last meeting:
 - TY Work Experience
 - TY Coaching Mentors
 - TY Active Schools 3 v 3 Basketball
 - TY STEM Event
 - TY SEPI Initiative
 - TY Focus Group
 - TY John Paul 11 Awards
 - TY Red King Chess Workshop
 - TY Sports Leadership Programme
 - TY Gambling Talk
 - TY Frank Diamond Talk
 - TY Christmas Markets
 - TY Christmas Fair
 - TY Chemistry Tour

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.
- Tegan Campbell & Eanna Curran were appointed as Head Boy & Head Girl for 2024 – 2025.
- Transition Year students are assisting with peer mentoring activities for the JCSP classes.
- The Student Council meets on a regular basis.
- A number of focus groups are planned with different year groups over the course of the year.
- The Senior Management Team and Year Heads are meeting students in different year groups on 1-1 to discuss their progress.

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 Tuesday.
- The External Counsellor continues to support students on a weekly basis.
- The school has enlisted the support of an Art therapist to support students.
- The school meals programme continues to provide support to a number of families on a weekly basis.
- 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.
- The Guidance Department is currently meeting with the different Third Year classes.
- The Guidance Department organised a very successful Careers Fair on November 20th.
- Stand Up Awareness Week was held the week beginning November 11th with a number of activities planned over the week.
- Bi Cinnealtas Awareness Week was held the week beginning November 18th with a number of activities planned over the week.

Discipline

- Council of Discipline meetings take place every Wednesday.
- There have been no suspensions since the last Board meeting.

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 has organised monthly prayer meetings for staff.
- There is a Remembrance Tree in the Prayer Room for the month of November and staff and classes have the opportunity to visit this.

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 SEN extension.

IT

- None

Policy Review:

- Upcoming: Anti Bullying Policy & Career Break & Job Sharing Policy

Health & Safety

- None

Child Protection Issues

- The Principal informed the Board of Management that there have been no referrals to TUSLA since the last Board of Management meeting. The Principal & Chairperson of the Board signed the Child Protection Oversight Report. The Board was satisfied that the relevant reporting procedures were followed.

Bullying Issues

- The Principal informed the Board of Management of the requirements for schools under circular 0055/2024 'Publication of Bi Cinnealta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools'

Staff Issues

- None

A.O.B.

- Students in 1L, 2L & 3L had their Christmas tour on December 13th.
- Second Year student Rosie Carroll, designed the school Christmas Card 2024.
- The Principal updated the Board of Management on developments with enrolment for 2025- 2026.
- The Principal informed the Board of Management that interviews were held on December 16th for the positions of Assistant Principal 11 and the appointments were ratified by the Board of Management.
- The Principal informed the Board of Management of a Parents Association talk on December 5th.
- 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

- February 11th

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

Agreed Report Staff: Z. Brady