

Eske Educate Together Board of Management Minutes March 3rd 2016

Venue	Eske ETNS	
Date of Meeting	3/3/2016	
Minutes taken by	Catherine Hare	
Apologies (initials)		
Present (initials)	JZ, MR, SD, SR, ZP. PM CK, CH	
Time Meeting Opened	7.30 pm	Closed 9.30pm

ISSUE:	DECISION / ACTION:	BY:
Minutes of previous meeting	Minutes proposed, adopted and signed Proposed by J. Seconded by S.R	Peggy
Matters arising	Traffic Management Robert Fraser from ABM builders will be installing poles around the turning circle next week. We will also be installing a 25- metre line of poles down the driveway and 2 10- metre sections (where?) This is to prevent u-turns. A text was sent today reminding parents not to park in the disabled parking space. Agreed report +sections of Principal's Report will be uploaded to "About Us" section of website following every BOM meeting.	Peggy
Correspondence	A request for extra facilities for storing bicycles has been received from PTA. There is no objection in principle to this but further details regarding the location and size need to be supplied before this can proceed.	Colette/ Peggy
Finance	Financial report attached. The school is in the process of switching banks so funds are currently divided between two accounts. Sandra made the point that during the term of this Board we should consider a significant fundraiser as funds such as we have at present will not be always be available. Peggy proposed that a yearly budget should be agreed upon for each school year and any large expenses over and above the regular outgoings should be fundraised for. Proposed -Marie Seconded -Jacky	Sandra

Signed _____ Date _____

<p>Request from Muslim Community for use of rooms after school</p>	<p>A request has been received for use of rooms for private Arabic and religious education classes 5 days a week.</p> <p>The application was accompanied by a letter of recommendation from a number of interested parents.</p> <p>Tom has met with some of the interested parents and informed them that he would refer the request to the Board.</p> <p>The request is for an unspecified number of classrooms, 5 days a week, 3.00-7pm or 3.30-7.30. The total number of children would be approx. 50. This would consist of pupils from Esker ETNS and children from other schools. Colette outlined normal practice re classroom provision for religious instruction. This normally involves 1 -2 classrooms for 1 hour per week for current pupils of Esker. This arrangement is made available to any religious group at no charge. Currently a group from the Sudanese community hire the hall for religious instruction on a Sunday afternoon.</p> <p>Colette explained that it is generally not possible to make classrooms available as they are used daily by teachers for preparation and also are used to store information of a confidential nature.</p> <p>The hall is currently in daily use after school. Resource rooms are currently used after school three days a week. If Sherpa Kids is given the go-ahead the resource rooms will be used daily.</p> <p>The Board agreed to offer a resource room one day a week from 4pm -8pm.</p>	<p>Colette/ Peggy</p>
<p>Photocopier Report Photocopying Contract</p>	<p>The Board has received a letter from Suzanne outlining the urgent need for new photocopiers. The current contract is due to expire 1st August 2016, Quotes have been received from 7 companies. The current cost is excessive and the Board has agreed to switch to a different company, whilst continuing to pay the rental from the current company as there is a need for an improved service before the busy period of the summer term. This will involve an additional cost until the current contract expires but will result in a considerable saving in the long term together with the provision of two extra machines.</p> <p>The board agreed to commence the new contract from 1st May 2016. Peggy complimented Rob on the research he conducted.</p>	<p>Colette/ Peggy</p>
<p>BOM training</p>	<p>Colette attended training on the day of the Educate Together EGM. Recommendations made at this meeting were to send the minutes and agenda out to Board Members a week in advance. One copy of the minutes will be brought to the meeting for Peggy to sign. Each pages of the minutes to be signed. All BoM members are entitled to put items on agenda, but they should be communicated to Colette in time to be included on the agenda to be distributed. No AOB (Any Other Business) will be considered at Board Meetings.</p> <p>Peggy reminded members of the confidentiality of minutes. Minutes to be saved as PDF files so that no changes can be made.</p> <p>BoM training in Financial Management is being held on 28th May. Sandra to check her availability and will attend if possible. The other training being held at present is not relevant or necessary to current members.</p>	<p>Colette</p>

Signed _____ Date _____

Principal's Report	Principal's Report presented and adopted. The report included Info on student numbers, staff numbers and changes (maternity leave etc.) Common enrolment policy, Staff CPD, 1916 Celebrations, Mary Poppins, Seachtain na Gaeilge, PT meetings, Mobile library, The anniversary of Paul Kilgarrif, Focus Ireland Fundraiser, 2 nd Green School Flag. Full Report attached	Colette
Percentage for Art	This project is underway. 38,000 euro is available to the school to commission a piece of artwork. The school is required to set up a committee and employ an art consultant to manage the project. Our art consultant is Fergus Cronin. The committee includes representatives from the Board, teaching staff and parents. Fergus Cronin has lots of ideas representing the ethos/culture of the school. He is doing a lot of work on our behalf and not taking a fee, only expenses. The next stage is to invite artists to bid for the project. The Board will consider four bids. Some funding will be offered to the bidders to cover expenses (make model etc). This should leave about 35,000 for the actual project. The hope is to have a decision made (if possible) by end of the school year.	Colette
Educate Together EGM	An EGM (Extraordinary General Meeting) was called in relation to the financial affairs of Educate Together. Colette attended. E.T is getting very little funding from the State. The Board of E.T is seeking donations of 140,000 euros. The purpose of the EGM was to give permission to E.T to ask schools for a donation of 1,000euro, or more. This motion was overwhelmingly supported at the EGM. The donation was discussed. Sandra said we were in good position to make a donation at the moment as there is a good revenue stream from rental of the hall. Peggy said the request is likely to be once-off and for this reason suggested a donation of 2,000. Sandra proposed 2,000. Colette seconded.	Colette
Data Protection/CCTV	Colette sent out a copy of the draft policy. Marie went through it briefly. Jackie said we should seek the Private Security Licence number of Custodian, the company responsible for managing the CCTV, as it is a legal requirement. He also pointed out the need for liability insurance as video evidence can be sought as part of a legal claim. Marie asked Jackie to look over the Custodian contract. Colette asked Jackie to insert a paragraph re liability. The Gardaí can seek access to video evidence. The school would need to give permission for this footage to be used. Ratification of the policy is to be deferred until after it has been reviewed. Jackie to liaise with Marie, who has the authority to communicate with Custodian on behalf of the Board.	Marie

Signed _____ Date _____

Request for towels/lawnmower	<p>Paper towels have been requested for hygiene reasons Concern was expressed over the amount of waste this would generate together with the ongoing cost. A decision was taken to trial children bringing in their own towels. Paper towel dispensers will be installed in adult toilets. Hand sanitisers will also be installed. Jackie has a contact in this business and will seek information.</p> <p>Barry has requested a ride-on lawnmower at a cost of 1,200 euro. The Board agreed to this purchase.</p>	Colette
Next meeting	Thursday 21 st April	

Signed: _____

Dated: _____

Signed _____ Date _____

Signed _____ Date _____