

# Esker Educate Together Board of Management Minutes October 18<sup>th</sup> 2016

Venue	Esker ETNS	
Date of Meeting	18/10/2016	
Minutes taken by	Catherine Hare	
Apologies (initials)	Z.	
Present (initials)	P.M, C.K, S.R, J.Z. S	
Time Meeting Opened	7.30 pm	Closed 10.15 pm

ISSUE:	DECISION/ACTION:	BY:
Minutes of previous meeting	Minutes proposed, adopted and signed Proposed by Colette Seconded by Sandra	Peggy
Matters arising	No matters arising.	Peggy
Correspondence	<ul style="list-style-type: none"> <li>• Letter received from a parent involved in an incident of inappropriate behaviour in the yard. The issue is now resolved satisfactorily.</li> <li>• Two letters have been received requesting refunds of materials money paid on behalf of children who subsequently did not take up places in the school. Refunds were granted.</li> </ul>	Colette/Peggy

Signed \_\_\_\_\_ Date \_\_\_\_\_

<p>Numbers/enrolment/staffing 2016-2017/ Principal's report</p>	<p>Numbers/enrolment/staffing 2016-2017/ Principal's report</p> <ul style="list-style-type: none"> <li>• See principal's report. Report presented and adopted.</li> <li>• Permission granted to 4 teachers to take EPV days on 28<sup>th</sup> of October, although a reminder has been issued that normally this should only be 2.</li> <li>• Marie has agreed to act as a representative of the board on the RSE policy review committee.</li> </ul>	<p>Colette</p>
<p>Enrolment query</p>	<p>Enrolment query</p> <ul style="list-style-type: none"> <li>• Two children have requested enrolment in 3<sup>rd</sup> class. One is newly arrived in the country and has no school place. As this child has no school place, the enrolment request has been accepted.</li> <li>• The second child is currently enrolled in another school and has been in attendance there for one school year. The LCES has considered the application and has recommended that his application be refused (see minutes of LCES 14th and 17th October). The Board has agreed with the LCES recommendation and has decided to refuse enrolment for the following reasons. <ol style="list-style-type: none"> <li>1. Child is currently enrolled in a school which has the resources to meets his needs.</li> <li>2. The resources in this school are better than we could offer him.</li> <li>3. Enrolment period for Esker ETNS 2016/2017 school year is over (The closing date for applications was 30<sup>th</sup> September 2016. The application was made on 6<sup>th</sup> October 2016.)</li> <li>4. The cut-off date for applications for resource hours and SNA support has passed.</li> </ol> </li> </ul> <p>Colette informed the BOM that she would inform the parent of her right to apply to the Secretary General of the DES for a Section 29 Appeal.</p>	<p>Colette</p>

Sherpa Kids pre- and after-school care update	<p>Sherpa Kids pre- and after- school care update</p> <p>A request for an amendment to terms has been received from Sherpa Kids. There has been a very small take-up for the breakfast club. Under these circumstances SK have requested that a ratio of 1 staff member to 5 children apply for the pre-school care period. The Board has agreed to this with the proviso that parents must be notified.</p>	Colette
Finance Report	<p>Finance Report</p> <p>See attached Report. Proposed Marie, Seconded Jackie</p> <ul style="list-style-type: none"> <li>• The decision was taken to research the possibility of applying for charitable status, as no bank charges would then be applied. Sandra and Peggy to investigate this.</li> <li>• Accounts will be ready to be certified within two weeks.</li> </ul>	Sandra
Ratification of CCTV Policy	<p>Ratification of CCTV Policy</p> <ul style="list-style-type: none"> <li>• CCTV Policy ratified by BoM.</li> <li>• Thanks were expressed to Marie and Jacky for the work invested in developing the policy.</li> </ul>	Colette/Peggy
Ratification of DATA protection Policy / Health and Safety Audit	<p>Ratification of DATA protection Policy</p> <ul style="list-style-type: none"> <li>• It was decided that further review of this policy should be undertaken by Colette, Marie, Gemma and Rob. Ratification was deferred until this review has been completed. Any comments to be passed on to Marie/Colette</li> <li>• Marie to meet with Colette 27<sup>th</sup> October to review and complete a Health and Safety Audit.</li> </ul>	Colette/Peggy
Ratification of revised Lucan Common Enrolment	<p>Ratification of revised Lucan Common Enrolment policy</p> <ul style="list-style-type: none"> <li>• Minor changes to the LCEP were ratified.</li> </ul>	Colette/Peggy

Signed \_\_\_\_\_ Date \_\_\_\_\_

<b>Child Protection/Anti Bullying reports</b>	<b>Child Protection</b> <ul style="list-style-type: none"> <li>• 2 CP issues. Both initiated by Túsla.</li> <li>• In the case of the first child, Colette to attend a child case conference and make a report on 19<sup>th</sup> October. No concerns had been noted by school staff.</li> <li>• In the case of the second child, no concerns had been noted by school staff.</li> </ul>	<b>Colette</b>
	<b>Anti Bullying reports</b> <p>A complaint was made by a parent about a child being bullied on his way home from Homework Club by two other children. As a consequence these children have completed the first stage of the school anti-bullying procedure and have signed a guarantee not to engage in bullying behaviour again. The situation is being monitored.</p>	<b>Colette</b>
<b>Educate together Anti Bullying/ Child Protection Annual review</b>	<b>Educate Together Anti Bullying/ Child Protection Annual Review</b> <ul style="list-style-type: none"> <li>• The annual Educate Together check lists were completed and notification of this will be returned to Educate Together.</li> <li>• The Anti-Bullying Policy procedure will be reviewed by the school community this academic year.</li> </ul>	<b>Colette</b>
<b>Request for funding for academic library</b>	<b>Request for academic library for teachers</b> <p>Funding of 500 euro granted for the purchase of academic books by teachers undertaking further study. These funds will be provided from Professional Development Fund.</p>	<b>Catherine</b>

Signed \_\_\_\_\_ Date \_\_\_\_\_

<p><b>“Quiet room” for SEN children</b></p>	<p><b>“Quiet room” for SEN children</b></p> <p>Colette explained plans for a “Quiet Room” for children experiencing sensory overload. The PTA has offered a contribution of 1,000 euro towards the cost of equipping the room. Colette has requested a further 2000 euro from BoM. The BoM agreed to this.</p> <p>Colette also outlined the possibility of hiring an architect to consult re dividing SEN rooms to create more teaching areas, and to get advice re ventilation in classrooms.</p> <p>Peggy explained that permission must be sought from the patron body re structural changes.</p> <p>Colette is to follow up on this and to investigate the availability of grants.</p>	<p><b>Colette</b></p>
---	--	-----------------------

<p>PTA report including request for bike rack</p>	<p>PTA report including request for bike rack</p> <ul style="list-style-type: none"> <li>• A new PTA has been formed with Farzana Shah as chairperson. The PTA is to rejoin the NPC and will avail of training re role of PTA. Colette has reminded the PTA that money raised by them needs to be spent at the discretion of the Board.</li> <li>• There will be a fundraiser in aid of Syria on 27<sup>th</sup> October 2016. Funds to go to Human Appeal Ireland International. Peggy to check the legitimacy of this charity.</li> <li>• The PTA has offered to pay for a new bike rack but has requested that the Board make enquiries re installation. Board has agreed to this.</li> </ul>	
<p>Tusla and school completion programme update</p>	<p>Tusla and school completion programme update</p> <p>Colette explained the role of the School Completion Programme and Esker's participation on the School Completion Committee. Esker ETNS have received between 9,000 and 10,000 euro per year for the last 9 years. Colette explained that this year this funding was jeopardised due to inefficient practices in auditing procedures by the committee. As a result funds this year have been reduced to 4,000 euro. An application can be made next year for a return to higher funding rates. Colette is requesting independent arbitration to decide how funds should be distributed between participating schools.</p>	




Signed: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_



Dated: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_