

Esker Educate Together Board of Management Minutes December 1st 2016

Venue	Esker ETNS	
Date of Meeting	01/12/2016	
Minutes taken by	Marie Reilly	
Apologies	Catherine	
Present	Peggy, Colette, Jacky, Sandra, Zedd, Marie	
Time Meeting Opened	7.30 pm	Closed 9.30 pm

ISSUE:	DECISION/ACTION:	BY:
Minutes of previous meeting	Minutes proposed, adopted and signed Proposed by Marie Seconded by Jacky	Peggy
Matters arising	Colette wished to notify the board that in refusing to accept the student currently enrolled in another school, the board was following the recommendation of the LCES which had made its recommendation first.	Colette
Correspondence	Catherine Hare is completing a study assignment for her course. The assignment involves selecting one student as a case study. The child has already been selected and the parents have agreed. The study will be anonymous.	Colette/Peggy

Signed _____ Date _____

<p>Numbers/enrolment/ staffing 2016-2017</p>	<p>Numbers/enrolment/staffing 2016-2017</p> <ul style="list-style-type: none"> • 417 students are currently enrolled • Karen O’Driscoll, a temporary teacher, is leaving on January 20th after three years. The board would like to thank Karen for her dedication over the past three years and wish her every success for the future. • The interviews conducted in September 2016 are still valid and so this temporary position can be filled from this panel • One teacher who is on maternity leave would like to have taken up the temporary position. However, since she did not apply for the interviews in September, her own interview status has expired and so she is not eligible on this occasion. Colette explained this to her. 	<p>Colette</p>
<p>Section 29 Appeal</p>	<p>Section 29 Appeal</p> <ul style="list-style-type: none"> • Peggy outlined what a Section 29 appeal entails. The parent of the previously mentioned has been granted the right to apply to the Secretary General of the DES for a Section 29 Appeal. The appeal is going ahead on 15th December 2016. Esker Educate Together will be represented by Peggy and Colette. The Department will make its decision on the basis of our enrolment policy and our reasons given. It is a three-person board, an inspector from the Department and two others. The parent and her advisor will also attend. All parties are bound by the decision. • Colette outlined the background to the case. We don’t take students from other schools after September 30th. We are relying on a Department circular recommending this and also LCES minutes which also recommend this cutoff date. The parent is taking a S29 against another school also. The child originally attended the junior section of this school. 	<p>Colette and Peggy</p>

Signed _____ Date _____

<p>Parking Issues with local complainant</p>	<p>Parking issues with local complainant</p> <ul style="list-style-type: none"> • Colette has received 14 emails since November 16th from a local resident who is complaining about parents parking in her estate. The resident had asked local FG councillor William Lavelle to apply for double yellow lines outside her house. Lavelle did so and the application was refused. • It was agreed that Colette will write to the resident to set up an appointment. Colette will tell her that the issue was discussed at length at the board of management meeting. The school will encourage parents helping out at the school during school hours to park in the school grounds or on the neighbouring turning area. Parents will be asked not to leave engines running while parked. If there is still an issue, Colette will offer to arrange a meeting with the community Garda and William Lavelle. • Zedd offered to go over a couple of mornings to the estate in question and see what is happening. 	<p>Colette & Zedd</p>
<p>Finance Report</p>	<p>Finance Report</p> <p>See Report. Proposed Marie, Seconded Colette</p> <ul style="list-style-type: none"> • Sandra reported that savings have been made by switching electricity and gas providers. • Hall rental is picking up. Jacky wants to talk to Tom Costello about using the school hall for a badminton club he is involved in. • Peggy and Sandra are currently researching the possibility of applying for charitable status, as no bank charges would then be applied. • Sandra discussed the issue of a bank card. We would need an account within an account with a visa debit card attached where small amounts of money can be withdrawn. Colette said this would be extremely useful. Otherwise she has to buy items with her own money and then request a refund. An example given was a new microwave needed for the staffroom. Sandra will talk to the relevant person in the bank about this card and also to other schools which are already using one. • Sandra has contacts on a treasurer email group which she finds very helpful for sharing information. 	<p>Sandra, Peggy, Jacky</p>

Signed _____ Date _____

<p>Contracts/Review of pay of ancillary staff</p>	<p>Contracts/Review of pay of ancillary staff</p> <p>A recent circular from the DES regarding increasing pay for ancillary staff was discussed. Our ancillary staff are paid from the board and the school gets a grant from the department for ancillary pay.</p> <ul style="list-style-type: none"> • We need to get the P60s from ancillary staff to see what their gross pay is. Colette and Sandra will look into getting copies of these. • We need clarification on the circular. Colette will ring the department. • Colette will also ask for the pay scale for the department public sector caretakers before the boards of management took over. • Peggy will ancillary staff and inform them we need to work out the equivalents. 	<p>Colette, Peggy, Sandra</p>
<p>Annual Health and Safety Audit</p>	<p>Annual Health and Safety Audit</p> <ul style="list-style-type: none"> • Marie informed the board that the annual audit had taken place on 27th October 2016. Peggy signed off on this. • One major area of concern is the CO2 levels in the classrooms. • After the audit, teachers were advised to keep their windows open and to keep an eye on the CO2 monitors in their classrooms to try prevent them changing to red. • Marie and Barry conducted a second unannounced check of the monitors in classrooms on 1st December 2016. See report attached. • It was agreed that Colette will send the two reports along with a summary to be drawn up by Marie to the builders in the first instance. • If this turns out to be unsatisfactory, the board will consider employing the services of a ventilation engineer to conduct a survey. 	<p>Marie, Colette, Peggy</p>
<p>Child Protection/Anti Bullying Reports</p>	<p>Child Protection/Anti Bullying Reports</p> <p>There were no child protection or anti bullying instances to report</p>	<p>Colette</p>

Signed _____ Date _____

Ratification of revised Lucan Common Enrolment policy	Ratification of revised Lucan Common Enrolment policy The following amendments were adopted. Proposed by Jacky and seconded by Sandra. <ul style="list-style-type: none"> • The enrolment year will run from October 1st to September 30th each year. After September 30th, enrolment closes and there will be no roll over to the next year. All remaining names will be deleted. There will be no waiting list. • Over the summer, if a child whose name is on the list, has not been offered a place, an email will be sent to the parents informing them that the child's name will remain on the list until September 30th. • A child of a member of staff (includes all staff) will get equal status as a sibling. The rule regarding age still applies. 	Colette/Peggy
Principal's report including RSE update	Principal's report including RSE update <ul style="list-style-type: none"> • A meeting was held regarding the RSE. It was agreed that the handling of same sex relationships sits better with the Learn Together Programme than with the RSE Programme. • An amendment to the RSE policy was agreed, to now read: 'teachers will not cover topics such as contraception or abortion' (this had previously included 'same sex friendships'). • Teachers want to cover the RSE programme themselves. In the past the school has used the services of Accord. Where a newer teacher is uncomfortable covering the programme with 6th class, other teachers will assist. 	Colette
Fitness to teach provision Teaching Council new rules	Fitness to teach provision Teaching Council new rules This item was deferred to the next meeting	Colette
E-vetting	E-vetting This item was deferred to the next meeting	Colette

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PTA Report	PTA Report The PTA is buying new facilities for bikes. In total 20 more will be purchased at a cost of 350e each. Barry will assemble them. Barry researched these and the bike racks are now coming in much cheaper than it was originally thought they would.	PTA, Colette, Barry
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<p>Percentage for Art report</p>	<p>Percentage for Art report</p> <p>Peggy gave an update. The three artists made a presentation to an independent assessor and the art committee on November 11th. It was a very difficult decision. The artist Vivienne Roche was commissioned by the committee. Her piece is entitled 'the book of climate bells'. She has also commissioned a second related project for the garden which ties in with climate change called 'the sundial bell'. (There is extra money in from Carambola which will cover the cost of the second project). There may be an opportunity to work with a third level institute around climate change. This is an exciting project and may bring educational possibilities for the children and the school. The sundial bell will be centred around an outdoor classroom. The bells signify a call to community on the one hand and a call for alarm about climate change on the other.</p> <p>Colette wrote to the other two artists who submitted but were unsuccessful.</p> <p>The launch of the Art pieces will likely coincide with the tenth anniversary of Esker Educate Together which will be celebrated during 2017-18 school year.</p>	<p>Peggy, Colette</p>
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