

Esker Educate Together Board of Management Minutes April 5th 2017

Venue	Esker ETNS
Date of Meeting	5/4/17
Minutes taken by	Catherine Hare
Present	Jackie, Sandra, Zed, Marie, Colette, Virginia
Apologies	P.M,
Time meeting opened	7.30
Time meeting closed	

Issue	Decision/Action	By
Minutes of previous meeting	Minutes proposed, adopted and signed. Proposed by Sandra Seconded by Virginia	Marie
Matters arising	Discussions with DES regarding continuing problems with the building. The visit scheduled for today with Mark Cunningham (DES liaison with independent advisors Laurence Mechanical and Ashdown) to discuss heating, CO2 and phone coverage was cancelled due to unavailability of Barry. Rescheduled for after the holidays. Independent advice received to date is that the air quality is deemed acceptable. The problems with the heating will be considered further at that time.	
Correspondence	<ul style="list-style-type: none"> • Notice of Tom Costello's retirement received by the Board. The Board expressed their regret at his decision and wished him well for the future. • Request for subvention from Board to cover cost of educational report for a child. Colette explained that on occasion the school has paid half the cost of this type of report when deemed necessary by teaching staff. Board agreed to pay 	

Signed:

Date:

	<p>half.</p> <ul style="list-style-type: none"> • A request for a refund of enrolment deposit was sanctioned. • Requests from three teachers for EPV days during the month of June were discussed and granted. • A request for paternity leave from a teacher for 2 weeks beginning Monday 24th April was granted. • Correspondence has been received from Educate Together outlining the requirements for retrospective garda vetting. This must be done by 31st Sep 2017 by any member of staff or volunteer in regular contact with children. A vetting application form was provided. • Correspondence has been received from Sherpa Kids outlining difficulties they are experiencing maintaining the staff to child ratio initially agreed. S.K. do not believe it is economically viable to continue operating with this ratio. The company are requesting the Board to agree to their “single staff onsite practice”. This practice is currently operating in a number of other schools. Risk assessment documentation has been supplied. The Board reviewed this and consider it satisfactory. The Board have agreed to the company’s request as long as parents are informed and in agreement. Written confirmation that parents have been informed should be provided to the Board. The school will also inform parents of the Board’s decision. 	
Finance Report	<p>Finance report presented by Sandra.</p> <p>Proposed by Jackie/ Seconded by Virginia</p> <p>All accounts will be finalized and sent for certification next week.</p>	Sandra
Child Protection and bullying reports	<p>Two child protection related issues have been raised.</p> <ul style="list-style-type: none"> • Regarding the first issue, the advice from Peggy was that an official report was not warranted. • Colette made contact with the HSE regarding the second issue. They reported that the original file on the child had been on closed, but would be reopened. 	

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Percent for Art update	A report has been received from Vivienne Roche regarding the second stage of the art project, Sun Bell Garden. Carambola has agreed to contribute 25, 000 euro to the project. V. Roche will be here on June 21 st to take precise measurements for the sundial. Contractors have been booked to do groundworks over the summer. The Board has agreed to contact President Michael D. Higgins to extend an invitation to the official unveiling and 10 th anniversary celebrations which are scheduled for October 2017.	Colette
Principal's report	The Principal's report was presented by Colette. The report included information on current and future pupil numbers, staffing numbers, career breaks, job-sharing arrangements, new language curriculum, PTA fund raising, Seachtain na Gaeilge, Active Week, New SEN allocation model, Appeal for EAL teaching allocation, Global Citizenship, Parent/Child Art workshops/ Parent Activities	Colette
Enrolment 2017 report	Enrolment numbers included in Principal's report.	
Post holders role for ratification	Colette explained the structure and composition of the in- school management team. She outlined the roles and responsibilities of staff members with posts of responsibility. See attached for full details. The Board expressed their satisfaction with the allocation of extra duties.	
Educate Together General Meeting and AGM	<ul style="list-style-type: none"> • On 11th February the Educate Together general meeting was held in Esker ETNS. Approximately thirty members were in attendance and the future direction of the organization was discussed. • The Educate Together AGM will be held on 20th May in Hansfield Educate Together. Colette will attend and motions will be discussed at the next Board meeting. 	
Request from NCSE to open Special Class Unit	Colette has written to Maggie Stapleton (SENO) to seek further information regarding the NCSE request, and is awaiting a response to her letter.	

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Cleaning Contract	The Board has received a report from Tom Costello regarding Noonans cleaning contractors. The school staff are unhappy with the standard of cleaning work and supervision. A proposal from an alternative company (Luas Cleaners) was received when tenders were originally sought, This is more expensive than Noonans by approximately 6,000 euros. However the level of supervision seems more rigorous. The Board agreed to ask Tom to negotiate with Luas in an effort to reach agreement on a lower price (24,705 ex VAT, including cleaning materials). If this agreement can be reached Luas will be offered a trial period until June 2017.	
Date for next meeting	Wednesday 20th May	

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Date: