

## Esker Educate Together Board of Management Minutes September 20<sup>th</sup> 2017

Venue	Esker ETNS
Date of Meeting	20/9/17
Minutes taken by	Catherine
Present	Peggy, Colette, Virginia, Sandra, Marie, Catherine, Jacky
Apologies	Zedd
Time meeting opened	7.30
Time meeting closed	9.30

Issue	Decision/Action	By
Minutes of previous meeting	Minutes proposed, adopted and signed. Proposed by Marie Seconded by Virginia	
Matters arising	None	
Correspondence	<ul style="list-style-type: none"> <li>• The Board is delighted to note that President Michael D. Higgins has accepted an invitation to unveil our piece of artwork-<i>The Book of Climate Bells</i> . (See attached letter). Colette has received a phone call from the DES inspector acting as liaison with the president's office requesting detailed information re the school. This information needs to be compiled and submitted by 29<sup>th</sup> September</li> <li>• The Board has received a letter from a member of staff, Paula Murphy, requesting financial support to cover part of the cost of attendance at a conference in Denmark at which she presented a paper on the theme of social justice. The Board wishes to support professional development and research by staff members and has agreed</li> </ul>	

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	<p>to reimburse 500 euros of the cost.</p> <ul style="list-style-type: none"> <li>The Board has received a letter from the Ahmadiyya Muslim Association requesting use of the hall for a day long children’s programme on Sat 23<sup>rd</sup> December. The Board has agreed to the request subject to the hall being available. If it is not available on the 23<sup>rd</sup> it will be offered for another convenient date.</li> </ul>	
<p>Numbers/enrolment/ staffing 2017-2018</p>	<p>Colette reported on current numbers.</p> <p>There are 428 children enrolled -242 boys/146 girls</p> <p>2 new children are expected before 30<sup>th</sup> September.</p> <p>In the future there will be some changes to enrolment procedures (see attached Enrolment Policy). The cut-off date for applications to enrol will be 30<sup>th</sup> September of the enrolment year, and only children who are new to the area and have no school place after this date will be considered for enrolment.</p> <p>Colette also reported on new staffing appointments and changes of contract terms for a number of members of staff.</p> <p>Colette reported that in the interests of achieving the optimal learning environment for the classes concerned, the two 2016-17 senior infant classes have been merged to establish a more balanced cohort in each class with regard to language skills. This has proved successful and both teachers and parents are satisfied with the outcome.</p> <p>The school has been allocated an additional EAL position. Colette is currently trying to source a teacher to fill the position. She has reported that she has found a teacher who will be available from 2<sup>nd</sup> October.</p> <p>The school has also been allocated one new SNA.</p>	

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Sherpa Kids pre and after school care-update	Sherpa Kids has reported that they are not getting enough business from Esker families to justify the current level of service they are offering. They have requested allowing children from the Gaelscoil to access the service. The Board has agreed to allow this arrangement for the moment as Sherpa have committed to providing a service to some parents this year but stipulated that the arrangement must be reviewed by next Easter.	
Finance Report	<p>See attached</p> <p>An audit of Carambola lunch money accounts has taken place and all accounts are in order. We have now been told that the school must operate a separate account for the lunch money which is paid by Dept of Social Protection. This account is to be opened in AIB as a separate account and all carambola funds will be kept separately there.</p> <p>A new standardized template for financial records is to be introduced by DES for all schools this year.</p> <p>School financial accounts for 2015-2016 have been certified and approved.</p> <p>Colette and Sandra are currently working on 2016-17 accounts.</p>	<p>Sandra</p> <p>Proposed: Marie</p> <p>Seconded: Catherine</p>
Ratification of revised Lucan Common Enrolment policy (minor changes)	Ratified and attached	<p>Proposed: Jackie</p> <p>Seconded: Virginia</p>
Child Protection and bullying reports	<p>There have been no new Child Protection reports. Colette attended a case conference in June about children from one family.</p> <p>No official anti-bullying reports have been made to Colette to date</p>	
Child Protection/Anti Bullying Annual review	An audit of the current Anti Bullying and Child Protection policies was carried out by the Board through the process of responding to a series of questions in checklist form. A number of points were discussed. Colette reported that two areas have	

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	<p>been identified as in need of improvement. An action plan has already been put in place to remediate the following areas:</p> <ul style="list-style-type: none"> <li>• communication of policy to staff and children</li> <li>• record keeping of surveys and student “promises”</li> </ul> <p>These measures will be discussed at the October staff meeting.</p> <p>Audits signed by Peggy. See attached</p>	
Principal’s report	<p>Principal’s Report presented and adopted. The report included:</p> <ol style="list-style-type: none"> <li>1. Health and Well-Being Week. Funding for this has been sourced by Gemma from the SDCC. Colette described the range of activities for children, teachers and parents which have been organized. Peggy complimented Gemma on this initiative on behalf of the Board.</li> <li>2. A meeting with parents of Junior Infants will be held on Thursday 26<sup>th</sup> with Colette, Gemma and JI teachers.</li> <li>3. An outline of a number of initiatives which will take place over the next year including: <ul style="list-style-type: none"> <li>• Initiatives to promote parental involvement</li> <li>• ECAs coordinated by Carmen (Scratch, Spanish, Football and Gaelic football)</li> <li>• Music generation –a music programme part funded by PTA- starting in 3<sup>rd</sup> class next week</li> <li>• New Oral language curriculum –Colette explained the format and how this will be implemented.</li> </ul> </li> <li>4. Preliminary plans for the Presidential Visit were outlined.</li> </ol>	

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	<p>5. A report of the first fire drill of the year which was completed satisfactorily.</p> <p>6. Policies currently in need of review include:</p> <ul style="list-style-type: none"> <li>• Job sharing policy</li> <li>• Child protection</li> <li>• Data protection</li> </ul> <p>Details of all of above are included in the full principal's report. See attached.</p>	
Process for the appointment of Deputy principal	<p>Colette outlined the new framework for leadership outlined in Circular 0063/2017 (Leadership and Management in Primary Schools). She explained the system of promoted posts.</p> <p>Currently the school has 6 promoted posts. According to the new schedule for promoted posts a school our size is only entitled to 1 DP, 1 AP, 3 AP2s. We will not lose any current positions but these will not be replaced if post holders leave.</p> <p>From next year it will be compulsory to hold an open competition to fill the position of DP.</p> <p>Colette explained the marking scheme and four competencies under which candidates for promotion will be assessed.</p> <p>All promotions will be made on merit. Seniority/length of service is not taken into account from immediate effect.</p> <p>The DP duties were read out, discussed and agreed upon. The position will now be advertised amongst eligible school staff.</p>	
Percent for Art update	Colette described the art work which is to be unveiled by the President. Peggy described plans, ideas and suggestions for the garden which will be worked on in time for the unveiling.	Colette
Date for next meeting	Meetings to be held on Thursday from now on, the next being on 9 <sup>th</sup> November.	

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