

Esker Educate Together Board of Management Minutes May 22nd 2018

Venue	Esker ETNS
Date of Meeting	22/5/18
Minutes taken by	Catherine Hare
Present	Colette, Peggy, Marie, Sandra, Virginia, Jackie, Zedd, Catherine
Apologies	P.M,
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	Water leakage audit not yet been carried out. Gemma is looking into this. Refund is a possibility. Visa Debit card also to be followed up during the summer. 12 th March meeting minutes proposed Colette Seconded: sandra	
Correspondence	3 requests for EPVs in June –granted 2 requests for refund of enrolment fee - Granted. Letter of complaint from 2 parents re incident on school grounds. Peggy –Discussed and noted at board meeting. Board cannot monitor or manage how parents interact with each other outside school grounds.	

Signed:

Date:

	<p>Decision made to send a letter to parents involved reminding parents not to park illegally outside the school grounds. Also a reminder to parents to speak to each other respectfully bearing in mind that this is our school ethos and children are present. There is also a possibility for individual parents to follow up incidents with guards.</p> <p>Marie –a reminder to all parents in next newsletter-possibility of parking fines.</p>	
Second Level Schools	<p>Letter to Kishoge seeking priority status.</p> <p>Letter from Niall Hare,principal of KCC was received seeking clarification as to what priority status Esker has in other schools. A response was sent 23rd April.</p> <p>Band 3 priority in Adamstown Community College</p> <p>Band 2 Lucan Commumity College. Band 2 Priority shared with 11 other schools, provided children live in proximity. Last year 12 children applied and 4 received a place. Lottery operated</p> <p>Kishoge CC have a Board meeting 23rd May and this will be raised at this meeting.</p>	
		Sandra
Revised Data Protection Policy for ratification	<p>New GDPR coming in May 25th 2018</p> <p>Every document needs to be examined for data protection. Breaches of data must be reported to data commissioner within 72 hours. New policy reflecting this must be compiled. Board is data controller. If data access request made by parent this must be met within full disclosure within 30 days (calendar). Staff must be informed and made aware of their responsibilities. Board must decide how long each type of document is kept.</p> <p>Department guidelines are available to assist in this. Consent can not be assumed anymore. Opting out</p>	

Signed:

Date:

	<p>no longer a possibility e.g photos. Parents must be given an opportunity to opt in. All computers must be password protected. Sandra suggested that all sensitive documents should be saved on shared drive and not downloaded onto personal laptops.</p> <p>Rob/Computer support company to be asked to investigate encryption and/or storing files on cloud.</p> <p>Data Policy proposed by Marie</p> <p style="text-align: center;">seconded by Jackie</p> <p>To be reviewed every two years. Policy is an evolving document.</p> <p>Retention of documents procedure to be considered as early as possible in the new school year.</p>	
Class Allocation	<p>See attached list for 2018-19 school year.</p> <p>5 temporary positions to offer. These must be interviewed for.</p>	
HSCL Interview Results	<p>3 people applied. One was deemed ineligible based on her contract. 2 candidates interviewed today. Leah Burke appointed new HSLO.</p> <p>Gemma congratulated on her work over the last four years.</p>	
Job-Sharing and Career Breaks 2018/19 school year	<p>One change. Katie Lynch withdrew her application for career break.</p>	
Child Protection and Oversight Report	<p>Oversight report distributed. See attached.</p> <p>Colette made redacted files available to the Board.</p> <p>Internet Safety Talk held during the month. Approximately 7% of children reported experiencing cyber bullying which is low compared to other</p>	

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	primary schools.	
Anti-Bullying Reports	None reported.	
Request to open special class	ASD unit offered subject to the school accepting prefabs but this not acceptable to Board. Any special class should be integrated as part of the school building.	
Yard Improvement Project	Playground designer has visited and is putting a plan together. Hopes to visit the school with plans in June. This project is ongoing.	
Finance Report/FFSU	<p>Finance Report presented by Sandra. See attached.</p> <p>New petty cash system in place. Recommended by FFSU site.</p> <p>Vivienne Roche has requested the school to be opened this Sunday to allow for people to visit and view the art piece. A small expenditure will result to tidy up garden and offer some refreshment. Board agreed to this.</p> <p>Proposed by Marie</p> <p>Seconded by Virginia.</p>	
Principal's Report	<p>Principal's Report presented by Colette</p> <p>See attached.</p> <ul style="list-style-type: none"> • Marie to assist in conducting Health and Safety Audit during the month of June. • Active Flag awarded • Award for work on water conservation + 2000 euro 	
Date for next Meeting	To be decided based on dates of interviews.	

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Date: