

St. Corban's Boys National School.

Fairgreen, Naas, Co. Kildare

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Board of Management Meeting 6

Tues 23rd June 2020

NOTE: This meeting was held as a Conference Call Meeting on Zoom due to the restrictions relating to the Covid 19 Pandemic.

Agreed Report

Board of Management

The sixth meeting of the current Board of Management was held on Tues 23rd June 2020.

Current Officers of the Board:

Chairperson: Johnny McMahon

Secretary: John Drewett

Treasurer: Marjorie Quinn

Health & Safety Officer: Jan O'Donoghue

Members: Robert Kennedy

Carrie-Ann Devitt

Deacon Fergal O'Neill

Linda Donnelly

Minutes of Previous Meeting

The Minutes of the meeting of Tuesday 26th May 2020 were reviewed, adopted and signed.

Staff Appointments

The Board received a letter informing us that one of our teachers on career break is resigning from his post as a teacher in St Corbans. This permanent position will now be filled from the Supplementary Redeployment Panel. We also have two Fixed Term posts and three maternity leave posts to fill over the coming months.

Projected enrolment for September 2020 is 499 pupils in the school.

We will have 20 classroom teachers based on our pupil enrolment of 518 in September 2019.

The DES has approved 8 SNA posts to our school for the coming year.

The DES has approved 178.5 hours of Special Education Provision for this year. This is approval for 7 Special Education Teachers.

Tara Cronin was appointed to a Permanent Position as she was entitled to a CID and we have one extra teacher based on enrolment on September 30th 2019.

One permanent teacher has resigned his post. We have one permanent post to fill before August 2020. The Diocesan Panel Administrator has been informed of the resignation and the post. We need to appoint a replacement teacher from the Diocesan Redeployment Panel.

Staffing Plan for next year. The School has 20 mainstream Class Teachers allocated based on last September's numbers. The Staffing Form has been returned to the DES confirming this situation. We have created 3 fifth classes from 2 fourth classes and filled all of our rooms. We will use the other teacher in SET and ICT.

Classes have been decided and teachers have been informed of their class and classroom for next year. We have advertised our vacant Fixed Term posts on Education Posts.ie and we will hold the interviews in early July.

Next Year

Nineteen Classroom Teachers: 2 JI; 2 SI; 2 First; 3 Second; 2 Third; 3 Fourth; 3 Fifth; 2 Sixth
Eight Special Education Teachers – one will be SET/ICT
Eight Special Needs Assistants

One teacher on Secondment to NCCA.

One teacher on Career Break.

Two teachers on maternity leave from September 2020. One teacher on maternity leave from December.

One permanent post to fill due to a resignation.

Three Fifth Classes were created from two Fourth Classes on Thurs 18th June.

Our incoming Infant Classes will be created on Thurs 25th June. An introductory meeting on Zoom was held with the parents of the in-coming Junior Infants, with the Principal and Deputy Principal. A Welcome Pack was sent to each family.

Child Protection

The Child Protection Oversight Report was shared by the Principal with the Board of Management. It was discussed, accepted and signed by the Chairperson.

Ms. Bonner is the Deputy Designated Liaison Person.

Mr Drewett is the Designated Liaison Person.

Finance

The school accounts were submitted, discussed and approved by the Board.

A major investment in ICT was approved for the coming year to facilitate ICT skill development of pupils and teachers and to provide blended learning if necessary.

Covid 19 Distance Learning Plan

Over the next week, we will be surveying parents, teachers and pupils about our Distance Learning. We will use this feedback to reflect on what we have done and to inform our future plans.

The Department of Education and Skills published “**Planning for reopening schools in line with the Roadmap for reopening society and business**” on June 12th 2020. While it explained **what** needs to be done to reopen schools, it was short on the details of **how** this would happen. We are all awaiting clear guidelines on how to prepare our schools to reopen. In the meantime, we continue to work on distance learning, finishing out this school year and preparing what we can for the coming year. Our ISLM Team are preparing some risk assessments, contingency plans and induction resources for the opening of the school.

Our free Seesaw access is about to run out and we will only have access to the basic services then. We will look at purchasing licences for Seesaw in September if we need them for the blended learning in 2020-2021.

We will also look at renewing Twinkl licences in September if we are returning to blended learning.

New Building Project

Soil surveys have been completed by IGSL. Still rocks and rubble to be collected. There is a dip in the yard where the Survey Team dug up a section of the concrete yard. IGSL has been contacted to make good the disturbed ground.

Sewer Surveys were completed during the last three weeks. A manhole cover was broken during the Survey. Only discovered on Thurs 21st May. USA Ltd have been contacted and we are awaiting the invoice for the replacement manhole cover.

A Tree Survey was also completed.

Principal and Chairperson had a Zoom Meeting with architect to view his proposed submission to the DES. None of his three proposals were acceptable as:

- ✓ they didn't retain our field,
- ✓ they reduced play areas,
- ✓ they didn't include a proper PE Hall
- ✓ there were issues about the location of the SEN wing,
- ✓ there were issues with parking and the use of the old swimming pool site.

We have sent two more emails, one each week to the DES seeking clarity the site and the project. No replies to date.

Living our Ethos

The Parish Team will be holding an online Graduation Mass for all Sixth Class pupils in the local Catholic schools on Sun 28th June 2020.

ICT Developments

Aladdin Connect has been introduced to school. We are in the process of introducing epayments.

Laptops have been updated with Anti-virus and Microsoft Word.

ICT Grant has been received. We have purchased:

- ✓ 4 new IFS.
- ✓ 8 new laptops for teachers
- ✓ 16 Chromebooks
- ✓ A new set of 16 iPads

Access to Twinkl which was sponsored by the school last year expires in August/September. It will be considered again in September 2020.

Office ICT Equipment: Two photocopiers are in need of repair or replacement. The Service Engineer says that parts are hard to come by as the machines are quite old. He is trying to source them but we may need to replace both machines. We may be able to harvest parts from one to keep the other going. It was agreed to purchase a new photocopier also.

Policy Review

EPV Policy – The Board was concerned about EPV days and their impact next year. It was agreed to advise Teachers that the Board may not be in a position to grant EPV days next year due to Covid 19 restrictions. The Board is cognisant that some teachers may have already booked courses. If the DES agreed, the Board would consider carrying over days into the following year. This is subject to DES agreement on this issue.

The Admissions Policy for year 2021-2022 was reviewed following recommendations from the Patron. It was amended and re-submitted.

School Self-Evaluation & School Improvement Plans -Emergency Plan - ICT Development

The school has been forced to prioritise ICT Development in the wake of the Covid Lockdown. We have been upskilling our teachers on ICT and Remote Teaching and Learning. Teachers have learned to use email to communicate with parents and pupils. We have set up Aladdin Connect and teachers have learned to use it also. They have learned to use Zoom for conferencing and Seesaw as a platform for Teaching & Learning and Assessment & Feedback. We have had to update our AUP to address these changes in practice. We have had to prioritise ICT infrastructure in the coming year to accommodate Distance Learning and Blended Learning.

PTA Update

PTA are helping to organise the Sixth Class Graduation. They have organised a Yearbook and a bespoke Drinks Container for each child. The pupils will be given a gift pack at the Graduation Ceremony on Mon 29th June 2020 in the school yard.

ISLM Team

The ISLM Team continues to meet each month using Zoom to plan and monitor whole school projects.

Croke Park Hours / Staff CPD

Staff Meetings continue to be held weekly on Zoom. Teachers are also using Croke Park Hours to upskill on webinars provided by Camara, Education Centres and The Teaching Council.

We intend to use 12 Croke Park Hours on Weds 26th Aug & Thurs 27th Aug 2020 to help us prepare the school for re-opening.

Maintenance

Leaking Roofs: An Engineer inspected the flat roofs and prepared a report to submit to the DES for funding to carry out repairs. Emergency Works application sent to DES to replace the leaking flat roofs. Form returned as we had not filled in Section 2 which has now been done and submitted. We are awaiting a reply.

Under-sink water heaters replaced in Rooms 9-18, Ladies Toilet beside Main Office, Prefabs 20, 21 & 22 and Rooms 2, 3 & 7. Plumbing audit done on all toilets and taps. Plumbing done by Trundles and electrics done by Abbey Electrical.

The sewer on the field side was blocked again and the Caretaker had to clear it. USA have offered to give us a report and a quotation on the cost of remediating the sewer problem. We have a copy of the report that they prepared as part of the building project.

Some manholes in the school need to be replaced and covered with non-slip coating. They have been ordered from Galco Steel.

IGSL Soil Surveys need to return to school to make good the ground that was disturbed during the surveys.

New photocopier to be purchased.

New disposable tissue dispensers installed in all classrooms to replace old towels.

New hand sanitisers have been installed in the school at the main entrances and exits

The school lawn mower is to be replaced or serviced.

The container in field is to be re-purposed to store the Lawn Mower and furniture to free up space in Room 19 as Covid Isolation Room.

Painting of Corridors is deferred until we are sure that we have sufficient funds.

Painting of the railings is deferred until we are sure that we have sufficient funds during the holidays.

Driveway down to car-park needs to be repaired with tarmac over the holidays. Quotations will be sought for these repairs.

Holes in the main yard need to be filled in over the holidays.

Bark chips and new planting will be purchased over the Summer.

We need a Board Member to organise the maintenance of the building.

End of Year Procedures

We finish this school year on Tuesday 30th June and we plan to **return to school on Friday 28th August 2020**. Our school calendar is available on our school website. The End of Year Reports were shared with parents through the Aladdin Connect app on Tuesday 16th June 2020.

We are continuing to use Aladdin Connect to communicate with parents.

We are setting up e-payments through Aladdin to create a safe and secure system for payments of school expenses, swimming money etc.

Sixth Class Education passports – have been posted to Parents with SAE to be returned to the school before being forwarded with the Sixth Class Report to Secondary Schools.

With regard to Swimming money paid by parents where we could not go swimming we are offering parents refunds or the opportunity to put the money against the Pupil Expenses for the coming year. We have been in contact with parents and we are processing their requests.

All of the pupils' materials, copies, art work are being returned this week in a safe manner.

Parents will be informed about their son's new teacher and class on Friday.

Roles & Responsibilities of Board Members for the coming year

The Board discussed the various roles to be undertaken by the members and examined a proposed document of roles. This will be addressed at the next meeting at the beginning of next year.

Next Meeting

Date: July 2020

Venue: School Room 3

Time: 7pm