

**St. Corban's Boys National School.**

**Fairgreen, Naas, Co. Kildare**

**Roll No.: 17254C**

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**Board of Management Meeting 26**

**Tues 18<sup>th</sup> October 2022**

**Agreed Report**

**Board of Management**

The twenty-sixth meeting of the current Board of Management was held on Tues 18<sup>th</sup> October 2022. It was held in the Staffroom in the school.

***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

Yvette Delaney

**Minutes of Previous Meeting**

The Minutes of the meeting of Tues 30<sup>th</sup> August 2022 were reviewed, adopted and signed.

**Matters Arising**

School uniform proposals will be addressed at the Board meeting in December and in the New Year.

**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.

Child Protection Training has been completed by all Staff members and all of the Board of Management. We have a register of the personnel and the training they have undergone.

CPOR Report to be discussed and signed by the Chairperson and the Principal.

### **Anti-bullying Report**

Principal Drewett advised the Board that there had been no issue relating to bullying reported to him, since the last meeting on Tues 21<sup>st</sup> June 2022.

### **Covid Plan Update**

We continue to inform parents of pupils in a class when we are informed of a case of Covid 19 in the class.

We returned unspent Covid Funding for the 2021-2022 school year to the DES on 06/10/2022.

We received guidance from the DES (Notice regarding Covid 19 Capitation funding supports) on the grants available for cleaning and sanitising & PPE. The enhanced grants will continue for the first term but the cleaning and the PPE grant is combined into one grant and we can use it for both.

**Child Safeguarding Review:** The Board of Management completed the annual review of the Child Safeguarding Statement and the Risk Assessment. We will post the notice of the review on our website and send it to the Patron and the Parents' Association. The Child Safeguarding Statement and Risk Assessment will be displayed in the Entrance Hall.

The Designated Liaison Person is John Drewett and the Deputy Designated Liaison Person is Claire Bonner. The notice informing the school community has been posted in the Entrance Hall.

### **Anti-bullying Report**

Principal Drewett advised the Board that there had been no issue relating to bullying reported to him, since the last meeting on Tues 30<sup>th</sup> August 2022.

**Anti-Bullying Policy Review:** The Board completed the checklist for the Anti-Bullying Policy Review. We will put a notice of the review on our website and send a copy to the Parents' Association.

### **Admissions**

We have quite a few new applications for pupils newly arrived into the new estates around Naas. We accommodate them in any classes where there are places. However there are class levels where we cannot offer places. We currently have no places available in First, Third, Fifth & Sixth classes. Our pupil numbers are currently 504 pupils. We did not qualify for a Developing Schools Post as our numbers were not high enough.

We have had applications from a number of families but we did not have any places in the particular classes that they requested. We are over-subscribed in most classes.

### **Staffing**

At the moment we have 504 pupils. We currently have 19 classroom teachers based on our pupil enrolment of 483 in September 2021.

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

The DES has approved 172.5 hours of Special Education Provision for this year. This is approval for 6 Special Education Teachers and one Shared Special Education Teacher 9in a cluster with Rathmore NS).

On September 14<sup>th</sup> the DES sanctioned 5 hours each week language support for the 2022-2023 school year to support the 4 Ukrainian children on our roll.

### **School Calendar**

The school opened for pupils on Weds 31 August 2022. Teachers returned to school on Monday 29<sup>th</sup> August and Tues 30<sup>th</sup> August for two preparation days of Croke Park Hours before the children return. We have Halloween Holidays from October 31<sup>st</sup> to November 4<sup>th</sup> 2022. We will have a half-day on Mon 14<sup>th</sup> Nov to complete Webinar 6 of the Primary Languages Curriculum titled Gaeilge. Pupils will go home between 11:30 and 11:50 and staff will remain in school until 14:25 to complete the webinar.

### **PTA Update**

The Parents' Association held its Annual General Meeting on Weds 5<sup>th</sup> October from 19:30 to 20:30. New members were joined the association and the first meeting will be held in the school on Weds 9<sup>th</sup> November 2022. The new Committee will be elected on that night. The Board expressed its sincere gratitude to Tammy Leane and Laura Greene, for their outstanding service to the school as Officers of the Parents' Association over many years. The Board thanked them and wished them every success in their future projects. It was agreed to purchase a gift for them as a token of our gratitude.

### **ISLM Team**

We have an Assistant Principal 1 post to advertise and fill in the coming months. The Board is being consulted on the roles and responsibilities involved in this appointment tonight. The Teaching Staff were already consulted and a survey was conducted. We need to advertise the post internally and then interview in November.

### **NEPS**

Miriam O'Donoghue has been seconded to another project and we have no designated NEPS Psychologist assigned to our school for the coming year.

### **Tusla Education Support Service**

We have submitted our Student Absence Reports and Annual Attendance Report to TESS.

### **Policy Development**

Child Safeguarding Statement and Risk Assessment Annual Review – completed.

Anti-bullying Policy Annual Review - completed

SSE Legislative & Regulatory Checklist - completed

Admissions Policy 2023-2024 has been updated with new dates for the Admissions Notice and the application process. We will also change the Pupil-Teacher Ratio to 26:1. This will be sent to the Patron for approval before Halloween.

### **Health & Safety**

There are a number of parental permissions relating to the Administration of Medication that the Chairperson and Principal need to sign. These boys have been put on the At-Risk List.

### **Croke Park Hours**

We continue to use Croke Park Hours for CPD, Staff Meetings, Parent -Teacher Meetings and Class-level meetings. Parent-Teacher Meetings for First Class to Sixth Class will take place from Mon 21<sup>st</sup> November to Fri 25<sup>th</sup> November 2022.

We will use our Croke Park Hours to familiarise teachers with the LAOS document over the coming months, for ICT CPD and for SSE and policy reviews.

### **Maintenance**

We had to call on Computer Solutions to address issues with our Broadband in September and to install a new router for the new fibre broadband connection.

We had to get the sewers blown clean by Excel Drains again in September due to blockages in the system.

The Fire Alarm & Intruder Alarm were serviced on 29/09/2022.

The heating system had to be reset by Skellig in the last week of September as some rooms were not heating.

Electricity Supply: We have a contract with Electric Ireland which expires on 30/04/2024.

Gas Supply: We have a contract with Bord Gáis which expires on 31/12/2022. We have completed the registration process for gas supply through the Office of Government Procurement.

### **SSE & School Improvement Plans**

This year we are focusing on 2 new areas for SSE & SIP as well as embedding our reviewed Digital Learning Plan.

SIP 1: Wellbeing Policy & Practices – in progress - surveys being completed.

SIP 2: Gaeilge – being initiated at present. It is tied into the PLC Webinar 6. We have designed and produced our own Leabhar Litriú as part of this process.

SIP 3. Digital Learning Plan – reviewed and updated.

We are also auditing our concrete Maths resources and purchasing new concrete materials for each class level. The Board approved spending for these resources and storage boxes.

We are purchasing play equipment for our yards. (Games, hoops, skipping ropes.

We are using the DES Library Books Grant to purchase Library Books for class levels.

### **Living our Ethos**

#### **Confirmation**

**Parents' Meeting:** Tues 25<sup>th</sup> October 2022 at 20:00 in CoIM Ballycane.

**Pupils' Retreats:** Weds 9<sup>th</sup> November & Thurs 10<sup>th</sup> November 2022 in Solas Bhríd in Kildare Town – 2 classes on Weds and 1 class on Thursday with Fr Robert and Support Team. Limit of 50 pupils per day. Only pupils registered for Confirmation may attend. It may be in-door in Solas Bhríd or else involve a walk around Kildare Town's religious buildings.

**Ceremony of Light:** Tues 10<sup>th</sup> January 2023 at 19:30 in CoIM. This will involve all 3 Sixth Classes at one ceremony and we can do it our own way, in cooperation with Fr Robert.

**Voluntary Confirmation Programme:** Fri 13<sup>th</sup>, Fri 20<sup>th</sup> & Fri 27<sup>th</sup> January. All schools will be invited. It is voluntary. It is an extra preparation programme like Faith Friends.

**Confessions for Confirmation:** Sat 11<sup>th</sup> Feb 2023 from 09:30 in CoIM, Ballycane. It is for all Naas schools and parents bring their child along to Confessions.

**Confirmation Ceremony:** Thurs 23<sup>rd</sup> Feb 2023 in CoIM. Times for ceremonies to be decided based on numbers involved and the requirement for 1, 2, or 3 ceremonies – dependent on numbers involved and the capacity of CoIM (400). We will have the Bishop with us for Confirmation Ceremony. Possible start time of 11:00 or 11:30.

### **First Holy Communion**

**Parents' Meeting:** Tues 25<sup>th</sup> October 2022 at 19:00 in CoIM for all Naas schools.

**First Confession:** Sat 25<sup>th</sup> March 2023 from 09:30 in CoIM for all Naas schools. It is for all Naas schools and parents bring their child along to Confessions.

**First Holy Communion Ceremony:** Sat 13<sup>th</sup> May 2023 in CoIM. Times for ceremonies to be decided based on numbers involved and the requirement for 1, 2, or 3 ceremonies – dependent on numbers involved and the capacity of CoIM (400). Possible start time of 11:00 or 11:30.

**Children's Masses:** Second Sunday of every month in each of the Churches from Oct to June. Advertised through the schools, in Parish Newsletter, Parish Website & WhatsApp group. During Holy Week there will be ceremonies for families with young children on Holy Thursday 6<sup>th</sup> April in OLSA with a children's mass in the afternoon and on Good Friday 7<sup>th</sup> April in CoIM there will be a child friendly Celebration of the Passion. All schools will be invited to these ceremonies.

### **Staff CPD**

Teachers continue to engage with the Education Centres and to upskill on ICT and other courses.

We will seek PDST Sustained Support this year again.

We have to complete 3 webinars on the Primary Languages Curriculum over the 3 terms of this year. We intend to do the first webinar as a half-day session on Monday 14<sup>th</sup> November and the other two webinars combined into one day on a day in January or February. The Board needs to approve these closures.

We will provide In-School ICT CPD to our Staff on Google Drive & Google Apps; Aladdin.

### **ICT Development**

Linda Donnelly has returned from maternity leave as has taken over responsibility for ICT Development again.

With regards to the online Twinkl resource we have purchased one license for each class band (JI&SI) and 1 for SET.

We have also purchased Seesaw Premium for all Junior Classes for the coming year for a 12 month contract for approximately 205 students.

**Fibre Broadband:** We received an email from John Gartlan informing us that his company Net1 has been selected to provide superfast Broadband to our school using fibre technology. We have sent them our mobile number and await contact from them once the school term.

This was connected on 26/09/2022 and the connection entered the school at the Computer Room.

**The Schools Broadband Service Desk** contacted us to inform us that Agile Networks have been contracted by the DES to change the Cisco router in the school to a Juniper router. This was also installed in September.

**Projects:** We are over-hauling our School Website. The quotes we have received are between €2,000 & €3,000 to set it up and there will be a monthly fee to maintain it. The ICT Committee have formed a sub-committee to consider the options and will make recommendations to the Board at the next meeting.

We are using the DES ICT Grants to purchase some visualisers, replace teacher laptops and to purchase a new set of iPads for the children to use. The old iPads will be used in Special Education and in Classrooms.

The Board approved the following spending on ICT:

- iPads x 32 (incl safety covers, storage 3 yr management license)
- Computer Headsets x 12
- Merge Cubes
- Fadeless Backing Paper – Green
- Website Development and Maintenance – set up €994:00; hosting fee of €170:00 per annum; security & tech support €53:00 per month.

### **School Building Project - Update**

The Board had a Teams Meeting with Ian Shek and Jose Poveda in October. Concerns were expressed about the height of the Hall and the reduced play areas.

A new Invoice Process Map where the Board of Management is the Client, has been sent to us. We now receive the invoices from the contractor or sub-consultant and send them on to the DES for approval for payment.

The Traffic Impact assessment report will be issued to Ian Shek by end of this week (*it has been delayed by 1 week*) once he receives this final outstanding information, he hopes to lodge the Further Information package on week commencing 24<sup>th</sup> Oct 2022.

### **Student Council**

The new members of the Student Council were elected in September. The Council will continue to run Corban's News Radio which is broadcast every Friday morning on the school intercom.

### **Special Education**

We have no NEPS psychologist assigned to the school for the coming year.

### **Junior Infant Induction Plan 2022-2023**

Parents Information Evening was held on Thursday 22<sup>nd</sup> September from 19:30 to 20:30 with the Deputy Principal and Teachers in the classroom.

### **Finances**

The Treasurer presented the balances on the Board's accounts as at 17/10/2022.

The Board adopted the Treasurer's Report.

**Next Meeting**

Date: Tues 13<sup>th</sup> December 2022

Venue: School Staffroom

Time: 7pm

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_