

AGREED REPORT OF BOARD OF MANAGEMENT MEETING OF ST CAIMINS 28/09/2020, ONLINE AND IN THE SCHOOL.

ATTENDEES: Sr Ena Quinlan(Chairperson), Mr Alan Cunningham(Secretary), Ms Mary Howard, Ms Kelley Bullman, Mr David Barry, Mr Brian McInerney, Ms Niamh McDonnell, and attending on zoom Ms Ann McMahon, Ms Patricia Maguire.

APOLOGIES: There were no apologies.

MINUTES: The minutes of the 21/08/2020 were proposed by Ms Mary Howard and seconded by Ms Kelley Bullman as being a true and correct account of the meeting. Matters Arising: Sr Ena explained the situation with regard to suspensions and the board granted Mr Alan Cunningham the power to suspend for up to three days.

CORRESPONDENCE: Mr Alan Cunningham read the letter to the board from the parents who want to remove their children from religious education classes. A discussion followed. The difference between Religious Education and Religious Education was explained. Ms Niamh McDonnell also explained the nature of religious education in St Caimin's. Ms Ann McMahon raised circular 13/2018 and advised board members to familiarise themselves with it. Ms Ann McMahon also pointed out that there were contact details with the circular and she suggested that we make contact with them to get further clarification before we arrive at a decision. The board instructed Mr Alan Cunningham to make contact and to make this information available to the board before a final decision would be made.

STAFFING: Mr Alan Cunningham reported on the reinterview process for the German sick leave position. This position had to be readvertised because the two people recommended for appointment by the interview board had declined the offer. Mr Alan Cunningham presented the board with the list of part time teachers currently working in the school.

PRINCIPALS REPORT: The Principals report was read by Mr Alan Cunningham. Sr Ena Quinlan on behalf of the board congratulated all staff for their dedication and professionalism during our return to school. Sr Ena Quinlan also congratulated Ms Whitty and Abbie for the art award. Mr David Barry questioned whether or not the school should contribute in some way towards those who lost out financially on the Krakow trip. It was decided to return to this once all other avenues of refund were exhausted.

ADMISSIONS POLICY/NOTICE: The board ratified the new admissions policy. This was proposed by Mr Brian McMahon and seconded by Ms Mary Howard. Mr Alan Cunningham also presented the board with the new admissions notice. He explained that he was meeting with the Principal in St Patricks Comprehensive this week to agree on the required dates for the notice. The board then discussed the intake for next year which is required for the notice. Mr Alan Cunningham informed the board that there would be 127 students leaving us this year and that our current numbers were

fourteen below were they had been. The board decided to offer 150 places this year with the intention of keeping our numbers at the current level and that next year we would not take in students in other years if that would increase our numbers. Ms Niamh McDonnell expressed concerns about crowded corridors and lack of free classrooms and her concerns were noted by the board.

**SUSPENSIONS:** Mr Alan Cunningham reported that there were three suspensions in September, two for one day and one for three days. All suspensions were linked to the pandemic and mitching.

**CHILD PROTECTION OVERSIGHT REPORT:** Mr Alan Cunningham read the report to the board. There were no cases to report since our last meeting. Sr Ena Quinlan as chairperson signed the report on behalf of the board.

**RESULTS ANALYSIS:** Mr Alan Cunningham presented the board with an analysis of this years Leaving Certificate results. He outlined that at this meeting he would give an overview and at a later meeting we would do a more in depth analysis. Alan explained that this year we used Athena Analytics to do an analysis. The results showed that 76% of our students didn't have any grade changed by the calculated grades and were given the grade that their teacher had estimated. 1% of our students had a grade increased but 23% of our students had at least one of their grades reduced by the calculated grades system. Mr Alan Cunningham presented these to the board using the overhead projector where it was possible to see the individual students results and the number of them that had been reduced. A discussion on this followed and the point was raised that the schools previous history not been taken into account could have been a factor. Mr David Barry asked if students were disappointed and Mr Alan Cunningham replied that they were but that the ones he had spoken with were happy that their teachers thought so highly of them. It resulted in some students not getting their first offer but that the ones he had spoken to had accepted a lower offer. Sr Ena Quinlan thanked the staff for their expertise and professionalism in completing what was a very difficult exercise in being asked to estimate the grades of their students.

**ACCS WEBSITE/TRAINING VIDEOS:** Mr Alan Cunningham directed the board to this website and asked the members to make themselves familiar with it. For those sections that require a password Alan asked the members to contact him for same.

**SIGNATURES ON CHEQUES:** Mr Alan Cunningham reported that the amount of cheques being issued has reduced dramatically and would reduce even further due to the use of electronic payments. He informed the board that the three signatures on the cheques were himself, Ms Maria Sheehan and Ms Glendon Garry. The board queried whether Sr Ena as chairperson should also be a signature and Mr Alan Cunningham said he would research this and revert to the board. Sr Ena also asked for another member to join the finance sub committee. Mr Brian McInerney was proposed by Mr David Barry and seconded by Ms Mary Howard. Mr Alan Cunningham reported that the end of year accounts were being finalised at the moment with the FSSU.

**STAFF DEVICES:** Mr Alan Cunningham reported to the board that due to Covid 19 restrictions and teachers moving from class to class we were having difficulties with the laptops in the rooms. Firstly, time was being wasted having to log on and log off in every room thus reducing class contact time as well as having to move for each class and to follow the one way system. Secondly the hygiene issue with the sharing of devices was a concern. Thirdly, the cleaning of the laptop constantly was resulting in some damage. Mr Alan Cunningham asked the board for permission to purchase devices for staff to solve these problems at a cost of 500 euro each. The board approved the purchase of 63 devices that would remain the property of the school but would be used by the teachers on a daily basis. Alan explained that this would also free up the 40 laptops in classrooms which would allow us

to create another laptop trolley and would free up laptops for the use of students who have to learn from home.

SSE: Mr Alan Cunningham asked the board to familiarise themselves with the document presented at the last meeting and that we would discuss at our next meeting.

SUBSTITUTION AND SUPERVISION: Mr Alan Cunningham outlined to the board the new arrangements with regard to breaks and lunches. We now have three breaks and two lunches. He presented the board with the supervision and substitution rosters. The rosters were approved by the board and were proposed by Ms Niamh McDonnell and seconded by Ms Mary Howard.

A.O.B: Sr Ena raised the issue that one member of our board had been absent for longer than twelve months. The board asked Mr Alan Cunningham to write to the chief executive of LCETB to inform them of this. Sr Ena congratulated Ms Niamh McDonnell on the birth of her daughter Nora and wished them best wishes from everyone on the board.