

Our Lady's Secondary School Castleblayney Co. Monaghan

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Principal: Mr. Eddie Kelly

Deputy Principals: Ms. Jane Treanor, Mr. Darren Bishop

Board of Management Meeting February 10th

Opening Prayer: M. Caffrey

<u>Attendance:</u> M. Caffrey (Chairperson), B. Campbell (Trustee Nominee), M. Sherry (Parent Nominee), J. Bishop (Parent Nominee), Z. Brady (Teacher Nominee), A. Connolly (Teacher Nominee), E. Kelly (Sec B.O.M).

Apologies: S. Egan (Trustee Nominee), A. Campbell (Trustee Nominee).

Student Presentation

The meeting started with a presentation by Fifth Year student Cliodhna Ward who represented the school at the BY Young Scientist and Technology Exhibition.

Members of the Board of Management congratulated Cliodhna on her presentation and her involvement in the BY Young Scientist and Technology Exhibition.

Minutes

Proposed: M. Sherry Seconded: J. Bishop

Matters Arising

Addressed in the Principal's Report

Correspondence

- Applications from staff for personal days (approved)
- Application for Parents Leave (approved)
- Applications for career break 2025- 2026 (approved)
- Applications for job sharing 2025- 2026 (approved)
- Application for use of school facilities (approved)
- Circular 0012/2025: Amendments to Social Education LCA
- Circular 0003/2025: Teacher Refund Scheme
- Circular 0002/ 2025: Prescribed Material for Leaving Certificate Drama, Theatre & Film Studies
- Circular 0001/2025: Guidance in Post Primary Schools 2025
- Circular 0093/2024: Special Leave with Pay for Sporting Purposes for Special Needs Assistants in Recognised Primary & Post Primary Schools.
- Circular 0092/2024: Special Leave with Pay for Sporting Purposes for Teachers in Recognised Primary & Post Primary Schools.
- Circular 0088/2024: Cost of living measure to support increased school running costs.
- Correspondence from CEIST Coordinator Sharon Mc Grath acknowledging receipt of our minutes of December 16th.

Events to Date:

Tuesday December 17th

- Pre Leaving Certificate Irish Oral Exam
- TY Christmas Exams
- Fifth Year Christmas Exams
- U15 Boys Soccer Semi Final
- Student Support Meeting 2.00pm
- U19 Girls Soccer 4.00pm 5.00pm
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm

Wednesday December 18th

- Breakfast Club 8.00am 8.45am
- TY Christmas Exams
- Fifth Year Christmas Exams
- First Year Boys GAA 1.15pm 2.15pm
- Evening Study 2.000pm 4.00pm

Thursday December 19th

- TY Christmas Exams
- Fifth Year Christmas Exams
- LCA Christmas Exams
- Art Club in Art Room 1.30pm
- Lunch Time Junior Mini-Company in Room 4
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm

Friday December 20th

- Breakfast Club 8.00am 8.45am
- Fifth Year Christmas Exams
- LCA Christmas Exams

Monday January 6th

- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm

Tuesday January 7th

- U19 Girls Soccer Semi Final
- Student Support Meeting 2.00pm
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm

Wednesday January 8th

- Breakfast Club 8.00am 8.45am
- U19 Girls Basketball
- Evening Study 2.000pm 4.00pm

Thursday January 9th

- Art Club in Art Room 1.30pm
- Lunch Time Junior Mini-Company in Room 4
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm
- Staff Meeting 4.10pm 6.00pm (postponed due to weather)

Friday January 10th

- Breakfast Club 8.00am 8.45am
- First Year Boys GAA
- U16 Girls Basketball
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm

Saturday January 11th

• Saturday Study 9.00am- 1.00pm

Monday January 13th

- TY Religion Public Speaking Event 10am 1pm
- U15 Boys GAA 4.10pm 5.10pm
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm

Tuesday January 14th

- Lunchtime Musical Pit Altos
- Student Support Meeting 2.00pm
- U14 Girls GAA
- Ulster University Sports Scholarship Talk
- U13 Boys GAA 4.10pm 5.10pm
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm
- First Year Parent Teacher Meeting 4.15pm 6.45pm

Wednesday January 15th

- Breakfast Club 8.00am 8.45am
- First & Second Year Girls Basketball
- Ulster Ladies GAA All Stars
- 1st Year Girls Soccer 1.20pm 2.20pm
- U16 Girls GAA 1.20pm 2.20pm
- Evening Study 2.000pm 4.00pm

Thursday January 16th

- Lunchtime Musical Pit-Sopranos
- TY Reptile Haven Workshop
- Soccer trip to Manchester
- Art Club in Art Room 1.30pm
- Lunch Time Junior Mini-Company in Room 4
- U14 Girls GAA 4.10pm 5.10pm
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm

Friday January 17th

- Breakfast Club 8.00am 8.45am
- U14 Boys GAA at lunchtime
- U15 Boys GAA
- Soccer trip to Manchester
- U16 Girls GAA 4.10pm 5.10pm
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm

Saturday January 18th

• Saturday Study 9.00am- 1.00pm

Monday January 20th

- Breakfast Club 8.00am 8.45am
- Wellbeing Week 'Being Positive about Learning'
- Catholic Schools Week
- U14 Girls Soccer
- U16 Girls GAA Ulster Final
- First Year Boys GAA 4.10pm 5.10pmEvening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm

Tuesday January 21st

- Wellbeing Week 'Being Positive about Learning'
- Catholic Schools Week
- Sops & Altos Musical Pit Singers at lunchtime
- Student Support Meeting 2.00pm
- U15 Boys GAA
- TY SEPI
- First & Second Year Girls Basketball
- Ulster Ladies GAA All Star trials
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm

Wednesday January 22nd

- Breakfast Club 8.00am 8.45am
- Wellbeing Week 'Being Positive about Learning'
- Catholic Schools Week
- First Year Boys GAA
- First Year Boys Soccer 1.15pm 2.15pn
- Evening Study 2.000pm 4.00pm

Thursday January 23rd

- Wellbeing Week 'Being Positive about Learning'
- Catholic Schools Week
- Pit Singer Iontas at lunchtime
- Art Club in Art Room 1.30pm
- Home Economics Cooking Talk
- Public Speaking Competition
- Lunch Time Junior Mini-Company in Room 4
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm
- Fifth Year Parent Teacher Meeting 4.15pm 6.45pm

Friday January 24th

• Closure due to status red weather warning

Saturday January 25th

• Saturday Study 9.00am- 1.00pm

Monday January 27th

- Breakfast Club 8.00am 8.45am
- Pre Leaving CertificateExam
 - o Maths 9.45am- 12.15pm
 - \circ Irish 1.35pm 3.55pm
- Leaving Certificate Applied- Hotel, Catering & Tourism Task
- U14 Girls GAA training at lunchtime
- First Year Girls Soccer
- First & Second Year Boys Basketball
- Tráth na gCeist Feachtas
- First Year Boys GAA training 4.10pm 5.10pm
- U15 Boys GAA training 4.10pm 5.10pm
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm

Tuesday January 28th

- Pre Leaving Certificate Exam
 - Geography 9.25am 12.15pm
 - o Agricultural Science 9.45am- 12.15pm
 - o Business 9.45am- 12.15pm
 - o English Paper 1 1.05am 3.55pm
- Pre Junior Cycle Exam
 - Irish 10.20am 12.20pm
 - Science 1.55pm 3.55pm
- Student Support Meeting 2.00pm
- LCVP Talk
- First & Second Year Girls Basketball
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm
- French Tour Meeting 7.00pm

Wednesday January 29th

- Breakfast Club 8.00am 8.45am
- Pre Leaving Certificate Exam
 - o Biology 10.15am- 1.15pm
- Pre Junior Exam
 - o Maths 11.15am- 1.15pm
- First Year Boys GAA
- U15 Boys GAA
- U19 Girls All Ireland Basketball Quarter Final
- TY Young Chef Competition
- Evening Study 2.000pm 4.00pm

Thursday January 30th

- Pre Leaving Certificate Exam
 - o French 8.55am 12.15pm
 - o German 8.55am 12.15pm
- Pre Junior Cycle Exam
 - o Music 10.45am- 12.15pm
 - o Home Economics 2.25pm − 3.55pm
- Leaving Certificate Cycle Applied- Graphics & Construction Task
- U14 Girls GAA training at lunchtime
- Art Club in Art Room 1.30pm
- Lunch Time Junior Mini-Company in Room 4
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm
- German Tour Meeting 6.30pm

Friday January 31st

- Breakfast Club 8.00am 8.45am
- Pre Leaving Certificate Exam
 - o English Paper 2 8.55am- 12.15pm
 - LCVP 1.25pm 3.55pm
 - Applied Maths 1.25pm 3.55pm
- Pre Junior Cycle Exam
 - o Graphics 10.20am 12.20pm
 - o History 1.55pm- 3.55pm
- District D Cross Country
- Ceiliúradh CEIST
- U14 Boys GAA at lunchtime
- CMETB FET Training Services Apprenticeship Talk P7
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm

Saturday February 1st

• Saturday Study 9.00am- 1.00pm

Monday February 3rd

Bank Holiday

Tuesday February 4th

- Pre Leaving Certificate Exam
 - o Physics 9.15am- 12.15pm
 - o Art 9.45am- 12.15pm
 - o Economics 9.45am- 12.15pm
 - o PE 9.45am- 12.15pm
- Pre Leaving Certificate Applied Exam
 - o Graphics & Construction 10.45am 12.15pm
 - Hotel, Catering & Tourism 10.45am 12.15pm
 - Maths 1.55pm 3.55pm
- Pre Junior Cycle Exam
 - o English 10.20am 12.20pm
 - Wood Technology 2.25pm 3.55pm
- First Year Girls Soccer
- LCVP Visit to Crafty
- U14 Girls GAA training at lunchtime
- Lunchtime Musical Pit Singers Altos
- Student Support Meeting 2.00pm
- U14 Boys Soccer 4.00pm 5.00pm
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm

Wednesday February 5th

- Breakfast Club 8.00am 8.45am
- Pre Leaving Certificate Applied Exam
 - French 10.03am 11.05am
 - o Horticulture 11.45am − 1.15pm
- Pre Leaving Certificate Exam
 - o Irish Paper 2 10.10am 1.15pm
- Pre Junior Cycle Exam
 - German 11.15am 1.15am
 - French 11.15am 1.15am
- U14 Boys GAA
- U16 Girls All Ireland Basketball Semi Final
- Evening Study 2.000pm 4.00pm

Thursday February 6th

- Pre Leaving Certificate Exam
 - o Chemistry 9.15am 12.15pm
 - Construction Studies 9.15am 12.15pm
 - o Music 9.45am 12.15pm
 - History 1.05am 3.55pm
- Pre Leaving Certificate Applied
 - o English & Communication 10.15am 12.15pm
 - Social Education 1.55pm 3.55pm
- Pre Junior Cycle Exam
 - o Business 10.20am 12.20pm
 - \circ Geography 1.55pm -3.55pm
- U14 Girls GAA training at lunchtime
- Lunchtime Musical Pit Singers Sopranos
- Art Club in Art Room 1.30pm
- Lunch Time Junior Mini-Company in Room 4
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm
- Parents Association Meeting 7.15pm

Friday February 7th

- Breakfast Club 8.00am 8.45am
- U14 Girls GAA
- Staff Monthly Prayer Meeting
- Pre Leaving Certificate Exam
 - DCG 9.15am 12.15pm
 - o Accounting 9.15am 12.15pm
 - o Home Economics 9.45am- 12.15pm
 - o Politics & Society 9.45am- 12.15pm
- Pre Junior Cycle Exam
 - Irish 10.20am 12.20pm
 - Science 1.55pm 3.55pm
- Ulster Schools Swimming Championship
- U14 Boys GAA at lunchtime
- U15 Boys Soccer 4.00pm 5.00pm
- Evening Study 4.10pm 6.00pm
- First / Second Year Homework Club 4.00pm 5.00pm

Saturday February 8th

• Saturday Study 9.00am- 1.00pm

Principal's Report

Leading Learning & Teaching

- Max Mc Ginnity from the Leaving Certificate class of 2024 was awarded a UCD Ad Astra Scholarship.
- Leila Daly from the Leaving Certificate class of 2024 was awarded a UCD Entrance Scholarship.
- The Pre Junior Cycle & Pre Leaving Certificate oral and practical exams took place before the Christmas holidays.
- The end of term assessments arrangements for different year groups took place at various stages in December.
- Parents & Guardians received the reports from the end of term assessments the week beginning January 13th. Senior Management and the relevant Year Heads met with class groups and / or individual students to discuss the same.
- The Principal informed the Board of Management that the results of the end of term assessments were uploaded to Athena tracker.
- The Board of Management reviewed the Leaving Certificate & Junior Cycle results analysis.
- The Principal informed the Board of Management that he has met with the following subject departments to discuss the Leaving Certificate & Junior Cycle results analysis:
 - o Irish
- The Pre Junior Cycle and Pre Leaving Certificate Exams commenced the week beginning January 27th.
- The Principal updated the Board of Management on developments with Senior Cycle Reform.

- The Second Year Parent Teacher Meeting took place on December 10th.
- The First Year Parent Teacher Meeting took place on January 14th.
- The Fifth Year Parents Teacher Meeting took place on January 23rd.
- Teaching & Learning is on the agenda for all staff & Subject Department Meetings.
- Fifth Year student Cliodhna Ward represented the school in the BT Young Scientist and Technology Exhibition in January.
- Fourth Year student Emily Mc Mahon was successful at chapter level in the Credit Union Art competition.
- Sixth Year Politics & Society featured in a RTE Documentary on Election 2024.
- LCVP students had a talk from a local business entrepreneur on January 28th.
- The Literacy & Numeracy Committee organised a number of initiatives for students like the lunchtime Darts Club.
- The German Club meets on a regular basis.
- The Art Club meets on a regular basis.
- Students from the Robotics Club continue to prepare for their upcoming competition.
- Club na Gaeilge meets on a regular basis.
- The Junior Mini Company Club meets on a regular basis.
- Evening Study takes place from 4pm 6pm.
- A homework club for First Year students takes place from 4.00 pm 5.00 pm. First Year students are supported by our SNA's and TY students.

The Principal paid tribute to the teachers for their willingness to embrace new initiatives so willingly that has generated so much positive discussion around Teaching & Learning in our school.

Managing the Organisation

<u>Finance:</u> The Principal presented a Finance Report to members of the Board of Management that included the following information: Income & Expenditure from the start of the year, list of creditors, debtors and unreconciled payments

<u>Child Protection Issues:</u> The Principal informed the Board of Management of communication and / or referrals to TUSLA since the last Board of Management meeting. The Principal presented the CPOR to the Board. The Board was satisfied that the relevant reporting procedures were followed.

<u>Bullying Issues</u>: The Principal informed the Board of Management of the requirements for schools under circular 0055/2024 'Publication of Bi Cinnealta Procedures to Prevent and Address Bullying Behaviour for Primary and Post Primary Schools'

Leading School Development

Policy Review:

- Upcoming:
 - Special Needs Assistant Policy
 - Proposed: M. Sherry
 - Seconded: J. Bishop
 - Assistive Technology Policy
 - Proposed: M. Sherry
 - Seconded: J. Bishop
 - o Anti Bullying Policy
 - o Career Break & Job Sharing Policy

IT: None

Plant Development & Maintenance

- The Principal informed the Board of Management of a quote from AES Security to upgrade security cameras.
- The Principal informed the Board of Management of damage to certain doors during the recent storm.
- The Principal of informed the Board of Management about discussions with the Technology Department in relation to an Emergency Works application for dust extractors.
- The Principal updated the Board of Management on developments relating to the new SEN extension.
- The Principal updated the Board of Management on developments relating to the sale of the Convent grounds.

Enrolment 2025

• The Principal updated the Board of Management on developments with enrolment for 2025- 2026.

School Self Evaluation

- School Self-Evaluation: The development of our areas of focus for School Self
 Evaluation for the forthcoming year will continue through the Teaching &
 Learning Committee, Subject Department meetings and staff meetings. A
 Wellbeing Week 'Being Positive about Learning' was held the week
 beginning January 20th with a number of initiatives organised by the Business
 Department and the school Literacy & Numeracy Coordinator.
- Parents / Guardians in the different year groups are surveyed after the Parent Teacher meetings as part of the SSE process. A summary of this data was shared with the Board of Management before the meeting and discussed at the meeting.

Faith Life of the School

- Weekly prayers are said over the school intercom.
- Ms. Mc Ardle has organised monthly prayer meetings for staff.
- Catholic Schools Week was celebrated the week beginning January 20th.
- Ceiliúradh CEIST was celebrated on January 31st.

The Principal & members of the Board of Management thanked Ms. Duffy, members of the Religion Department and everyone involved in the promotion of the faith life of our school.

Extra Curricular

- The following GAA teams continue training for their upcoming competitions:
 - o U14 Girls GAA, U13 Boys GAA, U15 Boys GAA
 - The U16 Girls GAA team won the U16 A shield final.
 - Representatives from the Senior Girls GAA team attended the Ulster Post Primary Ladies All Star trials.
 - Representatives from the Senior Boys GAA team attended the Ulster Schools All Star trials.
- The following Basketball teams continue training for their upcoming competitions:
 - First & Second Year Girls, First & Second Year Boys, U16 Girls & Senior Girls
 - The U16 Girls Basketball team reached the All Ireland A semi final.
 - The U19 Girls Basketball team reached the All Ireland A quarter final.
- The following Soccer teams continue training for their upcoming competitions:
 - o U13 Girls, , U13 Boys & U15 Boys
 - 1st Year Boys Ulster Cup Round Round 3 vs Stranorlar
 - 1st Year Girls Ulster Cup Group Stages
 - U15 Boys Minor Knocked out at regional semi-final stage and into an Ulster Cup Quarter Final, opponent TBC
 - o U15 Girls Minor Knocked out of Ulster Cup Group Stages
 - U17 Boys Junior Ulster Cup quarter final to be played against St Pats Cayan

- U17 Girls Junior Lost Ulster Cup Quarter Final to Royal & Prior School, Raphoe
- U19 Boys Senior Out at regional semi-final stage & Ulster Round of
 16
- U19 Girls Senior Lost Ulster Cup Semi-Final 1-0 to Scoil Mhuire, Buncrana
- \circ First & Second Year students attended a soccer trip to Manchester January $16^{th} 18^{th}$.
- The school choir practices on a regular basis at lunchtime most days each week for upcoming school events.
- Students in our school competed in the District D Cross Country on January 31st. The following students have qualified for the Ulster Cross Country: Judy Hughes, Aine Smith, Maeve Smith and Darragh Mc Adam
- Students in our school competed in the Ulster School Swimming Championships on February 7th.
- The German Club meets on a regular basis.
- The Art Club meets on a regular basis.
- Club na Gaeilge meets on a regular basis.
- The Junior Mini Company Club meets on a regular basis.
- Transition Year students have been very busy from the last meeting:
 - TY Coaching Mentors
 - o TY Active Schools 3 v 3 Basketball
 - o TY STEM Event
 - o TY SEPI Initiative
 - o TY Focus Group
 - o TY Religion Public Speaking
 - o TY John Paul 11 Awards
 - o TY Red King Chess Workshop
 - o TY Sports Leadership Programme

A discussion took place on the TY Debs that is organised by students independently of the school.

The Principal thanked the staff for their extraordinary generosity of time & spirit in giving students opportunities to develop their skills, talents and interests outside the classroom.

Developing Leadership Capacity

Student Voice / Leadership

- Sixth Year Student Leaders are assisting with supervision on corridors before school.
- Transition Year students are assisting with peer mentoring activities for the JCSP classes.
- The Student Council meets on a regular basis.
- A number of focus groups are planned with different year groups over the course of the year.
- The Senior Management Team and Year Heads are meeting students in different year groups on 1-1 to discuss their progress.

The Principal & members of the Board of Management thanked everyone involved in the promotion of Student Voice at Our Lady's.

Student Support & Discipline

Student Support

- Student Support Meetings are held every Tuesday.
- The External Counsellor continues to support students on a weekly basis.
- The school has enlisted the support of an Art therapist to support students.
- The school meals programme continues to provide support to a number of families on a weekly basis.
- The school has engaged the services of a Student Youth / Home School Liaison Officer every Wednesday through an initiative with Monaghan Education Centre.
- Our school is implementing the NCSE Check & Connect Programme this year.
- The Guidance Department is currently meeting with the different Third Year classes.
- Fifth & Sixth Year students had a sports scholarship talk with representatives from Ulster University.

Discipline

• Council of Discipline meetings take place every Wednesday.

The Principal & members of the Board of Management thanked everyone involved in the Council of Discipline and Student Support Team for the hard work, care and support shown to students across so many different levels.

Middle Leadership & Management

- The Principal updated the Board of Management on the Middle Leadership & Management review. The Middle Leadership & Management Needs and Priorities were adopted by the Board of Management.
 - Proposed: M. SherrySeconded: Z. Brady

A.O.B.

- Representatives of the Board of Management congratulated Sixth Year student Ella Mackie on her success in the World Dancing Championships.
- Representatives of the Board of Management congratulated Sixth Year student Ella Marie Bishop who performed on national TV on February 9th.
- A meeting of the Parents Association took place on February 6th.
- The Chairperson of the Board of Management thanked the Principal for a comprehensive report and thanked the Senior Management Team and all staff for their continued hard work & commitment to the school.

Next Meeting: To be confirmed.

Agreed Report Parents: To go on the website and link sent to parents on the school app.

Agreed Report Staff: A. Connolly