

# Esker Educate Together Board of Management Minutes

Venue	Zoom
Date of Meeting	Monday 16 <sup>th</sup> November 2020
Minutes taken by	Tania Daly
Present	Angela McMurray Ciara McMackin Gemma Curry John Reilly Peter Murphy Tania Daly Damon Rogers
Apologies	n/a
Time meeting opened	7.15pm
Time meeting closed	9.00pm

Issue	Decision/Action	Actions required by:
Minutes and matters arising from last meeting	Aladdin text service – absences are now recorded at 10am.	
Correspondence	- Correspondence was read out.	
New staff rep for BOM	Tania was welcomed to the Board by the Board of Management.	
Critical Incident (review)	Key points: - 2 x level 2 incidents happened this year. - Policy updated with new details and phone numbers. - Roles were allocated accordingly.	Updates were approved by Ciara McMackin and the board.
Covid-19 (review)	Covid-19 Policy was reviewed and updated: - Paula Murphy is now the Lead Worker Rep.  Ciara McMackin and the board would like to thank Komeera for her hard work during her role as LWR. They would also like to thank Caitriona for her ongoing work and Paula for taking on the role of LWR.	Updates were approved by Ciara McMackin and the board.  Gemma to pass on thanks to the staff members.
Child Safeguarding (review)	- Reviewed and ratified.	Updates approved by Ciara McMackin and the board.
Treasurer's report	<b>See report attached.</b> Key points: - Accounts to be sent for certification by accountant. - Deadline for this is February. - Accounts are in a healthy position. - Thanks to Sandra for all the hard work on the accounts. Decisions/ actions: - Approved: Request for the three signatories (Sandra, Gemma and Ciara) to have debit cards to simplify purchasing processes.	Report approved by Ciara McMackin and the board.  Board approved debit cards for account signatories.

Signed: .....

Date: .....

ASD Update	<p>Key points:</p> <ul style="list-style-type: none"> <li>- Peter, Catherine, Gemma and Noel are on the committee.</li> <li>- Gemma has registered the school with e-tender.</li> <li>- Noel JMB, advisor, will advertise five positions (see Principal's Report) on e-tender this week. This is a very structured process.</li> <li>- As a guideline – 1 year to plan, 1 year to build.</li> <li>- €1.5 million budget approximately.</li> </ul>	E-tender to go live this week.
Principal's report	<p>Report was read out.</p> <ul style="list-style-type: none"> <li>- Including staffing / enrolment/ recruitment 2020/21.</li> <li>- Covid-19 update.</li> <li>- Music-generation.</li> <li>- Parent-teacher meetings will be in February.</li> <li>- Home-school liaison update.</li> <li>- Winter concert.</li> <li>- Learn together assemblies.</li> <li>- Student council elections have taken place.</li> <li>- Yard committee.</li> <li>- Hall rental.</li> </ul> <p>Actions/ decisions:</p> <ul style="list-style-type: none"> <li>- Approved: Request for high-vis insulated coats to be purchased for teachers.</li> <li>- Approved: Proposal from Gemma to remove the three-hour morning clean (high touchpoint area cleaning and isolation room cleaning) as the cost is not sustainable.</li> <li>- Approved: Proposal for external instructors from Music Generation to come to 3<sup>rd</sup> and 4<sup>th</sup> class to teach percussion instruments while being mindful of pods (instruments loaned).</li> <li>- Action: Gemma and Ciara to investigate level of cleaning required in evenings given other procedures in place.</li> </ul>	<p>Board approved items marked "approved".</p> <p>Actions: Gemma to change cleaning contract to cancel the three-hour morning clean.</p> <p>Gemma and Ciara to investigate evening cleaning.</p>
Anti-bullying report and Children protection oversight report	<ul style="list-style-type: none"> <li>- Anti-bullying and child protection oversight report was read out.</li> </ul>	No actions/ approvals required.
SSE	<p>In light of Circular 0041/2020 we have decided to pause our SSE focus on Sustainability and focus on Digital Learning this year instead.</p> <p>Additionally, in terms of our DEIS plan we will continue with our whole-school plan.</p>	Proposals regarding SSE, Digital Learning plan and DEIS plan approved.
ICT update – wifi improvements	<p>Key points:</p> <ul style="list-style-type: none"> <li>- Wifi needs to be improved to enable even simple tasks such as Kahoot quizzes.</li> <li>- Quotes sought for improved ICT/ wifi. Supplier not chosen yet.</li> </ul>	Gemma, John and Sandra to form a sub-committee to choose provider once the actions have been taken. This can occur in advance of next board meeting.
Date of next meetings	Next board meeting: Monday 18 <sup>th</sup> January	

Signed: .....

Date: .....