

Esker Educate Together Board of Management Minutes 2020 via Zoom call

Venue	Zoom
Date of Meeting	8 th March 2021
Minutes taken by	Tania Daly
Present	Angela McMurray Ciara McMackin Gemma Curry Sandra Russe John Reilly Peter Murphy Tania Daly
Apologies	Damon Rogers
Time meeting opened	7.30pm
Time meeting closed	8.40pm

Topic	Detail/ decisions	Future actions
1. Minutes and matters arising	Thanks to Tania for detailed minutes from last meeting. Thanks to Esker building subcommittee (Noel, Catherine, John, Ciara and Gemma) who have worked hard to navigate the tender process to secure an architect, engineer and builder to proceed with the new Esker building.	
2. Correspondence	Three items of correspondence from teachers regarding leave requests were read and approved. SNA placement by an external person to be reviewed after April, following the full reopening of school. No SNA placements have been accepted this year due to Covid.	SNA placement to be reviewed in April.
3. Long term leave applications/ Staffing schedule.	Subcommittee (Ciara, Gemma and Peter) met and processed long-term leave applications. <ul style="list-style-type: none"> – Approved: Career break for SNA. – Approved: Eight teachers applied, only seven permitted. Therefore, the established criteria was used to approve seven teachers' career break, with one teacher denied. This has been communicated to the relevant staff members. 	
4. Covid 19 – review of risk assessment	Ratified: Edits to Risk Assessment. <ul style="list-style-type: none"> – Updated to reflect updates in public-health advice (see red text in most recent version attached). 	
5. Treasurer's report	Full report will accompany hard-copy of this meeting's minutes in designated folder. Key discussion points: <ul style="list-style-type: none"> – Sandra detailed payments. – Cleaning expenses were particularly high. – Lunch grant/ expenses explained. – Accountant report received and reviewed by Sandra. – Final report expected to be completed this week. Huge thank you to Sandra for all her hard work and for her expertise in getting this report completed.	Final copy of accountant's report will need to be signed by the board.

<p>6. Principals report including staffing / enrolment and recruitment 2021/22</p>	<p>Full report will accompany hard-copy of this meeting's minutes in designated folder. Key discussion points:</p> <ul style="list-style-type: none"> - Update on Lucan common enrolment update. - Some families and some teachers/ SNA's are engaging in the supplementary provision-programme - Job shares/ career breaks approved. - ISM team: Paused recruitment process until school fully reopens the process will start again (interviews mid-late April). - Phased reopening. <ul style="list-style-type: none"> o School has reopened for junior half of school and will open to rest of school next Monday (15th March). o EN14683 masks purchased for all teachers. o Staff updated on new procedures. o Declaration needs to be signed by staff before return. o Declaration on Aladdin required day before a child returns after an absence. o Gemma noted a staff request for provision/ funding of classroom air-purifier/s and safety goggles for enhanced safety. The Board discussed this but the majority voted that the school can only fund safety equipment/ PPE in line with Department of Education recommendations. - School is endeavouring to celebrate as much as we can within constraints of restrictions (World Book Day; Assembly; art competition; Lá Glas, Seachtain na Gaeilge). - Home links: Linda (HSL) running a number of initiatives such as a parenting course, yoga, crafting classes starting from 18th March. Michael (our school psychologist) did a webinar - PTA: Great initiatives completed and planned such as Silly Hat day, Spring Competition, 6th Class graduation plans. - CPD: Two teachers doing Nurture Group training with Esker ETNS (to help children reengage with school after a trauma). Tania has put herself forward to complete the Postgrad in Special Education (funded by Department of Education). - Ciara and Gemma have been added to bank account. <p>Approved:</p> <ul style="list-style-type: none"> - Hall rental: As long as within government guidelines, we approve external groups using our outdoor spaces. - Eight weeks leave required for Tania if successful in securing a place on the Postgrad in Special Education (funded by Department of Education). 	<p>ISM interview dates to be confirmed between Ciara and Gemma.</p> <p>Gemma to liaise with external groups regarding hiring of external space.</p>
<p>7. Anti-bullying report</p>	<p>Nothing to report.</p>	
<p>8. Children protection oversight report</p>	<p>No complaints against a staff member. All Tusla procedures followed if required.</p>	

<p>9. Ancillary staff contract review</p>	<p>A subcommittee (Ciara, Gemma and Sandra) have been working on creating an Ancillary Staff Contract. The need for one was identified in the process of considering ancillary staff salary reviews:</p> <ul style="list-style-type: none"> – This Ancillary Staff contract has now been drafted. – The subcommittee consulted a number of external agencies/ individuals in the drafting of this contract. Ciara noted that the FSSU was very helpful. – The contract will be used for any future Ancillary Staff recruitment/ reviews, although it is hoped that in the coming years the Department for Education will be responsible for these staffing positions. <p>Two key points from the contract:</p> <p><u><i>Ancillary Staff Payment - Process Updates, for approval and adoption by BOM.</i></u></p> <p><i>As of March 2021, review of ancillary staff salaries or new ancillary staff contracts of employment will adhere to guidelines of the Department of Education and Skills in relation to minimum rates of remuneration.</i></p> <p><i>Current ancillary staff salaries are not considered by the Board of Management as templates for staff contracts hereafter. Any future ancillary staff payments shall be instituted in line with Department of Education minimum rate guidelines and reviewed in accordance with contracts negotiated with the individual in question.</i></p>	<p>Contract to be finalised by Gemma.</p>
<p>10. Security cameras</p>	<p>Unfortunately, there has been anti-social behaviour occurring on the premises. This has resulted in some vandalism to items in the yard and Fairy-garden.</p> <p>CCTV footage has been handed over to the Gardaí.</p> <p>The decision was taken to install more security cameras. These will be clearly marked and identified in the hopes of acting as a deterrent.</p>	
<p>11. Date of next meeting</p>	<p>Monday May 17th</p> <p>Expectation that an earlier, emergency meeting may be called depending on updates from Department of Education, FORSA and INTO.</p> <p>Quorum may also be required to approve ISM team/ AP1/ AP2 posts after interviews which are expected to occur in April.</p>	