

Esker Educate Together Board of Management Minutes 2021 via Zoom call

Venue	Zoom
Date of Meeting	17 th May 2021
Minutes taken by	Tania Daly
Present	Ciara McMackin Gemma Curry Angela McMurray Sandra Russe Peter Murphy John Reilly Tania Daly
Apologies	Damon Rogers
Time meeting opened	7.30pm
Time meeting closed	9.00pm

Topic	Detail/ decisions	Future actions
1. Minutes and matters arising	No matters arising.	
2. Correspondence	Five pieces of correspondence discussed: <ul style="list-style-type: none"> - Solicitor request for information on a student – response sent. - SNA – requests for splitting transport role and unpaid leave days approved. - Teacher - interview feedback request – feedback was sent. - INSET funding requests x 2 <ul style="list-style-type: none"> o Both requests are in line with the policy. They directly benefit learning in our school and there is sufficient funding available. Therefore, both requests were approved by the board. 	Ciara to reply to SNA and teacher requests to confirm they have been approved.
3. Recruitment to leadership and management team	AP1 – Permanent – Paula Murphy AP2 – Permanent – Liz Lehane (Linda Quigley in Liz's absence). AP2 – Temporary – Tania Daly Gemma and Ciara noted the high standard of all interviewees and the high quality of contribution to the school by the staff.	
4. Child Risk Assessment Review	See attached to hard copy in Principal's Office. Reviewed and approved by board. Additional comment: Recommendation for SET teachers/ SNA to ensure any important independence/ safety skills be included on SSP so that both parents and teachers are aware of these. This is in line with current practice but an important reminder.	

5. Treasurer's report	<p>See report attached.</p> <ul style="list-style-type: none"> – Annual report is now complete. The board thanked Sandra for her outstanding work on this. – Sandra detailed payments. – Cleaning expenses have significantly decreased. – Budget for year ahead to help plan for spend. – Impact of loss of hall rental fees is evident. <p>Possible areas of upcoming spend:</p> <ul style="list-style-type: none"> - Yard expansion. - Vegetation clearing - Book rental - Online academic subscriptions - ICT – Interactive whiteboards. 	<p>DEIS spend to be reviewed.</p> <p>Gemma to remind teachers to submit expenses for this school year within this school year.</p>
6. Principals report including staffing / enrolment and recruitment 2021/22	<p>Report was read out by principal.</p> <p>See report attached to minutes in Principal's Office.</p>	
7. Music Policy	Reviewed and ratified.	
8. Children protection oversight report	Child Protection Oversight and Anti bullying Oversight report was read out by principal	
9. Anti-bullying report	Nothing to report.	
10. Remote Learning Report	<p>In place of SSE/ DEIS plan we are focused on this as per guidelines by Department of Education.</p> <p>Planning, execution and review process complete.</p> <ul style="list-style-type: none"> - Tania surveyed parents as part of Remote Learning roll out and early evaluation. - Niamh has subsequently run a survey amongst students in 5th and 6th class to reflect upon their experiences of remote learning. - See report attached to hard copy in Principal's office. Children demonstrated a marked increase in confidence and overall experience during the second lockdown. The plans put in place in the school were evident in the children's responses. 	Gemma to attach report to the hard copy of these minutes.
11. ICT/ Whiteboards	<p>The whiteboards are negatively affecting teaching and learning in the school across all areas including literacy and numeracy.</p> <p>Request for funding:</p> <ul style="list-style-type: none"> - Sixteen new interactive screens plus one portable board. - Gemma sought quotes from a number of suppliers and narrowed down to one supplier based on price and service. Gemma visited a local school who recommended this supplier and got feedback from staff and students regarding the screens and the benefits were very evident. 	<p>Gemma and Sandra to investigate funding options.</p> <p>Gemma, Sandra and Ciara to sign-off on final decision.</p>

	<p>Option to lease the rest over 5 years. Full 5 year warranty. At end of 5 years, option to own them or upgrade and start new lease agreement.</p> <ul style="list-style-type: none"> - Leasing costs approximately 10% over purchasing outright. <p>Approved:</p> <ul style="list-style-type: none"> - Board agreed that this upgrade could proceed. - Subject to clarification on funding – Gemma, Ciara and Sandra to make final decision regarding leasing/ purchase. 	
12. Building Update	<p>Proposed plan presented.</p> <p>Approximate timeline: A year to plan, a year to build.</p> <p>There will be some challenges around parking and traffic management during the build but the positive impact to the school and the wider community will be significant.</p>	
13. Date of next meeting	<p>Final meeting of the year to ratify new appointments.</p> <p>Thursday 1st July – 9.30am</p>	