Appendix 4

**Sample Board of Management Minutes.**

**St xxx's School, Sarsfield.**

**Board of Management Meeting Minutes**

**Date-Mon Sept 16th Venue-Board Room at 7pm.**

The meeting opened with a short prayer led by X XXX.

**1. Attendance**

XXXXXX (Chairperson. Trustee);X XXXXX Trustee);X XXXX

(Trustee);X XXX (Parent); X XXXX (Teacher);X XXXX

(Teacher);X XXXX (Teacher); ; X XXXX (Sec B.O.M.);.

**Apologies**: X XXXX (Trustee.); X XXXX (Parent).

**2. Minutes**

The minutes of the last meeting were adopted. Proposed: X XXX;

Seconded: X XXX.

**3. Matters Arising**

X XXXX , newly appointed S N A received his first payment last Thursday.

In the event of the Haddington Rd Agreement being accepted the

moratorium on filling the outstanding A P. position will be lifted and it will

be possible to fill it.

**4. Correspondence**

• Applications for personal leave were received from X XXX Sept 5th ; X

XXX Sept 18"; X XXX Sept 18"

• A letter from X XXX requesting unpaid sick leave for one year from

*24/08/13*

A thank you card from X XXXX for the board's gift to her on her recent

Retirement

DES Circulars.

CEIST Correspondence.

JMB Bulletins.

**5.Flnancial Report.**

Financial Sub Committee Report given by XXXX. Checklist read out, approved & signed by Chairpersons of Finance Sub Committee & Board

Cash Balances:

Reconciled Current Account= €113,906

Investment Account= £152,028.

Petty Cash=€85.

Debtors: €4,90O

Creditors:€21,030

Total Income from Sept 1st : €115,571

Total Expenditure from Sept 11l :€9,491

• Grants Due-School Escort: €33.692

**6.Principal's Report;**

**To date:**

Aug 23rd-Staff Day. (6 Croke Park hours)

Aug 29th-Reception for LC students was held.

Sept 16th-Principal attended the J.M.B. Education Conference.

Sept 17th- 6" Year Information Night at 7:30pm.

The Parent's Association elections are currently taking place.

**Upcoming:**

Sept 26th & 27th-Chairperson & Principal will be attending the CEIST Conference in Athlone

Oct 10th-The 1" Year Information Night will be held.

Oct 24th-The annual Open Night for incoming 1st years will be held.

There are currently 50 applications for next year. The Board agreed

a cap of 120 students for next year. Proposed: X XXX Seconded X XXX.

The current enrolment is 691.

**7.Learning & Teaching.**

The JC results were excellent. Four students got 9 A's and 36 students

achieved all honours. Out of over 1100 grades awarded there were only 5 E

grades.

A discussion took place on the Junior Certificate Results Analysis provided to Board.

X XXXX has been awarded a Naughton Scholarship on the basis of her

LC Results 2013

A number of LC students have been put on academic report to support

their studies.

• School Self Evaluation:

**8.Extra-curricular**

Rehearsals for the school musical are currently taking place. The musical

will take place on Oct.16th ;Oct 17th & Ocl18th. All Board members were

invited to attend on Fri Oct.18th.

The U-16 boys' football team are currently competing in the group stage

of their competition.

An outside coach is coming in to provide hurling coaching for the junior

students. He will be assisted by new member of staff X XXXX .

**9. Pastoral Care & Discipline .**

* Pastoral Care

The Pastoral Care team have met on a number of occasions

The Rainbows Programme has been reviewed. It has been decided to move the sessions to lunchtime.

* Discipline

• Two 5th Year students received a 1 day suspension for disrespectful behaviour towards a member of staff.

**10.Faith Development**

The Mass to celebrate the Opening of the School Year was held in

XXXXX parish church on Wed Sept.11.

The 1st Year Mass will take place on Tues Sept *241h .*

A weekly prayer is said over the P.A.

Year Group Prayer Service.

Sacred Space to reflect Feast Day.

**11. Plant development and maintenance**

Day to day repairs are ongoing.

**12. I.C.T.**

Two platforms are being considered: Google Apps and Edmodo

All Teaching Groups have been entered on ePortal

The purchase of iPads for teachers is being investigated.

**13.Chlld Protection Oversight Report.**

• None

**14. Bullying Issues.**

New DES guidelines are being issued for adoption before Easter.

**15.Staff Issues**

The following substitutes have been employed through the 0LCS

XXXX

XXXXX

XXXXXXX

**16. Policy Formation:**

A number of policies are due for review during the current year including:

* Admissions.
* Code of Behaviour.
* Homework.
* Dignity in Workplace.

**17. Implemenlation of Subject Inspection Reports:**

All recommendations have been implemented.

**18. Agreed Report.**

Agreed Report was drawn up by Board for :

* Staff.
* Parents Association.
* SRC.
* Website.

**19. AOB.**

None.

Next Meeting-Monday Nov 11th.

Meeting finished at 9:30pm.

***Some or all of Items 7 through 16 could be included in Principal’s Report rather than be separate items on Agenda! This may be left to discretion of individual Board Secretaries.***