

## **REPORT OF THE BOARD OF MANAGEMENT 2016/2017**

**Our school is a caring, Christian community in which pupils have the opportunity to achieve academic excellence and to grow spiritually, emotionally, socially, creatively and physically in a healthy environment.**

Sections 20 and 21 of the Education Act 1998, the School Self Evaluation Guidelines and our ethos document "Continuing the Journey ... a Loreto Education" all promote open and continuing communication between the Board of Management and the school community.

The Board of Management Report on the working of the school 2016/2017 aims to synthesise the main developments during the school year and complements information contained in the Agreed Report following each meeting and now published on the website.

### **1. MEMBERS OF THE BOARD**

<u>Trustee nominees:</u>	Dr. Eilis Humphreys (Chairperson) Sr. Carmel Gallagher IBVM Mr. Colm Moore Mr. Pat O'Riordan
<u>Parent nominees:</u>	Ms Ciara Hennigan Mr. Austin Lennon
<u>Staff nominees:</u>	Ms Colette Gallagher Ms Samantha Watters
<u>Secretary to the Board:</u>	Mr. Robert Dunne (Principal)

### **2. MEETINGS OF THE BOARD 2016/2017**

5<sup>th</sup> September 2016  
20<sup>th</sup> October 2016  
1<sup>st</sup> December 2016  
16<sup>th</sup> January 2017  
27<sup>th</sup> February 2017  
27<sup>th</sup> March 2017  
18<sup>th</sup> May 2017  
30<sup>th</sup> May 2017  
7<sup>th</sup> June 2017  
24<sup>th</sup> August 2017

- An agenda is set by the Chairperson and Principal and is forwarded to each member of the Board.
- All Board members are obliged to keep confidential, matters discussed at Board meetings unless otherwise agreed by the Board.
- The Agreed Report is published on the Parents' Section of the website and is circulated to the staff and members of the Parents' Association.

### **3. ETHOS**

- The Board attended the Loreto Network Seminar in February which focused on governance in the 21<sup>st</sup> Century Loreto school.
- Personnel and resources have been made available to support the holistic development of our students, e.g. RE/Chaplaincy, Resource, SPHE, Guidance, Extra Curricular areas.
- The Board is particularly supportive of the efforts made to promote Positive Mental Health in the school.
- It acknowledges the commendable work of the SPHE Support group.
- The Reflection Days for 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> Year, Masses, Carol Service, the Morning Reflection, various thematic displays and Justice Outreach projects all speak to the school community of the characteristic spirit of a Loreto school.
- All Loreto schools encourage students to be conscious of injustice and to work to make the world a better place. The Outreach in Community Care in 4<sup>th</sup> Year, the Justice and Peace group and the various campaigns organised by different year groups and co-ordinated by the staff, are welcomed in this regard. The 5<sup>th</sup> Year

Immersion Trip to Zambia was particularly successful in consciousness raising. A word of appreciation to all the students, teachers and parents involved. The Board recognises the dedication of Ms Jane Coyne, supported by Ms Jacqueline Munnelly, Mr Eamonn Murphy and Mr. Ciaran Brennan in organising, supporting, motivating and accompanying the group.

- The Justice and Peace Group again supported by teachers and parents organised a sponsored "Camp Out" on the docks in solidarity with the migrant community.
- Ms Munnelly accompanied a group of 6<sup>th</sup> Years as helpers on the Dublin Diocesan Pilgrimage to Lourdes.
- The Principal attended the 2017 Loreto International Schools' Conference in South Africa in June, in his role as Chairperson of the Loreto Education Network Committee.

#### **4. FINANCE**

- Finance issues are on every agenda of Board meetings. The Board is guided in its deliberations by a Finance Sub-Committee chaired by Mr. Colm Moore. Sr. Carmel Gallagher IBVM, Mr. Jim Connolly, Ms Sarah Collis and Mr. Robert Dunne are also part of this group.
- End of Year accounts are audited and submitted to the Loreto Education Trust and the Financial Services Unit of the JMB.
- Loan repayments were initiated on the Sports Hall and we continue to repay an outstanding loan on the 2006 building.

#### **5. STAFFING**

- Ms Marie Breen, the Deputy Principal, returned from approved leave.
- Thirteen appointments were made to the staff and 1 staff member was appointed to an Assistant Principal position.
- The Board accepted the resignations of Mr. Tim Griffin, Ms Monica Delaney, Ms Alison McKenna, Ms Paula Fennelly and Ms Sarah O'Connell, all long serving members of staff, thanked them for their dedication and wished them every health and happiness in their retirements.
- Ms Roisin Moir was appointed Receptionist and Ms Caitriona Raftery now undertakes the role of Admissions Secretary.

#### **6. CHILD PROTECTION/ANTI BULLYING**

- The Child Protection Policy was reviewed and Appendix 2 was completed at the Board meeting last October, a copy of which was forwarded to the Chairperson of the Parents' Association. Child Protection is listed on the agenda of each Board meeting. The Designated Liaison Person is the Principal, Mr. Dunne and the Deputy Designated Liaison Person is the Deputy Principal, Ms Breen. Both have attended Child Protection Seminars. Under "Children First Guidelines", the Designated Liaison Person is legally obliged to refer all Child Protection concerns to Tusla.
- Staff are undergoing additional Child Protection training online.
- The Anti-Bullying Policy was reviewed, notification of which was forwarded to the Chairperson of the Parents' Association.

#### **7. TEACHING AND LEARNING**

- The School Improvement Plan continues in the areas of Literacy and Numeracy and a new plan was published for Assessment for Learning. Targets were published on the school website. Particularly commendable is the work of the staff involved in promoting reading and creative writing. The recent "Well Read" award is recognition of the work in this area.
- The School Self Evaluation Group is currently designing a further improvement plan for an aspect of teaching and learning. It is hoped to complete this work in Term 1 of 2017/2018.
- The school has joined in a consultative programme, Learnovate, supported by Trinity College on IT in education.
- The Board reviewed State Examination results in the Leaving and Junior Certificates and congratulated students and staff on their achievements.
- One member of staff attended the Middle Management Course sponsored by the Education Trusts and one is completing an M.Ed. course.
- Staff attended Inservice in the following areas:

- Beyond the eBook
- Google Drive and G Suite (Google Apps) for Students
- Tests and Quizzes that Correct Themselves
- Book Creator
- iMovie
- Multimedia and Video
- Google Classroom
- SPHE
- Maths/Geography/Music/Modern Languages/Science/HE/History
- Mr. Eoin Hughes continued to co-ordinate the roll out of iPad technology for Junior Cycle. All staff were provided with iPads and opportunities for Inservice were provided.
- An incidental inspection of Teaching and Learning took place during the year and an advisory visit from the Inspectorate on School Self Evaluation was facilitated.
- Induction for new teachers – the school continues to be part of the Droichead process – the National Induction Programme for Teachers.

## **8. POLICIES**

Policies were reviewed and amendments made in relation to:

- School Enrolment and Admissions Policy 2019
- Child Protection Policy
- Anti-Bullying Policy
- Health & Safety Statement
- Job Sharing Policy
- Critical Incident Policy
- SPHE/RSE Policy
- School Fee Policy
- Statement of Strategy for School Attendance
- Vetting Policy

## **9. GENERAL**

- The new Sports Hall, officially opened in September 2015, continues to provide a comprehensive programme in extra-curricular sports and fitness for students.
- A promotional video was commissioned and a new prospectus published.
- The Board sanctioned tours to Barcelona, Glasgow and an overnight trip to Sligo.
- The Young Entrepreneur Competition attracted a large number of our Junior Cycle students in particular and we thank the dedicated group of parents and Ms Jennifer Maginn, who organise and support such a worthwhile initiative.
- The Board congratulates our participants in the Young Scientist Competition.
- Loreto Abbey is participating in the Health Promoting School initiative.
- The school was awarded our second Green School Flag and we congratulate the Green Schools Committee on their work in this area.
- Tenders were agreed and the Art Room was refurbished during the summer. A sprung wooden floor was installed in the Dance Studio and flooring was replaced in general purpose areas of the building. Corridors were painted, slates replaced on the Concert Hall roof and classroom furniture upgraded.
- The Board continues to identify cost saving energy measures and has commissioned reports on securing access routes into the school and on traffic management on Convent Avenue.

## **10. PARENTS**

- The Parents' Association received a budget of €5,000 for their important work.
- Two parent nominees of the Board are invited to attend Parents' Association meetings.
- The Board furnishes an Agreed Report to parents which is published on the Parents' Section of our website following the Board meeting.
- The Parents' Association hosted a very enjoyable fund raising social evening in September for parents of each year and organised a very successful series of lectures on teen mental health issues.
- The Board met members of the Parents' Association Executive with each group providing a report on its work for the school.
- The Parents' Association is affiliated to the National Parents' Council and The Catholic Federation Parents' Group. Mr. Ross McMahon is a member of the Catholic Federation and is their representative on the National Parents' Council.

The Board of Management wishes to express its thanks to the hard working, dedicated, committed staff, appreciates the support of parents for the school and acknowledges, in particular, the work of the Parents' Association Executive.

A handwritten signature in black ink, appearing to read "Robert Dunne". The signature is fluid and cursive, with a long horizontal stroke at the end.

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Robert Dunne,  
Secretary, Board of Management.  
May 18<sup>th</sup>, 2017.