

**Agreed Report of a Meeting of the Board of Management  
Wednesday May 16<sup>th</sup> 2018**

Attendance: Dr. Eilis Humphreys, Mr. Austin Lennon, Ms Sharon Foley, Mr. Colm Moore, Ms Therese Ryan, Mr. Jim Wade, Ms Pamela Jordan, Ms Laura Demery, Mr. Robert Dunne.

1. **Opening Prayer**

The meeting was opened with a prayer. Dr. Humphreys expressed the sympathies of the Board to the family of Ms Joanne Moloney, mother of Micah and Saoirse on their loss, to the Loreto Community on the passing of Sr. Ancilla Conroy IBVM and to Mrs. Eva O'Sullivan, our former Deputy Principal, on the death of her sister Mrs. Mary Dillon.

2. **Minutes**

The minutes of the meeting of Tuesday 17<sup>th</sup> April 2018 were read and were then proposed by Ms Therese Ryan, seconded by Mr. Austin Lennon and were adopted.

3. **Matters Arising**

(4) Ms Sharon Foley, Ms Therese Ryan and Mr. Robert Dunne attended the information meeting on the NCCA Senior Cycle review. The staff, parents and students will be surveyed in September using a set of questions suggested by the NCCA.

4. **Correspondence**

A full list of correspondence was presented to the meeting with particular attention drawn to the following:

- JMB Bulletin 38: Child Protection Inspections. The Board discussed the request for schools to apply for the pilot phase of the new Child Protection Inspection process and agreed to make an application.
- The Loreto Education Trust has issued its Annual Report to Board members.

5. **Finance Report**

The Finance report was deferred until the next meeting.

6. **Leadership and Management**

The Principal updated the Board on our progress with our Posts of Responsibility review. The working group will be in a position to present the Roles and Responsibilities to the Board at its meeting of June 12<sup>th</sup>.

7. **Data Protection Policy**

The Board reviewed the Data Protection Policy and Procedures and the Records Retention Schedule. Dr. Humphreys highlighted the role of the Board as Data Controller. The Data Protection Policy and the Records Retention Schedule were then ratified. Both will be published on the website.

All parents/guardians will be informed of their rights under the new legislation in a standard privacy notice designed for all Loreto schools. The information sought on the enrolment form for students from 1<sup>st</sup> – 5<sup>th</sup> Year must now be updated. All parents will be circulated with an Updated Student Record Form with various opt in boxes which will address issues such as personal data, contacts, direct marketing, photographs and digital images and consent.

8. **Draft Calendar for 2018/2019 and Croke Park Hours**

The draft Calendar and Croke Park Hours for 2018/2019 were agreed by the Board.

9. **Principal's Report**

A detailed Principal's Report on the workings of the school from April 17<sup>th</sup> 2018 to May 15<sup>th</sup> was presented to the Board:

- The Board congratulated the staff on its work in the past term and in particular the Music Department on the excellent concert on Thursday evening last.

10.

**Child Safeguarding**

The Principal presented his Child Protection Oversight Report to the Board.

11.

The Board then met representatives of the Student Council and the Parents' Association. Following refreshments, Dr. Humphreys welcomed the group to our annual gathering.

Ms Sophia Bolger presented a written report on the work of the Student Council followed by the presentation by Mr. Ben Beach, Chairperson of the Parents' Association on their work. Mr. Robert Dunne presented the report on behalf of the Board. A general discussion took place on the work of the three groups for the good of the school. Dr. Humphreys thanked the groups for their work for the school and the meeting concluded.