

## **Agreed Report of a Meeting of the Board of Management Tuesday June 12<sup>th</sup> 2018**

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

**Apologies:** Ms Sharon Foley

1. **Opening Prayer**

The meeting was opened with a prayer. The Board expressed sympathies to the family of Ms Dara Gowen, mother of Lily (1<sup>st</sup> Year) on their loss.

Dr. Humphreys welcomed Sr. Ann O'Donoghue, IBVM, Director of the Loreto Education Centre. Sr. Ann is visiting the Boards of Management of Loreto schools to thank members for their commitment and dedication to Loreto education. She recognised that the role is not an easy one to undertake but the generosity of spirit of the Board is essential for the future work of Loreto schools. Sr. Ann wished the Board continued success in its work for the next two years.

2. **Minutes**

The Minutes of the meeting of Wednesday May 16<sup>th</sup> 2018 were adopted. They were proposed by Mr. Austin Lennon and seconded by Ms Therese Ryan.

3. **Correspondence**

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

- DES Circular 0038/2018 - Consultation with the school community including teachers, students and parents on the use of smart phones and tablet devices in schools
- The Board congratulated the SPHE advisory group and staff on their work in achieving Ambassador School status for the Cycle Against Suicide movement.

4. **Finance**

The Board was joined by Ms Sarah Collis, Bursar, for this item.

- The Management accounts for the year to date were reviewed.
- The Budget for 2018/2019 was presented to the Board for consideration. It will be necessary to increase the fees by €120 (3%). The TY supplement will increase to €400. The need for a fee increase will be explained to parents in a letter to be issued in the coming days.
- A list of proposed summer works for 2018 was outlined. The total costs envisaged will be in the region of €110,206.

5. **Update on Leadership & Management – Roles and Responsibilities**

The final list of Roles and Responsibilities will be presented to the staff at a meeting on 27<sup>th</sup> August. Following this consultation, the Board will consider the final draft on 28<sup>th</sup> August.

6. **Update on Implementation of Data Protection Policy**

The Principal informed the Board that:

- (i) The staff was briefed on the implications of the GDPR at a staff meeting on May 16<sup>th</sup>.
- (ii) Updated information was sought from all parents and opportunities were given to opt in/opt out of information sharing processes.
- (iii) Our administrative staff attended a workshop on GDPR delivered by the JMB.

7. **Principal's Report**

The Principal presented his report to the Board and highlighted in particular:

- The follow-through Inspection by Ms Ailbhine Ní Bhroin, DES Inspector of Spanish. We will consider the report on publication.
- The Board thanked the staff involved in the recent TY tour to Italy.
- The Board considered the nominations from selection committees for appointment to the staff for 2018/2019 and appointed staff.

- The revised Health and Safety Policy was presented to the Board and was ratified.
- It was agreed to continue to pay two school paid posts for the 2018/2019 academic year.
- The Board considered two amendments to the current Mobile Phone Policy for implementation in the 2018/2019 academic year. Points (a) and (b) on the first page of the current policy will now be replaced with the following:

(a) Where a student brings a mobile phone to school, the mobile phone/smart phone must be switched off during the school day and stored in a locked locker. They may not be used for any purpose on school premises or grounds. This period is inclusive of lunch times.

(b) Students found in contravention of (a) will have their mobile phone/smart phone confiscated immediately and stored in the safe in the office. It will be returned at 16.30 that day and a note will be made in the student's Journal. For a second and subsequent offences, parents/guardians will be required to collect the mobile phone from the office.

A consultation of all stakeholders on this issue in compliance with Circular 0038/2018 will take place during term one of the 2018/2019 academic year.

8. **Principal's Child Protection Oversight Report & Annual Review of the Child Safeguarding Statement**

The Child Protection Oversight Report was presented to the meeting. The Annual Review of the Child Safeguarding Statement was completed by Dr. Humphreys using the DES template for that purpose. Notification that this review took place will be forwarded to the Chairperson of the Parents' Association, the Student Council and the Loreto Education Trust.

9. **Annual Review of the Anti Bullying Policy**

The annual review of the Anti Bullying Policy was completed using the DES template for that purpose. Notification of this review will be forwarded to the Chairperson of the Parents' Association and the Student Council.

10. **Forthcoming Meetings**

Tuesday August 28<sup>th</sup> 2018  
 Monday October 1<sup>st</sup> 2018  
 Tuesday November 20<sup>th</sup> 2018  
 Thursday January 17<sup>th</sup> 2019  
 Wednesday February 27<sup>th</sup> 2019  
 March meeting to be confirmed  
 Thursday May 2<sup>nd</sup> 2019