

**Agreed Report of a Meeting of the Board of Management
Tuesday August 28th 2018**

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

1. **Opening Prayer**

Dr. Humphreys welcomed all members of the Board after the summer break and the Principal then read our Opening Prayer for Families.

2. **Minutes**

The minutes of the last meeting were approved having been proposed by Ms Pamela Jordan and seconded by Mr. Jim Wade.

3. **Matters Arising**

- Item 11: The dates of forthcoming Board meetings have been changed. Revised dates are now available.

4. **Correspondence**

- The Dalkey Active Retirement Choir thanked the Board for allowing use of the Concert Hall for their recent performance.
- The Board congratulated Ms Julie Pongetti, past pupil, on receiving a First in her Cambridge engineering examinations. The teaching staff was thanked in a letter from Professor Dame Carol Black, Principal of Newnham College, Cambridge University.

5. **Presentation on Zambia**

The Board was joined by two teachers, Ms Jane Coyne, Mr. Eamonn Murphy, and three students, Ms Katie O'Byrne, Ms Emily Finlay and Ms Sophie O'Neill. Ms Coyne and Mr. Murphy outlined to the Board the planning for the recent immersion experience in Zambia of 22 students, 5 staff and 2 past pupils. Each of the students then addressed the Board on the impact of the experience on them.

Dr. Humphreys thanked the group for their informative presentation and expressed the gratitude of the Board to the staff for their preparatory work for the trip and their professionalism and congratulated the students on their work.

6. **Leadership and Management**

The Principal outlined the process to date:

- Board of Management initiated review to formally commence the process
- Discussion document presented to staff to inform the review process
- Staff meeting to identify Leadership and Management needs and priorities of the school. Working group appointed.
- Working group met to refine the needs and priorities of the school
- Board met to determine needs and priorities.
- Working group met to inform and outline the roles and responsibilities which need to be performed for the effective leadership and management of the school.
- Final staff consultation.

The Principal presented the final draft of the roles and responsibilities which need to be performed for the effective leadership and management of the school following consideration by the staff at its meeting on 28th August 2018.

The Board of Management agreed the roles and responsibilities as presented at a meeting on 28th August 2018. All the roles and responsibilities listed are based on a distributed leadership model involving the establishment and facilitation of leadership teams with appropriately defined and shared responsibilities.

The Board decided that the Assistant Principal, in fulfilling his/her role is required to:

- Support best practice as set out in Looking at Our Schools 2016, the leadership and management structure in the school and those charged with its implementation and the principle of flexibility in the assignment of roles and responsibilities.
- Support and promote the school ethos, high quality in student care, learning and teaching and the development of student voice, participation and leadership.
- Collaborate with colleagues in ongoing review and critique of school policies in line with SSE principles and in promoting a culture of professional responsibility and accountability.

The content of these paragraphs will be included by the Principal in the Statement of Roles and Responsibilities, (Appendix 2, Circular 0003/2018).

The Board of Management had delegated the assignment/re-assignment of Roles and Responsibilities to the Principal. This is congruent with Section 22 of the Education Act 1998 and paragraph 6.3 of Circular 0003/2018. In assigning/re-assigning Roles and Responsibilities, the Principal will engage in a process of consultation with each post holder and the assigned Roles and Responsibilities, for which the post holder is accountable, will be set out in a Statement of Roles and Responsibilities.

7. **Review of Leaving Certificate Results**

The Principal presented an analysis of Leaving Certificate results 2018 and the Board congratulated both students and teachers on strong results and wished them continued success.

8. **Strategic Plan**

The Principal presented the headings identified in the Strategic Plan. It was proposed that Ms Laura Demery and the Principal formulate a draft document for circulation to the stakeholders for further input and comment. The Board will consider the document at its meeting on 2nd October.

9. **Child Protection Oversight Report**

The report was presented to the meeting.

The next meeting will take place on Tuesday October 2nd 2018 at 6.00 p.m. in the Board Room.