

ST. FLANNAN'S COLLEGE
BOARD OF MANAGEMENT MEETING
AGREED REPORT



Date and Time of Meeting	Monday 5 th February 2018, 7pm – 8.20pm
Present	Mr Leonard Cleary (Chairperson), Fr Ignatius McCormack (Secretary), Ms Mary Corbett, Ms Sadie Moloney, Mr Joe Russell. Ms Teresa Considine, Mr Pat Whyms, Dr Denise Cox. Ms Tracey O'Donohue (Minutes Secretary)
Apologies from	Mr Michael Horgan

The meeting opened with a prayer from Fr McCormack.

1. Adoption of Agenda

The agenda as circulated was adopted on the proposal of Denise Cox, seconded by Mary Corbett.

2. Minutes

2.1 The minutes of the previous Board meeting of were adopted on the proposal of Sadie Moloney, seconded by Pat Whyms.

3. Matters Arising

3.1 The Principal informed the Board that the student from the earlier disciplinary meeting would not be attending the meeting as was previously decided. After discussion the Board agreed to keep his place open and meet with him at a later date, It was also decided that the meeting would be with a three member sub-committee rather than the whole Board on the grounds that it would be less intimidating for him. A letter will be sent to inform the family of this arrangement.

3.2 The question was raised as to whether the ancillary staff now had contracts. The work is in progress, there will be another meeting with a representative of the FSSU shortly and meetings will take place with the staff concerned.

3.3 It was noted that the minutes of the last meeting were not published on the school web-site. This was an oversight which will be rectified.

4. Correspondence

4.1 **Staffing:** There have been eight applications for job-sharing for the next academic year, four are continuations of current job-shares and four are new applications

One request for a career break has been received, a request for two weeks of parental leave, a request for paternity leave and nine requests for personal days were also received.

4.2 **TY Tour:** A request was received from James Delaney for final approval on the up-coming Europe Tour. This was approved on the proposal of Joe Russell, seconded by Mary Corbett.

4.3 **Lourdes Trip:** Some requests were received from students to be included in the annual trip to Lourdes. The Principal suggested to the Board that the opportunity should be open to all students who wish to apply, this was agreed and students will be informed.

4.4 **Accountants:** A letter was received informing us that Clune Lynch Accountancy Firm has been incorporated with HLB McKeogh Gallagher Ryan Accountants.

4.5 **Ceoltas Ceoltoiri Eireann:** Have requested use of the school for the Clare Fleadh from June 23rd to 25th, and for

the Munster Fleadh from July 20th to 22nd. This was agreed by the Board.

- 4.6 **St Vincent de Paul:** Have requested that the school should set up a Junior SVP branch following the success of the Christmas hamper collection. The Principal and staff a member are looking into this.
- 4.7 **PE Pilot Project:** The Principal informed the Board that the school was not chosen to join the pilot project.
- 4.8 **FSSU:** The Principal received a letter from the FSSU clarifying that the final date for receipt of school accounts is February 28th.

All requested leaves and job shares were approved by the Board on the understanding that, whilst attempting to facilitate requests for times and days of working, the first priority must be to deliver quality teaching to the students. Requests were approved on the proposal of Teresa Considine, seconded by Joe Russell.

5. Leadership & Management in Secondary Schools.

- 5.1 Documents had been circulated to the Board regarding new rules and procedures for appointing staff to AP1 and AP2 posts. The Principal will be beginning the process of appointing a new AP1 and needs the approval of the Board to do so. This was agreed by the Board on the proposal of Mary Corbett, seconded by Teresa Considine.

6. Child Protection/Safeguarding.

- 6.1 **Child Protection:** There have been no incidences of child protection reporting since the last Board meeting. The new Child Protection form which must be completed for every meeting was signed off by the Principal and the Chairman.
- 6.2 **Child Safeguarding:** All ancillary staff have now been Garda vetted and vetting of any outstanding teaching staff is in progress. New regulations on child safeguarding are in place and a risk self-assessment template for the school, as circulated, will be completed by March 11th.

7. Principal's Report:

- 7.1 **Glor Concert:** The concert raised €5300.00 which will be spent on canteen tables and seating, this has been ordered and should be delivered in the next two weeks.
- 7.2 **Catholic Schools Week:** The College hosted the opening of Catholic Schools Week, in collaboration with Colaiste Muire Ennis, who provided a choir for the event.
- 7.3 **Intake 2017/2018:** The Principal informed the Board that 365 applications were received for 200 places. Acceptances went out on Friday 2nd February from all schools in the town. It was noted that female applicants were higher than last year.
- 7.4 **Accountancy Fees:** The Principal, after seeking guidance from the FSSU feels that we may be being overcharged for school accounts. After discussion it was decided to request quotes from other accountancy firms in the area.
- 8. **AOB:** A question was raised regarding traffic management on the school grounds. The Principal will write to the Trustees and the President regarding putting a barrier on the gate. The Principal informed the Board that a late request for two days personal leave was received. This was approved on the proposal of Teresa Considine, seconded by Sadie Moloney.
- 9. The next meeting will take place on Monday March 5th 2018 at 7pm.