

Cork Educate Together Secondary School
Board of Management (BOM) Meeting
Agreed Report

Meeting Number:	3
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Date:	15.12.2016
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Attendees:	Eric H, Colm O'C, Rachel D, Abby O'R, Siobhan M, Laura N, Susanne F., Peadar K.		
Chair:	EH	Minutes:	COC
Apologies:	Pam O'L, Noah D, and Joe F		
Location:	Carrigaline ETNS		

Agenda

1. Minutes
2. Correspondence
3. Finance Sub-committee:
4. Principal's Report
5. Accommodation 2017/18
6. Transition Year
7. Policies and Procedures – update, discussion and ratification
8. Enrolment 2017 and 2018 Enrolment Policy
9. Bullying Report
10. Child Protection Report

Minutes

	Welcome: Peadar was welcomed to the group.
1	Minutes: These were accepted without alteration
2	Correspondence: There was no correspondence specifically for the BOM.
3	Finance Sub-Committee: <ul style="list-style-type: none"> • Our first annual budget was completed with the help of Anne Marie N., Joe F and the JMB's Financial Services Support Unit • Our costs for the year were established for the first time in a meeting with the principal of Nagle CC • The distinction between monies due to be spent on capital items in the future and monies that can be saved towards a 'sinking fund' was explained and discussed • After some discussion, the manner in which teachers/ managers would be reimbursed for costs associated with being away on essential school business was agreed as follows: <ul style="list-style-type: none"> ○ Mileage rate at 34c/km for teachers/management engaged on school business. ○ Food (not inc. alcohol) will be covered with receipts A short policy will follow in due course
4	Principal's Report: <ul style="list-style-type: none"> • Our cross-country running team participated in its first inter-schools event on the 9th December • First student reports were sent home 2 weeks ago • First Parent-Teacher Meeting was held on the 14th Dec • The students all visited the Lord Mayor's chambers on Wednesday 14th, which was followed by an inspirational visit to Cork Penny Dinners

	<ul style="list-style-type: none">• A Mental Health morning was held on the 16th Dec inc. a talk on balancing technology usage and well-being, a healthy breakfast and hand massage techniques• A €1000 art grant was applied for by our Art department and granted by the NAPD• A Danish-inspired well-being event will be held on 21st December (Hygge)• An additional plugin was purchased from Vsware, our school admin system, which would allow for online payments. This will have implications for the organisation of Voluntary Contributions• A trip to the Young Scientist Competition is organized for the 13th January			
5	Accommodation 2017/18 Colm and Eric to write to the DES' Forward Planning Unit to seek an update re. Accommodation for 2017.			
6	Transition Year After a discussion, it was agreed that TY would be compulsory for at least the first 3 year-groups of students; that is the First Years of 2016, 2017 and 2018. The issue will be revisited for further years, in due course.			
7	Policies <i>Complaints Procedure</i> (JMB & ASTI) ratified <i>mutatis mutandis</i> , that is with the TUI replacing ASTI in all cases <i>Grievance Procedure</i> (JMB & ASTI) ratified in the same manner <i>Garda Vetting Procedure</i> (JMB) ratified , subject to the elimination of a repeated section <i>Towards 2016 Revised Procedures for the Suspension and Dismissal of Teachers</i> (DES) ratified <i>Towards 2016 Revised Procedures for the Suspension and Dismissal of Principals</i> (DES) ratified <i>Draft Whistleblower Policy</i> - postponed until the next meeting			
8	Enrolment Policy 2018 Enrolment for 2018 is due to open on the 1 st January. This policy is to be finalised via email in the coming days, taking into account the changes made to the criteria for enrolment i.e. that staff members' children would be included in the same category as siblings. After some discussion, it was agreed that this decision was needed in order to acknowledge the extraordinary effort being made by staff in building up a new school and also to assist in the recruitment and retention of highly skilled teachers. As the sibling rule was included to facilitate the logistical demands on existing parents, this decision extends such access to another cohort of our existing school community.			
9	Bullying Report: There were no cases of Bullying to report			
10	Child Protection:			
Action Items				
Number	Action Details	Responsible	Date Raised	Due Date
1	Students' parents to be added to BOM email list	Colm	15/12/2016	10/01/2017
2	JMB to be asked if BOM members need to be vetted	Colm	15/12/2016	19/01/2017
3	List of grants received from the DES to be produced for next BOM meeting	Colm	15/12/2016	19/01/2017
4	Letter to be written to DES re accommodation 2017	Colm & Eric	15/12/2016	19/01/2017
5	Set up BOM email addresses	Colm	15/12/2016	19/01/2017
DATE AND VENUE OF NEXT MEETING				
Thursday 19 th January Carrigaline ETNS				