



## Meeting of Interim Board of Management of St Seton's Secondary School, Ballyfermot

**Thursday 14th September 2022, 12pm  
In St John's College De La Salle, Ballyfermot**

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### Agreed Statement

At an ordinary meeting on 14th September 2022, the interim Board of Management:

- a) Met with Gary Falconer (Architect); Joe Beggs (Quantity Surveyor); Trustees (CEIST, Le Cheile / Siol) and Building Advisory Committee Members (Chairs and Principals of the amalgamating schools) to review the Stage 1 Submission for the Additional Accommodation for St Seton's Secondary School.

Gary Falconer gave a presentation of the prepared Stage 1 Submission for the additional accommodation for St Seton's.

The Stage 1 Submission Can Be Viewed at this Link:

[https://www.dropbox.com/sh/k3gofaxj8406stz/AAAYtxcY\\_U39DLzwRuNLdybra?dl=0](https://www.dropbox.com/sh/k3gofaxj8406stz/AAAYtxcY_U39DLzwRuNLdybra?dl=0)

- The work that went into the Stage 1 submission was detailed with the overall aim to get everything from the DES's 'Brief/Schedule of Works' into location on site. While compiling the report, consultation took place regarding the Roads, Drainage etc with the local Planner. The Planner requested a new separate pedestrian entrance and bicycle / scooter parking. There is agreement to make a feature of the central mall and build the new building with the additional accommodation to the rear of the site. They also requested to move the building back further from boundary / residential walls and this request has been incorporated into the new designs.
- Site investigations took place into the foundations, the ground on site, requirements to decant excavated earth. There is a lot of clay and filled in ground on the site that will be excavated back to the virgin soil and taken away.
- The reports from the M&E Consultants and Civil Engineers are all gathered into the one report which makes up the Stage 1 submission.
- During the time the report was being compiled, the DES's technical guidance documents changed for Toilets and the layout of the Special ASD Classrooms. This has resulted in some changes and the overall floor plan increasing in size.
- The design for the accommodation includes a new ventilation system. This is not part of the brief. However, technical guidance documents on ventilation will be coming on

stream soon so it was included now at this stage and costed. It doesn't result in a larger footprint for the building but does result in higher ceilings so there are considerable additional costs.

- There are some changes to the existing school buildings. The art room is being decanted into the new accommodation to facilitate a larger staff room and pastoral space / office. The link from the existing school to the new building has been designed as a covered walkway. This resulted in one existing classroom needing to be decanted into the new building.
- The Design Team have arrived at 3 designs and costed 3 designs, as per the DES's requirements. The BOM has indicated a preferred option already which situates the additional accommodation at the rear of the existing school accommodation. A new court yard is formed with the new delivery yard for the technology block.
- The location of the PE Hall is masterplanned into the designs and costed.
- At the Stage 1 meeting with the DES, 1 design will be selected and finalised.

There were a number of follow up questions at this point:

- What would be the impact of construction on the existing school?  
GF gave assurances that there would be minimal disruption. There will be a construction entrance coming off the main road and this access road will run along the boundary wall to the site requiring a reduction in size of the hard court area. There will be some noise and dust but nothing out of the ordinary. The minor works to the existing building will be done during the school holiday periods.
- Why is there a separate SEN Entrance?  
It was explained that the SEN Entrance is there for the purpose of students who may avail of dedicated School Transport or have accessibility issues. The main pedestrian entrance is available for the whole school community to use.
- What is the provision for parking for staff?  
GF explained that the Planner wanted to reduce the amount of available parking. When the Sports Hall is built, there could be scope for accommodating additional parking. It was acknowledged that the DES's, and in general, public policy on parking is to make it minimally available as part of a move to change lifestyle habits.
- The location of the bike and scooter parking at the front of the school building was raised as a concern as being accessible for theft.  
GF explained that the planner requested it to be located there and it also facilitates work to be costed for upgrades to the front of the building.
- The possibility of re-introducing Pedestrian Access to Rossmore was raised. This would result in a pedestrian entrance at the back of the Garda station and into the football pitch at the back of the school.  
GF recommended that if there is demand for this that the Board should submit a separate planning application as it could cause undue delays to the process of the new building if there are objections.

Gary briefly worked through the floor plans for the ground floor, 1st floor and 2nd floor.

- The ground floor plan shows the link from the existing school to the technology block to the new building with a covered walkway. On this floor there is a flat room structure that contains the technology room and prep room and the DCG classroom. In the main body of the building are the 4ASD classrooms and all the associated additional spaces (indoor and outdoor) and the one decanted classroom from the existing school building.
- The 1st floor contains two art rooms with a storage room, a home economics room, a textile room and two classrooms. There are nice wide corridors shown which will contain lockers and still have plenty of space for students to circulate. There will be great control for supervision. There is a toilet block on this floor and two stairwells.

- The 2nd floor has a pitched roof with incorporated window daylight. Again, there are locker spaces and wide corridors. There are two science labs with interconnecting prep room, a music room with a sound buffer and store room and four classrooms.
- As the design is a three story building, there is a need for deeper foundations to carry the building on site. This resulted in the requirement for additional ground surveys to deal with any potential issues.
- There are two pitched areas of roof incorporating northern daylight. There are plenty of play spaces around the building
- Increased plant room space has been incorporated to allow for heat pumps to be installed for heating which will be very cost efficient. There is enough electricity from this source however a gas boiler will be installed as a secondary line of heating.
- All of these 'abnormal' additional costs (costs that are outside the DES's original brief) are being included in this submission to avoid the DES asking for a redesign to include them after the Stage 1 meeting.

To conclude, GF explained the next steps:

- A team of delegates with representation from the Design Team and the BOM will meet with the DES.
- The DES will select a design and hopefully request only minimal changes. This will allow the team to move to Stage 2A. Stage 2A and 2B will involve securing planning permission and preparing tender documents for contractors.

Joe Beggs (QS) then presented the costings for the three designs and the process of how the costings and abnormal costings are calculated, grouped and presented in the Stage 1 submission and also at the Stage 1 meeting.

- JB explained that the Stage 1 submission will be reviewed by the technical team in the DES. The team representing St Seton's will make a presentation to the Technical Team (6/7 slides) seeking approval to move forward to Stage 2A.
- Option 3, which is the three story building located at the rear of the existing school accommodation is the most economical option.
- Joe went through the costings that are involved. (A link to the Stage 1 report will be tacked onto the meeting minutes once the report has been sent from GF).
- He indicated that the costings include provision for the PE Hall in the Stage 1 report. The inclusion of the PE Hall during construction at the time of the additional accommodation affords an easier and more viable option for the DES. Costs for additional drainage etc have been included. The estimated cost to include construction of the PE Hall with this project is in the region of 3-3.5 million Euro. JB explained that he would be making a strong case for the Sports hall with the DES's technical team and he thinks it will be positively met as a sensible option.
- SG raised a question that no costs for fixtures and fitting were included for the new staff room. JB responded that he will look into it and may change that for future approvals.
- JB ran through the comparison prices for Options 1 and 2. The overall floor space has increased by 220sq m from that given by the DES's brief. This is due to relocating the art room, decanting one classroom and increasing the toilet space and plant storage.
- Part of the presentation will be to highlight some inefficiencies in the new building. This led to a conversation about necessary enablement works and possibilities for identifying some issues that could go to devolved projects as part of this project. The only problem arising is the timeline as some of the works require immediate responses.
- JB concluded with an analysis of the abnormal costs that had already been discussed at length by GF. A summary of the next steps was given as part of the preparations for meeting with the DES's technical team.
- GF concluded that the Stage 1 Submission is to be sent to SG on Friday 23rd September. SG will send to DES on Monday, 26th September.

Once this part of the meeting concluded, the interim Board meeting continued with only the interim Board members and SG present.

- b) The minutes of the last Interim Board of Management meeting were proposed and seconded. The introduction of St Seton's uniform was discussed under matters arising with positive feedback that the majority of 1st years are wearing the St Seton's uniform.

- c) The Principal's Report was presented:

The announcement of the Opening Arrangements for St Seton's was discussed. It was acknowledged that, at this time, there is deep upset amongst the staff of Caritas.

The details of the planned Staff Transition Programme were shared with the view that it will help to build trust amongst colleagues. Hopefully, having completed the programme, there will be better relations and a better environment for collaborating into the future. The financial investment into this programme is very significant.

An improved communication strategy is being implemented in an effort to establish better communication channels. A Weekly Principal's Bulletin is being circulated online. Better facilitation of the voice of parents and guardians is being prioritised. A meeting will take place on Wednesday 21st September to meet with parents / guardians and discuss establishing a parents'/guardians' forum / council. Every class in each school is being visited by the Principal to hear students' responses to the plans for opening St Seton's.

- d) The Arrangements for Admissions of Incoming 1st Years were discussed.

The Annual Admissions Notice for St Seton's will be published on [www.stsetons.ie](http://www.stsetons.ie) on 16th September. Admissions Packs can be downloaded from the website or collected from the three schools from this date. An Admissions Information Meeting will be held on Tuesday, 27th September at 7.30pm in the Civic Centre. All Parents / Guardians and students who are interested in hearing about St Seton's are welcome.

The Admissions Pack 23/24 contains:

- Admissions Policy of St Seton's Secondary School
- Annual Admissions Notice 2023/24
- Application for Admission to St Seton's 23/24
  - [St Seton's Application Form for Admission Sept 2023.pdf](#)
- Information Flyer ■ [St Seton's Admissions 23-24 Flyer.pdf](#)

Visits to all the 5th & 6th Classes of the local feeder schools next week have been arranged through liaison with the HSCL teachers and Principals. The HSCLs of the three amalgamating schools will be supporting the collection of application forms as well the school secretaries.

- e) The report from the Finance Committee was reviewed and ratified. A proposal to engage Compass MIS for St Seton's was approved. A proposal to engage EDVAL as the timetable software was approved.

- f) The Policy Development Schedule for St Seton's was reviewed and agreed.

■ [22/23 Policy Development Schedule for St Seton's SS](#)

- g) The next meeting of the Interim Board of Management of St Seton's Secondary School will take place on 25th October at 7.30pm in SG's Office in St John's College De La Salle, Ballyfermot.