



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

Tuesday 25th October 2022

Agreed Report

An ordinary meeting of the interim Board of Management of St Seton's was held in St John's College on 25th October at 7.30pm.

i) The principal presented the report on progress made since the last Board meeting. The main points of discussion are listed below. The Board members expressed appreciation for the progress made since the start of the year, acknowledging the volume of collaboration across the schools and the exciting planning underway for more opportunities for engagement with staff, students, parents/guardians and the local and wider community.

- Admissions 23/24

The events that took place to promote 1st Year Admissions 23/24 were discussed. These included visits to the local primary schools; meetings with primary and post-primary HSCLs and Principals; Admissions Information Evening; Tours of the Le Fanu Road Campus. At the time of the meeting, a large number of applications had been received for St Seton's. Offers of places will be sent in the initial days after the midterm break.

- Building Project Update

The Stage 1 Report for the Additional Accommodation was submitted to Devolved Projects on 26th September. Since then, approval was received for a detailed Building Condition Report to be carried out on the Le Fanu Road Campus. KSN has been appointed to project manage the procurement of the necessary professional services to complete this report and to manage the compilation of the full report to be completed within 8 weeks. Both Campuses have been visited by Consultant Engineers. Two EWS submissions are in train in St Dominic's College for Roof Works and replacement of a lift. The Emergency Works required for the St John's Building will be costed as part of the Building Condition Report and progressed as immediate, urgent upgrade works.

- Student Transitions

On Wednesday, 12th October, the three Student Council Teams joined together to learn about each others' schools by sharing symbols, stories and talking together about what they'd like to experience in St Seton's. They action planned ways they can positively support the transition process and help all students get ready for the move to St Seton's. They meet next on 10th November to progress their exciting plans which

include assisting with St Seton's Christmas Card Competition; arranging school tours of the campuses for junior and senior students and a cross-campus quiz event. A wellbeing event is taking place in the BLCO on 26th October for all 1st - 5th Years across the three schools. The focus is on students participating in fun activities together, making connections and building new friendships.

○ Staff Transition Programme

The first session of the St Seton's Staff Transition 'Think Adapt Perform' Programme took place on Thursday 13th October. This transition programme has been specifically designed to assist and support staff members in preparation for the upcoming amalgamation and integration into St Seton's. Two separate programmes are taking place in parallel - one for teaching staff and one for SNAs / Support Staff. The feedback from the first session was very positive.

○ Parents / Guardians Council

Two meetings took place with parents to discuss setting up a Parents' and Guardians' Council for St Seton's with representative parents / guardians from each school. It was agreed that the role of the council will be to support the principal with preparations for opening St Seton's; to be available for consultation; to advocate for the students through their voices as parents and guardians. The Parents' & Guardians' Council will be meeting on the 1st Wednesday of every month (next meeting is 9th November) in Le Fanu Road Campus and they will also feed into plans and share their ideas to support Students' Transition to St Seton's.

○ PR & Communications

The Principal's Weekly Bulletins are being well received and are helpful for communicating what is happening on a weekly basis. St Seton's Calendar contains all upcoming events and meetings and is available to view on the St Seton's website. <https://stsetons.ie/calendar/> St Seton's is active on social media as a primary means of communications with Facebook / Instagram the parents / guardians, students and local community. St Seton's Website is updated regularly too. www.stsetons.ie The PR Committee are committed to producing a midterm / end of term Newsletter. The Midterm Newsletter will be published this week. They are also coordinating the Christmas Card Competition for St Seton's alongside the Student Council.

○ Logistical Planning & Preparations for Opening

● Campus Layout Committee

The Campus Layout Committee has met twice and has made recommendations about the campus' layouts for next year which include student zones for each year group and a number of work rooms for subject departments for central storage for resources. The Board were in agreement with these recommendations and look forward to reading the committee's final report at the next BOM meeting.

● Lunchtime Arrangements

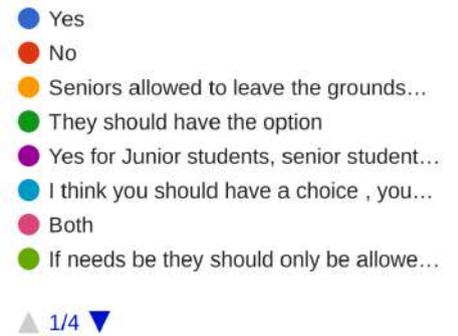
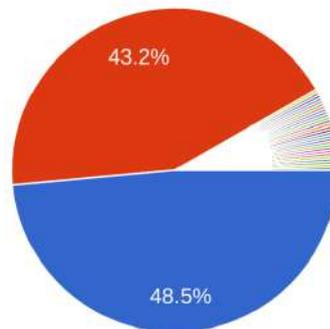
The results of the Lunchtime Arrangements Survey were discussed. 344 Responses were collected. The survey was live for a week and was promoted in the Weekly Bulletin and across social media with numerous posts and reminders as well as emails to staff from the Principal and the SLTs in each school.

Upon reviewing the feedback, which is displayed below, the Board has decided that all students 1st-5th year will remain on school grounds for lunch. Privileges to go off site at lunchtime for 6th years will be trialled initially until midterm break 2023. This decision was made based on the overwhelming majority of students expressing a preference to be allowed off school premises at lunchtime.

It was also noted by the Board members that the range of lunch options should be expanded and students should be involved in the menu choices available to them. The bread rolls should be larger to satiate the students' appetite.

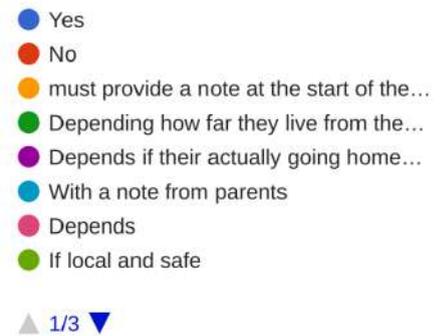
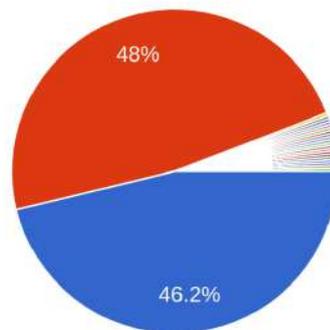
The lunch break in St Seton's will be 35 minutes long, from 12.55 - 13.30. Do you think that students should remain on school grounds during the lunch break?

338 responses



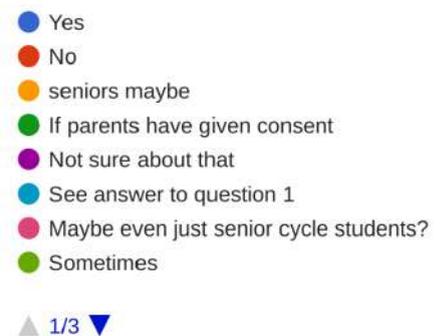
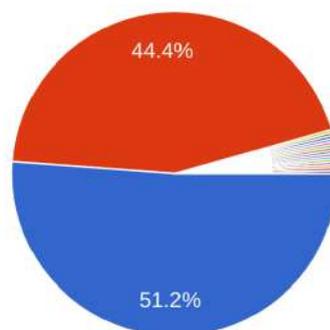
Do you think that students should be allowed home during lunch?

342 responses



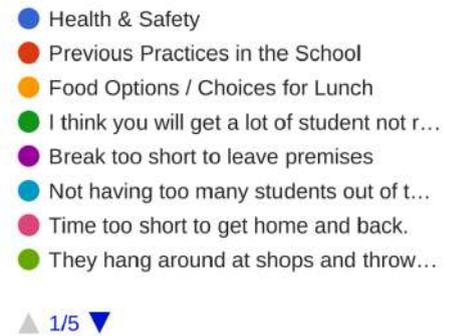
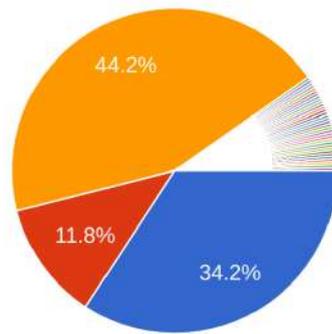
Do you think that students should be allowed to the shops during lunch?

340 responses



What are the main reasons for your answers above?

339 responses



- Creative Initiatives
The amalgamating schools and St Seton's are involved in a number of Creative Initiatives and have applied for additional funding to support this work. All of these projects involve a creative process which is a great platform for collaboration across the schools while also producing beautiful spaces and pieces which will capture the essence of the amalgamating schools in a way that enriches St Seton's.
- Code of Behaviour
The Ps/DPs met with SG last week to review the COBs of each of the schools and discuss in detail what 'behaviour management' might look like in St Seton's. SG will meet with the AP1 team in each school in November to consult on and review a draft 1 document on a system to support positive and negative behaviour management in St Seton's.
- Google Workspace for Education
The transfer to Google Workspace for Education has been completed. This is an important step forward as it will enable much better collaboration across subject departments and allow for more effective subject department planning.

ii) The Report from the Finance Committee was given.

- A draft budget for St Seton's for 23/24 has been prepared with FSSU oversight.
- Seed funding has been received from each Trust.
- The income and expenditure for the year to date was reviewed.
- There are no Cash Flow Concerns currently.

iii) The Child Safeguarding Statement and Risk Assessment was ratified by the interim Board of Management. The DLP is Sarah Green, the DDLP is John Barry.

iv) The date for the next interim Board of Management Meeting will be 30th November 2022 at 7.30pm in St John's College.