



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

**Wednesday 30th November 2022, 7.30pm  
In St John's College De La Salle, Ballyfermot**

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### Agreed Report

An ordinary meeting of the interim Board of Management of St Seton's was held in St John's College on 30th November 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. It was acknowledged that significant progress is being made with many small steps in the right direction.

#### **A. Admissions 23/24**

An update on the admission of incoming first years to St Seton's was shared with Board Members. Follow Up continues with outstanding applicants who have not returned their acceptance forms. All mainstream students who have applied to St Seton's have been offered a place.

Thanks was expressed to the administration staff who have been a great support to SG. The HSCL teachers have also been a great support, particularly in following up on the Acceptance of Offer forms and the supporting documents needed.

#### **B. Building Project Update**

An EWS application has been submitted to DoES for a replacement canteen roof in St Dominic's. The lift in St Catherine's building is still out of action and another EWS application is in train to replace/repair the lift.

In St John's College, extensive preparations for the completion of a comprehensive Building Condition Report have been completed. KSN Project Management were appointed to project manage the completion of the Building Condition Report.

The Condition Survey Tender was published on Thursday 24th November. The deadline for receiving Tender submissions is 14th December. The Brief of the Report and the Report Template has been circulated with the school communities.

## **C. Student Transitions**

### Joint Student Council Session

The Joint Student Council Teams have met twice since the last Board meeting on 10th and 23rd November. The focus of the meeting on 10th November was to plan for the cross-campus Christmas Card Competition. The students met again on 23rd November to plan for campus tours for the classes.

### Fall Wellbeing Festival

The Fall Wellbeing Festival took place in the BLCO on 26th October for all 1st - 5th Years across the three schools. The focus was on students participating in fun activities together, making connections and building new friendships. Teams of TY Students from each school assisted with coordinating the groups on the day. Thanks to the TY Coordinators for facilitating this. In hindsight, smaller and shorter events occurring more frequently would be a better way to build connections between students and aid integration.

### Preparing for Incoming 1st Year 22/23

An initial meeting took place between the two SCP programmes that currently operate across the three schools and the HSCL teachers to discuss preparations and planning for transition and transfer from primary to secondary school.

## **D. Staff Transition Programme**

### Staff Transition Programme - Declan O'Connell

The second session of the St Seton's Staff Transition 'Think Adapt Perform' Programme took place on Wednesday 9th November. 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.

## **E. Parents / Guardians Council**

The most recent meeting of the Parents / Guardians Council took place on 9th November. SG gave a series of updates about progress since the last meeting: All of the parents reported that while there is still misinformation circulating about St Seton's, it has reduced. Emphasis was placed again on the need for familiarity and stability for students as part of the transition e.g. continuity of some teachers, pastoral care supports and SNA supports - particularly for the most vulnerable students. The next meeting will take place on 7th December. It was suggested that a 'Town Hall' style meeting take place for parents / guardians in January/February to give a broader update on progress being made.

## **F. PR & Communications**

### Communication Strategy

Principal's Weekly Bulletin - these are being well received and are helpful for communicating what is happening on a weekly basis. The Staff Site continues to be added to regularly. St Seton's Calendar contains all upcoming events and meetings and is available to view on the St Seton's website. 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.

### PR Committee

The PR Committee met on 16th November and 28th November to plan for the Christmas Card Competition and the Christmas Newsletter. The PR Committee coordinated the Christmas Card Competition in conjunction with the Student Council Teams. They are also assisting with the arrangements for promoting and selling the cards and displaying the range of entries in each school. The Christmas Card Competition has been a great example of cross-campus collaboration. 119 entries were received from the three schools. From the 18 Stand out Entries, one winner from each school was selected. Congratulations to Ben Lawless (St John's College); Weronika Majer (Caritas College) and Carly Gavin (St Dominic's College). The Student Council suggested and voted for Make-A-Wish as the Charity to which the proceeds will be donated. The Student Council have also been forthcoming in offering to assist with sales, promotion and preparing the packs for each school.

### Community Partnerships / Relationships

Developing strong links within the community is essential for St Seton's. Each month, meetings with and visits to local organisations in the community are helping to build the network for St Seton's.

## **G. Logistical Planning & Preparations for Opening**

### Campus Layout

The Campus Layout Committee has completed their report with recommendations for the Interim Board of Management. The Board read and reviewed the report and were in agreement with the recommendations made, subject to funds being available for the various actions. The Board members commended the excellent work of the Campus Layout Committee.

The Board recommends that the staff and students for each school take responsibility for naming one of the three school buildings that make up St Seton's (2 buildings in Convent Lawns Campus, one building at Le Fanu Road campus).

### Lunchtime Arrangements

The arrangements for lunchtime were widely accepted although many students would rather be allowed out to the shops at lunch. Parents are happier with the new plans. An initial meeting was held with Glanmore to discuss the lunch arrangements next year. There will be more staff on site and a wider range of menu options.

### Creative Clusters / 21st Century Holistic Literacy / BLAST / Creative Engagement

Planning for Creative Clusters is well underway. The lead teachers have decided to use the funding to creatively design four spaces on the grounds of Le Fanu Road with each space to be designed around one of the four Gospel Value of Love, Hope, Truth and Justice.

One BLAST residency has been granted by DWEC to St Seton's. This is a 14hour on site residency with an additional 6hr planning time. 1st years and Student Council Reps will take part in this project.

The schools were also successful in securing a further 1k each through applications to DWEC to support 21st Century Holistic Literacy. This 4k has been used as 'matched funding' in our successful application to NAPD Creative Engagement. This 8k funded project will engage the services of Deirdre O'Reilly, ceramic artist, to look at refreshing the main entrance to St Seton's through a creative project with TY students.

This amounts to 14k of Creative funding for 22/23 and 6k further ringfenced funds for 23/24. 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 Consultation

SG met with the AP1 team in each school on 18th November to consult on preparing a draft 1 document on a system to support positive and negative behaviour management in St Seton's. Engagement with NCSE, BFL has taken place with a view to establishing a Positive Behaviour Strategy Team to shape the final COB document as well as work with the full staff on setting positive expectations, rules and routine at the full staff day in January.

A discussion on Yondr pouches for mobile phones took place. In conversations about the Code of Behaviour, every school is reporting that mobile phones continue to cause difficulties in school. Samples of Yondr Pouches are being sent to St Seton's.

### ICT Planning and Procurement

The ICT Coordinators met to plan for St Seton's. A full audit of resources has been completed and shared with SG. Meetings have taken place with various suppliers in relation to getting quotes for procurement of Projectors, Speakers, Interactive Screens, Chromebooks etc. SG has collated the Printing and Copying Usage across the three schools and is meeting suppliers and quotes for lease arrangements for St Seton's.

### Curriculum Consultation

In the coming two weeks, there will be opportunities for consultation with all stakeholders to help shape the curriculum of St Seton's Secondary School. A schedule of meetings with students, staff, parents / guardians and community partners has been circulated widely and an online consultation form has also been prepared.

### Trauma-Informed Practice in Education

Thanks to Candle Community Trust who invited SG to attend a two-day training programme with Jonny Mathews on the 'Trauma Recovery Model'. Awareness of 'Trauma Informed Practice in Education' is growing. SG has registered to undertake UCC's Trauma-informed Practice in Education Program (12 Week Course) in the New Year.

### SCP - Exploring Scope for Amalgamation

The SCP LMCs of Dominican Campus & St John's and Caritas & St Louise's wish to explore a possible amalgamation. A meeting was held with representation from both LMC's and Foróige.

### D10 Education Taskforce

SG has agreed to Chair the D10 Education Taskforce which is coordinated by Ballyfermot Chapelizod Partnership. The Taskforce's terms of reference will be reviewed and a number of priorities for strategic development will be focused on over the next 2 years. The Task Force offers a good opportunity for a Community Response to Education.

ii) The Report from the Finance Committee was received.

The Income & Expenditure Report, Aged Creditors Report and Cashflow Report were reviewed.

A 500 donation was acknowledged.

iii) A data protection policy for St Seton's was ratified.

iv) Changes to the Admissions Policy were ratified in line with the new legislation and Circular 75/22.

Confirmation of these changes will be communicated to the Trustees.

v) The date for the next interim Board of Management Meeting will be 10th January 2023 at 7.30pm in St Dominic's College.