



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

10th January 2023

Agreed Report

An ordinary meeting of the interim Board of Management of St Seton's was held in St Dominic's College on 10th January 2023 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.

1.0 Admissions

Update on Admission - The Board was updated with the most recent number of incoming first year applications who have returned their Acceptance of Offer Form. A letter has been emailed and posted to all of these parents / guardians acknowledging receipt of their acceptance of an offer form and inviting them to attend an information meeting for all parents, guardians and incoming 1st years in the Civic Centre on 7th February.

Transfer Requests to St Seton's - Decisions on Transfers received to date will be made by the end of January.

2.0 Building Project

The report on the Tender Process for the Building Condition Report was shared with the Board. CJ Falconer are being awarded the Tender for the Report Completion. There are two elements to the report - one is the overall building condition report and the other is the numerous emergency work applications for works to be completed on the Le Fanu Road Campus prior to September.

3.0 Student Transitions

3.1 Joint Student Council Session

The next meeting will take place on 18th January in St Dominic's College from 8.45am - 10.45am where the students will prepare scripts to give campus tours to all the students unfamiliar with those buildings. These tours will take place in Feb & March. Class groups will visit during last class as per schedule of dates. 1st & 2nd years in St Dominic's and Caritas will visit Le Fanu Road (8 Groups) and 3rd, 4th & 5th Years from Caritas and St John's will visit Convent Lawns (14 Class Groups).

3.2 Events to Support Student Transition

Each year group will have a mixed table quiz and games event organised as part of supporting the transition to St Seton's. Junior Quizzes will take place in Le Fanu Road and Senior Quizzes in Convent Lawns. There will be five in total and they'll take place from 11.15 - 12.45 on Fridays as per a set schedule.

3.3 Preparing for Incoming 1st Year 22/23

Another planning meeting will take place in January to prepare for Transition and Transfer with SCP and HSCL. Details to be shared with parents, guardians and students on 7th February.

Incoming 1st Year Student profiling is getting underway. Meetings are taking place with parents and students. Meetings with the relevant staff will be planned to take place with local primary schools to share information. SENCos and Career Guidance Counsellors are meeting in the coming two weeks to consult and prepare for Transition & Transfer.

4.0 Staff Transitions

4.1 - Staff Transition Programme - Declan O'Connell

The final session of the St Seton's Staff Transition 'Think Adapt Perform' Programme took place on Tuesday 6th November. Very positive feedback has been received. The next phase of the programme will be for Middle Leaders to work together and the newly established SLT.

4.2 15th December - Christmas Social Event for Staff

Many thanks to Caritas College for hosting the Christmas Social Event for Staff. Keith O'Brien coordinated an excellent table quiz and team games with support from the PR Committee. Glanmore provided the lunch free of charge and Uniform Suppliers Direct sent a Christmas Hamper to the school which was given as a prize to a lucky staff member! There was excellent feedback from those in attendance.

4.3 26th January - Full Staff Planning Day

There's a full day of planning for staff coming up on 26th January. The focus will be on information sharing, scenario planning and problem solving; Individual and Subject Dept Planning.

4.4 BFL Support / COB Development

Amanda Redmond (NCSE) will work with staff on 19th April with a follow up session in May. The focus will be on establishing expectations, positive routines etc as part of the overall development of an effective code of behaviour. A PBST will be established to help lead this work.

4.5 Staffing

It's timely now to request the sharing of relevant staffing information with St Seton's.

The Teaching Resource Allocation schedule for St Seton's will be available from Allocations soon and a meeting with Allocations will be arranged in Athlone thereafter. Voluntary redeployment will be offered to teachers in the three schools again this year. Information on the scheme is not available yet.

A commitment from NCSE has been given that there will be no reduction in the current SNA allocation for the three schools upon transfer to St Seton's.

5.0 Parents / Guardians Council

The last meeting of the Parents / Guardians Council took place on 7th December. The meeting was taken up with the consultation on Curriculum with excellent feedback from the mothers in attendance. The next meeting will take place on Wednesday 11th Jan at

7pm in St John's College. Meetings take place on the 1st Wednesday of every month and all parents / guardians are invited.

6.0 PR & Communications

6.1 Communication Strategy

Principal's Weekly Bulletin - these 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

6.2 PR Committee

The PR Committee coordinated the Christmas Card Competition in conjunction with the Student Council Teams. 60 packs of cards were printed, packaged and sold with €384 raised for Make a Wish Foundation. This was a very positive piece of cross-campus work and something to be repeated annually in St Seton's.

7.0 Logistical Planning & Preparations for Opening

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

The 'Spring Blooms' project has been completed with the planters delivered on site and planted up by the students. Many thanks to all the students and staff who were involved in the planting! The three sections of the planters represent the three schools and the integrated benches will encourage members of the school community to congregate on them.

The next phase of the Creative Cluster project is looking at the courtyard spaces in Le Fanu Road Campus.

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 Creative Engagement Project is advancing really well. Deirdre O'Reilly is a ceramic artist and will be working with interested TY students from the three campuses to design and create large mosaic and hand made clay panels which will be hung throughout St Seton's. The project will have a literacy theme running through it. Every member of the three school communities will be asked to write a three line poem that will be incorporated into the panels in some way. Many thanks to Mr Gallagher for helping to coordinate the project.

7.2 SEN / AEN / ASD Planning

Meetings with SENCos, ASD Lead Teachers, BFL lead teachers are all in process to help prepare for the transition to St Seton's. NCSE BFL RDO, Amanda Redmond, will meet with this full group in early February to map out the skill sets that exist in the schools with a plan for implementing support for the various year groups as part of the transition.

7.3 Timetable Planning

Onboarding with Compass is in-train. Once the data is transferred to Compass, timetable planning can begin in earnest with Edval. A full training package is included for the different staff groups. The initial training will begin before the end of the school year.

Information meetings for 3rd years and 4th years will take place on 14th and 21st March respectively from 7.30-8.30pm to plan for course subject options, LCE/LCVP/LCA etc.

7.4 DEIS Planning

DEIS coordinators are meeting in January. There is a staff session on 7th March that will focus on DEIS planning.

7.5 Ethos Development Group

The ethos development group are meeting this week to start conversations around ethos development in St Seton's.

7.6 Curriculum Consultation

The Report & Recommendations arising from the Curriculum Consultation Process were discussed. A number of recommendations were agreed by the Board. A draft policy on curriculum will now be drawn up and shared with the school communities for consultation.

ii. Staffing

- The Board initiated the Process to Appoint two new Deputy Principals for St Seton's.
- The Board agreed to request the Trustees to lead a 'Needs Analysis' consultation with the staff, students and parents of the three schools to help assist and inform the Selection Committee in their task to appoint two new Deputy Principals.

iii. Finance

- The Report from the Finance Committee was given.
 - The finance committee met on 9th January.
 - The Trustees have indicated that they will meet with the Finance Committee at the end of January.
 - Income & Expenditure reported is up to date and reconciled with the bank account.
 - 60 Packs of Christmas Cards were sold. A total of €384 was collected for Make-a-Wish.
 - Analysis of Ringfenced Funding
 - To date €12k of ringfenced funds have been received with another 2k due in 2023 from NAPD Creative Engagement.

iv. Policies

- A subcommittee made up of the Teacher Representatives on the Board will begin working on the Dignity in the Workplace Policy.

V. AOB

- Date for Next Meeting: 31st January at 7.30pm in the Principal's Office within St John's College. This meeting will be a standalone meeting to discuss and prepare for the process to appoint the new Deputy Principals.