

Report to Staff and Parents following Board of Management Meeting 4th March 2025

LCA Inspection Report

The Board was presented with the Draft Report for Factual Verification of a Programme Evaluation of LCA. It was an extremely positive report.

Kinsale Realignment

From the commencement of the 2025-26 academic year, Kinsale Campus will no longer be aligned with St. Brogan's College. This means that the director of the campus who is a third deputy of St. Brogan's will be moving to St. Brogan's as the third deputy for the coming academic year.

Transition Year Review

A new Transition Year Programme Statement from the Department of Education is to be implemented in 2025. This year the school has to review Transition year in light of this new statement and prepare a new curriculum for the coming year. We have conducted this review and developed a new programme which has been agreed with staff.

Teaching and Learning

The teaching and learning group are focusing on Independent Learning and teaching study skills and independence. This involves students setting targets for themselves and also reflecting on their performance in exams.

Athena Tracker

The school has invested in Athena Tracker which is a system used to track student performance. The system has been rolled out with staff and fifth and sixth year students with the support of the Teaching and Learning group.

This is designed to support students in setting targets and improving motivation. It also supports staff to identify students who are underperforming so interventions can be made to support the student.

Circular 0064/2024 – SET Guidelines

There is a new circular letter on SET (Special Education Teaching). The circular and associated guidelines outline the roles of everyone in the school in relation to SET. It also notes that each hour of SET needs to be accounted for and the Board of Management needs to sign off on this. This will begin in 2025.

Year Planner 2025-26

The Year Planner for 2025-26 which was agreed by staff was approved by the Board of Management.

Posts of Responsibility

CL 0031_2024 – The school is entitled to an additional APII post this year. A review of posts has been conducted in St. Brogans and Kinsale Campus. The Board considered the list of posts and approved same.

DEIS Planning

A subgroup is currently working on our new three year DEIS Plan. The Board will be provided with the finalised plan before the end of the academic year.

Provision Mapping

We are currently involved in a process called Provision Mapping which is being rolled out by ETBI. This involves looking at all the supports we offer to students in the school and analysing whether they are effective or not, whether improvements need to be made and new ideas.

Bi Cinealta

The Department of Education are rolling out new guidelines on Bullying Prevention. Schools are required to engage in a process of review of their current anti bullying policy and the development of a new one.

Schools are asked to take a day off to engage with all staff on development of this policy.

As part of the process questionnaires have been sent to staff, parents and students to gauge opinions on our current bullying procedures and what areas require improvement.

The new procedures also require the principal to make a report on the number of bullying incidents reported since the last meeting as well as further information.

Fire Safety

New signage has been purchased for assembly points in case of fire.

School Closures

Unfortunately we have lost 5 days of tuition since Christmas due to four days of snow and ice and one day of a wind red warning. The Board was provided with copies of the risk assessments associated with these decisions.

Enrolment

Our current enrolment is 861 students, with 85 teachers and 24 SNAs. As we will have an enrolment of 160 students again this year we are projected to exceed 900 students next September.

Review of One hour classes (58 minutes)

The Board was presented with the results of a survey of staff undertaken to review the implementation of the 58 minute classes. There was significant approval of the 58 minute classes.

Buildings

Four weeks ago a meeting was held with the buildings section of the Department of Education. At that meeting were representatives from the ETB and our architects. The Department has a number of questions about the proposed design of the next phase of the building which the architects now have to answer. At the meeting we requested an additional woodwork room also as it is such a popular subject we are struggling with only two rooms. Additional information regarding room usage was sent to the Department following on from this we received notification that we can also have an additional woodwork room. There has still been no further progress as regards moving to the next stage of the process which is being allowed to go for planning permission.

School Attendance

The school is continuing with our attendance campaign. The focus of the campaign at present is first and second years and the classes with the most improved attendance being given rewards.

Report from Kinsale Campus

1. **CETB/CCFET:** Alignment between Kinsale Campus and Morrison's Island confirmed and will be operational from September 2025. Allocation meeting has taken place and possible voluntary transfers between campuses are being considered. There are zero retirements expected. There are zero career breaks booked. 2 job shares, and 1 reduced hours contract have been approved. MIT Enrolment system is now operational. Currently enrolments are 40 approximately.
2. **Educational Matters:** 15 students recently represented Kinsale Campus on Erasmus + Programme in Faro, Portugal where Work Experience and various Skill Demonstrations and examinations were undertaken. Discussions are ongoing with Scala College in the Netherlands to broaden the Erasmus experience.
FET Examination period commences from 9- 28 April. Classes will finish on 2 May. Internal Verification of student work will be undertaken by staff during 12-16 May. PLSS will close on 16 May. The External Authentication of work process will commence on 19 May. Final results will be sent to students electronically and in writing on 28 May. The results appeals window will close 2 weeks later.
3. **Finance:** see Cost Centre Report 12 February.
4. **Meetings:** January: Denis Leamy (CEO) and John Fitzgibbons (Director of FET) met with Kinsale Campus staff to advise of the Re-alignment decision. Post Review sessions were held in line with same in St. Brogan's College. Documentation from the Kinsale Campus Working Group has been submitted to the Board for review. Bo-monthly meetings between Morrison's Island management team and various staff members of Kinsale Campus are continuing for the remainder of this academic year.

February: CETB met with staff representatives regarding the future use of the amphitheatre structure on campus. Investigations for council funding have been undertaken by the campus working group. A full staff meeting took place on 10 February.
5. **CPD:** Liz McHugh attended the ETBI National Conference in Cavan on January 30th. UDL Digital Badge (Fran McMorran and Theresa McCarthy) are currently attending. Website

training (CETB) is on March 6th. Liz McHugh is completed a micro-credential in Strategic Management (via UCD and IoB).

6. **Policies:** Kinsale Campus has a locally devised AI Policy in use since December 2024. CETB have approved the continued use of this and are currently creating an organisation wide policy.
7. **Buildings/Works updates:** Tree management completed using Tree Pro on lower car park in January. A further clear up is required but can be completed locally during summer 2025. Due to storm damage in January, the use of the amphitheatre is prohibited for the remainder of this academic year. Quotes are currently being sought for some drainage work behind the flat roof building.
A routine Fire Drill was held on 27 January.
8. **Open Day 2025** Post Review sessions were held in line with same in St. Brogan's College. Documentation from the Kinsale Campus Working Group has been submitted to the Board for review.: City Campus open days are today, March 4th. Kinsale Campus had a stand in Morrison's Island. County campuses (Kinsale and Mallow) will have their Open Days on March 25th.