

Report to Staff and Parents following Board of Management Meeting 20th May 2025

Correspondence

- The school has been selected as part of the Department of Education's pathfinder Biomass programme which means that the existing oil fired boiler will be replaced by a containerised Biomass boiler that would decarbonise our heating.
- The school will receive additional solar panels in August which will further reduce our electricity bills.
- As part of the Summer Works Scheme applications it was agreed that the school will pursue additional insulation in roofs and walls as part of the initiative.

Transition Year Review

We have done a review of Transition year and planned the structure for the coming year taking account of the new guidelines for Transition Year. The Board was provided with details of the changes made and the modules that will be offered to Transition Years next year.

Teaching and Learning

It was agreed that our teaching and learning group will focus on Feedback, Peer and Self Assessment and Artificial Intelligence for the coming year.

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.

We hope to roll it out to parents next year and third and fourth year students.

Year Planner 2025-26

While the Year Planner for 2025-26 was agreed at the last meeting the Board now approved a further three closure days for the coming year. These days have been requested by Oide as staff training days and they are on the 6/10/25, 6/11/25 and 26/2/26)

Posts of Responsibility

At the last meeting the Board approved the list of areas for posts of responsibility. Following on from this an APII post was advertised and interviewed for. The Board approved the updated list of posts of responsibility following this appointment. It was noted that based on the latest circular letter and the fact that two of our post holders will be moving with Kinsale Campus to Morrison's Island Campus we are likely to have additional posts of responsibility in the coming year.

DEIS Planning

All stakeholders have been consulted on our latest DEIS plan for the coming three years. The Board of Management approved the new plan.

Provision Mapping

It was noted that 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. This will continue next year as we analyse data gathered from staff.

Bi Cinealta

The school has completed the review of our bullying policy and procedures and prepared new guidelines. As the school has consulted with staff, students and parents the Board approved the final draft of the Bi Cinealta policy.

Health Eating Policy

It was noted that there are a group of teachers currently working on a healthy eating policy for the school. This will continue into next year and involves consultation with other stakeholders.

Transfer Applications

At the time of the meeting there were 14 transfer applications and the closing date for accepting applications is the end of May. The Board of Management considered the current enrolment for each year group and made a determination that there are currently no spaces available in any of the years and the school will not accept any transfer students for the coming year.

Fire Safety

The health and safety committee met and reviewed a few matters including traffic at busy times and fire drill procedures especially for our most vulnerable special needs students. Following this review we held a fire drill implementing the new procedures.

It is agreed to look into a barrier for the end of the avenue which has number plate recognition and will prevent parents from driving up the avenue in the morning and evening at busy times. At other times we will be able to leave the barrier open.

Book scheme

The scheme to pay for books and materials has now been extended to senior cycle so students will no longer need to pay towards books or materials. The Board agreed that we will ask students to pay 70 each to cover their 24 hour insurance and all the buses and activities for the year. Parents will not be asked to pay anything further except for Transition Year where there are additional expenses and optional trips.

School Uniform

A group of teachers are currently meeting to look at our uniform policy and implementation. It has been agreed to notify parents that skirts must be to the knee for the coming year.

Teacher Devices

It was noted that we are due to replace all our Surface Go devices at the start of 2025 academic year as our 3 years managed agreement is now up. There is a tendering process ongoing relating to this at ETB level. Given the timelines it is likely the new devices whatever they will be will not be in place at the start of next year but a few weeks into the term.

First and Third Year reviews

Each year we send out a questionnaire to first and third year parents asking them questions on how they and their children feel about different aspects of the school. The Board were provided with the results of the review which were extremely positive.

Buildings

The ETB and architects are continuing to liaise with the Department of Education's buildings section to push forward the next phase of building. In my last discussion with the ETB they noted it will probably take a further 6 months before we can move to planning permission.

School Gym

We have long been seeking a gym for the school but unfortunately have not been granted it in any of our buildings requests. We are therefore going to put in a temporary building to act as gym. We will be putting a concrete base at the top of the teacher's car park and on that we will be putting a shed which falls within guidelines for a temporary structure that does not require planning permission. This should be ready by October. We have been granted the full suite of equipment for a gym from the Department of Education following discussions with the PE inspectors. Following a request to the ETB we have been informed that they will give us some money towards this new gym. This was all approved by the Board of Management.

Report from Kinsale Campus

1. **CETB/CCFET:** Alignment between Kinsale Campus and Morrison's Island confirmed and will be operational from September 2025. Strategic planning is underway and decisions on timetables, staffing and courses have been made.
2. **Educational Matters:** The FET examination period concluded on 28th April and classes finished on 2nd May. The college has now concluded the Internal Verification process and the External Authentication is underway.
3. **Finance:** see Cost Centre Report 8th May.

4. **Meetings:** Several whole-staff and department alignment planning meetings took place during April. Monthly in house staff meetings have taken place, with the concluding one taking place on Tuesday May 29th.
5. **CPD:** Several staff applications have been made through CETB PLD portal for upskilling in coaching/mentoring, UD and Provision of Feedback techniques.
6. **Policies:** Kinsale Campus has been represented on working groups for AI policy creation and Public Sector Duty and Ethics policy Creation.
7. **Buildings/Works updates:** Quotes are still be sought for some drainage work. Repair work on the Amphitheatre have been paused due to costings queries and suitability. One of the campus buses needs to be replaced.