

**MINUTES OF THE 1st MEETING OF THE BOARD OF MANAGEMENT TYNDALL COLLEGE A SUB-COMMITTEE OF KILKENNY & CARLOW EDUCATION & TRAINING BOARD – MONDAY 13<sup>TH</sup> NOVEMBER 2017**

**Attendance:** Mr. Keith Shirley, ETB Representative (Interim Chairperson)  
Mr. Gerry McGill, (Principal) Secretary  
Ms. Irene O'Brien, Parents' Representative  
Mr. Pat Kinsella, Staff Representative  
Ms. Audrey Howard-Bowles, Staff Representative  
Mr. Noel Barcoe, Business Representative  
Cllr. Denis Foley, ETB Representative

**Apologise:**

**Invited Guests:** Ms. Eileen Curtis, Director of Schools KCETB  
Ms. Emer Morrissey, Deputy Principal

Ms. Eileen Curtis Director of Schools on behalf of KCETB welcomed everyone to the first Board of Management Meeting of Tyndall College. She spoke of the progress of the new building and that it is on track for 19<sup>th</sup> January 2018. She welcomed the appointment of Mr. Gerry McGill as Principal and Ms. Emer Morrissey as Deputy Principal. She talked about the work done to date in establishing the school and the work now of developing the school's own identity and culture. She concluded by wishing everyone well for this exciting year.

**1. Election of Interim Chairperson**

Mr. Keith Shirley - Chairperson

Proposed by: Mr. Pat Kinsella

Seconded by: Ms. Irene O'Brien

Ms. Ann Ahearn has resigned from the ETB and Ms. Noreen Whelan sent correspondence resigning her place on the Board. The current Board now runs until 2019.

**2. Minutes of final meeting of Carlow Vocational School BOM Meeting**

Minutes of Thursday 18<sup>th</sup> May 2017

The minutes were taken as read.

Proposed by: Ms. Irene O'Brien

Seconded by: Mr. Pat Kinsella

**3. Matters Arising**

There were no matters arising

**4. Nominations of Community Representative to BOM**

Mr. Seamus Donoghoe - Community Representative

Proposed by: Ms. Audrey Howard-Bowles

## 5. Correspondence

Correspondence received from Ms. Noreen Whelan resigning from the Board and wishing everyone well. The Board to send letter thanking Ms. Whelan for her years of service.

## 6. Update of new building

Mr. McGill informed the board that the date for moving in is the 19<sup>th</sup> January 2018. He will have more information for the board following a meeting he is attending on Wednesday 14<sup>th</sup> November 2017 in Tullamore. Two official site visits by Mr. McGill and Ms. Morrissey have taken place to date. Mr. McGill has met with David Donnelly on three occasions. The building is taking shape and is state of the art. Mr. McGill explained that there is much work in planning and preparing for the move with lists to be finalised, decanting of stock and staff to be trained. Decisions need to be made regarding use of the building, it is built for 1000 students but current enrolment stands at 263 consideration to be given to which zones and floors to use. Mr. McGill proposed that a second Open Night be had to showcase the school, this will be separate to the CIFE's.

Currently there is no official opening date but Ms. Curtis stated contact has been made with the Minister of Education regarding this.

Mr. McGill commended the work of the Board, Ms. Markita Mulvey and Mr. David Forde on the building.

## 7. Secretary's Report

Mr. McGill acknowledged that November was late to have first Board meeting but owing to the separation of the Post-Primary and Carlow Institute of Further Education and they having their Board's meeting first.

## Teaching and Learning

- Junior Cycle Whole School Day 3, 14<sup>th</sup> September 2017. Members of staff attending Subject Specific JCT CPD is ongoing.
- Students to get four reports throughout the year.
- Formal timetabled exams for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> 6<sup>th</sup> Years
- Subject Inspection for Irish on Wednesday 15<sup>th</sup> November 2017
- Departments working on Learning Intentions and Success Criteria to support this Date, Today's Lesson and Homework signs have been put up in all classrooms.
- Key Skills for Junior Cycle posters up in every classroom
- Mike Hughes Magenta Principles workshop organised by KCETB on Wednesday 15<sup>th</sup> November 2017 to be attended by five staff members. This will link well with current cycle of School Self-Evaluation Looking at Our Schools document

## Pastoral Care

- Pastoral Care in the school being coordinate by the Student Support Team – weekly meetings for global supports and targeted students.
- Themes of the week have been running including Active Week, Mental Health Week, Diversity Week, Literacy Week, Numeracy Week, Samhain Celebration and Science Week.

## Public Relations

- School now has a Facebook, Twitter and Website up and running
- Tyndall College is featuring regularly in the local media- Carlow Nationalist
- Thanks expressed to Ms. Aishling Phelan and Ms. Maria Quinn for their work.

#### **Extra-Curricular Sports**

- Tyndall College students have participated in;
  - Athletics and Cross Country
  - Gaelic Football
  - Boys Soccer
  - Basketball – The boys Cadet team reached the semi-finals, while the girls have gotten through to the South East D Final. As they are the first Tyndall College team to reach a final the Board is to send a letter to their parents.
- Recognition given to Student who won two gold medals at Kickboxing tournament in Portugal representing Ireland. Letter of congratulations to be sent by the Board.

#### **Harmony Programme**

- Roger Metha has delivered the programme to TY's, 5<sup>th</sup> and 6<sup>th</sup> Year students

#### **Students Council**

- Proactive Students Council who are developing a Student Charter and contributing to the Code of Behaviour.
- Student Council to make a presentation to the Board at the next meeting
- Thanks to Ms. Maria Quinn and Ms. Laura Creegan for the work they are doing with the Student Council.

#### **Music Generation**

- Big uptake in numbers of students partaking in the Music Generation programme.
- This is to be developed further as we move forward and be factored into the timetable.

#### **Visits to Primary Schools**

- Mr. McGill has visited all but two Primary Schools – owing to Storm Ophelia. These have been very positive.
- Plan to bring primary schools into visit when we have moved to the new building

#### **1<sup>st</sup> Year Celebration**

- The 1<sup>st</sup> Year Celebration was held on the 25<sup>th</sup> October 2017 in the Woodford Dolmen Hotel.
- It recognises the big change from Primary to Post-Primary for the students
- Ms. Aishling Phelan took the lead.
- 1<sup>st</sup> Years created a video that was shown on the night and at the open night. It is a very positive advertisement for the school and moving forward it is hoped to have something produced professionally.

#### **Open Evening**

- The Open Evening was held on Thursday 9<sup>th</sup> November 2017 in the Woodford Dolmen Hotel.
- Big numbers attended the event which was seen as a very positive evening.
- The new building helped generate interest.
- Very positive comments from those who attended about the staff and students.
- Chairperson offered congratulations on the Open Night, great atmosphere and impression made of the school and he noted it was generating wide spread interest in Tyndall College.

#### **KCETB Awards**

- Student was awarded the final Student of the Year award for Carlow Vocational School

#### **Dates for the Diary**

- 15<sup>th</sup> November 2017 DES Subject Inspection for Irish
- 22<sup>nd</sup> November 2017 Parent Teacher Meeting for 3<sup>rd</sup> and 6<sup>th</sup> Years
- 5<sup>th</sup> December 2017 JCT School Cluster Day
- 7<sup>th</sup> December 2017 NEPS Critical Incident Training for Staff

#### **8.Child Protection**

#### **9.Anti-Bullying**

- The secretary had nothing to report

#### **10.Disciplinary Issues**

#### **11.Policies**

- All policies will be going up on the schools website to be available to all.
- New school personal will have the policies in their staff handbook.

#### **Child Protection**

- Chairperson read out the Department of Education and Skills Child Protection Procedures for Primary and Post Primary Schools. The Board examined all aspects of it.
- Designated Liaison Person Mr. Gerry McGill.
- Deputy Designated Liaison Person Ms. Emer Morrissey – attending Child Protection training 27<sup>th</sup> November 2017.
- Child Protection Policies to be kept in mind when writing all School Policies  
Proposed by: Cllr. Denis Foley  
Seconded by: Ms. Irene O'Brien
- Child Protection to be on the agenda for staff meetings
- The Board of Management adopted the Department of Education and Skills Child Protection Procedures for Primary and Post Primary Schools policy fully and without amendments  
Proposed by: Mr. Noel Barcoe  
Seconded by: Mr. Pat Kinsella

#### **Admissions Policy**

- Schools are now subject to the new Admissions Bill
- Tyndall College is a multi-denominational school
- New Admissions policy discussed and provisionally accepted but it is to be on the agenda of the next BOM

Proposed by: Mr. Pat Kinsella

Seconded by: Ms. Audrey Howard-Bowles

#### Code of Behaviour

- Developing new Code of Behaviour which staff have been feeding into and support got from the NBSS
- 5 stage process, different colour report card for each stage in the process, targets on the front of the card specifically tailored for that student. This amends the current ladder of referral
- Needs to go to Parents and Students for their input
- Charter for Parents, Staff and Students being developed.
- New Code of Behaviour provisionally accepted by the Board

Proposed by: Ms Irene O'Brien

Seconded by: Mr. Noel Barcoe

#### Suspensions

Mr. McGill sought permission from the Board to impose a 5 day suspension on a student following a phone call to the Chairperson of the Board.

Proposed by: Cllr. Denis Foley

Seconded by: Ms. Irene O'Brien

## 12. Parents Association

- Ms. Irene O'Brien Parents Representative reported that they have had a good start to the year.
- Parents Association attended both the 1<sup>st</sup> Year Celebration and the Open Night.
- They have held a raffle for a Bike and One4All vouchers at Halloween in the school and intend holding another raffle at Christmas.
- They have met formally once with Mr. McGill but informally on a number of occasions.
- Mr. McGill commended the Parents Association for doing great work and showing real interest in the school, all of which is contributing positively to the school.

## 13.AOB

### Enrolments

- There were 30 enrolments on Open Night with a further 9/10 that have come direct to the school and there have been some walk ins.

### Barrister

- Chairperson spoke of discussion at previous Board meeting about seeking advice from a Barrister around language used by the Board particularly pertaining to disciplinary issues.
- Decision to hold off until policies have been rewritten and look into this.

### Training for New Board Members

- Ms. Eileen Curtis stated there will be training for new Board members



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### Emails

- Mr. McGill confirmed the email addresses of all Board members

Date for next meeting Tuesday 12<sup>th</sup> December 2017 at 4.30pm

SIGNED: \_\_\_\_\_  
CHAIRPERSON

DATE: \_\_\_\_\_