

## **BOARD OF MANAGEMENT MEETING**

**TUESDAY 15<sup>TH</sup> 2020**

### **MINUTES OF THE 17<sup>th</sup> MEETING OF THE BOARD OF MANAGEMENT TYNDALL COLLEGE A SUB-COMMITTEE OF KILKENNY & CARLOW EDUCATION & TRAINING BOARD - TUESDAY 15<sup>TH</sup> DECEMBER 2020**

**Attendance:**

- Mr. Seamus Donohoe, Chairperson
- Mr. Gerry McGill, (Principal) Secretary
- Mr. Dermot O'Boyle, Staff Representative
- Mr. Fergal Browne, ETB Representative
- Mrs Mary Broderick, Parents Representative
- Ms. Andrea Dalton, ETB Representative
- Mr. Brian Redmond, Community and Business Representative

**Invited Guests :** Ms. Emer Morrissey, Deputy Principal

**Apologies :**

- Ms. Pauline Egan, Director of Schools, KCETB
- Ms. Audrey Howard Bowles, Staff Representative



*Principal*  
Mr. Gerry McGill

*Deputy Principal*  
Ms. Emer Morrissey

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1. Welcome

The Chairperson welcomed everyone to the meeting.  
Ms Andrea Dalton joined the BOM remotely.

2. Apologies

Ms. Pauline Egan, Director of Schools, KCETB  
Ms. Audrey Howard Bowles, Staff Representative

3. Minutes of the sixteenth meeting of the BOM of Tyndall College

On the proposal of Mr Fergal Browne seconded by Mr Dermot O'Boyle, the minutes of the previous meeting were adopted.

4. Matters Arising

N/A

5. Nominations for Male Parent Representative on BOM

- Chris Chapman whose son is Christian Germaine in 3<sup>rd</sup> Year, he needs to be proposed and seconded before he can join the meeting.

On the proposal of Ms. Mary Broderick and seconded by Mr. Brian Redmond Mr Chapman's nomination was passed.



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## 6. Whole School Evaluation

Mr. McGill thanked the Board of Management who were at present for the feedback from the inspectorate on Thursday 22<sup>nd</sup> October 2020. The official published report has not yet been received by the school. It is now looking like January at the earliest. Mr. McGill has proposed that when the report is received that the BOM dedicate a meeting to assessing and responding to it. Mr McGill thanked the BOM for the work and involvement with the inspection. Mr McGill also thanked the Parents Association and their involvement with the inspection.

## 8. Anti-Bullying

- Nothing to report
- The Anti Bullying Policy was brought to the board of management.

On the proposal of Mr. Fergal Browne and on the seconded by Mrs. Mary Broderick the Anti Bully Policy was ratified.

## 10. Covid 19

Covid Response Plan and supporting documentation

- The Risk Templates for COVID -19 for Tyndall College complied consultation with KCETB Health and Safety Consultant.
- Health and Safety Plan being worked on with consultant and are currently being worked on.

On the proposal of Mr. Dermot O Boyle and seconded by Brian Redmond the Covid-19 Risk adopted the Tyndall College Covid-19 Risk Assessment.

## 11. Correspondence

Nothing to report



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### 13. Secretary's Report

#### Teaching and Learning

##### 2020 – 2021 Online Learning

- Staff are placing all homework and classwork on Microsoft Teams for students to access
- Resources are currently going into training students and staff on the use of MS Teams
- Audit and Survey has carried out on devices available to students at home
- Survey of internet availability to all students ongoing.
- School Completion Programme - engaged with students who do not have ICT available to them and we have been awarded a grant for 20 families who do not have access to wifi or devices through CCDC. Working group has been put together in school to work on this. Ms Andrea Dalton is on the steering committee, Microsoft are involved and it is a pilot project that the school is involved in. The numbers could increase

##### 2020 -2021 Grading for Students

- All staff are conducting monthly assessments and recording same for all students
- Tyndall College will have 4 term reports issued to parents for all year groups with a grade and comment on the students' academic progress.
- This is to support future calculated grades processes and for staff to have a profile of students as they move through year groups.
- This is not confined only to the "exam model"
- Teachers will use other methods of assessment such as: Homework, Participation in classwork, Contribution in class, Teamwork etc

##### School Reports

- To date parents will have received two sets of academic reports at October and December. Current Reports will be available to parents from Friday 18<sup>th</sup> December 2020.
- These contribute to student profiling.



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### **DEIS & School Self Evaluation**

- New DEIS Action Plan is presented today for Ratification This is a really important document – and it is part of our SSE Process
- The Eight DEIS Pillars are:  
Attendance  
Retention  
Literacy  
Numeracy  
Examination Attainment  
Educational Progression  
Partnerships with Parents  
Partnerships with Others

### **Post of Responsibility**

- 2020-21 New Posts of Responsibility Under Circular 003/2018 Tyndall College:
- Had 2 Assistant Principal 1's appointed recently – Ms. Paula Kennedy & Ms. Ciara Walsh
- We now also have advertised:  
Four additional Assistant Principal II  
Interviews will take place in January
- Currently there are
  - One Programme Coordinator at AP 1 Level
  - Seven Assistant Principals at AP 1 Level
  - Four Assistant Principals at AP II Level

### **Enrolments 2020 -2021**

- First Year Enrolment is currently at 130.
- Over all enrolments are at 660.
- First Year Enrolments for 2020 -21 are now at 168.
- Decision taken to increase from 144.
- We now have a waiting list in operation.

### **Teacher Allocation**

- Teacher allocation has increase to 59.77 for 2020 – 21.
- A recent additional allocation of 25.5 hours came from NCSE.
- There has been two new appointments.



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### **Minor Works Grant to Schools 2020 -2021**

Re-purposing of general classroom 062 as a Junior Cycle Metal Work Room

- This has been finished by the various contractors and is up and running

Installation of an artificial playing surface on Basketball Court

- Quotes have been sought

### **Recent School Closure**

- Due to a power outage on the Kilkenny Road there was a recent school closure. This decision was taken in the interest of the safety of everyone.
- Lighting and heating were not fully restored until 11am on Thursday on the 3<sup>rd</sup> of December 2020. This was an exceptional circumstance.

### **Covid-19 Measures**

- Personal Protective Equipment Grant
- This Grant has now been spent.
- Initially the grant was issued to all schools until December,
- This has been spent on
  - Hand sanitiser and dispensers
  - Cleaning equipment for classrooms
  - Pedal Bins
  - Masks
  - Visors
  - Paper Towels
  - Signage
  - Additional PPE for Special Needs Assistants
- Tyndall College was not affected by the hand sanitiser issues that were reported nationally in October 2020.

### **Enhanced Supervision Supports Grant**

- We are employing one teacher currently for enhanced supervision of:
  - Classes where splits are required this is for supervision only.
  - Break and lunch time supervision
  - Corridor Supervision

It is envisaged we will have a second person in the next number of weeks.

It needs to be noted that there is a severe shortage of Post Primary Teachers available.



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### Staff Shared Learning Day

- On Monday the 7<sup>th</sup> December 2020 we had a staff shared learning day.
  - Staff presented to their peers on:
    - Student Voice
    - DEIS
    - Effective Feedback
    - Behaviour For Learning
    - Teaching Methodologies
    - Child Protection
    - WSE Feedback
- The presentations were designed by the APS and a number of staff presented
- Looking at and recognising expertise of our own staff . Will have another day after Christmas and going forward will be built into the school calendar.

## 14. Policies

### 1. Admissions Policy Update

- This policy had to be brought to the BOM as there has been an update.
- If there is an appeal the BOM will now have to review it. Following this the parent or student if over 18 bring it to the section 29 Admissions Appeal Unit of the Department of Education.

On the proposal of Mr Dermot O'Boyle and seconded by Mr. Fergal Browne the Admission Policy was ratified.

### 2. Digital Plan

- Under the national digital strategy all schools must have this.

On the Proposal of Mrs. Mary Broderick and seconded by Mr. Brian Redmond the Digital Plan was ratified.

### 3. DEIS Action Plan

- New DEIS action plan for Sept 2020 to Sept 2023 brought before the Board Of Management.

On the proposal of Mr. Brian Redmond and seconded by Mr. Fergal Browne the DEIS action plan was ratified.



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#### 4. Intimate Care Policy

- This works in conjunction with our Health Care Policy
- Students with higher level of needs coming to the school and the level of needs is increasing and becoming more complex.
- As per circular 42/2014 SNA duties assisting with toileting needs
- Two SNA's present to act as support and witness

On the proposal of Mrs. Mary Broderick and seconded by Mr. Brian Redmond the intimate care policy was ratified.

#### 5. Pastoral Care Policy

- Updated in light of changes and evolution of practices in school

On the proposal of Mr. Fergal Browne and seconded by Mr. Dermot O'Boyle the pastoral care policy was ratified.

#### Health & Safety Review

- There is a new policy being drafted at the moment with input and support coming from Ms. Lisa Carroll WorkSafe Solutions, Health and Safety Consultant of KCETB.
- Ms Paula Kennedy has responsibility for Health and Safety as part of her duties
- Fire Drills happening this week. Owing to Covid-19 they are taking place for each individual year group separately to ensure social distancing.



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#### 15. Parents Association

- Meeting held with Ms Morrissey and PA Friday 11<sup>th</sup> December 2020. Ms Morrissey updated the PA on matters in the school

#### 16. Disciplinary Issues

Nothing to report at this time.

#### AOB

- Mr Fergal Browne proposed that Tyndall College acknowledge the recent passing of Mr Ger O'Brien Carlow Town engineer who had much to do with the building of our New School and with the site. The Chairperson agreed that a letter be sent to his family on behalf of Tyndall College.
- The Chairperson closed the meeting by thanking all members of the school community for their and wishing them a happy Christmas

The next meeting of the BOM of Tyndall College was not set at this time but is to take place in early January 2021.

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

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

SIGNED: \_\_\_\_\_  
SECRETARY

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



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