

**MINUTES OF THE 2<sup>nd</sup> MEETING OF THE BOARD OF MANAGEMENT TYNDALL COLLEGE A SUB-COMMITTEE OF KILKENNY & CARLOW EDUCATION & TRAINING BOARD – TUESDAY 12<sup>TH</sup> DECEMBER 2017**

**Attendance:** Mr. Seamus Donoghoe  
Mr. Keith Shirley, ETB Representative  
Mr. Gerry McGill, (Principal) Secretary  
Ms. Irene O’Brien, Parents’ Representative  
Mr. Noel Barcoe, Business Representative  
Ms. Andrea Dalton, ETB Representative

**Apologise:** Mr. Pat Kinsella, Staff Representative Ms. Audrey Howard-Bowles, Staff Representative, Cllr. Denis Foley, ETB Representative

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

**1. Election of Chairperson**

Mr. Seamus Donoghoe was elected Chairperson of Tyndall College Board of Management  
Proposed by Mr. Keith Shirley  
Seconded by Mr. Andrea Dalton  
Mr. Gerry McGill – thanked Mr. Shirley for being interim Chairperson

**2. Nominations of Community Representatives to BOM**

Mr. Seamus Donoghoe appointed as second community representative. The Board now has two community representatives

**3. Minutes of the first meeting of the BOM of Tyndall College**

Minutes of the 13<sup>th</sup> November 2017  
The minutes were taken as read  
Proposed Mr. Keith Shirley  
Seconded Mr. Noel Barco

#### 4. Matters Arising

At previous meeting a sub-committee was established to meet students at a particular stage of the new disciplinary process. Mr. McGill had met with Mr. Shirley about this in the interim. The system is working well and no new cases have been brought to the attention of the Board at this time

#### 5. Correspondence

There were no correspondence received

#### 6. Update of new building

Mr. McGill reported that there is a delay in moving into the new building stemming from delays with three other buildings in the bundle. He hopes to visit the building next week and meet with David Donnelly from the NDFA (National Development Finance Agency). No definite date for moving in but the hope is that it will be at February midterm. In this case students sitting the mocks around this time will do so in the current location.

#### 7. Secretary's Report

- Staff attended Junior Cycle Cluster training on the 5<sup>th</sup> December 2017 in various venues in Kilkenny.
- The Christmas exams start on Tuesday 19<sup>th</sup> December 2017 and reports will be issued to parents after the 11<sup>th</sup> January 2018
- There was a Gaeilge subject inspection on the 15<sup>th</sup> November 2017. The inspection attended 4 class periods on that day and it is expected that the report will be positive. The Board will receive a copy of the report.
- 15<sup>th</sup> November 2017 5 members of staff attended Mike Hughes workshop in Lyrath Hotel Kilkenny. The next workshop will be on the 23<sup>rd</sup> January 2018.
- The pastoral care system in Tyndall College is recognised as one of its strongest points, led by the Deputy Principal it has a school wide remit and a focus on individual students.
- Tyndall College is featuring regularly in the Carlow Nationalist thanks to the efforts of Ms. Aishling Phelan and Ms. Maria Tyrrell.
- Tyndall College has an active presence online, the new website [www.tyndallcollege.ie](http://www.tyndallcollege.ie) is live as are the schools Facebook and Twitter accounts. These are all updated regularly.
- Extra-Curricular Activities: Girls Basketball Team got to the final but were beaten by Comeragh College, thanks due to Ms. Alison Carter. Ms. Margaret Connaughton and Mr. Ken Casey Ryan took the cross-country team out and they won their division and received medals. Thanks expressed to the staff and students involved
- Ms. Julia Lynch Inspector is coming on Thursday 14<sup>th</sup> December 2017 to meet with the senior management team and assistant principals to discuss School Self Evaluation

- Staff CPD on critical incident facilitated by NEPS took place on Thursday 7<sup>th</sup> December 2017. Work on updating the policy to follow
- Currently work is being done on three different charters 1. Students Charter 2. Parents Charter 3. Staff Charter. Each sets out what can be expected to give and receive from Tyndall College. Input is currently being sought from the different parties and these will be brought to the next Board of Management meeting.

## 8. Child Protection

## 9. Anti-Bullying

There are no issues to report at this time.

## 10. Disciplinary Issues

New system that was ratified at the last board meeting is in place and working well. A lot of work is being done around restorative justice. The Student Council are currently reviewing the policy Good practice to bring it to the Board annually for review as it will need to be continuously be refined.

## 11. Policies

- DEIS policy circulated to the Board it has 8 pillars, Attendance, Retention, Literacy, Numeracy Attainment, Progression, Partnership with Others, Partnership with Parents
- Staff will get a condensed version

### Attendance for DEIS

- TULSA attendance strategy nearly ready part of School Self Evaluation (SSE) big target working closely with Educational Welfare Officer (EWO)
- Monthly attendance awards and most improved with a view of a class league system not isolating individuals competition between classes- trip.
- Punctuality also being worked on trying to make it positive.

Attendance Retention Numeracy Literacy Ed Attainment Progression Partnership with Parents and Partnership with Others SSE is DEIS – LAOS document ties in with this getting down on paper what is actually happening

### Homework policy

- New Homework policy sets out expectations of students, parents, teachers and their expectations of us – getting it out to parents association and student council who are feeding into it
- This will tie into the Charters that will be up on the wall in classrooms and be in the students journals which are to be redesigned.

Attendance, Homework and DEIS Policies ratified by the Board of Management

Proposed Ms Irene O'Brien

Seconded Mr. Noel Barco

## 12. Board of Management Check List – DES

- Appendix to School Self-Evaluation Report: legislative and regulatory checklist (Post-Primary) to be reviewed annually by the Board of Management.
- Check list was read through by Chairperson all areas compliant with the exception of Substance Misuse policy which Mr. McGill is to clarify
- Still Not getting notification as Tyndall Ms Eileen Curtis has been working on that got request from department which were furnished so should be rectified shortly
- Areas of note
  - Development of School Plan – Section 21 Education Act 1998 – this is happening needs to be complied into one document
  - Exemption from the study of Irish Circular M10/094 issues arising from the primary schools where students withdrawn with out official exemption from Irish but go into post primary having to do Irish. This is an issue on a national level
  - Grant Scheme for ICT Infrastructure – 2016/'17 School Year Circular 0001/2017 – outside of this for 3 years will come back in again
  - Implementation of Child Protection Circular 65/2011 – ratified at the last Board of Management meeting. legal requirement mandatory reporting – DP training done on Child Protection and Suzanne Graham from PDST 13<sup>th</sup> March 2017. Mandatory reporting video link sent to all staff and they are to send cert back to Mr. McGill. Sign up at front door DLP and DP.
  - Attendance and participation policy Circular M51/93 Section 22, Education (Welfare) Act 2000 ratified at this meeting
  - Critical Incident Management policy Responding to Critical Incidents: Guidelines and Resource Materials, NEPS 2016. Staff training with NEPS on the 7<sup>th</sup> December 2017. Work to be done on this policy
  - Data Protection Act 1988 Data Protection (Amendment) Act 2003 (DATA Legislation)- Data Protection ETBI policy
  - Substance use policy Department of Education and Skills Directive; guidelines issued to schools in 2002- Mr. McGill to clarify at next Board meeting
  - DEIS action plan ratified at this meeting



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These polices will be updated and more will be coming to the board moving forward

Signed by Chairperson and countered signed by Mr. McGill

### 13. Parents Association

Mrs Irene O'Brien gave update since last meeting Christmas celebration tonight raffle great prizes from local businesses – money raised what to do with it need to work that out.

### AOB

- Items for the agenda can be sent to the chairman or secretary
- Mr. McGill thanked Mr. Shirley for his help and support as interim chairperson and his help with the show tonight
- Currently enrolments for 2018 stand at 54 (it was at 22 this time last year)
- Entrance assessment for incoming First Years to be held on 9<sup>th</sup> March 2018
- Transfers popular to Tyndall College
- It is envisaged that a second open night will take place when the move to the new building is complete

Date for next meeting Tuesday 20<sup>th</sup> February 2018 at 4.30pm

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

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

CHAIRPERSON