

BOARD OF MANAGEMENT MEETING

THURSDAY 30TH SEPTEMBER 2021

**MINUTES OF THE 21ST MEETING OF THE BOARD OF MANAGEMENT TYNDALL COLLEGE
A SUB-COMMITTEE OF KILKENNY & CARLOW EDUCATION & TRAINING BOARD –
THURSDAY 30TH SEPTEMBER 2021**

Attendance: Mr. Seamus Donohoe, Chairperson
Mr. Gerry McGill, (Principal) Secretary
Ms. Audrey Howard Bowles, Staff Representative
Mr. Chris Chapman, Parents Representative
Ms. Mary Broderick, Parent Representative
Ms. Pauline Egan, Director of Schools, KCETB

Apologies Mr. Brian Redmond, Community Representative
Mr. Fergal Browne, ETB Representative
Ms. Andrea Dalton, ETB Representative
Mr. Dermot O’Boyle, Staff Representative

Invited Guests : Ms. Emer Morrissey, Deputy Principal
Ms. Maria Quinn, Deputy Principal



Principal
Mr. Gerry McGill

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Deputy Principals
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1. Welcome
 - The Chairperson welcomed everyone to this meeting.
 - He congratulated Ms Maria Quinn on her appointment as Deputy Principal.

2. Apologies
 - Apologies were received from the following members:
 - Mr. Brian Redmond, Community Representative
 - Mr. Fergal Browne, ETB Representative
 - Ms. Andrea Dalton, ETB Representative
 - Mr. Dermot O'Boyle, Staff Representative

3. Minutes of the twentieth meeting of the BOM of Tyndall College
 - On the proposal of Ms Audrey Howard Bowles , seconded by Ms Mary Broderick, the minutes of the 20th BOM were adopted.

4. Matters Arising

There were no matters arising

5. Child Protection

- Child Safeguarding Statement and Risk Assessment
 - To be displayed at the 3 entrances and communicated online with the school community, to The Parents Association, Students Council and Staff.
 - The Chairman read through the checklists.

On the proposal of Ms. Audrey Howard Bowles, seconded by Mr. Chris Chapman, The Child Protection and Safe Guarding Statement was ratified.



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6. Code of Behaviour

On the proposal of Ms. Mary Broderick, seconded by Ms. Audrey Howard Bowles, the BOM ratified the Code of Behaviour.

- Mr McGill, requested the autonomy, following agreement with the Chairman to suspend a student for 5 days. This sanction was sparingly used, twice in academic year 2020-2021.

On the proposal of Ms. Mary Broderick, seconded by Ms. Audrey Howard Bowles, the BOM ratified the right to suspend for 5 days.

7. Anti-Bullying

Mr. McGill acknowledged and thanked KCETB and ETBI for their assistance with this policy.

The Chairperson read out the Anti-Bully Check List.

On the proposal of Ms Audrey Howard Bowles, seconded by Ms. Mary Broderick, the BOM ratified The Anti Bullying Policy.

8. Covid 19

- Covid Response Plan
 - The National Template has been adapted for Tyndall College.
 - Mr. McGill noted the responsibilities of the Facilities Management Company.
 - Tyndall College had its Supporting the Safe Provision of Schooling - Covid -19 inspection on the 18th March 2021. The College was found to be fully compliant.
 - Updates and amendments to the policy were supported by KCETB.
- Supporting Documentation was presented to the BOM.
- On the proposal of Mr. Chris Chapman, seconded by Ms Audrey Howard Bowles, the BOM ratified the Anti Bully Policy.

9. Correspondence

- No correspondence received.

10. Secretary's Report

- Deputy Principal
 - He congratulations to Ms. Maria Quinn, who has been appointed Deputy Principal. Ms. Quinn attended this meeting as a guest. Ms. Quinn and Ms. Morrissey, will rotate the role of recording secretary for BOM meetings.
 - Ms. Pauline Egan, congratulated Ms Quinn, on her appointment and wished the Senior Management Team well.



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- Teaching and Learning
 - Leaving Certificate results were issued on Friday the 3rd of September 2021.
 - Over 70% of students choose not to sit the examinations in subject areas.
 - An analysis of results will be made available to the Board at our next meeting.
 - As of yet, with the exception of curriculum change, we have not had further correspondence in relation to LC 2022.
 - Junior Certificate Examinations for 2021 were cancelled.
 - School based assessments completed and submitted to parents.
 - JCPA will be available from the Department of Education in due course.
 - 2021 – 2022
 - First round of assessment to take place the week beginning 18th of October.
- Enrolment 2021 – 2022
 - Our projected enrolment for 2021 -22 was 770 students.
 - We are currently at 788 students in Tyndall College.
 - The 30th September 2021 is the cut off for returns to the Department of Education.
 - There are 184 First Year students enrolled.
 - The 1st year placement is a long process as follows:
 - The window for enrolments opens Friday 1st October 2021 closes on Friday 22nd October 2021.
 - Offers of places will be made on the 12th November 2021 with a response confirming acceptance of an offer by the 19th November, 2021.
- Recruitment 2021 – 2022
 - 08 positions have been filled under the Ward Report
 - 09 positions on a fixed term bases
 - 03 maternity leave positions
 - 02 transfers from within KCETB
- School Meals Tender
 - This has been awarded to Rafters Café- Portlaoise.
 - An audit of School Meals is ongoing through ETBI Internal Audit Unit. Tyndall College may be included in this process.
- Audit of Enrolment
 - ETBI's Internal Audit Unit, conducted same.
 - Mr. McGill, thanked the Director of Schools, for her support on this.
- KCETB Student Awards
 - Congratulations to Leah Sheehan – KCETB Student of the Year.
 - The event was held in The Springhill Hotel in Kilkenny. Mr McGill, thanked KCETB for holding this event.



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- Extracurricular
 - Sporting activities are now getting back up and running. They had been on hold owing to Covid -19 restrictions.
 - The Covid-19 guidelines mandate are that buses operate at a 50% bus capacity.
 - TY activities presently on site we are not in a position to have trips as per ETBI directive.
 - Active week was held in Tyndall College last week. Mr McGill thanked the PE department for the various events that were organised.
 - The issue about trips was raised as other schools are going on trips. The Secretary explained that we are bound by the directive issued by our management body, ETBI.

Annual Report

- A document with highlights of 2020 – 2021, was circulated.
- Ms. Pauline Egan congratulated the school on the activities and events that took place in the academic Year 2020 – 2021.
- On the proposal of Ms. Audrey Howard Bowles, seconded by Ms Mary Broderick, the Annual Report was ratified.

11. Policies

A. Admissions Policy

- Tyndall College received guidance from KCETB on this issue and Mr. McGill thanked them for this.
- Some changes and updates have been made for 2021 – 2022, especially that enrolments now involves a two step process.
- Mr. McGill stated that this policy will become very important for the Board of Management as student numbers continue to grow.

On the proposal of Ms. Audrey Howard Bowles, seconded by Mr. Chris Chapman, the policy was ratified.

B. Critical Incident Policy

On the proposal of Mr Audrey Howard Bowles, seconded by Mr. Chris Chapman, the policy was ratified

C. DEIS Action Plan 2021-22

- The DEIS committee meets weekly.
- This is our SIP, School Improvement Plan

On the proposal of Ms. Audrey Howard Bowles, seconded by Mr. Chris Chapman, the policy was ratified.



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D. Health & Safety Policy Statement

- This is based on the KCETB's template and guidance.
- A more detailed Health and Safety document and policy is currently being worked on.

On the proposal of Ms. Audrey Howard Bowles, seconded by Ms. Mary Broderick, the policy statement was ratified.

E. School Self Evaluation Report Checklist: Legislative and Regulatory Check List Post Primary

- The Chairperson went through the check list.
- Tyndall College is fully compliant

On the proposal of Mr. Chris Chapman, seconded by Ms. Audrey Howard Bowles, the SSE Report Checklist was ratified.

F. Priorities & Needs of The School

- The Review Document was ratified at our Last Board Meeting on the 8th June 2021.
- This is in line with our Post of Responsibility Review.
- A review of the BOM's Needs and Priorities is to take place, in line with the Whole School MLL.
- KCETB will be running an information and training programme for BOM's, looking at school needs and priorities.
- 2021 – 2022 Tyndall College will be eligible for:
 - A Programme Coordinator
 - An AP1 Position
 - 2 AP 2 Position, possibly more depending on appointments.
- Positions have been advertised and interviews will take place Friday 8th and Tuesday 12th, October, 2021.

On the proposal of Ms. Audrey Howard Bowles, seconded by Ms. Mary Broderick, the Priorities and Needs List of the College was ratified.

G. Tyndall College report to KCETB 2020 -2021

The Secretary's report to KCETB, was approved on the proposal of Ms. Audrey Howard Bowles, and seconded by Ms. Mary Broderick, and is included in the minutes.

12. Parents Association

Ms. Mary Broderick reported the following

- a. The PA has had two meetings since the start of the year with Ms, Lorraine Lawler HSCL, and Ms. Clare Halpin AP1.
- b. They have proposed to rebrand the name of the PA to the Parent Support and Social Network.



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c. Proposals from the group to date include:

- Walking groups to be organised for parent and guardians.
- They are investigating the viability of after school
- Tours of the school to be available with a focus on 1st and 2nd year groups.
- Pre loved uniform station for students - particularly international students - to leave their uniform. The uniforms to be given to other students for a nominal fee.
- They are working to assist this years 6th years to have a Debs ball.
- Ms. Denise Harkin remains on the committee but has stepped down as chairperson. Ms. Liz O'Brien has taken over as chairperson.
- A presentation was made to a number of parents who have left the parents association, as their children have completed 6th year in Tyndall College.
- PSSN are setting the objective of having 5 meetings per school year.
- The AGM is to be held as soon as restrictions allow.

13. AOB

- The Director of Schools thanked the Senior Management Team for the work they had put into the preparation of the policies and documentation that were brought before the Board.
- Proposed meeting dates to be circulated to the members of the Board and agreed with a view to having them in the school calendar for the academic year. There must be a minimum of 5 meetings with at least 3 in person.

The next meeting of the BOM of Tyndall College will be confirmed following consultation with all Board members.

SIGNED: _____
CHAIRPERSON

DATE: _____

SIGNED: _____
SECRETARY

DATE: _____



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Tyndall College opened in August 2017 and is now in its fourth year. It is the newest school in Kilkenny and Carlow Education & Training Board and has arisen from the closure of Carlow Vocational School and the Separation of Carlow VS and Carlow Institute of Further Education. It aims to serve the needs of post primary students in the Carlow area and its environs. The school is part of the ‘Delivering Equality of Education in Schools’ (DEIS) programme and provides a broad and balanced post-primary curriculum.

School Enrolment

Boys 365 Girls 285 Total 650

Board of Management

Seamus O’Donoghue – Chairperson
 Andrea Dalton – ETB Nominee
 Mary Broderick – Parent Nominee
 Dermot O’Boyle – Staff Nominee
 Gerry McGill – Secretary

Fergal Browne – ETB Nominee
 Brian Redmond – Community Nominee
 Thomas O’Donoghue – Parent Nominee
 Audrey Howard Bowles – Staff Nominee
 Emer Morrissey – Recording Secretary

Highlights:

Reopening of Tyndall College: Following a national school closure on March 12th 2020, Tyndall College reopened its doors on Monday 31st August. Tyndall College adhered to all safety and operational measures and practices as laid out in the Reopening Our Schools: The Roadmap for the Full Return to School. On Thursday March 18th a Covid-19 inspection was conducted by a DES inspectorate whereby Tyndall College was deemed fully compliant.

Stand-Up Week: Stand-Up Week took place on November 16th-20th in Tyndall College. As a school community we created a programme of events that catered for all students. We were very thankful that the Carlow Pride Committee and Carlow Regional Youth Services joined us throughout the week and provided guidance and support on how we can continue to be an inclusive school whereby everyone grows and flourishes. The programme of events and a music collaboration is posted on our social media channel featuring students and staff of Tyndall College.

Science Week: From the 9th – 13th November 2020, Tyndall College celebrated Science Week. This week raised awareness of all the wonderful work happening in the world of science. Each day, classes were treated to a scientific riddle along with information on different Scientists in Ireland, including Professor Luke O’Neill from Trinity College Dublin. Students attended a virtual science workshop through Kilkenny Science Festival, while some Senior Cycle students enjoyed a virtual talk on ‘Science in Elite Sports Performance’ by the Department of Sports and Exercise in WIT.

Tyndall College Wellbeing Newsletter: Tyndall College established the Tyndall College Wellbeing Newsletter. This newsletter reflected the six wellbeing indicators. This gave students, parents and school staff an opportunity to share what they were doing to improve their mental health, promote being active and to stay together while staying apart. All ideas and suggestions received was shared with all of our school and wider community. We were delighted with the responses.



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Continuous Professional Development: A cohort of teachers from Tyndall College participated in the Teaching Council Programme An Cosán. This initiative recognises that teachers' learning is essentially a journey and promotes the steady and ongoing progresses that teachers engage in to enhance their learning and development and the practices they implement to improve the learning experiences of their students. This gives teachers the opportunity to plan and reflect on their professional experiences taking into account their school context and the changing needs of their students. SPHE/RSE training by PDST was provided to all tutors. Teachers shared best practices at a *staff Shared Learning Day*.

Christmas Committee: Students of Tyndall College created and distributed 300 hand written and hand decorated Christmas cards to five nursing homes in Carlow. 30 boxes of food were delivered to families in need in Carlow as part of a school donations. The Tyndall Christmas Tale portrayed a high level of competition with entertaining stories that were interesting and humorous. Christmas doors can be viewed on the Tyndall College social media site.

Student Council: Our student council have been very active over the past year. Meeting once per week, the student council have had input into the following important issues. (a) School policies (b) Student wellbeing initiatives (c) Fundraisers for local supports (d) Further amendments to student diary. The student council in Tyndall received training by the ISSU and the ETB via Zoom whereby they learned about the importance of school councils and their role going forward to give students a more active voice in the continuing growth of our expanding school.

JCSP Initiative: Tyndall College welcomed Billy Costello chef as part of a JCSP initiative which gives schools an opportunity to link with a local "Celebrity Chef". Billy is the head Chef with the local supermarket Raths and has years of experience in the industry. Billy left an ever lasting impression on our students by creating 2 starters, 2 mains and 2 desserts along with showing them how to make their own pastry and their own chocolate truffles. All students got to taste a range of healthy and delicious food. An imaginative and innovative dimension to cooking was demonstrated by Chef Billy.

Student Wellbeing: Throughout a second school closure, student wellbeing was to the forefront of the minds of our staff. Tyndall College implemented the following (a). Online teaching support. (b). Printed Booklets to promote engagement (for a smaller cohort of students) (c). Provision of school meals for all families. (d). Weekly engagement from school management in the form of phone call, email, text message to families. (e). Daily engagement from School Completion Programme Staff, Home School Liaison Teacher, Guidance Counsellor. (f). Weekly Wellbeing Newsletter with contributions from the entire school community.



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