



St. Columba's College, Stranorlar, Co. Donegal.

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Board of Management

Agreed Minutes of Meeting of 3rd December, 2025

A meeting of the Board of Management of St. Columba's College took place on Wednesday 3rd December, 2025 at 6.00p.m.

1. Prayer

The meeting opened with a prayer.

2. Presentation of Accounts

2.1 The Chairperson welcomed Mr. John Kennedy to the meeting.

2.2 Mr. Kennedy gave a detailed summary of the accounts to the Board at the year end. He acknowledged that the accounts were in a healthy situation.

2.3 On behalf of the Board and the Sub-finance committee Mr. Rowan thanked Mr. Kennedy for his thorough work with the accounts.

3. Minutes

The minutes Board meeting of the 16th October, 2025 were read and approved.

The minutes special meeting of the 20th October, 2025 were read and approved.

4. Minutes Arising

None

5. Correspondence

5.1 Department circulars were listed to the Board:-

- Circular Letter 0065/2025: Senior Cycle Level 1 and Level 2 Learning Programmes
- Circular Letter 0070/2025: NQF Level 9 Graduate Diploma in Social Personal and Health Education/Relationships and Sexuality Education (SPHE/RSE) Programme 2026
- Circular Letter 0072/2025: Enhancement to Irish Sign Language (ISL) Scheme provision

5.2 A letter was read from Rob Halford CEIST acknowledging receipt of Board minutes for the 3rd and 15th September, 2025.

6. Finance

A report was given to the Board on the Accounts. Discussion took place on Auto-enrolment and the Principal informed the Board that he has met with all relevant employees re same.

7. Ongoing Plant Development and Maintenance

7.1 Major Building Project

The Principal gave an update on the major building project. The DEY Building Unit has been reviewing the tender report.

7.2 Ongoing Maintenance

A number of items were addressed since the last meeting which included:

- Training at heights for staff
- Storage of Waste in a locked area
- Further fire protection in one of the boiler houses
- Two-way communication systems installed in lifts
- Further negotiations with Uisce Eireann regarding the metering system
- Repairs to lights on the All-weather pitch and car park
- New external light fittings installed in areas of the college

11. Policies for Ratification

Mobile Phone Policy – the Board were happy to ratify same.

Religious Education Policy – the Board were happy to ratify same.

CCTV Policy – the Board were happy to ratify same.

12. Principals Report including Teaching and Learning

12.1 Teaching and Learning

- **Enrolment for 2026-2027**

The Admission notification was posted along with the Admissions Policy and other related documents on the website. An Open Day for 6th Class primary school students was held on Wednesday 22nd October and an Open Evening for Parents on Thursday 6th November. The application process was advertised on Highland Radio, the local paper, the college Facebook page and text messages to the existing parents. Confirmation of places and Enrolment Forms were posted to parents on Monday 24th November. The deadline for receipt of completed Enrolment forms is Friday, 12th December 2025.
- **Cluster Meetings - JCT and Senior Cycle Redevelopment**

The JCT/Senior Cycle Cluster Day took place on Monday 3rd November. The college hosted four subjects on the day – English, Engineering, Gaeilge and PE.
- **6th Year Parent Teacher/ Assessment Reports**

The results of the 3rd and 6th Year mid-term assessments were issued to parents on Monday 10th November via VSware. The 6th Year Parent Teacher took place on Monday 17th November and was well attended.
- **End of Term Assessments for 1st, 2nd and 5th Years**

End of term assessments took place for 1st, 2nd and 5th Year students from Thursday 4th December to Wednesday 10th December. Reports will be issued via VSware by Friday 19th December 2025. Reports will be issued to parents where they have difficulty accessing the results online.
- **Child Safeguarding Training for all staff**

The college was closed to students on Friday 28th November for whole staff training for the new Child Protection Guidelines.
- **Senior Cycle Redevelopment – Change to agreed school calendar**

Following Circular Letter 0068/2025 issued by Department of Education and Youth meetings were held with the TUI and ASTI members re changes to meetings.
- **Classroom Based Assessments (CBA's) and SLAR Meetings**

3rd Years have completed their CBA's in Art, Wood Technology, Graphics and Engineering. They have commenced CBA's Digital Media Literacy and Gaeilge CBA.
2nd Years have commenced CBA's in CSPE, History and PE and will complete them before their end of term assessments.
- **Coursework**

The deadline for coursework in HE was Monday 3rd November. This coursework was submitted via the SEC online portal. 6th Year students are in the process of completing coursework in a range of subjects. Project briefs have been issued recently in DCG, LC PE, Engineering, Construction, Art, Ag. Science, Geography, History, LC Computer Science, LCVP and LCA.
- **Evening Study**

The second 6-week block began on Monday 10th November. The numbers attending Evening Study has remained relatively small.
- **RACE Applications**

A number of RACE applications for 6th Year students for LC 2026 were submitted to the SEC by the deadline on 21st November. RACE applications for the Junior Cycle students must be submitted by 12th December 2025.
- **Mass for Faithful Departed and Carol Service**

Mass for the Faithful Departed was celebrated on Thursday 27th November 2024 by Fr. Vincent Finnegan. The Christmas Carol Service will be held on Thursday 18th December in St. Mary's Church Stranorlar.
- **Christmas Charity Appeal**

The college plan to organise a number of events for the Christmas Charity Appeal again this year. Monies raised will be donated to two local charities – Cunamh and St. Vincent De Paul. A student Charity Committee has been formed to organise and promote the Christmas Food Appeal.
- **Career Guidance**

A number of Career Guidance activities has been organised in the first half term including ATU Open Day, a Career Guidance College talk on Friday 14th November with Jonathan Holland from Ulster University, a Careers Talk with Donegal ETB on Thursday 20th November regarding PLCs, Apprenticeships and Tertiary Degrees. Also 6th Year Students attended a very informative Fraud Prevention and 'Money Muling' talk presented by Detective Garda Gerry Mc Cready on Friday 21st November.
- **Student Council**

The Student Council had the pleasure of welcoming Dr Niall Muldoon to St Columba's on Wednesday 5th November. Dr Muldoon is serving his second term as the Ombudsman for Children. The student leaders received an invaluable insight into the work done by Dr Muldoon's team and with them celebrating 20 years in office last year, it was clear that a lot of progress has been made to date. A big thank you to Dr. Muldoon for taking the time to come and talk to the council.

The Student Council hosted the annual Nationalities Gathering in the canteen on Thursday afternoon, 20th November. An important part of sharing and engaging all student voices in the school community. They all worked together and of course had a treat for all their work and participation.

- **Parents Council**

Two meetings of the Parents Council have taken place since the last BOM meeting to discuss policies and fundraising activities.

The Parents Council assisted again this year with the programme for the musical and the draw at the interval.

- **Senior Prefects**

The Principal met with the prefects after the midterm break. They provided good feedback on the mid-term assessment and changes will be made going forward. Many thanks to the Senior Prefects who helped out at the recent musical.

- **Christmas Shoebox Appeal**

St. Columba's College participated again this year in The Christmas Shoebox Appeal. Well done to all the students who participated in the shoebox appeal and to the teachers who organised boxes with their classes.

12.2 Curricular Activities

A comprehensive report was given to the Board regarding curricular activities since the last meeting.

13.3 Extra-curricular Activities

A broad range of co-curricular and extra-curricular activities took place since the last meeting in September. A summary of these activities were outlined to the Board.

12.5 Upcoming Events

- End of term assessments for 1st, 2nd and 5th Year students in December
- TY Craft Fair on Thursday 11th December
- Staff Meeting on 16th December
- Christmas Carol Service on Thursday 18th December
- Christmas holidays on 19th December. College reopens on 5th January
- 1st Year Parent Teacher meeting on Tuesday 13th January 2026
- Assessments for incoming 1st Years on Saturday 17th and 24th January
- Mock exams beginning on Friday 30th January 2026
- Applications for job-sharing, career breaks and secondments must be submitted by 1st February 2026

13. Staff Issues – OLCS Claims

A list of staff paid through the On-line Claim System was outlined to the Board.

14. A.O.B.

The Meeting concluded with the preparation of the Agreed Report.

Date of next meeting: 5th February 2026