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Board of Management

Agreed Report of Meeting of 3rd September, 2025

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

1. Prayer

The meeting opened with a prayer. Sympathy was extended to Cora Harvey on the recent death of her mother and to Anne Mc Granaghan and the Mc Cafferty family on the death of her sister.

2. Minutes

The minutes of the 7th May, 2025 were read and approved.
The minutes of the 27th June, 2025 were read and approved.

3. Matters Arising

None

4. Correspondence

4.1 Department circulars were listed to the Board:-

- Circular Letter 0013/2025: Occupational Injury Leave Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools.
- Circular Letter 0032/2025: Special Needs Assistant Allocation 2025/26. It details the allocation of SNA in mainstream classes and a redeployment scheme for SNA's.
- Circular Letter 0041/2025: Publication of Child Protection Procedures for Schools 2025
- Circular Letter 0032/2025: Grant Scheme for ICT Infrastructure
- Circular Letter 0039/2025: Approach and key measures to support the Forward Planning for Special Education Provision for the 2026/2027 school year and beyond
  Circular Letter 0043/2025: Recruitment of Special Needs Assistants (SNAs) -Supplementary Assignment Arrangements for the 2025/2026 school year
- Circular Letter 0045/2025: Restricting the use of and access to personal mobile phones by students during the school day
- Circular Letter 0045/2025: Funding Scheme for secure mobile phone storage solutions

5. Finance

The Board were informed that the Finance Committee met prior to the meeting. Mr. Joey O Leary gave the following report to the Board regarding:

- Budgets to the end of August
- Accounts being prepared for the Accountant at present.
- Some upgrading work that took place during the summer months.

6. Ongoing Plant Development and Maintenance

6.1 **Major Building Project**

The Design team evaluated the tenders received and submitted a tender report to the DEY Building Unit on 24th July. The Design team are still awaiting feedback as the Tender Report was still being reviewed. Once this happens the main contractor will be appointed. M&E contractors will be invited to submit their tender.

6.2 **Ongoing Maintenance**

A deep clean of the college, painting, polishing of floors and a host of other important tasks over the summer to ensure that everything was in order for the new school year ahead. Caretakers and cleaners were thanked for all their work

Canteen

Furniture has been replaced in the canteen to make it a more flexible place to use. LED lights were also installed in the canteen to reduce energy costs.

Staffroom

The kitchen in the staffroom got was replaced during the summer. Thanks to everyone who assisted.

Equipment for Technology Room

Replacement equipment and machinery was purchased for the technology rooms during the summer following an E-tendering process.

ICT Equipment

IT equipment has been purchased due to increased staffing and replacement of older devices. This is funded through the ICT grant

Broadband in St. Mary's NS

The broadband service in St. Mary's was provided from a mast in Edenmore. This mast was decommissioned in early July. The provision to provide an alternative went out to tender in June.

7. Child Protection Issues

The oversight report was adopted by the Board.

8. Bi Cinealta Report

The oversight report was adopted by the Board.

9. Policies for Ratification

9.1 **Admissions Policy** – the Board were happy to ratify same.

9.2 **Code of Behaviour** – the Board were happy to ratify same.

9.3 **Confirm re Correct Deployment of SEN Hours** - the Board were happy to ratify same.

10. Staffing 2025

The appointment of a number of new staff members was ratified by the board.

11. Analysis of Leaving Certificate Results 2025

An analysis of the Leaving Cert Results was presented to the Board by the Principal.

12. Principals Report including Teaching and Learning

12.1 **Teaching and Learning**

- **Curricular Provision for 2025/26 School Year:** 984 students in total are registered in the college for this year. The numbers are up 39 compared to last year. The steady increase in enrolment has had a positive impact on staffing and capitation year on year.
- **Transfer Programme:** Transfer Programme took place for the 1st Year students from Monday to Wednesday, 18th to 20th August.
- **Subject Department Planning:** Subject Departments have had a planning meetings since the beginning of the year. Subject Departments have been asked to upload their subject plans, minutes, etc. to the common folder on the school IT network so that they can be accessed by all staff.
- **Irish Inspection Report:** The Irish Department were congratulated on an excellent subject inspection report which arrived in mid-June. The Irish Department has reviewed the report and have taken the recommendations of the report into consideration in their forward planning.
- **School Self Evaluation:** The college will continue the development of the School Self Evaluation process to improve teaching and learning.
- **Schoolbooks Scheme:** All students received their books and stationary at the beginning of the school year.
- **Information Meetings for Parents:** Thanks to the staff members who presented and will present to a number of parent information meetings in September.
- **Redevelopment of Senior Cycle:** Tranche 1 subjects - Biology, Chemistry, Physic and Business been rolled out to the 5th Year students (Leaving Cert 2025-27).
  The Transition Year Programme has been reviewed in line with the requirements outline in the published DEY TY Programme Statement
- **Parents Council:** Many thanks to the Parents Council who helped out this year distributing the books and stationary to the parents of 1st Years and 5th Years during the Transfer programme.
- **Senior Prefects:** Many thanks to the Senior Prefects who helped out at the Transfer Programme. The election of Head Boy and Head Girl takes place this week.
- **Student Council:** Election of Student Council members will take place over the next few weeks. Three students from the current council have promoted the Student Council at Junior Cycle assemblies from at the beginning of the school year.
- **Junior Cycle Results:** This year's Junior Cycle results will possibly be available in schools on Wednesday 8th October 2025.

12.2 Curricular Activities

- TY students attended their team building day in the Parish Centre and St. Mary's hall from 9:05 am – 4:05 pm on Monday 1st September.

12.3 Extra-curricular Activities

- Activities have not started yet

12.4 Upcoming events include:

- The Opening Mass of the school

- CEIST Conference will take place in Athlone on Thursday 25th and Friday 26th September.
- 1st Year Mass on Tuesday 30th September in the school hall.
- 3rd Year Parent Teacher meeting will take place on Thursday evening, 14th October

12.5 Board of Management Elections.

- The current Board of Management of St Columba's College is coming to the end of its term of office and a new Board will commence on October 16th 2025 for a three-year term.
- A letter and nomination form was sent home to all parents on Wednesday 28th August seeking nominations. Closing date for parent nominations is Friday 5th September. A ballot will be issued to all parents next week.
- A short staff meeting will be held on Wednesday 10th September at 1.10pm to elect teacher nominees.
- The Principal thanked the current Board for all their work and support over the last three years.

13. Staff Issues – OLCS Claims

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

14. A.O.B.

The Meeting concluded with the preparation of the Agreed Report.

The Board were thanked for all their hard work over the last three years. A special work of thanks to Cora Harvey, Noel Doherty, Ann Marie Wade and Brian Mc Crea who have completed their term on this Board.