

Board of Management Annual Report for school year 2022-2023



Purpose of review: to The purpose of this Board of Management Annual Report of Bennekerry NS is to provide a summary of information on the operation of the school in line with the requirements of the Education Act 1998. This Report serves as an addition to the information provided on the school's website and twitter account, the various - newsletters issued by the school and information provided via email and the Aladdin Connect Noticeboard.

School Ethos

We are an inclusive Catholic Primary School. The religious education programme "Grow in Love" is taught in all classes. Children in 2nd class were prepared for receiving the sacraments of Confession and Communion. The children in 6th class received the Sacrament of Confirmation in March 2023.

Staffing:

August 2022 – appointments 1 fixed term appointment , 2 specified purpose contacts .Contracts were prepared and signed for, fixed-term and specified purpose positions.

Short-term subs were employed throughout the year and the BOM made every effort to ensure that SEN pupils did not lose out on teaching time. The BOM ensured that all subs met the requirements of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016 (the Vetting Act) and compliance with the Department's requirements in relation to the provision of a child protection related statutory declaration and associated form of undertaking by all persons being appointed to teaching and non-teaching positions.

Preparations for the Safe Return to School:

Planning and Systems

- Ensured there was a system in place to keep up to date with the latest advice from Government advice
- Put a system in place to provide staff and pupils with information and guidance on the measures that have been put in place to help prevent the spread of the virus and what is expected of them
- Discussed revised measures of the Covid -19 Response Plan
- Reviewed and updated [risk assessments](#) in line with DES advice to take account of any controls to help prevent the spread of COVID-19 -

Staff

- Adhered to updated advice from inspectorate - all class bubbles were abolished and breaks were put back together
- Advised staff and pupils what to do and what to expect if they start to develop symptoms of COVID-19 in school, including where the isolation area is

- Advised staff of the availability of the supports of the occupational health and wellbeing programme through Spectrum Life

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Buildings / Equipment

- Ensured all windows were functioning correctly to allow for ventilation
- Arranged for water system to be flushed at outlets following low usage to prevent Legionnaire's Disease
- Visually checked all equipment in the school for signs of deterioration or damage before being used again and arranged for staff to complete classroom Health and Safety Checklists
- Arranged for the school, including all equipment, desks, benches, doors and frequent touched surfaces points, to be cleaned before reopening?

Control Measures in place

Hand / respiratory hygiene

- Accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools, from the national framework provided by the Department? (RFI published and framework available from early August).
- Ensured that hand washing/hand sanitising stations were in place to accommodate staff, pupils and visitors adhering to hand hygiene measures in accordance with Department guidance
- Made arrangements for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate
- Made hand sanitisers easily available and accessible for all staff, pupils and visitors – e.g. in each classroom and at entry and exit points to school buildings?
- Made arrangements to ensure hand hygiene facilities are regularly checked and well-stocked
- Checked that the alcohol-based hand sanitiser has at least 60% ethanol or 70% isopropanol as the active ingredient
- Informed staff about the importance of hand washing

Policy Formation:

Following a consultation process, the BOM ratified the following policies...

- Admissions Policy
- Updated Covid-19 Response Plan and Risk Assessment
- Job-sharing Policy
- Updated Child Safeguarding Statement and Risk Assessment in line with new guidelines and templates
- Annual Checklist for Anti-Bullying Policy and Child Safeguarding Statement and Risk Assessment
- Managing Challenging Behaviour
- Code of Behaviour - strategies

Procurement:

The following items were purchased for the school during 2022/2023 school year

- PM readers for Junior – 3rd class
- STEM EQUIPMENT FOR JUNIOR – 6TH CLASS
- Additions to our playground -Timber Trail installed by Kompan
- Additional playground markings to include games
- 30 ACER CHROMEBOOKS CHROMEBOOKS

IT:

- All new I pads were brought under Apple Management and the JAMF system and suitable apps were downloaded
- Repairs, upgrades, installation of software, licences and encryption of all laptops.
- Purchased identifying plates for all new laptops.
- Upgrade of broadband with Viatel
- Upgrade of Wifi throughout the school

Repairs/Maintenance to Building and School Grounds:

- Organising regular maintenance of Fire-safety and Intruder Alarm systems and remedial work on Emergency lighting system (considerable repairs to emergency lighting system during July/ August 21 and further work during July 22 ensuring that the entire system is working correctly)
- Organising of repairs to roof and cleaning of gutters following storm in October 22 and May 23
- Organising of remedial work to walls, ceilings and floor covering after flood damage in March 2022
- Allocating and overseeing work for caretaker
- Procurement of additional bark mulch for pathways necessary
- Organising repairs to playground with Kompan
- Organising repairs to toilets and handbasins (regularly throughout the year)
- Regular contact with cleaners including setting up system for recording of tasks complete
- Organising repairs to windows and doors September
- Liaised with DE, Punch Consultant Engineers and Ivor Bowe Consultant Engineers on the ongoing issues around monitoring of the cracks in the school building- ongoing
- Organising repairs to lift and liaising between Kone and Allianz
- Arranged for upgrade of Wifi throughout the building
- Arranged for the painting of hallways

- Deep clean of entire building during July/Aug. 2022 and Easter 23

New Developments:

Time-line for Provision of Additional Accommodation in Bennekerry N.S. to Include 2 class SEN Unit and two additional SET Rooms

- Meeting with Mel McLoughlin architects – September 2023
- Board meetings and staff meeting to draw up plans for new project – December 2023
- February – Board meeting to ratify plans
- February 2023 - Introductory meeting with design team

Living Our Ethos:

- Confirmation ceremony for 6th class of 2022- 23 was held on 9th March 2023
- First Confessions for 2nd classes – March 2023

- Preparation for First Holy Communion was carried out through the year and the children received First Holy Communion on the Sundays between 1st May and Corpus Christi in June.
- The month of November was marked in each classroom with prayers for family members and friends who have passed away and some classes made crosses to hang on branches to remember their loved ones.
- Asked that all classes revise the story of The First Christmas, visit the Church and crib and hold a short prayer service for Christmas
- Christmas Carol Service for 3rd – 6th class took place on December 15th
- Distributed Advent, Lenten, St. Brigid's Day and Catholic Schools Week resources to all teachers.
- Kept parents and families up to date with sacramental preparation

Health and Safety:

- Ensured that our Health and Safety guidelines as listed in our Health and Safety Statement were fully adhered to.
- Conducted a Health and Safety audit with the other members of the Health and Safety team.
- Updated Evacuation Procedures and ensured that they are on display in all classrooms.
- Conducted 2 Fire Drills – final drill held in May 2023
- Ensured all staff members are familiar with the Health and Safety Statement.
- Organised regular Fire drills and ensured that they were carried out in line with the stated planned procedures.
- Regularly sent reminders to parents about Health and Safety procedures, especially in relation to Covid-19/contagious diseases, and also sent letters and details of correct procedures to follow if pupils/staff members were deemed close contacts of confirmed cases.
- Netting around goal posts fitted by Woods
- Had extra work done on track to make it safer as erosion had caused some divots and holes

Initiatives:

Supported the following initiatives

- Procurement and planting of flowers with Green School Committee
- Podcast recording with 5th class
- Science Blast
- Halloween Witch Walk and decorations
- Planting of vegetables with 4th class Green School committee
- Christmas Draw
- Christmas cards
- Trip to the Cinema for all Classes
- Preparation and planting of Wildflower Garden with 5th and 6th class Green School committee
- Planting window boxes and other planters with 3rd class Green School committee
- Student Council and Green School Committee meetings
- Ensured that pupils could participate in Cumann na mBunscol by organising transport and cover for absent teachers
- Supported application for a review of SNA allocation for the school year 2022-2023
- Reading Resolutions Initiative in February/March
- Return of Drama instruction and visiting coaches for sport coaches
- Workshops with Patrick Hunt, environmentalist, through the Heritage in Schools programme for 2nd-4th classes
- Creative Keyboards
- Irish dancing with Adeline
- Engineering Workshops with Tim Kavanagh.

- School Placements for 4 student teachers
- Focus on Emotion Coaching during March/June
- Graduation Ceremony for 6th class
- Fun Day(s) organised by 6th class – new 2023 6th class hoodies
- Junior Infant 6th class and staff photographs
- Food Dudes
- Application for hot meals
- Application for CLIL
- Wellbeing SSE
- SSE Teanga o bhéal – collection of surveys from parents / teachers and students

CPD and Training:

WEEKLY ISM AND CROKE PARK MEETINGS 2022/2023

- Managing Behaviours of Concern – Whole school March - 2023
- NEPS Cluster group webinar 5th October 2021
- Chairpersons and School Leadership webinar 7th October
- NEPS Emotional Coaching for whole staff
- Digital framework –
- Visit to Microsoft – STEM coaching for schools
- Diocesan webinar 20th October
- PLC and Assessment 22nd October
- Preparation in Action NCSE
- Common Disorders in the Classroom
- Diocesan Zoom meeting January 2023
- Diocesan Zoom – March 2023
- Diocesan webinar on Staffing Schedule and Appointments April 2023
- End of year Diocesan webinar – June 2022

Child Protection:

- Child Safeguarding Oversight Report was given at all face to face BOM meetings and all relevant documents in relation to referrals to TUSLA were examined. The BOM were satisfied that procedures had been followed correctly.
- Ensured all staff members are familiar with our Child Safeguarding Statement, know who the DLP and DDLP are, are Garda Vetted and have done Child Protection training.
- Ensured that all sub teachers meet with Garda Vetting requirements and produced a signed Statutory Declaration and Form of Undertaking
- Ensured that all cases of alleged bullying were properly investigated and acted upon.
- Ensured safe storage of all documentation in relation to Child Protection and Tusla
- Ensured that a coding system is in place for use with Child Protection and Safeguarding reporting.

DE Communications which were required to be read, disseminated and the contents implemented during the school year 2021/22:

- **Exemptions from the study of Irish – primary**

0054/2022; 26 August 2022; Department of Education; Circular;
0064/2022; 12 October 2022; Department of Education; Circular;

- **Standardisation of the School Year in respect of Primary & Post-Primary Schools for the years 2023/24, 2024/25 and 2025/26**

0072/2022; 11 November 2022; Department of Education; Circular;
0074/2022; 18 November 2022; Department of Education; Circular;
0075/2022; 24 November 2022; Department of Education; Circular;
0078/2022; 12 December 2022; Department of Education; Circular;

- **Staffing arrangements in Primary Schools for the 2023/24 school year**

0006/2023; 31 January 2023; Department of Education; Circular;

- **Revision of Teacher Salaries under The Building Momentum Pay Agreement with effect from 01 March 2023**

0007/2023; 20 February 2023; Department of Education; Circular;

- **Primary Curriculum Framework**

0017/2023; 9 March 2023; Department of Education; Circular;



Information notes and letters from the HSE were frequently received and also require careful scrutiny and attention.

Free Primary Schoolbooks Scheme

(www.gov.ie)

Admissions:

Oversaw the admissions process.