



Board of Management Annual Report for school year 2023-2024

Staffing:

August 2023 – appointments 1 fixed term appointment , 1 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.

Planning and Systems

- Health and safety risk assessment was completed by Principal, Health and Safety officer from the BOM and the Principal
- Reviewed and updated [risk assessments](#) in line with DES

Staff

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

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?

Hand / respiratory hygiene

All Covid 19 grants were abolished – however to ensure healthy hygiene measures were taken in all classrooms soaps and hand sanitisers were available in every classroom.

- Accessed supplies of hand sanitisers and any necessary PPE equipment in line with the interim HPSC health guidance relating to the reopening of schools
- Ensured that hand washing/hand sanitising stations were in place to accommodate staff, pupils and visitors adhering to hand hygiene measures
- Made arrangements for staff and pupils to have regular access to hand-washing/hand sanitising facilities as appropriate

Policy Formation:

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

- Admissions 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
- Code of Behaviour – strategies reviewed by all pupils and staff
- SSE: Teanga O Bheal
- Wellbeing policy in process with attendance strategy

Procurement:

The following items were purchased for the school during 2023/ 2024 school year

- Readers for the Junior classes
- A set of 38 Chromebooks
- Playground equipment from GEPETTO
- Additional playground markings to include games

IT:

- All new I pads were brought under Apple Management and the JAMF system and suitable suitable apps were downloaded
- Repairs, upgrades, installation of software, licences and encryption of all laptops.
- Upgrade of broadband with Viatel
- Upgrade of Wifi throughout the school -up to 200mb
- 38 chromebooks

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
- Considerable maintenance and replacements of all toilet bowls and sinks
- Organising of repairs to roof and cleaning of gutters in October and June
- Allocating and overseeing work for caretaker
- Procurement of additional bark mulch for pathways necessary
- Organising repairs to playground with Kompan
- Regular contact with cleaners including setting up system for recording of tasks complete
- Organising finger protectors on doors throughout the school
- 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 23 and June 24

New build

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/ December 23/ January 24
- Planning permission submitted in February
- Monthly correspondence with design team

- **Planning Permission on new build sent to Council (a sign was erected on the school grounds) – further information sought in May – awaiting result currently**
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Living Our Ethos:

- Confirmation ceremony for 6th class , March 8th 2024
- First Confessions for 2nd classes – March 2024
- Preparation for First Holy Communion was carried out through the year and the children received First Holy Communion on the Sundays between 18th May and 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
- Grandparents Day with prayer ceremony took place on May 7th

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 – replaced key for graveyard and cut 2 more keys for upstairs classrooms to access gate in graveyard during evacuation
- Ensured all staff members are familiar with the Health and Safety Statement.
- Had extra work done on track to make it safer as erosion had caused some divots and holes
- CCTV was installed in the school in May 2024 – awaiting policy formation so that it can be used

Initiatives:

Supported the following initiatives

- Wellbeing practitioner was assigned to school in May 2024 – Kayleigh under the supervision of Senior Psychologist Liz
- 'Say Yes to Languages' approved by the Department – June 24 – 5th and 6th class will have access to new language teacher in the 24/25 school year
- Procurement and planting of flowers with Green School Committee
- 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
- 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 2024/2025
- Reading Resolutions Initiative in February/March
- Creative Keyboards
- Irish dancing with Adeline
- Engineering Workshops with Tim Kavanagh.
- Andrew Keppel – 3D printing and engineering workshop
- School Placements for 3 student teachers
- Wellbeing talk for staff - November
- Graduation Ceremony for 6th class
- Fun Day(s) organised by 6th class – new 2024 6th class hoodies
- Junior Infant 6th class and staff photographs
- Food Dudes
- Introduction of Hot Meals
- Application for CLIL
- Wellbeing SSE
- SSE Teanga o bhéal – collection of sureys from parents / teachers and students

CPD and Training:

WEEKLY ISM AND CROKE PARK MEETINGS 2023/2024

- NEPS Cluster group webinar October
- Google training for 3 members of staff
- Formation of new Board of Management -December 2023
- Chairpersons and School Leadership webinar October
- Digital framework – updated
- Visit to Microsoft – STEM coaching for schools
- Diocesan webinar and training for all members of BOM
- Child Protection webinar for BOM members – May 2024
- Team teaching for whole staff training from Oide
- PLC training by Michelle- finished 2023

Child Protection:

- New Child Safeguarding statement was adopted by the board with changes that were recommended by Department of Education in relation to reporting on the CPOR
- 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.

Admissions:

Oversaw the admissions process.

Staffing- Preparation for 2023-24:

- Following on from the issuing of the staffing schedule, consultation was held with other schools and a cluster was formed between Bennekerry N.S. and Bishop Foley School and Killeshin to share the 25 hours required to fill a SET position. Bennekerry NS. will remain as the base school with 15 hours, while Bishop Foley will have 2.5 and Killeshin 7.5
- Sanctioned 3 job-share agreements which will be in place for the school year 2023-24
- Three Fixed-term appointments were ratified for the school year 2023-24
- 2x CID applications were sanctioned by the Department for M.Byrne and C.Creedon
- An application for 5 EAL hours was sought and granted.

DE Communications which were required to be read, disseminated and the contents implemented during the school year 2023/2024 school year

Circulars - May

27 May

[Revision of Teacher Salaries under The Public Service Agreement 2024 - 2026 effective from 01 June 2024](#)

27 May

[Revision of Salaries for Special Needs Assistants \(SNAs\) under The Public Service Agreement 2024 - 2026 effective from 01 June 2024](#)

27 May

[Revision of Salaries of Clerical Officers and Caretakers employed under the 1978/1979 Scheme under The Public Service Agreement 2024 - 2026 effective from 01 June 2024](#)

27 May

[Revision of Salaries for School Secretaries Previously Grant Funded Effective from 01 June 2024](#)

29 May

[Special Needs Assistant Allocation 2024/25](#)

19 April

[Minister Foley launches Computer Science Week 2024](#)

26 April

[Extension of deadline for schools to participate in the Summer Programme 2024](#)

30 April

[Call for expressions of interest for 'School of Excellence in Creativity 2025'](#)

8 May

[Minister Foley announces year 2 of free schoolbooks in primary and special schools](#)

9 May

[Ministers Foley and Naughton announce new structure for the National Council for Special Education](#)

15 May

[Ministers Foley and Minister O'Gorman launch 'Ireland's Literacy, Numeracy and Digital Literacy Strategy 2024 – 2033'](#)

14 February

[Minister for Education Norma Foley TD hosts social media summit to discuss online safety for children and young people](#)

15 February

[Department of Education Inspectorate publishes report on quality of education for children and young people from Ukraine](#)

15 February

[Department of Education confirms 18,155 Ukrainian pupils currently enrolled in Irish schools](#)

Latest circulars – January

30 January

[Leave Entitlements for School Secretaries employed in Recognised Primary and Voluntary Secondary and Community and Comprehensive Schools](#)

30 January

[Domestic Violence Leave for School Secretaries covered by the terms of the 2022 Workplace Relation Commission \(WRC\) Agreement, employed in Recognised Primary and Voluntary Secondary and Community and Comprehensive Schools](#)

30 January

[Unpaid Leave for Medical Care Purposes for School Secretaries covered by the terms of the 2022 Workplace Relation \(WRC\) Agreement, employed in Recognised Primary and Voluntary Secondary and Community and Comprehensive Schools](#)

1 February

[The General Data Protection Regulations \(GDPR\) – Responsibilities of Data Controllers in respect of the Occupational Health Service \(OHS\)](#)

1 February

[Sick Leave Scheme for Registered Teachers Employed in Recognised Primary and Post Primary Schools](#)

1 February

[Sick Leave Scheme for Special Needs Assistants Employed in Recognised Primary and Post Primary Schools](#)

6 February

[\(Primary\) Special Education Teacher \(SET\) allocation model and the calculation of the SET allocation for each school from the 2024/25 school year](#)

6 February

[Staffing arrangements in Primary Schools for the 2024/25 school year](#)

Circulars – December

2 January

[Cost of living measure to support increased school running costs in 2024](#)

20 December

[Principals and Teachers – Support policy development on the work of SNAs](#)

21 December

[National Strategic Framework for Lifelong Guidance and Strategic Action Plan \(2024-2030\)](#)

4 January

[Information Note for Principals, Guidance Counsellors and Guidance Teams in relation to Whole-School Guidance](#)

View all publications [here](#)

5 December

[Performance of students in Ireland in PISA 2022](#)

1 December

[Department of Education confirms 17,880 Ukrainian pupils currently enrolled in Irish schools](#)

5 December

[Major international study shows Irish students are the best performers in reading literacy in the OECD and the EU](#)

[Latest circulars- August](#)

28 August

[Publication of Child Protection Procedures for Primary and Post- Primary Schools \(revised 2023\)](#)

28 August

[Supervision and Substitution Scheme – Opt-in for Principals and Deputy Principals with effect from 1 September 2022](#)

[Primary Mathematics Curriculum for primary and special schools](#)