



**lmetb**

*Bord Oideachais agus Oiliúna Lú agus na Mí*  
Louth and Meath Education and Training Board

**Minutes of Board of Management Meetings  
Academic Year 2023-2024**

<b>School Name</b>	Bush Post Primary School
<b>Date of Board of Management Meeting</b>	Tuesday May 28 <sup>th</sup> 2024
<b>Time of Board of Management Meeting</b>	4.00 pm
<b>Opening of Board of Management Meeting</b>	The Chairperson opened the meeting at: 4.00 pm
<b>Admin Support at Meeting</b>	Admin support at the meeting was provided by: No admin support provided
<b>Principal/Secretary to the Board of Management in Attendance</b>	Kevin Joyce

## Attendance at Board of Management Meeting

Name	Nominee Type (LMETB, Parent, Teacher, Bishop, BOM, other)
Ms Siobhán Greer	Chairperson
Kevin Joyce	Secretary to the BOM
Cllr Antóin Watters	LMETB Nominee
Ms Olivia Cosgrove	Staff Nominee
Mr David Gillan	Parent Nominee
Cllr. Marianne Butler	LMETB Nominee
Cllr. Andrea McKeivitt	LMETB Nominee
Mr John Brady	Community Nominee
Also, in attendance	
Ms Rosanna Hart	Deputy Principal
Ms Sinéad McDonnell	Deputy Principal

## Apologies Board of Management Meeting

Name	Nominee Type (LMETB, Parent, Teacher, Bishop, BOM, other)
Ms Sinéad Boyle	Industry Nominee ABS
Ms Anne O'Connor	Community Nominee
Ms Melissa McCoy	Parent Nominee

## Minutes of the last Meeting of the Board of Management

<b>Date of last BOM Meeting</b>	<b>March 21<sup>st</sup> 2024</b>
The minutes of the Board of Management Meeting above were read, proposed for adoption, and signed by the Chairperson	
<b>Proposer</b>	David Gillen
<b>Second</b>	Siobhán Greer

### Matters Arising

There were no matters arising for the minutes

## Votes of Congratulations

Name (Initials)	Student/Teacher/Board Member	Reason
Sports Teams	OC	Congratulations to all the staff and students on their recent successes and in particular the students that competed at the North Leinster Athletics Championships
Themed Weeks	OC	Congratulations to all the teaching staff that supporting our students by providing a diverse range of Themed Weeks

## Votes of Sympathy

Name (Initials)	Student/Teacher/Board Member	Reason
L McA	Former Pupil	Bereavement
DF	Father of the principal of Beaufort College	Bereavement

## Votes of Thanks

Name (Initials)	Student/Teacher/Board Member	Reason
SG / KJ	All staff	Excellent work since the previous meeting

## Correspondence Received since the last Meeting

Department of Education and Skills	
Cir. Letter 0028/2024	<a href="http://www.gov.ie">gov</a> - Appointment of Administrative Deputy Principals and Staffing Arrangements in Special Schools to take effect from the 2024/2025 school year ( <a href="http://www.gov.ie">www.gov.ie</a> )
Cir. Letter 0030/2024	<a href="http://www.gov.ie">gov</a> - Arrangements for the Election of Staff to Education and Training Boards (2024) ( <a href="http://www.gov.ie">www.gov.ie</a> )
Cir Letter 0031/2024	<a href="http://www.gov.ie">gov</a> - Allocation of Assistant Principal Posts 2024/2025 (Post-Primary) ( <a href="http://www.gov.ie">www.gov.ie</a> )
Cir. Letter 0033/2024	<a href="http://www.gov.ie">gov</a> - Revision of Teacher Salaries under The Public Service Agreement 2024 - 2026 effective from 01 January 2024 ( <a href="http://www.gov.ie">www.gov.ie</a> )

Cir. Letter 0034/2024	<a href="http://www.gov.ie">gov - Revision of Salaries for Special Needs Assistants (SNAs) under The Public Service Agreement 2024 - 2026 effective from 01 January 2024 (www.gov.ie)</a>
Cir. Letter 0038/2024	<a href="http://www.gov.ie">gov - Revision of Salaries for School Secretaries Previously Grant Funded Effective from 01 January 2024 (www.gov.ie)</a>
Cir. Letter 0039/2024	<a href="http://www.gov.ie">gov - Grant Scheme for ICT Infrastructure (www.gov.ie)</a>
Cir. Letter 0041/2024	<a href="http://www.gov.ie">gov - Guidance in Post-Primary Schools (www.gov.ie)</a>
Cir. Letter 0051/2024	<a href="http://www.gov.ie">gov - Prescribed material for Junior Cycle English (For the student cohort commencing Junior Cycle in 2024 and presenting for examination in 2027) (www.gov.ie)</a>
<b>State Examinations Commission</b>	
10/04/2024	Copy of the Leaving Certificate Examination Timetable 2024
07/05/2024	Details of emergency Race Applications for the 2024 State Examinations
09/05/2024	Link to Candidate Information Video in preparation for the State Examinations
21/05/2024	Notification that the school's portal will be open from May 22 <sup>nd</sup> to upload practical coursework.
<b>Chief Executive</b>	
23/04/2024	Confirmation that additional ONP to be grated to Bush Post Primary School
30/04/2024	Information from Lauren Hynes regarding the National Parents Council
<b>Director of Schools/Schools Directorate</b>	
03/04/2024	Minister Foley announces new upskilling programme for post-primary teachers in Irish
03/04/2024	Minister Foley announces €79 million in funding for primary, post-primary and special schools
08/04/2024	Notification of the ETBI Summer School for Middle leaders
08/04/2023	Information on BLAST Arts & Creativity in Education Residency 2024-2025
09/04/2024	Draft Calendar of 2024/2045
09/04/2024	Notification on Compass Training for Principals
15/04/2024	Updated POR Circular effective from 1 <sup>st</sup> September 2024
16/04/2024	Ministers Foley and Naughton announce revised assessment of need process for schools
16/04/2024	Information Note in relation to the storage and transfer of guidance-counselling notes (2024)
17/04/2024	Confirmation that all vacancies have now been posted online.
10/05/2024	Notification of deferred retirement until new academic year
15/05/2024	Permanent Leadership & Teaching Posts in Cara Community Special School
17/05/2024	Invitation to the Cross Border AMTCE Awards 2024
20/05/2024	Clarification on the standardisation of the school year 2024 2025/

24/05/2024		Details on Immersive Safe Sensory Spaces
24/05/2024		Information on the National Parents Council - Parent Nominees for the new LMETB Board
24/05/2024		ETBI Legal Update Day 2024 for ETB Principals & Deputy Principals
<b>Director of OSD/OSD Directorate (HR, Finance, CES, ICT and Buildings matters)</b>		
21/03/24	Dir of Org. Support	Teacher Supply Post Primary - Teaching Hours Extension Scheme 2023/2024
22/03/24	Assistant Prin. Off.	Reporting of Accidents/Incidents and Near Misses
22/03/24	Access Officer	Two Meath Schools Awarded LGBTQ+ Quality Mark
25/03/24	Finance	New finance codes to be used for the junior Cycle School Books Grant
27/03/24	Corp & Ed. Services	LMETB Policies for noting – LMETB Social Media Policy; Statement of Policy Disclosure of Interests by Members; Statement of Policy Disclosure of Interests by Staff; LMETB Procurement Policy; Gifts Trusts and Scholarships Policy; LMETB Equality and Human Rights Statement.
02/04/24	Corp & Ed. Services	Report on outstanding stock depletions for Bush Post Primary School.
04/04/23	HR	End of year contract letters sent to staff
04/04/24	Corp & Ed. Services	Preparation of tender documents for the procurement of school meals
04/04/24	Corp & Ed. Services	2024/47 Interim Guidance for Maintenance and Related Small Works Louth and Meath Schools and Centres
04/04/24	Assistant Prin. Off.	Process for the election of staff nominees to the LMETB Board
10/04/24	HR	Confirmation of vacancies in Bush Post Primary 2024
11/04/24	Dir of Org. Support	Reminder about our obligations and the requirements of the Official Languages Act
11/04/24	Returning Officer	Request to securely destroy the provisional staff register that had been sent
11/04/24	Dir of Org Support	Request for assistance in recruiting electrical instructors for LMETB.
12/04/24	HR	Request for projected enrolment figures for 2024
12/04/24	Access Officer	Disability in the LMETB Workplace Staff Census
15/04/24	Finance	Reminder that the Foreign Language Scheme Claim for April-May 2024 deadline
16/04/24	HR	Confirmation of the withdrawal of a Career Break application for the academic year 2024/2025
17/04/24	Schools Directorate	A reminder that the deadline for proposed student costs 2024 is Wednesday 24 April 2024

17/04/24	HR	Advertisement of the HSCL Co-ordinators post in Bush Post Primary School
24/04/24	Finance	Jan- Mar 2024 BPP School Accounts
26/04/24	Returning Officer	Confirmation that Ms. Paula Clinton (Colaiste na Mi) and Mr. Paul Harkin (Bush Post Primary School) are declared elected to the LMETB board.
26/04/24	HR	Confirmation of a retirement date amendment
29/04/24	Assistant Prin. Off	Approval of the Gifts, Trusts and Scholarships forms to be used
30/04/24	Corp & Ed. Services	Updated procurement list of contracts
02/05/24	HR	Interview Skills - Training Requirement Invite
07/05/24	Schools Directorate	Confirmation that the Induction for Newly Appointed Teachers/Tutors and PME Students will be held on Monday 19 August 2024 in the Gateway Hotel.
10/05/24	HR	Confirmation of a retirement date amendment
13/05/24	Access Officer	Confirmation that Mental Health Awareness Week runs from 13 <sup>th</sup> -19 <sup>th</sup> May
13/05/24	Land & Buildings	Confirmation that options are under review regarding the projected accommodation shortfall in Bush Post Primary School 2024
14/05/24	Land & Buildings	Confirmation of additional funding available for the purchase of science equipment
17/05/24	Schools Directorate	Governance update for Bush Post Primary School.
17/05/24	Dir of Org. Support	Important notice relating to the use of LMETB facilities.
22/05/24	Finance	School Accounts for April 2024
23/05/24	Health & Safety	Summer Ready Advice
24/05/24	Schools Directorate	HSA Choose Safety Programme - Skills for the World of Work
24/05/24	Data Protection	Request for all staff to complete the <b>ETBI GDPR Training</b>
27/05/24	Schools Directorate	Updated admissions policy information is now available on the LMETB Shared Platform.
<b>Director of FET/FET Directorate</b>		
<b>Not applicable</b>		
<b>National Support Services</b>		
27/03/24	SENO	Request for information on the status of the ASD unit
09/04/24	JCSP	Reminder about the deadline for the JCSP Final Profiling 2024
15/04/24	Óide	Confirmation of the Junior Cycle school's subject Cluster Day

01/05/24	Óide	Confirmation of the Senior Cycle school's subject Cluster Day
<b>Parents/Guardians /Students Over 18 for the attention of the Board of Management</b>		
22/03/24	MMcC	Complaint about the lack of resources
22/05/24	JH	Request to meet to discuss subject option choices for 5 <sup>th</sup> year 2024
<b>Other communications of relevance to the Board of Management</b>		
21/03/24	Cooley GFC	GAA Coaching observations
26/03/24	UL	Support documents for teacher placements 2024
08/04/24	Hibernia College	Expression of thanks for facilitating the placement of PME students
08/04/24	Mens Dev Network	Invitation to a virtual consultative and update meeting
08/04/24	School Completion	School Avoiders Referral Form and 2024 2025 Retention Plan
17/04/24	Louth GAA	Enquiring as to whether Bush Post Primary School would be interested in some assistance in coaching your Gaelic football teams from Louth C&Gs
23/04/24	UL	Nomination of the School Placement Award
23/04/24	MCOH	Proposed layout of kitchenette in the new extension
24/04/24	A McKevitt	Notification of a visit of a candidate in the European Elections 2024
26/04/24	The Ireland Fund	Confirmation of the awarding of No Mind Left Behind Scholarships 2024
07/05/24	D O'Brien	Concerns over the current waste water treatment capacity in Bush
07/05/24	TUI	Notification of the Bernie Ruane TUI Bursury/Scholarship 2024
24/05/24	PeacePlus	Invitation to participate in the PEACEPLUS Flagship North/South School Exchange Programme

## **Child Protection, Child Safeguarding and Child Protection Oversight Report**

The Principal/Secretary to the Board of Management presented the signed and dated Child Protection Oversight Report to the Board of Management meeting. The completed and signed Child Protection Oversight Report is included in Appendix 1 of the minutes of this Board of Management meeting.

This report has been prepared by the principal in accordance with the Department of Education and Skills Template Checklist for preparing the Principal's Child Protection Oversight Report (CPOR) to the Board of Management in accordance with sections 9.4 to 9.8 of the Child Protection Procedures for Primary and Post Primary Schools 2017.

For each case reported on in the Child Protection Oversight Report under Section 9.5, Section 9.6 and Section 9.7 of the Procedures, documentation was provided to the Board of Management. For each case reported under these sections the documentation that was provided to the Board of Management meeting was recorded on the Department of Education and Skills Template for recording documents and this is included for each case reported on at this meeting in Appendix 2 of the minutes of this Board of Management meeting. Each case has been assigned a unique identifier code.

**This template for documentation reported has been signed and dated by the Principal and the Chairperson of the Board of Management for each case reported on.**

**Copies of all documentation distributed at the meeting were collected at the end of the CPOR section by the Secretary of the Board of Management.**

√  
In summary the following cases were discussed at this meeting:

Case Unique Identifier Code	Section of Procedures that applies
No cases during this period	9.5 <input type="checkbox"/> 9.6 <input type="checkbox"/> 9.7 <input type="checkbox"/> 9.8

### Anti Bullying Reporting

Overall Number of bullying cases reported (by means of the bullying recording template since the previous meeting of the Board)	0
How the cases mentioned above are being dealt with in accordance with the school's anti bullying policy and the Anti Bullying Procedures for Primary and Post Primary Schools	0
Details of any Anti Bullying training for staff since the last Board Meeting	0
Details of any Anti Bullying training for students/pupils since the last Board Meeting	0
Details of any Anti Bullying training for parents/guardians since the last Board Meeting	0
Details of any Anti Bullying training for Board of Management Members since the last Board Meeting	0
Other	0



# Principals Report

(to include items not included at a later stage in this template)

Topic

Key Points Outlined/Discussed

**Staff:**

- 10 Fixed Term Vacancies advertised for Bush PP – (7 Year 1's + 3 New Positions – Irish, PE & SEN)
- 5 Staff Job Sharing
- 2 Staff undertaking the Post Graduate Diploma in SEN
- 1 Transfer within LMETB / 1 Transfer out to CMETB
- HSCL Position – Interviews concluded – Internal Appointment
- POR's 2024 – 2025 – Circular Letter 0031/2024 – 8 API's + 11APII's
- PME's English & History, Maths & History & CSPE

**Students:** Overall student behaviour has been excellent.

Numbers for 2024/2025 are provisionally as follows:

1<sup>st</sup> Year 161, 2<sup>nd</sup> Year 146, 3<sup>rd</sup> Year 167, Transition Year 113, 5<sup>th</sup> Year 112, LCA 5  
22, 6<sup>th</sup> Year 136 & LCA6 13

Total = 870

An outline of the RACE provided to 3<sup>rd</sup> and 6<sup>th</sup> year students was presented to the board.

School Management

State Examinations Leaving Certificate RACE 2024		
No. of Student	Centre No.	Granted
1	8651	Shared reading Centre - Acces to reading assistance
1	15678	Shared Special Exam Centre - Reading assistance & word processor spell check enabled
1	8652	Shared Special Centre - Word processor spell check enabled
1	8646	Individual Reader - Individual Special Centre
1	8659	Individual Reader - Individual Special Centre - Use of Word processpr - spelling & grammar
7	8647	Shared Special Centre - Grammar/Spelling Waiver (3 students) Word processor spelling turned on (3 students) Word processor spelling & grammar turned off (1 student) Medical (2 students)
3	8645	Shared Special Centre Reading assistance (3 students) Spelling/Grammar waiver (1 student)
1	15850	Individual Special Centre - Medical

### State Examinations Junior Cycle RACE 2024

No. of Students	Centre No.	Granted
3	12932	Shared Centre Grammar check turned on (1 student) Word processor spelling/grammar turned on (1 student) Grammar check turned off (1 student)
2	12933	Shared Centre - Reader assistance
1	16292	Individual Special Centre
2	12932	Shared Special Centre Word processor Spelling/grammar turned off (1 student)
2	12934	Individual Special Centre

**Policies:** A summary of policies were discussed and small amendments were made to the Dress Code and the Mobile Phone Policy

#### Management Information System:

The school will operate a new management information system Compass for 2024/2025 and training will be initially provided for senior management and Assistant Principal staff and later to all teaching staff.

The new package should allow for a more streamlined centralised data management communication system which will provide flexible assessment tracking and reporting. Parents/Guardians will be able to engage with the system through an app and all online payments for educational trips are secure and convenient.

#### Building:

- Home Rooms / Subject Clusters will continue for 2024/2025
- One Way Traffic on the corridors
- Rooms 36, 37, 38 removed June 1<sup>st</sup> 2024
- Car Parking for Staff 2024 / 2025 to be completed before end of summer break
- EV Chargers x 2 for staff will be installed on completion of the extension
- Summer Works – Toilets / Shelving

**Finance:** The latest finance report was presented to the board and discussed and all areas of expenditure are in line with expectations.

The recent announcement of the School Book Grant for Junior Cycle students by the Department of Education will reduce the student contributions costs to €40.00.

### Management of Resources

### The School Plan

**DEIS Plan / School Plan / SSE Plan**  
The DEIS Plan was discussed and a summary of the areas discussed is included below:

## Attendance Targets

### 1. Whole School Attendance targets

2022-2023 – target 88% (Actual = 87.3%)

2023-2024 – target 89% (Actual = 89.02%)

2024-2025 – target 90%

### 2. Chronic absenteeism (Pupils missing more than 20 days/year)

2022-2023 – Target 44% (Actual = 31.65%)

2023-2024 – Target 25% (Actual = 26.39%)

2024-2025 – Target 20%

### 3. Embed Digital recording of attendances from roll books (Continuing to embed)

4. Create an attendance monitoring & tracking system – New attendance policy (New Attendance policy ratified – 2023-2024 focused upon implementation)

## Retention targets - 2022-2025

- To create an environment and culture where all students feel happy, safe and connected to their school to achieve improved statistics retention from 95.85% in 2021-2022.

✓ 2022-2023 – 98.66% retention

- Establish a 'Reward Calendar' to build on learners' social and cultural capital.

✓ AP1 - JMcC additional responsibility of leading rewards – also established in our wellbeing targets

- To foster positive relationships to enhance teaching and learning outcomes and enable students to reach their full potential.

✓ Well-being plan and targets have been put in place for 2023-2024

✓ New T&L policy is being currently reviewed – this will aim to address this target

- Identify the students in each year group most at risk of early school leaving and put supports in place to retain these students
- ✓ Extensive data collated each year on attainment which identifies under achievement & interventions put in place
- ✓ Whole school attendance data is analyzed each week by YH & DP – staged attendance system in place
- ✓ Mandatory use of online behaviour recording system which is reviewed weekly by YH & DP

### **Literacy Targets 2022-2025**

- Review the impact of Covid 19 by testing all 1st and 2nd year using the NGRT Reading Test GL Assessment e-test first year and second years during Christmas exams. Review Literacy SIP using NGRT findings.
- ✓ Current 2<sup>nd</sup> Year Pupils have completed the NGRT April 2023 – target group has been created & literacy support will begin September 2023
- ✓ Current 1<sup>st</sup> Year Pupils will complete the NGRT test in October 2023
- We will develop a literacy marking policy to embed consistent literacy marking practice across all subject areas.
- ✓ Literacy Marking policy created in 2022-2023 academic year – posters displayed in all classrooms
- Re-establish the Literacy Core Team after Covid 19 to include a wider variety of subject departments.
- ✓ Literacy Team to be re-established September 2023 – CB/GG/RH

### **Numeracy Targets 2022-2025**

- To review the impact of Covid 19 on Numeracy by testing all 1<sup>st</sup> and second-year students, using the Assessment GL Numeracy testing
- ✓ All 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> years have been tested in CAT4 & Progress Math's testing
- To re-establish a Numeracy Team to oversee the implementation of the Numeracy Plan.
- ✓ New Team and Numeracy strategy has been established
- Every Subject Department has completed Numeracy targets for all year groups in their Schemes of Work incorporating the language of numeracy in all learning opportunities in every subject.
- ✓ Each department has updated their SOW 2022-2023 to include numeracy links

- Establish a permanent 'Numeracy Week' in our academic calendar
- ✓ Numeracy week took place in April 2024 – all subjects were asked to create a Numeracy lesson

### Academic Outcomes Targets

1. Produce annual data for each year group which identifies over/under achievement for each pupil in every subject. Each teacher receives each year groups Data at the appropriate times ✓

2. To maintain or improve upon current standing in all subject areas at LC, in comparison to national averages:

2022 Ordinary = 16/20 subjects grades are above national average at LC 2023 Ordinary = 13/21 subjects are above national average at LC

2022 Higher = 14/20 subjects grades are above national average at LC 2023 Higher = 10/21 subjects are above national average at LC

3. To increase the distribution of CAO points in the 400-625 points bracket:

2022 = 42% achieved 400+ points

2023 = 43% achieved 400+ points ✓

4. To increase the percentage of students attaining Achieved or better at Higher, Ordinary and Foundation level at Junior Cert. Not Yet Available

5. To maintain the number of LCA students achieving 120 credits at 100%, and to maintain the number of students attaining Merit or Distinction in LCA. 2023 – all students passed with M or D ✓

### Educational Transitions - Targets 2022-2025

- To develop our admissions policy to ensure its inclusivity and that it caters to the diverse needs of our local community.

- ✓ Admissions policy planned & ratified May 2022

- ✓ New additions added to admissions policy September 2023

- To establish effective systems and practices which support the transition from Primary to Post Primary

- ✓ Annual Meeting with all feeder schools reviewed and put in place May 2023

- To develop guidance and support for Junior Cycle students, which encourages students and parents to consider the most suitable Senior Cycle Programme

- ✓ Booklet provided and updated annually
- ✓ Improvement of information on website
- Guidance & HSCL to develop strategies

- 100% of our Senior Cycle pupils to progress into either Apprenticeship, the world of Work or Higher & further Education
- Data currently being collected for 2024-2025 cohort

### **Partnership Targets**

- To maintain an active database containing address, Eircode, phone number and email of all parents and guardians of student cohort
- ✓ Currently being reviewed for 2023-2024 cohort

- To maintain an effective Parents Association that are actively consulted and involved in policy formation, ratification and implementation
- ✓ 2023-2024 Parents association has been re-established and met. All policies are discussed at this forum

- To re-establish opportunities for parents to attend school celebrations and events, in a post-pandemic environment
- Post COVID-19 all awards/graduations have been re-established 2022-2023

- Introduce students to the world of work via 100% participation in work experience for all LCA, LCVP and Transition Year students.
- Data currently being analysed

### **Timetable breakdown 2024**

- Weekly breakdown in periods 66665 Monday - Friday  
29 Period week = 28 hours tuition  
58minute class period will continue
  - Subject Options are generated and distributed to all 1<sup>st</sup>, TY & 5<sup>th</sup> Students / Parents / Guardians
  - Subjects not viable in TY – Geography (112 students)
- Subjects not viable in 5<sup>th</sup> Year – Art / Applied Maths & Geography (115 Students)

### **Timetable changes for 3<sup>rd</sup> year in 2024/2025**

- Removed Wellbeing & DML in Year 3 of Junior Cycle
- Decrease in contact time in Maths across all three years

## **Curriculum Provision**

	<ul style="list-style-type: none"> <li>• Decrease in contact time in History in years 2 &amp; 3</li> <li>• Increase in contact time in PE (DoES Wellbeing Guidelines) in year 1 &amp; 2</li> <li>• Added extra classes in Maths &amp; English / improved TP Ratio in Year 2</li> <li>• Improved the TP ratio in Irish – Irish Exemptions / Ukrainian.</li> <li>• Increased contact time in all JC subject options in year 3 to 3 periods</li> <li>• Home Economics in 3<sup>rd</sup> Year</li> </ul> <p><b><u>Timetable changes for Transition Year in 2024/2025</u></b></p> <ul style="list-style-type: none"> <li>• Reduction in contact time in core subjects</li> <li>• Reduction in the number of option subjects from 6 to 5</li> <li>• Increased the contact time in option subjects to 3 periods per week.</li> <li>• Introduction of 2 periods for portfolio / reflective</li> </ul>
<p><u>Teaching &amp; Learning</u></p>	<p>Summer examinations are underway and reports should be completed and forwarded to parents/guardians within 2 weeks. Preparations are finalised for the state examinations and reasonable accommodation centres have been allocated.</p> <p>The homework and marking policy for each subject will be fully implemented in 2024/2024 and subject specific assessment details will be published on the school website. Next year all reports for parents/guardians will be available through the Compass Portal and the October assessment criteria will match Junior Cycle grades.</p> <p>Throughout the year staff presented a series of pop-up sessions on a range of teaching and learning strategies and it is intended that the first day of term will include a comprehensive CPD session for all staff on simple ways to enhance lessons and promote more student voice and student activities.</p>

**Details of any Inspections since the last meeting of the Board of Management**

Inspection Type	Inspector	Date(s)
None		

**Details of any Inspection Advisory Visits since the last meeting of the Board of Management**

Visit Type	Inspector	Date(s)
None		

**Details of any Staff Training/CPD since the last meeting of the Board of Management**

CPD Area	Whole Staff/subject Individual/Other	Facilitated by

SEN	Whole Staff	Rosanna Hart
Anti-Bullying	Whole Staff	Joseph Corcoran

### Details of Proposed International Outings

Proposed International Outing Location	N/A
Proposed Leader	
Proposed Students (Yr group and Numbers)	
Proposed Dates	
Proposed Cost	
Proposed by	
Seconded By	

### Student Council Presentation

Student Council Members in attendance (Initials)	Areas Presented on	Comments from Board Members
None at this time		

### Student/School Awards since last meeting of the Board of Management

Members of the Board of Management congratulated the school, students, staff, and parents/guardians on the achievements since the last meeting

Listing of Awards	
Proposed	
Seconded	

### Student Scholarships since last meeting of the Board of Management

Members of the Board of Management congratulated the school, students, staff, and parents/guardians on the achievements since the last meeting

Listing of Scholarships	None at this time
Proposed	
Seconded	

### Student Co-Curricular/Extra Curricular Achievements/Events since last meeting of the Board of Management

Members of the Board of Management congratulated the school, students, staff, and parents/guardians on the achievements since the last meeting

Listing of Achievements	See below
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Proposed		Siobhain Greer
Seconded		John Brady
Date	Event	Details
9 <sup>th</sup> March	JCSP Trip	3rd Year JCSP trip to Butlers Chocolate Factory. 3rd year JCSP students visited the chocolate factory in Santry. The students got a guided tour of the factory and got lots of chocolate throughout the tour.
9 <sup>th</sup> April	Art Trip	Transition Year (TY) and Leaving Certificate Art students travelled to the National Gallery of Ireland in Dublin. The students delved into the rich tapestry of Irish and European art housed within the gallery's walls
	LCA Talk	'Huge thank you to local councillor and past pupil Antoin Watters who took time out of his busy schedule to come in and talk to LCA5 & LCA6 students. The students had the opportunity to ask lots of questions about local issues and gained an insight into the day in the life of a politician
15/16 April	TY Trip	TY classes visited the Patrick Kavanagh Centre over 2 days delving deep into the life and legacy of the renowned poet. The day commenced with an immersive video presentation showcasing Kavanagh's iconic poems such as 'Shancoduff,' 'Stony Grey Soil,' and 'Raglan Road,' among others, captivating the audience. Following the enlightening video, the students explored the centre's exhibits, discovering artifacts that intimately connected them to Kavanagh's world
April 16 <sup>th</sup>	CPD Pop-up session	Anti-bullying Procedures in Bush Post Primary School - presented by Mr. Corcoran
18 <sup>th</sup> April	LCA Talk	LCA5 & LCA6 students received a talk from Shannon and Sharon from Women's Aid Dundalk
18 <sup>th</sup> April	Farm Trip	TY Ag. Science class made the short trip to Boher to visit Muchgrange Milk. Students were welcomed by past pupil and current UCD Agricultural Science student Michael John Hanlon who took the students on a tour of the farm. Students finished off the visit with some homemade gelato and flavoured milk.
22 <sup>nd</sup> March	Rewards Ceremony	All students received their rewards for attendance and behaviour achievements during Term 2 at assemblies. Each student received a certificate and Easter egg.
24 <sup>th</sup> April	Visit to DKIT	Transition Year students visited DkIT and had a successful campus tour with visits to hospitality, sports, nursing, business and humanities departments. Students were informed of minimum entry requirements and what Senior Cycle subjects were needed for particular faculties.
April 26 <sup>th</sup>	Staff dress up day	Staff took part in a dress up day on Friday 26 <sup>th</sup> of April as part of our final Literacy Week celebration and an acknowledgement of World Book day. We were raising money for Barretstown children's charity, and currently have just over €900.
April 29 <sup>th</sup>	Numeracy week	All departments planned a numeracy lesson for their subject Area. This could be a whole department lesson, or individual Teachers can plan their own. <ul style="list-style-type: none"> <li>• Also, there was a Maths eyes competition held for all 1<sup>st</sup> year students.</li> <li>• Math's problems displayed on all rooms.</li> </ul> A PowerPoint with subject specific ideas for incorporating Numeracy in your subject was forwarded to all staff.
	Sporting Achievements	Congratulations to all the students who achieved remarkable results on the Sports fields of late.

		Congratulations to JC who was successfully selected for the North East Soccer All Star team.
1 <sup>st</sup> May	1 <sup>st</sup> year trip	1st Year reward trip to Emerald park
May 2 <sup>nd</sup>	Visit to DCU	Transition Year students visited DCU. Students had the opportunity to attend numerous talks and to partake in a campus tour of the Glasnevin Campus.
7 <sup>th</sup> May	Biology Trip	5 <sup>th</sup> Year biology classes engaged in a trip to the zoo as part of their syllabus
7 <sup>th</sup> May	TY Engineering	TY Engineering AMTCE Engineering Celebration
8 <sup>th</sup> May	2 <sup>nd</sup> and 3 <sup>rd</sup> year trip	All 2 <sup>nd</sup> and 3 <sup>rd</sup> year students spent a wonderful day in Emerald Park as part of their rewards
10 <sup>th</sup> May	JSCP Celebration Ceremony	All 3 <sup>rd</sup> year JCSP students were presented with their 3 <sup>rd</sup> year JCSP Final Profiling
10 <sup>th</sup> Mat	Paired Reading Celebration	Congratulations to all the students who received certificates on completing the paired reading and numeracy Programme. Ms. Florence Gillen a published author presented the certificates to the students and gave a wonderful speech on their successful accomplishment.
Wed 15 <sup>th</sup> May	North Leinster Athletics Competition	Huge congratulations to the 30 Bush students who took part in the North Leinster Athletics championships. The students had been working hard after school every Thursday in preparation for the events.
22 <sup>nd</sup> May	Senior School Trip	All 5 <sup>th</sup> year students including 5 <sup>th</sup> year LCA5 and LCA6 were invited to go to Emerald park
23 <sup>rd</sup> May	Graduation Ceremony	A very successful and memorable 6 <sup>th</sup> Year Graduation Evening Ceremony was held in the Sports Hall
	TY ART Trip - Rediscovery Centre, Dublin.	We're excited to share the success of two TY groups at the 'Relove' Fashion Competition. As part of their prize, they enjoyed a guided tour of Dublin's Rediscovery Centre and a sustainable fashion workshop.
	GAISCE Awards	Congratulations to our pupils who are completing the Gaisce this year. Its mission is to provide a positive youth development programme that encourages and rewards young people to discover their passions and challenge themselves, positively impacting themselves and the world around them. Gaisce Participants achieve a Gaisce Award by completing Challenge Areas: Personal Skill, Physical Recreation, Community Involvement, and an Adventure Journey. Congratulations to the students who have completed all areas of this award recently. Some of the students set off from the school 1 Friday 17 <sup>th</sup> May and walked to Omeath and back (25km!!) as part of their adventure walk.
	Safe Food for Life	TY Home Economics class who received their Safe food for Life Certificates following their success in the online Exam. This Certificate from the Environmental Health Officers Association of Ireland is valid for 5 years and can be added to student's CV's and very useful for possible job interviews in the Food Industry in the future.
17 <sup>th</sup> May	L2LP Fund raising Event	Some of our L2LP students along with some first and 5 <sup>th</sup> year Home Economics students prepared and hosted a Cake Sale in aid of the Maria Goretti Foundation Lordship raising a total of €930.

## Parents Association/Parents Council Report

<b>Key points from Report</b>	
<b>Proposals for Fundraisers</b>	
<b>Purpose of Fundraisers i.e., to raise funds for....</b>	
<b>Proposed Dates for Fundraisers</b>	
<b>Proposed</b>	
<b>Seconded</b>	

## Finance Report presented to the Board of Management

Copies of the most recent Financial Report as provided by Finance Section, LMETB was circulated for discussion. The following items were discussed in detail. Copies of all Financial Reports were collected at the end of this section of the meeting by the Secretary to the Board of Management

<b>Item 1 Discussed</b>	School Meals
<b>Item 2 Discussed</b>	Main and general finances
<b>Item 3 Discussed</b>	New Free Book Scheme for Junior Cycle
<b>Item 3 Discussed</b>	DEIS funding

## ICT Updates presented to the Board of Management

<b>Funding available at present to the school</b>	€43592
<b>Any ICT purchases since last BOM meeting/Updating of equipment/network/server etc</b>	Student Devices / Digital Projectors
<b>Key targets at present from School's Digital Learning Plan</b>	Further embed the effective use of technology within the classroom

## DEIS Updates presented to the Board of Management (DEIS Schools Only)

<b>Funding available at present to the school</b>	€39,410
<b>€3,941 was made available to the HCLS Co-ordinator for initiative throughout the year.</b>	The DEIS Plan Attendance and Attainment strategies were discussed

## School Based Policies for Ratification

The following school based policies were discussed and reviewed at the meeting. The Secretary to the Board of Management presented evidence of consultation on the policy/policies in the form of the policy consultation log. Following discussion, the policies below were ratified by the Board of Management/

<b>Policy No 1:</b>	<b>Bush Post Primary Anti-Bullying Policy</b>
Proposer	John Brady
Seconder	Olivia Cosgrove
<b>Policy No 2:</b>	<b>Mobile Phone policy</b>
Proposer	Siobhán Greer
Seconder	Stephen Guerin
<b>Policy No 3:</b>	<b>Behaviour for Learning</b>
Proposer	David Gillen
Seconder	Stephen Guerin

### LMETB Policy Template for use in Schools

The following LMETB template was reviewed and updated by the school following consultation with all. The Board of Management ratified the template as the School Policy going forward

<b>Policy 1</b>	
<b>Proposed</b>	
<b>Seconded</b>	

### LMETB Based Policies for Noting

The following LMETB based policies were noted at the meeting.

<b>Policy 1</b>	<ol style="list-style-type: none"> <li>1. LMETB Social Media Policy.</li> <li>2. Statement of Policy Disclosure of Interests by Members.</li> <li>3. Statement of Policy Disclosure of Interests by Staff.</li> <li>4. LMETB Procurement Policy.</li> <li>5. Gifts Trusts and Scholarships Policy.</li> <li>6. LMETB Equality and Human Rights Statement.</li> </ol>
Proposer	John Brady
Seconder	Olivia Cosgrove

### Proposed Student Direct Costs 2024-2025

<b>For the Academic Year</b>	Not applicable at this time
<b>Proposer</b>	
<b>Seconder</b>	

**External Speakers/Resources approved by the Board of Management for Wellbeing Programmes as per CL 0042/18 (CNS schools) & CL 0043/18 (Post Primary schools)**

Speaker/Resource	Approved for which classes/year groups	Proposed	Seconded
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None			
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### Code of Behaviour Application since last Meeting of the Board of Management

Total Number of Suspensions since the last meeting of the Board of Management	<b>12</b>
No 1 day suspensions	9
No 2 day suspensions	3
No 3 day suspensions	0
No 4 day suspensions	0
No 5 day suspensions	0
No suspensions > 5 days	0
No confirmed expulsions since the last meeting of the Board of Management	0
Date of BOM Meeting where BOM gave authority to the Principal to suspend for up to three days and with consultation with the Chairperson authority to suspend up to five days	September 20 <sup>th</sup> 2023

### Presentations to the Board of Management (invited speakers e.g DEIS Co-ordinator, SSE Co-ordinator, ICT Co-ordinator etc)

Name (Initials)	Role in School	Key Areas Covered in Presentation
RH	Deputy Principal	Summary of DEIS Planning for 2024
OC	Assistant Principal	Summary of DEIS Spending for 2024

### Board of Management Nominee

Outgoing BOM Nominee	Incoming Nominee	Proposed	Seconded
N/A			
The Incoming Nominee as proposed and seconded by the Board of Management was forwarded to LMETB for ratification and will not attend Board of Management Meetings until ratified by the LMETB Board at their next meeting			

### AOB

Item	Discussion Points
Thank you.	The principal thanked all board members for the valuable contributions and support over the previous 5 years and wished everyone well in the future.

## Agreed Matters for Reporting to Staff

1. The Board of Management congratulated and thank all staff for all their hard work during the past academic year.
2. The Annual Ant-bullying Report and DEIS Targets were presented to the BOM.
3. The Behaviour for Learning and Mobile Phone Policies were ratified by the Board.
4. The Board of Management were briefed on the progress of the new extension.
5. School staffing and curriculum provision for 2024-2025 were discussed and the School Calendar 2024-2025 was reviewed.
6. The BOM discussed the ongoing efforts to improve road safety for all and will continue to work with all stakeholders to try to improve the road safety situation in 2024-2025.

Proposed: DAVID GILLEN

Seconded: SIOBHAN GREER

## Agreed Matters for Reporting to Parents/Guardians

1. The Board of Management congratulated and thank all staff for all their hard work during the past academic year.
2. The Annual Ant-bullying Report and DEIS Targets were presented to the BOM.
3. The Behaviour for Learning and Mobile Phone Policies were ratified by the Board.
4. The Board of Management were briefed on the progress of the new extension.
5. School staffing and curriculum provision for 2024-2025 were discussed and the School Calendar 2024-2025 was reviewed.
6. The BOM discussed the ongoing efforts to improve road safety for all and will continue to work with all stakeholders to try to improve the road safety situation in 2024-2025.

Proposed: DAVID GILLEN

Seconded: SIOBHAN GREER

## Next Meeting of the Board of Management

<b>Proposed Date</b>	September 10 <sup>th</sup> 2024
<b>Proposed Time</b>	7.00 pm



## Close of Meeting

*(A reminder that Draft Minutes of this BOM Meeting must be submitted to the Schools Directorate within 7 days of this Board of Management Meeting)*

As there was no further business to be discussed, the Chairperson brought the meeting to a close

<b>Time of Close of Meeting</b>	8.30 pm
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## Signing of the Board of Management Minutes (For action at next meeting of the Board of Management Only)

<b>Signed:</b>	 _____ (Chairperson, BOM)	<b>Date:</b> <u>10.5.2024</u>
<b>Signed:</b>	 _____ (Principal/ Secretary to the BOM)	<b>Date:</b> <u>10/9/2024</u>

