



St Mary of the Cross, Catholic Primary School

BOARD OF MANAGEMENT

MINUTES

Meeting No. 4

Date: Wednesday, 18th February, 2014
Time: 6.30 pm – 8.00pm
Venue: St Mary of the Cross - Staff Study

Attendees: Leon Colla, Greg Carey (Chair), Brendan Shanahan, Fleur Griffiths, Pauline Alabakis, Maria Peterson, Tim Whitmore, Rebeca Lopez

Apologies:

1.0		Welcome
2.0		Apologies
3.0		Prayer Leon presented the Prayer for Ash Wednesday
4.0		Minutes of Previous Meeting No Minutes were taken at the December meeting – short planning exercise to be reviewed in this agenda. Read and Approved: Moved that there were no minutes of the last meeting Moved: Pauline Alabakis Second: Tim Whitmore
5.0		Business Arising from the last Minutes
	5.1	Board program for 2015 (Review)
	5.2	The Board reviewed the proposed program and agreed with the draft contents. There was further agreement that the program should remain fluid to ensure that we had the flexibility to deal with issues as they arose.
	5.3	
6.0		Board Business
	6.1	Anaphylaxis Policy Policy has been work shopped with staff and has been reviewed to ensure wording compliance with VRQA. Board to discuss and endorse. Leon presented the draft anaphylaxis policy and explained the process used to draft, as follows: <ul style="list-style-type: none"> • The original draft was written for registration with VRQA and contained all necessary legal clauses etc. • Teachers were given two weeks to comment (online forum) • Suggestions were incorporated into the draft document • Final read at staff meeting (17/02/2015) <p>There was general discussion on the draft statement.</p> <p>It was agreed that we should add a statement in the Aims section that focuses on raising awareness of risks etc in the student community.</p>



St Mary of the Cross, Catholic Primary School

		<p>It was further agreed that an addition be made to page 10 (last dot point) that the words “and their associated symptoms” be inserted</p> <p>It was recommended that the Admin Officer's role description be updated to include the tasks that are required of her in the Anaphylaxis Policy.</p> <p>There was some discussion around liability of the staff in relation to specific situations where a child has an anaphylactic episode. It was agreed that if staff follow the policy to the letter, they would be liable but not negligent.</p> <p>Motion: The Board endorses the Anaphylaxis Policy, with discussed amendments”</p> <p>Moved: Rebeca Lopez Seconded: Greg Carey</p> <p>Motion was carried unanimously</p>
	6.2	<p>Internet Policy</p> <p>Initial discussion and development of Policy.</p> <p>The Board spent some time reviewing and discussing issues related to the Technology Policies required at the school level.</p> <p>It was decided to develop a ‘Requirements List’ to see if we can move through this very complex area.</p> <p>The Requirements List is attached for Board members reference.</p> <p>Further work to be developed for the next meeting.</p>
	6.3	<p>Parent Education</p> <p>Discussion – Parent workshops, Board Information meeting, other?</p> <p>The issue of Parent Education about the school, Board work etc was discussed. The following issues were noted:</p> <ol style="list-style-type: none"> 1. Timing of any meeting or gathering of parents 2. Purpose of meetings – they need to grab audience attention in order to attract parents to attend 3. Possible tours of the school during working hours so that parents can see what happens at school 4. Virtual tours – is it possible to make a virtual tour of the school when children are working and post on our web site? <p>To be added to the Agenda for further discussion at the next meeting.</p>
7.0		<p>Other Business (If time permits)</p> <p>Nil</p> <p>There was no further business</p>
8.0		<p>Close</p> <p>The meeting closed at 8.10pm</p>
9.0		<p>Date of the Next Meeting</p> <p>The Board of Management will next meet on Wednesday, 18th March, 2015 at 6.00 pm.</p>