



## **Loreto Abbey Secondary School, Dalkey**

### **Agreed Report of the Board of Management**

**Monday**

**28<sup>th</sup> August 2025 at 18.00**

**Attendance:** Dr. Eilis Humphreys, Ms. Ger Bracken, Mr. Robert Dunne, Ms. Lorraine Dwyer, Ms. Lorraine Dwyer, Ms. Louise Segrave-Daly, Ms. Aisling Green, Ms. Mary Pat McAlarey, Mr. Conor Murray,

**Apologies:** Mr. Jim Wade

#### **1. Opening Prayer**

The Principal opened the meeting with a prayer in celebration of the teaching profession. The Board also remembered Sr. Sineád Duddy, Loreto Community, Dalkey, who died this morning.

#### **2. Finance Update**

- i. Ms. Anne Louise O' Donovan brought the Board through the Credit Control Report and the Management Accounts.
- ii. The Budget for 2025/2026 was presented and was approved having been proposed by Ms. Lorraine Dwyer and seconded by Mr. Conor Murray.
- iii. Dr. Humphreys and Ms. Geraldine Bracken signed off documentation in preparation for the forthcoming audit.

#### **3. Minutes of previous Meetings**

- i. The Minutes of the Board of Management Meeting held on Monday 23<sup>rd</sup> of June 2025 were approved having been proposed by Ms. Louise Segrave Daly and seconded by Ms. Geraldine Bracken.
- ii. The Minutes of Special Board of Management meeting held on Wednesday August 13<sup>th</sup> 2025 were approved having been proposed by Aisling Green and seconded by Ms. Lorraine Dwyer.

#### **4. Correspondence**

A list of correspondence was circulated by the Principal.

The Principal drew attention to:

- i. Circular 0048/2025 on Teacher Supply



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### **5. Review of Leaving Certificate Results**

The Leaving Certificate results were presented to the Board. The Board congratulated all students on their success and thanked the staff, mentors and their Year Head, Ms. Aisling Green for their support.

### **6. Leadership & Management – Roles and Responsibilities**

The Board has approved the Biennial review of our Leadership and Management Posts in relation to our needs and priorities and to ensure this effective leadership and management of the school. The Principal presented a document as agreed by the staff at a recent meeting.

All roles and responsibilities listed are based on a distributed leadership model where all Assistant Principals work in teams in collaboration with the Principal and / the Deputy Principal(s) and have shared responsibility, commensurate with the level of the post (i.e. API / APII) for areas as set out in the Quality Framework for Leadership and Management in Irish Schools, *Looking at our School 2016* to meet the current needs and priorities of the school.

The Board of Management agreed Roles and Responsibilities. The assignment / re-assignment of Roles and Responsibilities is delegated to the Principal in accordance with Section 22 of the Education Act 1998 and paragraph 6.3 of Circular 0003/2018. The document was proposed by Ms. Geraldine Bracken and seconded by Ms. Louise Segrave Daly.

The Board approved the advertisement of an AP1 post. All temporary academic AP1 posts will be filled from this competition. We will now advertise a Permanent AP1 Post vacant due to the appointment of Mr. Will Flanagan as Deputy Principal.

### **7. Appointment of Acting Deputy Principal**

The Principal updated the Board on this process.

### **8. Annual Review of the Child Safety Statement and Risk Assessment**

The checklist for the Review of the Child Safeguarding Statement was completed. The Risk Assessment was reviewed by the Board in order to establish if there were any practices or features of school activities that have the potential to place a student at risk. It was carried out in adherence to the Children First National Guidelines 2017. Throughout the Risk Assessment “harm” is defined as in section 2 of the Children First Act 2015.



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- Assault, ill-treatment or neglect of a child that is likely to affect the child's health, development or welfare.

Or

- Sexual abuse of the child

Two additions were made to the Risk Assessment, one concerning the identification of a Risk of Harm due to a medical event and the other due to a fire / chemical spillage. (See section 2). In Section 3, we detail the procedures in place to address the risks of harm identified as a result.

In conjunction with the Risk Assessment, the Board formally adopted the Child Safeguarding Statement having been proposed by Ms. Aisling Green and seconded by Mr. Conor Murray and will implement fully, without modification, the Departments Child Protection Procedures for Primary and Post Primary schools (Revised 2023). The school has made the Child Safeguarding Statement available to each member of staff (including all new members of staff). BOM members and staff are encouraged to avail of all relevant training and records are kept of this training.

The Board approved the appointment of Mr. Robert Dunne as Designated Liaison Person and Mr. Will Flanagan as Deputy Designated Liaison Person.

The notifications regarding the Board of Managements Review of the Child Safeguarding Statement will be forwarded to the Loreto Education Trust, the Parents Association Executive and the Student Council.

### **9. Annual Review of the Anti-Bullying Policy**

The checklist of the Annual Review of the Anti-Bullying Policy and its implementation was completed. Notification was forwarded to the Loreto Education Trust, Parents Association, the Staff and the Student Council that the review had taken place. A copy is appended to the Minutes. This policy is now replaced by Bí Cineálta.

### **10. Croke Park Hours**

Having been agreed with the staff, the Croke Park Hours were approved by the Board having been proposed by Ms. Geraldine Bracken and seconded by Ms. Mary-Pat McAlarey

### **11. Principals Business**

The Principal presented a number of items to the Board for consideration.



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### **12. Child Protection Oversight Report**

The Child Protection Oversight Report was presented to the Board.

### **13. Bi-Cinéalta Report**

The Principal presented the first report to the Board on bullying behaviour as per the Bí Cineálta guidelines.

### **14. A.O.B.**

Ms. Mary Pat McAlarey reported that the Parents choir is now without a Musical Director. We agreed to help identify a replacement.

The next meeting will take place on Wednesday October 15<sup>th</sup> at 6pm.