



north bay

North Bay ETNS- Agreed Report

Greendale Avenue, Kilbarrack, Dublin 5.

Date of Meeting	November 18th 2013		
Purpose of Meeting	Ordinary meeting of the Board of Management		
Planned Opening Time	20.00	Planned Closure	22.30
Calendar of 13-14 meetings	September 4th: Emergency Meeting October 7th: Ordinary meeting November 18th: Ordinary meeting January 27th: Ordinary meeting March 3rd: Ordinary meeting May 12th: Ordinary meeting June/July: TBD based on recruitment		

Time	Agenda item
5 mins	Minutes of the last meeting and matters arising were discussed. Some discussion followed regarding fundraising initiatives that are working in other schools.
10 mins	Principal's Report <ul style="list-style-type: none"> ▪ Progress on revamping website: The possibility of paying for a revamp of the website was discussed and it was noted that the text and pictures have to be supplied by the school. Limited time of staff members was mentioned.
15 mins	Treasurer's Report <ul style="list-style-type: none"> ▪ Our draft accounts and budget need to be done before we meet the Patron. We may meet after Christmas. The agenda for this meeting might be around Fundraising ideas/needs and a drive toward greater fundraising.
20 mins	Health & Safety and site maintenance <ul style="list-style-type: none"> ▪ Update on H&S Policy-Art <ul style="list-style-type: none"> ○ Art attended a course on behalf of the Board in Drumcondra Education Centre called Guidelines on the Management of Health and Safety. A prepared policy document was discussed and signed by Siobhan and Sally. It is to be laminated and displayed. Sally agreed to do this. Art is reviewing our Safety Statement and intends to meet staff to ask for ongoing reporting of hazards and to discuss our mutual responsibility for all safety matters in school. He will also do a risk assessment. It was mentioned that we need a Safety Committee, a Health and Safety folder that would contain the policy, the H&S statement, the Child Protection Policy and other relevant policies. The need for Fire Extinguisher training was flagged and the Critical Incident policy was also indicated. ▪ Water leaks to toilets and classroom sink tap replacement-Following a meeting with an architect, arranged by Art, it was put to the Board that we pay for the upgrade to the toilets and taps from our minor Works grant. Three quotes will be needed. ▪ Windows-Also discussed at the meeting with the architect was the best way to make use of the current opportunity to apply for Summer Works Funding. The recommendation is that we revive our 2011 application and ask the architect who did that work to review it in light of changes made to the application procedure. The deadline is December 10th. Sally will follow up. ▪ It was suggested that if we are unsuccessful in our application for Summer Works funding we should decide how to use our Minor Works funds.

	<ul style="list-style-type: none"> ▪ Siobhan agreed to follow up the floors issue following receipt of a new report. ▪ Health and Safety protocol for events-may be followed up with a member of the Patron Committee. ▪ Blind chord review-Brian will carry out ▪ Furniture grant-Siobhan will review the needs and discuss and plan with Sally. ▪ Quote for penalty shoot-out area & potential funding. This idea was discussed and there is an estimated cost of €3,700 for astroturf and similar for soft tiling. It was felt that the Penalty shoot-out idea would serve the interests of a limited number of the children and interest might reduce over time. Such a large investment would not be appropriate. Another idea was proposed in the past, that of an activity area, e.g. for children who like to play quietly, e.g. chess board and benches. The Outdoor Classroom idea was also see as a very good use of the donation received from a parent.
5 mins	Patron's report-no meeting has been held. The AGM was briefly discussed and it was generally felt that it went well.
5 mins	PTA report: The PTA is struggling to get members and hope to set up a stall at the Winter Fair to attract new members.
5 min	Next meeting: January 27th 2014: Ordinary meeting