

 north bay	North Bay ETNS-Minutes-Agreed Report Greendale Avenue, Kilbarrack, Dublin 5.		
Date of Meeting	January 27 th 2014		
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 Outdoor classroom in quad: Information and a quote are being sought from a third landscaper, who completed work in another school.
10 mins	Principal's Report Decisions/Clarifications <ul style="list-style-type: none"> ▪ The Information Evening for parents of new entrants is set for April 1st 2014-The date was discussed and the Patron liaison person will ask the Patron to send a representative and PTA liaison person will ask the PTA to send a representative. ▪ Positive Behaviour Policy-The policy is now ready for a final staff review and BOM review before going to the PTA and the Patron followed by the parent body. A set of deadlines are set for this work. All responses to policyreview@northbay.ie. It will be available to the parent body through the website when the committee timescale has run out. It is due to return to the BOM for final ratification at the May meeting and will be policy from that point.
15 mins	Treasurer's Report <ul style="list-style-type: none"> • The amount due from the Patron is to be agreed. We're asking the Patron for 12/13 funds from fundraising activities, the estimated figure was €26,000 euro; the actual figure needed is lower due to efficient management. • The budget for 13/14 will be in deficit. We have received €5,000 from the Department for new classroom furniture & €2,000 generous donation from a parent, both of which are ring-fenced. We have also received €9,500 from the Department under the reinstated Minor Works Programme. This is provided for general building maintenance issues and will be used this year to pay for necessary roof repairs and replacement of toilets and taps. There is a total of €16,000 to spend on the upkeep of the building including ring-fenced amounts. We have to fund the roof repair and the toilet and tap replacement from this amount as well as general upkeep. • The accountant is to be invited to the Joint Finance meeting between the BoM and the Patron.

	<ul style="list-style-type: none"> • 2012/13 accounts need to be finalised by the accountant. • There is agreement through the Finance Protocol that envelope day administration is managed through the office with funds to be lodged to a specific Patron bank account to be set up for this purpose. Separately the protocol requires the school to set up a separate bank account for building maintenance to which the Patron will contribute funds raised from fundraising activities. • Cheques over €500 agreed. • Current plans-outdoor classroom- final go ahead awaited. • Budgeting-IT hardware. Some of the Laptops are 7 or 8 years old. A rolling program of replacing some every year was agreed. We need to set out 5 year projection of what needs to be replaced and the BOM will budget for the first two years within the term of office of the current Board. • Roddy Doyle Book- an original first edition RD book was donated to the school by Roddy Doyle some time ago; The Commitments. The first attempt to sell the book came in below expectation and it was withdrawn from sale. We need a plan to liquidate this asset. A reserve could be placed on it. EBay is a possibility. It was decided to wait for an upturn in the economy to try to maximise the return. <ul style="list-style-type: none"> ▪ Aistear: DES wants to introduce Aistear to infant classes. It is an approach using language and play as its methodology. Training is being organised for staff. Funding was agreed to purchase some materials to support this approach.
20 mins	<p>Health & Safety and site maintenance</p> <p>Update on H&S Policy-</p> <ul style="list-style-type: none"> ▪ Risk Assessment was done by H&S officer. ▪ Health and Safety audit-ongoing ▪ Staff talk-Fire extinguisher and Fire Marshall training planned- Initial price of 225 euro from ASH to train staff. Fire safety training will be for all staff and two members of staff would need to be trained as Fire Marshalls. Also, members of the Patron Committee or interested parents would have to be trained as Fire Marshalls and would need to be present at events organised by the Patron. ▪ Summer Works: <ul style="list-style-type: none"> ○ Windows-funding applied for through the DES Summer Works scheme-not very hopeful as the total amount of funds allocated by the DES is small ○ Toilets & taps-work planned for the summer break from school's allocated funds. ▪ Health and Safety protocol for events: Initial issues under discussion are: <ul style="list-style-type: none"> ▪ Adult child ratio ▪ Capacity of hall ▪ First Aid trained people on site. ▪ Fire Marshall training required for a member of the Patron and/or parent body. • Map on back of doors, needs to be checked • The Board is considering an emergency works application for changing the flooring in 3rd/4th and Senior Infants. Other Health & Safety issues may be included in the application. ▪ Furniture grant-The plan is to upgrade furniture over the summer months.

	<ul style="list-style-type: none"> ▪ Quote for penalty shoot-out area & potential funding is still under discussion.
5 mins	<p>Patron's report:</p> <ul style="list-style-type: none"> • Meeting 17th of January. Jonathan Dempsey is the new chair of the Patron Committee, Ronan Moore is vice chair and Treasurer, Cristina Moran Santa Maria is Secretary • The Patron plans to get one parent per class to join the Patron Committee. A sub-committee of Patron and PTA for fundraising is being considered. • The Patron and Board members are happy with the communication regarding funds. • Charitable status; we are working with accountant to sort this out. • The Patron has agreed to contribute the 2,500 for the outdoor classroom project.
5 mins	<p>PTA report: 5th December, presently five members.</p> <ul style="list-style-type: none"> ▪ The PTA provided the teas and coffees for the Christmas Presentations. • They have funded the bus for boys basketball coaching. • They organise all the after school activities and need more support to do this. • The PTA is sending out a letter re getting volunteers to join the PTA Committee • The PTA would appreciate it if the liaison person from the Patron Committee was free to be present at the meetings as it is very important that we communicate well to support each other's work. • Payment for the use of the school for after school activities was given to the BOM for last year's room use. • The Book Club is now under the PTA management and insurance. • All rooms used in the school by after school groups need to be requested through the office. • A standard letter will be sent to any party who is using the school premises in preparation for next year.