

## **Board of Management members**

The following persons have been appointed by the Loreto Trust Board to serve on the Board of Management from 15 October 2010 to 14 October 2013:

### **Trustee nominees**

Sr. Helen O' Riordan, I.B.V.M., (chairperson)

Ms. Heike Huelswitt

Mr. Brian MacGonagle

Ms. Kai Gahan

### **Parent nominees**

Mr. Owen Hillery

Ms. Patricia Hackett

### **Teacher nominees**

Mr. Tom Gunning

Ms. Rachel O' Connor

Mr. Billy O' Shea (Principal) serves as secretary to the Board in a non-voting capacity.

## **Agreed Report of Board of Management meeting Wednesday, 25 May 2011**

### **Attendance**

Ms. Hackett, Sr. Helen, Ms. O' Connor, Ms. Huelswitt, Ms. Gahan, Mr. Gunning, Mr. Mac Gonagle and Mr. Hillery.

As Secretary to the Board, Mr. O' Shea also attended.

### **Capital Development**

The Board reflected carefully on the options in relation to Spawell Road and the Greenfield site option. A letter was agreed for submission to the Loreto trustees.

### **Report from Finance Sub-Committee**

Mr. O' Shea, on behalf of the Finance Sub-Committee, presented the Board with an Income and Expenditure Statement from 1 September 2010 to 24 May 2011.

### **Child Protection and vetting**

The Board considered and approved an amended child protection policy that includes detailed protocols to be implemented with immediate effect at school level.

### **Calendar 2011/2012**

The Board formally approved the school calendar for 2011/2012 including the arrangements for the full implementation of the Croke Park Agreement.

### **Staffing 2011/2012**

Mr. O' Shea updated the Board on the redeployment scheme in relation to the filling of teaching vacancies for 2011/2012.

### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- The recent Graduation Ceremonies for 4<sup>th</sup> and 6<sup>th</sup> year students
- Forthcoming State examinations for 119 Junior and 130 Leaving Certificate students – the Board extended its best wishes to all involved
- The nomination by the Selection Committee of Riona O' Connell and Andrea Rath as Head and Deputy Head Girl respectively for 2011/2012 – formally ratified by the Board
- That it was not necessary to impose the sanction of suspension on any of the 706 students in the school in the current academic year – this fact was warmly-welcomed by the Board

**Any** **other** **business**  
The Board discussed the contents of its Agreed Report.

The next meeting of the Board will be fixed at a later date.

**Agreed Report of Board of Management meeting  
Friday, 20 May 2011**

### **Attendance**

Ms. Hackett, Sr. Helen, Ms. O' Connor, Ms. Huelswitt, Ms. Gahan , Mr. Gunning, Mr. Mac Gonagle and Mr. Hillery

As Secretary to the Board, Mr. O' Shea also attended.

### **Capital Development - Report from Loreto Trustees**

The meeting was addressed by Sr. Eileen Randles and Sr. Angela Powell who reported on recent discussions between the Loreto trustees and the developers behind the proposed greenfield site.

The Board then held a general discussion on the update provided and all members thanked Srs. Angela and Eileen for their very informative input.

**Agreed Report of Board of Management meeting  
Wednesday, 11 May 2011**

### **Attendance**

Ms. Hackett, Sr. Helen, Ms. O' Connor, Ms. Huelswitt, Ms. Gahan and Mr. Gunning.

Apologies were received from Mr. Mac Gonagle and Mr. Hillery.

As Secretary to the Board, Mr. O' Shea also attended.

### **Report from Finance Sub-Committee**

Mr. O' Shea, on behalf of the Finance Sub-Committee, presented the Board with an Income and Expenditure Statement from 1 September 2010 to 10 May 2011. The reduction in grant-funding from the DES as a result of budget cut-backs was noted as well as the reduced income from the voluntary contribution scheme.

### **Capital Development**

Mr. Gunning and Mr. O' Shea reported on a meeting they attended in Tullamore on 20 April with a senior DES official.

The Board was advised that the Fire Safety Report, as commissioned at the last meeting, had been received and that a programme of necessary corrective work was underway. Mr. O' Shea informed the Board that the report had been brought to the attention of the Loreto trustees and to the DES and that an emergency grant had been approved by the DES to cover the cost of this corrective work.

Mr. Gunning and Mr. O' Shea advised the Board that the preparation of tender documents for the summer works scheme was underway.

### **Child Protection**

The Board was advised that detailed protocols concerning child protection would be ready for consideration by the Board at its next meeting.

### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- The successful completion of the school tour to France
- The forthcoming exchange with the school in Germany
- Upcoming school occasions – 4<sup>th</sup> and 6<sup>th</sup> year Graduation Ceremonies, Prize-Giving, incoming 1<sup>st</sup> year events

### **Any other business**

The Board discussed the contents of its Agreed Report.

The next meetings of the Board were fixed for Friday, 20 May 2011 at 5.30 p.m. and Tuesday or Wednesday, 24 or 25 May 2011 at 4.30 p.m.

## **Agreed Report of Board of Management meeting Wednesday, 6 April 2011**

### **Attendance**

Ms. Hackett, Sr. Helen, Ms. O' Connor, Mr. Mac Gonagle, Mr. Hillery, Ms. Gahan and Mr. Gunning.

Apologies were received from Ms. Huelswitt.

As Secretary to the Board, Mr. O' Shea also attended.

### **Report from Finance Sub-Committee**

Mr. O' Shea, on behalf of the Finance Sub-Committee, presented the Board with an Income and Expenditure Statement from 1 September 2010 to 5 April 2011.

### **Capital Development**

1. The Board was informed that the school's application for the Summer Works Scheme 2011 was successful – such work to cover upgrading of the heating system.
2. Mr. O' Shea informed the Board of recent contact with Liam Twomey, T.D. and Minister Brendan Howlin, T.D. in relation to the school's extension/refurbishment programme
3. The Board approved expenditure on I.T. hardware, financed in full by recent DES grants.

This expenditure covers the provision of a computer, data projector and broadband in every classroom in the school as well as the equipping of a second computer room to be located in St. Pat's

### **School policy/ self evaluation**

The Board was informed of JMB/ASTI/DES agreed procedures to be followed when addressing issues of teacher/principal competence and conduct as well as when a complaint is made against a teacher.

The Board authorised Mr. O' Shea to look further into the model of school self-evaluation being advocated by the DES with particular emphasis on the possibility of engaging an external facilitator to help this process initially.

### **Child Protection**

The Board was also advised that detailed protocols concerning child protection were being considered by the school's policy development committee.

### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- » The imminent completion of a mural for external display by Art students and their teacher, Ms. Roche
- » Ongoing work on the bullying DVD by members of the school's Justice and Peace Group and teachers
- » Oral and practical examinations for 3<sup>rd</sup> and 6<sup>th</sup> year students
- » The forthcoming school tour to Paris
- » A talk to be held for parents on 12 April on "The Internet Lives of Young People"
- » The success of the 2<sup>nd</sup> year hockey squad in winning the South-East league and cup double
- » The latest on the Croke Park Agreement

### **Any other business**

Ms. O'Connor advised the Board of the school's recent application for a Green Flag

The Board discussed the contents of its Agreed Report.

The next meeting of the Board was fixed for Wednesday, 11 May 2011 at 4.30 p.m.

## **Agreed Report of Board of Management meeting Wednesday, 2 March 2011**

### **Attendance**

Ms. Hackett, Sr. Helen, Ms. O' Connor, Mr. Mac Gonagle, Ms. Huelswitt, Mr. Hillery, Ms. Gahan and Mr. Gunning.

As Secretary to the Board, Mr. O' Shea also attended.

### **Report from Finance Sub-Committee**

Mr. O' Shea, on behalf of the Finance Sub-Committee, presented the Board with an Income and Expenditure Statement from 1 September 2010 to 1 March 2011.

Mr. Hillery advised the meeting that the school was now availing of the bank's "business on line" facility and that the "depositline" facility had been secured for the future thereby giving a more favourable rate of interest on the deposit account. He reported on a very amicable recent meeting with the bank manager.

### **Capital Development**

Mr. O' Shea informed the Board that no word had been received from the Building Unit. It was agreed to proceed further with this matter when the formation of the new government had taken place.

### **Staffing**

The Board considered the staffing situation for 2011/2012 in light of non-compulsory retirements, job-sharing and career breaks.

### **School policy/ self evaluation**

The Board was informed that a survey was to be conducted by the school's development planning group regarding the quality of communications between the school and parents, students and teachers.

It was agreed to circulate new guidelines on vetting to all Board members before the next meeting.

The Board decided to make no changes for 2011/2012 to the structure of the existing curriculum and timetable following consideration of the views of staff and students.

### **Report on Child Protection training**

Ms. Hackett, Ms. Gahan and Ms. O' Connor reported to the Board on the recent training they attended into child protection. It was agreed that points raised by them would be referred to the development planning group for consideration and the preparation of an updated draft policy on child protection in the school.

### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- » The completion of parent-teacher meetings for all year groups in the school
- » The excellent attendance of 1<sup>st</sup> and 4<sup>th</sup> year parents at recent information talks on subject choice
- » The completion of mock examinations
- » The Croke Park Agreement – a DES circular is awaited

### **Any other business**

Mr. Hillery thanked the school for raising €4,960 for the local St. Vincent de Paul Society at Christmas.

The Board discussed the contents of its Agreed Report.

The next meeting of the Board was fixed for Wednesday, 6 April 2011 at 4.30 p.m.

## **Agreed Report of Board of Management meeting Tuesday, 25 January 2011**

### **Attendance**

Ms. Hackett, Sr. Helen, Ms. O' Connor, Mr. Mac Gonagle, Mr. Hillery, Ms. Gahan and Mr. Gunning.

As Secretary to the Board, Mr. O' Shea also attended.

Apologies were received from Ms. Huelswitt.

### **Report from Finance Sub-Committee**

Mr. O' Shea, on behalf of the Finance Sub-Committee, presented the Board with an Income and Expenditure Statement from 1 September 2010 to 25 January 2011. Members of the Board

discussed the difficulties faced by many families in paying the school's voluntary contribution scheme this year.

### **Capital Development**

Mr. O' Shea informed the Board that no date had yet been set for a meeting with the Building Unit. Members expressed their very strong annoyance with this latest delay.

The Board was informed that applications had been made under the Emergency Works and Summer Works Schemes for both electrical upgrading and repairs to the heating system.

Members welcomed the opening of the dressing room and shower facilities for students.

### **School policy/ self evaluation – curriculum**

A report from the School Development Planning Group on curriculum matters was presented to the Board for consideration at the next meeting.

### **Croke Park Agreement**

Mr. O' Shea presented a summary for members on the principal terms of the Croke Park Agreement under the headings of:

- Additional 33 hours
- Supervision and substitution
- Redeployment

### **Principal's**

### **Report**

Mr. O' Shea made mention of the following in his report to the Board:

- The forthcoming school tour to Paris and German exchange – approval granted by the Board
- The work of the sub-committee on I.C.T. provision in the school
- Parent-teacher meetings for 1<sup>st</sup>, 2<sup>nd</sup> and 4<sup>th</sup> years
- Forthcoming inservice training for teachers in Irish and Maths
- Mock examinations

### **Any other business**

Mr. Hillery thanked the school for organising study for 6<sup>th</sup> year students during the Christmas holidays.

The Board discussed the contents of its Agreed Report.

The next meeting of the Board was fixed for Wednesday, 2 March 2011 at 4.30 p.m.

## **Agreed Report of Board of Management meeting Tuesday, 11 January 2011**

### **Attendance**

Ms. Hackett, Ms. Huelswitt, Ms. O' Connor, Mr. Hillery, Sr. Helen, Ms. Gahan and Mr. Gunning.

As Secretary to the Board, Mr. O' Shea also attended.

Apologies were received from Mr. Mac Gonagle.

### **Responsibilities of the Board**

Members discussed and arranged their overall responsibilities into 8 broad areas. It was agreed that each member would be a lead person for one particular area and would seek to develop a particular understanding of all matters relating to same. It was further agreed that Mr. O' Shea would e-mail members with alerts on areas of particular interest to them.

Areas and lead persons were agreed as follows:

Financial Management; Mr. Hillery

Compliance with JMB/FSSU Guidelines  
Reporting to the BOM  
Annual audit

Capital Development: Mr. Gunning

New building  
School facilities  
Summer Works  
Emergency Works  
Privately-funded works

Insurance/Health and Safety: Ms. Gahan

Review of insurance cover  
Health and Safety Statement  
Associated legislation

School self-evaluation and policy development: Ms. O' Connor

Policy development and review  
Implementation of recommendations from previous inspections  
Key areas for school self-evaluation

Loreto ethos and tradition: Sr. Helen

Loreto educational philosophy  
Kolkata guidelines

The Board as an employer: Mr. MacGonagle\*

Teaching staff  
In-school management  
Non-teaching staff  
Vetting  
Legal responsibilities  
\*Nominated in his absence, appointment subject to his agreement

Partnership within the school community: Ms. Hackett

Parents' Council  
Students' Council  
Local community  
Board liaison with staff

Care of students: Ms. Huelswitt

Child Protection Guidelines

Support systems  
Levels of achievement

Admission Policy

### **3 year plan - October 2010 to October 2013**

In addition to discharging all of its responsibilities as summarised above, the Board agreed that the following would be its key objectives for its term of office:

1. Continuation of its efforts to secure a new school building
2. Ongoing school self-evaluation and policy development

### **Any other business**

The Board discussed the contents of its Agreed Report.

The next meeting of the Board was confirmed for Tuesday, 25 January 2011 at 4.30 p.m.

## **Agreed Report of Board of Management meeting Tuesday, 14 December 2010**

### **Attendance**

Ms. Hackett, Ms. Huelswitt, Ms. O' Connor, Mr. Mac Gonagle, Mr. Hillery, Ms. Gahan and Mr. Gunning.

As Secretary to the Board, Mr. O' Shea also attended.

Apologies were received from Sr. Helen.

Mr. Gunning was appointed by the meeting to act as chairperson in the absence of Sr. Helen.

### **Report from Finance Sub-Committee**

Mr. O' Shea, on behalf of the Finance Sub-Committee, presented the Board with an Income and Expenditure Statement from 1 September 2010 to 14 December 2010.

### **Capital Development**

Mr. O' Shea informed the Board that no date had yet been set by the DES for a meeting with regard to the proposed green field site but that assurances had been given by the Building Unit that the matter was receiving urgent attention.

It was reported that the new dressing rooms would be completed and ready for use by 10 January 2011.

The Board approved work on the insulation of the Physics lab – such work to be completed over the Christmas holiday and funded by the Board.

It was noted that water conservation work would be completed over the Christmas, funded by the DES.

### **Report on Board of Management training**

Members reported on recent JMB training for new Boards of Management. It was felt generally that the training was very beneficial and detailed. It was also felt that further input by the Loreto Education Centre at local Board level would be of benefit.

It was agreed by members that a special meeting be held on Tuesday, 11 January 2011 to facilitate the development of a 3 year plan for the Board as well as a consideration of the range

of responsibilities for which members as a corporate body are responsible.

### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- » The recent closure of the school on 5 days due to severe weather conditions
- » Forthcoming Christmas events in the school – Trade Fair, 6<sup>th</sup> year show in aid of St. Vincent de Paul, Carol Service
- » The issuing of Christmas school reports on the ePortal system
- » Cervical cancer vaccination for students in years 3 to 6 inclusive as organised by Ms. Hackett on behalf of the Parents' Council
- » Ongoing work on the pedestrian crossing

### **Any other business**

The Board discussed the contents of its Agreed Report.

The next meeting of the Board was fixed for Tuesday, 25 January 2011 2010 at 4.30 p.m., in addition to the planning meeting on 11 January.

## **Agreed Report of Board of Management meeting Wednesday, 10 November 2010**

### **Attendance**

Ms. Hackett, Ms. Huelswitt, Ms. O' Connor, Mr. Mac Gonagle, Mr. Hillery, Ms. Gahan and Mr. Gunning.

As Secretary to the Board, Mr. O' Shea also attended.

Apologies were received from Sr. Helen.

Mr. Gunning was appointed by the meeting to act as chairperson in the absence of Sr. Helen.

Ms. Gahan, a Trustees' nominee, was welcomed to the Board.

### **Report from Finance Sub-Committee**

Mr. O' Shea, on behalf of the Finance Sub-Committee, presented the Board with an Income and Expenditure Statement from 1 September 2010 to 9 November 2010.

### **Capital Development**

Mr. O' Shea informed the Board that the report of a senior architect in the DES into the possible green-field site had been completed and that discussions with officials in the DES were now awaited.

It was noted that work on the new dressing room in Teach Mhuire would commence within a week.

### **Admission of students into 1<sup>st</sup> year, September 2011**

In accordance with its Admission Policy, the Board decided on the allocation of the 120 places for 1<sup>st</sup> year, September 2011.

### **P.E. inspector's report**

The Board agreed its response to the P.E. inspector's report and congratulated the P.E. teachers

on the high quality of teaching and learning outlined in the report.

#### **Review of school insurance policy**

The Board formally reviewed the contents of the school's overall insurance provision and expressed satisfaction with same.

#### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- » The offer of the cervical cancer vaccination to students in years other than 1<sup>st</sup> and 2<sup>nd</sup>
- » The pedestrian crossing on Spawell Road – Mr. Hillery added that contact with Corporation officials in this regard was ongoing.

#### **Any other business**

The Board discussed the contents of its Agreed Report.

The next meeting of the Board was fixed for Tuesday, 14 December 2010 at 4.30 p.m.

## **Agreed Report of Board of Management meeting Tuesday, 19 October 2010**

#### **Attendance**

Sr. Helen, Ms. Hackett, Ms. Huelswitt, Ms. O' Connor, Mr. Mac Gonagle, Mr. Hillery and Mr. Gunning.

As Secretary to the Board, Mr. O' Shea also attended.

Declarations of Acceptance were signed and submitted by appointees to the new Board.

Sr. Helen, as Chairperson, welcomed all members to this first meeting of the new Board.

#### **Initial briefing**

Mr. O' Shea and Sr. Helen presented a briefing for the new Board on the role and responsibilities of the Board of Management, forthcoming training and on a summary of school issues (sheet appended).

#### **Report from Finance Sub-Committee**

Mr. O' Shea, on behalf of the Finance Sub-Committee, presented the Board with an Income and Expenditure Statement from 1 September 2010 to 19 October 2010.

The Board formally approved the audited accounts for 2009/2010.

#### **Annual Report from the Board to parents/guardians**

The Board formally approved the contents of its annual report to parents/guardians on the operation and performance of the school in 2009/2010.

#### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- » The receipt of a grant from the DES for expenditure on IT in the school – Sr. Helen signed the necessary letter of certification on behalf of the Board.
- » The receipt of the P.E. inspector's report for factual verification
- » The review of In-School Management posts recently conducted with staff – this was formally

adopted by the Board for immediate implementation

### **Any other business**

The Board discussed the contents of its Agreed Report.

The next meeting of the Board was fixed for Wednesday, 10 November 2010 at 4.30 p.m.

## **Report to parents/guardians from the Board of Management (BOM) on the operation and performance of Loreto Secondary School, Wexford from 1 September 2009 to 31 August 2010.**

### **Introduction**

This report has been prepared to comply with section 20 of the Education Act, 1998. It covers the period from 1 September 2009 to 31 August 2010. It was approved at a Board of Management meeting on 19 October 2010.

The next report will issue in October 2011.

### **Spiritual**

A variety of services and liturgies took place during the year, as follows:

- » Start-of-Year Mass, Graduation Masses for 4<sup>th</sup> and 6<sup>th</sup> year students, Class Masses, Masses for Advent, Christmas Carol Service, November Remembrance Mass, a retreat in Ballyvaloo for all 1<sup>st</sup> year classes
- » Commissioning of Eucharistic Ministers in 6<sup>th</sup> year by Bishop Denis Brennan

The school's Religious Education department was greatly assisted by our chaplain, Fr. Jim Fegan (Adm.) and by Sr. Carmel O' Brien throughout the year.

### **Charity and Social Awareness**

Students and staff raised considerable sums of money for the following charities:

Concern, St. Vincent de Paul, Crumlin Childrens' Hospital, The Hospice Movement, The Irish Red Cross and Loreto Missions (with particular emphasis on the work of Sr. Winnifred in Peru and Loreto Secondary School in Sudan).

### **Academic**

Excellent results were achieved by the 121 students taking the Leaving Certificate. Very impressive results were also achieved by the school's 116 Junior Certificate students in 2010.

A detailed subject-by-subject analysis completed by Mr. O' Shea (Principal) reveals that the levels of attainment by Loreto, Wexford students in state examinations in 2010 were considerably above the national average.

The school rejoices in the academic success of all students. The BOM congratulates all students and their teachers on the continued excellence of results in the school.

A subject inspection of Physical Education took place in May 2010. The inspector's report will shortly be published on the Department of Education and Skills (DES) website.

Supervised Study was organized throughout the year and was availed of by an average 150 students each evening.

An exchange programme with the staff and students of St. Ursula's Secondary School in Villingen, Germany was initiated in 2010. 16 Loreto students and 3 teachers spent a week in Villingen in May with the return leg scheduled for September 2010.

### **Staffing**

The school's total teacher allocation from the DES for 2008/2009 was 44.43.

Of the DES total of 44.43, 1.76 was set aside for students with special educational needs under the overall co-ordination of the school's Learning Support teachers, Ms. Wilson and Ms. M. Jordan.

Over the summer we said a sad farewell to four members of our teaching staff who retired – Ms. Pratt, Ms. Clarkin, Ms. Sills and Sr. Christine. We also said goodbye to Mr. Gannon who has gone to travel the world and to Ms. O' Carroll who will now be working in Dublin. All of these teachers made a wonderful contribution to life in Loreto over a long number of years and they will be sadly-missed. On the non-teaching staff, Martin Carroll, our caretaker, and Ann O' Connell, lunchroom supervisor, also retired – news that caused great sadness when heard by students.

As a consequence of these changes, we welcome several new faces to our school community following their summer appointments – teachers Ms. Johns, Ms. Kennington, Ms. Ni Thuairisg and Ms. Zimmermann. Our new lunchroom supervisor will be Glenda McKiernan and Jim Doyle will take over caretaking duties in a full-time capacity.

### **Information Technology (I.T.)**

The Anseo system continued to monitor the daily attendance and punctuality of all students. Daily text alerts were sent by Sr. Carmel (Deputy Principal) to the parents of students who did not register their attendance in school. Additionally, text alerts were sent to notify parents of certain school events e.g. changes in school calendar, dates of parent meetings. Response to this development was extremely positive.

All Transition Year students studied for the European Computer Driver Licence (ECDL) information technology qualification.

Lunchtime access to I.T. for students continued to be facilitated.

The first part of the school's 2 year plan for I.T. was completed, as follows:

#### ***Hardware***

Three Promethean Interactive Whiteboards

One large screen for the Concert Hall

One data projector for the Concert Hall

One data projector in TB1

Sound System for Concert Hall

Two digital information screens for the Foyer and Concert Hall

#### ***Software***

Install ePortal system

Update all school computers to Microsoft Office 2007

Install a wireless network in the convent building

Update all school computers with latest version of anti-virus software

### **Staff Development**

Provide in-service to staff members in the following areas:

Basic I.T. Skills

Use of PowerPoint in the classroom

Use of Interactive Whiteboards in the classroom

### **Website**

Update the website on a regular basis with particular emphasis on the inclusion of photographs highlighting school events.

Evaluate the format of current website

Manage email access in the school

### **Capital Development**

Under the Summer Works Scheme 2010, all timber windows and external doors in the school were either repaired or replaced.

In addition, the outside of the old convent building was re-painted and floodlit. The internal re-painting of classrooms and offices continued.

Throughout the year, the Board had three meetings with DES officials in relation to the school's extension/refurbishment programme. Two reports are presently with the DES – one dealing with the possibility of building on the existing Spawell Road site and the other setting out the possibility of building on a named green field site within the town boundaries. The Board has been led to believe that a DES decision on the future direction of the project will be made in October 2010, almost 14 years after the original application for an extension/refurbishment.

### **Extra-curricular and co-curricular activities**

The BOM expresses its gratitude to the teaching staff for organizing the following activities for students in 2009/2010:

debating

quizzes

hockey

basketball

badminton

tennis

soccer

yoga

rounders

athletics

football

self-defence

tag rugby

educational tour to France

field trips

theatre trips

school choir

school musical – “Fiddler on the Roof”, in co-operation with St. Peter’s College

supervised internet access

horse riding

Maths Olympiad

Young Entrepreneurs competition

Log-on learning for senior citizens

Justice and Peace Group

Green School Committee

### **Transition Year**

98 students took Transition Year in 2009/2010.

Student appraisal of the school’s Transition Year programme continues to be very positive.

Full details of the Transition Year programme are to be found in the school policies section of the school website.

### **Child Protection**

Child Protection Guidelines and vetting procedures have been in full operation throughout 2009/2010 following original staff training in December 2005. The Designated Liaison Person (DLP) was Mr. Billy O’ Shea and the Assistant DLP was Sr. Carmel Swords.

Staff received additional training in Child Protection Guidelines on 27 August 2010.

### **Care of Students**

All Class Teachers continued to take a keen interest in the pastoral care of their students. In addition, the school’s two Guidance Counsellors, Ms. Fallon and Ms. Young, were available to assist in any possible way.

A dedicated Student Care Co-ordination Team continued to be very active in 2009/2010. Comprising the Principal, Deputy Principal, Chaplain, Counsellors, Learning Support Teachers and Class Teachers where required, this team met at least fortnightly and ensured that adequate provision was made for all students experiencing particular difficulties in school and in their personal lives. A particular feature of the team’s work in the last year was the

development of individual care plans for students requiring same.

### **Student Empowerment**

Sarah Wade and Katie Flynn were the Head Girl and Deputy Head Girl respectively in 2009/2010. They were assisted by prefects and vice-prefects in each class group.

The Students' Council was re-structured in 2009/2010 and operated with two students elected from each of the six year groups in the school. They were joined on the council by the Head and Deputy Head Girls. The Council's work was reported in depth on the school website throughout the year.

### **Code of Behaviour**

Students continued to co-operate in a very positive way with the school's behaviour code as evidenced by favourable comments throughout the year from teachers and visitors to the school. The Board thanks the students for this excellent behaviour.

### **Parental Involvement and Contact**

The school organized information meetings for parents in 2009/2010 on the following matters:

- » New 1<sup>st</sup> year students, September 2010
- » Subject choices for 2<sup>nd</sup>, 4<sup>th</sup> and 5<sup>th</sup> years
- » Central Applications Office (CAO)
- » Parent-teacher meetings for every year group
- » Transition Year information meeting

All meetings were very well attended by parents. Due to the fact that the school does not have the space to hold large general meetings of parents and students, it continued to be necessary to use a local hotel as a venue for some of these larger meetings and events.

The school website was updated weekly and contained a great deal of information for parents on current news as well as all school policies. For families without internet access, hard copies of all updates and policies continued to be available from reception.

The Principal, Deputy Principal and all teachers were available on an appointment basis to meet parents to discuss any concerns about students.

The Parents' Council continued to provide hot food for students at lunchtime and prior to evening study in co-operation with Taste Restaurant.

Representatives of the Council met with Mr. O' Shea, Principal, on a regular basis to liaise on school matters and the Council was also represented on the School Development Planning Group that met on a frequent basis.

Parents were asked by the school throughout the year to help ensure a high level of attendance at school by their daughters.

Ms. Walton was the teacher representative on the Parents' Council for the year. Mr. O' Shea (Principal) addressed the Parents' Association A.G.M., met the full Council at its March meeting and held frequent meetings with the Chairperson of the Parents' Council, Ms. Liz Darcy, through the year. Mr. O' Shea's proposal that he meet the Council once per term was accepted.

### **School Development Planning**

All policies that make up the school plan are available on the school's website:  
[www.loretowexford.com](http://www.loretowexford.com).

The following have been the main developments in school planning throughout 2009/2010:

- » The ongoing review of subject development plans in all departments
- » The ongoing work of the School Development Planning Group, representative of staff, students and parents, to prepare draft policies for consideration by all educational partners in the school
- » The formal review of the following policies:
  1. Learning Support
  2. Green School
  3. Student empowerment
  4. Admission

### **Professional Development of Staff**

Teachers attended DES and other in-service in a range of subject areas.

The teaching staff also engaged in detailed subject planning development.

Input was arranged for staff on Child Protection Guidelines and on school self-evaluation.

### **Board of Management**

The BOM held nine formal meetings in 2009/2010. At the end of each meeting an agreed report was approved for circulation by teacher and parent representatives. This report was also posted on the school website.

### **Financial Accountability**

The Independent Auditors' Report to the trustees for the year ended 31 August 2010 concludes as follows:

" In our opinion the financial statements give a true and fair view of the state of the school's affairs as at the 31 August 2010 and of its results for the year then ended and have been properly prepared in accordance with the Education Act, 1998.

We have obtained all the information and explanations we consider necessary for the purposes of our audit. In our opinion, the school has kept proper books of account. The financial statements are in agreement with the books of account.

In our opinion, the Board of Management's Report is consistent with the financial statements."

O' Brien Harnett & Associates,  
Chartered Accountants and Registered Auditors,  
97 Haddington Road,  
Dublin 4.

The Board is very grateful to families who supported the Voluntary Contribution Scheme that yielded €58,726 in 2009/2010, a decrease from €66,983 in the previous year.

### **Community Links**

The BOM is particularly appreciative of the assistance provided by the local Wexford community in providing work experience placements for 98 Transition Year and LCVP students in 2009/2010 and for its generous sponsorship of Transition Year mini-companies.

Billy O' Shea,  
Secretary to Board of Management.

19 October 2010

## **Agreed Report of Board of Management meeting Tuesday, 14 September 2010**

### **Attendance**

Sr. Helen, Mr. O' Leary, Ms. Kinsella, Ms. Kent, Mr. Hillery and Mr. Gunning.  
As Secretary to the Board, Mr. O' Shea also attended.

### **Capital Development**

The Board was informed that the DES had visited the possible green field site at the end of August. It was indicated that the DES might be making a decision on the overall future direction of the project in October.

Mr. O' Shea updated the Board on the summer works scheme which involved the repair/replacement of windows in the convent block. He also informed the Board of painting work undertaken both internally and externally over the summer months.

The Board decided to proceed with the conversion of a toilet area upstairs in Teach Mhuire into a proper dressing room/shower area for students.

### **Report from Finance Sub-Committee**

Mr. O' Shea, on behalf of the Finance Sub-Committee, presented the Board with an Income and Expenditure Statement from 1 September 2009 to 31 August 2010 as well as a draft budget for 2010/2011. This was formally approved by the Board. He also advised that the annual audit had taken place and that draft final accounts would be available for the next meeting.

### **Policy**

The Board adopted the recommendation of the Principal to engage in a two-year process of school self-evaluation involving staff, students, parents and the Board itself. This evaluation will focus on the quality of management, planning, curriculum, teaching and learning and provision for students.

### **Child Protection**

The Board was informed that staff had received an update on child protection guidelines on 27 August delivered by Sr. Helen O' Riordan and Fr. Aodhan Marken.

Mr. O' Shea (Principal) and Sr. Carmel (Deputy Principal) were confirmed by the Board in their roles of Designated Liaison Person and Deputy Designated Liaison Person respectively.

### **Principal's Report**

Mr. O' Shea made mention of the following in his report to the Board:

- » Total student enrolment of 706 for 2010/2011
- » The excellence of recent Leaving Certificate results – in this regard, Sr. Helen asked the teachers on the Board to convey congratulations from the Board to their colleagues
- » The forthcoming visit to the school of 16 students and 2 teachers from Germany
- » The lifting of all current ASTI directives
- » The forthcoming Parents' Association AGM

### **Any other business**

The Board discussed the contents of its Agreed Report.

Sr. Helen thanked all members of the Board for their service over the last three years.

The first meeting of the new Board was fixed for Tuesday, 19 October 2010.