

## **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**

Ms. Barbara Foley

Ms. Patricia Hackett

### **Teacher nominees**

Mr. Tom Gunning

Ms. Lisa Shannon

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

## **Agreed Report of Board of Management meeting Wednesday, 22 May 2013**

### **Attendance**

Ms. Huelswitt, Mr. Gunning, Ms. Hackett, Sr. Helen, Ms. Shannon, Mr. Mac Gonagle, Ms. Gahan and Ms. Foley.

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

### **Capital Development**

The Board was informed by the National Development Finance Agency (NDFA) that the school had been included in Public-Private Partnership (PPP) Bundle 5 with a target date for completion set for the end of 2016. It is expected that a meeting will be held shortly in Tullamore to outline the PPP process.

This news was warmly-welcomed by members.

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

Mr. O' Shea and Mr. MacGonagle, on behalf of the Finance Sub-Committee, presented the Board with an Income and Expenditure Statement from 1 September 2012 to 21 May 2013.

It was noted that the auditors would visit the school on 28 May 2013 to carry out their half-yearly examination of accounts.

The Board decided to make no change to the Voluntary Contribution Scheme in 2013/2014 and to increase the 1<sup>st</sup> year Administration Charge to €70 per student to include the cost of the Anseo swipe card. There will be no change to the Administration Charge for all other year groups.

### **150<sup>th</sup> anniversary – 2016**

Mr. Gunning presented the meeting with an update on his 2016 book.

### **Calendar 2013/2014**

The Board formally ratified the school calendar for 2013/2014.

### **School Plan**

The Board formally ratified the proposed structure for the new Junior Certificate in the school with effect from September 2014.

A draft anti-bullying policy was considered by the meeting and will be reviewed further following more discussions with staff, students and parents.

### **Principal's Report**

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

- The appointment of Aisling Busher and Anne Gayer as Head and Deputy Head Girls for 2013/2014 – formally ratified by the Board
- The success of the recent Prizegiving ceremony
- Forthcoming 4<sup>th</sup> and 6<sup>th</sup> year Graduation ceremonies
- The safe return of students and staff from recent educational trips to Munich and Villingen

### **Any other business**

The Board was very receptive to the idea advanced by Mr. MacGonagle of developing a budgeting module in 4<sup>th</sup> year in co-operation with the Society of St. Vincent de Paul.

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next meeting of the Board was fixed for Wednesday, 4 September 2013 at a time and venue to be confirmed.

## **Agreed Report of Board of Management meeting Thursday, 16 May 2013**

### **Attendance**

Mr. Gunning, Ms. Hackett, Sr. Helen, Ms. Huelswitt, Ms. Shannon, Mr. Mac Gonagle, Ms. Gahan and Ms. Foley.

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

Inspectors from the Department of Education and Skills, Julie Lynch and Alan Sales, attended the meeting as part of the WSE – MLL process.

### **WSE – MLL**

By means of a comprehensive powerpoint report, the inspectors outlined many positive findings and offered considerable affirmation in respect of the management of the school, the quality of teaching and learning and the general level of care for students. In a most helpful manner, they also pointed to areas for further development e.g. increased use of assessment for learning techniques and the formulation of a whole-school assessment policy to include details of the tracking of individual students.

A detailed written report will be issued in the Autumn and will be published on the DES website.

Sr. Helen formally thanked the inspectors for their detailed presentation and warmly welcomed the very positive outcome.

## **Agreed Report of Board of Management meeting Wednesday, 1 May 2013**

### **Attendance**

Mr. Gunning, Ms. Hackett, Sr. Helen, Ms. Shannon, Mr. Mac Gonagle, Ms. Gahan and Ms. Foley.

Apologies were received from Ms. Huelswitt.

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

Inspectors from the Department of Education and Skills, Julie Lynch and Alan Sales, attended the meeting as part of the WSE – MLL process.

### **WSE – MLL**

The Board made a detailed presentation to the inspectors under the following headings:

1. The school context
2. The school's self-evaluation process and its impact on school improvement
3. The strengths of the school
4. The areas for school improvement and development identified by the Board
5. Progress in the implementation of recommendations of previous DES subject evaluations
6. The quality of partnership within the school community

This was followed by questions and discussion on the overall management of the school and on the Board's understanding of its role.

It was agreed to meet again on Thursday, 16 May 2013 to receive the oral feedback from the inspectors regarding the outcome of the WSE – MLL.

## **Agreed Report of Board of Management meeting Wednesday, 10 April 2013**

### **Attendance**

Ms. Huelswitt, Mr. Gunning, Ms. Hackett, Sr. Helen, Mr. MacGonagle, Ms. Gahan and Ms. Foley. Apologies were received from Ms. Shannon.

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

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

Mr. O'Shea and Mr. MacGonagle, on behalf of the Finance Sub-Committee, presented the Board with an Income and Expenditure Statement from 1 September 2012 to 9 April 2013.

### **Capital Development**

It was reported that planning meetings for the new school are progressing well.

### **150<sup>th</sup> anniversary – 2016**

Mr. Gunning presented the meeting with a draft summary of areas to be covered in his 2016 book. The Board warmly welcomed these proposals.

### **School Plan**

Mr. O' Shea updated the Board on current discussions at staff level regarding the new Junior Certificate. It is planned to make final decisions on the school's structuring of the new programme in May.

The Board formally ratified the School Improvement Plan, 2013 – 2016 and congratulated the school planning group on the excellence of its preparatory work.

### **Principal's Report**

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

- The success of the senior footballers in reaching the All-Ireland semi-final where they were beaten by Presentation, Athenry and the reception for the players, mentors and parents to be held in the school after the Board meeting
- The Incidental Inspection that took place on Wednesday, 13 March 2013. The Board was informed that the inspector was very pleased with the standard of teaching and learning in the course of the five classes visited. He emphasised to all the importance of using assessment for learning techniques and active learning methodologies.
- The safe return of students and staff from the Easter school tour to Munich
- The forthcoming German exchange with St. Ursula's School in Villingen – formally approved and welcomed by the Board
- The visit to the school of the Loreto Education Development Officer, Ms. Blathnaidh Colhoun, on Thursday, 25 April 2013
- The successful completion of mock-interviews for 4<sup>th</sup> year students on Wednesday, 20 March 2013 and the great co-operation of the Parents' Council in organising same
- Forthcoming oral and practical examinations for Junior and Leaving Certificate students
- The next round of subject department meetings to be held over the

coming three weeks

### **Any other business**

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O'Shea.

The next meeting of the Board was fixed for 4.30 p.m. on Wednesday, 22 May 2013.

## **Agreed Report of Board of Management meeting Thursday, 28 February 2013**

### **Attendance**

Ms. Huelswitt, Mr. Gunning, Ms. Shannon, Sr. Helen, Mr. MacGonagle, Ms. Gahan and Ms. Foley.

Apologies were received from Ms. Hackett.

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

### **School timetable, 2013/2014**

Mr. O' Shea informed the Board of the following curricular matters for 2013/2014:

- The restoration of the 5 way divide in 2<sup>nd</sup> year Irish, English and Maths
- The dropping of Economics in 5<sup>th</sup> year, September 2013 due to insufficient demand

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

Mr. O' Shea and Mr. MacGonagle, on behalf of the Finance Sub-Committee, presented the Board with an Income and Expenditure Statement from 1 September 2012 to 26 February 2013.

It was agreed to issue very polite reminders of the Voluntary Contribution Scheme to families within the next two weeks.

### **150<sup>th</sup> anniversary – 2016**

Mr. Gunning advised the meeting that he had established a small group to help with the publication of a book to commemorate the school's 150<sup>th</sup> anniversary. It is hoped to have an outline of likely topics to be covered in the book by the summer.

### **School Plan**

The draft policy on Literacy and Numeracy was formally approved by the Board.

Draft proposals for the new Junior Certificate were considered by the meeting. It is hoped to make final decisions on this matter in April or May 2013.

The Board asked Mr. O' Shea to consult further with staff on procedures to be followed when organising co- and extra-curricular activities.

Ongoing progress in relation to the school's Improvement Plan was outlined to the meeting.

### **Principal's Report**

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

- The report on the Subject Inspection of Business Subjects – this was welcomed by the Board and a school response was agreed
- The forthcoming All-Ireland senior A football semi-final
- The busy schedule of work being undertaken by the Parents' Council – Dr. Fergus Heffernan as a guest speaker, to a packed hall, on "The Emotional Well-being of Teenagers", mock interviews for 4<sup>th</sup> year students, monthly meeting
- The forthcoming meeting of Loreto Principals on 7 and 8 March 2013

### **Any other business**

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next meeting of the Board was fixed for 4.30 p.m. on Wednesday, 10 April 2013.

## **Agreed Report of Board of Management meeting Wednesday, 16 January 2013**

### **Attendance**

Ms. Huelswitt, Mr. Gunning, Ms. Hackett, Sr. Helen, Mr. MacGonagle, Ms. Gahan and Ms. Foley.

Apologies were received from Ms. Shannon.

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

### **Capital Development**

The Board heard of very good progress in relation to the building of a new school at Pembroke Hill following recent discussions between the Loreto trustees and the DES.

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

Mr. O' Shea and Mr. MacGonagle, on behalf of the Finance Sub-Committee, presented the Board with an Income and Expenditure Statement from 1 September 2012 to 15 January 2013.

The Board was informed that the FSSU would be in the school on 18 January to assist with ongoing TAS training related to VAT and RCT.

### **School Plan**

Mr. O' Shea advised the Board as follows:

1. School Self-Evaluation – 3 self-evaluation reports are currently on the school website, an improvement plan based on these is being drafted for the Board's consideration, a DES inspector will speak to the teaching staff on SSE on 29 January
2. Junior Cycle reform – draft proposals have been prepared by the School Plan group
3. Literacy and Numeracy – draft policy ready to go to partners

## **150<sup>th</sup> anniversary – 2016**

The Board formally appointed Mr. Tom Gunning to compile a book telling the story of the school's history since 1866 and featuring a broad range of essays on the people and educational developments during the period. It was agreed that the Finance Sub-Committee would liaise with him in this matter.

## **Principal's Report**

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

- The sudden death due to illness on Christmas Eve of 4<sup>th</sup> year student, Aoife Daly and the school's response to this tragedy. The Board prayed for Aoife and her family and expressed its most sincere condolences.
- Forthcoming meetings for 1<sup>st</sup> and 4<sup>th</sup> year parents re: subject choices
- The commencement of work on the 2013/2014 timetable
- Forthcoming Mock exams

## **Any other business**

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next meeting of the Board was fixed for 4.30 p.m. on Thursday, 28 February 2013.

## **Agreed Report of Board of Management meeting Wednesday, 12 December 2012**

### **Attendance**

Ms. Shannon, Ms. Hackett, Ms. Huelswitt, Sr. Helen, Mr. MacGonagle, Ms. Gahan and Ms. Foley.

Apologies were received from Mr. Gunning.

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

### **1<sup>st</sup> year enrolment**

The Board considered 1<sup>st</sup> year enrolment matters for September 2013.

### **Any other business**

Other items on the agenda were deferred to the next meeting due to the pressure of time.

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next meeting of the Board was fixed for 4.30 p.m. on Wednesday, 16 January 2013.

## **Agreed Report of Board of Management meeting Thursday, 15 November 2012**

### **Attendance**

Ms. Shannon, Mr. Gunning, Ms. Hackett, Sr. Helen, Mr. MacGonagle, Ms. Gahan and Ms. Foley.

Apologies were received from Ms. Huelswitt.

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

### **1<sup>st</sup> year enrolment**

In accordance with its Admission Policy, the Board decided to allocate the 120 places for 1<sup>st</sup> year, September 2013.

### **Leaving Certificate results 2012 – analysis**

Board members expressed their great satisfaction with this year's Leaving Certificate results. It was noted that performance was well-above national norms in virtually every area.

Members did foresee difficulties in continuing to offer some subjects at this level where class sizes were very small in the face of much larger classes at junior cycle.

The effects of the 25 bonus points for higher level Maths were both noted and discussed by the meeting.

It was also noted that the statistical analysis of students' performance would have to be considerably broadened in future so as to meet the requirements of school self-evaluation and to properly measure literacy and numeracy targets. It was reported to the meeting that both the School Secretary and Education Officer would shortly be attending training provided by Serco in this regard.

### **Capital Development**

The Board was informed that meetings were continuing between the Loreto Trustees and the DES in relation to the new site at Pembroke Hill.

### **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 2012 to 13 November 2012.

The Board was informed that the school had registered for both RCT and VAT and that the School Secretary would shortly be attending training on same.

### **School Plan**

The Board was informed of the forthcoming survey of teachers in relation to school self-evaluation (SSE).

Mr. O' Shea informed the meeting of his recent attendance at SSE training and the imminent circular letter from the DES re: same.

### **150<sup>th</sup> anniversary – 2016**

The Board held a preliminary discussion on possible events for the school's 150<sup>th</sup> anniversary in 2016. It was agreed to explore in more detail the publication of a book telling the story of the school's history since 1866 and featuring a broad range of essays on the people and educational developments during the period.

### **Principal's Report**

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

- Forthcoming HSE vaccinations
- The Business subjects inspection on 6/7 November
- The success of the school's senior footballers in reaching a Leinster "A" final to be played in early December
- A visit to the school by the Special Education Needs Organiser

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**Any** **other** **business**

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next meeting of the Board was fixed for 4.30 p.m. on Wednesday, 12 December 2012.

## **Report to parents/guardians from the Board of Management (BOM) on the operation and performance of Loreto Secondary School, Wexford from 1 September 2011 to 31 August 2012.**

### **Introduction**

This report has been prepared to comply with section 20 of the Education Act, 1998. It covers the period from 1 September 2011 to 31 August 2012. It was approved at a Board of Management meeting on 22 October 2012.

The next report will issue in October 2013.

### **Total enrolment**

701 students were enrolled in the school in 2011/2012.

### **Spiritual development**

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

- » Start-of-Year Mass, Graduation Mass for 6<sup>th</sup> year students, Graduation Prayer Service for 4<sup>th</sup> year students, Masses for Advent, November Remembrance Mass, Christmas Carol Service, weekly lunchtime mass for Lent, a retreat in Ballyvaloo for all 1<sup>st</sup> year classes and an overnight retreat in Glendalough for 6<sup>th</sup> year students.
- » Commissioning of 64 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 €9,822 for the following charities:

Concern, St. Vincent de Paul, Crumlin Childrens' Hospital, The Hospice Movement, Barretstown, Loreto Missions (with particular emphasis on the work of Sr. Winnifred in Peru and Mary Ward International), MS Readathon, WSPCA, the Irish Heart Foundation and Console.

## **Academic**

Excellent results were achieved by the 110 students taking the Leaving Certificate. Very impressive results were also achieved by the school's 120 Junior Certificate students in 2012.

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 2012 were, once again, considerably above the national average. This analysis is shared with the school's subject departments, BOM and Parents' Council.

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.

The Department of Education and Skills (DES) conducted two subject inspections in the school during the year – Music (October) and S.P.H.E. (February). The findings in both cases were helpful and very positive. These inspection reports can be found on the DES website – [www.education.ie](http://www.education.ie)

Supervised Study was organized throughout the year and was availed of by an average of 120 students each evening.

An exchange programme with the staff and students of St. Ursula's Secondary School in Villingen, Germany was repeated in 2012. 16 Loreto students and 2 teachers spent a week in Villingen in May with the return leg in Wexford in September 2012.

## **Staffing**

The school's total teacher allocation from the DES for 2011/2012 was 43.42.

Of the DES total of 43.42, 1.13 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.

Two teachers - Mr. Gannon and Ms. Fallon - left the staff in the summer to take up different positions elsewhere. They have been replaced by Ms. Hearn and Ms. Foley. Earlier in the year, Ms. O' Connor left the school to take up the position of Deputy Principal in Kilmuckridge Vocational College.

## **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. dates of parent meetings.

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.

Students and staff continued to benefit from the greatly-expanded provision of I.T. that occurred in 2010/2011.

In August, the BOM introduced a new easy payments online system for families, accessed via the school's website.

## **Capital Development**

The BOM funded the provision of new staff and disability toilets in the Convent building.

The internal re-painting of classrooms and offices continued.

There were several meetings with the DES and Loreto Trustees throughout the year in connection with the school's 14 year old capital development application. Plans for a new school building took a most significant step forward over the summer when the Department of Education and Skills completed its capital appraisal of the options available and found in favour of the 10 acre greenfield site at Pembroke Hill. Legal work is now underway to secure this site. The BOM was very pleased to see the school's inclusion on the Department's building list for 2015/2016.

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

The BOM expresses its gratitude to the teaching staff for organizing the following activities for students in 2011/2012:

debating

hockey

basketball

badminton

tennis

yoga

rounders

athletics

football

self-defence

tag rugby

educational tour to France

school musical

paired reading

field trips

theatre trips

school choir

supervised internet access

horse riding

Young Entrepreneurs competition

Log-on learning for senior citizens

Justice and Peace Group

Green School Committee – aiming for the award of a second Green Flag in May 2013

### **Transition Year**

120 students took Transition Year in 2011/2012.

Student and parental 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 plan – [www.loretowexford.com](http://www.loretowexford.com)

In an attempt to reduce costs for parents whilst at the same time maintaining the quality of educational provision, the decision was made to replace the ECDL course with the Microsoft Office Speciality (MOS) with effect from 1 September 2012.

### **Child Protection**

## Notification regarding the Board of Management's annual review of the child protection policy

To: Loreto Parents' Association

The Board of Management of Loreto Secondary School, Wexford wishes to inform you that:

- » The Board of Management's annual review of the school's child protection policy was completed at the Board meeting of 16 November 2011.
- » This review was conducted in accordance with the checklist set out in Appendix 2 of the Department's 'Child Protection Procedures for Primary and Post Primary Schools'
- » The next review will be conducted in October 2012.

Signed: Sr. Helen O' Riordan  
Chairperson, Board of Management

Date: 16 November 2011

Signed: Billy O' Shea  
Principal

Date: 16 November 2011

The full child protection policy can be viewed in the school plan at [www.loretowexford.com](http://www.loretowexford.com). A paper copy is available upon request from the Principal.

The Designated Liaison Person (DLP) was Mr. Billy O' Shea and the Assistant DLP was Sr. Carmel Swords.

### **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 2011/2012. Comprising the Principal, Deputy Principal, Chaplain, Counsellors, Learning Support Teachers and Class Teachers where required, this team met every Friday and ensured that adequate provision was made for all students experiencing particular difficulties in school and in their personal lives.

This team also organized the following events through the year:

- » An information meeting for 1<sup>st</sup> year parents on internet safety
- » Stress management workshops for students in 3<sup>rd</sup> and 6<sup>th</sup> years

Following the refurbishment of the lunch area, the school appointed a Catering Officer, Glenda Mc Kiernan, to supply a range of healthy food options for students from 8.00 a.m. daily until 4.00 p.m. (4.30 p.m. on Monday). Following registration with and certification from the H.S.E., this service commenced in September 2011 and proved to be an instant and enduring success through the year.

### **Student Empowerment**

Ríona O' Connell and Andrea Rath were the Head Girl and Deputy Head Girl respectively in 2011/2012. They were assisted by prefects and vice-prefects in each class group.

The Students' Council 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 outlined on the school website throughout the year.

The school's Justice and Peace Group, under the direction of teachers Mr. Gunning and Ms. O' Donoghue, completed its work on its anti-bullying dvd, "Speak Out" and was thrilled with the news that it would be distributed nationwide by Veritas.

12 Meitheal leaders in 5<sup>th</sup> year were appointed and trained and were tasked with the responsibility to assist the 120 1<sup>st</sup> year students as they made the transition from primary to secondary school.

### **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.

It is a pleasure to report that, for the second year in succession, not a single student was suspended throughout the year.

The Board thanks the students for this excellent behaviour.

### **Parental Involvement and Contact**

The school organized information meetings for parents in 2011/2012 on the following matters:

- » New 1<sup>st</sup> year students, September 2012
- » Subject choices for 2<sup>nd</sup> and 5<sup>th</sup> years
- » Central Applications Office (CAO)
- » Coping with Leaving Cert.
- » Young peoples' use of the internet
- » 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. Several useful links were added to the website through the year.

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

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 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. Whitty was the teacher representative on the Parents' Council for the year. Mr. O' Shea (Principal) addressed the Parents' Association A.G.M., and attended most council meetings thereafter. Ms. Mary Fox served as chairperson for the year. An account of the council's activities is to be found on the school's website.

### **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 2011/2012:

- » The ongoing review of subject development plans in all departments
- » The ongoing work of the School Planning Group, representative of staff, students and parents, to prepare draft policies for consideration by all educational partners in the school. This group met every Friday throughout the school year.
- » The formal review of the following policies/area of activity:

<b>2011/2012</b>	1. School self-evaluation: communications <b>completed</b>
	2. School self-evaluation: teaching and learning <b>ongoing</b>
	3. Internet Acceptable Use <b>completed</b>
	4. Child Protection and vetting of school personnel <b>completed</b>
	5. Healthy Eating <b>completed</b>
	6. Admission DES document <b>awaited</b>
	7. In-school management <b>completed</b>
	8. Information and Communication Technology <b>completed</b>

The BOM appointed a member of the teaching staff, Ms. Lorraine Kelly, to be the school's first Education Officer with effect from 1 March 2012. The responsibilities attaching to this position are:

1. To develop an in-depth understanding of national developments in relation to educational matters – teaching, learning, assessment, evaluation, curriculum, access and provision
2. To actively liaise with all school partners – staff, students, parents and Board of Management - to ensure that they are made aware of national developments in education and to facilitate discussion thereof
3. To engage in academic research to assist in the school's educational development and to provide all necessary quantitative tools for this purpose
4. To work with the Principal and the school's planning group to review, update and implement all school policies.
5. To work with the Principal in leading all school partners, particularly subject departments, through an ongoing, thorough and meaningful self-evaluation process so as to maximise the teaching and learning outcomes for all
6. To observe and pass on best practice in other educational environments, both domestic and international

7. To fulfil all responsibilities in accordance with the ethos and traditions of a Loreto school

### **Professional Development of Staff**

Teachers attended DES and other in-service in a range of subject areas, particularly Project Maths and S.P.H.E.

The teaching staff also engaged in detailed subject planning development.

NET Communications gave a presentation to the full staff on Information Technology possibilities in education.

### **Board of Management**

The BOM held eight formal meetings in 2011/2012. At the end of each meeting an agreed report was approved by members for posting by Mr. O' Shea on the school website.

### **Financial Accountability**

The Independent Auditors' Report to the trustees for the year ended 31 August 2012 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 2012 and of its results and cash flows 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 €52,552 in 2011/2012.

There was a deficit on the Income and Expenditure Account of €32,105 compared to a surplus in 2010/2011 of €10,008.

### **Community Links**

The BOM is particularly appreciative of the assistance provided by the local Wexford community in providing work experience placements for 120 Transition Year and LCVP students in 2011/2012 and for its generous sponsorship of Transition Year mini-companies.

Billy O' Shea,  
Secretary to Board of Management.  
22 October 2012

**Agreed Report of Board of Management meeting  
Monday, 22 October 2012**

### **Attendance**

Ms. Shannon, Mr. Gunning, Ms. Hackett, Sr. Helen, Mr. MacGonagle, Ms. Gahan and Ms. Foley.

Apologies were received from Ms. Huelswitt.

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

### **Capital Development**

The Board was informed that contacts were continuing between the Loreto Trustees and the DES in relation to the proposed greenfield site at Pembroke Hill.

### **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 2012 to 16 October 2012.

Mr. Mac Gonagle and Mr. O' Shea outlined the auditor's draft report for 2011/2012 to the Board. The meeting accepted the report.

### **School Plan**

The Board formally approved a new policy statement on student medical conditions.

The document entitled "A Framework for Junior Cycle, October 2012" was outlined and presented to each Board member.

The Board was also advised of progress on the student school self-evaluation survey.

### **Child Protection**

The school's Child Protection Policy was formally reviewed by the meeting. Notice to this effect will be conveyed in writing to the Parents' Association and will also be placed on the school website.

### **Annual Report to parents**

The Board formally approved its Report to parents/guardians on the operation and performance of Loreto Secondary School, Wexford from 1 September 2011 to 31 August 2012.

### **Principal's Report**

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

- » Recent meetings of the Parents' Council and its AGM
- » The work of the Students' Council
- » The forthcoming tv programme, "Bullyproof" in which the school is featured
- » The commencement of the enrolment process for 1<sup>st</sup> year, September 2013
- » Forthcoming talks for staff, 6<sup>th</sup> year students and parents on stress management
- » A talk for 1<sup>st</sup> year parents on internet safety on 19 November

- » The CAO talk for 6<sup>th</sup> year parents on 25 October
- » A subject inspection of business on 6/7 November
- » Junior and Leaving Certificate results analysis – to be placed on the agenda for the next meeting
- » Preliminary consideration of plans for the school's 150<sup>th</sup> anniversary in 2016

### **Any other business**

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next meeting of the Board was fixed for 4.30 p.m. on Thursday, 15 November 2012.

## **Agreed Report of Board of Management meeting Wednesday, 19 September 2012**

### **Attendance**

Ms. Shannon, Mr. Gunning, Ms. Hackett, Sr. Helen, Ms. Gahan and Ms. Foley.

Apologies were received from Ms. Huelswitt and Mr. MacGonagle.

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

Ms. Foley was formally welcomed to the Board by Sr. Helen.

### **Minutes**

The minutes of the last meeting were adopted following the proposal of Ms. Shannon, seconded by Mr. Gunning.

### **Capital Development**

The Board was informed that the DES had completed its capital appraisal of the options facing the school and had concluded that the greenfield site at Pembroke Hill was the better option. The DES had also requested that the Loreto Trustees would now engage with the land donor to prepare the legal documentation for same. This progress was warmly-welcomed by 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 2011 to 31 August 2012. He also informed the Board that the audit had taken place on 18 and 19 September 2012.

The Board formally approved the budget for 2012/2013.

### **School Plan**

The Board agreed to give priority to the following areas in the development of the school plan for 2012/2013:

Ongoing school self-evaluation

Improvement Plan preparation

Junior Cycle reform

Literacy and Numeracy

Medical conditions – development of policy

Admission Policy

### **Student Information**

The Board was informed by Mr. O' Shea that current total student enrolment was 715.

### **School insurance**

Policies covering buildings, contents, tractor and student personal accident were reviewed by the Board and considered to be in order.

### **Principal's Report**

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

- » The German exchange – currently in progress
- » The success of students in Leaving and Junior Certificate examinations – the Board conveyed its congratulations to all concerned
- » School tour to Munich at Easter – formally approved by the Board
- » Forthcoming Study Skills Seminars for 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> year students
- » The success of the recent meeting (3 September) for Transition Year students and their parents
- » The opening Parents' Council meeting on 17 September
- » The Parents' Association AGM scheduled for 8 October

### **Any other business**

The Board discussed the contents of its Agreed Report to be placed on the school website by Mr. O' Shea.

The next meeting of the Board was fixed for 4.30 p.m. on Monday, 22 October 2012.