

Board of Management

The following persons have been appointed by the Loreto Trust Board to serve on the Board of Management of Loreto Secondary School, Wexford from 15 October 2013 to 14 October 2016:

Trustee nominees

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

Ms. Heike Huelswitt

Mr. Brian MacGonagle

Mr. Pat Quigley

Parent nominees

Ms. Barbara Foley

Mr. Patrick Clancy

Teacher nominees

Mr. Joe Cummins

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, 28 May 2014

Attendance

Mr. Cummins, Mr. Mac Gonagle, Ms. Huelswitt, Mr. Clancy, Sr. Helen, Ms. Shannon, Mr. Quigley and Ms. Foley.

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

Minutes

The minutes of the last meeting (29 April 2014) were adopted following the proposal of Ms. Shannon, seconded by Ms. Foley.

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 2013 to 28 May 2014.

A letter from the auditor dated 26 May 2014 noting that all books and records are kept to a high standard and that all bank reconciliations at 14 May 2014 were balanced correctly was welcomed by the meeting.

Capital Development

Mr. O' Shea informed the Board that a meeting was imminent between the NDFA and the DES to finalise the drawings for the new school building. He also reported that he had been asked by the NDFA for a list of items to be decanted from the present building to the new school.

School Calendar, 2014/2015

The Board formally approved the school calendar for 2014/2015.

School Plan

The Board was informed of ongoing work in the area of a Healthy Eating/Exercise Policy. The results of surveys regarding the vending machines were noted by the Board.

The Board formally ratified a unified whole-school assessment, attendance and homework policy and warmly congratulated the School Planning Group for its tremendous input.

Following surveys of students and parents, as well as staff discussion, the Board agreed to leave the school tour in 4th year and not to move it to 5th year.

Principal's Report

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

- Forthcoming Junior and Leaving Certificate examinations for 240 students
- The very successful completion of all end-of-year functions and activities
- The publication of booklists for 2014/2014
- His investigation of the possibility of introducing a Loreto app in September 2014 – welcomed
by the Board

Any other business

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

The meeting wished all students well in forthcoming examinations and thanked all teachers for their commitment and dedication in the course of the school year now drawing to a close.

Mr. Mac Gonagle expressed his and his family's deep appreciation of the introduction of "The Spirit of Marianne Mac Gonagle Award" at school prize-giving.

The next meeting of the Board was fixed for Tuesday, 9 September 2014 at 4.30 p.m. in the school.

Agreed Report of Board of Management meeting

Tuesday, 29 April 2014

Attendance

Mr. Cummins, Mr. Mac Gonagle, Sr. Helen, Ms. Shannon, Mr. Quigley and Ms. Foley. Apologies were received from Ms. Huelswitt. As Secretary to the Board, Mr. O' Shea also attended.

Minutes

The minutes of the last meeting (5 March 2014) were adopted following the proposal of Ms. Foley, seconded by Mr. Quigley.

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 2013 to 29 April 2014.

Capital Development

Mr. O' Shea informed the Board of a meeting in the school with NDFA officials on 10 April 2014 during which the student enrolment figure for the new school was confirmed as 900.

School Plan

The Board was informed of ongoing work in the areas of Whole-School Assessment and Healthy Eating/Exercise Policy.

A discussion was held about the desirability of holding the school tour in 5th year as opposed to 4th year in order to alleviate the financial pressure on families in 4th year. It was agreed to consult further with parents and staff before making a decision on this matter at the next meeting.

Principal's Report

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

- The success of the school tour to Barcelona.
- The forthcoming French exchange from 9 to 14 May involving 18 students and 2 teachers
- End-of-year events: Graduation Ceremonies for 4th and 6th year students, Prizegiving
- The Loreto inter-schools Golf Tournament being organised by Wexford P.E. teachers, Ms. Kinsella and Ms. Kennedy

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 Wednesday, 28 May 2014 at 4.30 p.m. in the school.

Agreed Report of Board of Management meeting

Wednesday, 5 March 2014

Attendance

Ms. Huelswitt, Mr. Cummins, Mr. Mac Gonagle, Mr. Clancy, Mr. Quigley and Ms. Foley.

Apologies were received from Sr. Helen and Ms. Shannon.
Mr. Mac Gonagle was appointed to chair the meeting.
As Secretary to the Board, Mr. O' Shea also attended.

Minutes

The minutes of the last meeting (28 January 2014) were adopted following the proposal of Ms. Foley, seconded by Mr. Cummins.

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 2013 to 4 March 2014.

The next meeting of the Finance Sub-Committee was fixed for Tuesday, 18 March 2014 at 2.00 p.m.

Capital Development

Mr. O' Shea invited all Board members to attend a meeting in the school at 4.30 p.m. on Monday, 10 March 2014 with DES officials regarding the new PPP model.

School Plan

The Board formally adopted a new Admission Policy to take effect immediately.

The Board considered the outcome of the recent survey of parents on school uniform. It was agreed that no change to existing policy was required.

Mr. O' Shea advised the Board of new developments regarding the Junior Certificate. It was noted that the only change to the 1st year programme in September 2014 would be the introduction of the new English syllabus. The Board agreed to maintain the junior curriculum in its present state pending further developments at national level.

The Board authorised the closing of the school to students on Friday, 14 March 2014 to facilitate staff inservice in the new Junior Certificate.

Principal's Report

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

- The programme of events for "Live Life" week to be held beginning on Monday, 10 March 2014
- The meeting for incoming 1st year students and their parents on Monday, 10 March 2014
- The envelope appeal in support of the Parents' Council
- 4th year mock mock interviews on 20 March 2014
- Forthcoming LC and JC oral and practical examinations
- Arrangements for the forthcoming French exchange programme with a school in Rennes-Pacé – approved by the Board

- The success of the senior camogie team in reaching the All Ireland "B" semi-final where they were narrowly beaten
- The success of 4th year student, Sarah Ryan, as a result of her exceptional drawing skills

Any other business

Members discussed the monitoring of student attendance at Evening Study. Mr. O' Shea agreed to speak to the organising teachers about the matters raised.

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 Tuesday, 29 April 2014 at 4.30 p.m. in the school.

Agreed Report of Board of Management meeting

Tuesday, 28 January 2014

Attendance

Ms. Huelswitt, Mr. Cummins, Mr. Mac Gonagle, Mr. Clancy, Sr. Helen, Mr. Quigley, Ms. Shannon and Ms. Foley.

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

Minutes

The minutes of the last meeting (5 December 2013) were adopted following the proposal of Ms. Huelswitt, seconded by Ms. Foley.

At the commencement of the meeting, a vote of sympathy was passed to Brian Mac Gonagle on the recent death of his wife, Marianne, a former and highly esteemed member of the school's teaching staff.

Report from Finance Sub-Committee

Andrew Kevitt (auditor) presented an overview of the school's accounts for 2012/2013 and obtained proof of identity in respect of all Board members so as to comply with auditing legislation. He reported that the school was in a sound financial position and that financial records were kept to a very high standard.

Mr. O' Shea, on behalf of the Finance Sub-Committee, presented the Board with an Income and Expenditure Statement from 1 September 2013 to 28 January 2014.

1st year enrolment, September 2014

It was noted that the Information Meeting for incoming 1st year students and their parents would be held on Monday, 10 March 2014.

School Plan

The Board considered a draft of the new Admission Policy and agreed to review it again at the next meeting.

The Anti-Bullying Policy was further reviewed and adopted following agreement among stakeholders to establish an Anti-Bullying Team to deal with all instances of reported bullying in the school. This new policy will take effect from 24 February 2014.

Capital Development

Mr. O' Shea and Mr. Cummins updated the Board on the recent visit of NDFA officials to the school to conduct a traffic management survey and to outline the general design of the new school building. It is expected that detailed drawings will be finalised within the next month for consideration by the school authorities. It is also expected that the school will be invited to a meeting in Tullamore to formally agree the design plans.

Principal's Report

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

- Mock exams due to start on 3 February
- Subject Choices currently being undertaken by 1st and 4th year students
- The forthcoming German exchange from 4 to 10 February in co-operation with students and staff from Wexford CBS
- The forthcoming French exchange for 2nd year students in March and May
- The success of the senior camogie team in being crowned Leinster champions – the Board congratulated all involved
- The imminent provision of high speed broadband to the school

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 Wednesday, 5 March 2014 at 4.30 p.m. in the school.

Agreed Report of Board of Management meeting

Thursday, 5 December 2013

Attendance

Ms. Huelswitt, Mr. Cummins, Mr. Clancy, Sr. Helen, Mr. Quigley, Ms. Shannon and Ms. Foley.

Apologies were received from Mr. Mac Gonagle,

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

Minutes

The minutes of the last meeting (7 November 2013) were adopted following the proposal of Ms. Foley, seconded by Mr. Cummins.

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 2013 to 3 December 2013.

School Plan

The Board briefly discussed the broad framework of the new Admission Policy to apply in respect of applicants for September 2015. A detailed draft policy will be considered at the next meeting following consultation with the Loreto Trust Board.

Principal's Report

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

- The effects of the continuing ASTI industrial action
- The success of the senior footballers in reaching the Leinster final for the second year in a row
- The school show, "The Pirates of Penzance", to take place on 10/11/12 December
- Forthcoming Christmas events – Trade Fair, 6th year show, Carol Service and Table Quiz

Any other business

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

The Board agreed the contents of its report to the Trust Board in respect of challenges facing the new Board as well as the major achievements of the last Board.

Possible contingency arrangements in case of an ESB strike were discussed.

The next meeting of the Board was fixed for Tuesday, 28 January 2014 at 5.00 p.m.

Agreed Report of Board of Management meeting

Thursday, 7 November 2013

Attendance

Ms. Huelswitt, Mr. Cummins, Mr. Clancy, Sr. Helen, Ms. Shannon, Mr. MacGonagle, Mr. Quigley and Ms. Foley.

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

Correspondence

Inwards

- DES circular 52/2013

Capital Development

Mr. O' Shea reported that there was no update on capital development since the last Board meeting and that a meeting with the NDFA regarding the preliminary design of the new school was awaited.

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 2013 to 5 November 2013.

The impact on families of the costs associated with Transition Year was discussed.

1st year enrolment, September 2014

In accordance with its Admission Policy, the Board decided on the allocation of the 120 places for 1st year, September 2014.

Junior and Leaving Certificate results, 2013

The Board, having been supplied with the analysis of results on a subject by subject basis, expressed great satisfaction with this year's Junior and Leaving Certificate results and congratulated all concerned with this success.

School Plan

The Board formally ratified a new policy on Anti-Bullying. It set 6 January 2014 as the implementation date for the new policy so as to allow time for further consultation with staff and for the informing of students and their families.

The Board formally reviewed its Child Protection Policy.

Principal's Report

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

- The commencement of preliminary investigations into the feasibility of offering a ski tour to students in the 2014/2015 school year – approved by the Board
- Proposed chapter headings for the 150th anniversary book
- The ongoing work of the Parents' and Students' Councils
- The continuing ASTI industrial action
- The Stress Management Day for 6th year students on 15 November

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 Thursday, 5 December 2013 at 4.30 p.m.

Agreed Report of Board of Management meeting

Monday, 21 October 2013

Attendance

Ms. Huelswitt, Mr. Cummins, Mr. Clancy, Sr. Helen (chairperson), Ms. Shannon. Mr. Mac Gonagle, Mr. Quigley and Ms. Foley.

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

Introductions and welcome

Sr. Helen formally welcomed all members to this first meeting of the new Board of Management, especially new members – Mr. Cummins, Mr. Clancy and Mr. Quigley. She

expressed the hope that all decisions would be taken in a collective spirit for the overall good of the school.

Initial briefing:

Mr. O' Shea presented an initial briefing for the new Board covering the following areas:

- a. The role and responsibilities of the Board of Management
- b. Details of training to be provided by JMB and the Loreto Education Centre
- c. Summary of school issues

Minutes

The minutes of the last meeting (4 September 2013) were adopted following the proposal of Ms. Shannon, seconded by Mr. Mac Gonagle.

Capital Development

Mr. O' Shea presented members with the details of PPP Bundle 5 as set out in September's meeting in Tullamore. In addition, he presented the schedule of overall accommodation for the new school that was agreed following a meeting in the school on 25 September 2013 between the NDFA, DES and school representatives.

The Board welcomed all of these developments and looked forward to further discussions with NDFA/DES in the coming weeks as the preliminary design is being prepared.

Consideration of MLL Report

The meeting discussed its reaction to the contents of the recently-published MLL report. It was considered to be an excellent report that affirmed so much good practice in the school and pointed the way towards meaningful future development.

It was agreed that Sr. Helen and Mr. O' Shea would finalise the Board's formal response to the report.

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 2013 to 15 October 2013.

The Board formally approved the auditor's report for 2012/2013 following a submission made by the Finance Sub-Committee.

Annual Report from the Board of Management to parents

The Board considered and approved the contents of its annual report to parents on the operation and performance of the school in 2012/2013.

School Plan

The Board formally ratified the Information Technology Plan for 2013/2014.

Principal's Report

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

- ASTI industrial action since 2 October
- Parents' AGM 9 September
- School show in December – Pirates of Penzance – in co-operation with St. Peter's College
- Study skills seminars completed for 2/3/5 years
- Study talks for all parents completed
- Derek Madden (Health and Safety Manager) - 2 visits to the school since September
- Fire drill successfully completed on 7 October
- 1st year retreats held in Ballyvaloo in September
- The visit of six Spanish students to the school in September/October
- The very successful German exchange in September
- Ongoing wide range of sport in the school
- Forthcoming 1st year offers, September 2014

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 Thursday, 7 November 2013 at 4.30 p.m. in the school.

Report to parents/guardians from the Board of Management (BOM) on the operation and performance of Loreto Secondary School, Wexford from 1 September 2012 to 31 August 2013.

Introduction

This report has been prepared to comply with section 20 of the Education Act, 1998. It covers the period from 1 September 2012 to 31 August 2013. It was approved at a Board of Management meeting on 21 October 2013.

The next report will be issued in October 2014.

Total enrolment

715 students were enrolled in the school in 2012/2013.

Spiritual development

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

- Start-of-Year Mass, Graduation Mass for 6th year students, Graduation Prayer Service for 4th year students, Masses for Advent, November Remembrance Mass, Christmas Carol Service, weekly lunchtime mass for Lent, a retreat in Ballyvaloo for all 1st year classes and an overnight retreat in Glendalough for 6th year students.

The school's Religious Education department was greatly assisted by our chaplain, Fr. Jim Fegan (Adm., Wexford Parish) throughout the year.

Charity and Social Awareness

Students and staff raised €8,582 for the following charities:

Concern, St. Vincent de Paul, Crumlin Childrens' Hospital, The Hospice Movement, Barretstown, Loreto Secondary School, Rumbek, Southern Sudan, GOAL and the "Walk in my Shoes" mental health awareness programme.

Academic

Excellent results were achieved by the 112 students taking the Leaving Certificate. Very impressive results were also achieved by the school's 120 Junior Certificate students in 2013.

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 2013 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 an inspection of the teaching of Business Subjects in the school in November 2012. The findings were helpful and very positive. This inspection reports can be found on the DES website – www.education.ie

An incidental inspection took place on Wednesday, 13 March 2012 in the course of which the teaching and learning in 6 classes were observed by the inspector. Feedback was given on the day to the teachers involved and also to the Principal who, in turn, reported to the Board.

A Whole-School Evaluation – Management, Leadership and Learning (WSE-MLL) was conducted by three DES inspectors in May 2013. This process involved meetings with the Board of Management, Parents' Council, focus groups of teachers and students, Principal and Deputy Principal. Additionally, questionnaires were issued to the students in 2nd and 5th years as well as to their parents. Over the course of the inspection, teaching and learning were observed by the inspectors in 34 classes.

As I write, the written report on the inspection has just been issued to the school for its response. Initial reaction is that the report is very affirming of many excellent practices in the school and that it lays a good basis for ongoing self-evaluation and improvement. A more detailed school response will be issued shortly. It is expected that this report will be published on the DES website later this year 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 took place for the fourth year running in 2013. 10 Loreto students and 2 teachers spent a week in Villingen in May with the return leg in Wexford in September.

The school's French department initiated moves towards a similar type of exchange. Further developments are expected in 2013/2014.

Staffing

The school's total teacher allocation from the DES for 2012/2013 was 42.36.

Of the DES total of 43.42, 1.51 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.

The school was granted 2 full-time Special Needs Assistant positions for 2012/2013.

Three teachers were appointed to permanent positions in the school in summer 2013 – Ms. Foley, Mr. Brennan and Ms. Carroll.

The school records its appreciation of the many years of loyal service given by Ms. Oliver who retired during the year.

Two part-time teachers left the staff in summer 2013 – Ms. Hearn and Ms. Schous. Both are thanked for making such a fine contribution to the school in 2012/2013.

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 Microsoft Office Specialist (MOS) information technology qualification.

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

Capital Development

The BOM funded the provision of a new disability toilet in the Teach Mhuire building as well as an extension to the canteen facility in the lunchroom.

The internal re-painting of classrooms and offices continued.

A major step towards the building of a new school took place in May when it was announced that Loreto, Wexford was included in the latest bundle of schools to be built under the Public Private Partnership (PPP) Model. The six schools in this bundle are due to be completed by December 2016.

Extra-curricular and co-curricular activities

The BOM expresses its gratitude to the teaching staff for organizing the following activities for students in 2012/2013:

- debating
- hockey
- basketball
- badminton
- camogie – winners of Leinster Minor "B" Championship
- tennis
- yoga
- rounders
- athletics
- football – the senior footballers were crowned Leinster "A" champions
- self-defence
- tag rugby
- educational tour to Munich
- school talent show
- 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 – achieved the award of a second Green Flag in May 2013

Transition Year

120 students took Transition Year in 2012/2013.

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

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 2013.

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

Date: 22 October 2012

Signed: Billy O' Shea
Principal

Date: 22 October 2012

The full child protection policy can be viewed in the school plan at 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. Foley and Ms. Schous, were available to assist in any possible way.

A dedicated Student Care Co-ordination Team continued to be very active in 2012/2013. Comprising the Principal, Deputy Principal, Chaplain, Counsellors, Learning Support Teachers and Class Teachers where required, this team met every Wednesday 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 1st year parents on internet safety
- » Stress management workshops for students in 3rd and 6th years

The school was very upset by the sudden death due to illness of 4th year student, Aoife Daly, in December 2012. The Student Care Co-ordination Team did all in its power at the time and thereafter to support Aoife's family, friends, colleagues and teachers. Aoife remains very much in the heart and mind of all in Loreto.

Student Empowerment

Niamh Cullen and Jennifer Ryan were the Head Girl and Deputy Head Girl respectively in 2012/2013. 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, was active through the year and featured in a T.V. documentary called "Bullyproof" in Autumn 2012.

12 Meitheal leaders in 5th year were appointed and trained and were tasked with the responsibility to assist the 120 1st 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 full duration of the MLL inspection not a single incident of student misbehavior was noted by the inspectors.

It was only necessary to impose one term of suspension in 2012/2013.

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 1st year students, September 2013
- Subject choices for 2nd and 5th years
- Central Applications Office (CAO)
- Coping with Leaving Cert.
- Stress management
- 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. P. Kinsella 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.

The following have been the main developments in school planning throughout 2012/2013:

- The ongoing review of subject development plans in all departments.
- The leadership offered by the school’s Education Officer, Ms. L. Kelly.
- 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:

2012/2013	1. School self-evaluation and 3 year improvement plan
	2. Literacy and numeracy
	3. In-school management
	4. Cyber-bullying
	5. Child Protection
	6. Administration of medication
	7. Curriculum – Junior Certificate reform
	8. Well-being in 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.

Presentations were made to staff on the following topics through the year:

- School self-evaluation
- Stress management
- e-books

Board of Management

The BOM held eight formal meetings in 2012/2013. 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 2013 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 2013 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 €42,301 in 2012/2013.

An Administration Charge of €60 per student was introduced in 2012/2013. This covered the cost of all photocopying, consumable materials, printing, postage, student diary, locker and 24 hour personal accident insurance. It yielded an income of €41, 868.

There was a deficit on the Income and Expenditure Account of €25,312 compared to a deficit in 2011/2012 of €32,105.

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 2012/2013 and for its generous sponsorship of Transition Year mini-companies.

In addition, the school appreciates the generosity of local clubs and organizations in sharing their facilities with our staff and students.

Billy Secretary to O' Board of Management.
21 October 2013

Agreed Report of Board of Management meeting

Wednesday, 4 September 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.

Minutes

The minutes of the last meeting (22 May 2013) were adopted following the proposal of Ms. Foley, seconded by Ms. Gahan.

Capital Development

Mr. O' Shea informed the Board that the meeting of PPP Bundle 5 schools would take place in the DES offices in Tullamore on 12 September 2013. It was agreed that Sr. Helen and Mr. O' Shea would attend.

The Board viewed the Schedule of Accommodation for the new school building that had just been received from the DES.

The Board was informed by Mr. O' Shea that a second disability access toilet had been provided over the summer and that the canteen space had been extended. Additionally, he advised that certain rooms and corridors had been re-painted, as well as the wall at the front of the school and the car-park markings.

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 31 August 2013.

The Board formally approved the school budget for 2013/2014 following a submission made by the Finance Sub-Committee.

It was noted that the auditors would visit the school on 17 and 18 September 2013 to carry out their year-end examination of accounts.

School Plan

The Board agreed on the main aspects of whole-school planning for the year ahead, as follows:

1. School self-evaluation and improvement plan - implementation
2. Literacy and numeracy - implementation
3. In-school management
4. Admission Policy
5. Anti-bullying Policy
6. Curriculum – Junior Certificate reform
7. Consideration of WSE-MLL Report

Staffing

The Board ratified a number of teaching appointments. Revised In-School Management structures for the year were agreed by the Board.

Student Information

It was reported that total student enrolment for the year would be 723.

School insurance

The Board reviewed its insurance policy for the year.

Principal's Report

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

- Very impressive Leaving Certificate results – detailed analysis of which is ongoing
- Junior Certificate results due on 11 September
- Parents' Association AGM on 9 September
- Forthcoming Study Skills talks for students and parents
- The forthcoming school show, "The Pirates of Penzance", in co-operation with the staff and students of St. Pater's College
- The arrival of students and staff from Villingen on 15 September as part of the German exchange

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 Monday, 21 October 2013 at 4.30 p.m. in the school.