

The main functions of Loreto Parents' Council, Wexford are to

- » Represent all parents/guardians in the school community
- » Liaise with the school
- » Liaise with students through the Students' Council
- » Meet once a month
- » AGM annually
- » Appeal for funds annually

Meeting held on Monday, 13 May 2013

PRESENT:

Ms. Mary Fox (Chair)	Ms. Barbara Foley (Vice Chair)
Ms. Patricia Hackett (Secretary)	Ms. Kathy Kane
Ms. Jackie Owen	Mr. Eamon Mullins
Ms. Eilish Culleton	Mr. Theresa C. Doyle
Ms. Joanne Beaver	Ms. Madelene Cleary
Ms. Elizabeth Doyle	Ms. Lucy Carthy (Treasurer)
Mr. John Crean	Ms. Mai Fanning Ironside

APOLOGIES:

Ms Sheila Kissane	Ms. Martina Gately
Ms. Nicola Carthy	

Item	Correspondence	Comments & Actions agreed
1.	Minutes of previous meetings – 08.04.2013 and 22.04.2013	The minutes of both these meetings were adopted, subject to an amendment to minutes of 22 nd April 2013 to include <i>In Attendance: Ms. Eilish Culleton</i> and minutes of 8 th April 2013 to <i>delete Ms. Bernadette Cullen from apologies (Bernadette attended the meeting)</i>
2.	National Parents Council Affiliation Fee - €1 per Student	Since the last meeting Mr. Billy O'Shea, Principal decided to pay this fee in full for the remainder of this school year. The fee is due again in September. To discuss further in September. A suggestion to add this €1 fee to the €60 admin fee, already in place for students, at the beginning of the new school year was noted.
3.	Feedback re MLL Inspection	Ms. Mary Fox, Ms. Barbara Foley and Ms. Patricia Hackett were interviewed by two of the Inspectors undertaking the MLL Inspection of the school. This meeting went well and a lot of the questions put to the Parents Council representatives were those included on the questionnaire circulated to the parents and students of second year and fifth year classes. Barbara Foley and Patricia Hackett, as parents' representatives on the Board of Management, gave a presentation along with the other Board of Management members to the Inspectors at another meeting. Barbara presented on the areas for school improvement and development identified by the Board and Patricia presented on the quality of partnership within the school community. The Inspectors will feedback to the Board of Management at a

		meeting scheduled for Thursday 16 th May.
4.	Volunteers for giving snacks/drinks on the 1 st day of State Examinations on 5 th June 2013	Joanne Beaver, Mary Fox and Mai Fanning Ironside volunteered to undertake this task. Mary will get snacks and Jackie to get drinks.
5.	Volunteers for book sale on 22 nd June 2013	<p>The second hand school book sale will be held on Saturday 22nd June 2013 at the school. It will be open to everyone at 11.00 a.m. Volunteers should arrive between 10.00 a.m. and 10.30 a.m. to set up. The following volunteered to attend:</p> <p>Mary Fox, Barbara Foley, Kathy Kane, Mai Fanning Ironside, Jackie Owen and Bernadette Cullen.</p> <p>A text will be sent in advance of the book sale to remind Parents Council members.</p> <p>Mary to ask Mr. O'Shea to send a school text to remind parents.</p>
6.	PC Constitution	Proposal to change constitution in relation to duration of Officer Post holders from 3 years to 4 years on the PC. This proposed change was discussed at length. It was agreed to leave the 3 year period for Officer posts in place. No change to the Constitution will be made.
7.	AGM Meeting – 23.09.2013	Barbara Foley informed the meeting that she has been successful in engaging Ms. Ann Lacey (FDYS) as the guest speaker for the Parents Council AGM in Sept and she will talk about drugs, alcohol addiction and sexual relationships.
8.	Any Other Business	<p>A speaker for next year was discussed briefly. A suggestion was Mr. Billy Walsh, Irish Boxing Coach. Fergus Heffernan – for 6th years was discussed.</p> <p>Barbara Foley gave an update on the ongoing work of the Policy Committee (Friday group). In relation to the improvement plan the Friday group will look at how the plan can be monitored.</p> <p>An issue was raised by a parent in relation to the number of free classes each week in the school. This parent estimated that there is an average of 1 day per week gone to free classes. It was suggested that the teachers would consider leaving work for students where they cannot attend for their classes. This issue is to be raised with Mr. Billy O'Shea School Principal.</p> <p>It was noted that parents who have volunteers to assist at student outings and that have been vetted etc are not all being asked to assist. It was suggested that perhaps this could be pursued with a view to teachers remaining in the school and parents, as far as possible, taking over this role. This will be discussed with Mr. Billy O'Shea, via Mary</p>

		<p>Fox/Barbara Foley.</p> <p>Mary Fox was contacted in relation to the provision of a service to split school books in two and bind them. The purpose of this is to reduce the weight of school books for students. A sub-group will meet with the service provider to discuss further.</p>
10.	Treasurers Report	<p>Balance at 27th March 2013 - €2,993.68</p> <p><i>This concluded the business of the meeting</i></p>

Meeting held on Monday, 22 April 2013

Attendees	Apologies
Billy O' Shea	Madeleine Cleary
Mary Fox	Kathy Kane
Barbara Foley	Jackie Owen
Patricia Hackett	Joanne Beaver
Bernadette Cullen	
Theresa C. Doyle	
Patricia Nolan	
Martina Gately	
Lucy Carthy	
Elizabeth Doyle	
Sheila Kissane	
John Crean	

<p>Tour of School (Mr Billy O' Shea, Principal)</p>	<p>PC members were taken on a tour of the school prior to the meeting. It was noted that the school was maintained as well as it possibly could be but some areas were in very poor condition due to the age of the building.</p>
<p>Principal's Address to PC re forthcoming WSE- MLL (Mr Billy O' Shea)</p>	<p>This meeting was called to inform the Parents Council that Loreto, Wexford has been notified that a Whole School Evaluation- Management , Leadership and Learning inspection will be carried out over the next two weeks.</p> <p>Inspectors will meet the school staff, conduct a survey of 2nd and 5th Year students and their parents.</p> <p>Two inspectors will visit the school on May 1st to meet with three Representatives of the Parents Council at 3.30pm and the Board of Management @ 4.30pm.</p> <p>Three Inspectors will visit the school on 7th ,8th and 9th May to meet with Principal, Deputy, teachers, students and select classes to assess during these days.</p> <p>Draft findings will be presented to the BOM during week commencing 13th May. Following this a final report will issue.</p> <p>This concluded the business of the meeting.</p>

Meeting held on Monday, 8 April 2013

PRESENT:

Ms. Mary Fox (Chair)
Ms. Barbara Foley (Vice Chair)
Ms. Jackie Owen
Ms. Elizabeth Doyle
Ms. Sheila O Keeffe
Ms. Kathy Kane
Ms. Mai Fanning Ironside
Ms. Joanne Beaver

Ms. Patricia Hackett (Secretary)
Ms. Lucy Carthy (Treasurer)
Ms. Patricia Nolan
Ms. Patricia Kinsella
Ms. Bernadette Cullen
Ms. Eilish Culleton
Ms. Theresa C. Doyle

APOLOGIES:

Mr. Billy O'Shea (Principal)
Ms. Madeleine Cleary

Ms. Bernadette Cullen
Ms. Nicola Carty

Item		Comments & Actions agreed
1.	Tour of School	Deferred to next meeting.
2.	Minutes of previous meeting – 18 th February 2013	The minutes of the previous meeting were discussed and agreed. In relation to the affiliation fee for National Parents Council it was agreed to discuss in September 2013.
3.	Correspondence	<ul style="list-style-type: none">• Letter re funding for 6th Year awards noted and approved-€150• Letter from Mary Griffin noted re sponsoring sports achievement• Letter noted from Niamh Crosbie (Team Captain)

		<p>thanking PC for sponsorship for Senior football team</p> <ul style="list-style-type: none"> • Thank you from teachers re contribution to Literacy Awareness week • Letter noted from Green Schools Committee requesting funds for purchase of bins, further information sought • Thank you for donation of €100 for Students' Councils' Loreto's Got Talent Show
4.	Feedback from TY Mock Interviews Night – 20 th March 2013	Positive feedback re Mock Interviews from students and interviewers. Very good turn out on night.
5.	Speaker for Parents Council AGM	AGM will be held on 23 rd September 2013. Ms Ann Lacey, FDYS, suggested as speaker for AGM
6.	Exam Snacks & Book Sale	<p>Volunteers from PC are required to give out snacks at the school on the first day of state examinations @ 8.30am on 5th June 2013. Three volunteers at least are required. Mai Fanning agreed to do it. Two more volunteers are required.</p> <p>Volunteers from PC are required to facilitate secondhand book sale at the school on Sat 22nd June.</p>
7.	Treasurer's Report	The balance in the Parents Council account is €2,993.68.
8.	Any Other Business	Arrange talk by Fergus Heffernan for 6 th years. To be discussed in September 2013.
9.	Date of Next Meeting	The next meeting will be held on Monday 13 th May 2013@ 7.30pm.

This concluded the business of the meeting.

Meeting held on Monday, 18 February 2013

PRESENT:

Ms. Barbara Foley (Acting Chair)	Ms. Patricia Hackett (Secretary)
Ms. Joanne Beaver	Ms. Patricia Nolan
Ms. Eilish Culleton	Ms. Martina Gately
Mr. Billy O'Shea (Principal)	Ms. Mai Fanning Ironside
Ms. Bernadette Cullen	Ms. Patricia Kinsella (Teacher's Rep)
Ms. Elizabeth Doyle	Ms. Sheila Kissane
Mr. John Crean	

APOLOGIES:

Ms. Jackie Owen	Ms. Teresa Doyle
Ms. Nicola Carthy	Ms. Mary Fox
Ms. Madelene Cleary	Ms. Lucy Carthy

Item	Correspondence	Comments & Actions agreed
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1.	Minutes of previous meeting – 14.01.2013	<p>The minutes of the 14th January were discussed and agreed, subject to further clarification on item No. 2 <i>"In relation to the affiliation fee for National Parents Council it was agreed to check if other schools have committed to this"</i></p> <p>Ms. Barbara Foley had no recollection of a discussion around this issue.</p> <p>Ms. Elizabeth Doyle, in her recollection, thought it wasn't agreed but suggested to check if other schools have committed to this. Deferred for further clarification/ follow up and decision at the next meeting.</p>
2.	E-Books Sub-Committee Update (Joanne Beaver/Mai Fanning Ironside)	<p>Parents of 1st to 3rd year students were surveyed about the introduction to</p> <p>E-Books. 170 responses were received, which was deemed a very good response. The responses included some concerns around cost and safety. Feedback from the survey to be collated by the sub-group and fed back to the Parents Council.</p>
3.	Suggestions from 1 st year parents social night	<p>Suggestions from the 1st year parent's social night were discussed with Mary Fox (Chair), Barbara Foley (Vice Chair), and Billy O'Shea (Principal). In relation to healthy eating and the contents of the vending machine, it was noted that teachers are also concerned about this. Mary and Barbara to engage further with the student's council and teachers in relation to this issue.</p> <p>Study skills for parents to support students – session for parents to be arranged.</p>
4.	Speaker for Parents Council night in February	<p>St. Peter's College invited the Chair and Secretary of the Loreto Parents Council to their Awareness Evening for Parents on 31st January 2013. It wasn't possible to invite all parents from Loreto due to capacity constraints. Therefore, for Loreto PC talk for parents, Mary had to revert to the original plan to invite Dr. Fergus Heffernan, Psychologist who is available. His presentation title will be "Understanding the Emotional Wellbeing of Teenagers by understanding the Family". It will be held on Tuesday 26th February 2013 at 7.30 p.m. in the Loreto School. Patricia Hackett circulated a draft flyer to the meeting. The flyer will be made available to students in the school by Mr. Billy O'Shea, it will be placed on the website and followed up with a text to all parents by the school.</p> <p>Suggestion to invite Chairs/Secretaries/2 Reps from other Parents' Councils in Wexford town was discussed. It was agreed to invite the Chairman and Secretary of St. Peter's Parents Council, out of courtesy following their invitation to us.</p>
5.	Career / Interviews Night	<p>Ms. B. McDonald (Teacher) attended this part of the meeting as TY Co-Ordinator. Mock interviews are to be arranged for TY Students as this fits in with their programme of work</p>

		<p>experience during this year. Ms. McDonald asked for assistance in organising the mock interviews, particularly around recruiting people to interview the students. Parents Council agreed to help with same. The requirement is 14 teams of 2 person panels to undertake the mock interviews. 28 interviewers are required. Ms. McDonald will make the evening compulsory for TY Students to attend. Interviews will take approximately 10 to 15 minutes per student. Students will arrive with a CV and a cover letter.</p> <p>Ms. McDonald will supply all interviewers with an information pack to include suggested questions for the interviews.</p> <p>The interview night is to be held on 20th March 2013 from 6 p.m. to 8 p.m. The following PC members in attendance volunteered to interview on the night</p> <p>Mr. John Crean</p> <p>Ms. Sheila Kissane</p> <p>Ms. Patricia Hackett, plus 1</p> <p>Ms. Barbara Foley, plus 1</p> <p>Ms. Martina Gately, plus 1</p> <p>Ms. Liz Doyle, plus 1</p> <p>Mr. Michael Corcoran</p> <p>Patricia Hackett to email all PC members for their assistance in recruiting interviewers. Ms. B. McDonald to liaise with Patricia. Nominations can be emailed to Patricia, or given directly to Ms. McDonald.</p>
6.	Treasurer's Report (Jackie)	<p>In the absence of the Treasurer a report was unavailable. To check if Glenda has been paid for Christmas Lunch.</p> <p>It was noted that the funding requests approved for the football team at €500 and the Learning Support Department for Literacy Awareness Week €100 are required as soon as possible as this week is the Literacy Awareness week and the football team will be travelling next week.</p>
7.	Feedback from Policy Committee (Barbara Foley)	<p>Barbara circulated a letter from Ms. Lorraine Kelly (Teacher) outlining the points discussed at the planning meeting on 1st February re the Literacy and Numeracy Policy feedback to the Parents Council addressing concerns raised in relation to same. In the letter Ms. Kelly thanked the Parents Council for their valuable contributions and feedback and Barbara for liaising between the two groups.</p>
8.	Principals Address (Mr. Billy O'Shea)	<p>- The new school project is progressing well. It has been confirmed that the new school is now securely on the</p>

		<p>capital project list for 2015.</p> <ul style="list-style-type: none"> - A document with Draft proposals for the new Junior Certificate – beginning September 2014 was circulated to the meeting. Billy outlined proposed changes to the meeting and asked the Parents Council to review the proposals and invited feedback, either directly to himself or via Patricia, PC Secretary. - Views on mock examinations for State Exams have been invited from the Parents Council by Mr B O Shea, Principal. Billy outlined some issues experienced in the school throughout the mock examinations. There is a huge impact on the rest of the school with disruption to breaks, room allocation and also disruption to teaching; however it was noted that students find the mocks beneficial in terms of a trial run for the leaving cert and the timing involved in exams. Some parents present also recognised the benefits of the mocks. Feedback from Parents Council awaited. - Billy again encouraged Parents Council members to visit the DES Website to keep abreast of developments in view of the amount of information coming through on this. Some examples include: <ul style="list-style-type: none"> o New guidelines on school book rental scheme o New guidelines on mental health o School self evaluation
9.	Date of tour of school by Parents Council	The tour of the school for Parents Council will be held 15 minutes before the start of the next meeting. All committee members should assemble in the foyer at 7.15 p.m. on the evening of the next meeting.
10.	Draft calendar for Parents Council	Draft calendar for Parents Council was circulated. Some additions were made to the draft supplied by Mary Fox. Patricia Hackett to update and circulate to all PC members and any further amendments to be fed back to Patricia.
11.	Any Other Business	<p><u>Text / Book Rental Scheme</u></p> <p>To be examined by Joanne Beaver/Mai Fanning Ironside.</p>
12.	Date of Next Meeting	<p>Monday 8th April 2013 at 7.30 p.m.</p> <p><i>All Parents Council members to assemble at <u>7.15 p.m.</u> for tour of school.</i></p>

This concluded the business of the meeting.

Meeting held on Monday, 14 January 2013

PRESENT:

Ms. Mary Fox (Chair)	Ms. Patricia Hackett (Secretary)
Ms. Barbara Foley (Vice Chair)	Ms. Lucy Carthy (Treasurer)
Ms. Elizabeth Doyle	Ms. Patricia Nolan
Ms. Martina Gately	Ms. Kathy Kane
Ms. Joanne Beaver	Ms. Bernadette Cullen
Ms Theresa C. Doyle	Ms. Eilish Culleton
Ms. Jackie Loughman	Mr. Eamon Mullins
Ms. Mai Fanning Ironside	

APOLOGIES:

Mr. Billy O'Shea (Principal)	Ms. Sheila Kissane
Ms. Madeleine Cleary	Mr. John Crean
Ms. Patricia Kinsella (Teachers' Rep)	

Item	Correspondence	Comments & Actions agreed
1.	Condolences to the Daly Family	Sincere sympathy was expressed to the Daly family on the sudden death of Aoife RIP (TY Student) on Christmas Eve. A card will be sent on behalf of the Parents' Council to the Daly family. The Parents Council thanked Mr. Billy O'Shea (Principal) and the staff of the school for their support of the transition year students following this tragedy. The students were invited to a special service at the school the day before the funeral. This provided an opportunity for the students to gather together with their teachers in support of one another. The parents of TY students were very grateful for this opportunity which allowed them to unite in grief and felt this support was very beneficial for the students in advance of the funeral. Since their return to school following the Christmas holidays the support has been ongoing for these students.
2.	Minutes of previous meeting – 05.11.2012	The minutes of the previous meeting were discussed and agreed. In relation to the affiliation fee for National Parents' Council it was agreed to check if other schools have committed to this.
3.	E-Books (Joanne Beaver/Mai Fanning Ironside)	A brain storming session was held with the teachers/ Parents' Council Reps re E-books. This group will check cost, availability of books and conduct a survey of parents. A draft of the survey was circulated to the Parents' Council meeting. This survey is to be rolled out next week. It was noted that problems have been encountered in a school that introduced the E-books last year for 1 st years. In this particular school E Books were introduced in September of last year. However, a decision has been made not to proceed with it for this September's incoming 1 st years. One of the problems associated with the e-book is that it cannot open 2 books at one time. Results of the survey will be collated and fed back to the Parents' Council meeting.
4.	Feedback from Cheese & Wine night	The Cheese & Wine night for 1 st year parents was a success with approximately 55 parents in attendance. Positive

	and Christmas Lunch	<p>feedback was received. A suggestion box was made available on the night. These suggestions were discussed briefly by the Parents' Council committee and are for further discussion with Mr. Billy O'Shea (Principal).</p> <p>Suggestions included:</p> <ul style="list-style-type: none"> · Healthy food needed in vending machines · Study skills for parents to support students
5.	Speaker for Parents' Council night in February	<p>Since the previous meeting an alternative to hosting a Loreto Parents' Council talk has been pursued. St. Peter's College Parents' Council have arranged an awareness Evening on 31st January. They have sourced speakers and the talk will be about Cyber Bullying. Mary Fox, on behalf of the Loreto Parents Council, asked if Loreto could join with St. Peter's for this Awareness Evening and share the cost. St. Peter's Parents' Council meeting is scheduled for tonight and this proposal will be discussed at it. Outcome is awaited.</p>
6.	Career / Interviews Night	<p>Ms. B. McDonald (Teacher) organises this annually. A discussion ensued around whether mock interviews or a careers night would be more beneficial. It was suggested that a careers night for TYs / 5th years and mock interviews for 6th years. Mary / Barbara to discuss further with Mr. Billy O'Shea.</p>
7.	Treasurer's Report(Jackie)	<p>The balance in the Parents Council account is €4,568. Payment to Glenda for provision of the Christmas Lunch remains outstanding.</p>
8.	Any Other Business	<p><u>Fundraising Suggestions:</u></p> <ol style="list-style-type: none"> 1. A bring/buy sale of unwanted gifts 2. Coffee Morning 3. Incentivised €10 contribution with prizes <p><u>Requests for Funding:</u></p> <ol style="list-style-type: none"> 1. €1,500 for kit for Under 16 footballers (All Ireland) request for contribution (Mr. Brennan, Teacher) 2. Subsidy for buses for sports 3. €80 – Learning Support Department for Literacy Awareness Week 4. Purchase novels for classes 5. Musical Equipment

		<p>6. Basketball kit</p> <p>7. Toasters/ George Foreman.</p> <p>These requests were discussed by the Committee and the following was agreed:</p> <p>€500 – Football team</p> <p>€300 – Musical Equipment</p> <p>€100 – Learning Support Department</p> <p>€500 – Basketball (to clarify further)</p> <p>€210 – Toasters/George Foreman.</p>
9.	Date of Next Meeting	The next meeting will be held on 18 th February 2013

This concluded the business of the meeting.

Meeting held on Monday, 5 November 2012

PRESENT:	Ms. Mary Fox (Chair)	Ms. Barbara Foley
	Mr. Billy O'Shea (Principal)	Ms. Sheila Cassin
	Ms. Patricia Hackett (Minutes)	Ms. Lucy Carthy
	Ms. Elizabeth Doyle	Ms. Theresa C Doyle
	Ms. Eilis Culleton	Ms. Patricia Nolan
	Ms Jackie Owen	
APOLOGIES:	Ms. B. Cullen	Mr. Eamon Mullins
	Ms. Kathy Kane	Ms. Nicola Carty
	Ms. Martina Gately	M. Fanning - Ironside

Item	Correspondence	Comments & Actions agreed
1.	Welcome	<p>Mary Fox welcomed everyone to the first committee meeting post AGM and in particular the new members. It was noted that there are now 19 members on the Parents' Council and there is a waiting list for new members. It was agreed to introduce a roll book for recording attendances/ absences at meetings. If a member misses 4 consecutive meetings they will be automatically replaced on the committee by a parent on the waiting list except in exceptional circumstances.</p> <p>On behalf of the Parent's Council Mary expressed sincere sympathy to Madeleine Cleary and the Cleary family on their recent bereavement.</p>
2.	Minutes of previous meeting – 17.09.2012	Minutes were agreed with one amendment: <i>To include Ms. Patricia Nolan as present at that meeting.</i>

3.

Principal's Address

1. Principal's Report to the Parents' Council

Principal's report to Parents' Council circulated to all present.

2. Cleary Family

Mr. Billy O'Shea expressed sincere sympathy to the Cleary family.

3. DES circulars 25, 27, 32/2012 – www.education.ie

Mr. O'Shea encouraged Parents' Council members to go to the website and to familiarise themselves with these circulars. All circulars are put on the website for access. Hardcopies are not sent to schools anymore.

Circular 27 – Maths and Project Maths.

Circular 32 – Advising of MMR catch up campaigns.

Billy will refer to any circulars at future meetings to alert the Parents' Council to them.

4. Building Update

Contract for land transfer has been forwarded to DES in Tullamore.

5. Study Skills

Positive feedback from 5th and 6th Years. 3rd year seminar tomorrow.

Although there is a fee of €10, money will not pose an issue for any student as the school will top it up.

6. SSE Report

- » This was the Schools Self-Evaluation survey of 6th year students who completed the Leaving Certificate Examination in June 2012.
- » There was a 50% response rate to the survey, which was very good.
- » Parents were surveyed in April/May 2012, the students were surveyed in September 2012 and it is planned to survey staff in the near future.
- » Following the final survey of staff, an Improvement Plan will be drafted based on the findings from all three surveys.
- » The result of the past student survey will be available on the website under the school plan section.

7. Subject Inspection- Business subjects

- » This two day inspection covers all business subjects, i.e. Business Studies, Accounting, Economics, etc and will also include an inspection of mini-companies in 4th year.
- » Oral feedback will be given following the 2 day inspection.
- » Following this a draft report will be circulated to the school after which a final report will issue, taking into account any feedback from the draft report. The final report is then put up on the website.
- » Timeframe from inspection to final report takes approximately 7 months.

8. Forthcoming dates for Parent's talks

- » Monday 19th November – 1st year parents, Internet Safety.
- » All first year parents were sent a written invitation to attend this which will be followed up with a text reminder. The evening is divided into 2 parts. The first part is to talk about how the new 1st years are settling in and 2nd part will be the presentation on internet safety by Mr. John Collins.
- » Monday 26th November – 6th year parents. 6th year parents will be written to this week to invite them to attend this evening.

9. Recent CAO talk for parents

- » Thursday 25th October. 38 parents attended this talk this year which is much lower than previous years. It was noted however, that there was a parent/teacher meeting in St. Peter's College on the same evening which may have impacted on the numbers in attendance.

10. Stress Management Day for 6th Year Students – Thursday 29th November

- » This will be school based and assisted by Paeder Maxwell. This is a full day and there will be no classes scheduled. The day will be facilitated by Peadar Maxwell together with some internal input.

11. National Parent's Council Annual Affiliation

- » €715 due (One euro per student). Agreed that Parents' Council and the school would share the cost of this.

12. List of Members for Parents' Council for Website

» List to be provided at the next meeting.

Mr. Billy O'Shea congratulated Dr. Sheila Kissane on her presentation on Mental Health at the Parents' Council AGM. Sheila agreed to submit the presentation for the Parents' Council section on the school website.

4.	Feedback from Athlone National Parents' Council	<p>Mary Fox attended and found it very beneficial. Mary gave a brief report in relation to the topics covered at the conference and encouraged other members to consider going next year when it will be held in Kilkenny.</p> <p>The following were the speakers at the National Conference and their topics:</p> <ul style="list-style-type: none"> - Anne Looney, CEO, National Council for Curriculum and Assessment – Junior Cycle Developments: Beyond 2014. - Brigid Teevan – Relationships and Sexuality Education (RSE) A Parent's Perspective. - Monica Monahan, M.Ed. Aggression Studies, TCD. Bullying Behaviour in the school setting. - Ashling Flynn, Mental Health and Training Officer. Supporting LGBT Young People.
5.	Feedback from Policy Committee Meetings(Barbara Foley)	<p>The policy committee meetings are held on Fridays at lunchtime. There is a new medical policy in place now. Barbara referred back to the circulars mentioned by Billy in his report. It was noted that these policy committee meetings will now include the implications of the new Junior Cert Cycle.</p>
6.	1 st Year Parent's Social Night	<p>This is to facilitate 1st year parents to meet Parents' Council members and other parent's of 1st year students. It is proposed to hold it on Monday 3rd December 2012 in the school. Barbara advised that Pettit's will supply wine glasses free, provide the wine at a very reasonable cost on a 'Use or Return' basis. The proposal is to have a cheese and wine reception. Mary will give a talk on behalf of the Parents' Council at the beginning of the evening. Patricia Hackett to draft a flyer for same. Barbara asked for volunteers for the evening. Billy O'Shea will be meeting with the 1st year parents on the 19th November and will mention the social night and circulate the flyers at this meeting.</p>
7.	Volunteer for the new E Books Committee from Parents' Council	<p>It was noted in her absence that Kathy Kane has an interest in the introduction of e-books. There is a group of teachers currently researching this and a representative from the Parents' Council is proposed. However, it was noted that due to work commitments Kathy may not be available to attend meetings at the school. Patricia Kinsella will liaise with Mary Fox in relation to dates for meetings. If Kathy is unavailable to attend another rep from the Parents' Council will be sought.</p>

8.	Plan for Health Promotion Night	A Health Promotion night for parents is proposed for the end of January 2013 / Early February. Sheila to source a speaker on the topic of self harm/suicide. A second speaker to be sourced. Various topics were discussed including sexuality, adolescence and peer pressure, challenging role of parenting teenagers. Speakers suggested were Ann Lacey, Fran O'Grady. Update to be provided at the next meeting.
10.	Treasurer's Report (Jackie)	Balance is €4737.33
11.	Any Other Business	Barbara and Mary met with Ms. Fran Ronan, Sports Officer, Wexford County Council. A proposal from this meeting to provide dance mats to the school for students to exercise was discussed. They are provided free for a timeframe of five weeks. The school would have to ensure the mats are insured. The mats would be used during PE classes. Billy will talk to Ms. Kinsella, PE teacher about progressing this and revert.

This concluded the business of the meeting.

AGM – 8 OCTOBER 2012

ATTENDANCES: 70 parents/guardians

APOLOGIES: Bernie Cullen, Nicola Carthy, Eamon Mullins

	Item	Comments & Actions agreed
1.	Chairperson's address (Mary Fox)	<p>Mary welcomed the great turnout for this years AGM. Welcomed everyone and thanked everyone for the great turnout for this year's AGM.</p> <p>Some of the items covered by the Parent's Council over the last year included:</p> <ul style="list-style-type: none"> • Green Committee • Meitheal Leaders • Successful book sale • Contribution to St. Peter's/Loreto School Musical – Grease • School Christmas Lunch • Lorraine Kelly, Presentation (Survey) • Fundraising raffle • Sponsored sports prizes

		<ul style="list-style-type: none"> Social night for 1st years
2.	Minutes of last years AGM (Barbara Foley)	<p><i>Minutes of AGM 2011</i></p> <p>Barbara briefly outlined the minutes from 2011 AGM in which Ms. Michele Winters was thanked for her outstanding contribution as Chairperson of the Parents' Council.</p> <p>The minutes were formally adopted by Barbara Foley and seconded by Sheila Kissane.</p>
3.	Treasurer's Report 2011/2012 (Jackie Owen)	Closing balance €4862.74
4.	Principal's Report	<p><u>1. Rapid change</u></p> <p>Junior Cert. reform, September 2014 onwards, no current students affected</p> <p>Less emphasis on terminal exam</p> <p>Continuous assessment</p> <p>Fewer subjects</p> <p>Mini courses</p> <p>School certification</p> <p>School self-evaluation</p> <p>2 surveys to date</p> <p>Improvement Plan being prepared</p> <p>Literacy and Numeracy</p> <p>To be taught by all teachers</p> <p>Croke Park agreement</p> <p>167 days now sacrosanct</p> <p>All PTMs, staff meetings outside hours</p> <p>Not perfect – no value placed on all the additional voluntary work done by teachers</p> <p>Accountability and transparency</p> <p>2 State examinations – performance well above national averages</p>

		<p>"League tables" – read with care</p> <p>Levels of inspection – MLL, subjects, incidental, 2 in last year Music/SPHE</p> <p>Constant raising of the bar</p> <p>DES website</p> <p>School website</p> <p><u>2. Need for a committed Parents' Council</u></p> <p>To be informed and to inform yourselves</p> <p>To identify and organise events – book sale, guest speaker</p> <p>Feedback on school plan development</p> <p><u>3. School finances</u></p> <p>Introduction of Administration Charge €60, 97% support – diary, locker, 24 hour accident cover, photocopying, printing, postage, Art materials, will include Anseo card next year</p> <p>VC remains at €150 – any amount, any time, softly softly approach – to help school balance budget, State grants falling</p> <p>Reduction in TY costs, €200 to €90</p> <p>Financial support/understanding</p> <p>To conclude.....</p> <p>Wish you well for the year</p> <p>Any issue can be discussed but in the right forum, manner, time</p> <p>Full availability to help the crucial work of the Parents' Council</p>
5.	Role of Planning & Development meetings (Barbara Foley)	<p>The Planning & Development meetings take place every Friday at lunch time and are attended by Mr. B. O'Shea, Ms. Barbara Foley, Parent's Council Representative, Head Girl, Deputy Head Girl, Education Liasion Officer Ms. Lorraine Kelly.</p> <p>Report for last year (B. Foley):</p> <ul style="list-style-type: none"> • Inputted towards the parents' survey sent out on the school website. This was run past the parent's council and BOM first. • Organised the large photo frame on wall at entrance to School Hall showing photos and positions held by various persons in the school i.e. School Principal, Deputy, Secretary, Chaplain, BOM, Head, Deputy Head Girl, etc.

		<ul style="list-style-type: none"> • Arranged the sale of second hand books at end of school year i.e. end of June that was a great success. • Arranged the new link on the school web site for students. • Took on board the DES findings and recommendations on Numeracy and Literacy and incorporated this into the parent's survey and will also be incorporated into the student's and teachers survey to take place in 2012/2013 academic year. • Initiated the appointment of the new Education Liaison Officer, Ms. Lorraine Kelly
6.	Guest Speaker – Dr. Sheila Kissane, Principle Psychologist, HSE Mental Health (Member of Parents' Council)	Presentation by Sheila on Mental Health was well received . Copy of the presentation uploaded to Parents' Council section on website.
7.	Nomination and Election of Officers to Parents' Council	<p>Patricia Hackett, proposed for Secretary by Barbara Foley and seconded by Patricia Nolan.</p> <p>Lucy Carthy, proposed for Treasurer by Michele Winters and seconded by Jackie Owen.</p> <p>The following were proposed and seconded to the Parents' Council committee:</p> <p>Ms. Teresa Doyle, Ms. Martina Gately, Ms. Orla Gallagher, Ms. Joanne Beever.</p>

This concluded the business of the meeting.

Meeting held on Monday, 17 September 2012

Present :

Ms. Mary Fox (Chair)	Ms. Barbara Foley (Vice-Chair)
Mr. Billy O'Shea (Principal)	Ms. Patricia Kinsella (Teachers' Rep)
Ms. Jackie Owen (Treasurer)	Ms. Patricia Hackett (Minutes)
Mr. Eamon Mullins	Ms. Sheila Kissane
Ms. Kathy Kane	

Apologies :

Item	Correspondence	Comments & Actions agreed
1.	Letter from JMB re training from Parents' Council members	Dates and venues listed. Anyone interested in attending to contact Mary Fox. It was agreed to invite any new members that may join the

		Parents' Council following the AGM in October also.
2.	Feedback from book sale	Second hand school book sale went very well. It was agreed to repeat next year, at the same time.
3.	Principal's Report to Parents' Council	<p>1. <u>Welcome and hopes for the year</u></p> <p>Principal's report to Parents' Council circulated to all present. Billy welcomed the Parents' Council back and expressed good wishes for the new year ahead.</p> <p>2. <u>Teachers' Representative</u></p> <p>Patricia Kinsella was welcomed as the Teacher representative for Parents' Council for this year. Each Parents' Council meeting will be attended by either Billy or Patricia.</p> <p>3. <u>New School Building</u></p> <p>A significant development in relation to the new school building is the decision in favour of the Pembroke Hill site by the Department of Education & Skills (DES).</p> <p>DES have now instructed that the land at Pembroke Hill is to be legally transferred to the Loreto Trustees. This building project will now be on a list to be published by DES for 2015 / 2016.</p> <p>4. <u>Leaving & Junior Certificate Results</u></p> <p>110 students sat the leaving cert at Loreto and 120 students sat the junior certificate. The school will now examine the subject results with a Dept by Dept analysis, which will be compared to national averages. Update will be provided at the next Parents' Council meeting. In relation to grinds and the impact on subject results Billy advised that this will topic will be addressed via survey of students.</p> <p>5. <u>Study Skills Seminars</u></p> <p>There are two new Guidance Counsellors this year who will conduct an in-house study skills programme for 1st and 2nd years. 'Study Focus' has been engaged to facilitate a compulsory course for 3rd years, to be held on 11th October 2012 for a ½ day. The cost of this course is €14. If cost poses a problem for students it will be addressed by the school.</p> <p>'Student Enrichment Services' have been engaged to provide an optional 3 hour study skills seminar for 5th and 6th years on 8th Oct at a cost of €10.</p> <p>6. <u>Finances</u></p>

- *Annual Audit* – to be conducted.
- *Administration Charge* - €60 collected at the beginning of term was hugely successful with a 97% payment rate to date.
- *Voluntary Contribution €150 per family* – letter to be issued to all families this week in relation to same. It was noted that utilities incur a huge cost, e.g. electricity and waste. Feedback was invited.
- *On-line payments* – going well, with 120 families to date availing of same. School covering costs associated with on-line payment system.
- *24 hour Personal Accident Insurance* – now in place. This was a request by the Parents' Council last year. Parents' Council welcomed this and thanked Billy for facilitating it.

7. Miscellaneous

- *Assistance of nurse to advise re epilepsy medications requested.* There are currently 2 students who suffer from epilepsy in the school. Mary Fox and Patricia Nolan are both nurses on the Parents' Council. Mary agreed to talk to the volunteers on the staff in relation to administering the medication. Patricia Nolan agreed to provide additional information also.
- *Website* is updated regularly and parents are encouraged to access same in relation to letters and other useful links.
- *Enrolment* – there is an enrolment of 715 students at the school this year.
- *New staff – Ms. Catriona Foley and Ms. Georgina Hearn.* Ms. Foley came from the Loreto in Swords and is an experienced Guidance Counsellor. Ms. Hearn is a part-time Irish teacher, teaching 3rd, 5th and 6th years. Ms. Maura Fallon, Guidance Counsellor left Loreto Wexford this year to take up a post in St. Patrick's College, Drumcondra.
- *German exchange* - presently underway. There are 16 students from Germany in Wexford at present. There are 10 girls, 6 boys and 2 teachers. This is the return visit following a trip from Loreto Wexford to Germany in April last. It was noted that St. Peter's College Wexford will be invited to partake in this exchange programme next year as the school in Germany is co-ed.

Jackie, on behalf of the host families/students for the Germany exchange, asked if homework / tests could be curtailed during the exchange visit. It is proving a struggle for the host students to balance homework and test commitments during this period together with their commitment to the exchange students. It was noted that when the Loreto students go to Germany it is during Transition Year, but the return visit coincides with the return to school to 5th year in September which is proving difficult for the Loreto students. Both Billy and Patricia Kinsella undertook to have this reviewed by the school. In the meantime Patricia will mention it to the other staff tomorrow in

		<p>relation to the homework / tests.</p> <ul style="list-style-type: none"> • <i>TY meeting</i> - was held on 3rd September with an excellent attendance by parents. • <i>1st year meeting</i> – still to be arranged. As there is a new Guidance Department with 2 new teachers, it was agreed to defer the 1st year meeting to mid/end of October. • <i>Parents’ Council AGM</i> – Scheduled for Monday 8th October. Ms. Sheila Kissane, Psychologist (PC member) agreed to speak on mental health at the AGM. • <i>Parents’ Council events for the year</i> – to be arranged. It was noted that the book sale had gone very well and it was suggested to plan another event during the coming term. • <i>School Planning Group</i> – continues to meet at 1.30 p.m. on Fridays. This group are involved in; <ul style="list-style-type: none"> (i) <i>Ongoing school self evaluation</i> <p>A survey of parents was undertaken and the results of this will be made available on the website. A questionnaire has been developed to survey last years 6th year students. When this survey has been conducted the outcome and action plan will be made available to Parents’ Council and Board of Management.</p> (ii) <i>Improvement plan</i> (iii) <i>Junior Cycle reform</i> (iv) <i>Literacy and Numeracy</i> (v) <i>Medical conditions</i> (vi) <i>Admission Policy</i> <p>It was noted that from September 2014 onwards names will only be taken in September 2014 for school year for</p> <p>September 2015.</p> (vii) <i>Role of Education Officer</i>
4.	Election of Officers Secretary and Treasurer	Nominations for Secretary – Patricia Hackett, proposed by Barbara Foley and seconded by Jackie Owen. Election of Officers will be an agenda item at the AGM.

5.	Nominate Rep to attend Parent's Annual Conference in Athlone 12 th & 13 th October	Nominations were invited from the Parents' Council.
6.	Treasurer's Report(Jackie Owen)	Current balance €4,862. Jackie asked the group to identify any funding requirements that the Parents' Council will can to assist with. Patricia Kinsella to discuss with teachers. Billy O'Shea identified a special needs related case that some assistance will be required for.
7.	Any Other Business	<ul style="list-style-type: none"> • A request by Parents' Council Committee to have summer exam papers returned to students to provide them with feedback on their performance was discussed. • It was suggested that the 6th year questionnaire/survey could be given to 6th years before they leave the school in June next year which may facilitate a greater response. • A delay in the allocation of lockers for students this year was noted. This was due to the collection of the administrative charge. Billy advised that this should be addressed next year as the administrative charge will be made at the introduction meeting. • Weight of school books versus E-books was discussed. I was agreed that a sub-committee should be formed to look at this in consultation with teachers/Siobhan O'Donoghue, IT Co-ordinator. • A 1st year parents' social night to be arranged for the end of October. • AGM on 8th October.

This concluded the business of the meeting.

Notice of Annual General Meeting

The Annual General Meeting of the Loreto Parents' Association will take place in the school's Concert Hall on Monday, 8 October 2012 beginning at 7.30 p.m.

Agenda

1. Minutes of last AGM
2. Matters arising
3. Chairperson's Address

4. Treasurer's Report
5. Principal's Report
6. Guest Speaker: Sheila Kissane, Principal Psychologist, HSE Mental Health Service –
"Minding
your Mental Health – with particular reference to parents and students".
7. Any other business