



## Board of Management Annual Report for the school year 2023-2024

### **Board of Management 2019-2023**

**The outgoing Board of Management comprised of the following members:**

Niall Bradley	(chairperson)
Aileen Branagan	(teacher nominee)
David Dempsey	(secretary and principal)
Fr. Eugen Dragos	(parish nominee)
Padraic Jennings	(parent nominee)
Lorraine Murphy-Smyth	(community nominee)
Micheál Nolan	(treasurer and community nominee)
Trina Walsh	(parent nominee)

- Elections for parent and teacher nominees took place in November 2023. All election processes were in line with the procedures in the BoM Governance Manual.
- Community Nominees were selected by the new BoM in November 2023. The selection process was in line with the procedures in the BoM Governance Manual
- Many thanks are due to all the outgoing BoM members for their years of service to the school

### **Board of Management 2023-2027**

**The new Board of Management is comprised of the following members:**

Brian Mulvey*	(chairperson)
Fr. Antony Arakal	(parish nominee)
Courtney Cunningham	(parent nominee)
David Dempsey	(secretary and principal)
Micheál Nolan	(treasurer and community nominee)
Cormac O'Shea	(teacher nominee)
Barry Walsh	(parent nominee)
Trina Walsh	(community nominee)

\*Brian Mulvey was approved by the Patron to replace Niall Bradley as chairperson in April 2024

## **2023-2024 full-time / part-time Staff**

### **Teachers**

1. David Dempsey (principal)
2. Aileen Branagan
3. Joan Brennan
4. Monica Bridge
5. Emma Brown
6. Brenda Callaghan
7. Jennifer Coffey
8. Olivia Coomey
9. Mark Fogarty
10. Cathy Gorman
11. Jamie Headon
12. Ciara Heffernan
13. Noreen Higgins
14. Amy Kelly
15. Mary King
16. Shóna Leslie
17. Katie McElligott
18. Malvin Moloney
19. Ciana O'Brien
20. Breda O'Rourke
21. Ailish O'Shea
22. Cormac O'Shea (deputy principal)
23. Aoife O'Sullivan
24. Ciara O'Sullivan
25. Elaine Ryan
26. Órla Wright

### **SNAs**

- Lisa Cunningham
- Deirdre Nolan
- Ann Corcoran
- Pauline Kenny
- Sandra Whelan
- Doreen Keyes

### **Ancillary Staff**

- Susan Creggy (secretary)
- Paschal Murray (caretaker)

### **Staff Continuous Professional Development**

- Staff took part in various CPD courses during summer holidays.
- CPD courses were taken up by various staff members during the year also.
- Whole-staff CPD was organised by the school on cyber-bullying, First-Aid, EAL, IT, well-being and other areas this year
- The DES organised school closures for training on the new Primary Maths Curriculum. These training closures will continue next year with the roll out of the new curriculum
- Droichead probation was successfully completed by two teachers under Professional Support Team within school

## **School organisation for 2024/2025:**

- Class organisation for 2024/2025 will comprise of:
  - 2<sup>nd</sup> class - Brenda Callaghan
  - 2<sup>nd</sup> class - Ciara Heffernan
  - 2<sup>nd</sup> class - Cathy Gorman
  - 3<sup>rd</sup> class - Jamie Headon
  - 3<sup>rd</sup> class - Niamh Campbell / Sinéad Beirne
  - 4<sup>th</sup> class - Emma Browne
  - 4<sup>th</sup> class - Emmet O'Mahoney
  - 4<sup>th</sup> class - Breda O'Rourke / Malvin Moloney
  - 5<sup>th</sup> class - Aoife O'Sullivan
  - 5<sup>th</sup> class - Ciana O'Brien
  - 6<sup>th</sup> class - Cormac O'Shea
  - 6<sup>th</sup> class - Elaine Ryan
  - 6<sup>th</sup> class - Mark Fogarty
  - SET - Ciara O'Sullivan / Olivia Coomey
  - SET - Joan Brennan
  - SET - Ailish O'Shea
  - SET - Shóna Leslie
  - SET - Monica Bridge
  - SET - Aileen Branagan
  - SET - Orla Wright / Jennifer Coffey
  - EAL full-time - Amy Kelly
  - EAL part-time - Salmah Ramadan

### SNAs

- Ann Corcoran
- Lisa Cunningham
- Pauline Kenny
- Doreen Keyes
- Deirdre Nolan
- Sandra Whelan

## **Ethos**

- Patrician Primary School is a Roman Catholic school under the patronage of the Diocese of Kildare and Leighlin. A concerted effort is made to uphold, promote and celebrate the Catholic ethos of the school.
- Prayer is a part of daily life in the school and Religious Education is taught in all classes in the school
- The Sacraments of First Holy Communion, First Penance and Confirmation were prepared for and celebrated in our school this year.
- Catholic Schools Week took place in January 2024
- A Christmas Carol Service took place in December 2023
- Patrician Foundation Day was celebrated in February 2024
- A new school mission statement was developed this year and displayed in the front corridor to accompany our school vision statement
- The school continues to liaise with the Diocese of Kildare and Leighlin, as we take our lead from the Patronage of Bishop Denis Nulty

## **Admissions**

- Patrician Primary is a member of the Newbridge Parish Central Applications Committee (CAC).
- All school enrolments are processed through the Newbridge Parish Office or via our feeder school system with St Conleth's Infant School.
- There will be three 2<sup>nd</sup> classes starting in September 2024

## **Finances**

- A financial report is given by the treasurer at each meeting of the Board of Management.
- The school accounts are audited on an annual basis by Bagnall Molloy Accountants, Newbridge, Co. Kildare.
- The annual set of school accounts were sent to FSSU (Financial Support Services Unit) in February 2024 as per government guidelines. These accounts were examined and ratified by the BoM beforehand.

## **Child Protection**

- The school Child Safeguarding Statement and accompanying Child Protection Risk Assessment were reviewed and re-ratified by BoM in Term 1 and published on school website
- DLP (Designated Liaison Person) is David Dempsey and DDLP (Deputy Designated Liaison Person) is Cormac O'Shea
- All staff have received training in child protection guidelines
- Child protection oversight documents are presented to BoM at each meeting
- BoM members have received online training in child protection responsibilities
- Stay Safe was taught in its entirety to 3<sup>rd</sup> and 5<sup>th</sup> class this year as per school policy

## **Parent Association, parental involvement and community participation:**

### *Parent Association*

- The AGM of the PA took place in Sept 2023
- All present were automatically elected onto the committee.
- The following were nominated as PA officers:
  - Valerie White (co-chairperson)
  - Leonie Conlon (co-chairperson)
  - Keelin Feeney (treasurer)
  - Mary Leenane (secretary)
- The Parent Association Constitution is agreed upon and is signed each year.
- A full set of Parent Association accounts are annually made available for examination. All PA accounts are subject to audit along with the main school account. These accounts were approved at the AGM
- Several policies, including the child safeguarding statement and its review document, anti-bullying policy and its review document and others were examined by the PA during the year.
- The position of chairperson, secretary and treasurer will be put up for election again in September 2024.
- PA fundraising was centred around the Lotto initiative this year
- Other PA initiatives included: (This list is not exhaustive)
  - Cake sales
  - Book Fair
  - Christmas raffles
  - Christmas cards
  - Principal for a Day
  - Sponsoring guitar, gymnastics and skipping lessons
  - Helping organise duck race

### *Parental Involvement*

- Parent-Teacher meetings took place in November 2023
- Regular communication was kept up with all parents/guardians who needed support. This level of support is something that we are very proud of in Patrician Primary.
- Weekly newsletter emails were an invaluable method of home-school communications
- A set of instructions was developed in 13 different languages to help multi-national parents/guardians to use an app to read the school newsletter in their native language
- School Support Plan Meetings between parents/guardians and the SET team (Special Educational Teaching, formerly known as learning support / resource) took place continuously across the year via phone-calls and with some face-to-face meetings
- Report cards were sent to all parents/guardians in June
- A number of parent information evenings were organised, on topics such as cybersafety and childhood trauma

## **Health and Safety / Building and Maintenance:**

- Multiple renovations took place on the school building during summer 2023 and throughout the year  
These included:
  - Upgrading to LED lighting fixtures
  - Associated electrical work
  - Installation of airblade dryers
  - Reflooring several classrooms
  - Replacement of carpet-hall exterior door and installation of magnet lock security
  - Replacement of several CCTV cameras and central CCTV system
  - Clearing out, installing a ramp/railings and painting of school garden
  - General maintenance and repairs
  - Deep clean of school interior
- The Health and Safety Committee continues to ensure H&S compliance around the school
- Maintenance books and making management aware of upkeep are responsibilities of all staff
- Termly fire drills take place in the school
- Members of the BoM engaged in CPD from the Health & Safety Authority (HSA)
- Staff engaged with First Aid training in term 1.
- BoM are continuing to explore emergency works applications for replacing the tarmac in the carpark / front alleyway and replacing some flat roofs
- All children and staff were offered free flu vaccines on-site in the school via McCabes Pharmacy in October 2023
- Both the principal and the Parent Association liaised with the ‘Safe Routes to School’ initiative and with local politicians on making drop-off and collection times safer for all children and their families

## **Policies**

The following policies were ratified and/or reviewed by the BoM while being shared with the relevant school stakeholders as part of the consultation process:

1. Annual Child Safeguarding Statement
2. Annual Anti-Bullying policy
3. Cyberbullying policy
4. GDPR policy
5. Critical Incident Plan
6. SEN policy
7. School Premises Hire policy
8. Parental Communication policy
9. Substance Abuse policy
10. School Attendance Strategy
11. Illness and Injury policy
12. Trips and Tours policy

A five-year timetable for regular review of all policies is included in the School Plan.

## **Initiatives/projects to enhance teaching & learning (this list is not exhaustive)**

- Introduction of new educational initiatives:
  - Building Bridges comprehension scheme
  - Word of the Day
  - Visual timetables and whole-school visual support plan
  - Handwriter of the Month awards
  - Whole-school Gaeilge Labhartha plan
- 2<sup>nd</sup> class induction visits
- School tours
- 6<sup>th</sup> class graduation
- Various extra-curricular activities
- Various in-school blitzes and competitions
- Active Schools Week
- Other themed weeks (e.g. Friendship Week, International Week, Maths Week etc.)
- Free Book Scheme
- Student Council
- Student Magazine
- Whole-school displays of geography, history and school identity
- Artist of the Month / Year awards
- Weekly principal awards
- ‘Say Yes to Languages’ project – senior classes received a block of French lessons
- ‘Digital Detox’ whole-school activity
- Specialist tutors and guest speakers were organised for various whole-school activities, including:
  - Gymnastics
  - Skipping
  - Tag-rugby
  - Cycling
  - Guitars
  - Irish dancing
  - Stepping Stones – 6<sup>th</sup> class transition to secondary school
  - Financial education

## **Assessment**

- Assessment of Learning (AoL) and Assessment For Learning (AfL) happen in our school on a daily basis in a variety of formal and informal contexts.
- Standardised tests for our school include: (this list is not exhaustive)
  - Drumcondra Reading Test
  - Drumcondra Spelling Test
  - SIGMA T (maths)
  - NRIT (Non-reading intelligence test)

## **School Self-Evaluation (SSE)**

- Our school continues to engage with SSE under the topic of well-being / mental health for 2023 / 2024. A School Improvement Plan has been developed as a result
- The school is continuously using the ‘Looking At Our Schools’ DES document to improve upon several areas of teaching, learning and management
- The SSE legislative review takes place at the first BoM meeting of each school year

## **Special Educational Teaching**

- A whole-school inspection on special education and inclusion took place in October 2024. Results have been published on [www.education.ie](http://www.education.ie). All resulting recommendations continue to be pursued by the school. Overall, the school was praised for its commitment to inclusion of all its pupils in their educational and holistic development
- Student Support Files continue to be developed in the school for all children receiving SET hours (formerly known as learning support / resource)
- Multiple applications throughout the year have been submitted for Irish exemptions, assistive technology and other NCSE supports. Special Educational Teaching will continue to be a priority in the coming year
- Our SEN allocation for 2024/25 will be 5.5 SNA posts. Our EAL allocation will be 1.4 posts. Our SET allocation will be 7.0 posts
- A school-based summer programme for children with additional needs will be held in July 2024
- A Nurture Room was established this year to support children with social and emotional needs
- Play Therapy sessions continue to be organised by the school for pupils on a priority needs basis
- The school continues to engage with NEPS and private psychologists to support children who need an educational assessment or a similar service
- The application process for an autism class will continue with the NCSE and local politicians
- The school continued in its annual plan to raise awareness of a different type of SEN each year. The focus this year was on autism

## **Note of thanks:**

Much appreciation is due to the Patrician Primary Board of Management for their enthusiasm, support and hard work for the school that is all done in a voluntary capacity. The principal would like to convey his sincerest thanks for everything they have done for the school, its staff and most importantly for its children.