**Minutes from (Name of School) Board of Management Meeting on DD/MM/YYYY @ xx:xx a.m./p.m.**

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| Venue |  |
| Attendees | Names in full  |
| Apologies | Names in full |

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| **Agenda item** | **DECISION/ACTION:** | **BY:** |
| Opening Prayer/ Reflection |  | Chairperson |
| Minutes of previous meeting  | Minutes proposed by: (Initials)Minutes seconded by: (Initials)Minutes adopted and signed | Chairperson |
| Matters arising | *Brief description to be included. If there are no matters arising, record “none”* |  |
| Correspondence | List of Correspondence attached.*[Note: Any item of correspondence that requires discussion will be listed separately as an Agenda item – see samples \* below]*  | Chairperson |
| Finance | Treasurer’s Report presented and adoptedCopy attached.Confirmation that the Annual Accounts for 2018/2019 have been submitted to FSSU.*Note any Financial Guidelines that have been issued by the FSSU.* | Treasurer |
| Principal’s Report | Principal’s Report presented and adopted.Copy attached. | Principal |
| Principal’s Child Protection Oversight Report | *This report may be appended separately (DES Template E recommended) or the required information can be incorporated into these minutes. Similarly, a list of the required documents may be appended separately (DES Template F recommended), or listed in the body of these minutes. If the templates are appended, the minutes should state that fact. NB: Minutes shall not name any employee, any children or other parties referred to in the documentation but shall record the matter by reference to the unique code or serial number assigned by the DLP to the case/parties concerned.* | Principal |
| Ethos | Board decided that a framed copy of the ’Schedule of the Catholic School’ would be prominently hung in the school entrance hall (by the reception office) and would also be added to the school website under the section ‘About Our School’. |  |
| Sanction of successful SNA candidate | Interview Board report submitted. (Name of candidate)’s appointment approved. Patron approval to be sought by CP prior to offer. | Chairperson |
| \*Application for T/Y work experience | Two applications received. Decision postponed pending clarification of vetting requirements. | Principal to follow up |
| \* Request to rent school for Summer Camp | Decision not taken at meeting. Awaiting outcome of application for Summer Works Scheme.  | Principal to relay update on request on behalf of Chairperson |
| \*Application for Job Sharing – two permanent teachers | Provision of Job Sharing Scheme outlined.Requests granted. Decision to be relayed in writing to both teachers. | Principal to respond on behalf of Chairperson |
| Review of Admissions Policy | Policy amended to reflect the Sections of the Admissions to School Act 2018 that have been commenced. Updated policy ratified by Board. | Chairperson  |
| Parents’ AssociationActivities | Schedule of Parents’ Association activities discussed, welcomed and approved by Board. | Parent Nominee to relay to PA |
| Agreed Report | Items for inclusion agreed. To be drafted by Principal and Chairperson & posted on website. | Teacher nominee to upload |
| Date of next meeting | DD/MM/YYYY – Venue - Time |  |