



Scoil an Chlochair
Convent Primary School
Board of Management Annual Report 2024/2025

Board of Management 2024/25

Chairperson: John Lucey

Patron's Nominee/Chaplain: Fr Damien Lynch

Secretary/Principal: Sheila O'Connor

Teachers' Nominee: Jennifer O'Farrell

Parents' Nominee/Treasurer: Elaine Kiely

Parents' Nominee: Shibil Alias

Community Nominee/Health/Safety Rep: John Stack

Community Nominee: Dr Maura O'Callaghan

All 13 meetings of the BOM held during 24/25 school year had a standard agenda, were minuted & opportunities for discussion provided. Child Safeguarding Oversight Report and Report on Bullying presented at every meeting.

Dr Maura O'Callaghan and Elaine Kiely are coming to the end of their term on the BOM. Sincere thanks & best wishes to both of them for their commitment and dedication to the BOM school since 2019.

The Board would like to thank our families, the local community, other schools, and organisations for their continued co-operation and valuable support throughout the year

Finance

A financial report is presented at every BOM meeting & proposed expenditure discussed. School accounts certified annually & submitted to DES & FSSU in February. Payroll, RTC and VAT are outsourced to local accountants.

Aladdin ePayments has been set up. Hot Meals were procured. Bank account set up.

The following fundraising events were approved:

- School Lotto
- Pink Breakfast-staff fundraiser for Breast Cancer Research
- Halloween Non Uniform Day for Pieta
- Christmas Raffle
- Christmas Jumper Day
- Gift A Bag Fundraiser
- Easter Raffle
- Bake Sale in aid of new school jerseys
- June Street Collection

Buildings

Improvements:

Solar Panels installed in April 25

Radon testing completed

Remediation Radon Works completed

Ownership

Transfer of ownership from the Mercy Sisters to Mallow parish of the school buildings and grounds have been completed including the gift of 0.43 acres approximately of ground to Convent Primary School behind the Bridhaven nursing home. The BOM thank most sincerely the Sisters of Mercy for facilitating and gifting the school and grounds to the parish.

Building Project

The Board are continuing to canvas our local politicians and Minister of Education to progress the building of our new school as soon as possible.

Repairs:

Gas Pipe repair work in July/August 24

Gas meter replaced also.

Our water supply systems were assessed by consulting engineers and application for remediation work was prepared for submission to the DES.

Equipment:

Climbing wall installed in 1910 corridor

School Ethos

We are an inclusive Catholic school, in the Diocese of Cloyne. In co-operation with the clergy & families. Fr Damien Lynch is our chaplain and regularly visits the school. Catholic children prepared for

- Sacraments of Reconciliation (26/02/25),
- Communion (10/05/25) & Confirmation (20/03/25).
- Start of Year Mass: 19/9/2024

Confession were held in December and at Easter and were made available for all children throughout the year.

A mass schedule is in place for all classes for the school year.



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DES Inspection

There was an incidental visit from the Inspectorate during the Summer Programme on 30th June 2025. The feedback was extremely positive and complementary. Thank you and well done to all involved.

Visit from the Education Welfare Officer 27/11/24

Staffing 2024/25

- Administrative Principal
- Administrative Deputy Principal
- 10 Mainstream Class Teachers
- 5 Special Class Teachers
- 4 SET Teachers
- Fixed Term EAL Teacher
- 13 SNAs
- School Secretary
- Caretaker
- 5 Bus Escorts

BOM would like to acknowledge and thank all of our staff for their tireless hard work and dedication to the school, for providing a happy & welcoming learning environment & for giving each child every opportunity to achieve their potential.

Staff Professional Learning

- Primary Maths Curriculum,
- Emotion Coaching,
- Total Communication,
- Children First, Bi Cinealta,
- Primary Curricular Framework Erasmus,
- Gestalt Language Training for SEN Staff .
- Oide STE Pilot Programme with 3rd & 4th Classes
- Diversity Training
- NCSE Training
- Epilepsy Training

Thank you to all staff who engaged in these, as well as significant PL carried out outside of school hours.

School Achievements, Activities & Events

Student Council; Health and Wellbeing Committee. Active Schools; Green Schools Committee awarded the Green Flag. Wellbeing activities; Green Schools Committee; Sciath na Scol Finalists; Swimming; Cork City Sports; Golf Taster. Local walks; Activity Week; Maths Week; Seachtain na Gaeilge; GAA Coaching & matches; Christmas Performances; school band; School Tours; Engineering Week; Christmas Raffle; Easter Raffle; School Choir; carol singing. Halloween Art Project with the County Council; Spanish in 3rd to 6th Classes with Say Yes to Languages; Davis College Musical was attended; Outings to Little Rascals SEN and Liskennett; Motus Learning; Ficheall Tournament; St Mary's Musical was attended; Pupils exhibited their art at West End Studios in February; Franks Birthday was celebrated on 4/2/25; Internet Safety Awareness Training for Parents and Pupils; Visit to working farm sponsored by Kerry Group/ 6th Class performed The Greatest Show

Policy Review & Development

The BOM has reviewed and ratified the policies:

- Child Safeguarding Statement;
- SET Policy;
- RSE Policy;
- Arrival, Dismissal, Supervision Policy;
- Healthy Eating Policy;
- Admissions Policy;
- ii Cinealta;
- Mobile Phone and Devices Policy.
- SPHE Policy;
- Job Share Policy;
- Working Together Procedures;
- Administration of Medicine Policy;
- Credit Card Policy;
- AUP Policy;
- Critical Incident Policy

Thank you to all the members of the school community who made valuable contributions to these policies.



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Health and Safety

Collaboration with the HSE

- Vaccines in the school for our pupils in EI
- School nurse visited to talk to 6th Class about RSE

Health & Safety:

HSA Inspection

Medical:

Administration of Medicine Policy Updated.

Fire Drills

- Procedures have been updated.
- Two practice sessions:
- Fire Drills were held on the 7/4/25, 10/9/24
- Visit to the Fire Station 30/6/25
- Visit from the Fire Station 1/7/25

Issues to Rectify:

Working our way through items to correct/fix from the HSA inspection

Training

Epilepsy Training on 9/9/2024 and 27/9/2024

Manual Handling Training 20/1/25

Parental and Guardian Involvement

Thank you to all parents/guardians who were involved across the year in:

- Our Parents/Guardian Association
- The Monster Quiz
- Intercultural Day
- Lá Glas
- Uniform focus group
- Uniform recycling event
- Sacraments of Communion, Confirmation and Reconciliation
- Internet Safety Talks
- Grandparents Day
- Various fundraising events
- Parent/Guardian Teacher Meetings

We look forward to even more parental involvement next year.

Communication

Parent Teacher Meetings were held in November 2024.

Annual Reports were sent to families in June 25 via Aladdin Connect;

Particular/Incidental communication through text, Parents' Voice meetings, school website, Instagram, Facebook, telephone calls & in person meetings.

Communication via Aladdin ongoing.

Aladdin Frame introduced 25/9/24

Parents Association Meeting: 17/10/24 28/5/25

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