



# BANDON GRAMMAR SCHOOL

Bandon, Co. Cork  
02388 - 41713  
Email: office@bgsmail.ie

## Meeting Minutes of Parents Association Committee of Bandon Grammar School (BGS)

<b>Meeting Date:</b> Thursday 06 <sup>th</sup> December 2018	<b>Next Meeting:</b> <b>Tuesday 15<sup>th</sup> January @ 7pm</b>
<b>PAC Attendees:</b> Zae Beth Bateman / Amanda Roe / Paraic Hegarty / Sue Spencer / Neville Furney / Jane Boyle / Audrey Jennings / Oisín O'Diomasáigh  Apologies: Penny Elliott / Sinead Coules / Linda Hall / Keith Perrot / Alison Hurley / Brenda Kennedy / Therese Bradley / Anne Collins	
<b>School Representative:</b> Mr Coombes	<b>Location:</b> Room 301, Deane Building

### AGENDA FOR PAC MEETING

#### 1. Headmasters update

Mr Coombes presented an high level update on school activities since September.

- **World War 1 Centenary of the armistice commemoration events**
- **University Entrance scholarships** – Congrats to Abby Morales (TCD), Robynne Shorten, Molly Fox and Jennifer Abbott (UCD) who have been awarded scholarships.  
*Some debate with Mr Coombes with regard to Scholarships. Most “Scholarships” in first year are simply honorary and have very little financial advantage. Some sports scholarships do have complete financial packages but these are very subjective and difficult to get. All information related to university scholarships are available to the students through their guidance counsellor and are shared to the 6<sup>th</sup> form at assembly. If any parents have questions it is best if they contact Mr Kearney directly. The criteria for Scholarships varies from college to college and year to year.*
- **Irish Junior Science Olympiad** – Katrin Birk and Aiyana Helder qualified for the junior Sciecné Olympiad and Brigid Creswell, Isobel Mahon, Dylan Roberts, Eibhin Cronin and Mollie Riome qualified for the Irish-European Science Olympiad.
- **John Hooper Medal for statistics awards:** Two project teams were invited to the RIA to receive merit awards of commendation, coming in the top 15 in Ireland.
- **Debating:** Adrian Wood and Asha Egan are through to the second round of the UCC Philsoph debates
- **Rugby** – Continued good results / Six players have been excused from the school panel to play with Bandon RFC.
- **Hockey** – Best of luck to David and Connor Harte in the Mens hockey world cup
- **European Parliament** – Anna Herlihy is to attend the parliament in brussels having won “Meet the MEP” competition
- Congrats to past pupil Megan Ross representing UCC in Wuxi china at the **Global Food Science Student competition 2018.**

#### 2. Update on Anti-Bullying

The School has committed to an extensive range of activities associated with Anti-bullying ranging from:

- Garda information presentations
- Garda info sent to parents on how to manage Bullying
- External consultants (Zeeko) to do surveys and deliver education sessions
- Internal policy changes
- BGS working with TUSLA to set up a child protection office in Bandon to cover south west cork.



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There was a conversation around the types of information that the children need to be aware of. There is an admission that this space is moving so fast that often the state support structures are unable to keep up with the evolving threat.

It was agreed that a meeting of the Joint PAC-BGS Staff anti-bullying meeting would be held early in the new year. A PAC member on the Anti-Bullying Sub committee will report on status at each PAC committee meeting.

**Action:** Oisín to send the names and contacts of the PAC members to Mr Coombes for inclusion on this committee. A date for the first meeting to be agreed and communicated.

### 3. Development committee

Mr Coombes agreed that a member of the PAC would join the Development Committee. There are five primary areas of focus in the Development plan. Mr Coombes would like that the PAC person would join the development committee as an active contributor to one of these areas and not simply an observer.

**Action:**

**3a)** Oisín to confirm that Paraic Hegarty and Penny Elliot are still okay to join the committee. If yes send to Mr Coombes to get added to Development Committee.

**3b)** currently there is a link on the BGS parent portal to the Development plan. This link does not work. The Development plan to be added to the website. Once the new website is launched this will be considered.

### 4. BGS BOM/BOD structures

Mr Coombes prepared an organogram and a description of the roles of the school structure (See appendix 1). Notes:

- Chairperson of the Board of Directors rotates every three (3) years. Currently Catherine Giblin.
  - The BOD is usually 11-13 persons. Currently 12 persons.
  - All members have a connection to the school (either former students of BGS or Parents of BGS students past or present).
  - The Board of Management (BOM) is structured per the 1998 education act. Eight person (2 parents / 2 teachers / 2 Board of Directors / 2 Patron nominees). Mr Coombes is not on the BOM but presents to them on a regular basis and acts as secretary at their meetings.
  - The Development Committee is a sub-committee of the boards. Current chairperson Alison O'Neill.
- There are 5 main areas of focus for the Dev Committee.

- Communications – School App / Website / information sharing
- Managerial services -
- Academic success – teaching and student academic success program including mental health awareness (Anxiety / Anti –bullying)
- Learning equipment – IT equipment upgrades. All spend other than large capital spend
- Infrastructure – Large capital projects

**Actions:**

**4.a)** Members of the PAC will join the Development Committee

**4.b)** Mr Coombes has committed to providing a school update at each PAC committee meeting



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- 4.c) The Board of management and the PAC committee will set-up a standing meeting once or twice a year to facilitate two way communications. Note the role of the parent representatives on the BOM is to represent the parents of BGS students not the represent the PAC. Therefore it was decided that the BOM and PAC should meet on a regular basis to ensure a close working relationship.
- 4.d) The PAC is to meet with the BOM in February 2019 to review the current BOM structures and to answer any outstanding questions with regard to roles/responsibilities/transparency etc. Any questions for the BOM/BOD from the PAC should be submitted to The PAC chairperson (Amanda Roe) who will compile the questions for meeting.
- 4.e) It was suggested that the structure, roles, responsibilities and membership of the BOM and BOD be posted on the website to offer greater visibility and transparency of the school management structure
- 4.f) The Board of Directors of BGS are volunteer members of an incorporated charity. There are revised legal reporting requirements for charities including governance coming into effect in 2019. These changes may go some way towards implementing the changes as requested by the letter to the BOD from the PAC in January 2018. This is to be explored further by PAC.

### 5) Compass Update – Update at next meeting – Sinead Coules

#### 6) PAC Constitution

- The current draft constitution, as posted on the BGS parents section of the website, has been accepted and passed. The document will be updated and officially released on the new website.
- Standing item to capture any propose changes as they arise and present an updated constitution, if necessary, at next years AGM.

#### 7) PAC Communications

- Per the assigned roles from the first meeting of the 2018/19 PAC on the 6<sup>th</sup> of November those members who will act as contact points or liasons must have their contact details posted to the website.

#### **Action:**

- 7a) Oisin to send email to each PAC member asking for permission to post name and phone number of each person on the BGS website.
- 7b) all minutes of PAC meetings to be posted to website
- 7c) A communication plan needs to be developed to facilitate more inclusive communication and participation with parents (discuss at next meeting)

#### 8) Upcoming events (January)

- Parent coffee morning – Jan 2019 (Decided to focus on the social evening around the anti-bullying session)
- Anti-bullying / social evening – Jan 2019 (Will be the main focus for January meeting)