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Loreto Secondary School
St Michael's
Navan
Co. Meath

www.loretonavan.ie

# Agreed Report - Board of Management Meeting - 22nd October 2026

1. **Apologies**
   Paschal Marry (Chairperson), Andrea Finlay-Kajic (Secretary), Daniel O'Neill, Liz Carolan, Ken Davis, Eileen Cunninngham, Frank Crinion and Adrienne Geraghty attend the meeting. Apologies were received from Sinéad Murphy.
   Paschal opened the meeting with a prayer and then welcomed the 5 new members of this new Board.

2. **Minutes and Matters arising**
   The minutes were read, proposed by Ken Davis and seconded by Eileen Cunningham. There were no matters arising.

3. **Correspondence**
   The Board received a thank you note from Catriona Purcell for her gift in recognition of her 35 years of service to St. Michael's.
   All applications for leave were approved.
   The Board expressed its sincere sympathies to Ruth and Glenda Finneran on the passing of their Mum Margaret, to Ann Carney on the passing of her brother PJ Carolan, to Nikki in the canteen on the passing of her mother and to Sarah Geoghegan on the passing of her grandmother.

4. **Leading Learning and Teaching**
   Andrea Finlay-Kajic informed the Board that the staff took part in Oide Cluster Day training in relation to Senior Cycle Reform on Thursday 1st October. A second whole school Oide Training Day is scheduled for 13th November - this will again focus on Senior Cycle redevelopment and planning.
   Andrea Finlay-Kajic reported that the school was informed of 13 upgrades in Leaving Cert 2026.
   Junior Cycle 2026 results were awarded on Wed 1st October 2026. All students seem happy and the results are mostly in line with school expectations.
   An Incidental Inspection was carried out on Thursday 8th October by Senior Inspector Gráinne Conachy. Andrea Finlay-Kajic discussed this inspection with the Board and a report is attached to the minutes.

5. **Managing an Organisation**
   Policy Review
   The Board conducted the Annual Review of the school's Bí Cineálta Policy.

   The draft AUP, ICT Device Loan Policy and the Google Workspace and 3rd Part App Consent Form were read by the Board, discussed and ratified. These policies were signed by the Chair and Principal and will be uploaded to the school website by Andrea Finlay-Kajic. These policies are set to be reviewed in 3 years.

   Building works update
   The ESB connection is due to take place from Tuesday 27th - Thursday 29th October.

Biomass and Heat Pump
There is no further update here at present.

Renovation of the Former Chapel
Paschal Marry informed the Board that the renovation of the Former Chapel is a standing item on our agenda. A report has been commissioned from Kevin Blackwood (Conservation Architect) and the first issue is to work on the insulation of the building.

Arborist Report
An update in progress is expected following a meeting scheduled for 25th October 2026.

Admissions
The Applications for 1st year 2027 - 2028 closed at 4 pm this afternoon, Thursday 22nd October 2026.
The Draw for places will take place on Monday 2nd November at 10 am.

Cancellation of 3rd/6th year PTMs
Due to the ongoing industrial action, the school had to cancel the 3rd and 6th year PTMs that were scheduled for the 12th and the 20th October. The 2nd year PTM is scheduled for the 16th November 2026 and as this is scheduled under Circular 58/04 we can go ahead with it. With the agreement of staff, it may be a case that we can use this meeting for 6th years in order to prioritise the Leaving Cert exam students.

BOM Training
All 5 new BOM members are booked in for JMB Board of Management training on Sat 21st November in the Crowne Plaza Blanchardstown. Peter Mcnamara will be attending as well and will conduct a Loreto session with them.

6. **Leading School Development**
The launch of the Catholic Education Partnership Vision for Catholic Schools has been postponed until the 21st January 2027 due to the industrial action.
Andrea Finlay-Kajic reported that she attended the Loreto Principal's Conference in Athlone on the 15th & 16th October.
A Curriculum Review Committee will be set up at the next staff meeting to investigate the best approach.

7. **Developing Leadership Capacity**
Dara Rigney has taken over her post as Senior Cycle Redevelopment Coordinator and will present to staff at our next staff meeting.
Breda Deegan has commenced her AP1 as Transition Year Year Head but will continue with this group into 5th year. The current 3rd year Year Head will then move into TY next year. Jessica Moriarty has now a permanent AP2 and Clodagh Finnegan has elected to take up the Acting position in the role of SSE Coordinator.
There are 2 permanent AP2 posts outstanding.
Sr Kathleen Fitzpatrick facilitated Ember Group training with our current Ember Team, consisting of TY and 5th year students.

8. **Child Protection**
The Child Protection Oversight Report was presented to the Board and distributed to all members.
Appendix D Principal's Report to the Board of Management on Bullying Behaviour was presented to the Board and distributed to all members. There were no cases to report.
The annual review of the Child Safeguarding Statement and Risk Assessment was completed at this meeting.

9. **Parents' Association Report**
   There was no report from the Parents' Association, whose AGM took place on the 5th October 2026. The Officers are all remaining in position for this academic year - Chairperson Lisa Noone, Secretary Annette Horan and Treasurer Eamon Gavigan. The next meeting is scheduled for Monday 9th November and the focus will be on the Carols by Candle Light event on the 17th December 2026.

10. **Finance Sub Committee Report**
    Ken Davis reported on the Finance Sub Committee meeting.

11. **Principal's Report**
    Andrea Finlay-Kajic reported that the following events had taken place since the last BOM meeting:
    - Open Night 2026 on the 24th September - it was a great success with lots of positive feedback from parents and students.
    - Restorative Practice Awareness Week - 21st to the 24th September 2026
    - Current 1st year students took their CAT tests and these reports have been shared with staff and parents/guardians
    - Mass for the Opening of the school year took place on Tuesday 29th September 2026
    - Junior Cycle 2026 results were distributed to students at a special Assembly on Wed 7th October 2026
    - 6th year students attended a production of Othello in the Clasac Theatre in Clontarf on Friday 9th October 2026
    - French students from Bordeaux spent the week 12th - 16th October in St. Michael's as part of the Erasmus+ Student Mobility
    - Mission Week 2026 is taking place this week, Wed 21st - Fri 23rd October 2026
    - Andrea Finlay-Kajic met with Garda Denise McGrath as the new JLO for schools in Navan on 19th October. The Gardaí are happy to come in and present to students around cyber safety, road safety etc. Following a phone call with Barbara Kelly (JLO), the programme "Drugs Don't Love You Back" will be presented to our 1st year students on the 11th January 2027.
    - Student Council Elections for 2026 - 2027 have been completed and the new Council will meet after Midterm

12. Agreed Report and Date of next meeting
    The date of the next meeting is Wed 9th December 2026 at 4 pm. The Finance Sub Committee will meet at 3 pm.

    The meeting ended at 18:05 pm.