
For Your Attention as the School Year Begins

1: **Board of Management**

Meetings continue to take place remotely, however, there should be at least one face to face meeting during the first term.

1.1: **Change of Membership**

- Update Form 2, (attached) & place in Minute Book
- Complete a Change of BOM Member form, (attached) & return to maeve.mahon@kandle.ie as soon as possible.
- Ensure that vacancies on the board are filled as soon as possible. Please contact your parish priest or the Diocesan Office if you need any assistance in this.

1.2: **Child Safeguarding Statement Review:**

- Has the **Review of the Child Safety Statement & Risk Assessment** for 2020/2021 taken place?
- Has the required **Notification** on **Mandatory Template 4**, (attached) been sent to maeve.mahon@kandle.ie. If not please return on or before **October 27**.

1.3 **Training for Child Safeguarding**

- Have all current members of the board completed training, as requested by the Diocesan Education Office, by viewing the relevant material on cpsma.ie? <https://www.cpsma.ie/child-protection-training/>
- Has confirmation of this and any questions arising from the training been sent to maeve.mahon@kandle.ie?

1.4 **Updated COVID 19 Response Plan 2021/2022**

- Has the Board adopted this at a convened meeting?

1.5: **Finance**

- Have the Accounts for 2020 been submitted to FSSU and the Patron?
- Training for Treasurers will take place by Zoom on **November 30 @19:30**. A link will be sent to all Treasurers in the coming weeks.

1.6: **Appointments**

- Have all appointments made during the summer months been ratified by the board and approved by the Patron?
- Are contracts in place for all staff?

1.7: **Board Meeting Schedule**

- Have Chairperson & principal circulated a schedule of board meetings for the year?