

A chairde,

This time of year has to be the busiest period in what has been an extremely busy year. However, I would urge you to look at some of the planning prompts in relation to work schedule for the summer. This type of work needs to be delegated to ensure that all does not fall to you for the summer. The Board of Management has a major role to play in this. If possible, devote a little time to these considerations this week and discuss with the Chairperson prior to the next BoM meeting.

Tá súil agam go mbeidh sos deas agat i rith na deireadh seachtaine seo.

Le meas,

Angela Lynch
Leadership Support Team

BOM & ISM

- BoM delegation of work during the Summer months
- Key holding & security
- Summer maintenance plan – including minor repairs, general maintenance & school cleaning
- Review of signage, fire equipment, classroom supplies, computer supplies, cleaning requisites
- First aid, yard safety (check for obstacles)
- School calendar – agree with staff and present to BoM for ratification
- Make note of transfer of 6th classes to named Post Primary Schools – retain for October returns