

## Planning Prompts – 1<sup>st</sup> February

A chara

This week, the Leadership Support Team encourages you, and all school leaders, to focus on how far you have come as a school leader. Often we tend to worry about how much we have to do and not take credit for our achievements during the storms and difficulties of the past number of years in particular. You might consider taking time with staff to reflect on their achievements in a similar way.

Is sinne le meas,

Leadership Support Team

### **PLANNING**

- Discussion regarding staff rotation for the next school year might be initiated. These discussions will be tentative at this stage, but will ensure decision-making is easier in the long term if changes are flagged.
- You might also begin to think about class allocation and how you will approach the process of staff communication in what can be a sensitive area. Seek advice from the Leadership Support Team and colleagues in your Support Group.

### **BOM**

- Discuss maintenance issues with the relevant Board of Management member and your caretaker to plan work needing to be completed during the Easter/Summer holidays.
- Slates may need replacement, damp and mildew on walls may require treatment and subsequent painting.
- If not already considered in terms of BoM roles, this may be an opportunity to appoint a maintenance officer who can liaise with the school staff to coordinate this work.
- In planning for your next BoM meeting, ensure that any actions/decisions from the last Board meeting are being followed through. It may be necessary to send a gentle reminder to any Board member responsible for actions decided.
- Bring any applications for staff leave to the Board for processing during February. The deadline for applications to the Board is 1<sup>st</sup> February. Who will be responsible for communicating the BoM decisions to staff?

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**Time to Think** – a priority for every school leader

“Success is not final;

Failure is not fatal:

It is the courage to continue that counts.” Winston Churchill

“However difficult life may seem, there is always something you can do to succeed at.” Stephen Hawking