

## Planning Prompts – 22<sup>nd</sup> February

A chairde,

The goalposts change constantly, particularly where school administration is concerned. It is easy to miss these changes and difficult to keep informed. There are several ways to keep up to date on deadlines and changes that affect the school. These include the weekly E-scéal, posted each Thursday to reflect these changes and to address issues that arise on an almost daily basis, the Planning Prompts within the E-scéal, suggesting areas that may need to be addressed within the context and needs of the school, and the OLCS website [www.esinet.ie](http://www.esinet.ie) that posts regular information. As you may not be logging on to the site regularly to input leave or substitution details, it would be advisable to ask a member of staff, ideally the person who inputs data, to log on regularly to check for new information or postings and advise you of same.

Is sinne le meas,

IPPN Leadership Support Team

### Administration

- Ensure that decisions in relation to Job Sharing and Career Break applications processed by the Board are communicated to the applicants.
- See E-scéal for notification of permanent and fixed-term vacancies to Panel Operator, as well as key forms to Primary Allocations by 29 February.
- Arrange events to mark St. Patrick's Day, where relevant.

### BoM

- Check the date for review of the Child Safeguarding Statement as agreed in the minutes of BoM. This needs to be done annually by the date in the Statement. Add to BoM agenda when necessary. See the Child Protection Resource Bundle on [www.ippn.ie](http://www.ippn.ie) to view requirements in relation to Review of Child Safeguarding Statement and Risk Assessment – Section 6.5 and Notification that the BoM has completed its Annual Review of CSS and RA – Section 6.6. It is essential to ensure compliance in this regard.
- Where building changes have been made to the school over the course of the year, the Safety Statement and Risk Assessment may need to be reviewed and updated if the changes occurred after it was drawn up. Changes to access points may be an area to be considered for any new risks.

### Planning

Schedule discrete time for the Principal and Deputy Principal to discuss the learnings from the "Leadership Connections" session at this year's DP Conference – See E-scéal.

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

Some reflections about renewal and perseverance:

*You will face many defeats in life, but never let yourself be defeated.*

**Maya Angelou**

*The greatest glory in life lies not in never falling, but in rising every time we fall.*

**Nelson Mandela**

*The real test in life is not whether you avoid failure, because you won't. It's whether you let it harden or shame you into inaction, or whether you learn from it, whether you chose to persevere.*

**Barack Obama**