

## Planning Prompts 27<sup>th</sup> March 2025

A chairde,

Remaining focused on your core purpose of leading teaching and learning is a continuous challenge for school leaders. It is easy to be drawn away by people demanding your immediate attention. Of course, there are occasions when you will have to accede to those demands. On previous occasions, you have been advised to consider the following questions: What am I doing that someone else **should** be doing, **could** be doing or is being **paid** to do. It is important to consider these questions on a regular basis.

### Board of Management

- Arrange the next Board meeting with Chairperson and discuss agenda.
- Discuss with Board the preparations needed for issues pertaining to the school building or environment. These may include applications to the DE for building or repair work. Who will take responsibility for these preparations and applications?
- In relation to Phase 2 of the National Energy Profile for schools announced by the DE, discuss who on the Board would take responsibility for gathering the information required when needed to complete same. See E-scéal for further details.

### Administration

- Arrange to collect Cúntas Míosúil for March.

### Teaching and Learning

- Principal and Deputy Principal - discussion re meetings for this term and next term in relation to planning and review of teaching and learning. ISM and Special Education teams to agree schedule and preparations for meetings. The P-I-E-W Framework and Reflection Tool on [www.ippn.ie](http://www.ippn.ie) are designed to increase capacity for shared leadership and the sharing of leadership practice.
- Continue with Class Allocation process. Decide when to distribute Class Allocation Preference Sheet.

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

*You can, you should and if you are brave enough to start, you will.* **Stephen King**

*We cannot direct the wind, but we can adjust the sails.* **Dolly Parton**