

## Planning Prompts 15<sup>th</sup> May

A chairde,

This week, the focus is on the questions we need to ask ourselves on a regular basis in order to lead more effectively.

What am I doing that somebody else **could** be doing/**should** be doing/is **being paid** to do?

What will I **start** doing/**stop** doing/**continue** to do? The time spent reflecting on these questions will be time well spent.

The Leadership Effectiveness Reflection Tool, Appendix 1 of the [Guide to the Leadership of Teaching and Learning](#), will aid this reflection process.

Is sinne le meas,

IPPN Leadership Support Team.

## Teaching & Learning

End of Year Reports – See [Sample Comments for School Reports](#) on the IPPN website and discuss with staff to ensure consistency of language. These can be found in the resources section under curriculum and school planning.

## BoM

- Ensure that the Annual Review of the Child Safeguarding Statement has been completed by the Board of Management and submitted to the Patron. Boards select different dates for the Annual Review. Check BoM minutes for review date.
- Discuss with the Chairperson the arrangements for engaging in any recruitment process for the coming year. Refer to Circular 11/2025 Staffing Arrangements for the 2025/26 school year and the Update on Teacher Allocations and Redeployments at Primary Schools for the 2025/26 School Year (See E-scéal for link) where necessary.

## Administration

- Ensure that First Aid kits are stocked and up to date for out-of-school activities.

## Time to Think

*‘A leader’s job is not to do the work for others, it is to help others figure out how to do it themselves, to get things done and to succeed beyond what they thought possible.’*

Simon Sinek