

## Planning Prompts – 9<sup>th</sup> May

A chairde,

There are certain times of the year when instances of interpersonal conflict tend to escalate. This usually happens in the run up to holiday periods. Awareness of one's own emotions and being calm, can produce a more measured response, whether that be in a face to face meeting, on a call or in responding to an email. Allow time to consider how you will respond. Seek support if needed from the Leadership Support Team.

Is sinne le meas,

IPPN Leadership Support Team

### BoM

- Ensure that the Annual Review of the Child Safeguarding Statement has been completed by the BoM within the past 12 months and submitted to the Patron. Boards select different dates for this Annual Review. Check BoM minutes for review date.  
Arrange a meeting with the Chairperson and DP to make a collective list of the main outstanding tasks for the weeks ahead of the holiday period.
- Prioritise key tasks and decide what can wait for September.
- With each task, decide who takes responsibility.
- See Professional Guidance in the E-scéal re recruitment and appointments. Refer also to the [Recruitment and Appointment Resource Bundle](#) on [www.ippn.ie](http://www.ippn.ie).

### Teaching and Learning

- Continue process for Class Allocation and division of classes. When will staff and parents be informed of decisions taken? How will you do this?
- End of Year Reports – See [Sample comments for School Reports](#) resource on IPPN website and discuss with staff, to ensure consistency of language.

### Activities

With many activities arranged for the coming weeks, discuss with staff Health Safety and Welfare matters and Critical Incident Policy in relation to these activities. Ensure that First Aid kits are stocked and up to date for out of school activities.

### Significant dates in May

- 10<sup>th</sup> - Deadline for receipt of applications for Creative Clusters 2024 - 2026
- 15<sup>th</sup> - International Day of Families
- 21<sup>st</sup> - Anniversary of First Published Atlas
- 31<sup>st</sup> - World No Tobacco Day

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

*'Listen with curiosity. Speak with honesty. Act with integrity. The greatest problem with communication is we don't listen to understand. We listen to reply. When we listen with curiosity, we don't listen with the intent to reply. We listen for what's behind the words.'*

Roy T. Bennett, author