

IL Steering Committee Meeting

Date – Thursday 20th January 2022

Time – 3.00pm

Venue – Online via Zoom

Agenda

- Welcome
- Apologies
- Minutes of meeting of 4th November 2022
- Matters Arising
- Correspondence
- IL Programme Update
- Sub Committees –
 1. Support Structure for Graduate School Leaders and Graduate Teachers.
Report: Ms. Sarah Buckley
 2. Sustainable Delivery of IL
Report: Ms. Niamh Broderick
 3. Partnerships at National and International Level.
Report: Ms. Sharon Coffey
- Annual Report
- Summer Conference 2022
- A.O.B.
- Date of Next Meeting

In Attendance	Joan Russell, Sharon Coffey, Niamh Broderick, Sarah Buckley, Siobhan Grogan, Gerard O’ Sullivan, Finn Ó Murchú and Gillian Doyle		
Apologies	Anne McHugh, Gerry Maloney and Eugene Power		
Welcome / Opening Remarks	Joan welcomed the members of the committee to the meeting.		
Minutes of Meeting Dated: 04/11/21	The minutes were adopted Proposed by - Sarah Buckley Seconded by – Niamh Broderick		
Matters Arising	No Matters Arising		
Action		Person Responsible	Deadline
N/A		N/A	N/A
Correspondence	No Correspondence		

Item 1: IL Programme Update

Joan updated the committee of the following ILP developments:

- A. Mount Wolseley - We had a meeting on 15th December with Sheena Mc Canny & Breda Scully to discuss the IL Programme going forward for 2022 and the delivery of the March IL Programme.
We advised that it is unlikely the March 2022 IL Programme sessions will proceed due to the current situation with schools and the challenges for management, presented by COVID 19, in releasing participants to attend the IL Programme. We will confirm by Friday 28th with Mount Wolseley and also issue notification to all participants / Schools re same.
Confirmed date of Summer Conference – Monday 13th June 2022.
Confirmed dates re October 2022.
- B. IL Book - The 1st draft was issued on the 19th November to the Designers and we have received 5 modules to date which we are currently in the process of editing / proof reading.
- C. Meeting with Barrie- Meeting scheduled for Tuesday 25th January to discuss the IL Programme and IL Book
- D. Twitter Plan - Twitter schedule in place. Members of the Committee are welcome to contribute to the schedule for February by emailing Paula or Joan. Joan reminded the Committee of the importance of retweeting.
- E. Sub-Committee Meetings - Each of the sub-committees have met and a report from each will be presented later in the meeting

Action	Person Responsible	Deadline
Issue email to Mount Wolseley re IL Programme March 2022	Paula	28th January 2022

Issue email to Participants of IL Programme re March 2022 Edit / Proof read Modules of Book	Paula Paula / Joan	28 th January 2022 Jan / Feb 2022
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Item 2: Sub Committees –		
1.	Support Structure for Graduate School Leaders and Graduate Teachers. Report: Ms. Sarah Buckley	
2.	Sustainable Delivery of IL Report: Ms. Niamh Broderick	
3.	Partnerships at National and International Level. Report: Ms. Sharon Coffey	

1. Sarah Buckley reported re IL Sub Committee Support Structure for Graduate School Leaders and Graduate Teachers – [report](#)
2. Niamh Broderick reported re Sustainable Delivery of IL - [report](#)
3. Sharon Coffey reported re Partnerships at National and International Level - [report](#)

It was noted that the Sub Committees are working very well and generating powerful actions and results which will also form the basis for the Annual Report.

Actions	Person Responsible	Deadline
Report 1 Actions Create and send Thank you cards re facilitators of Teach Meets Create Survey & issue to participants re Teach Meet 18/01/22 Edit Tactics for uploading on Website Upload Presentations and Tactics to Website and issue to participants	Sarah Buckley / Paula Paula Joan Paula	ASAP 21 st January 2022 26 th January 2022 28 th January 2022
Report 2 Actions Contact the Education Centres to discuss Summer Course for Primary Create a Doodle Poll to determine a meeting with existing Education Centres to discuss Summer course for Primary The Chair of each of the IL Sub-Committee to forward details / agenda to Paula regarding meetings. Issue meeting details / agenda and associated documentation with links to the meetings.	Niamh Broderick / Joan Paula IL Sub-Committee Chairperson Paula	ASAP ASAP In advance of meeting In advance of meeting

Item 3: Annual Report		
Joan updated the committee regarding the Annual Report to advise that she will draft a report which will issue to all members of the committee for feedback / comment in advance of the next meeting. It was also noted that the majority of the Annual Report will be based on the actions and results arising from the IL Sub-Committees.		
Action	Person Responsible	Deadline
Draft Annual Report	Joan	February 2022
Issue draft Annual Report for feedback / comment	Joan / Paula	In advance of meeting

Item 4: Summer Conference 2022		
Joan confirmed the date for the Summer Conference is Monday 13th of June 2022 and advised that the Mount Wolseley Hotel was booked. Joan Russell will draft a proposal for the June Conference. It was also agreed that members of the Committee would email Joan with any suggestions / thoughts they have that could be included.		
Action	Person Responsible	Deadline
Draft an outline / proposal for June Conference	Joan	In advance of IL Meeting
Email suggestions / ideas re June Conference 2022	IL Steering Committee	In advance of IL Meeting

Item 4: A.O.B.		
Joan advised the committee that due to Covid, the Learner Voice Project was paused but that she and Ger would agree a date to meet to discuss same.		
Action	Person Responsible	Deadline

Joan and Ger to agree a date for meeting re Learner Voice Project	Joan / Ger	ASAP
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Item 5: Date of Next Meeting		
The date of the next meeting was agreed for Tuesday 15th March 2022 @ 3.00pm . A face-to-face meeting was proposed and Finn Ó Murchú agreed to host in Mary Immaculate College, St Patrick's Campus, Thurles on this date. It was also agreed to set up a Zoom link and issue for members of the IL Steering Committee who wished to join online.		
Action	Person Responsible	Deadline
Email a copy of the minutes of meeting 20/01/222 Create and issue Zoom Link for meeting 15/03/22 Forward items you wish to include on the agenda for the next meeting	Paula Paula / Joan IL Steering Committee	Friday 28 th January In advance of Meeting On or before 25 th February 2022

This concluded the business of the meeting and the meeting concluded @ 4.00pm



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Joan Russell
Chairperson