

IL Steering Committee Meeting

Date – Monday 25th January 2021

Time – 3.00pm

Venue – Online via Zoom

Agenda

- Welcome
- Apologies
- Minutes of meeting of 25th November 2020
- Matters Arising
- Correspondence
- Towards a Strategic Plan 2021 - 2023
 - a. Priority Areas - Approval
 - b. Potential Actions - Discussion
- IL Website
- A.O.B.
- Date of Next Meeting



In Attendance	Joan Russell, Ger O' Sullivan, Sharon Coffey, Sarah Buckley, Eugene Power, Gerry Maloney, Siobhain Grogan, Gillian Doyle, Niamh Broderick, Gerry Maloney and Finn Ó Murchú.	
Apologies	No Apologies	
Welcome / Opening Remarks	Joan welcomed all the members of the committee to today's meeting – Monday 25 th January.	
Minutes of Meeting Dated: 25/11/20	The minutes were adopted Proposed by Sharon Coffey Seconded by Eugene Power	
Matters Arising	Joan advised the committee of the following; • IL March 2021 – IL Sessions for Cohort 12, 13 & 14 cancelled due to Covid-19 and an email was issued to participants advising of same. • June Conference – currently on hold • Learner Voice 19th January – Online Programme scheduled was postponed due to school closures • Joan and Ger aim to have second Cluster meetings before the end of the school year. Ger O' Sullivan added that although Covid-19 had impacted schools, that it was very positive and encouraging that all participating schools were still very much involved and anxious to continue with Learner Voice.	
Action	Person Responsible	Deadline
Schedule a meeting re Learner Voice Clusters	Joan Russell / Ger O' Sullivan	ASAP
Correspondence	Correspondence received re Strategic Plan Revisited Sarah Buckley Niamh Broderick Anne McHugh Siobhain Grogan Sharon Coffey	

Item 1: Towards a Strategic Plan 2021 - 2023

A. Priority Areas - Approval

The Committee approved the four Strategic Priority areas as being:

- *Develop a plan for the sustainability of delivery of the programme.*
- *Develop a Support Structure for graduate school leaders and graduate teachers.*
- *Conduct Research and Evaluation.*
- *Develop partnerships at National and International level.*

Action	Person Responsible	Deadline
No Actions required	-	-

Item 2: Towards a Strategic Plan 2021 - 2023**B. Potential Actions - Discussion**

Following a lengthy discussion based on the draft document, *Identify Actions* aligned to each of the Strategic Priority Areas, issued on Friday 21/01/21, it was agreed that Joan would redraft / amend the actions in line with the discussion and a revised draft; *Towards a Strategic Plan 2021 - 2023* would issue to members of the committee for consideration and comment.

Action	Person Responsible	Deadline
To redraft / amend actions as per the discussions	Joan Russell	Before the 29 th January
To reissue the revised draft; <i>Towards a Strategic Plan 2021 - 2023</i> to all members of the committee for consideration and to provide feedback / comment.	Joan Russell	Deadline will be set on issuing

Item 3: IL Website

Tom Toft, IT, Communications & Facilities Officer ETBI, joined the meeting and updated the committee with regards the IL Website. An additional feature of the IL website will incorporate the facility of the committee to post articles to the website which Joan and Paula will moderate. Tom Toft will join the next meeting to demonstrate how members of the Steering Committee will access this facility. It was agreed to post a link to Twitter to launch the new website.

Action	Person Responsible	Deadline
Complete design & transfer of content to new website	Paula Fitzpatrick	31/01/21
Forward contact email details to Tom Toft to enable set up for members of committee.	Paula Fitzpatrick	ASAP
Issue zoom link re meeting 15/02/21 to Tom Toft.	Paula Fitzpatrick	ASAP
Post link to Twitter to Launch redesign of IL Website.	Joan Russell	February 2021

Item 4: A.O.B.

There was no AOB

Action	Person Responsible	Deadline
No actions required	-	-

Item 6: Date of Next Meeting

A date for the next meeting was agreed for Monday 15th February 2021 @ 3.00pm online via Zoom

Action	Person Responsible	Deadline
Email a copy of the minutes of meeting 25/01/21 with agenda for 15/02/21 and a link to meeting.	Paula Fitzpatrick	ASAP

This concluded the business of the meeting and the meeting concluded @ 4.30pm



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Joan Russell
Chairperson