

IL Steering Committee Meeting

Date – Tuesday 2nd May 2023

Time – 3.00pm

Venue – Online via Zoom

Agenda

Welcome

Apologies

Item 1: Minutes of meeting of Thursday 19th January 2023

Item 2: Matters Arising

Item 3: Correspondence

Item 4: IL Programme Update

Item 5: June Conference 2023

Item 6: IL Sub-Committee Update

- Partnerships at National and International Level.
- Support Structure for Graduate School Leaders and Graduate Teachers
- Sustainable Delivery of IL
- Research Committee

Item 7: IL Steering Committee Evaluation

Item 8: A.O.B

Item 9: Date of Next Meeting

In Attendance	Joan Russell, Siobhan Grogan, Niamh Broderick, Sharon Coffey, Anne McHugh, Sarah Buckley, Rebecca Saunders and Gerry Maloney		
Apologies	No Apologies		
Welcome / Opening Remarks	Joan welcomed the members of the committee to the meeting		
Item 1: Minutes of Meeting Dated: 20/09/22	The minutes were adopted Proposed by - Niamh Broderick Seconded by – Gerry Maloney		
Item 2: Matters Arising	No matters arising		
Action		Person Responsible	Deadline
N/A		N/A	N/A
Item 3: Correspondence	No Correspondence		

Item 4: IL Programme Update

Joan updated the committee of the following ILP developments

[IL Programme Update](#)

Action	Person Responsible	Deadline
Issue letter of condolences to Ms. Yvonne Keating	Paula Fitzpatrick	ASAP
Email re interest to register for Peer Instructional Conferencing and Coaching Programme	IL Steering Committee	ASAP before schools close

Item 5: June Conference 2023

The June Conference was discussed, and it was agreed to cancel. The main reason for cancellation was due to MIC and ETBI scheduling conferences at a similar time and School leaders busy in consolidating 2022/2023 initiatives.

Action	Person Responsible	Deadline
Cancel provisional booking with Mount Wolseley Hotel	Paula Fitzpatrick	ASAP

Item 6: IL Sub-Committee Update

Partnerships at National and International Level.

Support Structure for Graduate School Leaders and Graduate Teachers.
Sustainable Delivery of IL.
Research Committee.

Partnerships at National and International Level.

Sharon Coffey provided an update, and the following was noted:

Research Cohort 15 – Phase 2 of the Research completed in March 2023. Will analyse data collected for session 2 re SOCQ, Reflection & Survey and Phase 3 on track for October 2023.

Leargas – 3 Meetings held in CESC to date. Currently planning the Programme and 3 Modules designed. Sharon Coffey will provide further updates re same.

Anne Mc Hugh provided an update, and the following was noted:

PeacePlus – Anne advised that the initial feedback is very positive, and that Seamus Bradley has requested a meeting to discuss further. It was agreed that Anne would link in with Joan, Sharon and Becky going forward. The formal application is scheduled to open soon. [PeacePlus](#)

Support Structure for Graduate School Leaders and Graduate Teachers.

Sarah Buckley provided an update, and the following was noted:

7 responses received to date from the Scan Barcode. Sarah requested that this barcode be made available at all future IL Events. It was also agreed to draft an expression of interest form to present / facilitate a workshop for future IL Teach Meets.

Sustainable Delivery of IL.

Niamh Broderick provided an update, and the following was noted:

The meeting scheduled was cancelled due to unforeseen circumstances and faced challenge to reschedule for a date suitable for all members of Sub-Committee.

Joan advised that Barrie Bennett has confirmed he will retire in March 2024, and it was noted the importance of having a plan in place for the future & sustainable delivery of IL. It was proposed that Eugene Power, Sharon Coffey and Becky Saunders join the Sub-Committee and to schedule a meeting asap to discuss and craft a plan.

Research Committee.

Joan Russell provided an update, and the following was noted:

The research plan was published on the IL Website and Joan will provide further updates re same.

Actions re Partnerships at National and International Level	Person Responsible	Deadline
Schedule a meeting with Seamus Bradley re PeacePlus	Anne McHugh	ASAP
Actions re Support Structure for Graduate School Leaders and Graduate Teachers	Person Responsible	Deadline
Ensure Barcode is available at future IL Events	Paula Fitzpatrick	Ongoing
Draft Expression of Interest Form to present / facilitate workshops for Teach Meets & email to Sarah Buckley for review.	Paula Fitzpatrick	ASAP
Upload Expression of Interest Form to IL Website	Paula Fitzpatrick	ASAP
Actions re Sustainable Delivery of IL	Person Responsible	Deadline
Email Niamh Broderick to schedule a meeting	Joan Russell	ASAP
Book a meeting room once date is determined for meeting and email all Sub-Committee members with details.	Paula Fitzpatrick	ASAP
Actions re Research Committee	Person Responsible	Deadline
N/A	N/A	N/A

Item 7: IL Committee Evaluation

Joan Russell advised that she has commenced sourcing some templates / tools that would assist with the evaluation but needs to look at this further. Joan will provide a further update re same.

Action	Person Responsible	Deadline
Search and locate templates re Evaluation	Joan Russell	In advance of meeting

Item 8: A.O.B.

It was noted previously in the meeting that Barrie Bennett would retire in March 2024 and Joan requested all members of the IL Steering Committee think of ways of acknowledging and celebrating Barrie's involvement in the Instructional Leadership Programme. It was proposed that this would be an item on the agenda for the next meeting.

Action	Person Responsible	Deadline
Event to celebrate Barrie Bennett's retirement	IL Steering Committee Members	In advance of next meeting.

Item 4: Date of Next Meeting

It was agreed that the next meeting be a face to face in Naas and to issue a doodle poll with possible dates in June to the committee to determine the date of the next IL Steering Committee meeting.

Action	Person Responsible	Deadline
Issue a doodle poll to committee members to determine the date of next meeting.	Paula	ASAP
Email a copy of the minutes of meeting 02/05/2223	Paula	In advance of next meeting
Book a meeting room in ETBI when the date of meeting is agreed	Paula	In advance of next meeting
Forward items you wish to include on the agenda for the next meeting.	IL Steering Committee	In advance of next meeting

This concluded the business of the meeting and the meeting concluded @ 4.15pm

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Joan Russell
Chairperson

