

IL Steering Committee Meeting

Date – Tuesday 16th February 2021

Time – 3.00pm

Venue – Online via Teams

Agenda

- Welcome
- Apologies
- Minutes of meeting of 25th January 2021
- Matters Arising
- Correspondence
- IL Programme Update
- Approval of the Strategic Plan 2021 – 2023
- Establish Sub Committees as appropriate
- IL Website
- A.O.B.
- Date of Next Meeting



In Attendance	Joan Russell, Sharon Coffey, Sarah Buckley, Siobhain Grogan, Gillian Doyle and Anne McHugh.	
Apologies	Ger O' Sullivan, Gerry Maloney, Niamh Broderick and Eugene Power	
Welcome / Opening Remarks	Joan welcomed all the members of the committee to the meeting.	
Minutes of Meeting Dated: 25/01/21	The minutes were adopted Proposed by - Sarah Buckley Seconded by – Anne McHugh	
Matters Arising	There were no matters arising	
Action	Person Responsible	Deadline
N/A	N/A	N/A
Correspondence	Correspondence received re Strategic Plan Revisited Sarah Buckley Anne McHugh Niamh Broderick	

Item 1: IL Programme Update

Joan updated the committee of the following ILP developments:

- **March** – Zoom meeting held with Barrie on 09/02/21. It was agreed to provide 3 online sessions for Cohort 12/13/14. Dates as follows; Cohort 12 – 09/03/21, Cohort 13 – 22/03/21, Cohort 14 – 24/03/21
- **IL October 21** – Programme will go ahead as scheduled, COVID19 dependant. It may possibly be deferred until Mar 2022 depending on the restrictions.
- **Twitter Plan** – Twitter schedule in place for February resulting in more tweets being issued. A plan is being developed for March. Members of the Committee are welcome to contribute to the schedule by emailing Paula or Joan before the end of February.
- **Learner Voice Project** – Teams meeting held with Ger O' Sullivan on 05/02/21. The following was discussed and agreed - to provide online session / webinar with Paula Flynn and Barrie Bennett for end of March / April and to hold second event at the end of May. Another meeting is scheduled to confirm all the above and once details are confirmed, Joan will proceed to promote / advertise events on website and Twitter.
- **Newsletter** – All articles received. Theme for issue 14 is Policy and how IL is supporting the implementation of Policy. Articles are currently being edited and Paula is designing the newsletter. Newsletter will be online edition and will issue first week in March.
- **IL Website** – Transfer of all content & design complete. The website will go live Monday 22nd February 2021
- **Research Conference** – Joan has drafted an Expression of Interest Form to present at the Conference. Joan will email a copy of the draft to committee for feedback / comment. [Expression of Interest Form Link](#)

Action	Person Responsible	Deadline
Email all participants with Save the Dates for online sessions	Paula	On or before 20/02/21

Check with Tom re Teams & international calls Update March Twitter Plan re tweets for issuing Promote / Advertise Learner Voice Project events re Twitter & IL Website Email & upload Newsletter Issue 14 Email a draft copy of the application form for Research Conference to Committee for feedback / comment Contribute to the Twitter Plan for March	Paula Joan Joan Paula Joan All All	On or before 20/02/21 March 2021 ASAP On or before 05/03/21 On or before 19/02/21 February 26th February 24th
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Item 2: Approval of the Strategic Plan 2021 – 2023 [Link](#)

Joan advised the committee that the 2 Books from Barrie were included in the Strategic Plan. A meeting is scheduled with Barrie Bennett for 23/02/21 to discuss same. It will be edited for Irish context and Joan will require samples of Student work to be included.

The Strategic Plan was approved by the Committee.

Action	Person Responsible	Deadline
Publish final copy of Strategic Plan on the IL Website.	Paula	19/02/21
Send final copy of Strategic Plan to the following: Directors of Schools and Chief Executives for purposes of information.	Joan	19/02/21
Issue email to request Student work to be included in the edited Books.	Joan	ASAP

Item 3: Establish Sub Committees as appropriate

This item was deferred.

Action	Person Responsible	Deadline
N/A	N/A	N/A

Item 4: 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 joined the meeting and demonstrated how members of the Steering Committee will access this facility.

Action	Person Responsible	Deadline
An email will issue to the committee re log on details and with information of how to create a post.	Paula / Tom	ASAP

Item 5: A.O.B.

The committee discussed date(s) for the National Conference / Education Conference. After a lengthy discussion, it was agreed that going forward the first week in February was a suitable date for all.

It was also discussed and agreed to schedule a meeting with the Education Centres Directors to discuss progressing the IL Programme at Primary Level.

Action	Person Responsible	Deadline
Schedule meeting with Directors of Education Centres re Progression of the IL Programme at Primary Level	Joan	ASAP

Item 6: Date of Next Meeting

The date of the next meeting was agreed as follows; **Tuesday 13th April 2021 @ 2.00pm**

Action	Person Responsible	Deadline
Email notification of date of next meeting with a copy of the minutes of meeting 16/02/21	Paula Fitzpatrick	ASAP

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


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Joan Russell
Chairperson