

IL Steering Committee Meeting

Date – Thursday 20th January 2022

Time – 3.00pm

Venue – Online via Zoom

Agenda

- Welcome
- Apologies
- Minutes of meeting of Thursday 20th January 2022
- Matters Arising
- Correspondence
- IL Steering Committee – introduction of new members
Dr. Rebecca Saunders, Lecturer, Mary Immaculate College, St. Patrick's Campus, Thurles.
Ms. Veronica Walsh, Deputy Principal, Coláiste Treasa, Kanturk.
- IL Programme Update
- Annual Report
- IL Sub Committees – Reports
 1. Support Structure for Graduate School Leaders and Graduate Teachers.
Report: Ms. Sarah Buckley
 2. Sustainable Delivery of IL
Report: Ms. Gillian Doyle
 3. Partnerships at National and International Level.
Report: Ms. Sharon Coffey
- 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, Anne McHugh, Eugene Power, Gerry Maloney, Rebecca Saunders and Gillian Doyle		
Apologies	Veronica Walsh		
Welcome / Opening Remarks	Joan welcomed the members of the committee to the meeting, with a particular welcome to the new members. She extended her appreciation to the members who responded positively and timely, by email, approving the appointment of Veronica and Rebecca to the Committee.		
Minutes of Meeting Dated: 04/11/21	The minutes were adopted Proposed by - Gillian Doyle 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 Steering Committee – introduction of new members

Joan Welcomed two new members to the IL Steering Committee
Dr. Rebecca Saunders, Lecturer, Mary Immaculate College, St. Patrick's Campus, Thurles.
Ms. Veronica Walsh, Deputy Principal, Coláiste Treasa, Kanturk

Rebecca introduced herself to members. Having outlined her own professional experience and her engagement with IL in Australia, she stated how much she looked forward to be involved in the programme delivery and development in Ireland.

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

Item 2: IL Programme Update

Joan updated the committee of the following ILP developments:

- A. **Senior and Middle School Leaders Conference** - Conference details confirmed with Mount Wolseley Hotel, Meeting with Dr Zachary Walker on Thursday 10th February who confirmed and agenda drafted. (Paula issued in advance a copy of the agenda)

Paula uploaded to Twitter and IL Website, posters with details of the Conference Agenda / Programme and Conference Options (1/2 or 3)

4 x poster videos outlining the sessions with introduction from Dr Zachary Walker will also be uploaded 1 a week for four weeks

Information / details also emailed to Schools (Principals / Deputy Principals and Cohorts)

- B. **IL Book** - Received first edit of the book from the print designers and currently in the process of editing/ proofreading the book. We met with Barrie on 8th February to discuss book and afterward he forwarded edits. Additional pictures had to be sourced to show diversity of inclusion, thank you to Veronica Walsh, Gillian Doyle and Gerry Maloney.
We will also include Slide from Teaching Council re Cosán – Thanks to Carmel Kearns and her colleagues. Once editing is concluded, we will go to tender with the intention to launch book in October 2022, while Barrie is home.
- C. **Education Centres** - Meeting was held on Wednesday 23rd February with Education Centres re IL Summer Course. Another meeting is proposed for Tuesday 3rd May or Wednesday 4th May (date TBC) re Modules. Of the 10 IL Primary Graduates, 9 are available to facilitate the Summer Course.
- D. **Twitter Plan** - Twitter schedule in place. Members of the Committee are welcome to contribute to the schedule for April 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
Edit / Proofread Modules of Book	Paula / Joan	ASAP
Advertise on Twitter & IL Website re Senior & Middle School Leaders Conference	Paula	April / May

Item 3: Annual Report

Joan updated the members regarding the [Annual Report](#). Joan advised that the Report was mainly based on the actions and results arising from the IL Sub-Committees and shows the progress of IL over the past year. It was agreed that a copy would issue to all members for comment / feedback, and afterwards it would be published on the IL Website.

Action	Person Responsible	Deadline
Email copy of Annual Report	Paula	On or before 25/03/22
Review Annual Report and revert with feedback / comment	Committee Members	On or before 11/04/22
Publish Annual Report to IL Website	Paula	On or before 15/11/22

Item 2: IL Sub Committees –

- Support Structure for Graduate School Leaders and Graduate Teachers.**
Report: Ms. Sarah Buckley
- Partnerships at National and International Level.**
Report: Ms. Sharon Coffey
- Sustainable Delivery of IL**
Report: Ms. Niamh Broderick

- Sarah Buckley reported re IL Sub Committee Support Structure for Graduate School Leaders and Graduate Teachers – [Report](#)
- Sharon Coffey & Anne McHugh reported re Partnerships at National and International Level – [Report](#)
- Niamh Broderick & Gillian Doyle reported re Sustainable Delivery of IL - [Report](#)

Items Discussed and Noted:

- Joan advised that ‘Thank you’ cards were printed and that we are in the process of seeking quotations for Travel Mugs which will be given to facilitators of future conferences and events.
- Joan advised that she spoke with the General Secretary (ETBI), Paddy Lavelle, regarding the future of ETBI and IL. The result of this initial discussion was that IL will continue under the umbrella of ETBI. This is an important decision that will have implications for the work of the committee with responsibility for the development of a plan for the *Sustainable Delivery of IL*.
- It was proposed to organise a special meeting re the Sustainable Delivery of IL, with all members of the National Steering Committee present.

- Joan acknowledged and thanked the members of the IL Sub Committees for their hard work and contributions to date as the impact is generating huge developments in terms of the IL Programme.

Actions	Person Responsible	Deadline
The Chair of each of the IL Sub-Committee to forward details / agenda to Paula regarding meetings.	IL Sub-Committee Chairperson	In advance of meeting
Issue meeting details / agenda and associated documentation with links to the meetings.	Paula	In advance of meeting
Follow up on the printing of Travel Mugs	Paula	ASAP
Create and issue Doodle Poll to determine a date(s) for a special meeting re the Sustainable Delivery of IL	Paula	ASAP

Item 4: A.O.B.

The following were discussed and noted:

Research Conference: It was agreed to start planning for the Research Conference and it was proposed to set up a Sub Committee to assist re planning. Sharon Coffey, Finn O Murchú, Joan Russell and Rebecca Saunders were nominated as members.

It was noted for Cohort 15 that the Teaching Council and IL will co-facilitate workshops on Professional Reflection and Collaborative Reflection. Research will be conducted alongside this project.

It was agreed to issue a letter of congratulations to Mr. Tomas Ó Ruairc and Mr. John Kearney on their recent appointments as Assistant Secretary General, DE and CEO, NCSE, respectively.

Action	Person Responsible	Deadline
Issue letters of congratulations on their recent appointments to Mr. Tomas Ó Ruairc and Mr. John Kearney	Paula	ASAP

Item 5: Date of Next Meeting

It was agreed to issue a doodle poll 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 22/03/222	Paula	In advance of meeting
Create and issue Zoom Link once the date of meeting is agreed	Paula	In advance of meeting
Forward items you wish to include on the agenda for the next meeting	IL Steering Committee	In advance of Meeting

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

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Joan Russell
Chairperson

