

IL Steering Committee Meeting

Date – Tuesday 13th April 2021

Time – 2.00pm

Venue – Online via Teams

Agenda

- Welcome
- Apologies
- Minutes of meeting of 16th February 2021
- Matters Arising
- Correspondence
- IL Programme Update
- Establish Sub Committees
 1. Develop a plan for the sustainability of delivery of the programme
 2. Develop a Support Structure for graduate school leaders and graduate teachers
 3. Develop partnerships at National and International level
- A.O.B.
- Date of Next Meeting

In Attendance	Joan Russell, Sharon Coffey, Gerry Maloney, Eugene Power, Gerard O' Sullivan, Niamh Broderick and Sarah Buckley	
Apologies	Finn Ó Murchú, Anne McHugh, Siobhan Grogan and Gillian Doyle	
Welcome / Opening Remarks	Joan welcomed the members of the committee to the meeting.	
Minutes of Meeting Dated: 16/02/21	The minutes were adopted Proposed by - Sharon Coffey Seconded by – Gerard O' Sullivan	
Matters Arising	Reissue the draft Expression of Interest to present at Research Conference Form, to the committee for observation / feedback Expression of Interest Form Link	
Action	Person Responsible	Deadline
Issue draft copy of interest form to present at Research Conference for observation / feedback	Paula	14/04/2021
Correspondence	No Correspondence Received	

Item 1: IL Programme Update

Joan updated the committee of the following ILP developments:

- **IL March** – 3 online sessions facilitated by Barrie Bennett for Cohort 12/13/14 were held on the following dates; Cohort 12 – 09/03/21, Cohort 13 – 22/03/21, Cohort 14 – 24/03/21. An invitation to join the online sessions was issued to participants of Learner Voice Project. Paula has uploaded the presentation on IL website [“Leading Change in Teaching & Learning”](#)
- **IL October** – Registration for Cohort 15 is ongoing. To date 14 Schools have registered. Paula following up on expressions of interest received.
- **Twitter Plan** – Twitter schedule in place for April. Members of the Committee are welcome to contribute to the schedule by emailing Paula or Joan
- **Learner Voice Project** – Teams meeting with Gerard O' Sullivan – Monday 29th March. Online Webinar / Fireside chat discussed. It was agreed to schedule the online session for Monday 10th May- 7.00pm to 8.30pm. Barrie Bennett has confirmed availability. Paula has created poster re advertising [Fireside Chat](#) Joan / Paula to proceed with marketing / advertising to promote. It was also noted that Niamh Broderick offered the use of St. Leo's College Zoom Account which can facilitate up to 500.
- **Newsletter** – [Issue 14](#) of the IL Newsletter was uploaded on the IL Website and the online edition was emailed / distributed. Theme for issue 14 is Policy and how IL is supporting the implementation of Policy.
- **IL Website** – Transfer of all content & design complete. The new look website went live Monday 1st March 21
- **IL Book** – Currently editing in the Irish context. Will draft a submission form, upload on Website and Twitter and issue a call out for submission to schools seeking samples of student / teacher original work to include as

graphics. The submission deadline is the 4th of June. Joan advised that the proceeds of the sale of the Book will go towards the external evaluation of the IL Programme.

Action	Person Responsible	Deadline
Organise with Tom Toft re editing of IL March online session and upload on website	Paula	April 2021
Update April Twitter Plan	Joan / Paula	April 2021
Promote / Advertise Learner Voice Project events on Twitter & IL Website	Joan / Paula	April 2021
Email all participants with save the date / poster for Fireside chat scheduled for Monday 10th May 2021.	Paula	April 2021
Check details of Zoom Account re “Fireside Chat”	Paula	April 2021
Follow up on expressions of interest received re Cohort 15	Paula	April / May 2021
Draft Submission Form for IL Book	Joan	April 2021
Upload submission form on Website & Twitter and email to schools	Paula	April 2021

Item 2: Establish Sub Committees

1. Develop a plan for the sustainability of delivery of the programme

2. Develop a Support Structure for graduate school leaders and graduate teachers

3. Develop partnerships at National and International level

Arising from the discussion at the IL Steering Committee meeting, the members of the sub-committee were agreed as follows:

1. Develop a plan for the sustainability of delivery of the programme
Sub Committee
1. Gerard O’ Sullivan
2. Niamh Broderick
3. Gillian Doyle

2. Develop a Support Structure for graduate school leaders and graduate teachers
Sub Committee
1. Sarah Buckley
2. Eugene Power
3. Gerry Maloney
4. Siobhain Grogan

3. Develop partnerships at National and International level
Sub Committee
1. Sharon Coffey
2. Joan Russell
3. Anne McHugh

Following a discussion, it was agreed to organise dates for the sub-committee meetings and the reporting structures for the meetings.

Action	Person Responsible	Deadline
Email details of sub-committees	Paula	April
Agree meeting dates for Sub-committees	Committee	April / May
Agree reporting structures for Sub-committee meetings	Committee	April / May

Item 3: A.O.B.

IL Newsletter – Issue 15: It was agreed that we would aim for September 2021 for the next edition and the theme for Issue 15 is “Reflection” (Where they are now)

It was discussed that depending on Government / NPHET guidelines and if intercounty travel was permitted, it was proposed going forward to look at the possibility of organising a face-to-face meeting.

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

Item 4: Date of Next Meeting

The date of the next meeting was agreed as follows: **Wednesday 30th June @ 2.00pm via Teams**

Action	Person Responsible	Deadline
Email notification of date of next meeting with a copy of the minutes of meeting 16/04/21	Paula Fitzpatrick	ASAP

This concluded the business of the meeting and the meeting concluded @ 3.30pm



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Joan Russell
Chairperson

