

IL Steering Committee Meeting

Date – Wednesday 21st June 2023

Time – 1.30pm

Venue – Cork Education Support Centre (CESC)

Agenda

Welcome

Apologies

Item 1: Minutes of meeting of Tuesday 2nd May 2023

Item 2: Matters Arising

Item 3: Correspondence

Item 4: Steering Committee Review

Item 5: IL Programme Update

Item 6: Proposal for the ongoing Delivery of the Instructional Leadership

Programme beyond March 2024 – Discussion / Draft Proposal Document

Item 7: IL Sub Committee Report

- Partnerships at National and International Level
Ms. Anne McHugh
Dr. Sharon Coffey
- Support Structure for Graduate School Leaders and Graduate Teachers
Ms. Sarah Buckley
- Sustainable Delivery of IL
Ms. Niamh Broderick
- Research Committee
Ms. Joan Russell

Item 8: Professor Barrie Bennett – Retirement March 2024

Item 9: A.O.B

Item 10: Date of Next Meeting

In Attendance	Joan Russell, Niamh Broderick, Sharon Coffey, Finn Ó Murchú, Sarah Buckley, Gerry Maloney, Eugene Power and Becky Saunders (Online)		
Apologies	Siobhain Grogan, Ger O’ Sullivan and Anne McHugh		
Welcome / Opening Remarks	Joan welcomed the members of the committee to the meeting, the second meeting face to face and extended apologies for the change in venue and time for the meeting.		
Item 1: Minutes of Meeting Dated: 20/09/22	The minutes were adopted Proposed by - Sharon Coffey Seconded by – Niamh Broderick		
Item 2: Matters Arising	No matters arising		
Action		Person Responsible	Deadline
N/A		N/A	N/A
Item 3: Correspondence	1. Siobhain Grogan – Email received regarding the Draft proposal for the future delivery of the ILP. 2. Barry Kenny ,OECD - OECD Draft Report which includes the ILP.		

Item 4: Steering Committee Review		
The Committee members engaged in a self-evaluation as a committee member and an evaluation of the functioning of a committee. Personal Reflection Document Committee Reflection Document Following a detailed discussion, the following was agreed: IL Steering Committee Meetings 1. There will be a minimum of 5 IL Steering Committee Meetings to include 1 overnight 2. A schedule of meetings will be agreed at end of each academic year for the following year. 3. Meetings will be Face to Face (It was noted that in exceptional circumstances meetings will be online or blended) 4. All members of the Committee will contribute to the agenda. IL Sub-Committee Meetings 1. There will be a minimum 5 IL Sub-Committee meetings per annum 2. Sub-committee meetings will commence at 4.00pm / 4.15pm 3. A schedule of meetings will be agreed at end of each academic year for the following year, with each meeting taking place at least a week in advance of the Steering Committee meeting. It was also noted that the evaluation / review process was a very worthwhile activity.		
Action	Person Responsible	Deadline
Issue Doodle poll for IL Steering Committee and Sub-Committee meetings	Paula	On or before 30 th June

Item 5: IL Programme Update		
Joan updated the committee of the following ILP developments IL Programme Update		
Action	Person Responsible	Deadline
Issue OECD report to Becky Saunders	Paula	On or before 23/06/23

Item 6: Proposal for the ongoing Delivery of the Instructional Leadership Programme beyond March 2024.		
Proposal for the ongoing Delivery of the Instructional Leadership Programme beyond March 2024 The draft document was issued to members of the committee. Following a discussion, the following was noted: • Handbook / guide required for Trainers and Facilitators. • The following will be invited to be involved in training the facilitators; 1. Professor Barrie Bennett 2. Dr Becky Saunders – Peer Coaching & Conferencing 3. Dr Sharon Coffey and Emily Ann Doyle – Professional Reflection The General Secretary ETBI is very supportive of IL, and it is his intention to continue to deliver ILP as an ETBI programme beyond March 2024. Joan invited comments / feedback members to be submitted on or before COB June 28th.		
Actions	Person Responsible	Deadline
Email comment / feedback relating to the Draft Proposal for the future delivery of ILP Document.	IL Steering Committee	COB June 28 th , 2023.

Item 7: IL Sub-Committee Report		
Sustainable Delivery of IL – Ms. Niamh Broderick Niamh Broderick provide an update and the following was noted; The IL sub-committee met on Monday 12th June. Niamh thanked Joan for drafting an excellent document, which was issued to members of the IL sub-committee prior to the meeting and, acknowledged the great work and detail it contained. The meeting generated a great discussion and suggestions going forward. Partnerships at National and International Level – Dr Sharon Coffey Sharon Coffey provided an update. The following was noted: Professional & Collaborative Reflection (Cohort 15) • Research Cohort 15 – Research is ongoing. • She will meet with Emily Ann and Becky in Aug / Sept to discuss a further workshop on professional and collaborative reflection as part of Session 3 for Cohort 15 in Oct 2023.		

Leargás Project – Developing Principals and Deputy Principals as Instructional Leaders:

- 5 meetings held to date.
- The Draft Programme is now complete.
- A schedule of dates for site visits is currently being drafted.
- A pilot of the programme will be delivered from Jan to May of 2024.
- Slovenia have selected 12 schools for the programme, and we will open applications for 12 schools in September.
- The future facilitators of the programme will be identified from this pilot group if possible.

Support Structure for Graduate School Leaders and Graduate Teachers. – Ms. Sarah Buckley

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

- We are currently trying to source facilitators for TeachMeets. To date 16 responses have been received through the QR code.
- An application form is in Draft Form.
- A schedule of TeachMeets will be organised in September for the next academic year.

Sarah also asked, if any member of the committee knows teachers, who are engaging in and/or sharing good practice and who could facilitate a TeachMeet to contact her, and she will follow up.

Research Committee – Ms. Joan Russell

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

The research plan was published on the IL Website and that the Research sub-committee will schedule a meeting in September.

Ideas for research was noted; teachers who are promoted due to IL should be tracked; an analysis of how IL in being embedded in participating schools should be tracked.

It was agreed that Sharon would present the findings of her Doctorate Research at the next meeting.

Action	Person Responsible	Deadline
Schedule Sub-Committee Meetings	Chairpersons	
Sharon would present the findings of her Doctorate Research at the next meeting.	Sharon	Next SC Meeting

Item 8: Professor Barrie Bennett – Retirement March 2024

Joan advised the members that while retirement of Barrie is planned for in March 2024, she will need to discuss same with Barrie or whether there will be another Cohort and what involvement / participation Barrie will have regarding training facilitators beyond March 2024.

It was agreed that any event organised will have to be big to acknowledge Barrie Bennett and his contribution to Irish Ed since 2008.

It noted that the event needs to be on the same scale as the 10th Birthday celebrations.

Joan asked members to think in relation to a gift for Barrie and, also who should be invited.

Action	Person Responsible	Deadline
Contact Mount Wolseley re Event for Friday 8 th March 2023	Paula	ASAP
Create an Invitation / Guest list for event as a shared document & issue to Committee members for their contribution.	Paula	In advance of next meeting
Contact Barrie to discuss new Cohort and Facilitators training	Joan	In advance of next meeting
Consider ideas for a gift for Barrie.	IL Steering Committee Members	In advance of next meeting.

Item 9: A.O.B

There was no A.O.B.

Action	Person Responsible	Deadline
N/A		

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



Joan Russell
Chairperson