

IL Steering Committee Meeting

Date – Wednesday 26th June 2024

Time – 11.00am

Venue – The Horse and Jockey Hotel, Tipperary

Agenda

- Welcome
- Apologies
- Minutes of Meeting 29th April 2024
- Matters Arising
- Correspondence
- Future of IL
- Research Conference
- A.O.B
- Date of Next Meeting



In Attendance	Joan Russell, Sharon Coffey, Eugene Power, Finn Ó Murchú, Becky Saunders and Paula Fitzpatrick
Apologies	Anne McHugh
Welcome / Opening Remarks	Joan welcomed the members of the committee to the meeting.
Minutes of Meeting Dated: 29th April 2024	The minutes were adopted Proposed by - Sharon Coffey Seconded by – Eugene Power
Matters Arising	There were no matters arising.
Updates	Joan Russell provided an update and the below was noted. Funding – Joan advised that Anne McHugh followed up regarding the proposal for the ongoing delivery of ILP. Paddy Lavelle has confirmed the funding for the ongoing delivery of ILP was approved the ETBI Board. Eochair - The programme was launched on Monday 4th March. The summer course will run as they received 12 registrations. The course will be delivered in Milford National School from 1st to 5th July and will be facilitated by Linda O’ Meara and Sandra Larkin. Joan also advised that following a meeting on 17th June, it was proposed and agreed to join Primary and Post Primary to document the IL Programme. IL Website – Paula advised that she had a follow up meeting with Tom Toft to discuss and agree the revamp of the IL Website. Following the meeting, it was agreed to create a folder and update / revise the content. Once this is completed, Tom has agreed to upload all revised content to the new IL Website with an aim to launch the new look website in October. IL Programmes on Offer – Paula advised to date we have received the following registrations; Team Based Learning – 3 Registrations Peer Instructional Conferencing and Coaching – 2 Registrations IL Programme Cohort 16 – 8 Registrations. Paula advised that although the registrations may be low, there are a number of schools who have expressed an interest and she will follow up by email. Paula also agreed to schedule Tweets to promote.

Sharon Coffey provided an update regarding Léargas as follows: Leargas – The pilot of the programme concluded in May. The final report is due at the end of June. A focus group session was held on Wednesday 19th June for participants in both Ireland and Slovenia. Sharon advised that the focus group session provided very good feedback and this data and that from the surveys issued will inform the research paper and the future content of the programme. Joan noted that the level of learning, the engagement and seeing the transferring of the learning in the schools was excellent and following on from the focus group sessions, it was proposed to hold a second stakeholders event. The aim of the second stakeholder event, scheduled for Tuesday 17th September, is to provide an interim research report, share our experience of the programme and outline the next steps. Sharon Coffey also advised that we will officially launch the programme at NAPD Conference in October. PeacePlus – Joan advised that she had received correspondence from Anne McHugh with an update that the funding was approved. PeacePlus		
Action	Person Responsible	Deadline
Follow up and revise content of IL Website	Paula Fitzpatrick	In advance of October launch
Schedule Tweets to promote IL Programmes on offer	Paula Fitzpatrick	ASAP
Create QR Code re launch of Lasair for NAPD Conference	Paula Fitzpatrick	In advance of NAPD Conference
Issue invitations to NCSE & NCCA re Stakeholders Event	Paula Fitzpatrick	ASAP
Correspondence	There was no correspondence.	

Future of IL The proposal for the ongoing delivery of ILP beyond March 2024 was circulated in advance of the meeting. Following a discussion the below was noted and actions arising from the discussion recorded. • It was originally proposed to train 20 former graduates of the programme as facilitators and it was agreed to reduce the number to 12 • It was also noted that we should not be rigid regarding the agreed 12, as due to various circumstances / reasons, If we train additional graduates as facilitators, this will allow and enable us to draw from the pool of trained facilitators for the future delivery of the programme (Cohort 17 /18). • It was agreed to identify facilitators and once identified Joan proposed they will attend the programme with Cohort 16 as a refresher. • It was agreed to draft a proposal for the logistics and costings for substitution and also engage personal in OSD who may be able to inform / advise re details and costings. • It was noted that the content for Cohort 16 will be revamped and amended for the future delivery of the programme and a meeting is scheduled for Tuesday 9th July with Joan Russell , Becky Saunders and Sharon Coffey to commence the review. • It was noted that Becky will co-anchor Cohort 17. • Joan proposed using the DE Evaluation Tool for professional learning opportunities. • It was also proposed to extend the session duration to 3 days which will allow for the reflection module and include change management piece. Proposed Criteria for Facilitator • Minimum of 3 years from date of graduation – (graduated on or before 2022 - Cohort 12) as this will allow for the practitioner to have incorporated and embed the IL strategies and tactics in the classroom. • Identify and have 1 Anchor / 1 Expert for the delivery of each session. • No retirees as facilitators. • Incorporate in the agreement / contract a 2 year max timeframe after retirement. Requirements for facilitator • Reflection, which is incorporated in the programme.

- Incorporate a PLC in their school, where they will share ideas to foster collaborative learning among colleagues to enhance their teaching practice.
- Element of co-facilitating with Becky Saunders in Cohort 17.
- Attend other modules outside of Cohort 16 Training e.g. adult learning, facilitation skills etc.

Application Process

It was agreed to review the application form and commence process re advertising in the second week of September (9th Sept) with a closing date of the end of September (30th Sept). This will allow for sufficient time to review the submitted applications, video and interviews to select the successful applicants as facilitators for inclusion for Cohort 16, commencing in November 2024.

Exit Strategy for Facilitators

Once we have identified and trained the facilitators, it was proposed to have an exit strategy in place, should the facilitators not meet the necessary standard to deliver the programme. It was proposed to develop guidelines to make clear our expectations. It was also proposed to have a review policy in place.

IL Steering Committee

Following a discussion the below was noted as follows;

- It was agreed to retain the title as IL National Steering Committee and also that role of ILP Coordinator and Chairperson remain rather than 2 separate roles.
- It was agreed to reduce the nominees by 1 for the Chief Executive Forum and Director of Schools Forum.
- It was also agreed to amend the primary nominees as follows 1 x primary facilitator and 1 x Post Primary facilitator.
- It was noted the importance to extend the invitation to the HEI and it was also agreed to form a formal partnership with MIC and develop an MOU.
- It was proposed to include 2 Community Education representations as nominees to the Steering Committee.
- The timeframe to form the new IL National Steering Committee was agreed for on or before the end of September 2024.

Action	Person Responsible	Deadline
Draft Document re Substitution	Joan Russell	ASAP
Review Application Form for Facilitators	Joan Russell	ASAP
Draft Facilitator Guidelines	Joan Russell	ASAP
Form Formal Partnership with MIC and draft an MOU	Joan Russell	Autumn 2024 / spring 2025
Advertise Train the Trainer on Social Media and Twitter	Paula Fitzpatrick	ASAP
Draft Biography and email to Paula	Becky Saunders	ASAP
Check the maximum limit for uploading Videos to Twitter	Paula Fitzpatrick	ASAP
Forward a copy of Dr Zachary Walkers Video introduction to Becky	Paula Fitzpatrick	ASAP
Record 2 x videos to promote IL Programmes	Becky Saunders	ASAP

Research Conference

The purpose of the meeting was to determine the Date, possible venues, outline a structure, discuss the Theme / Keynote(s) and to identify guest list.

Following a discussion the below was noted and actions arising from the discussion recorded.

It was agreed to hold 1 x full day conference, with the option of a pre-conference dinner for invited guests.

Conference Date – Thursday 23rd April 2026 / Pre Conference Date – Wednesday 22nd April 2026

Conference Venue – Dublin (as this is central for travelling purposes)

Venue requirements – 1 x large conference room with a min number of 8 breakout rooms available to include a Networking / Social room.

Proposed Venues – The Ashling Hotel, Croke Park, Conference Hotel @ airport and Clock Tower.

Theme – Change

3 x Keynotes required to incorporate the 3 elements identified - Policy / Practice / Research

Proposed Keynote Speakers – James Spillane, Ann Looney, Fiona King, Helen Malone, Carol Campbell and Patricia Mannix McNamara.

Primary Audience – Policy Makers
DE / Minister

Stakeholders
Teachers doing PHD
Practitioners

Invitation / Guest List – NCCA, NCSE, DE, Teaching Council, Teacher Unions (TUI & ASTI), PDA, NAPD, INTO, IPPN, Teacher Training Colleges, Universities, ACCS, JMB, ETB – CEO and DoS, CPMA, Oide, Church of Ireland, North / South, Leargas, Slovenia, Teaching Council Scotland and Institute of Education Scotland & Wales.

It was agreed that the main aim of the Research Conference was to promote IL. Issue invitations re research opportunities for IL and offer support to Teachers as researchers.

Action	Person Responsible	Deadline
Draft a template document for Research Conference	Joan Russell	ASAP
Issue Tender requests to host the Research Conference	Paula Fitzpatrick	ASAP
Schedule a meeting with Tomás Ó Ruairc to discuss Conference	Joan Russell	ASAP

A.O.B.

There was no AOB

Action	Person Responsible	Deadline
N/A		

Date of next meeting

The date for the next meeting was agreed for Tuesday 1st October 2024.

It was agreed that Paula Fitzpatrick would issue an email to all members of the committee with details of the meeting

Action	Person Responsible	Deadline
Issue email to all members re details of meeting	Paula Fitzpatrick	ASAP
Issue the minutes of the meeting to all	Paula Fitzpatrick	ASAP

This concluded the business of the meeting and the meeting concluded @ 4.00pm



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Joan Russell
Chairperson