

IL Steering Committee Meeting

Date – Wednesday 30th June 2021

Time – 2.00pm

Venue – Online via Zoom

Agenda

- Welcome
- Apologies
- Minutes of meeting of 16th April 2021
- Matters Arising
- Correspondence
- IL Programme Update
- CSL - Application for Endorsement of IL Programme
- Sub Committees –
 1. Report re Meeting 23/06/2021 - Sustainable Delivery of IL Sub Committee
 2. Reporting Templates and Dates for Sub Committee Meetings
- A.O.B.
- Date of Next Meeting

In Attendance	Joan Russell, Sharon Coffey, Gerry Maloney, Eugene Power, Niamh Broderick, Finn Ó Murchú, Anne McHugh, Siobhan Grogan, Gillian Doyle and Sarah Buckley		
Apologies	Ger O’ Sullivan		
Welcome / Opening Remarks	Joan welcomed the members of the committee to the meeting.		
Minutes of Meeting Dated: 16/04/21	The minutes were adopted Proposed by - Sarah Buckley Seconded by – Niamh Broderick		
Matters Arising	No Matters Arising		
Action		Person Responsible	Deadline
N/A		N/A	N/A
Correspondence	CSL - Interview (01/06/2021) Confirmation Letter (18/06/2021)		

Item 1: IL Programme Update

Joan updated the committee of the following ILP developments:

- **IL Programme – October 2021**

Proposed Schedule for October 2021

October 2021 – (4th October to 15th October 2021)

Cohort 13	Session 2	Monday 4th to Wednesday 6th October
Cohort 12	Session 4	Wednesday 6th to Friday 8th October
Cohort 14	Session 2	Monday 11th to Wednesday 13th October
Cohort 15	Session 1	Wednesday 13th to Friday 15th October

With the gradual re opening, we continue to monitor the situation and adhere to Government / NPHE guidelines. The decision to proceed in October 2021 will be based on the following:

- a) Travel restrictions and guidelines - Professor Barrie Bennett may not be in a position/ permitted to travel.
- b) Current Government guidelines - regarding organised indoor gatherings and the maximum permitted (there are in excess of 100 participants in each cohort).
- c) Schools – The additional challenges this presents for management to release participants to attend the IL Programme.

- **IL Programme – Registrations re Cohort 15:** Registration for Cohort 15 is ongoing. To date 24 Schools have registered. Paula following up on expressions of interest to register.
- **IL Learner Voice** - Online Webinar / Fireside chat took place on Monday 10th May 2021 and over 245 registered to attend. The theme of the webinar was *Facilitating Learner Voice in the classroom to positively affect teaching and learning*.

- **Newsletter** - Issue 15 – Scheduled for September 2021 and the theme for this issue is “Reflection” (Where they are now?). Articles for the newsletter were discussed and noted in the actions below.
- **IL Book** - Issued a call out for Submissions to schools seeking samples of student / teacher original work to include as graphics via email and uploaded on Website and Twitter. Received **8 submissions** from Schools but will require more photographs as not enough received for book. Joan advised that Paula and herself had agreed to identify specific pictures and content required, create a spreadsheet and contact schools directly re same. Joan advised that unfortunately this may delay the publication date to October 2021.
- **Twitter Plan** - Twitter schedule in place for June and will upload for July. Members of the Committee are welcome to contribute to the schedule by emailing Paula or Joan.
- **CSL** - Received confirmation of CSL endorsement of IL Programme (Item 2 of the agenda)

Action	Person Responsible	Deadline
IL Book – Create Spreadsheet, Identifying specific Pictures / content required.	Joan Russell / Paula	ASAP
Twitter Plan – Draft July plan and schedule Tweets.	Paula	July
Newsletter – Follow up on proposed articles from following • Finn O’ Murchú – Post-Grad Student Reflection • Gillian Doyle – Primary (Reflection re Summer School or school experience) • Sarah Buckley – Reflection	Sharon Coffey	ASAP

Item 2: CSL - Application for Endorsement of IL Programme

Joan updated the committee regarding CSL application / endorsement as follows:

Interview for endorsement took place on Tuesday June 15th @ 11:30am. The panel included Jodi O’ Connor, Máire Ní Bróithe and Mary Flemming with Anna Mai Rooney as administrator. Notification of CSL endorsement of the IL Programme was received on the 18th June, [Confirmation Letter](#) / [Recommendations](#) . Endorsement is for three years and is renewable after this three-year period.

Action	Person Responsible	Deadline
Upload CSL Logo to IL website	Paula	ASAP

Item 3: Sub Committees –

1. Report re Meeting 23/06/2021 - Sustainable Delivery of IL Sub Committee

2. Reporting Templates and Dates for Sub Committee Meetings

Niamh Broderick updated the committee as chair of the Sub Committee –Develop a Plan for Sustainable Delivery of the Programme regarding the meeting held on 23/06/21. [Meeting Note](#)

The sustainable delivery of the programme was discussed and the following noted:

Joan agreed to draft a template and forward to Niamh Broderick and Gillian Doyle for approval. The template will be available on a shared folder which all members of the committee will be able to access and upload proposals or comments.

It was also agreed that each Sub Committee would meet prior to the next scheduled IL Steering Committee meeting and a copy of the meeting note template would issue to Sub Committee members.

Actions	Person Responsible	Deadline
1. Draft Template for Proposals for the sustainable delivery of the IL Programme and upload on shared drive.	Joan Russell	ASAP
2. Issue link for the Template to members of the IL Steering Committee.	Paula Fitzpatrick	ASAP
3. Email meeting note template for Sub Committee meetings.	Paula Fitzpatrick	ASAP
4. Schedule meeting and nominate member to act as Chair for Sub Committee.	Sub Committee • Develop a Support Structure for Graduate School Leaders & Graduate Teachers • Develop Partnerships at National and International Level.	In advance of next IL Steering Committee Meeting

Item 4: A.O.B.

The committee discussed details regarding the Research Conference. The idea of working with possibly 6 Schools was agreed where the schools would embed at least one aspect of the IL Programme and deliver a presentation.

Members of the IL Steering Committee would work with each of the Schools participating.

Action	Person Responsible	Deadline
N/A		

Item 5: Date of Next Meeting

It was agreed that a Doodle Poll would issue to the IL Steering Committee to determine date of next IL Steering Committee Meeting and Paula would email the date once the committee completed the Poll.

Action	Person Responsible	Deadline
Issue Doodle Poll to all members of the committee	Paula Fitzpatrick	ASAP
Email notification of date of next meeting with a copy of the minutes of meeting 30/06/21	Paula Fitzpatrick	ASAP

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



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Joan Russell
Chairperson