

IL Steering Committee Meeting

Date – Thursday 4th November 2021

Time – 3.00pm

Venue – Online via Zoom

Agenda

- Welcome
- Apologies
- Minutes of meeting of 29th September 2021
- Matters Arising
- Correspondence
- IL Programme Update
- Sub Committees –
 1. Report re Meeting 03/11/2021 – Support Structure for Graduate School Leaders and Graduate Teachers.
 2. Report re Meeting 21/10/2021 –Partnerships at National and International Level.
 3. Report re Sustainable Delivery of IL
- National Conference 2022
- A.O.B.
- Date of Next Meeting

In Attendance	Joan Russell, Sharon Coffey, Gerry Maloney, Eugene Power, Niamh Broderick, Sarah Buckley, Siobhan Grogan, Gerard O’ Sullivan and Gillian Doyle		
Apologies	Anne McHugh and Finn Ó Murchú		
Welcome / Opening Remarks	Joan welcomed the members of the committee to the meeting.		
Minutes of Meeting Dated: 30/06/21	The minutes were adopted Proposed by - Gillian Doyle Seconded by – Sharon Coffey		
Matters Arising	No Matters Arising		
Action		Person Responsible	Deadline
N/A		N/A	N/A
Correspondence	No Correspondence		

Item 1: IL Programme Update

Joan updated the committee of the following ILP developments:

- A. **Mount Wolseley Hotel** - Confirmed dates re the delivery of March 2022 IL Programme and National Conference.
- B. **IL Book** - In the final stages of editing the book.
 - Intention to include Reflective Page at beginning of each chapter, linking it back to Cosán
 - Will contact Conor Mellon regarding article
 - Letters will also issue to Schools acknowledging receipt and use of submission.
 - We hope to launch the book in March 2022
- C. **Twitter Plan** - Twitter schedule in place. Members of the Committee are welcome to contribute to the schedule for November by emailing Paula or Joan
- D. **IL Newsletter** – Currently editing Issue 15 and will distribute early November. Will upload on IL website and Twitter.
- E. **Sub-Committee Meetings** - Each of the sub-committees have met (A report was later tabled by each group)

Action	Person Responsible	Deadline
Issue emails acknowledging receipt and use of submission.	Paula	November 2021
Complete 1 st draft of IL Book and issue to Printers	Paula	November 2021

Item 2: Sub Committees –

1. Report re Meeting 03/11/2021 – Support Structure for Graduate School Leaders and Graduate Teachers.
2. Report re Meeting 21/10/2021 –Partnerships at National and International Level.
3. Report re Sustainable Delivery of IL

1. Sarah Buckley reported re Meeting of the IL Sub- Committee held on 03/11/21 [Meeting Note](#)
It was noted that Gillian Doyle will attend Teach Meet on Tuesday 9th November and act as recorder for Niamh Broderick and similarly Niamh Broderick will attend the Teach Meet on Monday 15th November and act as recorder for Gillian Doyle. It was also noted that Siobhain Grogan will attend and act as recorder for Eugene Power.
2. Joan Russell reported re Meeting 21/10/21 [Meeting Note](#)
Anne McHugh Shared Island Dialogue Series 01.10.21 [Meeting Note](#)
Sharon Coffey Leargus workshop for an Application for a Small-Scale Partnership (KA210) [Meeting Note](#)
3. It was noted that Niamh reported at the last IL Steering Committee regarding the IL sub-committee meeting re Sustainable Delivery of IL and will schedule a meeting for December.

It was agreed that each Sub Committee would meet prior to the next scheduled IL Steering Committee meeting and forward details to Paula for issuing.

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

Item 3: National Conference 2022

Joan advised that the Mount Wolseley Hotel was booked for Friday 4th and Saturday 5th of February 2022 for the National Conference but that the PDST have been advised by DES to cancel face to face / overnight events and proceed with online due to the current situation with Covid-19.

The committee discussed details regarding the Conference. The committee agreed, it was very concerning and a cautious approach was the appropriate action to take. Following a discussion, it was agreed to defer the National Conference to 2023 and proceed with the June Conference 2022.

Joan Russell will draft an outline / proposal for the June Conference. It was also agreed that members of the Committee would email Joan with any suggestions / thoughts they have that could be included.

Action	Person Responsible	Deadline
Email Mount Wolseley Hotel to notify re cancellation of the National Conference 2022.	Paula	November 2021
Email suggestions / ideas re June Conference 2022	IL Steering Committee	In advance of IL meeting
Joan to draft a proposal / plan re the June Conference 2022	Joan	In advance of IL meeting

Item 4: A.O.B.

No items for discussion

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

Item 5: Date of Next Meeting

It was agreed that each IL Sub-Committee would schedule a meeting prior to Christmas and it was agreed to schedule a date for the next IL Steering Committee meeting for the 3rd week in Jan 2022. Paula to issue a doodle poll to all members of the Steering Committee.

Action	Person Responsible	Deadline
Email a copy of the minutes of meeting 04/11/21	Paula Fitzpatrick	November 2021
Issue Doodle Poll to determine date of next meeting	Paula	November 2021
Forward items you wish to include on the agenda for the next meeting	IL Steering Committee	December 2021

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



Joan Russell
Chairperson