

IL Steering Committee Meeting

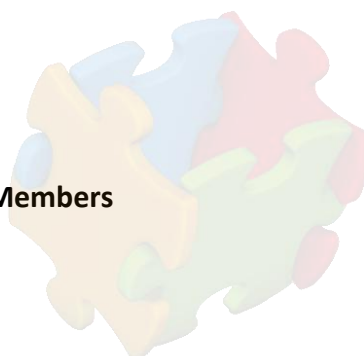
Date – Tuesday 28th October 2025

Time – 10.00am

Venue – Online via Teams

Agenda

- Welcome
- Apologies
- Minutes of Meeting
- Matters Arising
- IL Website
- Proposals for New Members
- Events Update
- Future Planning
- CSL Endorsement
- A.O.B
- Date of Next Meeting



In Attendance	Joan Russell, Sharon Coffey, Eugene Power, Becky Saunders, Anne McHugh and Paula Fitzpatrick
Apologies	Finn Ó Murchú
Welcome / Opening Remarks	Joan welcomed the members of the committee to the meeting.
Minutes of Meeting Dated: 26th June 2024	The minutes were adopted
Matters Arising	There were no matters arising.
Correspondence	Geraldine McNamara - Óide re Endorsement of ILP

IL Website

Paula Fitzpatrick provided an update regarding the redesign of the IL Website and shared a first look of the landing / front page.

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

It was agreed to have the official launch of the new website on the morning of Monday 10th November 2025 in Carlow, prior to session 3 of Cohort 16 commencing and members of the committee were asked to suggest possible names who could launch the website.

Action	Person Responsible	Deadline
Email suggestions re person who could launch the IL Website	IL Steering Committee	ASAP
Amend the content and layout of the website design as discussed	Paula Fitzpatrick	ASAP
Transition of all content to the new home page. Perform a final check of content, links and activate pages.	Paula Fitzpatrick	ASAP

Proposals for New Members

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

Joan advised that Sarah Buckley is returning as a member of the IL Steering Committee.

It was proposed and agreed that an invitation to join the IL Steering Committee issue to Orlagh Ní Fhaoláin, principal of Gaelcholáiste Cheatharlach and Paul Crone, Director of NAPD.

It was noted that we need to invite members of all sectors as the IL programme is cross sectoral and it was proposed to reissue an invitation for nominations from NAPD, JMB and ACCS.

Joan agreed to draft a Terms of Reference regarding the IL Steering Committee members and contact the general secretaries in the organisations to discuss possible nominations. It was discussed and agreed when issuing an invitation for nominations that the person(s) proposed had graduated the IL Programme and the person(s) were fully invested in the future of IL		
Action	Person Responsible	Deadline
Issue Letter of confirmation to Sarah Buckley	Joan Russell / Paula	ASAP
Issue Letter of invitation to Orlagh Ní Fhaoláin, principal of Gaelcholáiste Cheatharlach and Paul Crone, Director of NAPD.	Joan Russell / Paula	ASAP
Draft Terms of Reference re IL Steering Committee members	Joan Russell	ASAP
Contact JMB and ACCS General Secretaries to discuss nominations.	Joan Russell	

IL Events Update		
Paula Fitzpatrick provided an update regarding IL Events 281025 IL Programme Update.docx Sharon Coffey confirmed that KCETB had registered 11 schools who will attend Cohort 17. It was noted that we had not reached the minimum number of registrations required to proceed with <i>Peer Coaching and Conferencing</i> and we would defer the commencement of Cohort 3. It was agreed to rebrand the programme, to discuss the content and review the timeline to possibly reduce the duration of the sessions in the future delivery of the programme. Anne McHugh agreed to follow up and revert regarding attendance on the 30th January to promote IL at the Principals and Deputy Principals Conference scheduled for January 2026.		
Action	Person Responsible	Deadline
Contact Mount Wolseley to cancel booking for Peer Cohort 3	Paula Fitzpatrick	28/10/2025
Contact Paul Fields re attendance at the Principals & Deputy Principals Conference January 2026.	Anne McHugh	ASAP

Future Planning		
Following a discussion the below was noted and actions arising from the discussion recorded. Joan outlined that there are changes in ETBI relating to the impending retirement in March 2026 of the General Secretary and how this might impact ILP. It is important to have a plan in place to ensure IL is anchored at national level and succession planning is key to this. Becky advised that solid and extensive research is required to showcase the impact of IL. It is key to provide evidence of the impact, even if this is conducted on a phase basis. Joan proposed scheduling an event regarding research and to invite graduates of ILP. Joan requested Paula draft a costing pp for attendance at this event. It was proposed that Sharon, Becky and Joan schedule a date to meet in November. The purpose of this meeting is to provide an outline of what is required for the mapping of research proposals for the next meeting. It was agreed to schedule a face to face meeting in January 2026 regarding the future planning of IL and the date for this meeting will be confirmed in December.		
Action	Person Responsible	Deadline
Contact Seamus Conboy relating to Anne Looney and the National Convention on Education	Joan Russell	ASAP
Contact Paddy Lavelle to discuss the future of IL	Anne McHugh / Eugene Power	ASAP
Provide a costing pp for research event	Paula Fitzpatrick	ASAP
Schedule a meeting in November	Joan / Sharon / Becky	ASAP

CSL Endorsement

Joan Russell provided an update regarding the CSL Endorsement. Joan advised that she had received an email from Geraldine McNamara outlining that it has been four years since ILP was originally endorsed and that we now need to apply for re-endorsement. Attached with the email was a template to complete on or before Friday 7th November. Following the submission for Re-endorsement, the next stage will involve an invite to meet with the Endorsement Panel.

[Template for Submission for Re-Endorsement.docx](#)

Action	Person Responsible	Deadline
Complete the CSL application for re-endorsement	Joan Russell	On or before 7/11/2025

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 16th December 2025 @ 10.00am online via Teams.

It was agreed that Paula Fitzpatrick would issue an email to all members of the committee with details of the meeting and create a Teams meeting link.

Action	Person Responsible	Deadline
Issue email to all members re details of meeting with Teams Link	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 @ 11.15am



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Joan Russell
Chairperson