

**St Joseph's National School**  
**Milltownpass**  
**Co Westmeath**

Roll No: 16304J  
Registered Charity Number: 20137168

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Deputy Principal: Ms. Emma Martin

Principal: Ms. Emer Bermingham

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7/10/2025

Dear Parent/Guardian,

The following is the Agreed Report following a Board of Management meeting held on Thursday October 2nd 2025

**Principal informed the Board of the following:**

- Following the selection process set out in the Governance Manual for primary Schools, Caitlin Heslin is deemed elected as the 'Mother's Nominee' to the Board. Thanks were expressed to all who put their names forward. The Board is now complete and will run until 2027.
- Congratulations: The Board offers its congratulations and best wishes to Pauline O'Hara on her recent retirement after 28 years of devoted service to St Joseph's NS. Thanks were given to all who helped to make her retirement mass and function a memorable and special occasion.
- Congratulations also to Ms Hanevy on the birth of her new baby boy.
- Welcome to our 17 new students who started with us this year. Our current enrolment is 73 pupils.
- The principal thanked Mrs Fox and Ms Martin who helped to run a very successful July Programme this summer.
- Staffing: The Board welcomed Mrs Dervila Armstrong and Mr Shane Farrell to the staff.
- Hot school meals were discussed. The tendering process is underway for hot meals. In the meantime, cold lunches from Carambola are working well and feedback from the children is positive.
- A special 'Thank you' was offered to our SNA's on SNA Appreciation Day, who work tirelessly behind the scenes to support our most vulnerable students.
- The Board discussed the new 'Child Protection Procedures' which can be implemented any time up to December 2026. Ms Bermingham and Ms Martin attended initial training on September 19th. Whole staff training is set for November 13th.
- Thanks were expressed to Mr Foy for his part in liaising with Milltownpass Tidy Towns, who have been very generous in providing us with 'Heritage in schools' talks and other items to come. We welcome involvement and communication with local groups.
- Thanks were expressed to Winnie O'Dowd, Chairperson to the Board for her diligence and thorough conduct during the recent selection process for Principal and Deputy Principal.

- It was agreed that a 'Student Council' will be set up in the coming months to allow an official channel for student voice in our school.

Policy:

- The Board ratified one new policy 'Bí Cineálta', updated the 'Admissions policy', Critical Incident Policy, Child Safeguarding Statement and Risk Assessment

Maintenance:

- Emergency works: Work was carried out during the summer to replace the leaking water tank. Funded by the Dept scheme. Barratt Heating and plumbing changed the tank and re-enforced the concrete base.
- School painting: Joe Kelly painted the back of the school as planned since last year. It looks fresh and clean.

Child Protection Oversight Report

- Principal presented the CPOR to the Board

Sacraments

- Confirmation will take place on Wednesday 28th January 2026 and first Communion will take place on May 9th 2026

The Board wishes everyone a safe, happy and healthy school year.

Yours sincerely

Emer Bermingham

Secretary to the Board of Management