

## Planning Prompts 8<sup>th</sup> May 2025

A chairde,

At this time of year, the danger of interpersonal conflict is ever present. When facing a difficult situation, asking yourself two questions posed by Brené Brown in navigating choppy waters.

Do I have enough information to freak out? The answer is normally no.

Will freaking out help? The answer is always no.

Keeping calm in the face of difficulty is essential to providing a cool, measured response.

Is sinne le meas,

IPPN Leadership Support Team.

Prioritise key tasks for the coming week and decide which ones can wait. With each task, decide who takes responsibility.

### Teaching & Learning

- Standardised tests in Literacy and Numeracy – Have the dates for conducting tests been agreed? Who will collate the test results? How will the tests be included in the End of Year reports?
- End of Year Reports – Stagger the way in which sign off by the Principal is managed. Give each class teacher a specific time to submit them.

### BoM

- Review signage, fire equipment, computer supplies and maintenance requisites with staff or Board members who may have responsibility in this area. Present to Board at next meeting for budgetary consideration.
- Continue to plan for End of Year activities. Complete Risk Assessment on all activities and plan in light of the school's Health, Safety and Welfare policy. This is particularly important in the case of out-of-school activities and school tours. Seek Board sanction for all out of school activities.

### Time to Think

*The nearer a man comes to a calm mind, the closer he is to strength.*

Marcus Aurelius