



etb

Bord Oideachais agus Oiliúna
Átha Cliath agus Dhún Laoghaire
Dublin and Dún Laoghaire
Education and Training Board

MINUTES OF MEETING OF DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD HELD ON MONDAY 30th MAY, 2016 IN ADMINISTRATIVE OFFICES, TUANS_GATE, 1 BELGARD SQUARE EAST, TALLAGHT, DUBLIN, 24

Present: Ms. Rose Callan, Cathaoirleach
Cllr. Pat Hand
Cllr. Ken Farrell
Cllr. Sorchá Nic Chormac
Cllr. Lóna O'Toole
Cllr. Mick Duff
Cllr. Justin Sinnott
Cllr. Louise Dunne
Cllr. Karen Furlong
Mr. Gerry McGuire
Dr. John Walsh
Ms. Olive Phelan
Ms. Claire Markey

In Attendance: Mr. Paddy Lavelle, Chief Executive
Dr. Deirdre Keyes, Education Officer
Dr. Fionnuala Anderson, Education Officer
Mr. Paul McEvoy, Head of Organisation Services
Mr. Martin Clohessy, Finance Officer

Apologies: Cllr. Roderic O'Gorman, Leas Cathaoirleach
Cllr. Brian Lawlor
Ms. Eithne Dunne
Cllr. Eithne Loftus
Mr. Frank O'Hanlon

At the outset votes of sympathy were extended to the following and a minutes silence observed:

- To Austin Wynne, Adult Education Officer, on the death of his father.
- To Noel Donnelly, Deputy Principals in St. MacDaras CC, on the death of his sister Paula.
- To the family of John McKeever former Deputy Principal of Sallynoggin College of Further Education.
- To the family of Joe McDonagh, former CEO Galway VEC.

An appreciation card was noted from Ms. Bridget Blake, Principal. College of Further Education, Dundrum arising from the recent passing of her Brother

Congratulations was extended to Ms. Clare Markey on her recent appointment to the Teaching Council.

A welcome was extended to Cllr. Karen Furlong, attending her first meeting of the Board.

Difficulties arising when recent meetings could not proceed for want of a quorum were highlighted. Members were requested to ensure that Fingal, South Dublin and Dún Laoghaire County Councils do not arrange meetings for the assigned day of the ETB meeting. The Chief Executive undertook to write to the Councils' Chief Executives in this regard.

1. Minutes

Minutes of meeting held on 9th March 2016

The minutes were confirmed and signed on the proposal Cllr. Pat Hand, seconded by Mr. Gerry McGuire.

2. Matters Arising

None

3. Consideration of Reports from Committees

Board of Management Minutes

- 3.1. Adamstown CC BoM Minutes 20th January 2016
Adamstown CC Admissions Policy 2017/2018
- 3.2. Ardgillan CC BoM Minutes 12th January 2016
- 3.3. Ardgillan CC BoM Minutes 2nd March 2016
- 3.4. Blackrock FEI BoM Minutes 10th November 2015
- 3.5. Blackrock FEI BoM Minutes 12th January 2016
- 3.6. Blackrock FEI BoM Minutes 8th March 2016
- 3.7. Castleknock CC BoM Minutes 8th December 2015

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- 3.8. Castleknock CC BoM Minutes 9th February 2016
- 3.9. Castleknock CC BoM Minutes 15th March 2016
 Castleknock CC Admissions Policy 2017-2018
 Castleknock CC Suspension & Exclusion Policy 15-18
- 3.10. Colaiste de hIde BoM Minutes 6th October 2015
- 3.11. Colaiste de hIde BoM Minutes 1st December 2015
- 3.12. Colaiste de hIde BoM Minutes 23rd February 2016
- 3.13. Collinstown Park CC BoM Minutes 16th December 2015
- 3.14. Deansrath CC BoM Minutes 12th April 2016
- 3.15. Dundrum CFE BoM Minutes 30th September 2015
- 3.16. Dun Laoghaire FEI BoM Minutes 23rd February 2016
- 3.17. Dun Laoghaire FEI BoM Minutes 5th April 2016
- 3.18. Fingal CC BoM Minutes 8th December 2015
- 3.19. Gaelcholaiste Reachrann BoM Minutes 26th January 2016
- 3.20. Greenhills College BoM Minutes 15th January 2016
- 3.21. Kishoge CC BoM Minutes 3rd February 2016
 Kishoge CC Admissions Policy 2018
- 3.22. Lucan CC BoM Minutes 25th January 2016
- 3.23. Lusk CC BoM Minutes 23rd February 2016
- 3.24. Luttrellstown CC BoM Minutes 10th February 2016
 Luttrellstown CC Admissions Policy 2017/2018
- 3.25. Mount Seskin CC BoM Minutes 1st February 2016
- 3.26. Mount Seskin CC BoM Minutes 7th March 2016
- 3.27. Oberstown Campus School BoM Minutes 9th February 2016
- 3.28. Sallynoggin CFE BoM Minutes 14th January 2016
- 3.29. Stillorgan CFE BoM Minutes 8th December 2015
- 3.30. Stillorgan CFE BoM Minutes 29th February 2016
- 3.31. St. Finians CC BoM Minutes 2nd December 2015
- 3.32. St. Finians CC BoM Minutes 3rd February 2016
- 3.33. St. MacDaras CC BoM Minutes 1st December 2015

The above reports were adopted on the proposal of Cllr. Sorcha Nic Chormac, seconded by Cllr. Ken Farrell.

Section 29 Appeals

- 3.34. Ardgillan CC 4th May 2016 Record of Decision ARD1
- 3.35. Colaiste Cois Life 4th Mar 2016 Record of Decision CCL1
- 3.36. Colaiste Pobail Setanta 21st Mar 2016 Record of Decision CPS16
- 3.37. Greenhills College 8th Apr 2016 Record of Decision GC3
- 3.38. Luttrellstown CC 1st Mar 2016 Record of Decision LCC12
- 3.39. Luttrellstown CC 9th Mar 2016 Record of Decision LCC13
- 3.40. Luttrellstown CC 22nd Apr 2016 Record of Decision LCC14

The above reports were adopted on the proposal of Cllr. Pat Hand, seconded by Cllr. Mick Duff.

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4. Business submitted by the Chief Executive Officer

4.1. Finance

Members noted details of the Board's current financial position as follows:

Financial report to 30th April 2016

Scheme	Opening cash balance	Receipts	Payments	Closing cash balance
Main Scheme – Pay	97,669	30,297,130	30,824,435	(429,636)
Main Scheme – Non-Pay	(4,270,416)	2,199,925	3,742,768	(5,813,259)
Associated Main Scheme	2,847,817	579,473	667,076	2,760,214
Capital	3,402,895	2,285,962	2,870,538	2,818,319
Third Level Grants	536,038	-	105,425	430,613
Non Main Scheme	1,403,663	119,863	7,864,095	(6,340,569)
Training Centres	2,520,609	21,944,721	13,406,872	11,058,458
Youth Services	21,975	2,535,706	2,458,871	98,810
Agency	404,509	735,739	1,415,758	(275,510)
Self-financing	3,852,101	1,134,126	1,556,324	3,429,903
Total	10,816,860	61,832,645	64,912,162	7,737,343

DDLETB had circa €7.7m on hand at the end of April. The Main Scheme Non-Pay deficit accumulating since 2013 was not addressed by the Department (DES) at the end of 2015 and there is currently no proposal from DES to resolve this issue. DDLETB met with DES in the last few weeks with a view to raising the ONP ceiling for 2016. While this would not bridge the cash shortfall, it would allow DDLETB to provide an increase in Non-Pay funding for new and growing second level schools. The Department indicated that it may be positively disposed to raising the spending threshold but set out details of further information that would be required to establish a basis for any increase and the Finance Department is currently engaging with DES in this respect. As things stand there are no other significant issues to report.

4.2. Buildings' Report

The following was noted in respect of the Board's building/capital programme:

Gaelcholáiste Reachrann

The stage 2A report is completed and currently being reviewed for submission to the Department.

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Balbriggan Sports Hall/Extension (Devolved Project)

The sports hall building is progressing with completion scheduled for July. The inaugural meeting of the design team for the new school building was held on 8th April. The team has commenced work on the stage 1 submission.

Lucan Community College - Extension

Preparation of stage 2A is continuing.

Luttrellstown Community College Phase 2

Planning permission has not been granted, as yet, as additional information was requested by Fingal County Council. The information is being compiled by the design team. The Fire Officer, due to current workload, has requested an extension of time for processing of fire certificate.

Kingswood Community College

The contractor for the temporary accommodation, required for September, is on site. Completion of stage 2b, for the permanent building is expected shortly, subject to the design team clarifying traffic management compliance issues for South Dublin County Council.

St. Finian's Community College Extension (Devolved Project)

The Department has approved the pre-qualification of contractors.

Lusk Community College – Phase 2

The bill of quantities is being finalised to facilitate completion of stage 2B.

Coláiste Chillian (ADAPT)

The site is being developed as a lán gaeilge campus to include two primary schools; Gaelscoil Cluain Dolcáin and Gaelscoil Na Camóige. The project includes the provision of a sports hall for Coláiste Chillian and is currently at stage 1.

Dún Laoghaire Further Education Institute – Fire Safety

The application for additional funding is currently being reviewed and is expected to be submitted to the Department shortly.

Summer Works 2014

Tenders are currently being evaluated for appointment of a contractor for heating/boiler upgrade works at St. Finian's and Firhouse.

Summer Works 2015

Coláiste Chillian (car parking) – The project is being reviewed in the context of the plans to develop the site as a campus, including two primary schools
Coáiste De hÍde (ceiling repairs) – Tender documents for appointment of a contractor are being prepared.

St Aidan's Community School – New Entrance

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There has been a delay in the issuing of a fire certificate due to a major backlog in the relevant department in the Council. This is resulting in a delay in finalising the tender documents.

Mount Seskin – SNU/Security

A response on additional funding for the SNU is awaited from the Department who we are pressing regularly for a response. The security works are completed.

Temporary Accommodation 2016

Coláiste Cois Life – following recent tender competition a contractor will be appointed shortly.

Fingal CC – work has commenced in the relocation of the temporary unit from Kishoge CC

Citywest ET & Scoil Niamh – awaiting Department approval

Lucan CC – Department decision not to approve the project is the subject of an appeal

Coláiste Cois Life – awaiting Department approval

Lucan Community National School – Project approved, design team tenders being assessed

Luttrellstown Community College – Project approved and contractor appointed

Gaelcholáiste Reachrann – awaiting Department approval

Gaelscoil Cluain Dolcáin (Primary School) - tender for contract will be launched shortly

Lusk Community College – Design team is appointed and has commenced design process

Scoil Chormac – Approval for temporary accommodation is being sought

FE Funded Projects

Funding has recently been secured for the following projects:

Kilternan - alarm & emergency lighting

Clondalkin Youthreach – doors/windows upgrade

Blanchardstown Youthreach – gutters/roof

Priory Youthreach – fire alarm

Rathfarnham Youthreach – gas tank cage

Grange Community College – emergency lighting

Sallynoggin Senior College – PE hall heating upgrade

Stillorgan Senior College – toilet upgrade

Greenhills College – fire alarm, window upgrade

Deansrath Community College – canteen

Dundrum College - room refurbishment

Scoil Chormac CNS

Work on the permanent building is progressing well. As the building will not be completed until late October approval for temporary accommodation is being sought from the Department.

Scoil Aoife CNS

Work is progressing well with completion planned for July. Contractor on site for the new building.

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Lucan Community College

Contractor on site, planned completion for December

Benincasa Special School

A new tender competition for a design team is required as the Department had incorrectly categorised the project for procurement purposes.

Summer Works 2016

Projects at the following Colleges, which involve electrical upgrades, have recently been approved by the Department:

Coláiste Cois Life

Coláiste De hÍde

St Kevin's CC

Details of the approval are awaited before commencing procurement of consultant(s).

4.3. Staff

The following were noted:

4.3.1. Appointments

4.3.2. Job Sharing

4.3.3. Resignations

4.3.4. Retirements

4.3.5. Career Breaks

4.3.6. Secondments

4.4. Chief Executive Officer's Report

The Chief Executive reported as follows:

The CEO extended congratulations to Senator Gerry Craughwell who was elected to the Senate and to Claire Markey who was nominated to the Teaching Council for the Teachers Union of Ireland.

The CEO informed the Board that the Department had announced a patronage competition for 5 new schools in the DDLETB area. He explained that Dublin and Dun Laoghaire ETB were seeking support for their bid to be patron to all. The areas in question were: Firhouse, Lucan, Castleknock, Malahide and Swords. Each school would be for 1000 pupils. In each area the ETB will present as an experienced education provider of co-educational multi-denominational education with excellent supports for schools. All members were asked to support the Board in advocating for patronage for DDLETB in whatever way possible. It was explained that the campaign is complicated by the fact of DDLETB trying to be involved in 5 campaigns at once with limited staff resources. DDLETB asked for and have received significant assistance in particular from local ETB schools.

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The Department announced that Community National Schools will become ETB schools in September following DDLETB requesting in writing from the Minister of Education & Skills that they become patrons.

The CEO met Minister Bruton along with CEOs of each ETB on Thursday 19th May. Minister Bruton attended Grange Community College on the occasion of the PLC awards and told the audience that it was his inaugural address as Minister of Education and Skills in a school or college.

Board of Management Training: The facilitators and Principals took part in the Child Protection training through the offices of the PDST (Professional Development Service for Teachers) facilitated by Niamh Divan. In particular, the issues addressed are pertinent to the recent legislation on Garda Vetting.

Kingswood CC: The CE informed the Board that the temporary accommodation building had been placed on site and will be ready for occupation shortly. This is sufficient until the new school is built. Already 54 students have enrolled for September and there is great interest for 2017 also. The interim board of management was to be established following this meeting.

The DSP-ETB protocol was signed at a meeting on 17th May. This should ease the interactions among the parties particularly in relation to course recruitment in Training Centres and Post Leaving Certificate courses. Assessments were being carried out in PLC and Training Centre settings related to QQI certification during this month. Principals and centre managers are hopeful in relation to numbers being recruited. The effective unemployment rate across the region has declined to about 5% which indicates that recruitment to courses may be problematic this year.

The teachers on the TL21 programme, developed in association with Maynooth University, were awarded their certificates at a function in Head Office on 5th May. The programme developed a very collaborative network of teachers who had been very creative in their approach to teaching as a result. It is complemented by other networks in operation across the ETB namely; SEN network, FET network, Deputy Principals network, LLN network, TEL network. The TEL network held two events in the past month to encourage participation in developing creative teaching and learning resources. These networks are initiated and supported by Dr Deirdre Keyes.

The competition for Directors positions in ETBs had closed and interviews are due to take place in June.

The annual report has been presented for 2013-14 and is in preparation for 2015. Work is ongoing on the Strategy Statement and the Service Plan. DDLETB will be reporting and consulting on these in due course as appropriate. The CE thanked Dr Fionnuala Anderson for her work on this with Rosemary McGill.

In April, DDLETB were privileged to be hosts for the launch of the National Skills Strategy in Blackrock Further Education Institute. The Taoiseach, then Tanaiste and Minister for Education and Skills along with Minister of State for Education all attended.

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The event was widely publicised and DDLETB were happy that Blackrock was chosen to showcase the launch. There was a chance to emphasise the need for appropriate facilities for developing skills with accommodation and equipment of the right quality in the FET sector.

Whole School Evaluations were conducted in Donabate Community College and in Skerries Community College. The inspectorate reported very favourably in both schools. Attention was drawn to the excellence of practice, the leadership exhibited and the support offered by the Boards of Management. The Principals, while finding the inspections onerous, saw them as invigorating for the staff and students. Although there was a huge level of preparation required each Principal believed they performed very well. This reflects the standards set by the Principals and the support given to the school by Boards of Management and the ETB staff.

The annual Leaving Certificate Applied exhibition was held in Head Office on 14th April to allow learners display their work. It was a great opportunity for learners to meet people and explain what they had done.

Colleges and schools had been holding celebrations for awards and graduations over the past few weeks. The CE along with the Board members wished all of our students well as they embark on the next leg of their journey through life. They have achieved success in their field and move on with their new found expertise with confidence.

DDLETB celebrated the tenth anniversary of using the Head Office building on the 29th April with staff here.

4.5 Audit Committee Report

In accordance with section 45 (3) of the Education and Training Boards Act, 2013, members noted the contents of the first report from the audit committee.

5. Correspondence from the Department

The following were noted:

- 5.1. Circular 24/2016 Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school years 2015/2016 and 2016/2017
- 5.2. Circular 25/2016 Promotion and Appeal Procedures for appointment to Assistant Principal, Special Duties Teacher and Programme Co-ordinator
- 5.3. Circular 26/2016 Prescribed Material for the Junior Certificate Examination in 2018 and Leaving Certificate Examination in 2018
- 5.4. Circular 27/2016 Post – 1st Jan 2011 and post – 1st Feb 2012 New Entrants to Teaching – Recognition of Previous Public Service in another EU Member State

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- 5.5. Circular 30/2016 Expiry of increment measures under the terms of the Haddington Road Agreement
- 5.6. Circular 31/2016 Commencement of Statutory Requirements for Garda Vetting
- 5.7. Circular 35/2016 Recruitment of Special Needs Assistants – Supplementary Assignment Arrangements for the 2016/2017 school year

6. Correspondence from other sources

The following were noted:

- 6.1. Ltr dated 5th April 2016 from Couth Dublin County Council re: nomination of Cllr Brian Lawlor to replace Colm Brophy on DDLETB Board.
- 6.2. Ltr dated 15th April 2016 from DLRCoCo re: nomination of Cllr Karen Furlong to replace Cllr Catherine Martin on DDLETB Board. [Click here](#)
- 6.3. Ltr dated April 2016 from Minister of Education & Skills re: Student representatives on the IADT Governing Body
- 6.4. Ltr dated 17th May 2016 from TUI re: Interim Board of Management – Kingswood Community College.

7. ETBI Conference 2016 – to consider the nomination of delegates.

It was agreed to authorise the attendance of the following:

Ms. Rose Callan, Cathaoirleach
Cllr. Pat Hand
Cllr. Liona O'Toole
Cllr. Mick Duff
Cllr. Sorchá Nic Chormac
Ms. Olive Phelan
Mr. Gerry McGuire
Cllr. Ken Farrell

8. To consider appointment of interim Board of Management for Kingswood Community College

It was unanimously agreed to appoint the following:

Cllr. Mick Duff, DDLETB
Ms. Olive Phelan, DDLETB
Mr. Des Newton, DDLETB

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Ms. Olive O'Connell, TUI nominee
Mr. Tony Barnett, TUI nominee

9. To consider the appointment of a replacement on the Governing Body of the IADT

It was unanimously agreed to recommend the following to the Minister for appointment to the Governing Body:

Cllr. Barry Saul, replacing Senator Neale Richmond
Ms. Helen Cullinane, replacing Ms. Barbara O'Grady

10. To consider the replacement of Cllr Roderic O'Gorman on the Audit committee

It was unanimously agreed to appoint Cllr. Karen Furlong.

11. To consider the Dublin and Dun Laoghaire ETB Annual Report July 2013 to December 2014

The draft report, as presented, was adopted on the proposal of Mr. Gerry McGuire, seconded by Cllr. Justin Sinnott.

12. To consider an ETB nominee replacement on Sallynoggin College of Further Education

Deferred

13. To consider the ETB nominees to the Boards of Management of the following Community Schools

The following were appointed to the boards for the new term of office commencing on 1st July, 2016:

Hartstown Community School

Ms. Marian Sheehan
Mr. Michael O'Donovan
Cllr. Margaret McCamley

The Donahies Community School

Mr. Gerry McGuire
Mr. Sean McCann
Mr. Peter Coyle

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Portmarnock Community School
Cllr. Anthony Lavin
Cllr. Brian McDonagh
Mr. Gerry McGuire

Blakestown Community School
Ms. Sharon McGrath
Cllr. Kieran Dennison
Dr. John Walsh

14. To consider the following policies

- 14.1. Risk Management
- 14.2. Fraud
- 14.3. Protected Disclosures
- 14.4. Data Protection

The above policies were unanimously adopted, as presented.

15. Any other business at the discretion of the Cathaoirleach

The meeting then concluded

Signature of Cathaoirleach;

