



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 18th JULY, 2016 IN ADMINISTRATIVE OFFICES, TUANS_GATE, 1 BELGARD SQUARE EAST, TALLAGHT, DUBLIN, 24

Present: Cllr. Roderic O’Gorman, Leas Cathaoirleach
Cllr. Pat Hand
Cllr. Sorchá Nic Cormaic
Cllr. Liona O’Toole
Cllr. Mick Duff
Cllr. Justin Sinnott
Cllr. Louise Dunne
Cllr. Karen Furlong
Cllr. Eithne Loftus
Mr. Gerry McGuire
Dr. John Walsh
Ms. Olive Phelan
Ms. Claire Markey
Mr. Frank O’Hanlon

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

Apologies: Ms. Rose Callan, Cathaoirleach
Cllr. Ken Farrell
Ms. Eithne Dunne
Mr. Ciaran Duffy
Mr. Gerry McCaul
Ms. Fionnuala Anderson, Education Officer

At the outset votes of sympathy were extended to the following and a minute's silence observed:

Tomás Ó Donnagáin, Principal Coláiste Cois Life, on the death of his mother.
George Murphy, Head Office, on the death of his step father.
Claire Keane, Head Office, on the death of her grandmother and Michael Keane on the death of his mother.
Noel Donnelly, DP St MacDaras CC, on the death of his sister.

1. Minutes 30th May, 21016

The minutes were confirmed and signed on the proposal of Mr. Gerry McGuire, seconded by Cllr. Mick Duff.

2. Matters Arising

None

3. Consideration of Reports from Committees

Board of Management Minutes

3.1. Castleknock CC BoM Minutes 19th April 2016

Drainage Works

Members were advised that the additional works are confined to the school site and will not include the back gardens of adjacent houses.

- 3.2. Coláiste de hÍde BoM Minutes 19th April 2016
- 3.3. Collinstown Park CC BoM Minutes 13th April 2016
- 3.4. Dundrum CFE BoM Minutes 10th March 2016
- 3.5. Fingal CC BoM Minutes 24th May 2016
Fingal CC Admissions Policy 2016
- 3.6. Gaelcholáiste Reachrann BoM Minutes 12th April 2016
- 3.7. Gaelcholáiste Reachrann BoM Minutes 14th June 2016
- 3.8. Greenhills College BoM Minutes 10th May 2016

3.9. Luttrellstown CC BoM Minutes 14th April 2016

Building Snags

Ongoing issues relating to the building in terms of drainage, fire alarm, doors and gutters were highlighted. It was noted that a mechanical and electrical consultant has been engaged to investigate and report on the issues.

3.10. Luttrellstown CC BoM Minutes 7th June 2016

Luttrellstown CC Code of Positive Behaviour

3.11. Oberstown Campus School BoM Minutes 26th April 2016

3.12. Oberstown Campus School BoM Minutes 24th May 2016

3.13. St. Finians CC BoM Minutes 13th April 2016

3.14. St. Kevins CC BoM Minutes 2nd March 2016

3.15. Stillorgan CFE BoM Minutes 21st April 2016

The above reports and associated policies were adopted on the proposal of Dr. John Walsh, seconded by Cllr. SORCHA NIC CORMAIC.

Section 29 Appeals

3.16. Balbriggan CC 18th May 2016 Record of Decision BCC1

3.17. Lucan CC 23rd May 2016 Record of Decision LUCC7

3.18. Coláiste Pobail Setanta 30th June 2016 CPS18

3.19. Coláiste Pobail Setanta 30th June 2016 CPS19

3.20. Coláiste Pobail Setanta 30th June 2016 CPS20

The recommendations of the appeals' committee, as contained in the above reports, were adopted on the proposal of Mr. Gerry McGuire, seconded by Cllr. Pat Hand.

Finance Committee Minutes

3.21. Finance Committee Minutes 1st October 2015

3.22. Finance Committee Minutes 4th November 2015

3.23. Finance Committee Minutes 18th December 2015

3.24. Finance Committee Minutes 10th March 2016

3.25. Finance Committee Minutes 18th May 2016

The above reports were adopted on the proposal of Cllr. Eithne Loftus, seconded by Dr. John Walsh.

4. Business submitted by the Chief Executive Officer

4.1. Finance

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

Financial report to 30th June 2016

Scheme	Opening cash balance	Receipts	Payments	Closing cash balance
Main Scheme – Pay	97,290	45,828,592	46,986,317	(1,060,435)
Main Scheme – Non-Pay	(4,245,924)	3,158,054	5,105,170	(6,193,040)
Associated Main Scheme	2,620,891	1,791,923	1,140,620	3,272,194
Capital	3,402,895	3,509,256	4,103,056	2,809,095
Third Level Grants	536,038	-	105,367	430,671
Non Main Scheme	1,396,214	12,316,840	12,583,651	1,129,403
Training Centres	2,520,609	20,747,530	19,557,932	3,710,207
Youth Services	21,984	6,498,879	4,188,434	2,332,429
Agency	405,425	820,259	835,328	390,356
Self-financing	4,092,015	1,660,715	2,328,923	3,423,807
Total	10,847,437	96,332,048	96,934,798	10,244,687

DDLETB had circa €10.24m on hand at the end of June. The Main Scheme Non-Pay deficit was €6.2m at that time. As previously advised, the Department indicated that that it may be positively disposed to raising the spending threshold on ONP (other non pay) by circa €1.4m to €7.8m for 2016. No formal confirmation has been received as of yet and it is hoped that the Department will convey sanction in this regard in the short term. It is important to note that this will not address the ongoing cash shortfall in any way.

The C & AG audit is ongoing for 2015 and the Finance staff are making the Audit Committee aware of any matters as they arise. A recent issue in relation to Carline, a charity operating an alternative education programme for 12-15 year olds who are out of school, has been brought to our attention. The Gardaí are currently investigating this matter. The charity has indicated that it is in a position to continue trading and will provide a tax clearance certificate as required under the funding arrangements with the Boards Youth Services.

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Statement of Internal Control (SIC)

Consideration of the SIC was deferred, pending ongoing discussions with the C&AG on the proposed format.

Additional ONP (Other Non Pay) Allocation

Members noted that a response to the Board's appeal to the Department, for an increase in the ONP allocation, is awaited.

Overdraft Facility

It was noted that the possible requirement of an overdraft facility for this financial year will be assessed in the coming period and if necessary, addressed at the Board's September meeting.

Temporary Accommodation

Concern was expressed as to the level of spending on temporary accommodation, which arises for colleges in growth awaiting the provision of expanded/new permanent accommodation.

Details of the level of expenditure to be provided at the September meeting.

4.2. Buildings' / Capital Report

The current position of the Board's building programme was noted as follows:

Gaelcholáiste Reachrann

The stage 2A report has been submitted to the Department with a formal meeting arranged for mid-August.

Balbriggan Sports Hall/Extension (Devolved Project)

Completion of the sports hall is scheduled for 28th July. The design team for the school building is continuing work on the stage 1 submission.

Lucan Community College - Extension

Preparation of stage 2A is progressing and expected mid-August.

Luttrellstown Community College Phase 2

Planning permission, fire certificate and DAC all in place. Tender documents are being prepared with the stage 2B submission due early September.

Kingswood Community College

Completion of the installation of the temporary accommodation is scheduled for 12th August. The stage 2B submission for the permanent building is expected later this month.

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

A tender competition, for the prequalification of contractors, is being prepared.

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Lusk Community College – Phase 2
Stage 2B report submitted on 6th July.

Coláiste Chillian (ADAPT)

Following approval of stage 1 the design team is preparing the stage 2A submission.

Dún Laoghaire Further Education Institute – Fire Safety

The application for additional funding is with the Department and a response is awaited.

Summer Works 2014

Following a period of negotiation with the Department additional funds have been approved for works at St. Finian's. Discussions are ongoing on the works required at Firhouse.

Summer Works 2015

Coláiste Dehíde (ceiling repairs) – Tenders for contractor currently being evaluated

St Aidan's Community School – New Entrance

The issuing of a fire certificate continues to be delayed in the fire department of Dublin City Council. In the interim a tender competition for the appointment of a contractor is being launched.

Mount Seskin – SNU

A response to our application for additional funding is awaited from the Department.

Temporary Accommodation 2016

Coláiste Cois Life – Contractor is on site for phase 1 (science room & toilets). Tenders have issued for a contractor for phase 2 (4 general classrooms, art room, home economics)

Fingal CC – work is progressing with completion scheduled for 11th August

Citywest ET & Scoil Niamh – Tender process for a contractor is underway

Lucan CC – Following the successful outcome of our appeal a contractor is now on site

Lucan Community National School – Design team in place and because the accommodation is only required until December, last year's contract is being extended

Luttrellstown Community College – Contractor on site

Gaelcholáiste Reachrann – Project recently approved by Department and design team is now in place

Gaelscoil Cluain Dolcáin (Primary School) – Contractor appointed

Lusk Community College – Contractor appointed

Scoil Chormac – Additional students will be accommodated in existing temporary accommodation on the site of St. George's national school, pending completion of the new permanent building

Scoil Chormac CNS (Permanent Building)

Work is progressing well and due for completion mid-October

Scoil Aoife CNS

Work is progressing well with completion planned for 15th August

Lucan Community National School (Permanent Building)

Work is progressing with completion scheduled for December

Benincasa Special School

Following the retendering of the design team, tenders are currently being evaluated

Summer Works 2016

Coláiste Cois Life

Coláiste De hÍde

St Kevin's CC

Tenders for the appointment of consultants are currently being evaluated

4.3. Staff

4.3.1. Appointments

4.3.2. Resignations

4.3.3. Retirements

4.3.4. Secondments

Noted

Members were advised that the new online recruitment system is under constant review in terms of dealing with issues that arise during this year's campaign.

4.4. Chief Executive Officer's Report

The CEO report on the following:

Patronage: the CEO explained that at this meeting the ETB would deal with the proposal to accept patronage of the 6 community national schools in the DDLETB area. Members were briefed on the history of this development and the fact that this decision had been imminent since the first school came into being.

A second aspect of the patronage issue is the result of the competition for the patronage of 5 new post primary schools in the area. While the process itself is very unsatisfactory, every effort was made in each area to gain as much support for an ETB school as possible.

ETBI, Primary Schools Development Officer: Seamus Conboy, one of DDLETB's CNS school Principals has been appointed to ETBI on secondment to lead the development of the CNS model throughout the country. ETBI had taken the decision to have this specialist post to assist in the publicising of the CNS model as an alternative, especially in the context of the Department policy to support divestment of national schools.

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Human Resources: The CEO informed members that the teacher allocations to schools had been more or less finalised since the last meeting. At this time of year there was a huge amount of recruitment going on as a lot of the member would be aware through their involvement on Boards of Management. The CEO thanked the members for their assistance and cooperation with Principals at this time. It was acknowledged that there are a number of areas where it can prove difficult finding suitably qualified teachers.

The Members were informed that DDLETB had been successful in the requests for sanction for a series of posts to replace retiring and resigning staff from the administration and ancillary staffing areas. This is a slight relaxation of the moratorium but not the end of it. The Department had now received from DPER sanction within budget for the replacement of posts. This had not yet been mediated to ETBs. When this delegated sanction is operating DDLETB will still have to seek the Department sanction for filling posts.

Finance: Senior Management are aware of ongoing processes that need to be followed to ensure that the DPER circular on grants both to DDLETB and from DDLETB are controlled properly and that there is sufficient oversight. The Carline issue had emerged as a new challenge for the ETB and required us to review how DDLETB dealt with the people involved fairly while recognising the risk to DDLETB in relation to governance. The activity needs to continue whatever revised governance arrangements are put in place.

Kingswood CC: There were now 54 students enrolled for September's opening. The teachers who have been appointed have had an initial induction. The prefabricated buildings were almost ready for occupation. Uniforms, digital devices and other matters had been sorted with parents and the incoming students.

Youth Services: DDLETB are running a competition for the replacement of Jim McVeigh who had recently retired as Youth Development Officer. The hope was to have the post filled before September. The programme is worth about €10 million per year and requires senior oversight through such a post. In light of the Carline issue it is very urgent that the post and any possible consequential posts are filled quickly. Unfortunately, although the CEO wrote to the DES in February for the need for a replacement, sanction only was given in June.

Director post: DDLETB was awaiting from the Public Appointment's Commission confirmation of the appointment of a Director for Further Education and Training.

Citywest Parents Group: DDLETB attended a meeting of parents interested in advocating for a post-primary school in the City West area. DDLETB offered support insofar as possible to the group.

5. Correspondence from the Department

- 5.1. Circular 36/2016 Guidelines on access to PLC for certain participants in the asylum process for the 2016/2017 academic year.

Noted

6. Correspondence from other sources

- 6.1. Ltr dated 13th June 2016 from Office of the Minister for Education and Skills re: appointment of Cllr Barry Saul, Mr Tom Taylor and Ms Helen Cullinane to the Governing Body of IADT

Noted

- 6.2. Ltr dated 17th May 2016 from TUI re: nomination of Olive O'Connell and Tony Barnett to the Interim Board of Management of Kingswood Community College

Noted

- 6.3. Ltr dated 28th June 2016 from ITB re appointment of Student members to Governing Body of the Institute of Technology Blanchardstown.

It was unanimously agreed to recommend to the Minister, the appointment of Jason Aughney and Hayley Keogh, for the period 1st September, 2016 to 31st August, 2017:

7. Members Business

7.1. Questions

Member Cllr Roderic O'Gorman

- 7.1.1. Could the Chief Executive consult with the DDLETB legal department as to whether there are any competition law issues arising from situations where ETB schools nominate only one designated uniform supplier?

Members noted that currently the purchase of uniforms is organised by parents who decide on the supplier. It was agreed that the current practice would be reviewed in the context of procurement and competitive best practice.

- 7.1.2. Does the DDLETB have a specific policy regarding how religious requirements are reconciled with the uniform policies of our schools?

It was noted that at present schools adopt and operate a uniform policy which is reviewed regularly. As ETBi is currently reviewing this matter nationally it was agreed to await its findings.

- 7.1.3. Where a member of staff of an ETB school confiscates an item of property belonging to a student (e.g. a mobile phone) in a manner that is in compliance with the school's behaviour policy, can this be considered theft? If a student refuses to hand over the property, is that student in breach of his/her admission conditions?

The Chief Executive advised that, in the main, this type of issue arises in respect of mobile phones. Schools include in their mobile phone policy a sanction, such as temporary confiscation of the phone, for inappropriate use during the school day. However, the sanction in all cases must be reasonable.

7.2. Motions

Member Cllr Justin Sinnott

- 7.2.1. "The Board supports the provision of a further education facility in Swords to serve both the Swords and surrounding areas such as Donabate, Balbriggan, Rush, Lusk and Skerries. The Board notes that while Swords is one of the largest urban centres in Ireland facilities both Upskilling and lifelong learning are lacking. The provision of a further education facility will do much to address this imbalance."

Cllr. Sinnott moved the motion, which was seconded by Mr. Gerry McGuire. In so doing he identified the acute need for a further education facility in Swords, which would serve the wider north county area.

The motion was unanimously adopted.

8. Transfer of patronage of Community National Schools

In noting that the Minister intends to transfer the patronage of Community National Schools to ETBs, with effect from 1st September, the following motion was adopted on the proposal Mr. Gerry McGuire, seconded by Cllr. Mick Duff.

"DDLETB will request from the Minister for Education and Skills that with effect from September 1st, 2016, the patronage of the following Community National Schools:

Scoil Choilm, Porterstown, Scoil Ghráinne, Phibblestown, Scoil Chormaic, Balbriggan, City West & Saggart C.N.S., Citywest, Scoil Aoife, Tallaght and Lucan C.N.S., Tor an Ri Walk, Lucan, Co Dublin,

be transferred to DDLETB from the Minister for Education and Skills."

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9. To consider award of summer Youth & Sports Grants

The following schedule of grants was approved on the proposal of Cllr. Roderic O'Gorman, seconded by Cllr. Mick Duff:

Local Youth Club Grant Scheme 2016 Summer Project Grants

Name of Club	Area	Amount Recommended
<i>Recommended</i>		
Adamstown Summer Project	Clondalkin/Lucan	€800
Lucan Youth Fun	Clondalkin/Lucan	€800
Howth Summer Project	North County	€800
Lusk Summer Project	North County	€800
Citywise Education	Tallaght	€800
Holy Spirit Summer Project	Tallaght	€800
Kulijuli Quarryvale Summer Project	Clondalkin/Lucan	€800
<i>Recommended - pending further documentation to be submitted</i>		
Baldoyle Summer Project	North County	€800
Balrothery Summer Project	North County	€800
Hillview Summer Project	Rathdown	€800
Fettercairn Summer Project	Tallaght	€800
Glenasmole Summer Project	Tallaght	€800
St Judes Summer Project	Tallaght	€800
Ballyboden Whitechurch Summer Project	Tallaght	€800
Dominics Community Centre Summer Project	Tallaght	€800
Loughlinstown Summer Project	Dun Laoghaire	€800
Ballyogan FRC Summer Project	Rathdown	€800
		€13,400.00
<i>Not Recommended</i>		
Killinarden CC Summer Project	Tallaght	Staff Led Summer Project - KCCYP

10. To consider recommending to the Minister, the appointment of Mr Jason Aughney and Ms Hayley Keogh as Student representatives on the Governing Body of the Institute of Technology Blanchardstown.

See item 6.3

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11. To consider the replacement of Gerard Madden on the Board of Management of St. Finian's CC.

It was agreed, on the proposal of Mr. Gerry McGuire, seconded by Cllr. Justin Sinnott to appoint Mr. Roy Savage, retired Principal.

12. Any other business at the discretion of the Cathaoirleach

The meeting then concluded

Signature of Cathaoirleach: _____

Rose Callen