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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 15th JUNE, 2015 IN BLACKROCK SENIOR COLLEGE, BLACKROCK, COUNTY DUBLIN

Present: Cllr. Pat Hand, Cathaoirleach
Mr. Gerard Madden, Leas Cathaoirleach
Cllr. Eithne Loftus
Cllr. Roderic O’Gorman
Cllr. Liona O’Toole
Cllr. Catherine Martin
Cllr. Louise Dunne
Cllr. Sorchá Nic Cormaic
Cllr. Mick Duff
Cllr. Justin Sinnott
Dr. John Walsh
Ms. Claire Markey
Ms. Rose Callan
Mr. Joe Pitcher
Ms. Olive Phelan
Mr. Gerry McGuire

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

Ms. Deirdre Hanamy, Principal, Blackrock Senior College, welcomed the Board to the college. She outlined the historic nature of the building and the current student and accommodation profiles. She complimented all involved in the building programme and in particular Ms. Eileen Cullen who was heavily involved in the project since its establishment under Dún Laoghaire VEC.

Before commencement of the meeting votes of sympathy were extended to the following and a minute's silence observed.

Family of Shetemi Ayetigbo, student, Donabate Community College
Family of Stephen Sweetman, student, Ardgillan Community College
Mona Maguire, Head Office, on the recent passing of her Mother
Hugh Ward, former staff member, Head Office, on the recent passing of his Mother

1. Minutes of meeting held on 20th April 2015

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

2. Matters Arising

None

3. Consideration of Reports from Committees

3.1 Castleknock CC 3rd February 2015

Castleknock CC Admissions Policy 2016-2017
Castleknock CC Student Transfer Procedure

The report and policies were adopted on the proposal of Cllr. Eithne Loftus, seconded by Ms. Rose Callan.

3.2 Castleknock CC 23rd February 2015

The report was adopted on the proposal of Cllr. Sorchá Nic Cormaic, seconded by Cllr. Pat Hand.

3.3 Castleknock CC 10th March 2015

The report was adopted on the proposal of Cllr. Sorchá Nic Cormaic, seconded by Cllr. Pat Hand.

3.4 Castleknock CC 21st April 2015

The report was adopted on the proposal of Cllr. Sorchá Nic Cormaic, seconded by Cllr. Pat Hand.

3.5 Castleknock CC 26th May 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.6 Coláiste de hÍde 24th March 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.7 Deansrath CC 29th April 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.8 Dun Laoghaire FEI 24th February 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.9 Dun Laoghaire FEI 21st April 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.10 Dun Laoghaire FEI 19th May 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.11 Dundrum FEC 20th May 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.12 Fingal CC 6th May 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.13 Gaelcholaiste Reachrann 12th May 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.14 Greenhills College 26th March 2015

The report was adopted on the proposal of Cllr. Sorchá Nic Cormaic, seconded by Cllr. Pat Hand.

3.15 Kishoge CC 15th April 2015

The report was adopted on the proposal of Cllr. Sorchá Nic Cormaic, seconded by Cllr. Pat Hand.

3.16 Lucan CC 2nd March 2015

The report was adopted on the proposal of Cllr. Sorchá Nic Cormaic, seconded by Cllr. Pat Hand.

3.17 Lusk CC 11th March 2015

The report was adopted on the proposal of Cllr. Sorchá Nic Cormaic, seconded by Cllr. Pat Hand.

3.18 Mount Seskin CC 5th May 2015

The report was adopted on the proposal of Cllr. Sorchá Nic Cormaic, seconded by Cllr. Pat Hand.

3.19 St. Kevins CC 25th February 2015

The report was adopted on the proposal of Cllr. Sorchá Nic Cormaic, seconded by Cllr. Pat Hand.

3.20 St. Mac Daras CC 24th March 2015

The report was adopted on the proposal of Cllr. Sorchá Nic Cormaic, seconded by Cllr. Pat Hand.

3.21 St. Mac Daras CC 7th May 2015

The report was adopted on the proposal of Cllr. Sorchá Nic Cormaic, seconded by Cllr. Pat Hand.

3.22 Youth and Sports Committee 14th May 2015

Youth Club Grants Scheme Grants

Youth – Sports Centre Committee Briefing

Youth – Music Generation Sub-Committee

The report was adopted on the proposal of Cllr. Pat Hand, seconded by Mr. Joe Pitcher.

Section 29 Appeals

3.23 Castleknock CC Hearing 1 - 30th March 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.24 Castleknock CC Hearing 2 - 30th March 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.25 Castleknock CC Hearing 3 - 30th March 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.26 Colaiste Pobail Setanta Hearing 1 – 26th March 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.27 Colaiste Pobail Setanta Hearing 2 – 26th March 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.28 Colaiste Pobail Setanta Hearing 3 – 26th March 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.29 Colaiste Pobail Setanta Hearing 4 – 26th March 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.30 Collinstown Park CC – 14th May 2014

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.31 Deansrath CC - 15th April 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.32 Lucan CC – 13th April 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.33 Lucan CC – 5th June 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.34 Luttrellstown CC – 13th April 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

3.35 Luttrellstown CC – 5th May 2015

The report was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Cllr. Pat Hand.

4. Business submitted by the Chief Executive Officer.

4.1 Finance

4.1.1 Financial Statement

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

Scheme	Opening cash balance	Receipts	Payments	Closing cash balance
Main Scheme – Pay	587,845	36,655,108	37,148,892	94,061
Main Scheme – Non-Pay	(3,454,725)	2,559,391	4,300,360	(5,195,694)
Associated Main Scheme	2,455,077	1,348,536	881,482	2,922,131
Capital	2,547,417	6,278,322	5,834,361	2,991,378
Third Level Grants	306,727	928,327	705,408	529,646
Non Main Scheme	2,125,291	11,119,272	9,225,698	4,018,865
Training Centres	3,078,368	21,321,949	16,656,695	7,743,622
Youth Services	(15,001)	4,516,570	4,138,887	362,682
Agency	969,041	1,970,471	2,197,482	742,029
Self-financing	4,013,608	1,346,271	1,897,424	3,462,455
Total	12,613,648	88,044,216	82,986,689	17,671,175

DDLETB had €17.67m on hand as at 31st May 2015. The only significant issue remains the deficit on Main Scheme Non-Pay, which before adjustments for accruals, is in excess of €5m in deficit. All other programmes are performing satisfactorily.

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Príomhoifigeach
Feidhmiúcháin/
Chief Executive Officer

4.1.2 Accounts - Dun Laoghaire VEC for 6 month period to 30th June '13

The accounts were presented to the Board and adopted on the proposal of Cllr. Pat Hand, seconded by Mr. Joe Pitcher. The SIFC (Statement of Internal Financial Control) and the Chairman's statement to the Minister were approved on the proposal of Cllr. Pat Hand, seconded by Cllr. SORCHA NIC CORMAIC.

4.2 Building Programme

Members noted the following in relation to the board's current building/capital programme:

Donabate Community College – All Weather Pitch

The facility is in use for both the school and local community

Gaelcholáiste Reachrann

A draft stage 2A report, which is nearing completion, was reviewed by senior management recently. A date for meeting with the Department has been sought.

Balbriggan Sports Hall/Extension (Devolved Project)

The Department has approved the construction of the sports hall, which is a joint venture with Fingal County Council. A letter of intent has issued to the preferred contractor. The appointment of a new design team to progress the school building project to stage 2A is also approved.

Lucan Community College - Extension

A report on the project brief will be forwarded to the Department this week, following which approval to progress the project is expected.

Castleknock Sports Hall & Classrooms

The facility is substantially completed and handed over to the Board (DDLETB).

Luttrellstown Community College Phase 2

Work on stage 2A continues and is expected to be lodged with the Department by mid-July. A public meeting, involving local residents, was held in the school recently at which plans for the new building were presented and favourably received.

Kishoge Community College (Devolved Project)

Work is progressing and accommodation in the new building will be available for the start of the new academic year.

Ardgillan – Permanent Extension

The building is now fully occupied with snagging on the building continuing. A project to refurbish phase 1 is underway. The enhanced community facility is being used by the school but it is expected to be late summer before Fingal County Council commences activities for the local community.

Kingswood

Stage 2A is approved with planning application likely to be submitted by mid-July.

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

The Department has approved stage 2A. The design team is proceeding with stage 2B, which includes the lodging of a planning permission application. .

Lusk Community College – Phase 2

Pre-qualification process for selection of a contractor is in progress.

Citywest Refurbishment

Tender documentation is being completed with a view to securing a contractor.

Citywest – Scoil Niamh/Educate Together Primary School

A preferred contractor is selected for works to the road junction which was a planning condition. Approval to proceed is awaited from the Department.

Dún Laoghaire Further Education Institute – Fire Safety

Following a procurement process it is expected that the design team will be in place within a week following which a funding application will be submitted to the Department.

Dún Laoghaire Further Education Institute – Biology Room Upgrade

Letter of intent has issued to the preferred contractor, who is currently completing due diligence on the contract.

Summer Works 2014

Approval for additional funds is awaited from the Department in respect of projects at St Mac Daras (boiler upgrade) and Firhouse (heating upgrade). A contractor is appointed for roof works at Collinstown Park Community College.

Summer Works 2015

Coláiste Chilllain (car parking) – procuring architect & civil structural engineer
Coláiste De hÍde (ceiling repairs) – works specifications being drafted
Riversdale (science laboratory) – tender process for consultants is underway

St Aidan's Community School

The design team is working on initial design.

Mount Seskin – SNU

The design team is preparing an outline sketch plan.

Temporary Accommodation 2015 (Lucan CC, Scoil Oscair, Luttrellstown CC, Coláiste Cois Life, Scoil Niamh/Citywest ET, Fingal CC, Lusk CC)

Planning applications have been submitted for all projects and the tender process for appointment of contractors is underway. Approval for temporary accommodation at Lusk CC is awaited from the Department.

Le Chéile, Institute of Horology, Blanchardstown

Planning application is submitted and tenders for the appointment of a contractor was launched on Friday.

4.3 Staff

4.3.1 Career Breaks

20th April 2015

15th June 2015

4.3.2 Job Sharing

20th April 2015

15th June 2015

4.3.3 Secondments 15th June 2015

4.3.4 Retirements 15th June 2015

4.3.5 Resignations 15th June 2015

Noted

4.4 Presentation from Psychological Support Services – Mr Shay Heneghan

Mr. Shay Heneghan, Senior Psychologist, joined the meeting and presented the annual report of the Board's Psychological Support Service. He outlined the structure of the service, highlighting the range of issues and the numbers of students and staff assist by the service over the last academic year.

Members thanked Mr. Heneghan for the presentation and complimented the commitment of the staff within the service.

5. Correspondence from Department

5.1 Circular Letter 0026/2015 – Advance preparation for commencement of statutory requirements for Garda vetting under National Vetting Bureau

Noted

5.2 Circular Letter 0028/2015 – Public Service Pension Reform – Revised rate of compound interest for use in the calculation of refunds to the Exchequer

Noted

5.3 Circular Letter 31/2015 – ETB Foreign Travel – attendance by members and employees of ETBs at courses, conferences, seminars etc. abroad

6. Correspondence from other sources

6.1 Letter dated 20th April 2015 from IADT Dun Laoghaire re: Student Members of Governing Body

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It was agreed on the proposal of Cllr. Sorchá Nic Cormaic, seconded by Cllr. Pat Hand to recommend to the Minister the appointment of Mr. Neil Kavanagh and Ms. Jade Hogan.

- 6.2 Letter dated 20th May 2015 from Minister Jan O'Sullivan re: appointment of Ms Teresa McGrane to the IADT Governing Body

Noted

- 6.3 Letter dated 2nd June 2015 from IADT re: resignation of Board member representing ICTU

Deferred

- 6.4 Letter dated 3rd June 2015 from Portmarnock Community School, re: nomination of replacement of Board member who is to retire from position

It was agreed on the proposal of Mr. Gerry McGuire, seconded by Cllr. Pat Hand to appoint Cllr. Brian McDonagh to replace Mr. Peter Coyle.

7. Members Business

- 7.1 Mr Joe Pitcher
"That DDLETB affiliate to the National Parents' Council Post Primary (NPCpp)."

Mr. Pitcher duly moved the motion, which was seconded by Ms. Rose Callan. Members noted the current policy, within the organisation, where colleges decide individually whether or not to affiliate to NPCpp. Following a lengthy discussion the matter was deferred to the next meeting to establish the extent of affiliation across the scheme.

8. To consider further the nomination of members to the Boards of Management of the following Schools/Colleges/Centres

It was agreed, on the proposal of Mr. Gerry McGuire, seconded by Cllr. Pat Hand, to appoint the following additional members:

Colaiste Pobail Setanta
Tom O'Brien, Retired Principal

Donabate Community College
Patrick McCormack, Educationalist
Maeve Corish, Local Primary School Principal

Dun Laoghaire Further Education Institute

William Dockrell, former member of board of management
Tony Clements, former member of board of management
Eddie O'Riordan, former Deputy Principal
Paddy Beare, former member of board of management
Declan Sheilds, teacher representative

Luttrellstown Community College

Mark McDonald, Principal, Firhouse Community College

Mount Seskin Community College

Martina Genocky, former member of the board of management

Sallynoggin College of Further Education

Clodagh Beare, Development Officer, DDLETB
Dr. Marian O'Sullivan, Registrar, IADT
Sophie Charles, SVdP, Sallynoggin Conference

Stillorgan College of Further Education

Andriana DiMascio, Chamber of Commerce
Dr. Andrew Power, IADT
Brian Mooney, 2nd Level Representative

9. To consider the nomination of members to the Boards of Management of the following Community Schools

The following were appointed:

Coolmine Community School

Ms. Rose Callan (appointed to selection board also)
Dr. Pdraig James
Ms. Anita Meehan

Proposed by Mr. Joe Pitcher, seconded by Cllr. Mick Duff

Holy Family Community School Rathcoole

Mr. Dermot Lahey (appointed to selection board also)
Ms. Therese Ridge
Mr. Finbar O'Sullivan

Proposed by Cllr. Mick Duff, seconded by Cllr. Pat Hand

Killinarden Community School

Cllr. Cathal King
Cllr. Louise Dunne (appointed to selection board also)
Cllr. Marie Corr

Proposed by Cllr. Mick Duff, seconded by Cllr. Liona O'Toole

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Malahide Community School

Mr. Peter Coyle (appointed to selection board also)

Mr. Paul McEvoy

Cllr. Brian McDonagh

Proposed by Cllr. Pat Hand, seconded by Cllr. Liona O'Toole

Palmerstown Community School

Ms. Deirdre Doherty-Ryan (appointed to selection board also)

Cllr. Guss O'Connell

Mr. Eamonn Tuffy

Proposed by Cllr. Mick Duff, seconded by Cllr. Liona O'Toole

St Colmcille's Community School

Ms. Emma Coburn (appointed to selection board also)

Cllr. Frances Duffy

Cllr. SORCHA Holland

Proposed by Cllr. Mick Duff, seconded by Cllr. Louise Dunne

10. ETBI Annual Conference 2015

Nomination of Delegates to attend as Voting and non-Voting Delegates.

It was agreed on the proposal of Mr. Gerry McGuire, seconded by Cllr. Mick Duff to authorise the attendance of the following:

Voting Delegates

Cllr. Pat Hand, Cathaoirleach

Cllr. Mick Duff

Cllr. Louise Dunne

Mr. Gerry McGuire

Cllr. Eithne Loftus

Non-Voting Delegates

Cllr. Ken Farrell

Cllr. Liona O'Toole

11. To consider the appointment of external member of Finance Committee

It was unanimously agreed to appoint Ms. Catherine Bruen, Finance Officer, Institute of Technology, Tallaght.

12. To consider appoint of the Chairpersons of the Audit and Finance committees

It was unanimously agreed to appoint the following:

Audit Committee: Mr. Thomas Stone
Finance Committee: Mr. Gerry McGuire

13. To consider appoint of Board of Management for Youthreach Programme.

The following were unanimously appointed:

Cllr. Louise Dunne
Cllr. Liona O'Toole
Cllr. Pat Hand, Cathaoirleach
Ms. Fionnuala Anderson, Education Officer
Mr. Ken Smartt, Regional Coordinator, Youthreach Programme

14. To consider the disposal of land at PS Setanta to Fingal County Council to regularise the site boundary

Deferred

15. To consider the adoption of CCTV Policy.

The policy, as presented, was adopted on the proposal of Cllr. Pat Hand, seconded by Mr. Gerry McGuire.

16. To consider the adoption of the Code of Practice for dealing with Complaints made by Parent/s, Guardian/s of Student or by a Student (who have reached the age of eighteen) currently enrolled in a school/centre, against a Staff Member employed in a school/centre, against a Staff Member employed by DDLETB.

The code of practice, as presented, was adopted on the proposal of Cllr. Sorcha Nic Cormaic, seconded by Mr. Gerry McGuire.

17. Any other business at the discretion of the Cathaoirleach.

None

The meeting then concluded.

Signature of Cathaoirleach:

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