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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 17th July, 2017 IN ADMINISTRATIVE OFFICES, TUANSGATE, 1 BELGARD SQUARE EAST, TALLAGHT, DUBLIN, 24

Present:

Cllr. Sorcha Nic Chormaic, Cathaoirleach
Cllr. Roderic O’Gorman, Leas Cathaoirleach
Cllr. Mick Duff
Cllr. Ken Farrell
Barry Hempenstall
Cllr. Eithne Loftus
Claire Markey
Cllr Howard Mahony
Gerry McGuire
Cllr. Liona O’Toole
Olive Phelan
Dr. John Walsh

In Attendance:

Paddy Lavelle, Chief Executive
Dr Deirdre Keyes, Education Officer
Paul McEvoy, Director of Organisation Support & Development
Martin Clohessy, Director of Finance
Orla Guiry, Corporate Services

Apologies:

Cllr. Pat Hand
Frank O’Hanlon
Brian Lawlor
Cllr Grainne Maguire
Cllr Cora McCann
Gerry McCaul
Dr Fionnuala Anderson, Director of Further Education & Training

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

Peggy Connolly and family on the death of her husband Dr Peter J Connolly, former CEO Co. Louth VEC.

Norina Savage and family on the death of her husband Roy Savage, former principal of Grange Community College

Deirdre Keyes and family on the death of her father-in-law.

The Chairperson welcomed Cllr Howard Mahony to his first meeting who replaces Cllr Mags Murray as a Fingal County Council representative on the Board.

1. Resignation of Leas Cathaoirleach

Cllr Roderic O'Gorman's resignation as Leas Cathaoirleach was noted. Members Cllr O'Gorman for his commitment to the Board as Leas Cathaoirleach.

2. Election of Leas Cathaoirleach

The Cathaoirleach called for nominations to the position of Leas Cathaoirleach.

Dr John Walsh was proposed by Cllr Mick Duff, seconded by Cllr Roderic O'Gorman.

As there were no other nominations the Cathaoirleach declared Dr Walsh elected to the position of Leas Cathaoirleach. Dr Walsh thanked members for their support.

3. Minutes

Minutes of meeting held on 15th May 2017

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

4. Matters Arising None

5. Consideration of Reports from Committees

Board of Management Minutes

- 5.1. Blackrock FEI BoM Minutes 27th February 2017
- 5.2. Blackrock FEI BoM Minutes 24th March 2017
- 5.3. Castleknock CC BoM Minutes 25th April 2017
- 5.4. Donabate CC BoM Minutes 30th August 2016
- 5.5. Donabate CC BoM Minutes 18th October 2016
- 5.6. Donabate CC BoM Minutes 13th December 2016
- 5.7. Donabate CC BoM Minutes 7th February 2017
- 5.8. Dun Laoghaire FEI BoM Minutes 7th March 2017
- 5.9. Dundrum CFE BoM Minutes 29th January 2017
- 5.10. Fingal CC BoM Minutes 8th February 2017
- 5.11. Fingal CC BoM Minutes 30th March 2017
- 5.12. Firhouse CC BoM Minutes 7th March 2017
- 5.13. Grange CC BoM Minutes 9th May 2017
- 5.14. Greenhills College BoM Minutes 16th January 2017
- 5.15. Greenhills College BoM Minutes 6th March 2017
- 5.16. Greenhills College BoM Minutes 14th March 2017
- 5.17. Lucan CC BoM Minutes 14th March 2017
- 5.18. Lucan CC BoM Minutes 8th May 2017
- 5.19. Luttrellstown CC BoM Minutes 6th March 2017
- 5.20. Luttrellstown CC BoM Minutes 3rd April 2017
- 5.21. Riversdale CC BoM Minutes 22nd March 2017
- 5.22. Sallynoggin CFE BoM Minutes 16th March 2017
- 5.23. Stillorgan CFE BoM Minutes 27th April 2017
- 5.24. Swords CC BoM Minutes 2nd March 2017

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

Section 29 Appeals

- 5.25. Lucan CC 24th May 2017 Record of Decision LUCC8
- 5.26. Mount Seskin CC 6th June 2017 Record of Decision MSCC2
- 5.27. St. Kevins CC 19th June 2017 Record of Decision SKCC2

The above reports were adopted on the proposal of Barry Hempenstall, seconded by Cllr Eithne Loftus.

6. Business submitted by the Chief Executive Officer

6.1. Finance

6.1.1. Financial Statement

Financial report to 31st May 2017

Scheme	Opening cash balance	Receipts	Payments	Closing cash balance
Main Scheme – Pay	(301,721)	41,116,927	40,472,347	342,859
Main Scheme – Non-Pay	(4,238,008)	2,851,940	4,586,968	(5,973,036)
Associated Main Scheme	2,443,119	1,279,087	1,064,472	2,657,734
Primary	317,924	621,436	495,972	443,388
Capital	2,369,904	3,295,637	2,889,459	2,776,082
Third Level Grants	426,263	0	13,424	412,839
Non Main Scheme	1,960,477	11,141,623	10,456,916	2,645,184
Training Centres	3,270,265	20,056,904	16,221,743	7,105,426
Youth Services	53,603	4,822,191	4,005,259	870,535
Agency	578,760	1,193,318	1,329,903	442,175
Self-financing	4,495,005	1,723,752	2,026,674	4,232,083
Total	11,375,591	88,142,815	83,563,137	15,955,269

DDLETB had circa €16m on hand at the end of May. The cumulative Main Scheme Non-Pay deficit has increased to almost €6m by the end of May. This issue remains to be addressed by DES in due course. The authorised Main Scheme Non-Pay spending ceiling for DDLETB in 2017 has been confirmed at €7.971m, an increase of circa €197k on 2016. An appeal letter was issued to DES requesting an increase in this spending limit for the year and there is a meeting to discuss this matter scheduled for Friday of this week. There no other significant issues to report.

6.1.2. 2016 Financial Statements

Proposed by Cllr Mick Duff and seconded by Gerry McGuire

6.1.3. Statement to the Minister

Proposed by Cllr Liona O'Toole and seconded by Gerry McGuire

6.1.4. 2017 Service Plan

Proposed by Cllr Liona O'Toole and seconded by Dr John Walsh

6.1.5. Report to the Board from the Finance Committee

6.2. Buildings' / Capital Report

Gaelcholáiste Reachrann

The planning application was lodged on 31st May. Applications for fire certificate and DAC are being prepared.

Balbriggan Community College – New Building

The stage 2A report is completed and a meeting sought with the Department.

Lucan CC – Extension

The planning application was submitted on 25th May and applications for fire certificate and DAC were lodged on 7th July.

Luttrellstown Community College Phase 2

Tender documents for the procurement of a contractor are being prepared by the Department.

Kingswood Community College

A contractor is appointed and now completing the “due diligence” process.

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

The appointment of a contractor for enabling works is imminent. The stage 2B report is expected by end of the month.

Lusk Community College – Phase 2

The tender process for selection of a contractor is underway.

Coláiste Chillian (ADAPT)

Work on stage 2A continues.

Dún Laoghaire Further Education Institute – Fire Safety

SOLAS has advised that it is not in a position to provide funding for the works. We are liaising further with the Department

Summer Works 2014 – Firhouse Community College (Heating Upgrade)

A letter of intent has issued to the successful contractor and formalities are being completed.

St Aidan’s Community School – New Entrance

An application for additional funding has been submitted to the Department and a response is awaited.

Mount Seskin – SNU

A response to our application for additional funding, is still awaited.

Scoil Chormaic CNS (Permanent Building)

The new building will be ready for occupation for the start of the academic year. Plans for the relocation of the school to the new building are in hand.

Benincasa Special School

Planning application has been submitted as have applications for a fire certificate and DAC.

Eblana Building

Further works on the roof will be tendered this month. Discussions are underway with Dún Laoghaire/Rathdown County Council as to possible co-hosting of activities in the building.

Swords Community College (New school)

As the opening of the college is deferred until September 2018 the design and planning work for the temporary accommodation is deferred until later in the year, when the possibility of locating the temporary units on the site of the new building will become clearer.

Temporary Accommodation – 2017/18

Contractors have been procured for each of the projects and work to have all units in place for the new academic year continues.

Luttrellstown CC

Lusk CC

Educate Together Primary School, Citywest (DDLETB's building)

Coláiste Cois Life

Gaelcholáiste Reachrann

Kingswood Community College

Skerries Community College

Grange CC – Additional Second Level Space

Works are planned for this month.

Summer Works 2017

Consultancy services are being procured for the following projects:

Collinstown Park CC – Roof

Fingal CC – Roof

Mount Seskin CC – Roof

Skerries CC – Boiler House roof

Coláiste Chilllain – Toilets upgrade

Riversdale CC – Toilets upgrade

Coláiste Pobail Setanta – Water softener & heat exchanges

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Paddy Lavelle
Príomhoifigeach
Feidhmiúcháin/
Chief Executive Officer

Deansrath CC – Boiler House upgrade
Greenhills College – Boiler House upgrade
Grange CC – BMS upgrade

Ardgillan CC - Refurbishment of Phase 1 Building

It is expected that a report on these works will issue to the Department shortly.

Citywest – Fire Safety Works

A report from the consultants is expected shortly, which will form the basis of a funding application to the Department.

6.3. Staff

- 6.3.1. Appointments
- 6.3.2. Resignations
- 6.3.3. Retirements
- 6.3.4. Job Sharers
- 6.3.5. Secondments
- 6.3.6. Career Breaks

Members noted changes in the staffing profile since the last meeting.

6.4. CEO's Report

The Psychological Support Service is undertaking training to assist in helping teachers address mental health through a programme with students.

Oberstown Campus - There was a very successful day celebrating student's successes on the 31st May. The students who presented were great ambassadors for the work going on in the school. The school continues to meet and exceed the quality standards evaluations.

Schools - The staff allocations available to schools have reached 1380 whole time equivalents this year. Reasons for increases awarded to schools include demographic growth, the appointment of second and third Deputy Principals in schools over 700 and 900, increases due to the professional time required in Junior Cycle, and some Special Educational Need increases in certain schools. Interviews for Principals, Deputy Principals and teachers have been taking place since our last meeting. Thank you to members who have made themselves available. Those new members will be invited to training for competence-based interviewing soon to ensure that as many of you as possible are able to assist and support the recruitment process. There has been a resolution to the ASTI dispute with the suspension of industrial action. ASTI members will have their pay restored in line with the Lansdowne Road agreement from the date of suspension and they will also

be eligible to benefit from the agreement in relation to other areas for example Substitution and Supervision Opt-In and Opt-Out.

Lusk Community College Building project - The Minister, Mr Richard Bruton hosted a meeting in the Dáil with parents and local representatives in relation to the delay in the building programme for Phase 2 of Lusk Community College. They were well received and the project plan suggests that the building will be completed in time for the 2019-20 school year.

Shared services - The CEOs of ETBs and SOLAS had a meeting with the Secretary General of the Department and his senior staff on the 23rd June. There were progress reports on the Shared Services Projects for Payroll and Finance. During the summer the Requests for Tender will be returned and it is expected that an award will be made in relation to the Payroll Shared Service before Christmas. The first payroll to transfer will be soon after that. The Request For Tender (RFT) process is expected to be quicker for the Finance Shared Service project. ETBs will be supported over the next period to get data cleansed in readiness for Payroll implementation. A parallel process looking at **Organisation Design** is commencing to address the needs of ETBs in the post-Shared Service era. The Code of Governance for State Bodies will be amended for ETBs over the next period to reflect changes in the 2016 code issued by DPER. The Secretary General asked that ETBs prepare for a situation where a requirement for a Regional response from the State's Education sector will be sought. This means that Institutes of Technology, Training Centres, Adult Education and the Department will be working together on appropriate measures in relation to skill demands from industry and business.

Governance - We are continuing our governance work and have had several initiatives to respond to the requirements of the Statement of Internal Control. We are working with Irish Public Bodies Insurance who are supporting us to manage risk and report on it.

New Youth Services Projects – Youth Services have made successful applications in relation to projects for Tyrellstown and Skerries under the new scheme which responds to the Value for Money report on Youth projects. We met with DCYA last week who advised on how we proceed to seek interest from potential providers. Hopefully the projects will be able to begin operating later in the year. About €200,000 has been allocated for the two projects.

Protected Disclosure issue - There has been a Protected Disclosure regarding possible issues in a school. The matter is being investigated and a report in due course will be written. The Audit Committee has been notified and will be made aware of developments.

Purchase of Head Office Building - A request was submitted to DES seeking permission to purchase the building that currently houses Head Office.

Aonad – Senior management attended a public meeting took place in Luttrellstown Community College which was very well attended by the public.

7. Correspondence from the Department

The following correspondence was noted:

- 7.1. DPER Circular 11/2017 Death in Service under Single Pension Scheme
- 7.2. DPER Circular 168/2017 Public Service re-employment after voluntary redundancy
- 7.3. Circular 36/2017 Travel & Subsistence Rates in the ETB sector – Staff
- 7.4. Circular 37/2017 Indemnity Declaration Form
- 7.5. Circular 39/2017 Travel & Subsistence Rates in the ETB Sector – Members
- 7.6. Circular 41/2017 Supervision & Substitution Scheme, opt-out and opt-in
- 7.7. Circular 43/2017 Cost Limits for Primary School Buildings
- 7.8. Circular 44/2017 Cost Limits for Post-Primary School Buildings
- 7.9. Circular 46/2017 Eligibility Criteria for Recruitment/Promotion for Administrative Staff in ETBs
- 7.10. Circular 47/2017 Supervision & Substitution Scheme, opt-out and opt-in
- 7.11. Circular 48/2017 Public Service Stability Agreement 2013-2018 and the Financial Emergency Measures in Public Interest Acts 2013 and 2015
- 7.12. Circular 49/2017 Revised Procedure and Sequence for filling available teacher posts/hours
- 7.13. DPER Circular Financial procedures to be followed where staff of one public service body incur expenses arising from work undertaken on behalf of another public service body

8. Correspondence from other sources

The following correspondence was noted:

- 8.1. Ltr dated 18th April 2017 from ITB re: Appointment of Student representative to Governing Body
- 8.2. Ltr dated 24th May 2017 from ITB re: Appointment of Female Academic representative to Governing Body
- 8.3. Ltr dated 24th March 2017 from IADT re: Appointment of Student representatives to Governing Body
- 8.4. Ltr dated 27th June 2017 from DES re: acknowledging receipt of DDLETB Strategy Statement 2017-2021
- 8.5. Ltr dated 30th June 2017 from Minister re: Appointment of Student representatives to IADT Governing Body

9. To consider the appointment of ETB representative on the Board of Management of St. Kevins Community College

Cllr Cora McCann was proposed by Gerry McGuire and seconded by Cllr Mick Duff

10. To consider the appointment of ETB representative on the Board of Management of Blakestown Community School

Cllr Howard Mahony was proposed by Cllr Roderic O’Gorman and seconded by Dr John Walsh

11. To consider the reconstitution of the Boards of Management to the following Community Schools

Current ETB representatives

School	Nominees	Selection Board Nominees
Ballinteer CS	Cllr Lettie McCarthy Kevin Harrington Cllr Sorcha Nic Chormaic	Cllr Sorcha Nic Chormaic
Cabinteely CS	Carrie Smyth Cllr Jennifer Cuffe Frank Butler	Cllr Jennifer Cuffe
St Aidans CS	Paul Mulhern Brid Corcoran Cllr Martina Genockey	Paul Mulhern
St Marks CS	Cllr Mick Duff Paul Mulhern Pat Kenny	JJ Walsh
St Tiernan's CS	Cllr Sorcha Nic Chormaic Cllr Tom Murphy Cllr Peter O'Brien	Cllr Sorcha Nic Chormaic
Old Bawn CS	Denis Macken Cllr Mick Duff Cllr Martina Genockey	Cllr Mick Duff
Tallaght CS	Mark McDonald Cllr Mick Duff Pat Kenny	Cllr Mick Duff

The above were proposed by Cllr Mick Duff and seconded by Dr John Walsh

- 12. To consider replacement of Cllr Cathal King and Cllr Louise Dunne on the Board of Management of Killinarden Community School**
Cllr Cora McCann was proposed by Cllr Ken Farrell and seconded by Cllr Mick Duff
Cllr Maria Genockey was proposed by Cllr Mick Duff and seconded by Dr John Walsh
Cllr Maira Genockey was proposed as the Selection Board representative by Cllr Mick Duff and seconded by Dr John Walsh.
- 13. To consider the appointment of Tony O'Donovan as the Chairperson of the Boards of Management to Lucan Community National Schools**
Tony O'Donohue was proposed by Cllr Ken Farrell and seconded by Cllr Mick Duff
- 14. To consider the adoption of the Hospitality & Gifts Policy**
The Hospitality & Gifts Policy was adopted. Proposed by Gerry McGuire and seconded by Barry Hempenstall.
- 15. To consider the Disposal of Property**
The disposal of part of the Tallaght Training Centre Site to the Tallaght Hospital was proposed by Cllr Mick Duff and seconded by Cllr Eithne Loftus
- 16. Any other business at the discretion of the Cathaoirleach**

To consider the appointment of a representative from DDLETB to the ETBI Board
Gerry McGuire was proposed by Cllr Ken Farrell and Seconded by Cllr Mick Duff

The meeting then concluded

Signature of Cathaoirleach: _____