

**MEETING OF DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING
BOARD HELD ON 21ST OCTOBER, 2013 IN THE BOARD'S OFFICES, TUANSGATE,
BELGARD SQUARE EAST, TALLAGHT, DUBLIN, 24**

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| Present: | Cllr. Gerry McGuire Cllr. Donal Marren Cllr. Pat Hand Cllr. Emma Coburn Cllr. Dermot Looney Cllr. Joan Maher Cllr. David McGuinness Cllr. Guss O'Connell Cllr. Michael O'Donovan Cllr. Therese Ridge Cllr. Carrie Smyth Ms. Deirdre Doherty-Ryan Ms. Aideen Mulcahy Mr. John O'Reilly Mr. Don Tipping Mr. Joseph Pitcher Ms. Rose Callen Ms. Liz Kelly Ms. Inez Bailey Cllr. John Bailey Cllr. Maria Bailey Cllr. Niamh Bhreathnach Mr. Tony Clements Cllr. Jane Dillon Byrne Mr. William Dockrell Cllr. Donna Pierce Cllr. Gerry Horkan Ms. Frances Kelly Cllr. Patricia Stewart Mr. Tom Taylor Ms. Angela Timlin | Cathaoirleach Leas Cathaoirleach |
| Apologies: | Cllr. Ken Farrell Mr. Pat Ward Cllr. Cormac Devlin Cllr. Caitriona Jones | |
| In Attendance: | Mr. Paddy Lavelle Dr. Marie Griffin Ms. Deirdre Keyes Mr. Paul McEvoy Mr. Martin Clohessy | Chief Executive Officer Education Officer Education Officer Head of Organisation Services Finance Officer |

At the outset votes of sympathy were extended to the following:

Ms. Jeni Gaynor, Head Office on the recent death of her Mother

Ms. Deirdre Keogh, Assistant General Secretary, ETBI, on the recent death of her Sister

A minute's silence was observed

1. Minutes:

The minutes were confirmed and signed on the proposal of Ms Deirdre Doherty-Ryan, seconded by Cllr. Gerry McGuire.

2. Matters Arising

Item 7 – Notice of Motion

Members noted that Transition Year (TY) is currently being offered in 18 of our schools and approximately 55% of the cohort takes the programme. In schools that do not offer TY, Principals periodically consult with stakeholders about the possibility of its introduction. Members were of the view that the programme should be actively promoted by all Colleges.

3. Consideration of Reports from Sub Committees

- 3.1 Subcommittee Report
Castleknock Community College, 22nd August, 2013
(Appendix A)

The report was adopted on the proposal of Ms Rose Callan, seconded by Cllr. Gerry McGuire.

- 3.2 Subcommittee Report
Donabate Community College, 20th March, 2013
(Appendix B)

The report was adopted on the proposal of Cllr. Gerry McGuire, seconded by Ms Deirdre Doherty-Ryan.

- 3.3 Subcommittee Report
Donabate Community College, 29th May, 2013
(Appendix C)

The report was adopted on the proposal of Cllr. Gerry McGuire, seconded by Ms Deirdre Doherty-Ryan.

3.4 Subcommittee Report
Fingal Community College, 24th September, 2013
(Appendix D)

The report was adopted on the proposal of Cllr. Gerry McGuire, seconded by Ms. Deirdre Doherty-Ryan.

3.5 Subcommittee Report
Riversdale Park Community College, 14th May, 2013
(Appendix E)

The report was adopted on the proposal of Mr. Thomas Taylor, seconded by Cllr. Gerry McGuire

3.6 Subcommittee Report
Riversdale Community College, 15th May, 2013
(Appendix F)

The report was adopted on the proposal of Mr. Thomas Taylor, seconded by Cllr. Gerry McGuire.

3.7 Subcommittee Report
St. Kevin's Community College, 11th September, 2013
(Appendix G)

The report was adopted on the proposal of Cllr. Guss O'Connell, seconded by Cllr. Pat Hand.

4. Business submitted by the Chief Executive Officer

4.1 Finance

The Board's financial position was noted as follows:

Financial Position as on 30 September 2013

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|---|--------------------------|
| Balance per Bank as at 31 August 2013 | 9,671,298 |
| Plus lodgements made in September 2013 | 16,580,935 |
| Less expenditure in September 2013 | 10,685,973 |
| Balance as on 30 September 2013 | <u>15,566,260</u> |

It was also noted that the 2012 V15 for Dún Laoghaire VEC is nearing completion and is expected to be presented to the Board at its next meeting. The VEC's 2012 annual audit, by the C&AG, will commence next week.

In relation to the implications for the Board of the recent budget, this will be considered by the incoming finance committee, which together with the audit committee will be appointed at the Board's next meeting.

4.2 Staff:

Appointments/Promotions/Resignations/Career Breaks/Job-sharing/Pro Rata Contracts

Noted

Issues relating to the commencement of section 30 of the Teaching Council Act on 1st November, in the context of the specialisms required in PLC colleges, were discussed. The CEO advised that a circular letter, which will provide some relief in this regard, is expected shortly.

4.3 Building Programme

The following was noted on the Board's current building programme:

Donabate Community College – All Weather Pitch

Following a meeting with Fingal County Council the specialist consultant engaged to review the drainage design intent of the project, has been requested to report on the optimum level for the possible reinstatement of the pitch. The adjacent library site, for possible use as a temporary recreation area for students, is no longer required.

Gaelcholáiste Reachrann

A response is awaited from the Department on the revised cost reconciliation.

Balbriggan Sports Hall/Extension (Devolved Projects)

A proposal for a full decanting of the College to temporary accommodation on the site, during construction of the permanent building, is currently under consideration. A meeting with the Department is expected shortly.

Lucan Community College - Extension

The issue relating to additional fees for the design team has been satisfactorily resolved. A value engineering report on the possible separation of the refurbishment of the existing building and the extension, is currently being drafted.

Castleknock Sports Hall & Classrooms

The Department has approved the project for tender and it is expected that an RFT (request for tender) will issue to the pre-qualified contractors by early/mid November.

Luttrellstown Community College - Phase 2

The stage 1 submission is currently being completed by the design team. The proposed development of an all-weather pitch with a local club is being deferred. The Department is concerned, arising from difficulties with local residents on planning for stage 1, that a planning application for an all-weather pitch, in advance of an application for the school building, may give rise to significant delays with the phase 2 project. .

Kishoge Community College (Devolved Project)

Tender documents have issued to the prequalified contractors with a closing date of 12th November. An unexpected issue regarding drainage of a section of the site has arisen. A meeting with South Dublin County Council planners is being arranged.

Ardgillan – Permanent Extension

Work on phase 1 of the extension is progressing. Priority rooms for early completion are currently being identified with the Principal.

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

Following discussions with planners in Fingal County Council a variation order, for rezoning of the lands to the north of the school for education use and which are in the ownership of the Board, is being processed.

Lusk Community College – Phase 2

Issues on the stage 2a submission, as identified by the Department, are currently being addressed by the design team.

Citywest

Tenders for the “risk management” works are currently being accessed.

Citywest – Scoil Niamh

A road opening licence, to facilitate site entrance works, is expected this week.

Temporary Accommodation – 2014

Applications for additional accommodation for Gaelcholáiste Reachrann, Scoil Niamh and Educate Together national schools, Citywest, are being prepared.

Senior College, Blackrock

Completion of the building is expected for late January.

Dún Laoghaire Further Education College

An emergency works application for conveying structural works has been submitted to the Department.

4.4 Miscellaneous:

FÁS/SOLAS

Members noted that SOLAS will be established on the 27th October and Ms Cecilia Munro, Principal, Dún Laoghaire Further Education Institute, has been appointed to its Board. FÁS has written to all staff in this regard. I.R. discussions are ongoing at national level. A meeting was held today with FÁS personnel to facilitate business planning.

Section 29 – Training

Training for Board members and Principals was held today.

Korean Project

Members were informed of a project on Transition Year with an Education Authority in Korea. The Korean Authority is seeking to introduce a transition year programme and in this regard Marie Griffin, Education Officer, recently presented a paper in Seoul. DDLETB will be working with the Authority and a reciprocal visit is scheduled for 28th October.

School App – St Finian’s Community College

Details of an app. developed by St. Finian’s Community College and which was recently launched by the Minister for Education and Skills, were outlined. The Minister has expressed a wish that the app. be made available to all second level schools. In this regard DDLETB has linked with a company to assist the roll out of the app. across the Board’s schools initially.

ETB Aggregation

Members noted that the relocation of staff from the former headquarters of Dún Laoghaire VEC to Tuansgate was completed on the 30th September.

5. Correspondence from Departments

- 5.1 Circular Letter 0047/2013, Adjustments to the Leaving Certificate Chemistry Syllabus

Noted

- 5.2 Circular Letter 0048/2013, Forms 10A, 10B, 10C and 10D in respect of part-time courses – 2012/2013

Noted

- 5.3 Letter dated 2nd October, 2013 regarding Patronage of New Primary Schools 2014

In noting the correspondence members considered the wider issue of the future branding of DDLETB and the impact this would likely have on the public's view of the organisation as a potential patron of both primary and post primary schools.

It was agreed that a presentation be made at the next meeting on the Community National School model of primary school.

- 5.4 Circular Letter 16/13 from the Department of Public Expenditure and Reform regarding revision of arrangements concerning the use of Central Contracts put in place by the National Procurement Service

Noted

6. Correspondence from other sources

- 6.1 Correspondence from Dún Laoghaire Rathdown County Council regarding the appointment of Cllr. Donna Pierce to Dublin and Dún Laoghaire ETB

Noted

- 6.2 Correspondence from Lusk Community College regarding appointment of Parent representatives on Board of Management

The parents' representatives, as advised, were ratified.

7. To consider the replacement of Cllr. Stephen Fitzpatrick on the Board of Management of Dún Laoghaire Further Education Institute.

It was agreed, on the proposal of Cllr. Jane Dillon Byrne, seconded by Mr. Don Tipping to appoint Cllr. Donna Pierce

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

The following were appointed:

Cllr. Cairtriona Jones Proposed by Mr Don Tipping, seconded by Cllr. Gerry McGuire

Cllr. Guss O'Connell Proposed by M. Don Tipping, seconded by Ms Liz Kelly

Mr Don Tipping Proposed by Cllr. Gerry McGuire, seconded by Mr Joe Pitcher

9. To consider adoption of the following Policies:

- I. Disciplinary Procedure for Staff employed by ETBs.
- II. Code of practice for dealing with complaints made by a Parent(s), Guardian(s) of a Student or by a Student (who has reached age of eighteen)
- III. Bullying Prevention Policy – Complaints Procedure for ETB Staff.
- IV. Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff.
- V. Grievance Procedure for Staff employed by ETBs.

It was agreed on the proposal of Mr Don Tipping, seconded by Cllr. Gerry Horkan to adopt the above policies.

Standing Orders: It was agreed on the proposal of Cllr. Gerry McGuire, seconded by Cllr. Dermot Looney to suspend standing orders to facilitate consideration of the following addendum

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

(10.1) Committee Report
Youth & Sport Committee, 17th October, 2013 (Appendix H)

The report was adopted on the proposal of Cllr. Dermot Looney, seconded by Mr Tom Clements.

(10.2) Admissions' Bill

Members were advised that ETBI has made a submission on the Admissions Bill, a copy of which will be circulated to the Board.

(10.3) ETBI Congress

A report on the recent congress was circulated and noted.

The meeting then concluded

Signature of Cathaoirleach: _____