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## **MINUTES OF MEETING OF DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD HELD ON MONDAY 17<sup>th</sup> SEPTEMBER 2018 IN ADMINISTRATIVE OFFICES, 1 TUANSGATE, BELGARD SQUARE EAST, TALLAGHT, DUBLIN, 24**

**Present:** Cllr Sorcha Nic Cormaic, Cathaoirleach  
Cllr Roderic O’Gorman  
Cllr Mick Duff  
Cllr Pat Hand  
Cllr Liona O’Toole  
Cllr Howard Mahony  
Cllr Eithne Loftus  
Cllr Ossian Smyth  
Gerry McGuire  
Dr. John Walsh  
Cllr Cora McCann  
Cllr Duncan Smith  
Karen Gleeson  
Claire Markey  
Gerry McCaul  
Anne Genockey  
Paul McNally  
Cllr Conor McMahan  
Olive Phelan

**In Attendance:** Paddy Lavelle, Chief Executive Officer  
Paul McEvoy, Director of Organisation Support & Development  
Dr Fionnuala Anderson, Director of Further Education & Training  
Jacqui Gaines, Public Affairs Officer

**Apologies:** Cllr Grainne Maguire  
Barry Hempenstall  
Martin Clohessy, Director of Organisation Support & Development

At the outset, votes of sympathy was extended to the following:



**1. Resignation of Cathaoirleach** Noted

At the commencement of the meeting the CEO took the chair. Cllr Sorcha Nic Cormaic resignation as Cathaoirleach was noted.

**2. Appointment of Cathaoirleach**

The CEO called for nominations. Cllr Mick Duff was proposed as Cathaoirleach by Cllr Sorcha Nic Cormaic and seconded by Dr. John Walsh. As there were no further nominations the CEO deemed Cllr Duff elected to the position of Cathaoirleach

Cllr Duff thanks Cllr Sorcha Nic Cormaic for her work as Cathaoirleach over the past year. The CEO also thanks Cllr Nic Cormaic for her commitment to the role.

**3. Minutes**

21<sup>st</sup> May 2018

The minutes were confirmed and signed on the proposal of Cllr Sorcha Nic Cormaic, seconded by Gerry McGuire.

17<sup>th</sup> July 2018

The minutes were confirmed and signed on the proposal of Cllr Howard Mahony, seconded by Cllr Eithne Loftus.

**4. Matters Arising**

As the July meeting did not take place for want of a quorum it was agreed to review the holding of a meeting in the month of July.

**5. Consideration of Reports from Committees**

Board of Management Minutes

- 5.1. Ardgillan CC BoM Minutes 18<sup>th</sup> April 2018
- 5.2. Blackrock FEI BoM Minutes 5<sup>th</sup> March 2018
- 5.3. Castleknock CC BoM Minutes 24<sup>th</sup> April 2018
- 5.4. Colaiste Pobail Setanta BoM Minutes 25<sup>th</sup> April 2018
- 5.5. Colaiste Pobail Setanta BoM Minutes 23<sup>rd</sup> May 2018
- 5.6. Dundrum CFE BoM Minutes 22<sup>nd</sup> March 2018
- 5.7. Dun Laoghaire FEI BoM Minutes 6<sup>th</sup> March 2018
- 5.8. Fingal CC BoM Minutes 30<sup>th</sup> April 2018

- 5.9. Gaelcholaiste Reachrann BoM Minutes 17<sup>th</sup> April 2018
- 5.10. Greenhills College BoM Minutes 10<sup>th</sup> May 2018
- 5.11. Griffeen CC BoM Minutes 12<sup>th</sup> April 2018
- 5.12. Griffeen CC BoM Minutes 17<sup>th</sup> May 2018
- 5.13. Kingswood CC BoM Minutes 11<sup>th</sup> April 2018
- 5.14. Kishoge CC BoM Minutes 11<sup>th</sup> April 2018
  - 5.14.1. Kishoge CC Admissions Policy 2020
- 5.15. Riversdale CC BoM Minutes 12<sup>th</sup> December 2017
- 5.16. Riversdale CC BoM Minutes 21<sup>st</sup> January 2018
- 5.17. Riversdale CC BoM Minutes 8<sup>th</sup> March 2018
- 5.18. Sallynoggin CFE BoM Minutes 15<sup>th</sup> March 2018
- 5.19. St. Kevins CC BoM Minutes 6<sup>th</sup> December 2017
- 5.20. St. Kevins CC BoM Minutes 7<sup>th</sup> February 2018
- 5.21. St. Kevins CC BoM Minutes 11<sup>th</sup> April 2018
- 5.22. St. Kevins CC Extraordinary BoM Minutes 2<sup>nd</sup> May 2018
- 5.23. St. Kevins CC Emergency BoM Minutes 8<sup>th</sup> May 2018
- 5.24. St. MacDaras CC BoM Minutes 5<sup>th</sup> December 2017
- 5.25. St. MacDaras CC Special BoM Minutes 6<sup>th</sup> February 2018
- 5.26. St. MacDaras CC Main BoM Minutes 6<sup>th</sup> February 2018
- 5.27. St. MacDaras CC BoM Minutes 15<sup>th</sup> March 2018
- 5.28. Stillorgan CFE BoM Minutes 19<sup>th</sup> April 2018
- 5.29. Swords CC BoM Minutes 1<sup>st</sup> May 2018

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

#### Cleaning Services – Schools

A short discussion took place in relation to the ancillary staffing resources in DDLETB schools. It was agreed that the CEO would write to the Minister to highlight the concerns of the Board. Members discussed the current resources of cleaning staff in schools. The use of both direct and contract staff in some schools is exasperating the situation. It was agreed on the proposal of Claire Markey, seconded by Gerry McGuire to bring the acute issue to the notice of the Department.

#### Section 29 Appeals

- 5.30. Adamstown CC, 18<sup>th</sup> June 2018, Record of decision ACC5
- 5.31. Griffeen CC, 21<sup>st</sup> May 2018, Record of decision GRIFCC1
- 5.32. Kishoge CC, 25<sup>th</sup> May 2018, Record of decision KCC4
- 5.33. Lucan CC, 25<sup>th</sup> May 2018, Record of decision LCC13
- 5.34. Lucan CC, 1<sup>st</sup> August 2018, Record of decision LCC14
- 5.35. St Kevins CC, 22<sup>nd</sup> August 2018, Record of decision SKCC4

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

## 6. Business submitted by the Chief Executive Officer

### 6.1. Finance

#### 6.1.1. Financial report.

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

<b>Scheme</b>	<b>Opening cash balance</b>	<b>Receipts</b>	<b>Payments</b>	<b>Closing cash balance</b>
Main Scheme – Pay	53,526	62,508,705	63,858,311	(1,296,080)
Main Scheme – Non-Pay	(4,289,275)	5,511,285	6,482,314	(5,260,304)
Associated Main Scheme	2,947,736	2,025,642	1,181,028	3,792,350
Primary	137,522	969,771	614,438	492,855
Capital	2,514,907	3,745,796	3,488,359	2,772,344
Third Level Grants	410,286	-	48	410,238
Non Main Scheme	2,360,229	14,262,216	13,860,915	2,761,530
Training Centres	3,050,172	26,399,687	21,760,696	7,689,163
Youth Services	366,017	5,732,801	4,652,314	1,446,504
Agency	596,841	1,400,855	1,860,782	136,914
Self-financing	5,744,348	2,367,142	2,622,815	5,488,675
<b>Total</b>	<b>13,892,309</b>	<b>124,923,900</b>	<b>120,382,020</b>	<b>18,434,189</b>

DDLETB had circa €18.4m on hand at the end of July. The Main Scheme Pay deficit relates to a timing difference between when payments issued to staff and the receipt of the monies from DES. The deficit on the Main Scheme - Non-Pay has accumulated over a number of years and is a real deficit that will require an injection of cash to resolve. This matter has been discussed with DES in August and they have advised that they are endeavouring to ensure that the deficit does not increase year on year. However, currently DES have no plan in place to address the historical cash shortfall.

The Main Scheme Non-Pay spending limit was confirmed by DES at €8,164,687 for 2018. This represents a marginal increase on 2017 and is less than will be required. Insurance costs, contracted cleaning and the costs arising from the addition of new students and extra school facilities mean that DDLETB will incur a deficit of circa €250k for 2018. This matter will be discussed with DES in the short term.

### 6.1.2. Overdraft facility

It was agreed on the proposal of Gerry McGuire seconded by Cllr Howard Mahony to seek Department approval to secure an overdraft facility of €10 million in the event that it is refused by year end.

### 6.2. Buildings / Capital Report

Members noted the following in respect of the current capital/building programme:

#### **Gaelcholáiste Reachrann**

A replacement QS has been appointed.

#### **Balbriggan Community College – New Building**

Formal approval to proceed to stage 2B is awaited from the Department

#### **Lucan CC – Extension**

Approval of the submitted change brief is awaited from the department to facilitate completion of stage 2B

#### **Luttrellstown Community College Phase 2**

Work on site continues

#### **Kingswood Community College**

Building work is progressing to plan

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

The pre-qualification process for the appointment of a contractor has commenced

#### **Lusk Community College – Phase 2**

Building works are progressing

#### **Coláiste Chilliaín (ADAPT)**

Stage 2B approved. Tender documents are being prepared to procure a contractor

#### **Dún Laoghaire Further Education Institute – Fire Safety**

Report on budget cost of works has been submitted to the Department and a response is awaited

#### **Mount Seskin – SNU**

The Department has requested a redesign of the project. The architect is currently liaising with the Department on an optimum design

#### **Benincasa Special School, Blackrock**

Approval of stage 2B is awaited from the Department

## **Eblana Building**

Matter for consideration by the ETB at this evening's meeting

## **Swords Community College (New School)**

Refurbishment works have been carried out in St Finian's CC where the new school is now located. It will move to its new site for the 2019/20 academic year

## **Temporary Accommodation – Coláiste Cois Life (2017/18)**

Contractor appointed

## **Temporary Accommodation 2018/19**

Lusk CC – Contractor appointed

Skerries CC – Works complete and school in situ

Kingswood CC – Works complete and school in situ

Citywest, Primary Schools – Following a review by the Department, no further refurbishment is required for this academic year

## **Skerries CC – Permanent Extension**

Formal approval for the extension is awaited from the Department

## **Summer Works 2017**

Collinstown Park CC - Roof	contractor on site
Fingal CC - Roof	additional funding sought from DoES
Mount Seskin CC - Roof	contractor on site
Skerries CC - Boiler House Roof	additional funding sought from DoES
Coláiste Chilliaín - Toilets Upgrade	additional funding sought from DoES
Riversdale CC - Toilets Upgrade	additional funding sought from DoES
Deansrath CC – Boiler House Upgrade	completed
Greenhills College – Boiler House Upgrade	completed
Grange CC – BMS Upgrade	contractor appointed

## **Ardgillan CC - Refurbishment of Phase 1 Building (incl. Fire Safety works)**

The contractor is on site

## **Citywest – Fire Safety Works**

Report from consultant, including magnitude of costs, has been received and is being reviewed, prior to submission to the Department.

### **6.3. Staff**

- 6.3.1. Appointments & Promotions
- 6.3.2. Career Breaks
- 6.3.3. Resignations
- 6.3.4. Retirements

Noted

#### 6.4. CEO's Report

The CEO welcomed Adrian Flynn who has taken up duty as Director of Schools replacing Dr Deirdre Keyes who became the CEO of Kildare Wicklow ETB. Jacquie Gains, newly appointed Public Affairs Officer, was also welcomed.

Swords CC began operating in August in temporary accommodation within St Finians CC. Partitions sub-divide the GP area. It is not ideal, but the DES has requested that it be used for the current year.

Schools are fully back in action at this stage. Principals are reporting satisfaction with student attainment in State and local examinations and assessments.

The CEO updated members in relation to the reconfiguration survey that is being run in Malahide/Portmarnock. Surveys went to Crèches on the date of the meeting for return and counting by County Childcare Committee. After the conclusion of the process, in the event that there are indications of a need to reconfigure, a meeting will be sought with the patron of schools suitable for divestment to advise of the results of the survey.

FET - DDLETB has agreed a Strategic Performance Agreement with SOLAS relating to the operation of the FET programme for the ETB. DDLETB will present an overview of the agreement at the next meeting.

TEL Conference - DDLETB's Technology Enhanced Learning conference took place for the third year running. Baldoyle Training Centre hosted, in its upgraded facilities, with almost 180 participants principally from the ETB FET section. A live stream engaged teachers in Dundrum College of Further Education as well as anyone who received the invite.

Members noted that the patronage campaigns would begin in the Autumn in a number of areas within the DDLETB area for post-primary and primary schools. The most recent competition for post-primary was in the D13 area and DDLETB left it to CDET B with support from our staff.

The CEO informed members that there would be whole school evaluations imminently in Firhouse Community College and Citywest & Saggart CNS. He advised that both schools appear well-prepared for the MLLs and senior management would report back on recommendations, in due course.

Child Safeguarding Training was requested by the Board and was set to be given in July. DDLETB has been advised that on October 3rd, there will be a session for the trainers for BOM training in ETBI. Subsequently, there will be training for members for updating and initial training.

The Admissions Act was passed by the Dail but has yet to be commenced. Clarification has been sought on the implications for the operation of schools. So far everything is being left with existing arrangements and responses.

The C&AG has provided DDLETB with the Audit Certificate for the 2017 financial statements. No management letter has been received to date.

The induction for new Board members will take place when it suits the members.

Members noted that, to date, there is no response from the Department to issues raised by the sector on the recent circular letter on Religion.

#### 6.5. DDLETB Annual Report 2017

The DDLETB Annual Report 2017 was adopted on the proposal of Cllr Sorcha Nic Cormaic, seconded by Dr John Walsh

### 7. **Correspondence from the Department**

The following correspondence was noted.

- 7.1. CL32/2018 Information in relation to Standardised Testing and Other Matters 2017/2018 & Subsequent years
- 7.2. CL33/2018 Business Syllabus – Leaving Certificate
- 7.3. CL34/2018 Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment
- 7.4. CL35/2018 Prescribed material for Junior Cycle Irish L1
- 7.5. CL 36/2018 Prescribed material for Junior Cycle Irish L2
- 7.6. CL37/2018 Prescribed material for Junior Cycle English
- 7.7. CL38/2018 Consultation with Teachers, Parents and Students in relation to Smart Phones and Tablet use in Schools
- 7.8. CL39/2018 Language and Maths Curriculum and notice of Additional School Closure 2018/2019
- 7.9. CL40/2018 Release Time for Principal Teachers in Primary Schools
- 7.10. CL42/2018 Best practice guidance for primary schools
- 7.11. CL43/2018 Best practice guidance for post primary schools
- 7.12. CL44/2018 HSE Primary School Vaccination Programme 2018- 2019
- 7.13. CL45/2018 HSE Post-Primary School Vaccination Programme 2018-2019
- 7.14. CL 47/2018 Arrangements for the Election of Staff to ETBs
- 7.15. CL 52/2018 Statistical Returns in respect of part-time courses in ETB Schools/Colleges in the 2017/2018 School Year



**8. Correspondence from Other Sources** Noted

8.1. 11<sup>th</sup> June 2018 from NCSE re: request to carry out a review of the provision and allocation of resources/SNAs into post-primary schools  
Click here to view the Comprehensive Review of Special Needs Assistant Scheme, March 2018.

**9. To consider the appointment of ordinary member to the Governing Body of IADT**

Jim Pipe, Design Director with HMH, Haughton Mifflin Harcourt

Proposed by Cllr Sorcha Nic Cormaic, seconded by Gerry McGuire

**10. To consider the appointment of ETB representative to the Governing Body of IT Tallaght.** (replacing Cllr Louise Dunne)

Cllr Conor McMahon was proposed by Cllr Pat Hand, seconded by Cllr Leona O'Toole.

**11. To consider the appointment of student representatives to the Governing Body of IT Tallaght.**

Amy Keating, Student Union President  
Lee Bennett, Student Union Education Officer

Proposed by Cllr Gerry McGuire, Seconded by Cllr Mick Duff

**12. To consider the replacement of ETB nominee, on the Board of Management of Castleknock Community College** (replacement of Cllr Roderic O'Gorman)

Cllr Howard Mahony was proposed by Dr John Walsh, seconded by Cllr Roderic O'Gorman

Marian Flanagan was proposed by Gerry McGuire as additional Community Representative, seconded by Cllr Howard Mahony.

**13. To consider the appointment of Archbishop's nominees to the Board of Management of St. MacDaras Community College.** (Barbara Gannon and Lily Barry)

Proposed by Gerry McGuire, seconded by Cllr Pat Hand.

**14. To consider the appointment of Community representative to the Board of Management of Scoil Choilm. (Kieran O'Neill)**

Proposed by Cllr Howard Mahony, seconded by Cllr Eithne Loftus.

**15. To consider the disposal of the Eblana Avenue building in Dun Laoghaire**

Members noted that the current building is no longer in use and in a state of disrepair. The Board does not have the required level of funds to carry out the substantial refurbishment required. A public institution has expressed an interest in acquiring the building. It is agreed on the proposal of Cllr Sorcha Nic Cormaic and seconded by Cllr Ossian Smyth to dispose of the building in accordance with Department regulations.

**16. Policies & Procedures**                      Noted

- 16.1.      Complaints Procedure
- 16.2.      Hospitality, Entertainment & Gifts Policy
- 16.3.      Safe Driving Policy
- 16.4.      Financial Authority & Approval Levels

**17. ETBI Conference**                      Noted

Venue: Killashee Hotel, Kilcullen Road, Killashee, Naas, Co. Kildare.  
Date: 26<sup>th</sup>-27<sup>th</sup> September

**Standing Orders**

It was agreed on the proposal of Cllr Conor McMahon, seconded by Cllr Sorcha Nic Cormaic to suspend standing orders to consider the following addendum.

**18. To consider the appointment of the following members to the Board of Management of Luttrellstown Community College.**

Female teaching staff representative - Alex Markovic  
Male teaching staff representative - Gareth Mahony  
Community Representatives – Louise Wall Feehliy

Proposed by Cllr Mick Duff, seconded by Roderic O'Gorman

**19. To consider approval of interview panel (CEO/ETB member nominees)**

<b>1</b>	Ms Niamh Mernagh	<b>14</b>	Ms Veronica McDermott
<b>2</b>	Mr Eamonn Cooney	<b>15</b>	Mr Ainnle O'Neill
<b>3</b>	Ms Lily O'Donovan	<b>16</b>	Mr J.J. Walsh
<b>4</b>	Mr Cathal Boland	<b>17</b>	Mr Carl O'Dalaigh
<b>5</b>	Ms Valerie McCormick	<b>18</b>	Ms Bridget Blake
<b>6</b>	Mr Michael O'Donovan	<b>19</b>	Ms Anne Henry
<b>7</b>	Ms Helen Murphy	<b>20</b>	Ms Deirdre Hanamy
<b>8</b>	Mr Ken Farrell	<b>21</b>	Mr Michael McLoughlin
<b>9</b>	Ms Caitriona Jones	<b>22</b>	Ms Maura Clancy
<b>10</b>	Mr Tom Kelleher	<b>23</b>	Mr Michael O'Grady
<b>11</b>	Mr Kevin O'Riordan	<b>24</b>	Mr Tom Costello
<b>12</b>	Mr Sean Ryan	<b>25</b>	Mr Proinnsias O hAilin
<b>13</b>	Mr Pat Ward		

Approved on the proposal of Cllr Sorcha Nic Cormaic, seconded by Gerry McGuire

**20. To consider appointment of student Governing Body member to IT Blanchardstown, Mr Krzysztof Sulkowski.**

Proposed by Dr John Walsh, Seconded by Cllr Mick Duff

**21. To consider appointment of ETB replacements to the Oberstown School Committee.**

Gerry McGuire, proposed by Cllr Mick Duff, seconded by Cllr Liona O'Toole  
Cllr Duncan Smith, proposed by Cllr Mick Duff, Seconded by Dr John Walsh

**22. To consider appointment of ETB representatives to Youthreach Committees (2).**

Youthreach North  
Cllr Eithne Loftus, Cllr Conor McMahan, Gerry McGuire

Youthreach South  
Cllr Liona O'Toole, Cllr Pat Hand, Cllr Sorcha Nic Cormaic

Proposed by Claire Markey, seconded by Dr John Walsh.

**The meeting then concluded**

**Signature of Cathaoirleach: \_\_\_\_\_**