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MINUTES OF MEETING OF DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD  
HELD ON MONDAY 19<sup>th</sup> NOVEMBER, 2018 IN ADMINISTRATIVE OFFICES, 1 TUANSGATE,  
BELGARD SQUARE EAST, TALLAGHT, DUBLIN, 24

Present: Cllr Mick Duff, Cathaoirleach  
Cllr Sorcha Nic Chormaic  
Cllr Roderic O’Gorman  
Barry Hempenstall  
Cllr Pat Hand  
Cllr Liona O’Toole  
Cllr Conor McMahon  
Cllr Eithne Loftus  
Gerry McGuire  
Dr. John Walsh  
Claire Markey  
Olive Phelan  
Paul McNally

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

Apologies: Cllr Howard Mahony  
Cllr Duncan Smith  
Gerry McCaul  
Cllr Grainne Maguire  
Karen Gleeson  
Cllr Ossian Smyth  
Anne Genockey  
Cllr Cora McCann

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



1. Child Safeguarding Training - Presented by Adrian Flynn, Director of Schools

Training was provided by the Director of Schools on the role of the BOM in relation to Child Protection Procedures and completing a Child Protection Oversight Report (CPOR).

2. SOLAS/DDLETB Strategic Performance Agreement – Presented by Dr Fionnuala Anderson

Dr Fionnuala Anderson presented the SOLAS/DDLETB Strategic Performance Agreement and targets that had been agreed with SOLAS.

3. Minutes

Minutes of meeting held on 17<sup>th</sup> September 2018

The minutes were confirmed and signed on the proposal of Cllr Sorcha Nic Chormaic, seconded by Cllr Liona O'Toole.

4. Matters Arising

None

5. Consideration of Reports from Committees

Board of Management Minutes

- 5.1. Adamstown CC BoM Minutes 2<sup>nd</sup> May 2018
- 5.2. Ardgillan CC BoM Minutes 16<sup>th</sup> May 2018
- 5.3. Blackrock FEI BoM Minutes 8<sup>th</sup> May 2018
- 5.4. Castleknock CC BoM Minutes 5<sup>th</sup> June 2018
- 5.5. Castleknock CC BoM Minutes 4<sup>th</sup> September 2018
- 5.6. Colaiste Chilliain BoM Minutes 18<sup>th</sup> September 2017
- 5.7. Colaiste Chilliain BoM Minutes 25<sup>th</sup> January 2018
- 5.8. Colaiste Cois Life BoM Minutes 9<sup>th</sup> January 2018
- 5.9. Colaiste Cois Life BoM Minutes 19<sup>th</sup> February 2018
- 5.10. Colaiste Cois Life BoM Minutes 9<sup>th</sup> April 2018
- 5.11. Colaiste de hIde BoM Minutes 26<sup>th</sup> September 2017
- 5.12. Colaiste de hIde BoM Minutes 5<sup>th</sup> December 2017
- 5.13. Colaiste de hIde BoM Minutes 20<sup>th</sup> February 2018
- 5.14. Colaiste de hIde BoM Minutes 7<sup>th</sup> March 2018
- 5.15. Colaiste de hIde BoM Minutes 11<sup>th</sup> April 2018

- 5.16. Colaiste de hIde Special BoM Minutes 11<sup>th</sup> April 2018
- 5.17. Colaiste de hIde BoM Minutes 29<sup>th</sup> May 2018
- 5.18. Collinstown Park CC BoM Minutes 13<sup>th</sup> June 2018
- 5.19. Deansrath CC BoM Minutes 23<sup>rd</sup> May 2018
- 5.20. Dundrum CFE BoM Minutes 24<sup>th</sup> May 2018
- 5.21. Fingal CC BoM Minutes 9<sup>th</sup> Nov 2017
- 5.22. Fingal CC BoM Minutes 6<sup>th</sup> March 2018
- 5.23. Fingal CC BoM Minutes 18<sup>th</sup> June 2018
- 5.24. Firhouse CC BoM Minutes 19<sup>th</sup> December 2017
- 5.25. Firhouse CC BoM Minutes 7<sup>th</sup> February 2018
- 5.26. Firhouse CC BoM Minutes 6<sup>th</sup> March 2018
- 5.27. Firhouse CC BoM Minutes 1<sup>st</sup> May 2018
- 5.28. Firhouse CC BoM Minutes 12<sup>th</sup> June 2018
- 5.29. Griffeen CC BoM Minutes 28<sup>th</sup> June 2018
- 5.30. Griffeen CC BoM Minutes 20<sup>th</sup> September 2018
- 5.31. Kingswood CC BoM Minutes 7<sup>th</sup> June 2018
- 5.32. Lucan CC BoM Minutes 20<sup>th</sup> June 2017
- 5.33. Lucan CC BoM Minutes 24<sup>th</sup> October 2017
- 5.34. Lucan CC BoM Minutes 11<sup>th</sup> December 2017
- 5.35. Lucan CC BoM Minutes 6<sup>th</sup> February 2018
- 5.36. Lucan CC BoM Minutes 20<sup>th</sup> March 2018
- 5.37. Lucan CC BoM Minutes 14<sup>th</sup> June 2018
- 5.38. Lucan CC BoM Minutes 6<sup>th</sup> September 2018
- 5.39. Lusk CC BoM Minutes 9<sup>th</sup> November 2016
- 5.40. Lusk CC BoM Minutes 14<sup>th</sup> December 2016
- 5.41. Lusk CC BoM Minutes 1<sup>st</sup> March 2017
- 5.42. Lusk CC BoM Minutes 29<sup>th</sup> March 2017
- 5.43. Lusk CC BoM Minutes 13<sup>th</sup> June 2017
- 5.44. Lusk CC BoM Minutes 13<sup>th</sup> September 2017
- 5.45. Lusk CC BoM Minutes 11<sup>th</sup> October 2017
- 5.46. Lusk CC BoM Minutes 7<sup>th</sup> December 2017
- 5.47. Lusk CC BoM Minutes 13<sup>th</sup> December 2017
- 5.48. Lusk CC BoM Minutes 17<sup>th</sup> January 2018
- 5.49. Lusk CC BoM Minutes 21<sup>st</sup> March 2018
- 5.50. Lusk CC BoM Minutes 2<sup>nd</sup> May 2018
- 5.51. Lusk CC BoM Minutes 13<sup>th</sup> June 2018
- 5.52. Lusk CC BoM Minutes 3<sup>rd</sup> September 2018
- 5.53. Lusk CC BoM Minutes 12<sup>th</sup> September 2018
- 5.54. Luttrellstown CC BoM Minutes 8<sup>th</sup> May 2018
- 5.54.1. Luttrellstown CC Admissions Policy 2019
- 5.55. Luttrellstown CC BoM Minutes 12<sup>th</sup> June 2018

- 5.55.1.Luttrellstown CC Code of Behaviour
- 5.56. Sallynoggin CFE BoM Minutes 25<sup>th</sup> May 2017
- 5.57. Sallynoggin CFE BoM Minutes 26<sup>th</sup> October 2017
- 5.58. Sallynoggin CFE BoM Minutes 14<sup>th</sup> December 2017
- 5.59. Sallynoggin CFE BoM Minutes 1<sup>st</sup> February 2018
- 5.60. Sallynoggin CFE BoM Minutes 15<sup>th</sup> March 2018
- 5.61. Scoil Grainne BoM Minutes 29<sup>th</sup> May 2018
- 5.62. St Kevins CC BoM Minutes 15<sup>th</sup> November 2017
- 5.63. St Kevins CC BoM Minutes 7<sup>th</sup> February 2018
- 5.64. St Kevins CC BoM Minutes 2<sup>nd</sup> May 2018
- 5.65. St Kevins CC BoM Minutes 13<sup>th</sup> June 2018
- 5.66. St. MacDara's BoM Minutes 15<sup>th</sup> March 2018
  - 5.66.1.St MacDara's CC Admissions Policy 2019
- 5.67. St Mac Dara's CC BoM Minutes 15<sup>th</sup> May 2018
- 5.68. St MacDara's CC Code of Behaviour
- 5.69. Stillorgan CFE BoM Minutes 31<sup>st</sup> May 2018
- 5.70. Swords CC BoM Minutes 2<sup>nd</sup> October 2017
- 5.71. Swords CC BoM Minutes 1<sup>st</sup> May 2018
- 5.72. Swords CC BoM Minutes 26<sup>th</sup> June 2018

The above reports were adopted on the proposal of Cllr Pat Hand, seconded by Cllr Eithne Loftus

- 5.73. Youth and Sports Development Committee Minutes
  - 5.73.1.Youth Club Grant Scheme
  - 5.73.2.Youth Capital Grants

The grants, as recommended, were approved on the proposal of Cllr Pat Hand, seconded by Cllr Eithne Loftus.

- 5.73.3.Socio-Economic Profile

Noted

- 5.73.4.Youth Employability Initiative

Noted

## Section 29 Appeals

- 5.74. Castleknock CC, 25<sup>th</sup> October 2018, Record of decision CCC32
- 5.75. Castleknock CC, 25<sup>th</sup> October 2018, Record of decision CCC33
- 5.76. Riversdale CC, 6<sup>th</sup> November 2018, Record of decision RCC1

Noted

## 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:

| Scheme                 | Opening cash balance | Receipts    | Payments    | Closing cash balance |
|------------------------|----------------------|-------------|-------------|----------------------|
| Main Scheme – Pay      | 53,526               | 90,013,979  | 90,442,573  | (375,068)            |
| Main Scheme – Non-Pay  | (4,289,275)          | 7,511,751   | 8,344,036   | (5,121,560)          |
| Associated Main Scheme | 2,947,736            | 3,126,005   | 1,978,402   | 4,095,339            |
| Primary                | 137,522              | 971,251     | 828,303     | 280,470              |
| Capital                | 2,514,907            | 7,137,703   | 5,754,070   | 3,898,540            |
| Third Level Grants     | 410,286              | -           | 958         | 409,328              |
| Non Main Scheme        | 2,360,229            | 18,246,940  | 18,275,962  | 2,331,208            |
| Training Centres       | 3,050,172            | 32,528,931  | 29,882,254  | 5,696,849            |
| Youth Services         | 366,017              | 8,146,129   | 7,068,181   | 1,443,964            |
| Agency                 | 596,841              | 1,850,225   | 2,650,214   | (203,148)            |
| Self-financing         | 5,744,348            | 4,629,712   | 3,809,139   | 6,564,920            |
|                        |                      |             |             |                      |
| Total                  | 13,892,309           | 174,162,626 | 169,034,093 | 19,020,841           |

DDLETB had circa €19m on hand at the end of October. The Main Scheme Pay deficit relates to a timing difference between when payments issued to staff and the receipt of 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 the Department in August and they have advised that they are endeavouring to ensure that the deficit does not increase year on year. However, currently the Department has no plan in place to address the historical cash shortfall.

The Main Scheme Non-Pay spending limit was confirmed by the Department 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 the Department in the short term.

Members noted the Ministerial approval for the Board to secure an overdraft facility, should it be required by year end. It was agreed on the proposal of Cllr Conor McMahon, seconded by Cllr Eithne Loftus to proceed and secure the facility from the Board Treasurer.

#### 6.1.2. Finance Committee Report 4<sup>th</sup> July 2018

Noted

## 6.2. Buildings / Capital Report

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

### Gaelcholáiste Reachrann

Work continues on stage 2B. The architect is liaising with the planning office on the additional planning application which is required to meet the new NZEB regulations

### Balbriggan Community College – Replacement Building (Developed Project)

Formal approval, to proceed to stage 2B, has issued from the Department (progress since last ETB meeting)

### Lucan CC – Extension

Approval for stage 2B has issued from the Department. A brief change for major roof works on the existing building is also approved

### 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 is completed. DDLETB await feedback from DoES on same.

### Lusk Community College – Phase 2

Building works are progressing

### Coláiste Chilllain (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

A valuation report, for possible disposal of the building has been received from the Valuation Office

### Temporary Accommodation 2018/19

Lusk CC – works about to commence

### Skerries CC – Permanent Extension

The Department has been in contact to arrange a site visit, following which a project brief will issue. On receipt of the project brief the Board (ETB) can tender for appointment of a design team

### Summer Works 2017

|                                      |   |
|--------------------------------------|---|
| Collinstown Park CC - Roof           | works will be completed in January when outstanding supplies are obtained by the contractor |
| Fingal CC - Roof                     | approval of additional funding awaited  |
| Firhouse CC Roof                     | works complete  |
| Skerries CC - Boiler House Roof      | additional funding sought from Department   |
| Coláiste Chilllain - Toilets Upgrade | additional funding sought from Department   |
| Riversdale CC - Toilets Upgrade      | additional funding sought from Department   |
| Grange CC – BMS Upgrade              | works completed   |

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

These works have been suspended in light of the recently identified structural issues

### 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
- 6.3.2. Career Breaks
- 6.3.3. Resignations
- 6.3.4. Job Sharing
- 6.3.5. Secondments

Noted

## 6.4. CEO's Report

Ardgillan CC - the phase 1 building has been closed due to structural issues. These were identified during works to upgrade the Fire Protection ability of the school. The principle issues related to the inner leaf of the building not being fixed properly and the outer block wall not being tied to the inner leaf appropriately. The DES have taken control of the situation and are planning on remedial action. The school Principal and Deputies have done a fine job of making sure that students are accommodated in existing buildings and in the adjacent community centre. We are very thankful to the County Council for allowing us to use the community facilities for the school. We are also thankful to Bremore Educate Together school for taking in the Woodwork classes. In the longer term it will likely be necessary to provide temporary buildings on site until the building is put back into use. The Minister has personally been very supportive and has called me and the school Principal to show his support.

Patronage - the DES has announced to patrons that we are to apply for the upcoming patronage competitions in a number of locations. Swords (2), Booterstown/Blackrock, Goatstown/Stillorgan, Dublin 6W, and Howth/ Sutton.

The ETBI conference was held in late September. The conference was a great success. The members who attended included Cllr Liona O Toole, Cllr Pat Hand, Gerry McGuire and Cllr Mick Duff.

Reconfiguration - the process in Malahide/ Portmarnock took place except for the final meeting with the Archbishop. I have requested a meeting on a number of occasions but so far the Archbishop has been unable to meet me.

Special Care Units - Ballydowd and Crannog Nua Portrane are transferring to the ETB in January. Some preliminary meetings have taken place in relation to the changes that will be required. They will be able to avail of the supports and systems available to our schools when they join.

The Admissions Act 2018 has been commenced in relation to a lot of central sections. The schools are reviewing their Admissions criteria and policies in line with the requirements of the Act. So far the review of the Section 29 process has not been commenced yet.

Leadership and Management Circular - many schools have implemented the circular for promotional posts for AP1 and AP2. Many thanks to the Principals and staff for all their work in aligning the posts to the Looking at our School AOS 2016 document. The schools that have already appointed are very pleased with the results.

Youthreach had two significant events in October the YRFest in Abbotstown which was a great success and the Maths Week Event in Head Office. The learners were really excellent in their presentations to one another and the visitors on the day. Dr Niamh Shaw who is one of Ireland's only trainee astronaut spoke to the learners and was very inspiring.

## 7. Correspondence from the Department

The following correspondence was noted.

- 7.1. CL 65/2018 Acting-up arrangements and acting-up allowances for all staff other than persons employed as teachers
- 7.2. CL 67/2018 Consolidation of arrangements for the offer of severance terms

## 8. Correspondence from other sources

The following correspondence was noted.

- 8.1. Letter dated 10<sup>th</sup> October 2018 from DES ETB Financial Section re: sanction from Minister for overdraft facility
- 8.2. Letters dated 11<sup>th</sup> October 2018 from Minister for Education and Skills re: Appointment of various members of Governing Body of number of institutes of Technology



Jim Pipe – Ordinary Member  
IT Tallaght  
Lee Bennett and Amy Keating – Student representatives  
Cllr Conor McMahon and Richard McCormack – DDLETB representative  
Blanchardstown IT  
Krzysztof Sulkowski – Male student representative

9. To consider the replacement of Cllr Mick Duff on the Audit committee  
Cllr Pat Hand was appointed on the proposal of Cllr Mick Duff, seconded by Cllr Liona O'Toole

10. To consider the appointment of following nominees to the Boards of Management of the schools listed below

Swords Community College  
Teacher Nominees: Aoife Smith and Paul Geraghty

Gaelcholáiste Reachrann  
Teacher Nominees: Emma Ní Labhraí and Róisín Ní Mhogáin  
Parent Nominees: Niamh Nis Roibeáird and Seán Mac Cárthaigh

Skerries Community College  
Parent Nominees: Cormac Gorman and Edel Joyce

The above appointments were approved on the proposal of Gerry McGuire, seconded by Cllr Conor McMahon.

11. Policies & Procedures

- 11.1. Code of conduct for employees of DDLETB  
Noted
- 11.2. Bullying Prevention Policy  
Noted
- 11.3. Disposal of Fixed Assets Policy  
Adopted
- 11.4. Corporate Procurement Plan  
Noted
- 11.5. Procedures for Safe Recruitment of Staff and Volunteers to work with Children  
Noted
- 11.6. DDLETB Seal Policy  
Noted
- 11.7. Procedures for the Management of Allegation or Suspicions of Child Abuse against teachers and other Employees  
Noted
- 11.8. Harassment Sexual Harassment Prevention Policy  
Noted
- 11.9. Stock Policy

Noted

12. Members' Business

Cllr Roderic O'Gorman

Could the Chief Executive outline if the DDLETB has ever considered acting as the patron body to a special school for children on the autistic spectrum and could he outline how a decision to do so would be undertaken and could he provide a written response?

The ETB has not sought patronage of any school outside of the current patronage process. Other decisions to ask the ETB to be a patron of schools have been initiated by the Department of Education and Skills. We have taken responsibility for schools when asked by the Minister.

13. Any other business at the discretion of the Cathaoirleach

Young Scientists Exhibition - Lucan Community College

Members noted that statements for Lucan Community College who are participating in the Young Scientist Exhibition students met recently with the Minister for Education & Skills.

The meeting then concluded

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

