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MINUTES OF MEETING OF DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD HELD ON MONDAY 29th APRIL 2019, IN ADMINISTRATIVE OFFICES, 1 TUANSGATE, BELGARD SQUARE EAST, TALLAGHT, DUBLIN, 24

Present: Cllr Mick Duff, Cathaoirleach
Cllr Sorcha Nic Chormaic
Cllr Roderic O’Gorman
Paul McNally
Anne Genockey
Gerry McGuire
Cllr Eithne Loftus
Claire Markey
Olive Phelan
Gerry McCaul
Cllr Liona O’Toole
Cllr Pat Hand

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

Apologies: Dr. John Walsh
Cllr Conor McMahan
Cllr Gráinne Maguire
Cllr Howard Mahony
Cllr Ossian Smyth
Karen Gleeson

1. Standing Orders

Proposal to amend standing orders to facilitate the attendance of members by telephone / video conferencing. The following to be inserted into the DDLETB Standing Orders point 18 under the heading "Meetings";

Dublin and Dun Laoghaire ETB may hold or continue a meeting by the use of any means of communication by which all the members can hear and be heard at the same time (in this document referred to as an "electronic meeting").

1. a) A member of the DDLETB who participates in an electronic meeting is taken for all purposes to have been present at the meeting.
2. b) A duly convened meeting of the DDLETB at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the DDLETB.

The amendment to the standing orders was adopted on the proposal of Cllr Roderic O’Gorman, seconded by Cllr Sorcha Nic Chormaic.

2. Minutes

Minutes of meeting held on 26th March 2019

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

3. Matters Arising

None

4. Consideration of Reports from Committees

- 4.1. Adamstown CC BoM Minutes & CPOR Report 14th November 2018
- 4.2. Adamstown CC BoM Minutes & CPOR Report 23rd January 2019
- 4.3. Adamstown CC BoM CPOR Report 20th March 2019
- 4.4. Ardgillan CC BoM Minutes 30th January 2019
- 4.5. Ardgillan CC CPOR 20th March 2019
- 4.6. Balbriggan CC BoM Minutes 24th January 2019
- 4.7. Blackrock FEI BoM Minutes 5th February 2019
- 4.8. Blackrock FEI CPOR 26th March 2019

- 4.9. Castleknock CC BoM Minutes & CPOR 5th February 2019
- 4.10. Deansrath CC BoM Minutes 29th January 2019
- 4.11. Deansrath CC CPOR 29th January 2019
- 4.12. Dun Laoghaire FEI BoM Minutes & CPOR 22nd January 2019
- 4.13. Donabate CC BoM Minutes 9th October 2018
- 4.14. Donabate CC CPOR 9th October 2018
- 4.15. Donabate CC BoM Minutes 5th December 2018
- 4.16. Donabate CC CPOR 5th December 2018
- 4.17. Donabate CC BoM Minutes & CPOR 5th February 2019
- 4.18. Fingal CC BoM Minutes 4th February 2019
- 4.19. Fingal CC CPOR 27th February 2019
- 4.20. Grange CC BoM Minutes 15th January 2019
- 4.21. Grange CC CPOR 19th March 2019
- 4.22. Griffeen CC BoM Minutes 17th January 2019
- 4.23. Griffeen CC CPOR 17th January 2019
- 4.24. Griffeen CC CPOR 19th March 2019
- 4.25. Kishoge CC BoM Minutes & CPOR 6th February 2019
- 4.26. Mount Seskin BoM Minutes 1st October 2018
- 4.27. Mount Seskin CPOR 1st October 2018
- 4.28. Mount Seskin BoM Minutes 27th November 2018
- 4.29. Mount Seskin CPOR 27th November 2018
- 4.30. Mount Seskin BoM Minutes 12th December 2018
- 4.31. Sallynoggin CFE BoM Minutes 24th January 2019
- 4.32. Scoil Aoife CNS BoM Minutes 7th November 2018
- 4.33. Scoil Aoife CNS BoM Minutes 6th February 2019
- 4.34. Scoil Aoife CNS CPOR 27th March 2019
- 4.35. Scoil Choilm CNS BoM Minutes 14th February 2019 & CPOR 25th March 2019
- 4.36. Scoil Ghrainne CNS BoM Minutes 29th January 2019
- 4.37. Skerries CC BoM Minutes 15th January 2019
- 4.38. Skerries CC CPOR 15th January 2019
- 4.39. Stillorgan CFE BoM Minutes 29th November 2018

The above reports were adopted on the proposal of Claire Markey, seconded by Gerry McGuire.

Section 29 Appeals

- 4.40. St. MacDaras CC, 11th March 2019, Record of decision St.MCC1
- 4.41. Lusk CC, 22nd March 2019, Record of decision LUCC3

Noted

5. Business submitted by the Chief Executive Officer

5.1. Financial Report Noted as follows

Programme	YEAR TO DATE March 2019			
	Opening Grant Cash Balance	Receipts	Payments	Closing Grant Cash Balance
	1st January 2019			31st March 2019
TOTAL MAIN SCHEME PAY	43,187	(27,716,250)	28,042,425	369,362
TOTAL MAIN SCHEME NON-PAY	2,719,459	(1,945,666)	3,295,015	4,068,809
TOTAL ASSOCIATED MAIN SCHEME	(3,024,500)	(659,054)	973,936	(2,709,618)
TOTAL PRIMARY SCHOOLS	(147,076)	(759,250)	264,435	(641,891)
TOTAL CAPITAL	(3,569,509)	(1,759,118)	1,232,537	(4,096,090)
TOTAL THIRD LEVEL GRANTS	(410,286)	0	-	(410,286)
TOTAL NON-MAIN SCHEME	(699,773)	(6,552)	5,803,223	5,096,899
TOTAL TRAINING CENTRES	(3,589,296)	(14,969,943)	9,393,804	(9,165,435)
TOTAL YOUTH SERVICES	(441,864)	(3,187,724)	2,385,671	(1,243,918)
TOTAL AGENCY	(383,033)	(722,489)	1,031,281	(74,242)
TOTAL SELF-FINANCING	(6,187,298)	(1,194,978)	1,299,481	(6,082,796)
Bank Balance	(15,689,991)	52,921,025	(53,721,808)	(14,889,206)
OVER ALL TOTAL	(15,689,991)	(52,921,025)	53,721,808	(14,889,206)

DDLETB had approximately €15m on hand at the end of March. The Main Scheme Pay deficit relates to a timing difference between when payments issued to staff and the receipt of the monies from the Department. 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 and it has advised that it is endeavouring to ensure that the deficit does not increase year on year. However, currently the Department have no plan in place to address the historical cash shortfall.

The Main Scheme Non-Pay spending limit for 2019 is €8,388,292. This represents a marginal increase on 2018 however, it is less than what is required. Insurance costs, contracted cleaning and the costs arising from the addition of new students and extra school facilities means that DDLETB will incur a deficit of circa €250k for 2019. This matter has been raised with the Department.

5.2. Buildings / Capital Report

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

ITEM	DETAILS
Gaelcholáiste Reachrann	• Completion of stage 2B scheduled for mid-June
Balbriggan Community College – Replacement Building	• Work on stage 2B continues

Lucan Community College	<ul style="list-style-type: none"> Replacement QS is now in situ and work continues on stage 2B
Kingswood Community College	<ul style="list-style-type: none"> Completion scheduled for mid/late August
St Finian's Community College - Extension	<ul style="list-style-type: none"> Works planned for the roof of the existing building are being reviewed as a result of further deterioration since commencement of the project. The Department is on notice and the design team is drafting a condition report
Lusk Community College – Phase 2	<ul style="list-style-type: none"> Work continues with an expected completion date of Spring 2020. The Department, as the client, is liaising with the contractor on the possibility of partial handover for September, which would negate the need for additional temporary accommodation
Coláiste Chillíain	<ul style="list-style-type: none"> Pre-qualification of potential contractors is underway
DFEI – Fire Safety Works	<ul style="list-style-type: none"> Funding application being submitted to SOLAS
Mount Seskin SNU	<ul style="list-style-type: none"> Following discussions with the Principal, the design and location of the unit were reviewed. Revised drawings are being drafted
Benincasa Special School, Blackrock	<ul style="list-style-type: none"> Approval of stage 2B is awaited from the Department
Skerries Community College - Extension	<ul style="list-style-type: none"> The Department has issued a schedule of accommodation for a 1000 pupil school which is currently being reconciled with existing school layout
Temporary Accommodation 2018/19	<ul style="list-style-type: none"> Work continues at Coláiste Cois Life.
Summer Works	<ul style="list-style-type: none"> Fingal CC – Roof. In response to the Board's application for additional funding to meet the tendered price of the works, the Department has requested additional information on the windows aspect of the project Coláiste Chillíain – Toilets. Negotiations are underway with the successful contractor to reduce the extent of the works in line with the allocated funding Skerries CC – Boiler House Roof. The selected contractor has withdrawn his tender. Discussions are underway with the second placed contractor. Riversdale CC – Toilet Upgrade. Contractor is appointed St Mac Dara's CC – Replacement of Windows. Tenders are being sought from contractors <p>New Programme The Department has launched a new summer works initiative for projects to be undertaken in Summer 2020. Work has commenced on identifying projects for submission to the Department</p>
Ardgillan Community College – Phase 1	<ul style="list-style-type: none"> The building remains closed and will not reopen in time for this September. Work on providing temporary accommodation for September is underway with the initial appointment of a consultant

Citywest – Fire Safety Works	<ul style="list-style-type: none"> • Response awaited from the Department
Temporary Accommodation 2019/20	<ul style="list-style-type: none"> • Tenders for the appointment of an architect/design team, for the following projects, are currently being assessed: <ul style="list-style-type: none"> ○ Fingal CC ○ Gaelcholáiste Reachrann ○ Griffeen CC ○ Skerries CC ○ Swords CC ○ Ardgillan CC <p>For Lusk CC, the Department advises that it expects partial handover of the phase 2 building in time for the new academic year. As a contingency, the appointment of an architect, for temporary accommodation should it be required, is being launched this week</p>

5.3. Staff

- 5.3.1. Appointments & Promotions
- 5.3.2. Resignations
- 5.3.3. Retirements
- 5.3.4. Career Breaks
- 5.3.5. Job sharers

Changes to staff profile were noted

5.4. CEO's Report

Collinstown Park CC - Microsoft, SSE Airtricity and SEAI contributed to an initiative in Collinstown Park Community College which invested almost €250,000 in LED lighting refit and solar panels. Microsoft has also supported students in a sustainable energy challenge. We are very grateful for its support. It has invested also in a Data centre so that local people can be trained for jobs in the Grange Castle Microsoft Data centre or any other. This investment will be worth €200,000.

CNSs Swords – A meeting took place in relation to a site for River Valley CNS in Swords. The temporary accommodation will be located in Swords town centre. The Broadmeadow CNS will be beside Swords Community College.

Recruitment campaign - There has been training for newly qualified teachers in our schools and PME students to help them approach competence-based interviews with some confidence. Thanks to Adrian Flynn and Hazel Brown and the team in HR for arranging them. Hazel has been active visiting teacher training colleges and universities making DDLETB known.

Payroll Shared Services - The shared service for Payroll project is proceeding. A huge amount of staff time is being given to support to handover. Payrolls are being run in parallel in preparation for a changeover date of July 1st.

New Special School - We have been asked by the Department to assist in locating a site for a new special School in Dublin 15. It is with the Department now.

6. Correspondence from the Department

6.1. CL26/2019 Information in relation to Standardised Testing and Other Mattes Academic Year 2018/2019 and Subsequent Years
Noted

6.2. CL 27/2019 Multi-Annual Summer Works Scheme 2020 onwards
Noted

7. To consider the appointment of Student Representatives to the Governing Body of the IADT, Ms Eimear Boyd and Mr Anthony Dunne.

Eimear Boyd and Anthony Dunne were proposed by Cllr Sorcha Nic Chormaic, seconded by Cllr Pat Hand.

8. Policies & Procedures

8.1. Fraud Policy

Deferred

9. Any other business at the discretion of the Cathaoirleach