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Minutes of meeting of Dublin and Dun Laoghaire Education and Training Board held on MSTeams and using conference call.

Meeting: 4:30 pm, 15th November 2021

Present: Cllr Kazi Ahmed, Cllr Cathal Boland, Cllr Michael Clark, Cllr Brigid Manton, Cllr Yvonne Collins, Cllr Pamela Conroy, Anne Genockey, Daneve Harris, Cllr Peter Kavanagh, Cllr Pamela Kearns, Colm Kilgallon, Claire Markey, Gerry McGuire, Cllr Joe Newman, Brendan O'Halloran, Ken Farrell.

Apologies: Cllr Una Power, Cllr John Walsh

Absent: Cllr Ed O'Brien

In Attendance: Caitríona Murphy, CEO; Debbie Howlett, Director of Organisation Support and Development; Adrian Flynn, Director of Schools, Noel Kelly, Director of Schools, Siobhan Lynch, Director of Further Education and Training, Emma Maloney, PA to SMT.

Documentation:
Uploaded Electronically

Welcome

The Cathaoirleach, Cllr Joe Newman, welcomed everyone to the meeting.

Apologies were noted

Condolences

Condolences were extended to all families of staff who have been bereaved over the last month.

1. Declaration of Conflict of Interest

No conflicts were declared

2. Matters for the Resolution of the Board

Minutes The minutes of previous meeting held on 17th, October 2021 were approved.

Proposed: Cllr Cathal Boland

Seconded: Cllr Brigid Manton

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3. Matters for noting by the Board

Committees of the board **Noted**

4. Matters Submitted by the Executive

CEO Report – Monday 15th November 2021

As we continue to operate in line with public health and government advice including that from the Department of Education and the Department of Further and Higher Education - schools/colleges and centres continue to operate in line with the appropriate guidelines. Meetings are being held online also in line with government advice. As per the guidance last week, staff in HO are advised to work from home where possible in Head Office and we will continue in a very careful and phased manner as we develop and consult on a Remote Working and Right to Disconnect Policy as we attempt to live with COVID while also reconnecting together to focus on T&L in all of our settings.

I acknowledge the leadership of the Directors of Schools, OSD and FET and all staff. I want to share the good news that Nichola and Thomas have welcomed their beautiful baby daughter Saorlaith Rose Keane last week, they are all doing well. I would like to welcome Noel Kelly who will step up to the role of DoS for the duration of Nichola's maternity leave. Noel is the Principal in Griffeen CC and started just last week and will introduce himself shortly. The SMT will support Noel during his induction period. The Deputy Principal Edel Morrow has stepped up as Principal. We wish everyone the very best in their new roles.

We will be working over the next number of months on our SoS, Rosemarie McGill will be the lead development officer working with SMT and we have procured a company called Mazars to support us. They will be in touch with all of you over the coming weeks.

In relation to the OSD reports, we want to ensure we have enough time for the updates in relation to Buildings, HR and Finance. Debbie will take you through those. Beforehand, the Director of FET (Siobhan Lynch) will update you, Adrian will update you on the Directors of Schools report and Noel will introduce himself to you all.

Director of Further Education and Training

Re-opening of FET colleges and centres

FET colleges and centres in DDLETB continue to follow the guidance of ETBI and the FET Stakeholders Working Group including the "Safe Return of FET Statement." Our goal is to maintain a focus on the welfare and safety of learners and staff while facilitating access to the centres to as many students as can be safely accommodated onsite under the current restrictions.

The Inaugural Review

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The FET Quality Assurance team are planning for the first external review of FET quality assurance systems. The Provider Profile and Self Evaluation Report are being completed now by the QA and Planning and Strategy unit. The Self Evaluation report will be a comprehensive document based on feedback from staff, learners, and other stakeholders and experience of working/learning with DDLETB and will help shape a Quality Improvement Plan for the future.

Mitigating Against Educational Disadvantage Fund (MAEDF): Round 2

Round 2 of the MEADF took place in November and resulted in several applications from internal applicants for funding for projects that mitigate educational disadvantages. An additional €30,000 was approved by the Approval Panel. The successful centres/schools will be informed of the outcome as soon as SOLAS confirms the allocation of this funding for the successful applications.

Applications for FET programmes can now be made via the CAO

The FET Planning team worked with ETBI and the CAO on a pilot project to ensure that programmes at level 5 & 6 delivered in FET colleges and centres that are targeted at school leavers can be applied for via the CAO in 2022. The CAO is now open for applications for 2022 and 37 DDLETB PLC programmes are now available on the CAO and more accessible to this cohort.

New Strategic Performance Agreement with SOLAS 2022-2024

Consultation begins this week on a new Strategic Performance Agreement between ETBs including DDLETB and SOLAS for 2022-2024. The new agreement will be aligned with the FET Strategy and Strategic Pillars, incorporating new targets and outcomes. New targets are likely to include a focus on supporting employment, progression within FET as well as progression to HET, fostering the inclusion of marginalized groups, provision of upskilling opportunities throughout life and careers, as well as an increased focus on specific skills development around retrofitting, green skills, construction, and an increased number of apprenticeships places. Targets are due to be finalized by the end of December 2021 with the new Strategic Performance Agreements being agreed in April 2021.

Directors of Schools

Adrian Flynn gave an update on the latest developments in schools and shared the first edition of the newsletter with the Board. Acting Director of Schools, Noel Kelly introduced himself to the board members.

Director of OSD – OSD Report

Debbie Howlett gave updates on the Finance report and the Buildings report.

5.1 Finance Report Noted

| |
|---|
| DUBLIN & DUN LAOGHAIRE EDUCATION & TRAINING BOARD |
| FINANCIAL REPORT |
| YEAR TO DATE October 2021 |

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| Programme | Opening Grant Cash Balance | Receipts | Payments | Closing Grant Cash Balance |
|--|--|----------------------|--------------------|----------------------------|
| | 1st January 2021 | | | 31st October 2021 |
| TOTAL MAIN SCHEME PAY | 324,028 | (97,355,537) | 97,712,535 | 681,026 |
| TOTAL MAIN SCHEME NON-PAY | (2,662,101) | (6,964,322) | 6,588,207 | (3,038,216) |
| TOTAL ASSOCIATED MAIN SCHEME | (4,756,721) | (5,320,484) | 2,986,646 | (7,090,559) |
| TOTAL PRIMARY SCHOOLS | (799,874) | (1,716,843) | 1,316,332 | (1,200,385) |
| TOTAL CAPITAL | (9,608,231) | (13,311,204) | 11,858,635 | (11,060,800) |
| TOTAL THIRD LEVEL GRANTS | (171,666) | | | (171,666) |
| TOTAL NON-MAIN SCHEME | (3,112,051) | (32,003,626) | 31,939,133 | (3,176,544) |
| TOTAL TRAINING CENTRES | (8,011,814) | (30,043,025) | 24,891,447 | (13,163,392) |
| TOTAL YOUTH SERVICES | (1,222,537) | (10,150,290) | 8,463,302 | (2,909,525) |
| TOTAL AGENCY | (907,157) | (2,517,497) | 3,054,965 | (369,689) |
| TOTAL SELF-FINANCING | (6,860,848) | (8,573,581) | 2,738,972 | (12,695,457) |
| Bank Balance | (37,788,972) | (207,956,409) | 191,550,174 | (54,195,207) |
| DDLETB had a balance of approximately €54m in the bank account at the end of October 2021 | | | | |
| The following additional Grants to cover COVID-19 related expenditure were received from DOE and SOLAS to date. These Grants are included in Associated Main Scheme, | | | | |
| Primary, Non Main Scheme, Capital and Non Main Scheme in the above table. | | | | |
| | Opening Balance | Receipts | Payments | Closing Balance |
| Assoc MS | COVID19 Grant 0 | 0 | 0 | 0 |
| Assoc MS | COVID19 EMPLOYING AIDE GRANT (10,666) | 10,300 | 366 | 0 |
| Assoc MS | COVID19 CLEANING SUPPORT GRANT (27,499) | (395,288) | 257,077 | (165,710) |
| Assoc MS | COVID19 ENHANCED SUPERVISION G (277,672) | (968,991) | 671,566 | (575,097) |
| Assoc MS | COVID19 SANITISER & PPE GRANT (175,277) | (729,399) | 377,484 | (527,192) |
| Primary | COVID 19 EMPLOYING AN AIDE GRA (3,638) | 1,417 | 2,221 | 0 |
| Primary | COVID 19 CLEANING SUPPORT GRAN (52,978) | (95,770) | 77,702 | (71,046) |
| Primary | COVID-19 SANITISER & PPE GRANT (55,398) | (136,001) | 107,533 | (83,866) |
| Capital | COVID 19 MINOR WORKS GRANT (2,697,983) | 0 | 1,317,704 | (1,380,279) |
| FET | COVID19 Overheads (176,053) | (209,125) | 156,288 | (228,890) |

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5.2 Buildings Report Noted

Capital & Building Programme Report

Major Capital Projects 2021

| Name & Address of Project. | Area. | Project Status/Update. |
|--|---|--|
| Balbriggan Community College, Pine Ridge, Chapel Street, Balbriggan. | North County Dublin Fingal County Council Area | Construction of new School, Stage 2B being prepared for the Department of Education. Expected completion date is December 2021 |
| St Finian's Community College, Castle farm, Swords. | North County Dublin Fingal County Council Area | Construction of Extension, 13 General Classroom's & Specialist Rooms. DDLTEB working with the DOE on a revised Scope. Task Order issued with regards to the required temporary accommodation. Design Work proceeding |
| Ardgillan Community College, Castle land, Balbriggan, Co. Dublin. | North County Dublin Fingal County Council Area | Remediation Works Tendered. Awaiting decision from DoE on successful tenderer. Decision expected shortly |
| Lucan Community College, Esker Drive, Lucan. | South West Dublin South Dublin County Council. | Contractors Pre-Qualified. Consultant preparing answers on comments from DoE on pre-qualification |
| Colaiste Chillian, 96-116 Old Nangor road, Clondalkin, Dublin 22. | South West Dublin, South Dublin County Council. | Tender Accepted by DoE. Letters issued to Successful and unsuccessful Contractors |
| Benicasa Special School. 1 Mount Merrion Avenue, Blackrock, Co. Dublin | South East Dublin. Dunlaoghaire/Rathdown County Council. | Refurbishment of existing Building. Stage 2b issued to DoE for approval. |
| St Kevin's Community College, Font Hill Road, Clondalkin. Dublin 22. | South Dublin County Council Area. | SEN 2 Classrooms. Design works halted. Whole school evaluation on going. Task Order issued with regards to the required temporary accommodation Design works proceeding |
| Danu Community Special School, Barnwell Road, Hansfield, Dublin. | West County Dublin. Fingal County Council Area. | Construction works on going |
| GS Reachrann, Grange Abbey Road, Dublin 13. | North Co. Dublin | Pre-qualification of contractors complete. Consultant preparing answers on comments from DoE. EWS application out to tender |
| Skerries Community College, Balbriggan St, Town parks, Skerries, Co. Dublin. | North Co Dublin. Fingal County Council Area. | Design Team procured with the exception of Consultant Architect. DDLETB preparing additional report for issue to DoE |

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| Mount Seskin Community College, Jobs town, Tallaght, Dublin 24. | South Co Dublin South Dublin County Council | Budget Approved for new SNU. Design team being approved. |
| Collinstown Park SEN, Rowlagh, Clondakin, Dublin 22. | South Co Dublin South Dublin County Council. | DT currently preparing Stage 2b report for issue to DoE for approval to proceed to next stage. Awaiting tender result for temporary accommodation |
| Summer Work's Programme 2020. | | All works 95% complete |
| TEMPORARY ACCOMADATION PROJECTS 2021 | | |
| Name & Address of Project. | Area. | Project status/Update. |
| Fingal TA Sea town Rd, Town parks, Swords, Co. Dublin. | North Co Dublin Fingal County Council Area | Ongoing discussions between the DOE, Fingal County Council and the DDLETB. |

Property: November 2021.

| Property | update | Status |
|-------------------------------|---|--|
| Dundrum Town Centre, Unit 2. | Out of lease since 2017 | Eversheds Solicitors have gone through this again and are coming back with a final conclusion, it seems that legally the lease extends so our tenancy is secure. Waiting on formal conclusion. |
| Manguan House Mayo | Lands need to be transferred back to DDLETB. And unpermitted use of premises. DDLETB still insuring property. | All legal matters relating to this are now with Eversheds, they have formally written to our former solicitor requesting all files. They will then do a full review on how we proceed with this matter. |
| Citywest Campus. | Full registration of lands with with PRA, Eversheds completing these queries and should be completed soon. Legal case being taken by Third Party Brunella regarding use of common areas of certain parts of land. Planning granted to DOE to build two schools. | DDLETB have joined proceedings and working with Eversheds. Proceedings and Correspondence on going. Exercise with the PRA nearly completed. Awaiting update from Solicitor. DDLETB requesting access to lands. |
| Castle land Community Centre. | Agreement with FCC out of date. | Awaiting formal agreement lease from DOE with FCC regarding CC, DDLETB are now happy with going forward. Agreement on all maintenance issues completed. |

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| Donabate Sports hall & AW Pitch. | No formal agreement/agreement over 10 years old. Rent being charged for hall is too high. Future of pitch to be decided. No maintenance being paid by DDLETB. Legal case outstanding on flooding of pitch. | Written letter sent to us from the board who run the CC and AWP, (Donabate Portrane Community & Leisure Centre C.L.G) stating it is no longer financially viable to run the pitch. DDLETB and FCC have agreed to License the pitch to the Portrane Hockey club. This is being drawn up now and another meeting to agree terms being organised. Capital assistance agreement being done to ensure community use. Formal letter being sent to board at the amount we are paying each year for the school to use the hall in the CC. Its not acceptable moving forward. And needs to be negotiated and a formal agreement put in place. |
| The Yes Centre | In Lease, new landlord had a H & S inspection, two floors we took on are not suitable under h & S. Also, would not pass under fire safety. | Lease expires in 2024, it has been agreed to exit premises at this time and look for a new centre. No use of top floors permitted by DDLETB as not up to fire safety standards. Request to upgrade current floors. Getting legal advice on this, report being drawn up also by Architect. |
| The Old Garda station, Blanchardstown. | OPW want to formalise agreement, none in place, we have been tenants for 20 years. | Talking to the OPW to formalise tenancy there through a lease. Looking into the exchange building also which is out of lease since 2017. |
| Property Registration Exercise. | All property needs to be registered. DDLETB working with Solicitor and DOE. | In progress. Stage three completed. Moving on to next stage. Updates given to DOE. We now have to get formal agreement on all previous leases dating back before 2015. Property team will start this once the registrations are complete. |
| Balbriggan Sports Hall. | Back to original purpose. | The Gym and Hall are now back, steering group being set up. Terms of reference being drawn up to help steer centre forward. |
| Collinstown Park Sports centre. | Use of Centre | License being issued to the South Dublin Sports partnership to use the Gym for classes. |
| Lusk Community College | Mew Sports Hub adjacent to school | Meetings to look at putting a temporary license in place with local athletics club to access the car park. |

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5.3 Staff Profile Updates Noted

Retirements

Appointments & Promotions

Risk Register: Noted

Debbie updated members on the progress on replacing Eileen Salmon on the board. The JMB hopes to have a nomination for our next ETB meeting in January.

It was agreed by members of the board that ETB meetings would be recorded commencing in the new year. A member raised if the action log could be reinstated.

6. Matters Submitted by the Board/Committees of the Board

In line with Standing Orders

7. Next Meeting: 17th January 2022

Commented [ES1]: @Debbie Howlett (Director of OSD) debbie are the draft Minutes good to be uploaded to the boards site?