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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, 18th October 2021

Present: 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, Cllr John Walsh.

Apologies: Ken Farrell

Absent: Cllr Ed O'Brien, Cllr Kazi Ahmed, Cllr Cathal Boland, Cllr Michael Clark, Cllr Una Power.

In Attendance: Caitríona Murphy, CEO; Debbie Howlett, Director of Organisation Support and Development; Nichola Spokes, Director of Schools, Siobhan Lynch, Director of Further Education and Training, Aisling Crowley, Development Officer, Youth Services, Emma Maloney, PA to SMT.

Documentation:
Uploaded Electronically

Welcome

The Cathaoirleach, Cllr Joe Newman, welcomed everyone to the meeting and thanked Daneve Harris for her role as the previous Cathaoirleach.

1. Apologies were noted

Condolences

Condolences were extended to all families of staff who have been bereaved over the last month. A minute silence was observed.

2. Declaration of Conflict of Interest

No conflicts were declared

3. Matters for the Resolution of the Board

Minutes The minutes of previous meeting held on 20th, September 2021 were approved.

Proposed: Cllr Peter Kavanagh

Seconded: Gerry McGuire

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Board of Management Members Appointments

Cllr Pamela Kearns was appointed as ETB representative to the board of Dundrum FEI

Proposed: Cllr Peter Kavanagh

Seconded: Gerry McGuire

Cllr Joe Newman was appointed as ETB representative to the board of St Finian's CC

Proposed: Cllr John Walsh

Seconded: Cllr Peter Kavanagh

4. Matters for noting by the Board

Correspondence from Department Circulars **Noted**

5. Matters Submitted by the Executive

CEO Report – Monday 18th October 2021

I would like to formally thank Daneve Harris for her role as the Chair of the Board from October 2020 to September 2021 and the excellent job she did over the past year. We now formally welcome Cllr Joe Newman to the role from now until September 2022. Congratulation Joe from the Executive and we look forward to working with you and supporting you in your role.

NPHEA are due to meet today and will advise Government on the path ahead and we look forward to further guidance this week. At the moment, 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 have all returned as per and in line with the appropriate guidelines. Meetings are being held online also in line with government advice. I am glad of that today. We extend thanks to all staff in our schools/colleges and centres (teaching/instructing/management, administration and support services – the wider DDLETB team and community) who have worked so hard to prioritise the health, safety and wellbeing of our students and staff.

We will be working over the next number of months on our SoS and Rosemarie McGill will be the lead development officer working with SMT and we have procured a company to work with us also and we will be meeting with the team next week.

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 Directors of FET (Siobhan Lynch) will update you and the Nichola will update you on the Directors of Schools report and Youth Services. Nichols will introduce the presentation them as requested. Just before we do that, I just want to mention that this will be Nichola's last meeting just for a few months as Nichola will be going on maternity leave for a few months from November so we want to congratulate

Nichola and wish her all the very best at this very special time for her and her family. A recruitment process is in place for an Acting DoS role until the summer.

Director of FET

Management of COVID 19 measures in FET colleges and centres:

NPHET are due to meet today and will advise Government on the path ahead based on what they see in the most up-to-date Covid-19 data and trends. If there are any changes to existing COVID 19 control measures for our FET colleges and centres they will be communicated later this week via the FET Stakeholders Working Group in an updated “Safe Return of FET Statement”.

2. The Inaugural Review:

The FET Quality Assurance team continue to prepare for the external review of FET quality assurance systems.

- Two centre surveys consisting of 130 questions has been circulated to all FET colleges and centres. Completing these surveys as a team will allow each centre to undertake a comprehensive self-evaluation of how the QA systems are working in their centres. A number of review teams have been established to review the feedback from the surveys. These teams will work to identify any strengths and weaknesses identified in the surveys in relation to our QA procedures. It is hoped that phase 1 of this work will be complete by the end of this week.
- FET Learner Forums: As part of the Inaugural Review, two online Learner Forums for DDLETB FET learners were hosted by AONTAS on the 13th and 14th October, 2021. The forums will provide valuable feedback regarding the experience of our learners. AONTAS will be following up with online surveys. All of this feedback will help us review what we do, recognise what we do well and what we could do better, and plan for future improvements.

Apprenticeships- Emergency Response to Backlog Craft Apprenticeships:

In order to do our part to reduce the back log for Craft Apprenticeships, the Training Centre managers, HR and the Buildings team are working to enable an expansion of our Craft apprenticeship provision.

- As part of the Emergency Apprenticeship Response, In October, DFHRIS sanctioned 13 additional these posts on a 2 year fixed term basis.
- ETBI are supporting ETBs to recruit instructors with a national recruitment campaign.
- Applications for emergency capital funding for 4 projects has been approved by SOLAS. These capital projects will help to expand the number of electrical apprenticeships in Baldoyle TC as well as a Carpentry and Joinery apprenticeship in Tallaght TC. Plans will be progressed this month for a plumbing apprenticeship in Loughlinstown TC.

Mitigating Against Educational Disadvantage Fund (MAEDF)

In September, the FET planning team and the Adult Education Services supported community organisations to apply for funding under the MAEDF fund. Over 30 applications were processed under round 1 and funding to the value €200,840 has now been approved by SOLAS. Corporate Services will now take over the administration of the grant payments to community organisations. There may be a round 2 for MAEDF Funding in 2022 but this has yet to be confirmed.

Leadership Development Programme - FET

The Leadership Development Advisory Group met to plan for the fifth and final session of this particular initiative which will take place in December. Possible themes include how FET management can influence the new DDL statement of strategy, a renewed focus on our purpose, ethos and the role of FET management and staff in the leadership and implementation of the new DDL strategy.

Directors of Schools

Board of Management

Presentations have issued to the Principals for delivery at their respective Board of Management meetings, ensuring new Board members are catered for since the last academic year. Additional presentations in relation to Admissions and Teaching and Learning through the Looking at Our Schools document will issue shortly from ETBI for all Boards.

Schools

- CNS Principals training on “Fostering Transformative Leadership and critical multiculturalism in CNSs took place on Thursday 30th September. This training focused on enactment of the core values within each individual school context, with a view to identifying where more critical approaches can be embedded.
- Training on delivery of the Patron’s Programme, GMGY, in relation to facilitating Inter-belief Dialogue for all CNS staff takes place 19th October. This is being delivered by Dr. Patricia Kieran from Mary Immaculate College, Limerick.
- The above CPD will be built upon in November to incorporate the Embedding Sustainable Development Goals in Teaching and Learning across CNS schools.
- 42 new CNS staff attended the Induction Programme for new CNS staff, which took place online on 23rd September.
- New CNS staff induction on Ethos took place for CNS schools on 14th October. This was hosted by ETBI and supported by DoS.
- New DDLETB SEN Connect Network for CNS schools has been established by DoS in partnership with NCSE for this academic year, supported by SEN/DEIS development officer in its implementation across all CNS schools. This is the first of its kind for the NCSE

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where provision of expertise will focus on the development and embedding of consistent behavioural management structures across all CNS schools.

- Over 100 post primary teachers completed the DDLETB Post Primary Induction programme which covered presentations on DDL teaching and learning supports, HR, Ethos and core values, inclusion, and diversity. TUI also gave a presentation.
- Our Teacher Leadership Programme (TLP) commenced with over 150 participants. The programme will run for the full academic year with various workshops and speakers focusing on leading teaching and learning.
- The Middle Leadership Programme (MLP) also commenced with 55 participants. This is designed for Assistant Principals to help support them in their varied leadership responsibilities.
- 5 post Primary schools experienced incidental inspections over the last few weeks. They focused on teaching and learning, anti-bullying, child protection and student voice. Strategically there was principals meeting planned prior to some of these that went through the process. Principals shared their experience of the inspection and any resources.
- School support visits have started back face-to-face but Principal and Deputy Principal meetings remain online.

Youth Services

Music Generation Fingal, of which DDLETB is lead partner, will commence in November, with a new MDO to start November 15th. The targeted areas for this provision are:

- Balbriggan
- Swords
- Rush
- Lusk
- Blanchardstown

This is a five year programme establishing music provision which responds to the voice of children and young people in Fingal by providing a range of meaningful supports and services which deliver performance pathways for their musical growth and the fulfilment of their musical potential. Our approach is aligned with the objectives of the Fingal County Arts Plan, the values outlined in Music Generation's Strategic Plan and Fingal's Local Economic and Community Development Plan. It responds to the issues and challenges highlighted in the Area Profile Needs Analysis Study (APNARS) developed by the DDLETB in relation to disadvantaged children and young people in the county. It is anticipated that programme delivery will be offered initially on small group basis, utilising existing premises (DEIS and developing schools, ETB hubs, youth settings and special care settings) and incorporating online opportunities in the short to medium term.

Youth & Sports Development Services

Aisling Crowley, Youth & Sports Development Services gave a presentation to the board including, the aim of the service and supports provided. Aisling gave an overview into the structure of the service and its funding departments.

Committees of the Board - For Information

Risk Register - Noted

5.1 Finance Report Noted

DUBLIN & DUN LAOGHAIRE EDUCATION & TRAINING BOARD						
FINANCIAL REPORT						
YEAR TO DATE September 2021						
Programme	Opening Grant Cash Balance	Receipts	Payments	Closing Grant Cash Balance		
	1st January 2021			30th Sept 2021		
TOTAL MAIN SCHEME PAY	324,028	(87,003,535)	87,083,988	404,511		
TOTAL MAIN SCHEME NON-PAY	(2,662,101)	(6,301,372)	6,031,858	(2,931,615)		
TOTAL ASSOCIATED MAIN SCHEME	(4,756,721)	(4,645,473)	2,549,466	(6,852,728)		
TOTAL PRIMARY SCHOOLS	(799,874)	(1,706,039)	1,141,888	(1,363,995)		
TOTAL CAPITAL	(9,608,231)	(12,689,729)	9,150,658	(13,147,302)		
TOTAL THIRD LEVEL GRANTS	(171,666)	-	-	(171,666)		
TOTAL NON-MAIN SCHEME	-	-	-	-		
TOTAL TRAINING CENTRES	(3,112,051)	(32,003,558)	28,840,973	(6,274,646)		
	(8,011,814)	(30,042,025)	21,942,770	(16,111,069)		
TOTAL YOUTH SERVICES	(1,222,537)	(7,985,470)	6,984,443	(2,223,564)		
TOTAL AGENCY	(907,157)	(2,440,371)	2,785,191	(562,337)		
TOTAL SELF-FINANCING	(6,860,848)	(4,210,119)	2,321,026	(8,749,941)		
Bank Balance	(37,788,972)	(189,027,611)	168,832,261	(57,984,352)		
DDLETB had a balance of approximately €58m in the bank account at the end of September 2021						
The following additional Grants to cover COVID-19 related expenditure were received from DOE and SOL .S 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 EMPLOYING AIDE GRANT	(10,666)	10,299	367	0	
Assoc MS	COVID19 CLEANING SUPPORT GRANT	(27,499)	(395,288)	224,311	(198,476)	
Assoc MS	COVID19 ENHANCED SUPERVISION G	(277,672)	(968,991)	578,865	(667,798)	
Assoc MS	COVID19 SANITISER & PPE GRANT	(175,277)	(729,399)	346,873	(557,803)	

Primary	COVID 19 EMPLOYING AN AIDE GRA	(3,638)		1,417		2,221		0
Primary	COVID 19 CLEANING SUPPORT GRAN	(52,978)		(95,770)		74,092		(74,656)
Primary	COVID-19 SANITISER & PPE GRANT	(55,398)		(136,001)		95,477		(95,922)
Capital	COVID 19 MINOR WORKS GRANT	(2,697,983)		0		1,200,460		(1,497,523)
FET	COVID19 Overheads	(176,053)		(209,125)		104,348		(280,830)

5.2 Buildings Report Noted

DDLETB Meeting October 2021 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
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
Lucan Community College, Esker Drive, Lucan.	South West Dublin South Dublin County Council.	Contractors Pre-Qualified. Consultant preparing answers on comments from DoE on prequalification

Colaiste Chillian, 96-116 Old Nangor road, Clondalkin, Dublin 22.	South West Dublin, South Dublin County Council.	Tender Accepted by DoE. Letters to be 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. Addressing Stage 2b comments from DoE.

CAPITAL PROJECTS CONTINUED

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
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
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
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
Summer Work's Programme 2020.		All works 95% complete

TEMPORARY ACCOMMODATION 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: September 2021.

<i>Property</i>	<i>update</i>	<i>Status</i>
Dundrum Town Centre, Unit 2.	Out of lease since 2017	Several attempts being made this year with new company Hammerson acting on behalf of the board in Dundrum. I have formally made a complaint and now we are writing legally to Hammerson.
Manguan House Mayo	Lands need to be transferred back to DDLETB. And unpermitted use of premises. DDLETB still insuring property.	Two legal transfers have been obtained. One more remains outstanding. Which is now leading to court order. Action has now been given back to Eversheds. Awaiting update on moving forward.
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. Mediation is now scheduled for October 2021. Mediation took place and all sides present. Findings are on going and updates will be given soon from Solicitor.

Castle land Community Centre.	Agreement with FCC out of date.	Agreement signed and agreed until September 2021 Also, meetings with FCC, school and Centre manager over outstanding maintenance agreements. Agreements made now and formal user document being drafted.
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.	Several Meetings held with FCC, overall original agreement being looked at by DDLETB and FCC. Legal case closed off on Pitch. Awaiting outstanding fees from Solicitor on fees going back 10 years. Future leasing and running of pitch to be decided.

Phibblestown Community/sports centre	FCC want lease on building. It has been agreed an MOU will be put in place. Instead of Lease.	Meetings held regarding this. DDLETB feel not necessary to lease to FCC. A memorandum may be drawn up instead. DDLETB need to formalise Faroige being there.
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.
The Old Garda station, Blanchardstown.	OPW want to formalise agreement, none in place, we have been tenants for 20 years.	William Egan has sent correspondence in the past to clarify ownership and looking for transfer to us. OPW do not want this, talking to the department on this and going forward. It is going to be a Lease between DDLETB and the OPW, also the adjacent building the exchange building is now being looked at. We did hold a lease which expired a long time ago.
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.
Balbriggan Sports Hall.	The building opened at the start of Covid. School maximised usage. FCC and DDLETB want centre back to what its main purpose was meant to be a community/sports centre.	Several meetings with Staff and school to get rooms back. Steering group being set up. Meetings with FCC around funding and going forward.
		Hall and gym area have been given back for community use.

Members raised issues regarding Rath Dara CC and Danu CSS building works. Debbie Howlett addressed the issues raised.

5.3 Staff Profile Updates Noted

- a) Retirements
- b) Appointments & Promotions

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- c) Resignations
- d) Career breaks & Job Shares

6. Matters Submitted by the Board/Committees of the Board In line with Standing Orders

7. Next Meeting: 15th November 2021