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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, 17th January 2022

Present: Cllr Kazi Ahmed, Cllr Cathal Boland, Cllr Michael Clark, Cllr Brigid Manton, Cllr Yvonne Collins, 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. Ken Farrell, Susan Duffy.

Apologies: None

Absent: Cllr Ed O'Brien, Cllr Pamela Conroy, Cllr Una Power

In Attendance: Caitríona Murphy, CEO; Debbie Howlett, Director of Organisation Support and Development; Emma Maloney, PA to SMT.

Documentation:
Uploaded Electronically

Welcome

The Cathaoirleach, Cllr Joe Newman, welcomed everyone to the meeting which focused on the Statement of Strategy 2022-2026 commencing with a workshop from Mazars for board members before the board meeting started.

Condolences

Condolences were extended to all families of staff who have been bereaved over the last month and included Aisling Murphy who was tragically killed recently. A minute's silence was observed.

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 15th, November 2021 were approved.

Proposed: Cllr Brigid Manton

Seconded: Gerry McGuire

It was agreed that the action log is to be reinstated on request from a board member.

The appointment of Susan Duffy to the ETB board of management **Proposed: Cllr Michael Clark,**
Seconded: Gerry McGuire

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3. Matters for noting by the Board

Committees of the board **Noted**

Youth & Sports Sub Committee Minutes

Policies **Noted**

Boards of Management Appointments

The appointment of Cllr Daniel Whooley as ETB representative to the board of management of Colaiste Pobail Setanta. **Proposed: Cllr John Walsh, Seconded: Cllr Peter Kavanagh**

The appointment of Mick McQuade as Community representative to the board of management of Colaiste Pobail Setanta. **Proposed: Cllr John Walsh, Seconded: Cllr Peter Kavanagh**

4. Matters Submitted by the Executive

CEO Report – Monday 17th January 2022

I would like to wish each of the Board members a happy new year and best wished for 2022. 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 still being held online also in line with government advice. Staff in HO are working from home where possible as we commence planning for the implementation of the 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.

Acknowledge the work of all teaching, admin and management staff in the reopening in January 2022. They have done an unbelievable job. I want to thank each and every staff member.

Thank you all for attending the consultation today for the DDLETB Strategy Statement 2022-2026. Your input is critical for the development of the new Strategy and for the adoption of the Statement in Q2 2022.

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 most recent update on 12th January 2022.

The Inaugural Review

The FET Quality Assurance team continue to prepare for the first external review of FET quality assurance systems. The Provider Profile and Self Evaluation Report are being finalised and are due to be submitted to QQI in February 2022.

Learner Payment System -Shared Services

The payment of training allowances will be centralised nationally with “Shared Services” ESBS. The project will “Go Live” in February 2022. FET managers and Finance are working to ensure a seamless transition for learners

on our Youthreach and VTOS programmes. **Review of the Annual Service Plan 2021-** FET progress towards objectives for 2021 have been included in a review of the 2021 Service Plan and new priorities for the DDLETB Service Plan for 2022 are currently being identified. **Planning and Funding:** The FET Planning and Strategy team are currently gathering quantitative and qualitative data to develop the FET Funding Allocation Request for 2022 which is due to be submitted to SOLAS at the end of January 2022.

Directors of Schools

Each sector was supported during their reopening by the respective Director of Schools. School Leaders who were experiencing high staff absenteeism were provided with advice, guidance and support on managing the school to ensure they remained open. To ensure minimal disruption on Teaching and Learning all DDLETB, networks meetings were paused for the last 2 weeks.

Schools were provided with resource packs to support student who were isolating, these packs were sent out by DDLETB Development officers

Crannog Nua, Ballydowd and Oberstown had SPHE inspections in November/December. The leadership teams of these school were supported by DDLETB Development officers in the lead up to those inspections. We are commencing our recruitment fair 2022 to promote DDLETB as an employer with final year student teachers in varied Colleges and Universities across the country. Several DDLETB school were positively reported on in relation to the League Tables with Grange Community College topping the table as most improved school in the country.

Director of OSD – OSD Report

Debbie Howlett presented the Finance Report and the Buildings Report.

Debbie took some queries from members regarding the buildings report including the all-weather pitches in Donabate which is currently with our legal team. DDLETB are in discussions with Fingal CC, Donabate Community Centre and a local Hockey Club regarding management of the Hockey Pitch at Donabate CC. When an agreement has been reached DDLETB will have a representative on an Oversight Committee. The Board will be advised when agreement has been reached on the future management of the pitch.

Rathdara CC and Danu CSS, a member of the board asked if there was any update on works being completed? Debbie Howlett informed the board that Danu CSS is complete and was handed over on Friday last. There is no date for the transition for pupils but a careful plan is being made between the school, NCSE and DDL to insure the transition goes well for everyone involved especially the pupils with additional needs.

Debbie Howlett informed the board of a rent review of the DDL Head Office, which has been negotiated to a rent increase of €62,000 per annum. A board member raised concerns over renting the building as opposed to buying premises. The rent review was agreed and **Proposed: Gerry McGuire Seconded: Claire Markey**

5.1 Finance Report Noted

DUBLIN & DUN LAOGHAIRE EDUCATION & TRAINING BOARD						
FINANCIAL REPORT YEAR TO DATE December 2021						
Programme	Opening Grant Cash Balance		Receipts	Payments	Closing Grant Cash Balance	
	1st January 2021	January 2021			31st December 2021	
TOTAL MAIN SCHEME PAY	284,200		(118,698,412)	118,249,813		(164,399)
TOTAL MAIN SCHEME NON-PAY	(2,669,336)		(8,765,644)	7,634,905		(3,800,075)
TOTAL ASSOCIATED MAIN SCHEME	(4,756,721)		(6,552,093)	4,110,156		(7,198,658)
TOTAL PRIMARY SCHOOLS	(799,874)		(2,055,559)	1,617,553		(1,237,880)
TOTAL CAPITAL	(9,608,231)		(19,376,842)	17,136,467		(11,848,606)
TOTAL THIRD LEVEL GRANTS	(171,666)		-	-		(171,666)
TOTAL FURTHER EDUCATION & TRAINING	(11,120,197)		(62,406,374)	70,196,922		(3,329,649)
TOTAL YOUTH SERVICES	(1,222,537)		(10,249,603)	9,972,858		(1,499,282)
TOTAL AGENCY	(868,058)		(4,148,780)	3,954,050		(1,062,788)
TOTAL SELF-FINANCING	(6,828,300)		(4,241,294)	3,468,953		(7,600,641)
Bank Balance	(37,760,720)		(236,494,601)	236,341,677		(37,913,644)
DDLETB had a balance of approximately €38m in the bank account at the end of December 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, Capital and Further Education & Training 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)	(400,876)	298,058		(130,317)
Assoc MS	COVID19 ENHANCED SUPERVISION G	(277,672)	(986,771)	951,931		(312,512)
Assoc MS	COVID19 SANITISER & PPE GRANT	(175,277)	(745,655)	480,792		(440,139)
Primary	COVID 19 EMPLOYING AN AIDE GRA	(3,638)	1,417	2,221		0
Primary	COVID 19 CLEANING SUPPORT GRAN	(52,978)	(99,510)	119,723		(32,765)
Primary	COVID-19 SANITISER & PPE GRANT	(55,398)	(140,761)	154,831		(41,328)
Capital	COVID 19 MINOR WORKS GRANT	(2,697,983)	0	1,614,394		(1,083,589)
FET	COVID19 Overheads	(176,053)	(275,422)	292,124		(159,351)

5.2 Buildings Report Noted

DDLETB Meeting January 2022 Capital & Building Programme Report Major Capital Projects 2022

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.

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 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
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 2022.

Property	update	Status
Dundrum Town Centre, Unit 2.	Out of lease since 2017	Eversheds are formally writing to Hammerson the Landlord Solicitor to clarify lease, this was requested by DDLETB as we would like it formalised.
Manguan House Mayo	Lands need to be transferred back to DDLETB.	Eversheds our Solicitor is giving us a complete update the week of the 17 th of January 2022.
Citywest Campus.	Full registration of lands with withPRA, 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.	Negotiations are moving forward on a new proposal which will benefit the site and the DDLETB, once agreement is reached. Brunella and Tetrach (developers) are in the stages of coming to an agreement between them. Further talks to happen.
Donabate Sports Hall & AW Pitch.	No formal agreement over 10 years old on our usage. 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.	A lot of progress has been made. Several meetings with all stakeholders on site. We are working with FCC and The Portrane Hockey Club to come to a new Operating agreement. The CC has agreed to run the pitch until all parties agree. Formal letter sent to the board regarding the hall fees, awaiting a response. Legal case now in the high court from a action taken from an accident which happened in 2014. Meeting with the Solicitor been held and information being given.
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. Two floors upper given back to Landlord. Negotiating fire remediation work for current used floors.
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. Ongoing

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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. Ongoing
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.

5.3 Staff Profile Updates Noted

Retirements

Appointments & Promotions

Job Shares & Career breaks

5.4 Risk Register: Noted

6. Matters Submitted by the Board

A board member raised if HEPA Filters will be installed in all schools and if a request for filters could be made? Debbie Howlett confirmed a request for additional Co2 monitors would be made to the Department.

A member asked if there was any update on board member training? Debbie Howlett has been liaising with suppliers and is awaiting costings. Debbie to follow up on this.

In line with Standing Orders

7. Next Meeting: 28th February 2022