

1 Geata Thuain
Cearnóg Belgard Thoir
Tamhlacht, BÁC 24
D24X62W

+353 (01) 4529600
eolas@booacdl.ie
www.ddletb.ie

1 Tuansgate
Belgard Square East
Tallaght, Dublin 24
D24X62W

+353 (01) 4529600
info@ddletb.ie
www.ddletb.ie

Minutes of meeting of Dublin and Dun Laoghaire Education and Training Board held on MSTeams and in 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24.

Meeting: 4:30 pm, 17th October 2022

Present: Cllr Cathal Boland, Ken Farrell, Colm Kilgallon, Brendan O’Halloran, Gerry Maguire, Claire Markey, Cllr Kazi Ahmed, Cllr John Walsh, Cllr Pamela Conroy, Cllr Peter Kavanagh, Cllr Yvonne Collins, Anne Genockey, Cllr Michael Clark, Susan Duffy, Paul McNally.

Apologies: Cllr Pamela Kearns, Cllr Brigid Manton, Daneve Harris, Cllr Una Power.

In Attendance: Caitríona Murphy, CEO; Debbie Howlett, Director of Organisation Support and Development; Siobhan Lynch, Director of FET, Claire Keane, Public Affairs Officer (Acting), Emma Maloney, PA to SMT.

Documentation:
Uploaded Electronically

Welcome

The Deputy Cathaoirleach, Gerry McGuire, presented the meeting and welcomed everyone and thanked Cllr Joe Newman as previous Cathaoirleach.

Condolences

Condolences were extended to all of the victims and families of the Creeslough tragedy in County Donegal.

1. Declaration of Conflict of Interest

No conflicts were declared

2. Matters for the Resolution of the Board

Appointment of Cathaoirleach

The Executive advised members that the principles set out in the Code of Practice for the Governance of ETB’s, and in particular in section 1.12 that it is not best practice to appoint a staff member as Chair of the ETB.

- 1.12 The selection of the Chairperson is a matter for the Board, in accordance with the governing legislation. However, it is considered good practice that to maintain a clear division of responsibility between the running of the Board and the day to day management and operation of the ETB, the Chairperson should not be a member of staff of the ETB or a person connected to a member of staff of the ETB.

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Following members discussion, the members considered this advice and subsequently appointed Ms. Claire Markey to the role of Cathaoirleach for 2022/2023.

Proposed: Gerry McGuire

Seconded: Cllr Peter Kavanagh

The CE and Director of OSD welcomed the new Cathaoirleach and advised that a date will be set for training purposes

The adoption of Minutes from June were deferred.

The meeting held on 20th September 2022 did not proceed for want of a quorum.

Strategy Statement (R)

The Statement of Strategy 2022 – 2026 was adopted

Proposed: Cllr Michael Clark

Seconded: Cllr John Walsh

The CE thanked the board and advised that edits and small corrections to content, flow and graphics may take place on the advice of the publisher.

Acceptance of a Gift (R)

Section 29 of the Education and Training board Act.

Gift to Tallaght CNS

Adoption of the Charities Compliance Report

Proposed: Claire Markey

Seconded: Gerry McGuire

Boards of Management Members Appointments

The nomination of an ETB representative to the board of St Finians CC was **Deferred**.

The nomination of an ETB representative to the board of Scoil Ghrainne was **Deferred**.

Seeking 2 ETB representatives to the board of management of Gael Colaiste Reachrann. **Deferred**

It was agreed that the Executive would write to Fingal councillors regarding this board.

Seeking 2 nominees to the Audit & Risk Committee **Deferred**.

Gerry McGuire was nominated to the ETBI Members Forum

Proposed: Claire Markey, Seconded: Colm Kilgallon

The appointment of Teachers Reps: Lisa Donohoe and Jimmy Kiernan and Parents Reps: James Ryan & Sorcha Collins to the board of management of Luttrellstown CC.

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The appointment of Teacher Reps: Conor Fitzgibbon and Joe Stafford and Parents Reps: Terese Duffy & Declan De Freitas; Archbishop Nominee: Stephanie Bourke to the board of management of Skerries CC.

ETBI AGM

The board approved board members who attended the ETBI AGM last month

ETBI Conference 2022

Approval was given to board members Cllr Kazi Ahmed and Colm Kilgallon who attended the ETBI Conference 2022.

The dates of the DDLETB meetings for the academic year 2022/23 were approved.

21st November 2022

16th January 2023

27th February 2023

27th March 2023

15th May 2023

19th June 2023

18th September 2023

3. Matters for noting by the Board

Correspondence from Department - **Noted**

Correspondence from other: Compliment letter regarding Rush Youthreach – **Noted**

The appointment of Cllr Siobhan Shovlin to the ETB Board of Management.

Circulars were – **Noted**

Survey Results regarding meeting format - **Noted**

Policies - **Noted**

Committees of the Board - **Noted**

4. Matters Submitted by the Executive

CEO Report – Monday 17th October 2022

Welcome to this hybrid meeting. As we were just short of a quorum last month, we have a lot of important items on the agenda today so we need to make time for those at this meeting. One is the election of the Chairperson for the coming year and the other is the reserved function of approving the Statement of Strategy which will guide our work until the end of 2026. We want to thank you for your work input to date in relation to the Strategy.

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I would like to take this opportunity to formally thank Joe Newman for his service to this Board and his role as Chair for the last year. We wish Joe the very best and he asked us to thank the Board members and also the members of the audit and risk committee for their valued work and support since 2019.

I also want to acknowledge Nichola's return from maternity leave. And I want also to acknowledge the birth of baby Noah Flynn in August and congratulations to both Adrian and Thea. The Directors of Schools have both been called to attend urgent matters this evening.

I also want to acknowledge the sad and tragic events in Donegal last week and extend our sympathies to all those who died and their families and the community. We remember the students who were pupils at an ETB school, parents and all who died and whose funerals were held last week.

We have a detailed report below from the September update which includes many updates from schools, FET and youth services. At the November meeting, Siobhan will brief you fully on the changes and reform taking place in FET under the DFHERIS and SOLAS. And our future plans aligned to our Strategy, the Inaugural Review Report and our Strategic Performance Agreement with SOLAS. Adrian will update on DDLETB child protection supports for the coming year.

CEO Report – Monday 19th September 2022

Thank you to the Board as we commence this new academic year and I extend me thanks to all of you who assisted and are assisting still with interviews. We wish all of the LC students the best of luck as offers are still be being made over the coming weeks. Congratulations to all. We extend thanks to all teachers in DDLETB and the leadership teams in schools and colleges.

I also want to acknowledge Nichola's return from maternity leave. Both Directors of Schools will be back for the October meeting. And I want also to acknowledge the birth of baby Noah Flynn in August and congratulations to both Adrian and Thea.

As mentioned in the June report, today we bring to you the high level draft Statement of Strategy – which is an a reserved function of the Board. We look forward to your input. We will include an update on the reform and strategic direction in FET in more detail in October also.

We also thank the chair for his acknowledgement of the recent tragedy in the Tallaght community. We are all saddened by the events and send our condolences to the school boards as appropriate.

Director of Further Education and Training Report

Strategic Performance Agreement SOLAS

1. Following the Strategic Dialogue meeting with SOLAS at the end of May, 2022, FET has recently agreed its contribution to the national targets in priority areas, including Supporting Jobs, Creating Pathways, Fostering Inclusion, Upskilling through Lifetimes and Careers, Targeting Critical Skills Needs. The new targets will be implemented across FET along with actions to help achieve targets between 2023 and 2024.

FET Response to Ukrainian Refugee Crisis

2. The Adult Education Services (AES) across the county continue to manage the initial response to the Ukrainian Refugee Crisis and have provided information sessions with translators in hotels, rest centres, community centres and libraries as required. As the main reception centres for refugees are in Citywest and the Red Cow Hotel which are both located in the South Dublin County area while Fingal particularly the Swords area is also welcoming large numbers of refugees. This has put a lot of pressure on FET staff and resources for example the Adult Education Service in Tallaght has recruited an additional 18 English language tutors and is in the process of recruiting more to meet the demand.

Capital Bids-FET DDLETB

3. Earlier this month, Minister Simon Harris launched the Strategic Infrastructure Upgrade Fund in Clondalkin and announced the DDLETB bid for the refurbishment of a FET building on a site in Monastery Road, Clondalkin Village had been successful. The second application for an upgrade of FET facilities in Tallaght Training Centre has also been successful and both projects are now at decision gate 1. The outcome of two bids for major capital investment will be announced in November.

Visit of EU Commissioner -Youthreach Swords

Elisa Ferreira, EU Commissioner for Cohesion and Reform, is due to visit Youthreach Swords this week. Youthreach has been prioritized for the visit due to its amazing work with young people and progression to work, further education, apprenticeships or higher education.

Ukrainian learners participating in FET

As of the 1st September, there are 756 beneficiaries on FET programmes who have a nationality of Ukrainian. 96% of those are in the Adult Education Services and 77% are female- youngest 18, oldest 83 years of age.

Directors of Schools Report

The **DDLETB Induction Programme** will take place on Thursday 29th September in Head Office for all new teachers across our Primary and Post primary schools. The Induction Programme will provide our new colleagues with a background to DDLETB, our Ethos and Core Values. The session will also include

practical approaches for learning and teaching as well as caring for ourselves and our learners. Participants are provided with a certificate of attendance for the programme.

For 2022/2023, priorities for the DDLETB development support team with schools will focus on a whole school values led year of embedding Ethos - namely Care, Community, Equality, Excellence in Education and Respect. The purpose of which is to

- Raise awareness and embed our ethos and core values
- Enhance inclusive practice in schools
- Improve outcomes for all learners
- Build communities of practice and support best practice in learning and teaching

DDLETB Leadership Connect Programme will commence at the end of September. The aim is to promote professional development in the area of educational leadership within our organisation. This is split into

- Teaching Leadership Programme (TLP) for non-positional teachers. This year's programme will see a new cohort of non-positional teachers gain experience in educational leadership as well as be supported to bring about positive school developments through team TLP projects. Last year saw 143 graduates of the TLP across 28 P and PP schools take part.
- Middle leadership programme (MLP) for middle leaders. This programme is designed to enhance and develop the skills of middle leaders/post holders in our schools and centres. This is the second year of the new re-developed programme which is a yearlong certified programme. Last year saw 56 participants graduate from the programme.

A specific **Induction Programme for new CNS Primary teachers** nationwide will focus on – living the ethos and values in addition to initial delivery of the Patron's Programme, Goodness Me Goodness you (GMYG). One training session took place on 13th September on Ethos. The remaining sessions will commence on 22nd September, 4th and 22nd October 2022.

SEN development and support worked with the **NCSE** in delivering a pilot programme aimed at supporting schools in implementing a whole-wide positive behaviour strategy across CNS. Engagement was positive and schools completed the programme resulting in their own bespoke toolkit supporting their priorities in enhancing behavioural strategies in their school.

Directors of Schools continue to facilitate communities of Practice among all our schools with DDLETB support officers in areas of SEN, DEIS and Leadership (TLP) with these programmes developing responsively to the needs of the schools over the coming year.

Youth Services Report

Alternative Learning Programme (ALP) has been developed by DDLETB in response to the recognition of the limited opportunities available to young people who are currently not engaged in formal

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education and who are below the age of 16 years. It continues to currently run in five locations across the DDLETB Administrative Area

- Dún Laoghaire
- Swords
- Tallaght
- Clondalkin
- Balbriggan

Progression pathways for those who have finished ALP Back to School, Youthreach, Training/Education Centre, Referred back to EWO and home tuition.

Dual Purpose Sport Centres

The Youth and Sport Development Service manages six Dual Purpose Sport Centres across the South Dublin County Council and Fingal County Council Administrative Areas (Firhouse, Palmerston, Collinstown, Killinarden, Phibblestown and Balbriggan). There was a recorded footfall across all the centres of 246,432 in 2021.

A sensory audit and training for all staff within the 6 Sport Centres has been completed with Aslam. DDLETB Sport Facilities are now accredited as Autism -Friendly Community facilities, contributing to the inclusive culture within our centres and acknowledgement of DDLETBs ongoing commitment to diversity and inclusion.

Summer Provision

A variety of activities were offered to target young people in the DDLETB area between June and August of 2022. This included:

- Summer sports workshops were provided by youth sports officers. This included young people from Foróige Youth Services (Whitechurch, Tallaght, Blanchardstown) Crosscare Youth Services (Clondalkin, Ronanstown, Dundrum /Rathdown) MCA, Clondalkin Travellers Youth Service,
- Summer Sailing: 87 sessions were provided to targeted young people. These sessions were organised by Sports Officers in partnership with Baltinglass Outdoor Education Centre. Sailing sessions took place on Blessington Lakes
- Palmerstown Summer Camps: Sports Officers supported DDLETB summer camps for young people in Palmerstown

Festival of Music –

Plans are underway for the event in 2023.

Debbie presented the finance Report and Corporate Procurements plan

5.1 Finance Report Noted

DUBLIN & DUN LAOGHAIRE EDUCATION & TRAINING BOARD FINANCIAL REPORT - YEAR TO DATE SEPTEMBER 2022						
	Programme	Opening Grant Cash Balance	Receipts	Payments	Closing Grant Cash Balance	
		1st January 2022			30th September 2022	
TOTAL MAIN SCHEME PAY		(26,058)	(90,578,492)	96,227,827	5,623,277	
TOTAL MAIN SCHEME NON-PAY		(3,022,758)	(6,470,261)	6,966,025	(2,526,994)	
TOTAL ASSOCIATED MAIN SCHEME		(7,206,187)	(3,772,115)	3,727,188	(7,251,114)	
TOTAL PRIMARY SCHOOLS		(1,228,502)	(1,919,210)	1,435,850	(1,711,862)	
TOTAL CAPITAL		(11,914,955)	(9,240,377)	11,914,664	(9,240,668)	
TOTAL THIRD LEVEL GRANTS		(171,666)	-	-	(171,666)	
TOTAL FURTHER EDUCATION & TRAINING		(3,639,491)	(69,434,987)	53,839,970	(19,234,508)	
TOTAL YOUTH SERVICES		(1,505,029)	(8,387,364)	7,638,197	(2,254,196)	
TOTAL AGENCY		(1,111,274)	(3,059,977)	3,462,531	(708,720)	
TOTAL SELF-FINANCING		(8,229,274)	(4,872,315)	3,466,156	(9,635,433)	
Bank Balance		(38,055,194)	(197,735,098)	188,678,408	(47,111,884)	
DDLETB had a balance of approximately €47m in the bank account at the end of September 2022.						
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 CLEANING SUPPORT GRANT	(129,342)	(116,981)	246,323	0	
Assoc MS	COVID19 ENHANCED SUPERVISION G	(314,649)	(418,749)	733,398	0	
Assoc MS	COVID19 SANITISER & PPE GRANT	(436,850)	154,134	282,716	0	
Assoc MS	COVID19 CLEANING SANITISER & PPE GRANT	0	(873,527)	9,984	(863,543)	
Primary	COVID 19 CLEANING SUPPORT GRAN	(32,765)	(133,375)	166,140	0	
Primary	COVID-19 SANITISER & PPE GRANT	(42,561)	(51,745)	94,306	0	
Primary	COVID19 CLEANING SANITISER & PPE GRANT	0	(190,446)	529	(189,917)	
Capital	COVID 19 MINOR WORKS GRANT	(1,083,925)	-	527,239	(556,686)	

FET	COVID19 Overheads	(144,451)	(488,875)	155,400	(477,926)
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DUBLIN & DUN LAOGHAIRE EDUCATION & TRAINING BOARD						
FINANCIAL REPORT- YEAR TO DATE AUGUST 2022						
	Programme	Opening Grant Cash Balance	Receipts	Payments	Closing Grant Cash Balance	
		1st January 2022			31st August 2022	
	TOTAL MAIN SCHEME PAY	(26,058)	(79,312,767)	84,973,408	5,634,583	
	TOTAL MAIN SCHEME NON-PAY	(3,022,758)	(5,715,772)	6,344,052	(2,394,478)	
	TOTAL ASSOCIATED MAIN SCHEME	(7,206,187)	(5,280,515)	3,104,627	(9,382,075)	
	TOTAL PRIMARY SCHOOLS	(1,228,502)	(1,867,079)	1,253,258	(1,842,323)	
	TOTAL CAPITAL	(11,914,955)	(8,551,855)	10,875,890	(9,590,920)	
	TOTAL THIRD LEVEL GRANTS	(171,666)	-	-	(171,666)	
	TOTAL FURTHER EDUCATION & TRAINING	(3,639,491)	(55,446,110)	48,336,496	(10,749,105)	
	TOTAL YOUTH SERVICES	(1,505,029)	(8,291,613)	6,785,009	(3,011,633)	
	TOTAL AGENCY	(1,111,274)	(2,731,836)	3,145,154	(697,956)	
	TOTAL SELF-FINANCING	(8,229,274)	(3,517,941)	2,889,407	(8,857,808)	
	Bank Balance	(38,055,194)	(170,715,488)	167,707,301	(41,063,381)	
	DDLETB had a balance of approximately €41m in the bank account at the end of August 2022.					
	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 CLEANING SUPPORT GRANT	(129,342)	(432,203)	248,200	(313,345)	
Assoc MS	COVID19 ENHANCED SUPERVISION G	(314,649)	(1,373,575)	733,113	(955,111)	
Assoc MS	COVID19 SANITISER & PPE GRANT	(436,850)	(957,576)	208,727	(1,185,699)	
Primary	COVID 19 CLEANING SUPPORT GRAN	(32,765)	(162,184)	167,915	(27,034)	
Primary	COVID-19 SANITISER & PPE GRANT	(42,561)	(162,150)	83,745	(120,966)	
Capital	COVID 19 MINOR WORKS GRANT	(1,083,925)	-	475,399	(608,526)	
FET	COVID19 Overheads	(144,451)	(522,375)	168,540	(498,286)	

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DDLETB Meeting September 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	Stage 2B issued to Department of Education. Currently being reviewed by the Department.
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. Temporary Accommodation handed over in July 2022.
Ardgillan Community College, Castle land, Balbriggan, Co. Dublin.	North County Dublin Fingal County Council Area	Remediation Works are almost complete. Expected handover date December 2022.
Lucan Community College, Esker Drive, Lucan.	South West Dublin South Dublin County Council.	Revised Planning received. Tender documents being prepared by Design Team.
Colaiste Chillian, 96-116 Old Nangor road, Clondalkin, Dublin 22.	South West Dublin, South Dublin County Council.	DOE instructed DDL to go back out to tender.
Benicasa Special School. 1 Mount Merrion Avenue, Blackrock, Co. Dublin	South East Dublin. Dunlaoghaire/Rathdown County Council.	Approval to go to tender.

CAPITAL PROJECTS CONTINUED

St Kevin's Community College, Font Hill Road, Clondalkin. Dublin 22.	South Dublin County Council Area.	Temporary Accommodation handed over at the end of August 2022.
Danu Community Special School, Barnwell Road, Hansfield, Dublin.	West County Dublin. Fingal County Council Area.	Project complete, snagging ongoing.
GS Reachrann, Grange Abbey Road, Dublin 13.	North Co. Dublin	QS and M+E Consultant reviewing Contractors
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. Awaiting approval of SOA & New SLA
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, Clondalkin, Dublin 22.	South Co Dublin South Dublin County Council.	Temporary accommodation completed. SEN suite approved by DOE. Contractor for Permanent SEN is currently being appointed.

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Summer Work's Programme 2022.		Consultants appointed. Tender documents for contractors currently being prepared
TEMPORARY ACCOMMODATION PROJECTS 2022		
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.

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Property: September 2022.

Property	update	Status
Dundrum Town Centre, Unit 2.	Out of lease since 2017	Lease ready to be signed, DoE approval being sought in line with circular prior to the lease being officially signed by DDLETB.
Manguan House Mayo	Lands need to be transferred back to DDLETB. DDLETB still insuring property.	Senior Counsel have given a full analysis of the ownership and the best way to proceed. SMT are reviewing this and will have a final meeting with Senior Counsel.
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.	Meeting held with FCC Director of service, & DDLETB. Outcome agreed. Negotiating possible Lease of pitch with FCC. Meeting being arranged with board of CC to agree rent of hall.
Property Registration Exercise.	All property needs to be registered. DDLETB working with Solicitor and DOE.	This is now advanced, essential legal forms have been signed in relation to third phase of exercise (first titles). All forms have been returned to our solicitor and are being lodged with the PRA. DDLETB are now moving to phase four of the exercise (properties registered to a 3 rd party).

OTHER:

A Large Mechanical & Electrical tender is about to go up on supply gov.ie to lead to one company to roll out a comprehensive M & E Planned preventative maintenance in all our schools and FET buildings. Roll out to begin November 2022.

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5.3 Staff Profile Updates- Noted

Retirements

Appointments & Promotions

Job Shares & Career Breaks

5.4 Risk Register: Noted

- 6. Matters Submitted by the Board** In line with Standing Orders
Cllr Peter Kavanagh has tendered his resignation to South
Dublin County Council and the ETB board.

Actions log

7. Next Meeting: 21st November 2022