



**etb**

Bord Oideachais agus Oiliúna  
Átha Cliath agus Dhún Laoghaire  
Dublin and Dún Laoghaire  
Education and Training Board

**MINUTES OF MEETING OF DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD HELD ON MONDAY 15<sup>th</sup> May, 2017 IN ADMINISTRATIVE OFFICES, TUANS\_GATE, 1 BELGARD SQUARE EAST, TALLAGHT, DUBLIN, 24**

**Present:** Cllr. Sorcha Nic Chormaic, Cathaoirleach  
Cllr. Roderic O’Gorman, Leas Cathaoirleach  
Cllr. Ken Farrell  
Cllr. Pat Hand  
Cllr. Liona O’Toole  
Cllr. Mick Duff  
Gerry McGuire  
Claire Markey  
Cllr. Eithne Loftus  
Gerry McCaul  
Barry Hempenstall  
Rose Callan  
Cllr Mags Murray

**In Attendance:** Paddy Lavelle, Chief Executive  
Dr Deirdre Keyes, Education Officer  
Paul McEvoy, Director of Organisation Support & Development  
Martin Clohessy, Director of Finance  
Orla Guiry, Corporate Services

**Apologies:** Frank O’Hanlon  
Brian Lawlor  
Cllr. Ossian Smyth  
Dr. John Walsh  
Olive Phelan  
Dr Fionnuala Anderson, Director of Further Education & Training

Before commencement of the meeting, the outgoing Cathaoirleach, Ms Rose Callan, launched the Board’s strategic plan 2017-2021.

At the outset a vote of sympathy was extended to the following and a minute's silence observed:

Barbara Hammond, ALO Dun Laoghaire, on the death of her father.  
Cllr Sorcha Nic Chormaic on the death of her mother.  
Olive Phelan on the death of her brother.  
Patricia Doran on the death of her father.

The Chairperson welcomed Cllr Ossian Smyth to his first meeting who replaces Cllr Karen Furlong as Dun Laoghaire Rathdown County Council representative on the Board.

The chief Executive took the chair for the commencement of the meeting.

### **1. Resignation of Cathaoirleach**

Ms Rose Callan's resignation as Cathaoirleach was noted as was the requirement that she vacate her position on the Board as she is no longer eligible to serve as a Parents' representative.

Members paid tribute to Ms Callan for her work and her commitment to the Board. They complimented her on her efforts on behalf of DDLETB in the last year as Cathaoirleach.

### **2. Election of Cathaoirleach**

The Chief Executive called for nominations to the position of Cathaoirleach.

Cllr Sorcha Nic Chormac was proposed by Cllr Ken Farrell, seconded by Cllr Pat Hand.

As there were no other nominations the Chief Executive declared Cllr Nic Chormac elected to the position of Cathaoirleach. Cllr Nic Chormac took the Chair and thanked members for their support.

### **3. Presentation Apprenticeship Programme**

Deirdre McKeon, Manager, Tallaght Training Centre presented on the current apprenticeship programme. Changes and new programme developments were highlighted. She provided clarification to members on a number of queries.

### **4. Minutes**

Minutes of meeting held on 20<sup>th</sup> March 2017

The minutes were confirmed and signed on the proposal of Cllr Pat Hand, seconded by Cllr Roderic O'Gorman.

### **5. Matters Arising**

## 6. Consideration of Reports from Committees

### Board of Management Minutes

- 6.1. Adamstown CC BoM Minutes 1<sup>st</sup> April 2017
- 6.2. Ardgillan CC BoM Minutes 1<sup>st</sup> February 2017
- 6.3. Blackrock FEI BoM Minutes 31<sup>st</sup> January 2017
- 6.4. Castleknock CC BoM Minutes 30<sup>th</sup> January 2017
  - 6.4.1. Castleknock CC Enrolment Policy 2018-2019
- 6.5. Castleknock CC BoM Minutes 21<sup>st</sup> March 2017
- 6.6. Coláiste de hÍde BoM minutes 28<sup>th</sup> February 2017
- 6.7. Coláiste Pobail Setanta BoM Minutes 16<sup>th</sup> June 2016
- 6.8. Coláiste Pobail Setanta BoM Minutes 4<sup>th</sup> Oct 2016
- 6.9. Coláiste Pobail Setanta BoM Minutes 15<sup>th</sup> Nov 2016
- 6.10. Coláiste Pobail Setanta BoM Minutes 24<sup>th</sup> Jan 2017
- 6.11. Coláiste Pobail Setanta BoM Minutes 14<sup>th</sup> Mar 2017
- 6.12. Collinstown Park CC BoM Minutes 25<sup>th</sup> January 2017
- 6.13. Firhouse CC BoM Minutes 17<sup>th</sup> January 2017
- 6.14. Gaelcholáiste Reachrann BoM Minutes 28<sup>th</sup> Mar 2017
- 6.15. Kishoge CC BoM Minutes 8<sup>th</sup> February 2017
  - 6.15.1. Kishoge CC Admissions Policy 2019
- 6.16. Luttrellstown CC Admissions Policy
- 6.17. Luttrellstown CC Host school for Coláiste na Tulchann Admissions Policy
- 6.18. Mt Seskin CC BoM Minutes 6<sup>th</sup> February 2017
- 6.19. Riversdale CC BoM Minutes 7<sup>th</sup> December 2016
- 6.20. Riversdale CC BoM Minutes 8<sup>th</sup> March 2017
- 6.21. Riversdale CC BoM Minutes 22<sup>nd</sup> March 2017
- 6.22. Sallynoggin CFE BoM Minutes 26<sup>th</sup> January 2017
- 6.23. St Kevins CC BoM Minutes 26<sup>th</sup> October 2016
- 6.24. St Kevins CC BoM Minutes 14<sup>th</sup> December 2016
- 6.25. St. Kevins CC BoM Minutes 31<sup>st</sup> January 2017
- 6.26. St. MacDaras CC BoM Minutes 28<sup>th</sup> February 2017
- 6.27. Stillorgan CFE BoM Minutes 16<sup>th</sup> February 2017

The above reports were adopted on the proposal of Cllr Ken Farrell, seconded by Cllr Mick Duff.

### Section 29 Appeals

- 6.28. Kishoge CC 22<sup>nd</sup> March 2017 Record of Decision KCC2
- 6.29. Luttrellstown CC 27<sup>th</sup> April 2017 Record of Decision LCC14
- 6.30. Mount Seskin CC 27<sup>th</sup> April 2017 Record of Decision MSCC1

The above reports were adopted on the proposal of Cllr Mick Duff, seconded by Cllr Ken Farrell

## 7. Business submitted by the Chief Executive Officer

### 7.1. Finance

#### 7.1.1. Financial Statement

Members noted the Board's current financial position as follows:

#### Financial report to 30<sup>th</sup> April 2017

<b>Scheme</b>	<b>Opening cash balance</b>	<b>Receipts</b>	<b>Payments</b>	<b>Closing cash balance</b>
Main Scheme – Pay	(301,721)	32,598,039	32,542,121	(245,803)
Main Scheme – Non-Pay	(4,238,008)	2,281,234	3,757,768	(5,714,542)
Associated Main Scheme	2,443,119	660,286	893,192	2,210,213
Primary	317,924	614,751	337,072	595,603
Capital	2,369,904	3,037,075	2,020,543	3,386,436
Third Level Grants	426,263	0	11,436	414,827
Non Main Scheme	1,960,477	2,378	8,662,610	(6,699,755)
Training Centres	3,270,265	20,199,007	13,484,676	9,984,596
Youth Services	53,603	2,696,135	2,265,767	483,971
Agency	578,760	915,230	1,017,074	476,916
Self-financing	4,495,005	1,257,508	1,573,464	4,179,049
<b>Total</b>	<b>11,375,591</b>	<b>64,261,643</b>	<b>66,565,723</b>	<b>9,071,511</b>

DDLETB had circa €9m on hand at the end of April. The authorised Main Scheme Non-Pay spending ceiling for DDLETB in 2017 has been confirmed at €7.971m, an increase of circa €197k on 2016. An appeal letter was issued to DES requesting an increase in this spending limit for the year but no response has been received to date. The current shortfall on Non Main Scheme is not a real deficit, it is an accounting issue which will be regularised in the short term. The majority of the Non-Main Scheme receipts have been recorded under Training Centres until SOLAS provide sufficient details to facilitate the correct recording of same. There no other significant issues to report.

### 7.2. Buildings' / Capital Report

#### Gaelcholáiste Reachrann

The submission of a planning application is imminent and work on stage 2B will continue during the planning period.

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Paddy Lavelle  
*Príomhoifigeach*  
*Feidhmiúcháin/*  
*Chief Executive Officer*

### **Balbriggan Community College – New Building**

Work on stage 2A is progressing with planned meeting with Department provisionally programmed for late June.

### **Lucan CC – Extension**

The submission of a planning application is imminent and work on stage 2B will continue during the planning period.

### **Luttrellstown Community College Phase 2**

The project is now part of a “rapid” bundle for second level schools, for which the Department is currently procuring suitable contractors for inclusion on a framework.

### **Kingswood Community College**

Tenders from contractors are currently being assessed by the design team with likely submission to the Department before the end of the month.

### **St. Finian’s Community College Extension (Devolved Project)**

The enabling works part of the project was required to be re tendered due to an unsuccessful “due diligence” process with the previously selected contractor. Tenders from this second competition are currently being reviewed. The prequalification of main contractors is complete.

### **Lusk Community College – Phase 2**

The prequalification of contractors is completed and the appointment process is currently within the alcatel period.

### **Coláiste Chilllain (ADAPT)**

Work on stage 2A continues.

### **Dún Laoghaire Further Education Institute – Fire Safety**

A response from SOLAS on application for funding is awaited.

### **Summer Works 2014 – Firhouse Community College (Heating Upgrade)**

The retendering of a contractor is underway with a closing date of 23<sup>rd</sup> May.

### **St Aidan’s Community School – New Entrance**

An application for additional funding has been submitted to the Department and a response is awaited.

### **Mount Seskin – SNU**

A response to our application for additional funding, is still awaited.

### **Scoil Chormac CNS (Permanent Building)**

The issue with the electricity supply, which had delayed the project, is now resolved and the school will be ready for occupation for the new academic year

### **Benincasa Special School**

Planning documents are being prepared with a view to submission to DLRCC by mid-May. The Dominican sisters have approved the latest floor plans, site plan and line boundary. Detailed design is progressing.

### **Eblana Building**

Further works are planned on the roof and are currently being costed.

### **Swords Community College (New school)**

Design and planning work on temporary accommodation, which will be located on the site of St. Finian's Community College, continues. Procurement of a contractor will commence shortly.

### **Temporary Accommodation – 2017/18**

Design and planning work for the following projects continues. A process for the procurement of contractors will commence shortly.

Luttrellstown CC

Lusk CC

Educate Together Primary School, Citywest (DDLETB's building)

Coláiste Cois Life

Gaelcholáiste Reachrann

Kingswood Community College

Skerries Community College

### **Grange CC – Additional Second Level Space**

The planning of necessary works is progressing.

### **Summer Works – 2016/17**

The following projects are on site:

Coláiste Dehíde – Emergency Lighting

Coláiste Cois Life – Exterior and emergency lighting

St Kevin's CC – Electrical Upgrade

St Finian's CC – Electrical

The Department has recently approved the following additional works:

Collinstown Park CC – Roof

Fingal CC – Roof

Mount Seskin CC – Roof

Skerries CC – Boiler House roof

Coláiste Chilliaín – Toilets upgrade

Riversdale CC – Toilets upgrade

Coláiste Pobail Setanta – Water softener & heat exchanges

Deansrath CC – Boiler House upgrade

Greenhills College – Boiler House upgrade

Grange CC – BMS upgrade

### 7.3. Staff

7.3.1. Appointments

7.3.2. Resignations

7.3.3. Retirements

7.3.4. Job Sharers

Members noted changes in the staffing profile since the last meeting.

### 7.4. CEO's Report

CPD/School reports – the CEO reported that since the last ETB meeting on the 20th March, there has been significant work done in relation to teacher collaboration through the Middle Leadership Programme, TL21 initiative, the TEL Connect sessions, DEIS planning, LLN, SEN, Deputy Principals and Principals networks as well as other CPD events. There have also been a number of inspections at subject level and school level.

Co-operating with County Councils – the CEO and Senior Management of DDLETB attended bilateral meetings with the South Dublin County Council and Fingal County Council relating to shared concerns. For example in relation to Adamstown Community College we have been asked to estimate the costs of running the community element of the hall and meeting rooms out of school time.

New Deputy Principal Positions - Interviews and appointments took place in relation to 15 additional Deputy Principal positions in schools.

Teaching posts - Teacher posts are being advertised on an ongoing basis from now on so there will no closing date.

News & Events - Fingal Community College held its Student Enterprise Awards. The CAST Film Festival took place in the Lighthouse Cinema in Smithfield. The event is run by teachers in Collinstown Park CC and had 2100 entrants this year with 300 invited to the festival night.

Co-operation with IADT - Two more FE colleges signed Memorandums of Understanding with IADT. They were Sallynoggin College of Further Education and Stillorgan College of Further Education joining Dun Laoghaire Further Education Institute and Blackrock Further Education Institute ensuring that there is a progression pathway from as many courses in those colleges to IADT as possible.

Community National Schools - An event to explain the reconfiguration process for Primary Schools took place in the DES on Friday 12<sup>th</sup> May. This process is about surveying in areas that have indicated there is a need to transfer school patronage. A consultative process will follow to decide on the transfer.

## 8. Correspondence from the Department

The following correspondence was noted:

- 8.1. DPER Circular 05/2017 Motor Travel Rates
- 8.2. DPER Circular 06/2017 Domestic Subsistence Allowances
- 8.3. DES Circular 20/2017 Revision of Teacher Salaries with effect from 1<sup>st</sup> April 2017
- 8.4. DES Circular 27/2017 Revision of salaries in respect of all staff other than teachers and SNAs employed by ETBs with effect from 1<sup>st</sup> April 2017
- 8.5. DES Circular 30/2017 Parental Leave  
DES Circular 32/2017 Measures to be adopted by schools to reduce the cost of school uniforms and other costs

## 9. Correspondence from other sources

The following correspondence was noted:

- 9.1. Ltr dated 20<sup>th</sup> March 2017 from DLRCoCo re: Appointment of replacement member to DDLETB
- 9.2. Ltr dated 24<sup>th</sup> March 2017 from IADT re: Student Members of Governing Body
- 9.3. Email dated 28<sup>th</sup> March 2017 from SDCoCo re: Appointment of replacement member to DDLETB
- 9.4. Ltr dated 18<sup>th</sup> April 2017 from ITB re: Student Members of Governing Body

## 10. To consider the appointment of ETB representative on the Board of Management of Mount Seskin Community College (replacing Eithne Dunne)

Ms Ann Carney was proposed by Cllr Mick Duff and seconded by Gerry McGuire

## 11. To consider the appointment of ETB representative on the Board of Management of St. MacDaras Community College (replacing Eithne Dunne)

Cllr Cora McCann was proposed by Claire Markey and seconded by Cllr Mick Duff

## 12. To consider the appointment of ETB representative on the Board of Management of Collinstown Park Community College (replacing Cllr Louise Dunne)

Cllr Cora McCann was proposed by Cllr Ken Farrell and seconded by Cllr Mick Duff



**13. To consider the appointment of ETB representative on the Board of Management of Blakestown Community School (replacing Dr John Walsh)**

Deferred

**14. To consider the appointment of the Staff representatives on the Boards of Management of Griffeen CC and Swords CC**

Griffeen CC - Colette Colgan and David Waters  
Swords CC - Eileen Bowman and Philip Sugden.

Proposed by Claire Markey and seconded by Gerry McGuire

**15. To ratify the Boards of Management of the Community National Schools and consider the appointment of Chairpersons for same**

<b>School</b>	<b>Patron's Nominees</b>	<b>Teacher Nominees</b>	<b>Parent Nominees</b>	<b>Community Nominees</b>
<b>Scoil Choilm CNS</b>	Dr John Walsh Cllr Roderic O'Gorman (Ch)	Treasa Lowe Ruth Corcoran	Nuha Ibrahim Zuhair Ali	Jackie Cooney Aoife Titley
<b>Scoil Ghráinne CNS</b>	Áine Fitzpatrick (Ch) Elaine Dooley	Ken Scully Iseult Scott	Emer Lynch Dr. Umar Mehr	John Kinsella Kieran Lanigan
<b>Scoil Chormaic CNS</b>	Cllr Gráinne Maguire (Ch) Cllr Ken Farrell	Deirdre Corcoran Alan Weston	Máirín Brady Jonathan Hoey	Tom Reilly Paul Barnett
<b>Citywest and Saggart CNS</b>	Conor McGuckin (Ch) Cllr Martina Genocky	Orla Doherty David Kinsella	Allison Carter Eddie Harman	Stephen Cunningham Hans Gerber
<b>Lucan CNS</b>	Ainnle O'Neill (Ch) Cllr. Liona O'Toole	Nichola Spokes Paul O'Callaghan	Gemma Craven Tony O Donohoe	Lesley Berney Keith Rogers
<b>Scoil Aoife CNS</b>	Ian Murphy (Ch) Cllr Martina Genocky	Stacey McAuley Aisling Mahony	Amy Byrne Phil Rave	Stephen Campbell Rachel Farrell

Proposed by Cllr Roderic O'Gorman and seconded by Cllr Liona O'Toole

**16. To consider appointment of a Community Representative to the Board of Management of Kingswood Community College.**

Nicola Russell was proposed by Cllr Mick Duff and seconded by Cllr Cora McCann

Denis Macken was proposed by Cllr Mick Duff and seconded by Cllr Liona O'Toole

**17. To confirm Chairpersons of Boards of Management of Schools and committees of the ETB to be presented to Minister.**

Deferred

**18. To consider the renewal of the lease for Gaelscoil Chluain Dolcáin**

Members noted the current lease agreed for the accommodation of Gaelscoil Chluain Dolcáin is due to expire shortly. It was agreed on the proposal of Gerry McGuire and seconded by Blaire Markey to review the lease for a further 10 years on the same terms as the expiring lease.

**19. ETBI Conference**

The following were appointed as DDLETB delegates to attend the ETBI Conference

*Voting*

Cllr Mick Duff

Cllr Liona O'Toole

Cllr Cora McCann

Cllr Pat Hand

Gerry McGuire

*Non-voting*

Cllr Ken Farrell

Cllr Eithne Loftus

**20. Any other business at the discretion of the Cathaoirleach**

Cllr Roderic O'Gorman informed the Board that a letter had been sent to Dun Laoghaire Rathdown County Council from DES in relation to board members attendance at the main ETB meetings. He explained that the letter was misleading in that it did not give a true representation of their full attendance. He asked for his full attendance at each meeting in 2015 to be stated for the record.

**The meeting then concluded**

**Signature of Cathaoirleach:** \_\_\_\_\_