



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 16th NOVEMBER, 2015 IN DUBLIN AND DUN LAOGHAIRE EDUCATION AND TRAINING BOARD, 1 TUANSGATE, BELGARD SQUARE EAST, TALLAGHT, DUBLIN 24.

Present:

Cllr. Pat Hand, Cathaoirleach
Cllr. Eithne Loftus
Cllr. Roderic O’Gorman
Cllr. Liona O’Toole
Cllr Ken Farrell
Cllr. Mick Duff
Cllr Colm Brophy
Dr. John Walsh
Ms. Claire Markey
Ms. Rose Callan
Ms Eithne Dunne
Mr Gerry McCaul
Ms. Olive Phelan
Mr. Gerry McGuire

In Attendance:

Mr. Paddy Lavelle, Chief Executive
Ms. Deirdre Keyes, Education Officer
Ms. Fionnuala Anderson, Education Officer
Mr. Paul McEvoy, Head of Organisation Services
Mr. Martin Clohessy, Finance Officer

Apologies:

Cllr. Catherine Martin
Cllr. Sorcha Nic Cormaic
Cllr Justin Sinnott

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



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

Ray Good, IT Head Office, on the death of his father
Ciaran Kelly, DFEI, on the death of his brother.
Teresa McHale, Adult Education Services, on the death of her mother.
Anne McClelland, Corporate Services, on the death of her mother.
Patricia Cassells, Baldoyle Training Centre Manager, on the death of her father.
William Egan, ETB's Legal Adviser, on the death of his mother.
The family of Mary Elliott, former Co. Dublin VEC member and Cathaoirleach, recently deceased.

Cllr. Pat Hand advised that this would be his final meeting as Cathaoirleach. He thanked members and staff for their support and hard work during his tenure as Cathaoirleach. Members complimented Cllr. Hand on his leadership and work on behalf of the Board.

1. Minutes of meeting held on 21st September 2015

The minutes were confirmed and signed on the proposal of Cllr. Pat Hand, seconded by Cllr. Ken Farrell

2. Matters Arising

None

3. Consideration of Reports from Committees

3.1 Ardgillan CC 13th October 2015
Ardgillan CC Admissions Policy
Ardgillan CC Anti Bullying Policy

3.2 Blackrock FEI 25th August 2015

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- 3.3 Castleknock CC 26th May 2015
- 3.4 Castleknock CC 15th September 2015
Castleknock CC Admissions Policy
- 3.5 Colaiste de hÍde 26th February 2015
- 3.6 Dun Laoghaire FEI 19th May 2015
- 3.7 Fingal CC 22nd September 2015
- 3.8 Gaelcholáiste Reachrann 22nd September 2015
- 3.9 Kishoge CC 23rd September 2015
- 3.10 Lucan CC 14th September 2015
Lucan CC Enrolment Policy
Lucan CC Anti Bullying Policy
- 3.11 Luttrellstown CC 25th August 2015 [Click here](#)
- 3.12 Luttrellstown CC 14th September 2015
- 3.13 Stillorgan CFE 8th October 2015

The above reports were adopted on the proposal of Cllr. Ken Farrell, seconded by Mr. Gerry McGuire.

Section 29 Appeals

- 3.14 Lucan CC (Ref LUCC4) - 19th October 2015
- 3.15 Deansrath CC (Ref DCC3) – 3rd November 2015
- 3.16 Greenhills CC (Ref GCC2) – 3rd November 2015
- 3.17 Lucan CC (Ref LUCC5) – 9th November 2015
- 3.18 Lucan CC (Ref LUCC6) – 9th November 2015

The above reports were adopted on the proposal of Cllr. Pat Hand, seconded by Mr. Gerry McGuire.

4. Business submitted by the Chief Executive Officer.

4.1 Finance

4.1.1 Financial Statement

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

DUBLIN & DUN LAOGHAIRE EDUCATION & TRAINING BOARD Financial report to 31st October 2015

Scheme	Opening cash balance	Receipts	Payments	Closing cash balance
Main Scheme – Pay	587,845	72,964,114	73,066,664	485,295
Main Scheme – Non-Pay	(3,454,725)	4,960,349	7,165,416	(5,659,792)
Associated Main Scheme	2,455,077	2,651,474	1,797,250	3,309,301
Capital	2,547,417	17,197,956	16,033,739	3,711,634
Third Level Grants	306,727	999,947	744,946	561,728
Non Main Scheme	2,125,291	18,068,995	16,520,499	3,673,787
Training Centres	3,078,368	37,269,432	34,150,754	6,197,046
Youth Services	(15,001)	8,707,787	7,560,939	1,131,848
Agency	969,041	3,597,293	4,511,819	54,515
Self-financing	4,013,608	3,335,030	3,931,750	3,416,888
Total	12,613,648	169,752,377	165,483,776	16,882,249

4.1.2 V 15 for 18 months period ended 31st December 2014

The accounts were adopted, as presented, on the proposal of Mr. Gerry McGuire, seconded by Cllr. Eithne Loftus.

4.1.3 Statement of Internal Financial Control

The statement, which was recommended by the audit committee, was adopted on the proposal of Mr. Gerry McGuire, seconded by Cllr. Roderic O'Gorman.

4.1.4 Approval of Bank Overdraft

Members noted Ministerial approval for the securing of an overdraft facility. It was agreed on the proposal of Mr. Gerry McGuire, seconded by Cllr. Pat Hand to proceed and seek the facility from the Board's treasurer. Members noted with concern the ongoing deficit in the Board's ONP (other non-pay) funding. It was noted that the grant has not kept pace with the Board's growing complement of second level students which has increased by 25% over the last 3 years. The

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CEO advised that the matter has been raised continually with the department, without success.

It was unanimously agreed to write to the Secretary General of the Department highlighting the Board's concern in this regard.

4.2 Buildings Report

Noted

4.3 Staff

The following changes in the staff profile were noted;

4.3.1 Secondments

4.3.2 Retirements

4.3.3 Resignations

4.3.4 Appointments

5. Correspondence from Department

The following were noted by the Board

- 5.1 Circular 47/2015 – Ireland 2016 Centenary Programme for the Education Sector
- 5.2 Circular 51/2015 – Promotion of Healthy Lifestyles in Post Primary schools
- 5.3 Circular 54/2015 - Sick Leave Scheme for SNAs in Recognised Primary & Post Primary Schools
- 5.4 Circular 55/2015 - Summer Works Scheme
- 5.5 Circular 56/2015 - Use of Central Procurement Arrangements put in place by Government Procurement
- 5.6 Circular 57/2015 – Travel Pass Scheme Taxsaver Commuter Scheme in the ETB Sector

6. Correspondence from other sources

- 6.1 Letter dated 29^h October 2015 – From Minister Jan O’Sullivan advising of the appointment of Mr Ronan Keskin to the Governing Body of Institute of Technology, Blanchardstown.

Noted

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- 6.2 Letter dated 29^h October 2015 – From Minister Jan O’Sullivan advising of the appointment of Ms Elizabeth Kavanagh and Mr Jason Aughney as student representatives to the Governing Body of Institute of Technology, Blanchardstown.

Noted

- 6.3 Letter dated 29^h October 2015 – From Minister Jan O’Sullivan advising of the appointment of Ms Jessica Wall and Mr Michael Kiernan as student representatives to the Governing Body of Institute of Technology, Tallaght.

Noted

- 6.4 Letter dated 5th October 2015 - From Institute of Technology Blanchardstown re: appointment of Non-academic staff representative, Ms Sandra Firth, to Governing Body.

It was agreed on the proposal of Cllr. Pat Hand, seconded by Cllr. Ken Farrell, to recommend Ms. Firth’s appointment to the Minister.

- 6.5 Letter dated 9th September 2015 – From IADT re: appointment of nominee from Enterprise Ireland to the Governing Body of IADT.

It was agreed on the proposal of Cllr. Roderic O’Gorman, seconded by Cllr. Eithne Loftus, to recommend the appointment of Ms. Maeve McConnon, IDA Ireland, to the Minister.

- 6.6 Letter dated 5th November 2015 – From IADT re: ICTU representative and IDA Ireland representative on Governing Body of IADT.

Deferred to January meeting

7. Members Business

7.1 Member Cllr Roderic O’Gorman

“Ask the Chief Executive to clarify the procedure required to establish an Aonad (Irish language stream) within an existing ETB secondary school. In particular, to set out whether an Aonad can only be established following a request from the Minister for Education or whether it can be established on the initiative of an ETB secondary school and if Ministerial or ETB permission is needed for such an establishment.”

Members noted that the Board can establish an Aonad if it so decides, but the viability of which is depended on the Department sanctioning the necessary resources, including the appointment of a “teacher-in-charge”

7.2 Member Cllr Sorcha Nic Cormaic

“To ask the Chief Executive to clarify the situation with the Lease in relation to 5th floor Dundrum T.C. and, if the ETB is in a position to do so, agree a sub-lease in order that the community facilities: Citizen’s Advice Centre and Community Radio remain on in the building and continue to provide much needed service to the community.”

Members noted that this matter has been successfully resolved.

7.3 Member Cllr Liona O’Toole

“Following a seminar held by Accord at one of our schools we were presented with feedback from the students regarding how they felt about the seminar. Students reported that the use of boy and girl examples were used throughout the seminar and felt they should have had examples of transgender / LGTB. It would probably be outside the remit of Accord to refer to transgender/ LGTB couples as it is funded by the Catholic Church and also there would probably an in balance if a transgender / LGTB group were to take the seminar. Can the ETB examine this further and advise if we need to look of options to address this, and consider raising this with the Department Education & Skills”

The Department’s guidelines in this regard were outlined, which are predicated on schools adopting a balanced approach, in terms of the information being provided and the organisations used. The matter should be addressed in school’s religious education policy.

7.4 Cllr Liona O’Toole

“How many schools have adopted the use of CCTV within their premises and how are these been used to identify individuals/students when a reported incident has been brought forward, and are the use of CCTV cameras adequately dealt within the schools policies.”

Details of the Board’s CCTV policy, which was adopted last year, were outlined with particular reference to the use of camera footage when dealing with individual cases. In essence the use of camera footage should be determined in consultation with the Executive. The Boards CCTV policy was recirculated to schools as a reminder that it is ETB policy.

8. To consider further the nomination of members to the Boards of Management of the following Schools/Colleges/Centres

Firhouse Community College

Members noted that Ms. Eithne Dunne is no longer in a position to serve on the board of management. It was agreed to defer this item to the January meeting.

9. To consider the appointment of an interim Board of Management for Kingswood Community College

The following were appointed to the interim board of management:

Cllr. Ken Farrell proposed by Mr. Gerry McGuire, seconded by Cllr. Pat Hand
Cllr. Mick Duff proposed by Cllr. Pat Hand, seconded by Mr. Gerry McGuire
Mr. Joe Pitcher proposed by Mr. Gerry McGuire, seconded by Dr. John Walsh

The CEO will assist the board of management in its interim phase and representatives from other parties will be sought.

10. Any other business at the discretion of the Cathaoirleach.

The CEO reported on the following:

- ETBI Conference – very successful first conference for ETBI.
- Training Centre – Baldoyle Training Centre began Phase 4 Apprenticeships programme. This is the first time for Training Centres who are running the programme on a pilot bases for now and it is doing well.
- Kingswood New School - a public meeting is due to take place on 30th November in Kingswood Community Centre to meet interested parents and the community regarding the new school. The local community have waited 30 years for this school so there is a great sense of anticipation and hope.
- FOI – all relevant staff have been training
- Junior Cert changes – reform proposal accepted by TUI. ASTI have sought clarification. Schools now planning for in-service.
- Networks – TL21 60 teachers attending meetings this week.
- Kishoge Community College – Building fully handed over
- BOM Training - Cluster Training underway and being well received.

Section 29


Members were thanked for their input to the recent review of the section 29 appeal process

Schools' System Software

The CEO was requested to provide financial assistance, if possible, to a school to enable the school replace the old software with the recently acquired VSWare system.

The meeting then concluded

Signature of Cathaoirleach:

A handwritten signature in black ink, consisting of a large, stylized initial 'P' followed by several loops and a final vertical stroke.

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