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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 21st SEPTEMBER, 2015 IN TALLAGHT TRAINING CENTRE, COOKSTOWN INDUSTRIAL ESTATE, TALLAGHT, DUBLIN, 24

Present: Cllr. Pat Hand, Cathaoirleach
Cllr. Eithne Loftus
Cllr. Roderic O’Gorman
Cllr. Catherine Martin
Cllr. Mick Duff
Dr. John Walsh
Ms. Claire Markey
Ms. Rose Callan
Mr. Gerry McCaul
Ms. Olive Phelan
Mr. Gerry McGuire

Apologies: Cllr. Louise Dunne
Cllr. Liona O’Toole
Cllr. Siorcha NicChormac
Cllr. Justin Sinnott
Ms. Eithne Dunne

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

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

Kevin Kimmage, teacher in Stillorgan CFE, on the death of his father.
Kevin Harrington, Principal Stillorgan CFE, on the death of his father.
Mark McDonald, Principal of Firhouse CC, on the death of his brother.
Siobhan Lynch, CEF in LIFE centre, on the death of her father.
The Family of Catriona McCarthy, former Teacher in Sallynoggin College of Further Education.
Barbara Slater, Loughlinstown Training Centre, on the death of her mother.
Jacinta Stewart, CEO City of Dublin ETB, on the death of her father.
Breda Naughton, Department of Education & Skills, on the death of her husband.
Ray Kelly, SOLAS, on the death of his mother.



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The Cathaoirleach welcomed Ciaran Duffy, new staff representative, who is replacing Gerard Madden recently resigned.

1. Minutes of meeting held on 15th June 2015

The minutes were approved on the proposal of Cllr. Eithne Loftus, seconded by Cllr. Mick Duff.

2. Matters Arising

None

3. Consideration of Reports from Committees

- 3.1 Deansrath CC 17th June 2015
- 3.2 Fingal CC 10th June 2015
- 3.3 Gaelcholáiste Reachrann 16th June 2015
- 3.4 Kishoge CC 13th May 2015
- 3.5 Kishoge CC 24th June 2015
Kishoge CC Admissions Policy 2016
- 3.6 Lucan CC 20th April 2015
- 3.7 Lucan CC 11th May 2015
- 3.8 Luttrellstown CC 16th April 2015
- 3.9 Luttrellstown CC 2nd June 2015
- 3.10 Riversdale CC 15th January 2015
- 3.11 Riversdale CC 29th April 2015
- 3.12 Sallynoggin CFE 20th May 2015
- 3.13 St. Kevins CC 22nd April 2015
St. Kevins CC School Report 2014-2015
- 3.14 St. Kevins CC 26th May 2015

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

Members were advised of the current status of the installation of the VSWare system in schools.

Members noted that outstanding board of management reports are being sought from all schools

Section 29 Appeals

3.15 Castleknock CC (Ref CCC16) - 12th June 2015

3.16 Coláiste Cois Life (Ref CCL1) – 2nd September 2015

3.17 Coláiste Pobail Setanta (Ref CPS8) – 19th August 2015

3.18 Coláiste Pobail Setanta (Ref CPS9) – 19th August 2015

3.19 Luttrellstown CC (Ref LCC7) - 24th June 2015

3.20 Luttrellstown CC (Ref LCC10) – 19th August 2015

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

4. Business submitted by the Chief Executive Officer.

4.1 Finance

4.1.1 Financial Statement

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

Financial report to 31st August 2015

Scheme	Opening cash balance	Receipts	Payments	Closing cash balance
Main Scheme – Pay	587,845	58,381,506	58,671,710	297,460
Main Scheme – Non-Pay	(3,454,725)	3,831,826	5,849,611	(5,472,511)
Associated Main Scheme	2,455,077	1,916,414	1,330,229	3,041,262
Capital	2,547,417	13,403,219	12,579,598	3,371,039
Third Level Grants	306,727	983,953	715,238	575,442
Non Main Scheme	2,125,291	14,791,747	13,483,549	3,433,489
Training Centres	3,078,368	28,524,924	27,184,676	4,418,617
Youth Services	(15,001)	6,901,497	6,377,622	508,874
Agency	969,041	2,863,432	3,675,757	156,717
Self-financing	4,013,608	2,137,160	2,756,958	3,393,810
Total	12,613,648	133,735,679	132,624,948	13,724,379

DDLETB had €13.7m on hand as at 31st August 2015. The only significant issue remains the deficit on Main Scheme Non-Pay, which before adjustment for closing accruals, is almost €5.5m. This deficit is being funded from surplus cash flows in other programme areas. Based on current projections, it is unlikely that DDLETB will require an overdraft before the end of the year. However, as DDLETB cannot control the timing or extent of receipts, it would be prudent at this point to ensure that the necessary steps are taken to put an overdraft facility in place.

4.1.2 To consider proposal for the acquisition of an overdraft facility

The CEO proposed that the Board approve the acquisition of an overdraft facility of €5 million, a facility which was also sought at this time last year. The proposal is that the facility would be put in place for a period of 6 months from the day after the next Board meeting on 16th November 2015, to ensure there is sufficient funding to continue to discharge the Board's financial obligations. Members noted that under section 12 (k) of the Education and Training Board's Act, 2013 the borrowing of money is a reserved function. Section 49 of the Act requires the Chief Executive to prepare a proposal for the Board in advance of such a decision and the Minister's approval must be sought in accordance with section 49 (3) of the same Act.

The Chief Executive advised that the seeking of permission for an overdraft facility is precautionary in light of the continuing situation regarding the Board's Ordinary Non Pay (ONP) and the problem being exacerbated each year, which may give rise to a cash flow issue in December. The CEO will work with the Department to try and avoid the need for the overdraft even when it is in place.

The acquisition of the overdraft facility was approved on the proposal of Cllr. Eithne Loftus, seconded by Cllr. Roderic O'Gorman.

4.2 Building Programme

In noting the report members were advised of the following:

St Mac Dara's CC – Boiler Upgrade

The Department has increased the level of grant aid to facilitate the completion of the full works' specification

Balbriggan CC – New Building

A tender process will be launched shortly for the procurement of a design team for the new school building.

Mount Seskin CC – Security

The ongoing issue of security is being addressed as part of the works for the new SNU extension.

4.3 Staff

4.3.1 Career Breaks

4.3.2 Job Sharing

4.3.3 Secondments

4.3.4 Retirements

4.3.5 Resignations

4.3.6 Appointments

Noted

4.4 Report on Board of Management Training

Members were advised of a schedule of training planned for schools' boards of management which will be held in the autumn on a regional basis. The training is part of a national initiative in association with ETBi.

4.5 Presentation on Training Centres in Dublin and Dun Laoghaire Education and Training Board

Ms. Patricia Cassells, Manager, Baldoyle Training Centre, Ms. Deirdre McKeon, Manager, Tallaght Training Centre and Mr. Derek Elders, Manager, Loughlinstown Training Centre joined the meeting and presented on the structure of the Board's training service and the range of programmes currently on offer. The existing and expected profile of the apprentice programme was also outlined.

5. Correspondence from Department

The following were noted by the Board.

5.1 Circular 32/2015 - Use of live animals for scientific, education or other purposes in schools

5.2 Circular 34/2015 - Assessment Instruments (including tests and web-based resources) approved for use for guidance and or learning support in post-primary schools from May 2015

5.3 Circular 35/2015 - Revision to Assessment Arrangements for Leaving Certificate Art

5.4 Circular 36/2015 - Revised Assessment Arrangements for the practical coursework for Leaving Certificate Home Economics

5.5 Circular 37/2015 - Leaving Certificate Music for the cohort commencing study in August 2015 and presenting for examination in 2017

5.6 Circular 40/2015 - Cost Limits for Post-primary School Buildings

5.7 Circular 41/2015 - SNA - Supplementary Assignment Arrangements

5.8 Circular 42/2015 - Implementation of the National Literacy and Numeracy Strategy (2011-2010)

5.9 Circular 43/2015 HSE Post-Primary School vaccination Programme 2015/16

5.10 Circular 45/2015 - Travel Pass Scheme

5.11 Circular 46/2015 - Statistical Returns in respect of part-time courses in ETB (Vocational) Schools/Community Colleges in the 2014/2015 School Year

5.12 Circular 48/2015 - Revised guidelines on access to PLC for certain participants in the asylum process for the 2015/2016 academic year

6. Correspondence from other sources

6.1 Letter dated 30th June 2015 – From Minister Jan O'Sullivan advising of the appointment of Mr Kieron Connolly to the Governing Body of IADT.

Noted

6.2 Letter dated 30th June 2015 – From Minister Jan O’Sullivan advising of the appointment of Ms Jade Hogan and Mr Neil Kavanagh as student representatives to the Governing Body of IADT.

Noted

6.3 Letter dated 27th July 2015 – from Institute of Technology Blanchardstown re: appointment of student representative, Mr Jason Aughney and Ms Elizabeth Kavanagh, to Governing Body.

It was agreed on the proposal of Cllr. Ken Farrell, seconded by Dr. John Walsh to recommend the appointments to the Minister.

6.4 Letter dated 3rd September 2015 - From Institute of Technology Tallaght re: appointment of student representatives, Mr Jessica Wall and Mr Michael Kiernan, to Governing Body.

It was agreed on the proposal of Cllr. Ken Farrell, seconded by Dr. John Walsh to recommend the appointments to the Minister.

7. Members Business

7.1 Member Cllr Roderic O’Gorman

“Ask the Chief Executive whether the joint enrolment policy (JEP) operated by Castleknock Community College and Luttrellstown Community College could be unilaterally ended by a decision of either school or whether a decision to go to two separate enrolment systems would need to come before either the ETB Board or Executive?”

The CEO advised that schools are empowered to change their enrolment policy, subject to ratification by the ETB. It is normal and best practice for Principals to liaise with the Executive when considering changes to the policies.

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

The following appointments were agreed on the proposal of Cllr. Ken Farrell, seconded by Dr. John Walsh.

Coláiste de hÍde

Ms. Mairín Breathnach as ETB representative

Deansrath Community College

Mr. David Ruddy, Local Primary School Principal, as community representative

Firhouse Community College

Mr. Kieran Fagan, representing local business and Ms. Caitríona Jones as community representative.

Oberstown Education Facility

Ms. Fionnuala Anderson to replace Ms. Deirdre Keyes.

9. To consider the nomination of members to the Boards of Management of the following Community Schools

Killinarden Community School

Cllr. Martina Genockey to replace Ms. Marie Corr

Malahide Community School

Mr. Brian Cannon as replacement for Mr. Peter Coyle on the board of management and selection board.

10. To consider the appointment of Leas Cathaoirleach on DDLETB.

Deferred

11. To consider the replacement of Gerry Madden on the Board of Management Greenhills College.

It was agreed on the proposal of Dr. John Walsh, seconded by Cllr. Roderic O'Gorman to appoint Cllr. Pat Hand.

12. To consider the filling of the vacancy on the Audit Committee.

It was agreed on the proposal of Cllr. Ken Farrell, seconded by Dr. John Walsh to appoint Mr. Gerry McGuire.

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

None

The meeting then concluded

Signature of Cathaoirleach:

A handwritten signature in black ink, appearing to be 'R. M.', written over a horizontal line.

