

**MEETING OF DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING
BOARD HELD ON 26th May, 2014 IN THE BOARD'S ADMINISTRATIVE OFFICES,
TUANSGATE, BELGARD SQUARE EAST, TALLAGHT, DUBLIN, 24**

Present: Cllr. Gerry McGuire Cathaoirleach
Cllr. Donal Marren Leas Cathaoirleach
Cllr. Niamh Bhreathnach
Cllr. Gerry Horkan
Cllr. Patricia Stewart
Cllr. Pat Hand
Cllr. John Bailey
Cllr Joan Maher
Cllr. Maria Bailey
Cllr. Guss O'Connell
Cllr. Michael O'Donovan
Cllr. Therese Ridge
Cllr. Carrie Smyth
Cllr. Jane Dillon-Byrne
Cllr. Cormac Devlin
Ms. Deirdre Doherty-Ryan
Ms. Liz Kelly
Mr. Tony Clements
Mr. William Dockrell
Mr. Tom Taylor
Ms. Aideen Mulcahy
Mr. John O'Reilly
Mr. Don Tipping
Mr. Pat Ward
Ms. Inez Bailey

In Attendance: Mr. Paddy Lavelle Chief Executive Officer
Mr. Paul McEvoy Head of Organisation Services
Mr. Martin Clohessy Finance Officer

Apologies: Cllr. Ken Farrell
Mr. Joseph Pitcher
Ms. Rose Callan
Ms. Frances Kelly

At the outset a vote of sympathy was extended to the family of the late Laura Byrne, Teacher, St Kevin's Community College. A minute's silence was observed.

1. **Minutes:** Meeting, 31st March, 2014
The minutes were confirmed and signed on the proposal of Cllr. Gerry McGuire, seconded by Ms. Liz Kelly.

2. **Matters Arising.**

None

3. **Consideration of Reports from Committees.**
 - 3.1 Committee Report
Adamstown Community College, 5th February, 2014
(Appendix A)

The report was adopted on the proposal of Cllr. Joan Maher, seconded by Cllr. Gerry McGuire

 - 3.2 Committee Report
Ardgillan Community College, 6th February, 2014
(Appendix B)

The report was adopted on the proposal of Cllr. Joan Maher, seconded by Cllr. Gerry McGuire.

 - 3.3 Committee Report
Ardgillan Community College, 26th March, 2014
(Appendix C)

The report was adopted on the proposal of Cllr. Joan Maher, seconded by Cllr. Gerry McGuire.

 - 3.4 Committee Report
Castleknock Community College, 4th February, 2014
(Appendix D)

The report was adopted on the proposal of Cllr. Gerry McGuire, seconded by Cllr. Michael O'Donovan.

 - 3.5 Committee Report
Castleknock Community College, 18th March, 2014
(Appendix E)

The report was adopted on the proposal of Cllr. Gerry McGuire, seconded by Cllr. Michael O'Donovan.

- 3.6 Committee Report
CFE Dundrum, 3rd April, 2014
(Appendix F)

The report was adopted on the proposal of Cllr. Pat Hand, seconded by Cllr. Carrie Smyth.

- 3.7 Committee Report
Coláiste de hÍde, 10th December, 2013
(Appendix G)

The report was adopted on the proposal of Cllr. Dermot Looney, seconded by Ms. Aideen Mulcahy.

- 3.8 Committee Report
Coláiste de hÍde, 4th February, 2014
(Appendix H)

The report was adopted on the proposal Cllr. Dermot Looney, seconded by Ms. Aideen Mulcahy.

- 3.9 Committee Report
Collinstown Park Community College, 13th February, 2014
(Appendix I)

The report was adopted on the proposal of Cllr. Therese Ridge, seconded by Cllr. Gerry McGuire.

- 3.10 Committee Report
Deansrath Community College, 7th February, 2014
(Appendix J)

The report was adopted on the proposal of Cllr. Gerry McGuire, seconded by Cllr. Therese Ridge.

- 3.11 Committee Report
Deansrath Community College, 25th February, 2014
(Appendix K)

The report was adopted on the proposal of Cllr. Gerry McGuire, seconded by Cllr. Therese Ridge.

- 3.12 Committee Report
Deansrath Community College, 20th March, 2014
(Appendix L)

The report was adopted on the proposal of Cllr. Gerry McGuire, seconded by Cllr. Therese Ridge.

- 3.13 Committee Report
DFEI Dún Laoghaire, 26th November, 2013
(Appendix M)

The report was adopted on the proposal of Mr. Tony Clements, seconded by Cllr. Jane Dillon-Byrne.

- 3.14 Committee Report
DFEI Dún Laoghaire, 21st January, 2014
(Appendix N)

The report was adopted on the proposal of Mr. Tony Clements, seconded by Cllr. Jane Dillon-Byrne.

- 3.15 Committee Report
DFEI Dún Laoghaire, 4th March, 2014
(Appendix O)

The report was adopted on the proposal of Mr. Tony Clements, seconded by Cllr. Jane Dillon-Byrne.

- 3.16 Committee Report
Fingal Community College, 7th April, 2014
(Appendix P)

The report was adopted on the proposal of Mr. Pat Ward, seconded by Cllr. Joan Maher.

- 3.17 Section 29 Appeal x 1
Gaelcholáiste Reachrann, 25th March, 2014
(Appendix Q)

The report was adopted on the proposal of Cllr. Joan Maher, seconded by Cllr. Gerry McGuire.

- 3.18 Committee Report
Greenhills College, 7th April, 2014

Deferred

- 3.19 Committee Report
Lucan Community College, 10th February, 2014
(Appendix R)

The report was adopted on the proposal of Cllr. Guss O'Connell, seconded by Cllr. Gerry McGuire.

- 3.20 Committee Report
Luttrelstown Community College, 27th February, 2014
(Appendix S)

The report was adopted on the proposal of Cllr. Michael O'Donovan, seconded by Cllr. Gerry McGuire.

- 3.21 Committee Report
Mount Seskin Community College, 7th April, 2014
(Appendix T)

The report was adopted on the proposal of Mr. Don Tipping, seconded by Cllr. Gerry McGuire.

- 3.22 Committee Report
Mount Seskin Community College, 28th April, 2014
(Appendix U)

The report was adopted on the proposal of Mr. Don Tipping, seconded by Cllr. Gerry McGuire.

- 3.23 Committee Report
Riversdale Community College, 11th February, 2014
(Appendix V)

The report was adopted on the proposal of Ms. Aideen Mulcahy, seconded by Cllr. Michael O'Donovan.

- 3.24 Committee Report
Riversdale Community College, 26th February, 2014
(Appendix W)

The report was adopted on the proposal of Ms. Aideen Mulcahy, seconded by Cllr. Michael O'Donovan.

- 3.25 Committee Report
Sallynoggin CFE, 22nd April, 2014
(Appendix X)

The report was adopted on the proposal of Cllr. Jane Dillon-Byrne, seconded by Cllr. Gerry McGuire.

- 3.26 Committee Report
Sallynoggin CFE, 27th February, 2014
(Appendix Y)

The report was adopted on the proposal of Cllr. Jane Dillon-Byrne, seconded by Cllr. Gerry McGuire.

- 3.27 Committee Report
Senior College DL, 9th April, 2014
(Appendix Z)

The report was adopted on the proposal of Cllr. Jane Dillon-Byrne, seconded by Mr. Tony Clements.

- 3.28 Committee Report
St. Kevin's Community College, 26th February, 2014
(Appendix AA)

The report was adopted on the proposal of Mr. John O'Reilly, seconded by Cllr. Gerry McGuire.

- 3.29 Committee Report
St. MacDara's Community College, 11th March, 2014
(Appendix BB)

The report was adopted on the proposal of Cllr. Dermot Looney, seconded by Cllr. Gerry McGuire.

- 3.30 Section 29 Appeal x 1
Castleknock Community College, 26th March, 2014
(Appendix CC)

The report was adopted on the proposal of Ms. Deirdre Doherty-Ryan, seconded by Cllr. Gerry McGuire.

3.31 Section 29 Appeal x1
Adamstown Community College, 26th March, 2014
(Appendix DD)

The report was adopted on the proposal of Cllr. Niamh Bhreathnach, seconded by Cllr. Gerry McGuire.

3.32 Section 29 Appeal x1
Lucan Community College, 6th May, 2014
(Appendix EE)

The report was adopted on the proposal of Cllr. Gerry McGuire, seconded by Cllr. Cllr. Guss O'Connell.

4. Business submitted by the Chief Executive Officer.

4.1 Finance.

The Board's financial position was noted as follows:

Programme	Opening Grant Cash Balance	Cash transfer from SOLAS	Receipts	Payments - SUN	Payments - SAP	Closing Grant Cash Balance
TOTAL MAIN SCHEME PAY	837,352	-	(27,536,521)	28,989,086	-	2,289,917
TOTAL MAIN SCHEME NON-PAY	2,988,539	-	(1,809,699)	3,852,467	-	5,035,057
TOTAL ASSOCIATED MAIN SCHEME	(2,189,742)	-	(631,704)	872,582	-	(1,948,864)
TOTAL CAPITAL	(1,717,469)	-	(1,912,187)	2,520,871	-	(1,108,785)
TOTAL THIRD LEVEL GRANTS	(885,885)	-	(82,052)	1,657,589	-	689,652
TOTAL NON-MAIN SCHEME	(1,986,470)	-	(10,894,480)	8,406,171	-	(4,474,778)
TOTAL TRAINING CENTRES	-	(4,438,816)	(14,359,382)	3,037,848	7,470,726	(8,289,624)
TOTAL YOUTH SERVICES	(111,610)	-	(4,028,064)	2,489,907	-	(1,649,767)
TOTAL AGENCY	(1,084,089)	-	(1,949,683)	1,953,087	-	(1,080,685)
TOTAL SELF-FINANCING	(4,808,894)	-	(1,726,445)	1,951,234	-	(4,584,105)
Bank Balance	8,892,479	4,438,816.00	64,930,218	(55,730,844)	(7,470,726)	15,121,982
OVER ALL TOTAL	-	-	-	-	-	-

Details of the Board's ONP allocation for 2014 were outlined indicating a decrease of circa 18% over the 2013 budget. Members expressed huge concern as to the level of the decrease and questioned as to whether the schools could continue to operate to year end on the finances available. They noted that similar cuts have been applied across the sector, which has been the subject of a meeting between CEOs and Department officials. An appeal, in respect of DDLETB, is being lodged.

Following a lengthy discussion it was unanimously agreed to issue a public statement on the severity of the financial cut and highlighting the likely impact on the operation of schools. It was also agreed to convene an early meeting of the finance committee.

4.2 Staff:

Appointments/Promotions/Resignations/Career Breaks/Job-sharing/Pro Rata Contracts.

Noted

4.3 Building Programme

The following was noted in respect of the Board's building/capital programme:

Donabate Community College – All Weather Pitch

Following the completion of the specialist's report discussions have been held with Fingal County Council. A further meeting is scheduled for 29th May which will include a meeting between the Board's and the Council's legal advisers.

Gaelcholáiste Reachrann

A revised schedule of accommodation has issued from the Department and the design team is working on the stage 2A submission.

Balbriggan Sports Hall/Extension (Devolved Project)

Planning permission for the sports hall, which will now be a conventional structure, is being submitted this week. A revised stage 1 report for the new school building is expected from the design team this week and following review will be forwarded to the Department. Roof works on the existing building have been completed.

Lucan Community College - Extension

A revised brief formulation report is awaited from the Department, upon receipt of which, a new design team will be procured.

Castleknock Sports Hall & Classrooms
Work is progressing and is on schedule.

Luttrellstown Community College Phase 2
The schedule of accommodation, incorporating the enhanced community facility, has been agreed by the Department and Fingal County Council. The stage 1 report is expected to be submitted to the Department by end of June.

Kishoge Community College (Devolved Project)
Work is progressing and on schedule. A matter relating to the ground conditions has arisen and is being addressed by the design team and the contractor.

Ardgillan – Permanent Extension
An issue has arisen with some of the block work used on sections of the structure. A meeting between all parties, including the Department, is scheduled for this week.

St. Finian's Community College Extension (Devolved Project)
The revised stage 1 report, incorporating changes required by the Department, is expected this week. The design team has commenced work on stage 2A.

Lusk Community College – Phase 2
It is expected that a planning application will be lodged within the coming weeks.

Citywest Risk Management Works
Work is continuing and on schedule. Additional work on the building and the roof is required, for which approval is being sought from the Department.

Citywest – Scoil Niamh/Educate Together Primary School
The tender process for refurbishment works for September will be launched this week.

Temporary Accommodation 2014 – Lucan Community College / Gaelcholáiste Reachrann
Planning applications have been submitted and tender documentation is being prepared.

Senior College, Blackrock

The handover process will be completed this week. A photo opportunity, with the Tanáiste, was held on 15th May.

Dún Laoghaire Further Education College

The works are currently out to tender and include fire safety and concrete repairs.

Sallynoggin Senior College – Replacement of Mechanical Plant

The consultant is completing the emergency works application.

Summer Works 2014

In addition to the mechanical & electrical works, as reported at the March meeting, approval has been received for the following:

- Grange – Roof
- Greenhills – Roof
- Lucan – Toilets
- Mount Seskin – Roof
- St. Kevins – Roof
- Deansrath – Roof
- Collinstown Park – Roof
- Coláiste Cois Life – Roof

The projects are being divided into two lots for the procurement of architectural services, which is currently underway.

Institute of Horology, Blanchardstown (Le Chéile College, Tyrrellstown)

The installation of a new heating system is almost complete and tenders are being sought for general refurbishment works.

Coláiste Cois Life – Storm Damage

Works are expected to be completed by early June.

Community Schools

Tenders for works at Hartstown and St. Aidans Community Schools will be sought shortly.

4.4 Miscellaneous:

The CEO reported on the following:

Training Centres

Meetings with centre managers are ongoing. The second tranche of training centres will move to remaining ETBs on 1st July. National discussions are ongoing in the context on the provision of training in the

ETBs who will not have a training centre. In this regard DDLETB will require a memorandum of understanding with Kildare/Wicklow ETB. At national level discussions between ETBi and SOLAS are continuing regarding contracted training and the development of an appropriate funding model. SOLAS has launched its 5 year strategy.

Membership of Boards of Management

A letter from the Minister was noted which advised, notwithstanding the appointment of a new Board (DDLETB), that membership of boards of management will remain in place until 31st December, 2014.

Staff Elections to New Board (DDLETB)

The election process is underway.

Reconstitution of Boards of Management of Community Schools

It was noted that the reconstitution of boards of management of a number of community schools is required by the 30th June. The appointment process is not a reserved function.

Following a discussion it was agreed to hold one further meeting of the Board on the 16th June, to deal with this and other pressing matters.

5. Correspondence from Departments.

- 5.1 Circular Letter 0017/2014 Fair Processing Notice to explain how some of the personal data of pupils in primary and special schools will be recorded on the proposed Primary Online Database (POD) and how this data will be processed by the Department of Education and Skills, in compliance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

Noted

- 5.2 Circular Letter 0020/2014 Revised Arrangements for the Implementation of the Junior Cycle Student Award Academic year 2014/15.

Noted

- 5.3 Circular Letter 0021/2014 Prescribed Material for English in the Leaving Certificate Examination in 2016.

Noted

- 5.4 Circular Letter 0022/2014 Prescribed Material for the Junior Certificate Examination in 2016 and Leaving Certificate Examination in 2016.

Noted

- 5.5 Circular Letter 0023/2014 Supervision and Substitution S&S-Related Duties for Teachers in Further Education Centres-Areas.

Noted

- 5.6 Circular Letter 0024/2014 Prescribed Material for the Junior Certificate Examination in 2016 and Leaving Certificate Examination in 2016.

Noted

- 5.7 Circular Letter 0025/2014 Cycle to Work Scheme for ETB Employees.

Noted

- 5.8 Circular Letter 0027/2014 Cost Limits for Primary School Buildings.

Noted

- 5.9 Circular Letter 0028/2014 Cost Limits for Post-Primary School Buildings.

Noted

- 5.10 Circular Letter 0029/2014 Public Service Stability Agreement 2013 – 2016 -Haddington Road Agreement- Supervision and Substitution for Teachers in Further Education Centres-Areas.

Noted

- 5.11 Circular Letter 0030/2014 The Special Needs Assistant (SNA) scheme to support teachers in meeting the care needs of some children with special educational needs, arising from a disability.

Noted

- 5.12 Circular Letter 0031/2014 Arrangements for the Election of Staff Representatives to Education and Training Boards (2014).

Noted

- 5.13 Circular Letter 0033/2014 Notice to Employers regarding an Extension to the "Grace Period" for Superannuation Benefits in respect of all staff other than teachers and Special Needs Assistants employed by Education and

Training Boards who are members of a Public Service Pension Scheme – ETB.

Noted

- 5.14 Circular Letter 0034_2014 Notice to Employers regarding an Extension to the "Grace Period" for Superannuation Benefits for Employees who are members of a Public Service Pension Scheme - Further and Higher Education.

Noted

- 5.15 Circular letter 0035/2014 Notice to Employers regarding an Extension to the "Grace Period" for Superannuation Benefits for Teachers who are members of a Public Service Pension Scheme.

Noted

- 5.16 Circular Letter 0036/2014 Notice to Employers regarding an Extension to the (Grace Period) for Superannuation Benefits for Special Needs Assistants who are members of a Public Service Pension Scheme – SNA.

Noted

- 5.17 Circular Letter 0037/2014 Notice to Employers regarding an Extension to the (Grace Period) for Superannuation Benefits for Clerical Officers and Caretakers employed in National & Post Primary Schools under the 1978/79 Scheme.

Noted

- 5.18 Circular Letter 0038/2014 Revised arrangements for the submission of returns to the Department of Education and Skills by post-primary schools for 2014-15 and future years.

Noted

- 5.19 Circular Letter 0039/2014 Revised Marking Scheme for Appointment to Deputy Principal, Assistant Principal and Special Duties Teacher in Recognised Primary Schools.

Noted

- 5.20 Circular Letter 0040/2014 Public Service Stability Agreement 2013 – 2016 (HRA) - Increments and related balancing measures - Teachers on the Final Point of the Common Basic Scale and on salaries between €35000 and €65000.

Noted

- 5.21 Circular Letter 0041/2014 Job Sharing Scheme for Special Needs Assistants.

Noted

- 5.22 Circular Letter 0043/2014 Public Service Stability Agreement 2013 – 2016 (HRA) - Teachers- Review of Usage of Croke Park Hours – Amendment to Circular 0025/2011.

Noted

- 5.23 Circular Letter 0044/2014 Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2014/15 school year.

Noted

- 5.24 Circular letter 10/14 from Department of Public Expenditure and Reform Initiatives to assist SMEs in Public Procurement.

Noted

6. Correspondence from Other Sources.

- 6.1 Correspondence from Institute of Art, Design & Technology regarding student members on the Governing Body.

It was agreed to recommend the student appointees to the Minister.

7. Notice of Motion submitted by Cllr. Donal Marren

'To ask the CEO to report on the work required to bring the ETB's property at Eblana Avenue, Dun Laoghaire up to the standard necessary to meet Health & Safety criteria, and to give assurances that the premises will be fitted out to the appropriate standards to enable staff discharge their duties in an efficient manner and in a conducive environment'

The motion was unanimously adopted. It was noted that a report on the works requirements is being commissioned. Any refurbishment work be subject to available finances.

8. To set a date for the post-election meeting of the new Board.

Members noted that under the Education and Training Boards Act, 2013 the Board is required to set a date for a post-election meeting which should be held at least 2 months and not more than 3 months after the date of the local elections. At this meeting the members, as appointed by the local authorities and including staff representatives, will appoint 2 members as nominated by the National Parents' Association. This is the only business to be conducted at this post-election meeting. A further meeting will then be required to appoint the remaining members of the Board, this also being the only business permitted at this meeting.

It was agreed that the post-election meeting would be held on 24th July.

9. To consider replacement of Dr. Marie Griffin on the Governing Body of Institute of Technology, Tallaght.

It was unanimously agreed to recommend to the Minister the appointment of Paddy Lavelle, CEO, subject to the Minister's approval.

10. To consider replacement of Mr. Tom McCann on the Board of Management of Grange Community College.

It was unanimously agreed to accept the nomination of the Archbishop and appoint Ms Ruth O'Reilly to the board.

11. To consider replacement of Ms Peggy Hamill on the Board of management of Hartstown Community School.

It was agreed, on the proposal of Mr. Don Tipping, seconded by Cllr. Gerry McGuire to appoint Cllr. Joan Maher.

12. To consider disposal of section of lands at Coláiste Cois Life.

Members were advised that Scoil Phádraig, Primary School, which is located on the site of Gaelcholáiste Cois Life, is seeking to build an extension to its building for which it has received Departmental funding.

It was unanimously agreed to permit Scoil Phadráig to proceed with the extension on the Board's property.

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

It was agreed, on the proposal of Cllr. Gerry McGuire, seconded by Cllr. Dermot Looney, to suspend standing orders to facilitate consideration of the following addendum:

13.1 Luttrellstown Community College – Enrolment Policy

It was unanimously agreed to adopt the amended policy, as recommended by the College's board of management.

13.2 Sallynoggin Senior College

It was agreed, on the proposal of Cllr. John Bailey, seconded by Cllr. Maria Bailey to adopt the College's health and safety statement, as recommended by the board of management.

Members noted, with regret, that the Principal, Ms. Frances Gaynor is retiring in August. They paid tribute to her work and achievements during her tenure as Principal.

13.3 DFEI – Teaching Posts

The CEO advised that an appeal to the Department, in respect of the concessionary posts for the apprentice programme was unsuccessful.

13.4 St Dominic's, Tallaght – VTOS Programme

The closure of the programme was raised.

The meeting is then concluded

Signature of Cathaoirleach: _____

