



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 WEDNESDAY 9th MARCH, 2016 IN ADMINISTRATIVE OFFICES, TUANS_GATE, 1 BELGARD SQUARE EAST, TALLAGHT, DUBLIN, 24

Present: Ms. Rose Callan, Cathaoirleach
Cllr. Roderic O’Gorman, Leas Cathaoirleach
Cllr. Pat Hand
Cllr. Ken Farrell
Cllr. Liona O’Toole
Cllr. Eithne Loftus
Cllr. Mick Duff
Mr. Gerry McGuire
Mr. Frank O’Hanlon
Dr. John Walsh
Ms. Olive Phelan
Mr. Gerry McCaul
Ms. Claire Markey
Mr. Ciaran Duffy

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. Sorcha NicChormac
Cllr. Justin Sinnott
Ms. Eithne Dunne

The Chief Executive, Mr. Paddy Lavelle, took the Chair.

1 Geata Thuain
Cearnóg Belgard Thoir
Tamhlacht
Baile Átha Cliath 24

1 Tuansgate
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Tallaght
Dublin 24

t.(01) 4529600
f.(01) 4515196
eolas@booacdl.ie
info@ddletb.ie
www.ddletb.ie

Mr. Paddy Lavelle
Príomhoifigeach
Feidhmiúcháin/
Chief Executive Officer

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

The family of Dr Pdraig James, ETB representative and Chairperson of the Board of Management of Coolmine Community School.

The family of Donnacha O Donnabhain former Principal of St Finian's Community College and father of Fionnuala O'Donovan, teacher in Colaiste Cois Life.

The family of Maurice Holly, former Principal Lucan CC and acting Education Officer, Co Dublin VEC.

The family of Jim Reid, husband of Mary Reid former Principal St. Finian's Community College.

The family of Mr Liam McAlister, ex-VEC member.

The family of Mr John McKeever, former Deputy Principal in Sallynoggin College.

Mr Tony O'Toole, IT engineer, on the death of his father.

To Michael Conrdon, former Principal, DFEI, on the death of his son.

To Yvonne Hennessy, Corporate Services, on the death of her sister.

1. Resignation of Cathaoirleach

Members noted that Cllr. Pat Hand, as previously advised at the November meeting, tendered his resignation as Cathaoirleach. Cllr. Hand thanked members and staff for their support during his term of office.

2. Election of Cathaoirleach

The Chief Executive called for nominations for the position of Cathaoirleach. Ms. Rose Callan was proposed by Cllr. Ken Farrell, seconded by Cllr. Eithne Loftus. As there were no further nominations the Chief Executive Officer declared Ms. Callan elected.

Ms. Callan took the Chair and thanked members for their support.

3. Election of Leas Cathaoirleach

The Cathaoirleach called for nominations for the position of Leas Cathaoirleach, which arose from Mr. Gerry Madden's resignation from the Board in 2015.

Cllr. Roderic O'Gorman was proposed by Cllr. Ken Farrell, seconded by Cllr. Mick Duff

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As there were no further nominations the Cathaoirleach declared Cllr. Roderic O’Gorman elected.

4. Minutes

4.1. Minutes of meeting held on 16th November 2015

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

4.2. Minutes of meeting on 18th January 2016

The minutes were confirmed and signed on the proposal of Cllr. Ken Farrell, seconded by Cllr. Eithne Loftus, subject to the inclusion of Ms. Claire Markey in the list of attendees.

5. Matters Arising

Donabate Parents’ Association – Purchase of Equipment

The Chief Executive Officer advised that this matter is being addressed directly with the Principal.

Mount Seskin Community College – Security

Members noted that the works are scheduled for the Easter break.

6. Consideration of Reports from Committees

6.1 Adamstown CC BoM Minutes 9th Sep 15

6.2 Ardgillan CC BoM Minutes 8th Dec 15

6.3 Balbriggan CC BoM Minutes 3rd Jun 15

6.4 Castleknock CC BoM Minutes 7th Oct 15

6.5 Castleknock CC BoM Minutes 20th Oct 15 Admissions Policy 2016-2017 Suspension & Exclusion Policy

6.6 Castleknock CC BoM Minutes 8th Dec 15

6.7 Colaiste De hÍde BoM Minutes 6th Oct 15

6.8 Colaiste Pobail Setanta BoM Minutes 29th Sep 15

6.9 Colaiste Pobail Setanta BoM Minutes 20th Oct 15

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- 6.10 Colaiste Pobail Setanta BoM Minutes 10th Dec 15
- 6.11 Collinstown Park CC BoM Minutes 18th Jun 15
- 6.12 Collinstown Park CC BoM Minutes 3rd Nov 15
- 6.13 Collinstown Park CC BoM Minutes 17th Nov 15
- 6.14 Deansrath CC BoM Minutes 20th Jan 16
- 6.15 Dundrum CFE BoM Minutes 30th Sep 15
- 6.16 Dun Laoghaire FEI BoM Minutes 29th Sep 15
- 6.17 Dun Laoghaire FEI BoM Minutes 24th Nov 15
- 6.18 Gaelcholaiste Reachrann BoM Minutes 26th Jan 16
- 6.19 Grange CC BoM Minutes 29th Sep 15
- 6.20 Greenhills College BoM Minutes 24th Sep 15
- 6.21 Greenhills College BoM Minutes 17th Nov 15
- 6.22 Greenhills College BoM Minutes 19th Jan 16
- 6.23 Kishoge CC BoM Minutes 9th Dec 15
Kishoge CC Admission Policy 2018
- 6.24 Kishoge CC BoM Minutes 3rd Feb 16
- 6.25 Lucan CC BoM Minutes 15th Jun 15
Lucan CC Enrolment Policy 2017-2018
- 6.26 Lucan CC BoM Minutes 14th Dec 15
- 6.27 Lusk CC BoM Minutes 17th Jun 15
- 6.28 Lusk CC BoM Minutes 30th Sep 15
- 6.29 Lusk CC BoM Minutes 9th Dec 15

The current status of the building project for the provision of phase 2 of the school building was noted. It was agreed to write to the Department expressing the Board's concern on the current timeline for completion.

- 6.30 Mount Seskin CC BoM Minutes 16th Nov 15
- 6.31 Mount Seskin CC BoM Minutes 7th Dec 15

- 6.32 Mount Seskin CC BoM Minutes 1st Feb 16
- 6.33 Oberstown Campus School BoM Minutes 8th Dec 15
- 6.34 Sallynoggin CFE BoM Minutes 20th May 15
- 6.35 Sallynoggin CFE BoM Minutes 22nd Oct 15
- 6.36 Sallynoggin CFE BoM Minutes 10th Dec 15
- 6.37 St. Finians CC BoM Minutes 29th Jun 15
- 6.38 St. Finians CC BoM Minutes 2nd Sep 15
- 6.39 St. Finians CC BoM Minutes 2nd Dec 15
- 6.40 St. Kevins CC BoM Minutes 21st Oct 15
St. Kevin's CC Admissions Policy
- 6.41 St. Kevins CC BoM Minutes 14th Dec 15
- 6.42 St. Kevins CC BoM Minutes 16th Dec 15
- 6.43 St. MacDaras CC BoM Minutes 20th Oct 15
- 6.44 Youthreach BoM Minutes 16th Oct 15
- 6.45 Youthreach BoM Minutes 11th Dec 15

The above reports and associated policies, save for the Suspension and Exclusion policy for Castleknock CC and St Kevin's CC Admissions policy, were confirmed on the proposal of Ms. Rose Callan, seconded by Mr. Gerry McGuire.

Section 29 Appeals

- 6.46 Castleknock CC 12th Nov 15 Record of Decision CCC17
- 6.47 Castleknock CC 30th Nov 15 Record of Decision CCC18
- 6.48 Castleknock CC 17th Dec 15 Record of Decision CCC19
- 6.49 Colaiste Pobail Setanta 17th Dec 15 Record of Decision CPS15
- 6.50 Luttrellstown CC 12th Nov 15 Record of Decision LCC11

The above reports were confirmed on the proposal of Mr. Gerry McGuire, seconded by Ms. Rose Callan.

7. Business submitted by the Chief Executive Officer.

7.1 Finance

7.1.1 Financial Statement

The Board's current financial position was noted as follows:

Financial Report to 31st January 2016

Scheme	Opening cash balance	Receipts	Payments	Closing cash balance
Main Scheme – Pay	96,437	14,303,556	7,795,624	6,604,369
Main Scheme – Non-Pay	(4,636,009)	1,190,521	844,824	(4,290,312)
Associated Main Scheme	2,931,298	7,102	168,712	2,769,688
Capital	3,577,352	286,937	625,118	3,239,171
Third Level Grants	536,031	-	39,104	496,927
Non Main Scheme	1,630,785	-	1,949,745	(318,960)
Training Centres	2,779,879	10,941,219	3,383,421	10,337,677
Youth Services	(3,899)	691,216	104,311	583,006
Agency	328,408	305,011	216,174	417,245
Self-financing	3,541,744	161,155	456,203	3,246,696
Total	10,782,026	27,886,717	15,583,236	23,085,507

DDLETB had circa €23.1m on hand at the end of January. The bank overdraft facility that was formally put in place at the November Board meeting was not called upon but remains in place for the short term. The Main Scheme Non-Pay deficit accumulating since 2013 was not addressed by the Department at the end of 2015. The Department did provide supplementary cash at year end but this served only to reduce the Main Scheme Non-Pay deficit for 2015. The allocation for 2016, as advised in the Service Plan letter, is less than the 2012 allocation, notwithstanding the growth in the interim. Every effort is being made to resolve this matter and the issue will continue to be raised with the Department in 2016.

7.2 Buildings' Report

Members noted the following in respect of the Board's current capital/building programme:

Gaelcholáiste Reachrann

Work on the stage 2A submission is continuing.

Balbriggan Sports Hall/Extension (Devolved Project)

The sports hall building is progressing well and due for completion on 22nd June. The design team for the new school is appointed and the first meeting of the team will be convened shortly.

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Lucan Community College - Extension
Preparation of stage 2A is continuing.

Luttrellstown Community College Phase 2
Planning permission is awaited. Notification of decision expected 18th March.

Kingswood Community College
Following a recent tendering process the selection of a contractor for temporary accommodation for September is being finalised. Stage 2B for the permanent building is expected to be submitted to the Department by end of March. .

St. Finian's Community College Extension (Devolved Project)
Planning permission is secured. Tender documents for appointment of a contractor are currently being prepared and expected mid-April.

Lusk Community College – Phase 2
It is expected that stage 2B will be submitted to the Department by 18th March.

Dún Laoghaire Further Education Institute – Fire Safety
An application for additional funding, for the phase 1C & 2 works, will be submitted to the Department by end of the month.

Summer Works 2014
Tenders are currently being evaluated for appointment of a contractor for heating/boiler upgrade works at St. Finian's and Firhouse.

Summer Works 2015
Coláiste Chilliaín (car parking) – Sketch design completed. Planning application will be submitted shortly.
Coáiste De hÍde (ceiling repairs) – Tender documents for appointment of a contractor are being prepared.

St Aidan's Community School – New Entrance
Fire and disability access certificates expected shortly. Tender documents, for appointment of a contractor, are being prepared.

Mount Seskin – SNU/Security
An application for additional funding for the SNU was submitted to the Department and a response is awaited. The security works are scheduled for the Easter break.

Temporary Accommodation 2015
Scoil Oscair – complete, awaiting fire certificate
Luttrellstown CC – on site. Completion expected 8th March.
Coláiste Cois Life – Phase 1 is complete. Tender process for the appointment of a contractor for phase 2 (toilets & science room) is underway.
Fingal CC – approval for additional funding is awaited from the Department
Lusk CC – An architect is in place for phase 2, with the design process underway

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Temporary Accommodation 2016

Applications in respect of the following schools have been submitted to the Department:

Citywest ET & Scoil Niamh

Lucan CC

Coláiste Cois Life

Lucan Community National School

Luttrellstown Community College

Fingal Community College

Gaelcholáiste Cluain Dolcáin (Primary School)

Lusk Community College

FE Funded Projects

Collinstown Park CC- Upgrade of Beauty Room: Work complete

Grange CC – Boiler Upgrade: Work complete

Scoil Chormac CNS

Work on the permanent building is progressing well.

Scoil Aoife CNS

Contractor on site for the new building

Benincasa Special School

Tenders for appointment of a design team are currently being evaluated.

7.3 Staff – The following were noted

7.3.1 Appointments (1)

7.3.2 Appointments (2)

7.3.3 Appointments (3)

7.3.4 Job Sharing

7.3.5 Resignations

7.3.6 Retirements

7.4 CEO's Report

Board of Management Training

A series of successful training seminars for members of boards of management were held regionally with the support of a sub group of Principals and Education Officers. Follow-up seminars have been held for members who were unable to attend the initial sessions. Notwithstanding, a further forty members remain to partake in the session. Training for Chairpersons and Secretaries of boards of management will take place on Monday night next in Head Office. .

New Principals

Ms. Deborah Dunne was appointed as Principal of Kingswood CC with Ms. Ann Bray replacing her as Principal of Greenhills College. The Deputy Principal post in Greenhills will be advertised shortly. A competition for the Deputy Principal post in Greenhills will take place shortly.

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Kingswood CC

An open night for the local community was held, attended by senior management and Ms. Deborah Dunne, Principal. There was an overwhelmingly positive response from the large audience and enrolments are currently at 54. Ms. Dunne is located at Head Office since 1st February and is currently planning for the opening of the school in September. It is expected that work on a temporary building on the site will commence in the medium term for completion in July.

Adult Education Officers

Ms. Sharon Hennessy and Ms. Maria Culbert were recently appointed to fill vacant posts in North West and South East of the county respectively.

Further Education & Training (FET) Conference

ETBI held its first FET conference on 26 November. It brought together all the services in FET. Nationally. There were excellent presentations from John Sweeney NESC, Fiona Hartley SOLAS.

Sectoral Reforms

The Programme Management Office in the Department is responsible for a series of projects relating to the reforms of sector. One of the key reforms is the introduction of Shared Services for Payroll and Finance. These projects involve many participants from ETBs as well as key personnel in the Department and SOLAS. The Department has amplified the project so that it is now titled Education Shared Services indicating a future operation beyond ETBs. Intermediate steps to assist ETB IT systems have been and are being put in place. They include the upgrade of the Sun system. Imminently there will be the introduction of purchasing cards and e-invoicing to reduce the volume of transactions.

FET Programmes

Arrangements are in place for a protocol to be signed among CDETB DSP and DDLETB. The aim is to streamline communications and processes and ensure that recruitment to courses in ETBs can happen seamlessly. There have been practical difficulties for recruitment to FET courses in the past couple of years as a result of the DSP and ETB reforms.

iTunes

There was a very successful launch of the DDLETB iTunes U site on the 7 December in Rua Red, Tallaght arranged very successfully by the iTunes coordinator, Samantha Conroy. . A video of the event is available through the link [iTunes U DDLETB22122015](https://www.youtube.com/watch?v=iTunes_U_DDLETB22122015). The results of the launch are that an Energy course under the DDLETB banner has been made a stand-out course on the iTunes U website. A total of 9,763 downloads have been recorded so far for the Energy Course with over 13,000 visitors to that individual course with the top downloads coming from China and USA. The promotional cover designed by Debbie Howlett, Head of IT in DDLETB, is now being used as an outstanding banner as part of Apples promotional material around the globe. Congratulations to all of the teachers who have volunteered their time to create courses and train in course production. Special thanks to Robert Dunne of Collinstown Park CC

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for creating the stand-out course. The work continues and we expect another launch in May.

New Director Posts

The Department expect that competitions for positions as Directors of Schools, FET and Organisation Services will commence in April through the Public Appointments Service. DDLETB has one post to offer, namely replacement of the temporary acting EO position, currently held by Dr Fionnuala Anderson. The process has slowed owing to concerns expressed by Unions. A resolution of these issues is awaited.

Strategy Statement

The senior management team (SMT) has addressed the Strategy Statement and proceeded to consultation with Principals for the formulation of a strategy as per the ETB Act. It is a requirement that the Board establish groups to be consulted. Suggested consultees include: SMT, Staff, Parents' Councils, County Councils including LCDCs, Community Partners, Contractors, Projects, Youth Services funded by DDLETB, Student Councils, Businesses served by STBs (Service to Business) in Training Centres, SOLAS, QQI, ETBi, Department of Education Skills, IBEC, ISME.

8. Correspondence from Department – The following were noted

- 8.1 Circular 63/2015 Sick Leave Scheme ETBs
- 8.2 Circular 66/2015 Revision of salaries for teachers with effect from 1 January 2016 and revision of pension-related deduction with effect from 1 January 2016
- 8.3 Circular 67/2015 Revision of salaries for Special Needs Assistants with effect from 1 January 2016 and revision of pension-related deduction with effect from 2015
- 8.4 Circular 68/2015 Revision of salaries with effect from 1 January 2016 and revision of pension-related deduction from 2015 for Clerical & Caretakers in National Schools under the 1978/79 scheme and Clerical Officers employed in post primary schools under the 1978 scheme
- 8.5 Circular 69/2015 Revision of salaries in respect of all staff other than teachers and SNAs employed by ETBs with effect from 1 January 2016 and revision of pension-related deduction with effect from 1 January 2015 and 1 January 2016
- 8.6 Circular 71/2015 Revision of salaries of school secretaries in community and comprehensive schools with effect from 1 January 2016 and revision of pension-related deduction with effect from 1 January 2015 and 1 January 2016
- 8.7 Circular 72/2015 Revision of salaries of school maintenance staff in community and comprehensive schools with effect from 1 January 2016 and revision of pension-related deduction with effect from 1 January 2015 and 1 January 2016

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- 8.8 Circular 73/2015 Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 January 2016
- 8.9 Circular 74/2015 Payment of Tool Allowance to Craft Workers
- 8.10 Circular 78/2015 Carer's leave for all staff other than persons employed as Teachers/Special Needs Assistants Employed in Education & Training Boards SNAs
- 8.11 Circular 79/2015 Career break scheme for all staff other than persons employed as Teachers and Special Needs Assistants in ETBs
- 8.12 Circular 80/2015 Maternity protection entitlements for all staff other than persons employed as Teachers/Special Needs Assistants in ETBs
- 8.13 Circular 82/2015 Revised Employment and Pension Arrangements for Staff in the Education and Training Sector who are elected or appointed to the Oireachtas
- 8.14 Circular 83/2015 Revision of salaries in respect of Adult Education Guidance Information Officers and Youthreach Resource Persons employed by ETBs with effect from 1 January 2016 and revision of pension-related deduction with effect from 1 January 2015 and 1 January 2016
- 8.15 Circular 84/2015 Policy and Procedures for dealing with the recovery of Overpayments of Salary or Pension
- 8.16 Circular 02/2016 Approved Allocation of Teaching Posts 2016/2017 Year
- 8.17 Circular 04/2016 Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers involved in Learning Support and Special Education – 16/17
- 8.18 Circular 05/2016 Graduate Certificate in the Education of Students with autistic Spectrum Disorders for teachers working with Students with ASDs in Special Schools, Special Classes or as Resource Teachers in Mainstream Primary & Post-Primary Schools
- 8.19 Circular 06/2016 Post-Graduate Cert/Dip Programme of Continuing Professional Development for teachers working with Students with SENS (ASD)
- 8.20 Circular 08/2016 Teacher Fee Refund Scheme 2015
- 8.21 Circular 11/2016 Cost Limits for Post-primary school Buildings
- 8.22 Circular 13/2016 Promotion of Healthy Lifestyles in Primary Schools
- 8.23 Circular 14/2016 Prescribed Material for the Leaving Cert English Exam in 2018

- 8.24 Circular 18/2016 Further Extension to the 'Grace Period' for Superannuation Benefits in respect of Teachers
- 8.25 Circular 19/2016 Further Extension to the 'Grace Period' for Superannuation Benefits in respect of Special Needs Assistants
- 8.26 Circular 22/2016 Further Extension to the 'Grace Period' for Superannuation Benefits for all staff, other than Teachers and SNAs
- 8.27 Circular 23/2016 Student data required to be returned to the DES by schools from 16/17 onwards for the purpose of analysis and reporting in the areas of social inclusion and integration
- 8.28 Circular 23/2016 Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school years 2015/16 and 2016/2017

9. Correspondence from other sources

- 9.1 Letter dated 3rd December 2015 from the Minister appointing Maeve McConnon to the Governing Body of the IADT
Noted
- 9.2 Letter dated 6th February 2016 from Minister for Education regarding appointment of members to the Governing Body of IADT
Noted
- 9.3 Letter dated 29th February 2016 from IADT re: Governing Body members

Members noted that following appointees, recommended by the Board and subsequently appointed by the Minister, are unable to serve on the Governing Body.

Cllr. Colm Brophy – arising from his recent election to Dáil Éireann
Prof. Tim Jackson – unavailable

It was agreed on the proposal of Cllr. Pat Hand, seconded by Ms. Rose Callan to recommend to the Minister, the appointment of Cllr. Neale Richmond and Mr. Tom Taylor, Principal, Sallynoggin College of Further Education.

10. To consider adoption of Terms of Reference for Boards of Management

It was agreed on the proposal of Cllr. Ken Farrell, seconded by Dr. John Walsh to adopt the guidelines for boards of management, as published by ETBi, subject to clarification on some procedural matters.

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

Firhouse Community College (replacement of Ms Eithne Dunne)

Mr. Gerry O'Meara, Principal, Scoil Treasa, was appointed on the proposal of Ms. Claire Markey, seconded by Ms. Rose Callan.

Coolmine Community School (replacement of Dr Padraig James RIP)

Cllr. Roderic O'Gorman was appointed on the proposal of Ms. Rose Callan, seconded by Cllr. Liona O'Toole.

12. Any other business at the discretion of the Cathaoirleach

Music Festival

Appreciation was extended to the teachers and students who participated in the recent festival in the National Concert Hall.

Members noted the following:

Fingal Enterprise Awards

Participation by a number of the Boards Colleges.

MLL – Adamstown & Ardgillan Community Colleges

Inspection at both colleges went well from which very positive reports emanated.

Oberstown Centre – Annual Review

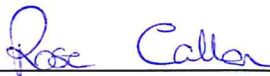
A very positive report was received following a recent review at the centre

Enrolment Policies/Section 29 Appeals

Members were advised that care should be taken in the language used when drafting enrolment policies. Also, the rationale for decisions on admissions should be clearly recorded in the minutes of the board of management meeting at which the issue is considered. It was noted that the Admission's Bill is currently on hold, pending appointment of a new Government.

The meeting then concluded

Signature of Cathaoirleach:



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