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MINUTES OF MEETING OF DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD HELD ON MONDAY 29th JANUARY, 2018 IN ADMINISTRATIVE OFFICES, 1 TUANSGATE, BELGARD SQUARE EAST, TALLAGHT, DUBLIN, 24

Present: Cllr Sorcha Nic Chormaic, Cathaoirleach
Cllr Mick Duff
Barry Hempenstall
Cllr Eithne Loftus
Cllr Grainne Maguire
Gerry McGuire
Dr. John Walsh
Olive Phelan
Cllr Ossian Smyth
Cllr. Ken Farrell
Karen Gleeson
Claire Markey
Anne Genockey

In Attendance: Paddy Lavelle, Chief Executive Officer
Paul McEvoy, Director of Organisation Support & Development
Martin Clohessy, Director of Finance
Susan Deasy, Public Affairs Officer

Apologies: Dr Deirdre Keyes, Director of Schools
Dr Fionnuala Anderson, Director of Further Education & Training
Cllr Roderic O’Gorman
Frank O’Hanlon
Cllr Pat Hand
Cllr Liona O’Toole
Cllr Conor McMahan
Gerry McCaul
Cllr Howard Mahony

At the outset votes of sympathy was extended to the following:

To the family of John McKay RIP, retired CEO, Co Cavan and Co. Dublin VEC.
To Sinead McDonagh, Manager of Sportsreach, on the death of her father.
To Geraldine Condrón, Development Officer, on the death of her sister Brenda.
To the family of Kieran Lyons RIP, Former CEO, City of Waterford VEC
To Cllr Pat Hand, on the death of his mother.
A minute’s silence was observed.

The Cathaoirleach welcomed Anne Genockey to her first meeting of the Board

1. Minutes

Minutes of meeting held on 20th November 2017

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

2. Matters Arising

3. Consideration of Reports from Committees

Board of Management Minutes

- 3.1. Castleknock CC BoM Minutes 3rd October 2017
- 3.2. Collinstown Park CC BoM Minutes 11th October 2017
- 3.3. Collinstown Park CC BoM Minutes 8th November 2017

Substitute Teachers

Members considered difficulties highlighted by the board of management of Collinstown Park Community College in securing the services of substitute teachers. The Minister's recent announcement on measures to alleviate the problem were noted. Members were of the view that the Department should consider removing the current prohibition on the employment of retired teachers to deal with the current crisis.

- 3.4. Deansrath CC BoM Minutes 10th October 2017
- 3.5. Dundrum CFE BoM Minutes 5th October 2017
- 3.6. Dun Laoghaire FEI BoM Minutes 26th September 2017
- 3.7. Firhouse CC BoM Minutes 7th November 2017
- 3.8. Gaelcholaiste Reachrann BoM Minutes 24th January 2017
- 3.9. Gaelcholaiste Reachrann BoM Minutes 27th September 2017
- 3.10. Gaelcholaiste Reachrann BoM Minutes 10th October 2017
- 3.11. Gaelcholaiste Reachrann BoM Minutes 28th November 2017
- 3.12. Grange CC BoM Minutes 13th June 2017
- 3.13. Grange CC BoM Minutes 25th October 2017
- 3.14. Griffeen CC BoM Minutes 28th September 2017
- 3.15. Kishoge CC Minutes 25th October 2017
- 3.16. Kishoge CC 2019 Admissions Policy
- 3.17. Luttrellstown CC BoM Minutes 28th September 2017
- 3.18. Luttrellstown CC BoM Minutes 20th November 2017
- 3.19. Mount Seskin CC BoM Minutes 6th November 2017
- 3.20. Sallynoggin CFE BoM Minutes 26th October 2017
- 3.21. Skerries CC BoM Minutes 29th May 2017
- 3.22. St. Kevins CC BoM Minutes 18th October 2017
- 3.23. St. Kevins CC BoM Minutes 25th October 2017
- 3.24. St MacDara's CC Com Minutes 28th February 2017

- 3.25. St MacDara's CC Com Minutes 27th March 2017
- 3.26. St MacDara's CC Com Minutes 16th May 2017
- 3.27. St MacDara's CC Com Minutes 24th October 2017
- 3.28. St MacDara's CC Com Minutes 12st September 2017
- 3.29. Stillorgan CFE BoM Minutes 19th October 2017

The above reports were adopted on the proposal of Gerry McGuire, seconded by Dr. John Walsh.

Section 29 Appeals

- 3.30. Kishoge CC, 21st November 2017 - Record of Decision KISCC3
- 3.31. Fingal CC, 29th November 2017 – Record of Decision FCC2
- 3.32. Castleknock CC, 4th December 2017 - Record of Decision CCC28
- 3.33. St. Kevins CC, 15th January 2018 – Record of Decision SKCC3

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

4. Business submitted by the Chief Executive Officer

- 4.1. Finance
 - 4.1.1. Financial Statement

Members noted the following in respect of the Board's current financial position:

Financial report to 31st December 2017

Scheme	Opening cash balance	Receipts	Payments	Closing cash balance
Main Scheme – Pay	(226,384)	100,774,801	100,518,387	30,030
Main Scheme – Non-Pay	(4,059,683)	7,939,296	8,847,777	(4,968,164)
Associated Main Scheme	2,415,860	3,073,526	2,682,363	2,807,023
Primary	310,044	924,907	1,136,427	98,524
Capital	2,376,680	6,739,870	6,656,242	2,460,308
Third Level Grants	426,263	-	15,982	410,281
Non Main Scheme	1,987,814	24,967,706	24,049,275	2,906,245
Training Centres	3,325,254	38,699,780	35,431,383	6,593,651
Youth Services	53,603	10,266,062	9,617,023	702,642
Agency	451,427	3,519,655	3,162,609	808,473
Self-financing	4,617,426	5,389,937	4,524,029	5,483,334
Total	11,678,304	202,295,540	196,641,497	17,332,347

DDLETB had circa €17.3m on hand at the end of December. The figures presented on a scheme by scheme basis are in cash terms only and have not been adjusted for accruals. The full and final outturn will be presented in the 2017 financial statements which will be brought to the Board at the March meeting. All accruals are currently being compiled and final reports will issue to schools and centres in early February for

final review and approval. This phase often results in adjustments for miscodings and there will be substantial engagement between the Finance Department and the budget holders to give effect to this process. The Audit Committee is meeting on 13th February to consider, inter alia, the Statement of Internal Control, which forms a crucial part of the financial statements. The Finance Committee will meet to consider the financial statements on 7th March. Both Committees will make recommendations to the Board to inform their decision making around approval of the financial statements.

It should also be noted that DES confirmed on 21st December an increase to the Main Scheme Non-Pay spending ceiling of €130k for 2017. This brought the new spending limited to circa €8.1m. Though the timing was not ideal, it is most welcome. DES further confirmed that there is no plan in place to address the accumulated deficit on Main Scheme Non-Pay and this will continue into 2018. There are no other significant issues to report.

It was agreed to convey to the Department the Board's concern on the increasing accumulated deficit on ONP. It was also agreed on the proposal of Cllr Ken Farrell, seconded by Cllr. Mick Duff to accept donations on behalf of the following colleges:

Riversdale CC - €6,000 S.A.P. grant to equip STEM room
Collinstown Park CC - \$15,000 grant from Microsoft Data Centre under the DC4G awards programme.

4.1.2. Overdraft facility

Ministerial approval for the securing of an overdraft facility was noted.

It was agreed to proceed and seek a facility of €10 million on the proposal of Cllr Eithne Loftus, seconded by Gerry McGuire.

4.2. Buildings' / Capital Report

Gaelcholáiste Reachrann

Planning permission is secured and fire certificate and DAC is awaited

Balbriggan Community College – New Building

The Department has sought additional information following the stage 2A meeting, which is being compiled by the design team

Lucan CC – Extension

Fire certificate and DAC is awaited. The Fire Authority has sought a number of extensions for consideration of the fire certificate application, which is impacting on the project timeline. Notwithstanding, work on the stage 2B report continues

Luttrellstown Community College Phase 2

A letter of intent has issued to the successful contractor and the "due diligence" process is nearing completion

Kingswood Community College

Work is on site and progressing to plan

St. Finian's Community College Extension (Devolved Project)

Following submission of the stage 2B report the Department has sought additional information, which is being compiled by the design team

Lusk Community College – Phase 2

Contractor has commenced on site

Coláiste Chillian (ADAPT)

The fire certificate has just issued, which will facilitate completion of the stage 2B report

Dún Laoghaire Further Education Institute – Fire Safety

There is no change to the status of this project in the context of lack of funding

St Aidan's Community School – New Entrance

No further progress to report as additional funding is required from the Department

Mount Seskin – SNU

A meeting is being sought with the Department to discuss both technical and financial issues, which have come to light

Scoil Chormaic CNS (Permanent Building)

The building was handed over to the Board on 21st December and is now occupied by the school

Benincasa Special School, Blackrock

Work by the design team on the stage 2B report continues

Eblana Building

A proposal for refurbishment of the building is awaited from Dún Laoghaire/Rathdown County Council

Swords Community College (New School)

The school will open in September in temporary accommodation on the campus of St Finian's Community College. Work on the design of the temporary units is progressing

Temporary Accommodation – 2017/18

Temporary accommodation is now in situ in Coláiste Cois Life and the Department has approved additional units to meet the needs of the Coláiste in the medium term. A decision on Skerries CC is awaited

Temporary Accommodation 2018/19

Approval for projects submitted to the Department in November is awaited. In the meantime the appointment of design teams, where necessary, is proceeding

Summer Works 2017

Collinstown Park CC - Roof	tender documents being evaluated
Fingal CC - Roof	tender documents being prepared
Mount Seskin CC - Roof	tender documents being prepared
Skerries CC - Boiler House Roof	tender documents being prepared
Coláiste Chillian - Toilets Upgrade	tender process underway

Riversdale CC - Toilets Upgrade	site investigations underway
Coláiste Pobail Setanta – Water softener & Heat Exchanges	works complete
Deansrath CC – Boiler House Upgrade	works ongoing
Greenhills College – Boiler House Upgrade	works ongoing
Grange CC – BMS Upgrade	being retendered

Ardgillan CC - Refurbishment of Phase 1 Building

Work on replacing safety lighting is complete. Approval is awaited from the Department for the next phase of refurbishment

Citywest – Fire Safety Works

The cost plan has been received and being reviewed, in advance of submission to the Department

4.3. Staff

- 4.3.1. Appointments
- 4.3.2. Resignations
- 4.3.3. Retirements
- 4.3.4. Job Sharers
- 4.3.5. Secondments
- 4.3.6. Career Breaks

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

4.4. CEO's Report

Child Safeguarding - following the publication of Circular 81/2017 "Child Protection Procedures for Primary and Post-Primary Schools 2107" workshops are being organised for Principals. An information pack is being prepared to assist in interpreting the circular and the Children First guidelines from Tusla.

Governance Training - a workshop was held for Board members on 18th December to refresh existing members and induct new members into the governance requirements relating to membership of the ETB. Those who have yet to attend induction were asked to advise the CEO after the meeting and the CEO would arrange a special workshop.

Circular letter on Middle Management posts in post-primary schools has now issued following a considerable delay. Competitions started under the original circular will be completed under those rules. These posts will be advertised under the Circular following the consultation process in schools. Primary School CL 63/2017 has been implemented and has been advertised with interviews is due to take place in February.

PLC teacher allocations will be based on the numbers achieved this year in colleges. These numbers are down from last year. Our approved places were 3,186. We have been approved by SOLAS for 2796 places for 2018-19 school year. That's approximately 8 WTE down. We will be discussing these matters with SOLAS in due course. Obviously this may have repercussions for colleges. (Actuals numbers in December 2016 – 2,952 and December 2017-2,796) The PLC review has provided

some possible directions for colleges to travel in order to broaden their cohort and address the dropping numbers.

Blackrock Further Education Institute held its annual graduation ceremony in O'Reilly Hall UCD on December 1st. It was a great celebration of the achievements of students across the breadth of courses available to them in the college.

Priory Youthreach held its awards ceremony for learners in the centre on 29th November. It was a great opportunity to celebrate the achievement of various certificates across a range of learning domains.

The Festival of Music is due to take place on 28th February and all members are welcome to attend. The choirs, groups and soloists provide entertainment as well as representing the best of the musical talent in the ETB.

Accounts - We are making progress towards achieving the target of timely submission of accounts. This depends on members ensuring that we can hold the relevant Audit and Finance meetings on time and that the March meeting of the Board reaches the quorum.

Teaching and Learning is a big focus in this ETB. The Deputy Principals' network spent most of its last meeting at workshops dealing with various topics like formative assessment, inclusive practices, technology enhanced learning. TL21 meetings attract about 50 teachers each time.

Recent **MLL inspections** are looking at Child Protection particularly at board level, collaboration among teachers especially in relation to the use of 40 minutes professional time, subject planning for differentiation. Boards of Management should be checking and seeking reports on school progress on these areas. Perhaps the relevant teachers could report on progress regarding the school improvement plan on these areas.

Scoil Chormaic CNS has finally relocated to its new building in Stephenstown Balbriggan after a prolonged wait. They are delighted with the move to a fabulous new building.

Open Days will be held next week for Swords Community College starting in September for the 2019-20 enrolment year, and in Colaiste na Tulchann for the incoming parents and students in the First Year 2018.

5. Correspondence from the Department

The following correspondence was noted:

- 5.1. Ltr dated 8th November 2017 from Dept of Public Expenditure and Reform re: 2017 Payment of Tool Allowance to Craft Workers
- 5.2. CL69/2017 Payment of Tool Allowance to Craft Workers
- 5.3. Revision of CL 0012/1096 on the exemption from the study of Irish
- 5.4. CL71/2017 Flexi time scheme for administrative personnel in ETBs
- 5.5. CL72/2017 Reminder to schools regarding the deadline of 31st Dec. 2017 for the retrospective vetting of teaching staff, non-teaching staff and others

- 5.6. CL 73/2017 Revision of salaries for Special Needs Assistants wef 1st Jan. 2018
- 5.7. CL 74/2017 Revision of salaries wef 1st Jan. '18 for Clerical Staff & Caretakers employed in National Schools
- 5.8. CL 75/2017 Revision of Salaries of school secretaries and school maintenance staff in Community & Comprehensive Schools wef 1st Jan. '18
- 5.9. CL 76/2017 Revision of Salaries in respect of all staff other than teachers and SNAs employed by ETBs
- 5.10. CL 77/2017 Revision of Salaries for all staff paid directly by a recognised School or ETB
- 5.11. CL 78/2017 Revision of pay rates in 2018 for School Secretaries, Caretakers and Cleaners in recognised Primary Schools or by ETB CNSs
- 5.12. CL 80/2017 Physical Education in Senior Cycle
- 5.13. CL 81/2017 Publication of new "Child Protection Procedures for Primary and Post-Primary Schools 2017"
- 5.14. CL 83/2017 Revision of teacher Salaries with effect from 1st Jan. 2018
- 5.15. CL01/2018 Teacher Fee refund scheme
- 5.16. CL02/2018 Operation of the Financial Support Services Unit (FSSU)
- 5.17. CL03/2018 Leadership and Management in Post-Primary Schools

6. Correspondence from Other Sources

- 6.1. Ltr dated 14th December 2017 from Enterprise Ireland re: representation on Governing Body of IT Tallaght

It was agreed on the proposal of Cllr Mick Duff, seconded by Gerry McGuire to recommend to the Minister, the appointment of Ms. Selma Brennan.

7. To consider the appointment of Community Representative to the Board of Management of Luttrellstown Community College.

It was unanimously agreed to appoint Mr. Fergus Lynch.

8. To consider the appointment of Archbishop's nominees to the Board of Management of Grange Community College.

The following nominations were accepted:

Mr. Kevin O'Riordan
Mr. Cathal Boyle

9. To consider the filling of vacancy on Finance Committee.

It was unanimously agreed to appoint Catherine Doran, Finance Officer, Kildare Wicklow ETB to replace Cllr Eithne Loftus.

10. To consider the filling of vacancy on Board of Management of Killinarden Community School.

Deferred

11. To consider the filling of vacancy on Youthreach Committee

It was unanimously agreed to appoint Cllr Ken Farrell

12. To consider Code of Conduct

It was agreed on the proposal of Cllr Mick Duff, seconded by Gerry McGuire to adopt the code as circulated, subject to the following amendment:

First page – “high reputation” changed to “high standard”. So it now reads

“General Principles

It is the policy of DDLETB to maintain a high standard for ethical behaviour and fair dealing in the conduct of its business.”

13. Members’ business

Dr John Walsh

“To ask for a report on any plans for development of Further Education and whether a feasibility study could be undertaken to consider the establishment of a Further Education college in the Dublin 15 area”

The Chief Executive responded as follows:

A meeting was held with a local TD to listen to a request to begin the process of such a development. It has been a matter discussed but not progressed to date as a result primarily of the lack of a school building to begin the courses in. There are PLC courses held in neighbouring ETBs (Dunboyne and CDET B colleges in Finglas, Cabra and Coolock.) Our hope was to use the Institute of Horology buildings for FET but the DES needed it as a temporary location for the ERST school.

We have asked for reports from the local groups with data in the area about school leaver destinations, skill levels etc. This includes the local partnership. We will try to ascertain from this collection of existing data what steps are needed to build a case for courses in the area beyond existing provision.

In the past such colleges have been developed in existing schools as their numbers declined due to demographic changes. Obviously in D 15 and Swords in particular, post-primary numbers are continuing to grow so this option will not be available for some time to come.

FET may be in a position to make a report to you at our next meeting to say what progress has been made on the proposal.

14. Any other business at the discretion of the Cathaoirleach

Members noted that the next meeting is scheduled for Tuesday 20th March, 2018

The meeting then concluded

Signature of Cathaoirleach:_____