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MINUTES OF MEETING OF DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD HELD ON MONDAY 20th MARCH, 2018 IN ADMINISTRATIVE OFFICES, 1 TUANSGATE, BELGARD SQUARE EAST, TALLAGHT, DUBLIN, 24

Present: Cllr Sorcha Nic Chormaic, Cathaoirleach
Cllr Roderic O’Gorman
Cllr Mick Duff
Barry Hempenstall
Cllr Pat Hand
Cllr Liona O’Toole
Cllr Howard Mahony
Cllr Eithne Loftus
Cllr Grainne Maguire
Gerry McGuire
Dr. John Walsh
Cllr. Ken Farrell
Karen Gleeson
Claire Markey
Gerry McCaul
Anne Genockey

In Attendance: Paul McEvoy, Director of Organisation Support & Development
Martin Clohessy, Director of Organisation Support & Development
Dr Deirdre Keyes, Director of Schools
Dr Fionnuala Anderson, Director of Further Education & Training
Susan Deasy, Public Affairs Officer

Apologies: Paddy Lavelle, Chief Executive Officer
Frank O’Hanlon
Cllr Conor McMahan
Olive Phelan
Cllr Ossian Smyth

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

To Ada Broderick, DP Lusk CC (seconded to DES) on the death of her mother, Ita
To Brenda Barnett, administrative staff, Sallynoggin CFE, and Sandra Cullen, administrative staff, Stillorgan CFE, on the death of their Mother Phil Cullen.
To the family of Pat Halpin former Head office employee.
To Tom Crotty, retired teacher, St. Finian’s CC on the recent passing of his wife.

1. Minutes

Minutes of meeting held on 29th January 2018

The minutes were confirmed and signed on the proposal of Cllr Pat Hand, seconded by Dr John Walsh.

2. Matters Arising

None

3. Consideration of Reports from Committees

Board of Management Minutes

- 3.1. Adamstown CC BoM Minutes 27th September 2017
- 3.2. Ardgillan CC BoM Minutes 22nd November 2017
- 3.3. Blackrock FEI BoM Minutes 14th November 2017
- 3.4. Castleknock CC BoM Minutes 28th November 2017
- 3.5. Castleknock CC BoM Minutes 7th December 2017
- 3.6. Castleknock CC BoM Minutes 8th January 2017
- 3.7. Castleknock CC BoM Minutes 15th January 2017
- 3.8. Colaiste Pobail Setanta BoM Minutes 20th December 2017
- 3.9. Collinstown Park CC BoM Minutes 29th November 2017
- 3.10. Deansrath CC BoM Minutes 28th November 2017
- 3.11. Deansrath CC BoM Minutes 19th December 2017
- 3.12. Dun Laoghaire FEI BoM Minutes 5th December 2017
- 3.13. Dundrum CFE BoM Minutes 5th October 2017
- 3.14. Dundrum CFE BoM Minutes 30th November 2017
- 3.15. Grange CC BoM Minutes 25th October 2017
- 3.16. Grange CC Autism Class Admissions Policy
- 3.17. Greenhills College BoM Minutes 14th December 2017
- 3.18. Griffeen CC BoM Minutes 23rd November 2017
- 3.19. Griffeen CC BoM Minutes 25th January 2018
- 3.20. Griffeen CC 2017/2018 Admissions Policy
- 3.21. Griffeen CC 2018/2019 Admissions Policy
- 3.22. Griffeen CC 2019/2020 Admissions Policy
- 3.23. Kingswood CC BoM Minutes 19th October 2017
- 3.24. Kingswood CC BoM Minutes 29th November 2017
- 3.25. Kishoge CC BoM Minutes 6th December 2017
- 3.26. Sallynoggin CFE BoM Minutes 14th December 2017
- 3.27. Scoil Aoife BoM Minutes 20th December 2017
- 3.28. Scoil Choilm BoM Minutes 6th November 2017
- 3.29. Scoil Ghráinne BoM Minutes 28th November 2017
- 3.30. Skerries CC BoM Minutes 19th September 2017
- 3.31. St. Kevins CC BoM Minutes 6th December 2017
- 3.32. St. Kevins CC BoM Minutes 17th January 2017
- 3.33. Stillorgan CFE BoM Minutes 7th December 2017

All of the above reports were noted.

4. Business submitted by the Chief Executive Officer

4.1. Finance

4.1.1. 2017 Financial Statements;

The statements for 2017 were adopted, as presented, on the proposal of Gerry McGuire, seconded by Dr John Walsh.

In noting the increased deficit on the non-pay allocation, it was agreed to write to the Department expressing the Board's concern.

4.1.2. Statement of Internal Control, as approved by the Audit Committee;

The statement of internal control was adopted, as presented, on the proposal of Gerry McGuire, seconded by Dr John Walsh.

4.1.3. Statement to the Minister

The statement to the Minister was adopted, as presented, on the proposal of Gerry McGuire, seconded by Dr John Walsh.

4.1.4. Financial report.

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

Financial report to 28th February 2018

Scheme	Opening cash balance	Receipts	Payments	Closing cash balance
Main Scheme – Pay	53,526	16,769,059	17,787,466	(964,881)
Main Scheme – Non-Pay	(4,289,810)	1,265,795	2,350,351	(5,374,366)
Associated Main Scheme	2,947,736	18,245	472,973	2,493,008
Primary	137,522	293,272	160,517	270,277
Capital	2,514,907	2,312,976	1,128,642	3,699,241
Third Level Grants	410,286	0	21	410,265
Non Main Scheme	2,360,229	2,680	4,481,356	(2,118,447)
Training Centres	3,050,172	9,834,290	6,002,000	6,882,462
Youth Services	366,017	2,578,463	454,439	2,490,041
Agency	596,841	607,880	531,217	673,504
Self-financing	5,744,348	560,988	693,088	5,612,248
Total	13,891,774	34,243,648	34,062,070	14,073,352

DDLETB had circa €14.1m on hand at the end of January. The report reflects three discrete deficits, two of which (Main Scheme – Pay and Non Main Scheme) are not substantive in nature. The first is due to a timing difference in the receipt of funding, the second is awaiting the outcome of the SOLAS budget approval process, which will see the redirection of receipts under Training Centres to Non Main Scheme, thereby addressing the deficit. The deficit on the Main Scheme - Non-Pay has accumulated

over a number of years and currently DES appear to have no plan in place to address this issue.

The Main Scheme Non-Pay spending limit was confirmed by DES at €8,164,687 for 2018. This represents a marginal increase on 2017 and is less than will be required. Insurance costs, contracted cleaning and the costs arising from the addition of new extra students and extra school facilities mean that DDLETB will incur a deficit of circa €250k for 2018. This matter will be raised with DES in the short term.

4.1.5. Service Plan 2018

The service plan was adopted, as presented, on the proposal of Gerry McGuire, seconded by Dr John Walsh.

4.2. Buildings / Capital Report

The current status of projects on the Board's buildings/capital programme was noted as follows:

Gaelcholáiste Reachrann

Fire certificate and DAC are awaited

Balbriggan Community College – New Building

Approval to proceed to stage 2B is awaited from the Department

Lucan CC – Extension

The fire certificate issued recently. Work on stage 2B continues

Luttrellstown Community College Phase 2

Work on site has commenced

Kingswood Community College

Building work is progressing to plan

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

Approval to proceed with the tendering of a contractor is awaited from the Department

Lusk Community College – Phase 2

Building works are progressing to plan

Coláiste Chillíain (ADAPT)

The stage 2B report was recently submitted to the Department

Dún Laoghaire Further Education Institute – Fire Safety

Design work has recommenced

Mount Seskin – SNU

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

Benincasa Special School, Blackrock

Approval of stage 2B is awaited from the Department

Eblana Building

A response from Dun Laoghaire Rathdown County Council, as to its proposals for the building, is awaited

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 – Coláiste Cois Life (2017/18)

Design work on the additional units is continuing and a specification for the tendering of a contractor is near completion

Temporary Accommodation 2018/19

The Department has approved the following projects and design teams are in place:

Lusk CC
Skerries CC
Kingswood CC
Citywest – Primary Schools

Skerries CC – Permanent Extension

The Department has approved the provision of a permanent extension. It will be a devolved project managed by DDLETB

Summer Works 2017

Collinstown Park CC - Roof	tender documents being redrafted
Fingal CC - Roof	tender documents being redrafted
Mount Seskin CC - Roof	tender documents being redrafted
Skerries CC - Boiler House Roof	tender documents being redrafted
Coláiste Chillian - Toilets Upgrade	new architect appointed
Riversdale CC - Toilets Upgrade	new architect appointed
Deansrath CC – Boiler House Upgrade	works ongoing
Greenhills College – Boiler House Upgrade	works ongoing
Grange CC – BMS Upgrade	tenders for contractor being evaluated

Ardgillan CC - Refurbishment of Phase 1 Building (incl. Fire Safety works)

A meeting was held on site recently involving the original contractor, Department and DDLETB. The purpose of the meeting was to establish from the contractor if he will address the necessary works. A response is expected this week.

Citywest – Fire Safety Works

The Department has visited the site in the context of the continuing expansion of the two Primary schools to other parts of the building. A decision on how best to meet the growing needs of the schools is awaited and which will impact the approach to be taken for the remainder of the project.

4.3. Staff

4.3.1. Appointments

4.3.2. Resignations

Noted

4.4. CEO's Report

Members were briefed on recent graduations for Adult Education and Apprentice craft awards.

5. **Correspondence from the Department**

The following correspondence was noted.

- 5.1. Ltr dated 5th February 2018 from Office of the Minister for Education & Skills re: appointment of Ms Brennan, Enterprise Ireland, to Governing Body of Tallaght IT.
- 5.2. CL04/2018 Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers– 2018-2019
- 5.3. CL05/2018 Graduate Certificate in the Education of Pupils on the Autism Spectrum
- 5.4. CL06/2018 Post-Graduate Certificate/Diploma Programme of CPD for Teachers working with Students with SEN
- 5.5. CL08/2018 Approved Allocation for teaching posts in Community & Comprehensive Schools 2018-2019
- 5.6. CL09/2018 Approved Allocation for teaching posts for ETBs 2018-2019
- 5.7. CL10/2018 Staffing arrangements in Primary Schools for the 2018-19 school year
- 5.8. CL11/2018 Grant scheme for ICT equipment – 2017-2018
- 5.9. CL12/2018 Scheme of temporary re-assignment for registered teachers in primary schools
- 5.10. CL13/2018 Religious instruction and worship in certain second level schools
Members noted that clarifications have been sought by ETBi on some aspects of the circular letter.
- 5.11. CL14/2018 Application of measures under HRA for all staff other than teachers or SNAs
- 5.12. CL17/2018 Application of measures under HRA for Clerical and Caretakers in National Schools

6. **Correspondence from Other Sources**

None

7. **To consider the appointment of Fr Liam McClarey, Archbishop's nominee, to the Board of Management of Riversdale Community College.**

It was agreed, on the proposal of Cllr Howard Mahony, seconded by Dr John Walsh to appoint Fr McClarey.

8. **To consider replacement of Aideen Mulcahy and Cllr Mags Murray on the Board of Management of Riversdale Community College**

It was agreed on the proposal of Gerry McGuire, seconded by Cllr Pat Hand to appoint Claire Markey on an interim arrangement, pending the filling of the vacancies at the May meeting of the Board (ETB)

9. To consider the replacement of Cllr Mick Duff on the Board of Management of Griffeen Community College.

It was agreed, on the proposal of Cllr. Mick Duff, seconded by Dr John Walsh to appoint Johanna Tuffy.

10. To consider the replacement of Stacy McAuley on the Board of Management of Mount Seskin Community College.

It was agreed, on the proposal of Cllr Mick Duff, seconded by Dr John Walsh to appoint Anne Genockey.

11. To approve the Corporate Child Safeguarding Statement

Members noted the contents of the statement which is required under the terms of the CL 2017/81 Publication of new "Child Protection of Primary and Post-Primary Schools 2017".

The policy, as presented, was approved unanimously

12. To consider the filling of a vacancy on Board of Management of Killinarden Community School. (Deferred ETB meeting 29th January 2018)

It was agreed, on the proposal of Cllr Mick Duff, seconded by Dr John Walsh to appoint Cllr. Dermot Richardson.

13. To consider the Community National Schools Patrons' Framework

The framework was adopted, as presented, on the proposal of Cllr Roderic O'Gorman, seconded by Cllr Howard Mahony.

14. To consider the reconstitution of the Boards of Management of the following designated Community Colleges

Castleknock CC
Colaiste Cois Life
Collinstown Park CC
Deansrath CC
Firhouse CC
Gaelcholaiste Reachrann
Grange CC

Mount Seskin CC
Riverdale CC
Skerries CC
St Kevins CC
St MacDaras CC

It was noted that the three year term of office of the boards of management of both designated and non-designated Community Colleges will expire on 31st March.

It was agreed, on the proposal of Cllr Howard Mahony, seconded by Dr John Walsh to reconstitute all boards of management, in their present format, for the new term commencing on 1st April, 2018.

15. Members' business

Claire Markey

"On the 9th of May, 2017, the TUI issued an employment survey via the Chief Executive, copied to the Director of Organisation, Support and Development and the Head of Human Resources to ascertain the numbers of teachers on different types of contracts, with a view to determine the impact of certain measures put in place to reduce casualisation and precarious work. To date, DDLETB has not returned the survey.

- Has the ETB received and processed the TUI's employment survey received by the CE on 9th May, 2017?
- When will the ETB respond to the survey?"

It was noted that this information had been provided to one of the Union's full time officers.

16. Any other business at the discretion of the Cathaoirleach

The meeting then concluded

Signature of Cathaoirleach: _____