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**MINUTES OF MEETING OF DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD  
HELD ON MONDAY 21<sup>st</sup> MAY, 2018 IN ADMINISTRATIVE OFFICES, 1 TUANS\_GATE, BELGARD  
SQUARE EAST, TALLAGHT, DUBLIN, 24**

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

**In Attendance:** Paddy Lavelle, Chief Executive Officer  
Paul McEvoy, Director of Organisation Support & Development  
Martin Clohessy, Director of Organisation Support & Development  
Dr Fionnuala Anderson, Director of Further Education & Training

**Apologies:** Cllr Conor McMahon  
Olive Phelan  
Cllr Grainne Maguire  
Paul McNally

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

Deirdre Keogh, ETBI, on the death of her Father.  
The family of Sean Hanley, Former Principal , Deansrath Community College.  
Liz Lavery, Director of Schools, Longford Westmeath ETB, on the death of her husband

## **1. Minutes**

Minutes of meeting held on 20<sup>th</sup> March 2018

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

## **2. Matters Arising**

None

## **3. Consideration of Reports from Committees**

Board of Management Minutes

- 3.1. Adamstown CC BoM Minutes 21<sup>st</sup> February 2018
- 3.2. Adamstown CC BoM Minutes 6<sup>th</sup> March 2018
- 3.3. Ardgillan CC BoM Minutes 24<sup>th</sup> January 2018
- 3.4. Ardgillan CC BoM Minutes 7<sup>th</sup> March 2018
- 3.5. Blackrock FEI BoM Minutes 16<sup>th</sup> January 2018
- 3.6. Castleknock CC BoM Minutes 30<sup>th</sup> January 2018
- 3.7. Castleknock CC BoM Minutes 21<sup>st</sup> February 2018
- 3.8. Castleknock CC BoM Minutes 13<sup>th</sup> March 2018
- 3.9. Colaiste Pobail Setanta BoM Minutes 7<sup>th</sup> February 2018
- 3.10. Colaiste Pobail Setanta BoM Minutes 7<sup>th</sup> March 2018
- 3.11. Collinstown Park CC BoM Minutes 24<sup>th</sup> January 2018
- 3.12. Collinstown Park CC Bo M Minutes 7<sup>th</sup> March 2018
- 3.13. Deansrath CC BoM Minutes 31<sup>st</sup> January 2018
- 3.14. Deansrath CC BoM Special meeting Minutes 31<sup>st</sup> January 2018
- 3.15. Deansrath CC BoM Minutes 6<sup>th</sup> March 2018
- 3.16. Fingal CC BoM Minutes 17<sup>th</sup> January 2018
- 3.17. Dun Laoghaire FEI BoM Minutes 23<sup>rd</sup> January 2018
- 3.18. Gaelcholaiste Reachrann BoM Minutes 10<sup>th</sup> October 2017
- 3.19. Gaelcholaiste Reachrann BoM Minutes 28<sup>th</sup> November 2017
- 3.20. Gaelcholaiste Reachrann BoM Minutes 23<sup>rd</sup> January 2018
- 3.21. Gaelcholaiste Reachrann BoM Minutes 26<sup>th</sup> February 2018
- 3.22. Greenhills College BoM Minutes 22<sup>nd</sup> February 2018
- 3.23. Griffeen CC BoM Minutes 26<sup>th</sup> February 2018
- 3.24. Kishoge CC BoM Minutes 7<sup>th</sup> February 2018
- 3.25. Kishoge CC BoM Minutes 7<sup>th</sup> March 2018
- 3.26. Lucan CC BoM Minutes 6<sup>th</sup> Feb
- 3.27. Sallynoggin CFE BoM Minutes 1<sup>st</sup> February 2018
- 3.28. Skerries CC BoM Minutes 12<sup>th</sup> December 2018
- 3.29. Skerries CC BoM Minutes 6<sup>th</sup> February 2018
- 3.30. St. Finians CC BoM Minutes 27<sup>th</sup> February 2018
- 3.31. Stillorgan CFE BoM Minutes 22<sup>nd</sup> February 2018

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

## Section 29 Appeals

- 3.32. Luttrellstown CC, 15<sup>th</sup> March 2018, Record of Decision LUTCC17
- 3.33. Lucan CC, 12<sup>th</sup> April 2018, Record of Decision LCC10
- 3.34. Lucan CC, 12<sup>th</sup> April 2018, Record of Decision LCC11
- 3.35. Lucan CC, 12<sup>th</sup> April 2018, Record of Decision LCC12
- 3.36. Balbriggan CC, 13<sup>th</sup> April 2018, Record of Decision BCC4
- 3.37. Luttrellstown CC, 18<sup>th</sup> April 2018, Record of Decision LUTCC16
- 3.38. Deansrath CC, 9<sup>th</sup> May 2018, Record of Decision DCC7

The above reports were adopted on the proposal of Cllr Mick Duff, seconded by Cllr Roderic O’Gorman.

## Youth & Sports Development

- 3.39. Minutes of meeting 14th March 2018  
The minutes were adopted on the proposal of Gerry McGuire, seconded by Cllr Ken Farrell.
- 3.40. DDLETB Equipment Grants  
The grants, as recommended, were approved on the proposal of Gerry McGuire, seconded by Cllr Ken Farrell.
- 3.41. DDLETB Youth & Sports Development Child Safeguarding Risk Register Noted
- 3.42. Child Safeguarding Statement Noted

## 4. Business submitted by the Chief Executive Officer

- 4.1. Finance
  - 4.1.1. Financial report.

Members noted the Board’s current financial position as follows: **Financial report to 30<sup>th</sup> Apr ‘18**

Scheme	Opening cash balance	Receipts	Payments	Closing cash balance
Main Scheme – Pay	53,526	35,078,554	35,921,297	(789,216)
Main Scheme – Non-Pay	(4,289,275)	3,652,890	4,244,895	(4,881,280)
Associated Main Scheme	2,947,736	686,419	800,752	2,833,402
Primary	137,522	668,566	336,166	469,921
Capital	2,514,907	2,918,757	2,884,283	2,549,381
Third Level Grants	410,286	0	48	410,238
Non Main Scheme	2,360,229	14,517	7,780,822	(6,066,585)
Training Centres	3,050,172	19,629,411	12,321,928	10,357,655
Youth Services	366,017	5,024,958	2,345,289	3,045,686
Agency	596,841	822,284	1,724,332	355,302
Self-financing	5,744,348	1,231,411	1,507,604	5,468,155
<b>Total</b>	<b>13,892,309</b>	<b>69,727,767</b>	<b>69,867,416</b>	<b>13,752,660</b>

DDLETB had circa €13.7m on hand at the end of April. The report reflects three discrete deficits, two of which (Main Scheme – Pay and Non Main Scheme) will regularise themselves with the passage of time. The Main Scheme Pay deficit is an absolute timing difference, which will be corrected upon receipt of funding from DES. The Non Main Scheme deficit is temporary in nature and is awaiting the outcome of the SOLAS budget approval process, which will see the redirection of receipts currently accounted for under Training Centres to Non Main Scheme. The SOLAS budget approval process has taken considerably longer than in previous years and there is ongoing dialogue between both parties with a view to resolving the outstanding issues. The deficit on the Main Scheme - Non-Pay has accumulated over a number of years and is a real deficit that will require an injection of cash to resolve. At present, 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 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.

#### 4.1.2. Finance Committee Report

There is a surplus on the Fund for Students with Disabilities grant. This is due to the fact that the grant is ring-fenced specifically for each student recipient. If these monies are underutilised or the student leaves the programme, the funding may not be used for any other purpose. It was agreed that a letter would issue to the Higher Education Authority requesting sanction to extend the scope for which the surplus monies may be used. It is intended that the money would be used to upgrade general facilities for such students across the colleges.

#### 4.2. Buildings / Capital Report

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

##### **Gaelcholáiste Reachrann**

Fire certificate decision extended to 8th June. The quantity surveyor has retired and the services of a replacement will be tendered shortly

##### **Balbriggan Community College – New Building**

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

##### **Lucan CC – Extension**

The Department has requested a “brief change” report regarding proposed works on the roof of the current building. This is being completed by the design team.

##### **Luttrellstown Community College Phase 2**

Work on site continues

##### **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

## **Coláiste Chilliain (ADAPT)**

Stage 2B approved. Tender documents are being prepared to procure a contractor

## **Dún Laoghaire Further Education Institute – Fire Safety**

Report on estimated cost of works received recently, for submission to the Department

## **Mount Seskin – SNU**

Awaiting a response from the Department to our request for a meeting to discuss technical and financial aspects of the project

## **Benincasa Special School, Blackrock**

Approval of stage 2B is awaited from the Department

## **Eblana Building**

Dun Laoghaire Rathdown County Council has recently advised that it no longer requires use of the building

## **Swords Community College (New School)**

Tenders for installation of temporary accommodation on the St Finian's CC site are due this week.

## **Temporary Accommodation – Coláiste Cois Life (2017/18)**

Contractor selected following recent tender competition

## **Temporary Accommodation 2018/19**

Lusk CC – tender documents being prepared to procure services of a contractor

Skerries CC – Tender competition for a contractor closes this week

Kingswood CC – Tenders from contractors being assessed

Citywest, Primary Schools – awaiting approval of Department

## **Skerries CC – Permanent Extension**

Formal approval for the extension is awaited from the Department

## **Summer Works 2017**

Collinstown Park CC - Roof

tenders received last week and being assessed

Fingal CC - Roof

requires to be re tendered

Mount Seskin CC - Roof

based on tenders received additional funding required

Skerries CC - Boiler House Roof

requires to be re tendered

Coláiste Chilliain - Toilets Upgrade

replacement architect recently appointed

Riversdale CC - Toilets Upgrade

replacement architect recently appointed

Deansrath CC – Boiler House Upgrade

completed

Greenhills College – Boiler House Upgrade

completed

Grange CC – BMS Upgrade

contractor appointed

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

The Department has recently conveyed the opinion of the CSSO (Chief State Solicitor's Office) as to how the matter should be progressed

### **Citywest – Fire Safety Works**

Report from consultant, including magnitude of costs, is due this week for submission to the Department.

#### 4.3. Staff

- 4.3.1. Appointments
- 4.3.2. Career Breaks
- 4.3.3. Resignations
- 4.3.4. Job Sharing
- 4.3.5. Secondments

Noted

#### 4.4. CEO's Report

##### 4.4.1. Reconfiguration Process

Members were briefed on the "Schools Reconfiguration for Diversity Process" as recently announced by the Minister. Initially ETBs are requested to carry out a pilot survey, with the assistance of the local childcare committee, seeking the views of pre-school parents on the choice of school patronage available to them. DDLETB's pilot will be undertaken in the Skerries area which currently has 6 Primary schools, two of which are multi denominational. Parents will be asked through the County Childcare Committee their views on the choice of school patron.

##### 4.4.2. Patronage Campaign

The Chief Executive informed members of the recently announced new schools (primary & post primary), which are to be provided by the Department in the next four years. Seventeen of the schools will be located in DDLETB's administrative area. Their patronage will be decided by the Department, following a campaign in which parents will be invited to vote for a patron of their choice. Members were strong in the view that the Board needs to be proactive and immediately commence a campaign in the areas relevant, highlighting what ETB schools have to offer to prospective students.

##### 4.4.3. CEOs Update

**Special Schools under Túsla** –Special Schools under Túsla are transferring to ETBs according to a proposal from the DES/Túsla-they are Crannóg Nua and Ballydowd

**GDPR** – A lot of training and mapping has been done over the past 6 months in preparation for the implementation of GDPR on 25<sup>th</sup> May. Data retention policies have been updated as have Data Protection procedures.

**SOLAS** – A Strategic dialogue meeting was held with SOLAS on 21<sup>st</sup> May which is part of the planning process. The meeting focussed on revising the document in order to issue it as the base document showing how the national targets are expected to be achieved.

**TL21** – The TL21 awards ceremony was held the previous week. Another group of 60 participants passed through the course over the past two years leaving us with over 350 participants since initiation in 2009.

**Payroll Shared Services** – DDLETB will be among the first phase going over to Payroll Shared Service during the first half of 2019.

**Sallynoggin College of Further Education 50 years anniversary** – Sallynoggin College of Further Education celebrated 50 years in education on 9<sup>th</sup> May. The Celebration was joined with the Graduate Art & Photography Exhibition and was officially opened by The Minister of State for Higher Education, Mary Mitchell O'Connor. The evening and exhibition was a huge success enjoyed by a large number of staff, students and guests.

**Teacher Supply Issues** – DDLETB received a full response to their letter regarding teacher supply. Teacher supply will not be alleviated by allowing teachers in training to be paid. All stakeholders are invited to a meeting in the DES to address the issue.

### **Community Schools**

Members noted the reconstitution of boards of management of community schools, with effect from 1<sup>st</sup> August, 2018, as follows:

Coolmine Community School  
Rose Callan  
Cllr Roderic O’Gorman  
Anita Meehan

Holy Family Community School  
Dermot Lehey  
Joanna Tuffy  
Finbar O’Sullivan

Killinarden Community School  
Cllr Dermot Richardson  
Cllr Maria Genockey  
Cllr Cathal King

Malahide Community School  
Brian Cannon  
Paul McEvoy  
Cllr Brian McDonagh

Palmerstown Community School  
Deirdre Doherty-Ryan  
Cllr Guss O’Connell  
Eamon Tuffy

St. Colmcille's Community School  
Emma Coburn  
Cllr Frances Duffy  
Cllr Sorcha Holland

## **5. Correspondence from the Department**

The following correspondence was noted.

- 5.1. CL18/2018 Management of Safety & Health, Including Fire Safety, in Primary and Post-Primary Schools
- 5.2. CL19/2018 Awarding of incremental Credit for previous relevant experience to Youthreach Staff
- 5.3. CL21/2018 Policy on Gaeltacht Education 2017-2022 Primary Schools
- 5.4. CL22/2018 Policy on Gaeltacht Education 2017-2022 Post-Primary Schools
- 5.5. CL24/2018 Prescribed Material for Leaving Certificate English Examination in 2020
- 5.6. CL 25/2018 Sick Leave scheme for Teachers
- 5.7. CL 26/2018 Sick Leave Scheme for SNAs
- 5.8. CL 27/2018 Retaining staff beyond compulsory retirement age
- 5.9. CL 27/2018 FAQ
- 5.10. CL 28/2018 Material for Leaving & Junior Cert examination 2020
- 5.11. CL 29/2018 Secondment Scheme for Registered Teachers in Recognised Primary and Post Primary Schools
- 5.12. CL 30/2018 Adjudication Process - Contracts of Indefinite Duration
- 5.13. CL 31/2018 Arrangements for the Election of Staff to ETBs

## **6. Correspondence from Other Sources**

- 6.1. 9<sup>th</sup> April 2018 from Frank O'Hanlon, ETB Member re: resigning from the Board

Noted

- 6.2. 29<sup>th</sup> April 2018 from Presentation Provincialate re: Trusteeship of Holy Family Community School, Rathcoole

It was noted that CEIST will act as agent for the Presentation Order in its role as Trustee of Holy Family Community School, Rathcoole

- 6.3. 30<sup>th</sup> April 2018 from Congregation of the Sisters of Mercy re: Trusteeship of St. Mark's Community School, Tallaght

It was noted that CEIST will act as agent for the Congregation of the Sisters of Mercy Order in its role as Trustee of St Mark's Community School, Tallaght

- 6.4. 1<sup>st</sup> May 2018 from Brian Fleming, Former Principal re: Seeking funding from a research project on DEIS



It was agreed to seek additional information on the proposed research

- 6.5. 1st May 2018 from The Teaching Council – Acknowledging receipt of letter regarding Teacher Supply.

Noted

- 6.6. 8<sup>th</sup> May 2018 from National Parents' Association re: New ETB NPA Male Representative for DDLETB

Members noted the appointment of Pat McNally

7. **To consider the appointment of student representatives on the Governing Body IADT - (Chloe Power and Anthony Dunne, elected by students)**

It was agreed, on the proposal of Cllr Sorcha NicChormaic, seconded by Cllr Mick Duff to recommend the appointments to the Minister

8. **To consider the replacement of ETB nominee, on the Board of Management of Lucan Community College – (Replacement for William Lavelle)**

Karen Gleeson was appointed on the proposal of Anne Genockey, seconded by Cllr Sorcha Nic Chormaic

9. **To consider replacement of ETB nominee on the Board of Management of Riversdale Community College – (Replacement for Cllr Mags Murray)**

Cllr Howard Mahony was appointed on the proposal of Cllr Ken Farrell, seconded by Cllr Mick Duff

10. **To consider the replacement of ETB nominee on the Board of Management of St. MacDara's Community College – (propose Sean Breheny as replacement for Cllr Cora McCann. Sean is a retired primary school teacher).**

Sean Breheny was appointed on the proposal of Cllr Mick Duff, seconded by Cllr Sorcha Nic Chormaic

11. **To consider appointments to the Board of Management of St. Finians Community College. Replacement of Cllr Mags Murray and Roy Savage RIP.**

Cllr Ken Farrell and Cllr Duncan Smith were appointed on the proposal of Cllr Mick Duff, seconded by Gerry McGuire

**12. To consider the reconstitution of the Board of Management of Holy Family Community School, Rathcoole, Co Dublin**

See item 4.4.3

**13. To consider Policies and Privacy Notices as follows;**

- 13.1. CCTV Privacy Notice, CCTV Policy
- 13.2. Privacy Notice to Students(and their parents/guardians), Privacy Notice to Employees, Volunteers, Board Members, Committee Members etc., Data Protection Policy
- 13.3. Data Breach Protocol
- 13.4. Sectoral Procurement Policy

The above policies and privacy notices were noted

- 13.5. Hospitality, Entertainment & Gifts Policy

Deferred

**14. Members' business**

Cllr Roderic O'Gorman

"To ask the Chief Executive to explain the policy of capping the grant for ancillary service staff for DDLETB primary schools (care takers, cleaners etc) at 500 students and comment how sufficient this impacts on primary schools with significantly larger student populations and how many schools would this impact in DDLETB?"

Following a discussion, it was agreed to write to the Department seeking alleviation in the capping of the current grant

Cllr Liona O'Toole

"This this board writes to the Minister for Education requesting a review of the provision and allocation of resources / SNAs into post primary schools. Currently a child that has an SNA or additional needs/resources in place during their primary school years cannot transfer the resources into Post-Primary schools. The child/school must make a fresh application when transitions into Post-Primary school. Then this leads to a delay and a gap in the provision of SNA / Special needs services.

Therefore we ask the Minister to examine introducing a process where the child can transfer their resources into the new school and subsequently the child's needs/requirements are revaluated and re assess without interruption of services when the child transitions to secondary school.

The present system results in management of Post-Primary schools struggling to accommodate their needs."

Following a discussion, it was agreed to write to the Department in this regard

“To ask the CE to clarify what the process is regarding the newly introduced Child Safe Guarding when reports have been passed onto the agency Tusla. Will the process allow for any change in a child’s situation be reported back to the school principal?”

The Chief Executive clarified the current process, highlighting the fact that training has been provided for board of management members. Training on the procedures will be arranged for ETB members.

**15. Any other business at the discretion of the Cathaoirleach**

None

Before concluding members paid tribute to Cllr Ken Farrell, attending his final meeting of DDLETB, by virtue of his resignation from Fingal County Council on 26<sup>th</sup> June. They were fulsome in their praise for his long service to County Dublin VEC and subsequently DDLETB. His commitment to the organisation and his painstaking work was highlighted as was the manner in which he mentored and assisted new members to the Board. Members wished him well in his retirement from public life.

**The meeting then concluded**

**Signature of Cathaoirleach:** \_\_\_\_\_