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**MINUTES OF MEETING OF DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD
HELD ON MONDAY 21st JANUARY 2019, IN ADMINISTRATIVE OFFICES, 1 TUANSGATE,
BELGARD SQUARE EAST, TALLAGHT, DUBLIN, 24**

Present: Cllr Mick Duff, Cathaoirleach
Cllr Sorcha Nic Chormaic
Cllr Roderic O’Gorman
Cllr Pat Hand
Cllr Eithne Loftus
Gerry McGuire
Dr. John Walsh
Claire Markey
Olive Phelan
Cllr Howard Mahony
Cllr Cora McCann
Anne Genockey
Gerry McCaul
Paul McNally

In Attendance: Paddy Lavelle, Chief Executive Officer
Paul McEvoy, Director of Organisation Support & Development
Debbie Howlett, Director of Organisation Support & Development Dr
Fionnuala Anderson, Director of Further Education & Training
Jacqui Gaines, Public Affairs Officer

Apologies: Cllr Liona O’Toole
Cllr Conor McMahan
Cllr Grainne Maguire
Karen Gleeson
Cllr Ossian Smyth

At the outset votes of sympathy was extended to the family of Maureen Kelly.

1. Minutes

Minutes of meeting held on 19th November 2018

The minutes were confirmed and signed on the proposal of Cllr Pat Hand, seconded by Gerry McGuire

2. Matters Arising

None

3. Consideration of Reports from Committees

Board of Management Minutes

- 3.1. Adamstown CC BoM Minutes 18th September 2018
- 3.2. Adamstown CC BoM Minutes 29th August 2018
- 3.3. Ardgillan CC BoM Minutes 10th October 2018
- 3.4. Ardgillan CC BoM Minutes 22nd October 2018
- 3.5. Blackrock FEI BoM Minutes 25th September 2018
- 3.6. Blackrock FEI BoM Minutes 23rd October 2018
- 3.7. Blackrock FEI BoM CP Report December 2018
- 3.8. Castleknock CC BoM Minutes 2nd October 2018
- 3.9. Castleknock CC BoM Minutes 16th October 2018
- 3.10. Castleknock CC BoM Minutes 22nd October 2018
- 3.11. Colaiste Chilliain BoM Minutes 17th September 2018
- 3.12. Colaiste de hÍde BoM Minutes 2nd October 2018
- 3.13. Coláiste Pobail Setanta BoM Minutes 26th September 2018
- 3.14. Coláiste Pobail Setanta BoM Minutes 24th October 2018
- 3.15. Collinstown Park CC BoM Minutes 16th April 2018
- 3.16. Collinstown Park CC BoM Minutes 3rd October 2018
- 3.17. Deansrath CC BoM Minutes 23rd October 2018
- 3.18. Deansrath CC BoM CP Report 23rd October 2018
- 3.19. Dun Laoghaire FEI BoM Minutes 25th September 2018
- 3.20. Dun Laoghaire FEI BoM CP Report 4th December 2018
- 3.21. Donabate CC BoM Minutes 10th April 2018
- 3.22. Donabate CC BoM Minutes 9th May 2018
- 3.23. Donabate CC BoM Minutes 11th September 2018
- 3.24. Dundrum CFE BoM Minutes 4th October 2018
- 3.25. Gaelcholáiste Reachrann BoM Minutes 23rd January 2018
- 3.26. Gaelcholáiste Reachrann BoM Minutes 26th February 2018
- 3.27. Gaelcholáiste Reachrann BoM Minutes 17th April 2018
- 3.28. Gaelcholáiste Reachrann BoM Minutes 22nd May 2018
- 3.29. Gaelcholáiste Reachrann BoM Minutes 25th September 2018
- 3.30. Gaelcholáiste Reachrann BoM Minutes 23rd October 2018
- 3.31. Grange CC BoM Minutes 23rd October 2018
- 3.32. Grange CC BoM CP Report 23rd October 2018
- 3.33. Griffeen CC BoM Minutes 18th October 2018
- 3.34. Kingswood CC BOM Minutes 13th November 2018

- 3.35. Lucan CC BoM Minutes 20th March 2018
- 3.36. Lucan CC BoM Minutes 14th June 2018
- 3.37. Lucan CC BoM Minutes 25th September 2018
- 3.38. Lucan CC BoM Minutes 13th November 2018
- 3.39. Riversdale CC BoM Minutes 29th May 2018
- 3.40. Sallynoggin CFE BoM Minutes 24th May 2018
- 3.41. Skerries CC BoM Minutes 2nd October 2018
- 3.42. St. Finians CC BoM Minutes 18th October 2017
- 3.43. St. Finians CC BoM Minutes 25th October 2017
- 3.44. St. Finians CC BoM Minutes 15th November 2017
- 3.45. St. Finians CC BoM Minutes 27th February 2018
- 3.46. St. Finians CC BoM Minutes 18th April 2018
- 3.47. St. Finians CC BoM Minutes 19th June 2018
- 3.48. Stillorgan CFE BoM Minutes 20th September 2018

The above reports were adopted on the proposal of Cllr Howard Mahony, seconded by Gerry McGuire

Section 29 Appeals

- 3.49. Skerries CC, 19th November 2018, Record of decision SKCC3
- 3.50. Castleknock CC, 20th November 2018, Record of decision CCC37
- 3.51. Castleknock CC, 26th November 2018, Record of decision CCC38
- 3.52. Balbriggan CC, 5th December 2018, Record of decision BCC6
- 3.53. Skerries CC, 13th December 2018, Record of decision SKCC4

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:

YEAR TO DATE November 2018				
Programme	Opening Grant Cash Balance	Receipts	Payments	Closing Grant Cash Balance
TOTAL MAIN SCHEME PAY	(53,526)	(99,687,010)	99,806,172	65,636
TOTAL MAIN SCHEME NON-PAY	4,289,275	(8,083,645)	8,956,028	5,161,658
TOTAL ASSOCIATED MAIN SCHEME	(2,947,736)	(3,080,958)	2,430,490	(3,598,204)
TOTAL PRIMARY SCHOOLS	(137,522)	(1,041,026)	967,616	(210,931)
TOTAL CAPITAL	(2,514,907)	(7,427,271)	6,495,833	(3,446,346)
TOTAL THIRD LEVEL GRANTS	(410,286)	0	958	(409,328)
TOTAL NON-MAIN SCHEME	(2,360,229)	(22,455,503)	20,259,477	(4,556,255)
TOTAL TRAINING CENTRES	(3,050,172)	(36,725,380)	33,352,943	(6,422,610)
TOTAL YOUTH SERVICES	(366,017)	(10,440,702)	9,326,007	(1,480,712)
TOTAL AGENCY	(596,841)	(2,370,386)	3,010,560	43,333
TOTAL SELF-FINANCING	(5,744,348)	(5,071,261)	4,407,666	(6,407,943)
Bank Balance	13,892,309	196,383,144	(189,013,750)	(21,261,703)
OVER ALL TOTAL	(13,892,309)	(196,383,144)	189,013,750	(21,261,703)

DDLETB had approximately €21m on hand at the end of November. The Main Scheme Pay deficit relates to a timing difference between when payments issued to staff and the receipt of the monies from DES. 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. This matter has been discussed with DES and they have advised that they are endeavouring to ensure that the deficit does not increase year on year. However, currently DES have no plan in place to address the historical cash shortfall.

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

4.1.2. Finance Committee Report 25th October 2018

Noted

4.2. Buildings / Capital Report

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

ITEM	DETAILS
Gaelcholáiste Reachrann	<ul style="list-style-type: none"> • Planning application for NZEB requirements submitted • Completion of stage 2B scheduled for mid-March
Balbriggan Community College – Replacement Building	<ul style="list-style-type: none"> • Design team is working on stage 2B
Lucan Community College	<ul style="list-style-type: none"> • The Quantity Surveyor (QS) resigned from the project and a replacement is currently being procured. Tenders have been sought • A revised timeline for completion of stage 2B will issue following appointment of replacement QS
Luttrellstown Community College	<ul style="list-style-type: none"> • Completion of the phase 2 building is scheduled for February
Kingswood Community College	<ul style="list-style-type: none"> • Work on site continues with completion scheduled for the autumn
St Finian's Community College - Extension	<ul style="list-style-type: none"> • The Department has advised that a second pre-qualification process for contractors is required. This arises from one of the original contractors going out of business. • A timeframe is awaited from the ESB to facilitate the enabling works for the installation of a substation, for which the contractor has been appointed
Lusk Community College – Phase 2	<ul style="list-style-type: none"> • Work continues with an expected completion date of spring 2020

Coláiste Chilliaín	<ul style="list-style-type: none"> • Planning permission is being sought for NZEB (Near Zero Energy Building). A tender process for the appointment of a contractor is underway
DFEI – Fire Safety Works	<ul style="list-style-type: none"> • Response awaited from the Department following submission of report
Mount Seskin SNU	<ul style="list-style-type: none"> • The architect is redesigning the project in line with Department’s revised requirements
Benincasa Special School, Blackrock	<ul style="list-style-type: none"> • Approval of stage 2B is awaited from the Department
Eblana Building	<ul style="list-style-type: none"> • Following the Board’s decision to dispose of the building, a response is awaited from the interested party
Skerries Community College - Extension	<ul style="list-style-type: none"> • Technical staff from the Department’s Building Unit visited the site just before Christmas. An “educational worksheet” is being completed by the school, following receipt of which, the Department will issue a schedule of accommodation for the extension
Temporary Accommodation 2018/19	<ul style="list-style-type: none"> • Work continues at Coláiste Cois Life. Lusk Community College is completed and occupied
Summer Works	<ul style="list-style-type: none"> • Fingal CC – Roof <ul style="list-style-type: none"> ○ A response to our request for additional funds to meet the tendered cost of the project is awaited from the Department • Coláiste Chilliaín – Toilets <ul style="list-style-type: none"> ○ A response to our request for additional funds, to meet the tendered cost of the project, is awaited from the Department • Skerries CC – Boiler House Roof <ul style="list-style-type: none"> ○ A response to our request for additional funds, to meet the tendered cost of the project, is awaited from the Department • Riversdale CC – Toilet Upgrade <ul style="list-style-type: none"> ○ A response to our request for additional funds, to meet the tendered cost of the project, is awaited from the Department • St Mac Dara’s CC – Replacement of Windows <ul style="list-style-type: none"> ○ This project was approved by the Department just before Christmas. A consultant is being appointed
Ardgillan Community College – Phase 1	<ul style="list-style-type: none"> • The building remains closed. The Department has appointed John Sisk, contractors and Arup, consultants to undertake necessary works
Citywest – Fire Safety Works	<ul style="list-style-type: none"> • A report has been submitted to the Department and a response is awaited
Temporary Accommodation 2019/20	<ul style="list-style-type: none"> • Projects identified for the following schools <ul style="list-style-type: none"> ○ Fingal CC ○ Gaelcholáiste Reachrann ○ Griffeen CC ○ Lusk CC ○ Skerries CC ○ Swords CC

4.3. Staff

4.3.1. Appointments

4.3.2. Resignations

4.3.3. Job Sharing

Noted

4.4. CEO's Report

BT Young Scientist competition – the CEO extended a huge congratulations to Skerries Community College student, Adam Kelly, who has won the top award at the prestigious BT Young Scientist & Technologist of the Year competition. Adam's project, which was entitled 'Optimizing The Simulation Of General Quantum Circuits' was praised by judges. Judge and Chair of the Chemical, Physical and Mathematics Category, Professor Sean Corish, said the winning entry hugely impressed the judges.

"Quantum computing is an emerging technology which represents a potentially significant advance in computing," he said.

"Adam developed a tool to select the optimum algorithm for the simulation of particular quantum circuits, which may inform the development of a practical quantum computer, which is still at an early stage. This has implications across many areas, including cybersecurity.

"In addition, he used Open Source code to parallelise quantum simulation on graphical processing units that is significantly quicker than other available simulators and this work has already come to the attention of key industry leaders.

Adam received a cheque for €7,500 for winning and will go on to represent Ireland at the European Union Contest for Young Scientists in Bulgaria in September.

FET Planning is ongoing and is almost ready to submit the funding application which is due in on Friday. Senior appointments to QA and Strategy to support FET management.

Payroll Shared Service Project-Shared Service User Acceptance Testing has commenced. A seminar was held for all relevant staff here in Head Office last week.

Patronage – the Primary school campaign concluded on 15th Jan. No date has been given for the results yet. Great work was done by two of our teachers David McGuinness and John McFadden. They have worked really hard to ensure that the message in each community was kept alive over the last few months. They have agreed to do what they can for the post-primary competitions in the areas of Blanchardstown Village/West, Citywest Saggart and Goatstown/Stillorgan. Online voting portal for Post-primary school campaign is expected to open closer to summer 2019.

Reconfiguration – meeting with Catholic Archbishop as required by the pilot process took place before Christmas. It was an interesting meeting where the area of Malahide/Portmarnock was discussed in light of the survey carried out by the Fingal County Childcare Committee. There is a recognition that in order to provide for multi-denominational education changes to the existing arrangements will be needed. There are obvious constraints not least the willingness of individual parents, schools and teachers to change.

Special Care Units - Ballydowd and Crannog Nua Portrane transferred to the ETB this month. Training has taken place in Head Office in the systems that we use.

Admissions Act 2018 – schools are working on their policies in light of the changes due to the Admissions Act commencement order SI 396/2018 9/10/18.

Youth Services- the targeted youth funding scheme is in place for two projects one in Tyrrelstown and another in Balbriggan. These will provide out of school supports to young people in their local communities to help them overcome adverse circumstances and achieve their full potential by strengthening their personal and social competencies. This is in line with DCYA “Better outcomes brighter futures 2014-2020”

Youthreach

The following membership of the two committees for Youthreach, which will provide oversight of child safeguarding procedures, was approved on the proposal of Cllr Sorcha Nic Chormaic, seconded by Dr John Walsh.

Youthreach Cluster North	
Gerry McGuire	Chambers Ireland
Cllr Eithne Loftus	Fingal County Council
Cllr Liona O’Toole	South Dublin Co. Council
Patricia Cassells	Retired Training Centre Manager
Andy O’Neill	CEO Choice Hotel Group
Donal Casey	Retired Teacher
David Kavanagh	Jigsaw Project
Insp Brian Downey	Garda Síochána
Christine Hughes	Staff Representative
Gerard Swift	Staff Representative

Youthreach Cluster South	
Cllr Pat Hand	Dún Laoghaire-Rathdown Co. Council
Cllr Sorcha Nic Chormaic	Dún Laoghaire-Rathdown Co. Council
Cllr Deirdre O’Donovan	South Dublin Co. Council
Marie Rooney	Retired Development Officer
Deirdre Hanamy	Retired Principal
To Be Confirmed	
To Be Confirmed	
To Be Confirmed	
Fergus Farrell	Staff Representative
Sandra Bagnall	Staff Representative

The following membership of the Oberstown board of management was approved on the proposal of Cllr Eithne Loftus, seconded by Gerry McGuire

Oberstown Committee	
Rose Callan	ETB Representative
Ken Farrell	ETB Representative
Cllr Duncan Smith	
Gerry McGuire	
Pat Bergin	
Fiona Murray	
Tim Barwise	

Boards of Management

Members noted that current boards of management remain in situ until a new Board for DDLETB is established post the local elections.

Blanchardstown – Proposed Post Primary School

The possible impact of the new school on Riversdale Community college was considered. It was agreed that the new school should be sited in the “Ongar” area of Dublin 15 and this view be conveyed to the Department.

PLC Classes – Riversdale Community College & Blakestown Community School

Members expressed gratitude to the director of FET and all staff concerned in establishing the new PLC classes

5. Correspondence from the Department

The following correspondence was noted.

- 5.1. CL 68/2018 Prescribed material for Junior Cycle Irish Specification for Junior Cycle Irish: Irish-medium schools
- 5.2. CL 69/2018 Prescribed material for Junior Cycle Irish Specification for Junior Cycle Irish: English-medium schools
- 5.3. CL 70/2018 Leadership and Management in Primary Schools
- 5.4. CL 72/2018 Revision of Salaries with effect from 1 Jan 2019 for Clerical Officers and Caretakers employed in National Schools under the 1978/79 scheme and Clerical Officers employed in Post-Primary schools under the 1978 Scheme
- 5.5. CL 73/2018 Revision of Salaries of School Secretaries and School Maintenance staff in Community and Comprehensive schools with effect from 1 Jan 2019
- 5.6. CL 74/2018 Revision of Salaries in respect of all staff other than teachers and SNAs employed by ETBs with effect from 1 Jan 2019
- 5.7. CL 75/2018 Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 Jan 2019
- 5.8. CL 76/2018 Revision of Pay Rates in 2019 for School Secretaries, Caretakers and Cleaners employed by the board of Management of Recognised Primary Schools or by ETBs in Community National Schools using Ancillary Services Grant funding and Revised Rates of Ancillary Services Grant.
- 5.9. CL 78/2018 Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2019/2020 school year

Current difficulties in the securing of teachers as substitutes in a range of subject areas were considered. The issue is particularly acute in the primary area. It was noted that this circular letter facilitates the use of teachers on career break as substitutes.

- 5.10. CL 79/2018 Arrangement for the Implementation of the Framework for Junior Cycle with particular reference to school year 2018/2019
- 5.11. CL 81/2018 Cost Limits for Primary School Buildings
- 5.12. CL 82/2018 Cost Limits for Post-Primary School Buildings

- 5.13. CL 83/2018 Curriculum-related developments in Senior Cycle with particular reference to school years 2019/2020 and 2020/2021, including the discontinuance of Leaving Certificate Agricultural Economics.
- 5.14. CL 84/2018 Replacement of Pension Related Deduction (PRD) by Additional Superannuation Contribution (ASC) and the Rates and Thresholds of the ASC with effect from 1Jan 2019 for members of the Standard Accrual Pension Scheme, Fast Accrual Pension Scheme and Single Pension Scheme
- 5.15. CL 01/2019 Special Leave for teachers who are members of voluntary Search and Rescue Organisations and are called out on a Search and Rescue Operation

6. Correspondence from Other Sources

None

7. To consider filling vacancy on the Audit Committee.

Deferred

8. To consider the appointment of ETB representative to the Board of Management of Skerries Community College (replacing Veronica McDermott)

Cllr Tom O'Leary was appointed on the proposal of Cllr Eithne Loftus, seconded Dr John Walsh

9. To consider the appointment of Parent representative to the Board of Management of Luttrellstown Community College

It was agreed that Svetlana Hensman be appointed to the Board of Management of Luttrellstown Community College.

10. To consider the appointment of ETB representative to the Board of Management of St. Finians Community College

Paul McNally was appointed on the proposal of Cllr Mick Duff, seconded by Clare Markey

11. To consider the appointment of two student representatives to the Board of Management of Stillorgan College of Further Education

It was agreed that Ryanna Amelio and Vincent Baston be appointed to the Board of Management of Sallynoggin College of Further Education

12. Policies & Procedures

The following policies were noted:

- 12.1. Parents' Association Monies Policy
- 12.2. Information & Communication Technology (ICT) Acceptable Usage Policy
- 12.3. Mobile phone acquisition and acceptable use policy for DDLETB business plan users

13. Members Business

None

14. AOB

Child Protection Reports

It was agreed that the CEO would remind Principals of the procedures, guidelines and templates to be used in completing child protection reports.

Scoil Choilm – Dublin 15

Possible safety issues, relating to a County council building project adjacent to the school, were highlighted. It was agreed to again take the matter up with the council.

The meeting then concluded

Signature of Cathaoirleach: _____

Date: _____