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MINUTES OF MEETING OF DUBLIN AND DÚN LAOGHAIRE EDUCATION AND TRAINING BOARD HELD ON MONDAY 26th MARCH 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 Eithne Loftus
- Cllr Grainne Maguire
- Cllr Conor McMahon
- Gerry McGuire
- Dr. John Walsh
- Claire Markey
- Olive Phelan
- Anne Genockey
- Gerry McCaul
- Barry Hempenstall
- Cllr Pat Hand (by telephone)

In Attendance:

- Paddy Lavelle, Chief Executive Officer
- Debbie Howlett, Director of Organisation Support & Development
- Dr Fionnuala Anderson, Director of Further Education & Training

Apologies:

- Cllr Liona O’Toole
- Karen Gleeson
- Cllr Ossian Smyth
- Cllr Howard Mahony
- Paul McNally
- Cllr Duncan Smith
- Paul McEvoy, Director of Organisation Support & Development

At the outset a vote of sympathy was extended to the family of Zack Foley, a second year student who attended Lucan Community College.

1. Minutes

Minutes of meeting held on 21st January 2019

The minutes were confirmed and signed on the proposal of Gerry Maguire, seconded by Cllr Sorcha Nic Chormaic.

2. Matters Arising

None

3. Consideration of Reports from Committees

- 3.1. Ardgillan CC BoM Minutes 28th November 2018
- 3.2. Ardgillan CC CP report 28th November 2018
- 3.3. Ardgillan Admission Policy 2019/2020
- 3.4. Ardgillan CC Code of Behaviour October 2018
- 3.5. Balbriggan CC Admissions Policy 2019-2020
- 3.6. Balbriggan CC Admissions Policy 2020-2021
- 3.7. Balbriggan CC Code of Behaviour
- 3.8. Balbriggan CC BoM Minutes 10th February 2016
- 3.9. Balbriggan CC BoM Minutes 15th March 2016
- 3.10. Balbriggan CC BoM Minutes 4th May 2016
- 3.11. Balbriggan CC BoM Minutes 9th May 2016
- 3.12. Balbriggan CC BoM Minutes 1st June 2016
- 3.13. Balbriggan CC BoM Minutes 12th October 2016
- 3.14. Balbriggan CC BoM Minutes 9th November 2016
- 3.15. Balbriggan CC BoM Minutes 16th November 2016
- 3.16. Balbriggan CC BoM Minutes 23rd November 2016
- 3.17. Balbriggan CC BoM Minutes 19th December 2016
- 3.18. Balbriggan CC BoM Minutes 15th February 2017
- 3.19. Balbriggan CC BoM Minutes 16th February 2017
- 3.20. Balbriggan CC BoM Minutes 23rd February 2017
- 3.21. Balbriggan CC BoM Minutes 8th May 2017
- 3.22. Balbriggan CC BoM Minutes 31st May 2017
- 3.23. Balbriggan CC BoM Minutes 13th September 2017
- 3.24. Balbriggan CC BoM Minutes 4th October 2017
- 3.25. Balbriggan CC BoM Minutes 6th December 2017
- 3.26. Balbriggan CC BoM Minutes 14th December 2017
- 3.27. Balbriggan CC BoM Minutes 20th December 2017
- 3.28. Balbriggan CC BoM Minutes 5th February 2018
- 3.29. Balbriggan CC BoM Minutes 7th March 2018
- 3.30. Balbriggan CC BoM Minutes 14th May 2018
- 3.31. Balbriggan CC BoM Minutes 13th August 2018
- 3.32. Balbriggan CC BoM Minutes 19th September 2018
- 3.33. Balbriggan CC BoM Minutes 1st October 2018
- 3.34. Balbriggan CC BoM Minutes 9th October 2018
- 3.35. Balbriggan CC BoM Minutes 29th November 2018
- 3.36. Castleknock CC BoM Minutes 3rd December 2018
- 3.37. Colaiste Chillian BoM Minutes 22nd October 2018

- 3.38. Colaiste Chilllain BoM Minutes 26th November 2018
- 3.39. Colaiste de hÍde BoM Minutes 4th December 2018
- 3.40. Colaiste de hÍde Admissions Policy 2018/2019
- 3.41. Colaiste de hÍde Code of Behaviour 2017/2018
- 3.42. Colaiste Pobail Setanta BoM Minutes 22nd June 2018
- 3.43. Colaiste Pobail Setanta Admissions Policy 1st Years 2019/2020
- 3.44. Colaiste Pobail Setanta Admissions Policy General 2019/2020
- 3.45. Colaiste Pobail Setanta Code of Behaviour 2017/2018
- 3.46. Deansrath CC BoM Minutes 11th December 2018
- 3.47. Deansrath CC CP Report 11th December 2018
- 3.48. Donabate CC Admission Policy 2019-2020
- 3.49. Dun Laoghaire FEI BoM Minutes 4th December 2018
- 3.50. Dundrum CFE BoM Minutes & CP Report 28th November 2018
- 3.51. Dundrum CFE Admissions policy 2018
- 3.52. Dundrum CFE Admissions policy Code of practice
- 3.53. Fingal CC BoM Minutes 13th November 2018
- 3.54. Fingal CC CP Report 13th November 2018
- 3.55. Fingal CC Code of Behaviour June 2018
- 3.56. Firhouse CC BoM Minutes 4th December 2018
- 3.57. Firhouse CC Admissions Policy 2018
- 3.58. Firhouse CC Code of Behaviour December 2017
- 3.59. Grange CC BoM Minutes 4th December 2018
- 3.60. Grange CC CP Report 4th December 2018
- 3.61. Greenhills College Code of Behaviour 2018
- 3.62. Griffeen CC BoM Minutes 21st November 2018
- 3.63. Griffeen CC Admission Policy 2020
- 3.64. Kingswood CC BoM Minutes 8th November 2018
- 3.65. Kingswood CC Admissions Policy 2018-19
- 3.66. Kingswood CC Admissions Policy 2019-20
- 3.67. Kingswood CC Code of Behaviour 2018
- 3.68. Kishoge CC BoM Minutes 23rd May 2018
- 3.69. Kishoge CC BoM Minutes 20th September 2018
- 3.70. Kishoge CC BoM Minutes 24th October 2018
- 3.71. Kishoge CC BoM Minutes 5th December 2018
- 3.72. Kishoge CC Code of Behaviour 2015
- 3.73. Lucan CC BoM Minutes 10th December 2018
- 3.74. Lucan CC BoM Minutes 29th January 2019
- 3.75. Lucan CC BoM First Year Admission Policy 2019-2020
- 3.76. Lucan CC BoM Code of Behaviour 2018
- 3.77. Luttrellstown CC BoM Minutes 8th May 2018
- 3.78. Luttrellstown CC BoM Minutes 12th June 2018
- 3.79. Luttrellstown CC Admissions Policy 2019-2020
- 3.80. Luttrellstown CC Code of Behaviour
- 3.81. Sallynoggin CFE BoM Minutes 15th November 2018
- 3.82. Sallynoggin CFE Code of behaviour
- 3.83. Scoil Aoife CNS BoM Minutes 7th November 2018
- 3.84. Scoil Aoife CNS BoM Minutes 5th December 2018
- 3.85. Scoil Aoife CNS CP Report February 2019
- 3.86. Scoil Ghrainne CNS BoM Minutes 9th October 2018
- 3.87. Skerries CC Admissions Policy 2018
- 3.88. Swords CC BoM Minutes 23rd October 2018

3.89. Swords CC Admissions Policy 2020

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

Section 29 Appeals

- 3.90. Colaiste Pobail Setanta, 17th January 2019, Record of decision CPS42
- 3.91. Riversdale CC, 8th February 2019, Record of decision first hearing RCC3
- 3.92. Greenhills College, 25th February 2019, Record of decision GRCC4
- 3.93. Riversdale CC, 25th February 2019, Record of decision second hearing RCC3

Noted

A question was raised by Dr. John Walsh concerning the application by Castleknock CC for re-paving paths and its current status. The CEO said he would arrange for an update from the building team.

4. Business submitted by the Chief Executive Officer

4.1. Finance

4.1.1. Financial report Noted

YEAR TO DECEMBER 2018				
Programme	Opening Grant Cash Balance	Receipts	Payments	Closing Grant Cash Balance
TOTAL MAIN SCHEME PAY	(53,526)	(110,089,031)	110,185,744	43,187
TOTAL MAIN SCHEME NON-PAY	4,289,275	(10,031,010)	8,461,194	2,719,459
TOTAL ASSOCIATED MAIN SCHEME	(2,947,736)	(3,468,965)	3,392,201	(3,024,500)
TOTAL PRIMARY SCHOOLS	(137,522)	(1,053,243)	1,043,689	(147,076)
TOTAL CAPITAL	(2,514,907)	(7,950,317)	6,895,715	(3,569,509)
TOTAL THIRD LEVEL GRANTS	(410,286)	0	-	(410,286)
TOTAL NON-MAIN SCHEME	(2,360,229)	(21,272,304)	22,932,760	(699,773)
TOTAL TRAINING CENTRES	(3,050,172)	(38,115,541)	37,576,416	(3,589,296)
TOTAL YOUTH SERVICES	(366,017)	(10,474,996)	10,399,149	(441,864)
TOTAL AGENCY	(596,841)	(3,116,497)	3,330,304	(383,033)
TOTAL SELF-FINANCING	(5,744,348)	(5,466,889)	5,023,938	(6,187,298)
Bank Balance	13,892,309	211,038,793	(209,241,111)	(15,689,991)
OVER ALL TOTAL	(13,892,309)	(211,038,793)	209,241,111	(15,689,991)

DDLETB had approximately €15m on hand at the end of December. 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 has been raised with DES.

YEAR TO DATE February 2019				
Programme	Opening Grant Cash Balance	Receipts	Payments	Closing Grant Cash Balance
TOTAL MAIN SCHEME PAY	43,187	(18,322,515)	18,654,444	375,116
TOTAL MAIN SCHEME NON-PAY	2,719,459	(1,315,184)	2,360,415	3,764,690
TOTAL ASSOCIATED MAIN SCHEME	(3,024,500)	(9,459)	691,938	(2,342,021)
TOTAL PRIMARY SCHOOLS	(147,076)	(366,669)	145,412	(368,333)
TOTAL CAPITAL	(3,569,509)	(580,858)	839,566	(3,310,800)
TOTAL THIRD LEVEL GRANTS	(410,286)	0	-	(410,286)
TOTAL NON-MAIN SCHEME	(699,773)	(4,390)	3,960,367	3,256,204
TOTAL TRAINING CENTRES	(3,589,296)	(10,108,948)	6,129,888	(7,568,356)
TOTAL YOUTH SERVICES	(441,864)	(2,425,471)	555,639	(2,311,695)
TOTAL AGENCY	(383,033)	(606,447)	728,317	(261,163)
TOTAL SELF-FINANCING	(6,187,298)	(679,424)	824,970	(6,041,752)
Bank Balance	(15,689,991)	34,419,364	(34,890,957)	(15,218,396)
OVER ALL TOTAL	(15,689,991)	34,419,364	(34,890,957)	(15,218,396)

DDLETB had approximately €15m on hand at the end of February. 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. The Non-Main Scheme deficit relates to a timing issue between when payments issued and the receipt of monies from SOLAS.

The Main Scheme Non-Pay spending limit for 2019 is €8,388,292. This represents an increase of 2.7% on 2018 and is less than what is 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 2019. This matter has been raised with DES.

4.1.2. Annual Financial Statement

The Annual Financial Statement was approved on the proposal of Claire Markey, seconded by Gerry McGuire.

4.1.3. Service Plan 2019

The Service Plan was adopted on the proposal of Claire Markey, seconded by Gerry McGuire

4.1.4. Statement of Internal Control

The Statement of Internal Control was adopted on the proposal of Claire Markey, seconded by Gerry McGuire.

4.1.5. Statement to the Minister

The Statement to the Minister was adopted on the proposal of Claire Markey, seconded by Gerry McGuire.

4.2. Audit Committee report

The Audit Committee report was approved on the proposal of Claire Markey, seconded by Gerry McGuire.

4.3. Buildings / Capital Report

The Buildings and capital report was noted

Dr John Walsh requested that funding to be made available to repair a footpath in Castleknock Community College.

It was agreed that the CEO would write to the Department seeking funding for the footpath repairs and toilet refurbishment in two other schools.

Concerns were raised in relation to the location of temporary accommodation in Fingal Community College.

4.4. Staff

4.4.1. Appointments & Promotions

4.4.2. Resignations

4.4.3. Retirements

The updates to the staff profile were noted

4.5. CEO's Report

Autism School Dublin 15 area - A meeting was with the D15 Autism Parents group following our last ETB Meeting and the proposal of Cllr Roderic O Gorman. DDLETB has committed to working with the NCSE and the Department to assist in finding a solution. The group has identified a large number of children who do not have access to suitable school places and for whom a dedicated Special School would appear the best option.

25th Anniversary Celebration for Colaiste de hÍde - The Minister of Education and Skills attended the 25th Anniversary Celebration for Colaiste de hÍde. He had a great rapport with the students and staff. There was a great turnout with past staff and parents attending including past and present members of the Board of Management.

Middle Leadership Development Programme - The very well-attended Middle Leadership programme of four seminars concluded with a presentation from Caroline Clarke, Principal of Skerries CC who is currently seconded to Loreto School Trust. The group really benefitted from a great range of seminars. The CEO thanked Adrian Flynn Director of Schools for organising the course.

Association of Community & Comprehensive Schools (ACCS) - The ACCS, the Community and Comprehensive (C&C) Schools management body, facilitated a meeting of the joint-trustees of C&C schools. An association of joint patrons has been set up to deal with the set of functions that are to be carried out by the patron of these schools. There are 17 C&C schools in DDLETB's area.

Building Projects - Correspondence through meetings and mail have been ongoing across the range of building projects with the Department officials responsible.

Oberstown - We met with the Chairperson of the Board of Oberstown with a view to working more closely between education and the care side in Oberstown to get the best outcomes for the children.

The Special Care Units – Principals and staff from Ballydowd Special Care Unit and Crannog Nua Special Care Unit have been attending training in the systems they will be using from here on. They are availing of other supports within the ETB.

Patronage Campaign –

The patronage campaign for primary school resulted in great success. Two primary schools were awarded to DDLETB in south and north Swords. They will be called Rivervalley CNS and Broadmeadow CNS respectively.

Other campaigns for post-primary in Blanchardstown-Blanchardstown West, Citywest and Saggart and Goatstown-Stillorgan will begin soon. Campaigns for Primary schools in Donabate, Rathcoole-Newcastle, Sallynoggin-Cherrywood may begin at the same time. A meeting for patrons in the Department will be held on Friday.

The Festival of Music - The Festival of Music took place on Monday 25th March. The CEO expressed special thanks to Paul Kingston and Carmel O'Neill for leading the organisation. He also extended thanks to Vanessa Butler, Aoife Staunton, Danielle Colgan and Cormac Cassidy

4.6. DDLETB Annual Report 2018

The Annual Report was approved on the proposal of Cllr Sorcha Nic Chormaic, seconded by Claire Markey.

5. **Correspondence from the Department** Noted

- 5.1. CL02/2019 Code of Practice for the Governance of ETBs (explanatory note attached)
- 5.2. CL03/2019 Good Practice Guidelines & requirements re contract for goods & services
- 5.3. CL04/2019 Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers, 2019/2020
- 5.4. CL05/2019 Graduate Certificate in the Education of Pupils with Autism Spectrum Disorder (ASD) for teachers working with Pupils with ASD in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2019/2020

- 5.5. CL06/2019 Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder)
- 5.6. CL07/2019 Special Education Teaching Allocation – Mainstream Primary Schools
- 5.7. CL08/2019 Special Education Teaching Allocation – Post Primary schools
- 5.8. CL14/2019 Approved Allocation of Teaching Posts 2019/20 School Year
- 5.9. CL15/2019 Scheme to Share Teachers between Recognised Post-Primary Schools for the 2019/2020 School Year
- 5.10. CL16/2019 Home School Community Liaison Scheme: Assignment of Home School Community Liaison Coordinators within DEIS Schools
- 5.11. CL17/2019 Teacher fee refund scheme 2018
- 5.12. CL18/2019 Grant Scheme for ICT Infrastructure 2018/2019 School Year
- 5.13. CL19/2019 Staffing arrangements in Primary Schools for the 2019/20 school year
- 5.14. CL20/2019 Release Time for Principal Teachers in Primary Schools
- 5.15. CL21/2019 Application of additional increments awarded in relation to New Entrants under the Public Services Stability Agreement 2013-2020 (Haddington Road Agreement/Lansdowne Road Agreement).
- 5.16. CL22/2019 Revision of 2011 Entrant Teacher Salaries with effect from 1st March 2019 – application of additional increments
- 5.17. CL24/2019 Revision of Salaries in respect of certain staff (Other than teachers and SNAs) employed by ETBs with effect from 1st April 2019

6. Correspondence from other sources Noted

- 6.1. Letter dated 4th February from Longford & Westmeath ETB seeking support in the retention of core subjects in the new Junior Cycle

It was agreed that the CEO would reply on the Board's behalf explaining that Vocational schools have never been obliged to teach History yet have always offered it as a choice or as part of the programme to students as appropriate to their learning needs. The new framework for Junior Cycle is much misunderstood in the country. It allows schools provide for the needs of students and encourages short courses as well as traditional subjects. The short courses are in topics like coding, Chinese, PE, SPHE, CSI:forensic science etc and schools can develop their own in line with NCCA guidance. The members noted that the Minister has commissioned a review on the place of Junior Cycle History. This will be published shortly and will address the public concerns about History.

7. To consider the appointment of ETB representative to the Board of Management of Scoil Chormaic

Cllr Malachy Quinn, (Fingal CoCo) was nominated to the Board of Management of Scoil Chormaic on the proposal of Sorcha Nic Chormaic, seconded by Cllr Grainne Maguire.

8. To consider the appointment of Community Representative to the Board of Management of Citywest and Saggart CNS

Elaine Tighe, was nominated to the Board of Management of Citywest and Saggart CNS on the proposal of Gerry McGuire, seconded by Claire Markey.

9. To consider the appointment of Community Representative to the Board of Management of Blackrock Further Education Institute

Mary Boissel was nominated to the Board of Management of Blackrock Further Education Institute on the proposal of Claire Markey, seconded by Cllr Roderick O’Gorman.

10. To consider the appointment of Board of Management for Special Schools – Crannóg Nua and Ballydowd

The Board approved the appointment of the legacy Boards of Management for Crannog Nua and Ballydowd on the proposal of Gerry McGuire, seconded by Claire Markey. The updated list of members of those boards will be circulated to members.

11. To consider acquiring a lease for use of land at Carline, Centre, Clondalkin, Dublin 22

The board approved DDLETB entering into a lease agreement with Carline Centre on the proposal of Claire Markey, seconded by Gerry McGuire.

12. Policies & Procedures

- 12.1. Protected Disclosure Policy
- 12.2. Fee Receipting in Schools & Centres Policy
- 12.3. School Bank and Cash Management System Policy

The above policies were noted

- 12.4. Corporate Body Child Safeguarding Statement Policy

The Board adopted the Corporate Body Child Safeguarding Statement Policy on the proposal of Gerry McGuire, seconded by Sorcha Nic Chormaic. The question was raised as to whether the ETB is required to adopt or simply note this policy since it is being reviewed with no changes other than the year it applies.

13. Members Business

Dr John Walsh

“To ask the Chief Executive whether the ETB has received any notification of the proposed site for the new post-primary school in West Blanchardstown and to ask whether the ETB could indicate to the Department the urgent need for a new second-level school in the Ongar/Littlepace area, where it would complement rather than conflict with existing ETB schools or existing community schools on which the ETB is represented”

Paddy Lavelle, CEO, advised members that he has written to and met with Department of Education & Skills officials to discuss this matter. The upcoming patronage campaign will indicate the level of interest in that area. DDLETB have been asked to procure sites on behalf of the Department. The Department has indicated that the local knowledge of councillors and members is very important to them in planning so as to be alert to local issues.

14. Any other business at the discretion of the Cathaoirleach

Members noted the contents of correspondence from the TUI regarding a recent protest outside DDLETB Head Office. It was agreed that the CEO would write to the Department of Education & Skills ESBS on behalf of the Board to express their support for teachers in this regard and to ask the Department to engage with the unions to resolve this issue.

Olive Phelan thanked Paddy Lavelle for his keynote address and support at a recent NALA Student Learning event. She described the experiences of learners finding affirmation in NALA’s learner events. The stories they tell are heart-breaking but show the great work being done by the Adult Education Services in this ETB and around the country.