

Minutes of Dublin and Dun Laoghaire Education and Training Board held in Administrative Offices, 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24

Minutes

Meeting 1: 16th September 2019

Present: Cllr Kazi Ahmed, Cllr Michael Clark, Cllr Una Power, Cllr Brigid Manton, Cllr Joe Newman, Cllr Roderic O’Gorman, Cllr John Walsh, Cllr Yvonne Collins, Cllr Peter Kavanagh, Cllr Pamela Kearns, Claire Markey, Brendan O’Halloran, Paul McNally, Kenneth Rea, Daneve Harris, Ken Farrell, Colm Kilgallan, Gerry McGuire.

Apologies: Cllr Granne Maguire and Eileen Salmon

In Attendance: Paddy Lavelle, CEO; Debbie Howlett, Director of Organisation Support and Development; Caitriona Murphy, Director of Further Education; Adrian Flynn, Director of Schools; Nichola Spokes, Director of Schools.

Documentation:

Uploaded Electronically

1. Minutes of first post-election DDLETB meeting 19th August 2019
2. Minutes of second post-election DDLETB meeting 19th August 2019
3. Policies from Schools Boards of Management
 - a. Greenhills College Admissions Policy 2019
 - b. Greenhills College Code of Behaviour 2019
 - c. Greenhills College FE Code of Conduct 2019
 - d. Luttrellstown CC Admissions Policy 2020-2021
 - e. Luttrellstown CC Admissions Policy ASD Centre 2020-2021
4. ETB Induction Pack

Ref	Item	Decision
01	Welcome	
	Paddy Lavelle welcomed the members and took the position of Cathaoirleach to facilitate the election of the Cathaoirleach and Leas Cathaoirleach.	
02	Appointment of Cathaoirleach	
	Cllr John Walsh was appointed as DDLETB Cathaoirleach	Proposed: Ken Farrell

		Seconded: Gerry McGuire																					
03	Appointment of Leas Cathaoirleach																						
	Gerry McGuire was appointed as DDLETB Leas Cathaoirleach	Proposed: Claire Markey Seconded: Ken Farrell																					
04	Apologies																						
	Apologies from Eileen Salmon were noted																						
05	Declaration of Conflicts of Interest																						
	No conflicts were declared																						
06	Approval of Minutes																						
	The minutes of the first and second post-election DDLETB meeting of 19 th August 2019 were approved	Proposed: Claire Markey Seconded: Ken Farrell																					
07	Matters arising																						
	None																						
08	Finance Updates																						
	It was agreed to seek approval to secure an overdraft facility of €10m, in the event that it may be required by year end.																						
09	Committees and reports																						
	Committees of the Board – Policies a. Greenhills Admissions Policy 2019 b. Greenhills College Code of Behaviour 2019 c. Greenhills College FE Code of Conduct 2019 d. Luttrellstown CC Admissions Policy 2020-2021 e. Luttrellstown CC Admissions Policy ASD Centre 2020-2021	Noted																					
10	Appointment of members to the Committees to the Board																						
	The following members were appointed	Proposed: Cllr Joe Newman Seconded: Cllr Michael Clark																					
	<table border="1"> <thead> <tr> <th>Committee</th> <th>Representing</th> <th>Name</th> </tr> </thead> <tbody> <tr> <td rowspan="6">Audit & Risk</td> <td>External member</td> <td>Mary Troy</td> </tr> <tr> <td>External member</td> <td>Alan Connolly</td> </tr> <tr> <td>External member</td> <td>Gillian Doherty</td> </tr> <tr> <td>ETB representative</td> <td>Cllr Kazi Ahmed</td> </tr> <tr> <td>ETB representative</td> <td>Cllr Joe Newman</td> </tr> <tr> <td>ETB representative</td> <td>Daneve Harris</td> </tr> <tr> <td rowspan="2">Finance</td> <td>External</td> <td>Catherine Doran (KWETB)</td> </tr> <tr> <td>External</td> <td>Catherine Bruen (Tallaght IT)</td> </tr> </tbody> </table>		Committee	Representing	Name	Audit & Risk	External member	Mary Troy	External member	Alan Connolly	External member	Gillian Doherty	ETB representative	Cllr Kazi Ahmed	ETB representative	Cllr Joe Newman	ETB representative	Daneve Harris	Finance	External	Catherine Doran (KWETB)	External	Catherine Bruen (Tallaght IT)
Committee	Representing		Name																				
Audit & Risk	External member		Mary Troy																				
	External member		Alan Connolly																				
	External member		Gillian Doherty																				
	ETB representative		Cllr Kazi Ahmed																				
	ETB representative		Cllr Joe Newman																				
	ETB representative		Daneve Harris																				
Finance	External		Catherine Doran (KWETB)																				
	External	Catherine Bruen (Tallaght IT)																					

	ETB representative	Claire Markey
	ETB representative	Colm Kilgallon
	ETB representative	Gerry McGuire
Oberstown		Pat Bergan (Director Oberstown)
		Fiona Murray (EPIC)
	Teacher nominee	Tim Barwise
	DDLETB	Nichola Spokes (Director of Schools)
	ETB representative	Rose Callan
	ETB representative	Cllr Pamerla Kearns
	ETB representative	Cllr Brigid Manton
Youthreach South	ETB representative	Cllr Peter Kavanagh
	ETB representative	Cllr Pamela Kearns
	ETB representative	
	Staff representative	Fergus Farrell
	Staff representative	Sandra Bagnall
	Community representative	Marie Rooney
	Community representative	Patricia Cassells (retired TC Manager)
	Community representative	Vincent Jackson
Youthreach North	ETB representative	Colm Kilgallon
	ETB representative	Cllr Joe Newman
	ETB representative	Gerry McGuire
	Staff representative	Christine Hughes
	Staff representative	Gerard Swift
	Community representative	Donal Casey (Retired Teacher)
	Community representative	Insp Brian Downey
	Community representative	David Kavanagh (Jigsaw Project)
Youth & Sports Development	ETB representative	Cllr Pamela Kearns
	ETB representative	Cllr Yvonne Collins
	ETB representative	Paul McNally
	Crosscare	Ger Magee
	Foroige	Miriam Ryan
	South Dublin CC	Jimmy Morrissey
	Dun Laoghaire Rathdown CC	Ian Smalley

11	Appointment of members to Boards of Management for DDLETB Schools and Colleges			
	School / College	Representing	Name	Proposed: Gerry McGuire Seconded: Cllr Peter Kavanagh
Adamstown CC	ETB	Liona O'Toole		
	ETB	Gerry McGuire		
	ETB	Cllr Joe Newman		
Ardgillan CC	ETB	Colm Kilgallon		
	ETB	Gerry McGuire		
Balbriggan C.C.	ETB	Cllr Grainne Maguire		
	ETB	Gerry McGuire		
	ETB	Brendan O'Halloran		
	Parents	Keith Geraghty		
	Parents	Sarah Casey		
	Teachers	Shona Walshe		
	Teachers	Kevin Curran		
Blackrock F.E.I.	ETB	Cllr Una Power		
Castleknock CC	ETB	Cllr John Walsh		
	ETB	Cllr Howard Mahony		
	ETB	Rose Callan		
Coláiste Chillian	ETB	Cllr Peter Kavanagh		
Colaiste Cois Life	ETB	Claire Markey		
	ETB	Cllr Peter Kavanagh		
Coláiste de hÍde	ETB	Claire Markey		
	ETB	Sorcha NicCormaic		
Coláiste Pobail Setanta	ETB	Brendan O'Halloran		
	ETB	Cllr John Walsh		
	ETB	Cllr Roderic O'Gorman		
Collinstown Park C.C.	ETB	Ken Farrell		
	ETB	Cllr Joe Newman		
	Archbishop	Dr Brian Fleming		
	Archbishop	Sr Ann O'Donoghue		
Deansrath C.C.	ETB	Anne Henry		
	ETB	Ken Farrell		
Donabate C.C.	ETB	Claire Markey		
	ETB	Cllr Adrian Henchy		
	ETB	Gerry McGuire		
Dun Laoghaire F.E.I.	ETB	Barry Hempenstall		
	ETB	Gerry McCaul		
	ETB	Cllr Michael Clark		
	Teacher	Gemma Cox		
	Teacher	Phillip Thompson		
	Staff	Paula Flynn		

Dundrum CFE	ETB	Cllr Kazi Ahmed
	ETB	Cllr Daniel Dunne
	Teacher	Sinead Kelly
	Teacher	Kevin Healy
Fingal C.C.	ETB	Brendan O'Halloran
	ETB	Cllr Joe Newman
	ETB	Cllr Bridget Manton
	Teacher	Mary Matthews
	Teacher	Sean Moore
Firhouse CC	ETB	Gerry McGuire
	ETB	Anne Henry
Gaelcholaiste Reachrann	ETB	Michael O'Donovan
	ETB	Tom Kelliher
	ETB	Sorcha NicChormaic
Greenhills College	ETB	Pamela Kearns
Griffen C. C.	ETB	Joanna Tuffy
	ETB	Paul Gogarty
	ETB	Ken Farrell
	Teacher	Adam O'Faolain
	Teacher	Jennifer Browne
	Parent	Niambh Doolan
	Parent	Damien Maloney
Kingswood CC	ETB	Cllr Liam Sinclair
	ETB	Cllr Mick Duff
	ETB	Ken Farrell
Kishoge CC	ETB	Daneve Harris
	ETB	Liona O'Toole
Lucan C.C.	ETB	Guss O'Connell
	ETB	Liona O'Toole
	ETB	Cllr Joe Newman
	Teacher	Gillian Keating
	Teacher	John Paul Foyle
	Parent	Fintan Hanley
Lusk CC	ETB	Ken Farrell
	ETB	Paul McNally
	ETB	Colm Kilgallon
Luttrellstown C.C	Teacher	Sarah Kinsella
Deferred	Teacher	Alexander Markovic
	Parent	James Ryan
	Parent	Svetlana Hensman
Mount Seskin C.C	ETB	Claire Markey
	ETB	Ann Kearney
	ETB	Cllr Mick Duff
	Archbishop	Michael Clifford

Riversdale C.C.	ETB	Cllr Mary MacCampley
	ETB	Cllr Howard Mahony
	ETB	Claire Markey
	Teacher	Cathal MacDaniel
	Teacher	Eimer O'Donovan
	Archbishop	Liam MacCleary
	Archbishop	Brendan Doorly
Sallynoggin CFE	ETB	Cllr Una Power
	ETB	Cllr Tom Kivlehan
Skerries CC	ETB	Gerry McGuire
	ETB	Kenneth Rea
	ETB	Joe Bryan
	Parent	Edel Joyce
	Parent	Cormac Gorman
St. Finians CC	ETB	Cllr Brigid Manton
	ETB	Ken Farrell
	ETB	Cllr Duncan Smith
St. Kevin's C.C.	ETB	Gerry McGuire
	ETB	Fiona Bannon
	Teacher	John Darmody
	Teacher	Rachel Waldron
	Archbishop	Seamus McPhillips
	Archbishop	France Browne
St. MacDara's C.C.	ETB	Cllr Pamela Kearns
	ETB	Gerry McGuire
	ETB	Cllr Yvonne Collins
	Teacher	Deirdre Halligan
	Teacher	Edward Carey
	Archbishop	Elizabeth McCormack
	Archbishop	Bardara Gannon
	Archbishop	Lily Barry
Stillorgan C.F.E	ETB	Cllr Michael Clark
	ETB	Cllr Kazi Ahmed
	ETB	Cllr Eva Dowling
	Teacher	Stephen Killane
	Teacher	Carol Burke
Swords C.C.	ETB	Claire Markey
	ETB	Gerry McGuire
	ETB	Colm Kilgallon
	Teacher	Aoife Smith
	Teacher	Paul Geraghty
	Parent	Jacqueline Kilbride
	Parent	Kevin Lynn

12	Terms of Reference and Standing Orders	
	<p>a) Audit & Risk Committee Charter and Terms of Reference b) Finance committee Charter and Terms of Reference c) Standing Orders Amendment – page 8, number 64 “The Chairperson shall have the power to deal with any matter not covered by the Standing Orders, including resolutions proposed by a member up to 7 days before the date of a meeting.”</p>	<p>Proposed: Cllr Roderick O’Gorman Seconded: Cllr John Walsh</p>
13	ETB Members Induction	
	<p>Paddy Lavelle delivered an induction session for all members. An Induction pack was circulated detailing the following:</p> <ul style="list-style-type: none"> • DDLETB Organisational Chart; • DDLETB’s Contact Information; • Governance Framework of ETBs; • Statement of Board Responsibilities/Functions; • DDLETB’s System of Internal Control; • Statutory requirements relevant to ETBs; • Education and Training Boards Act 2013; • Code of Practice for the Governance of ETBs 2019; • Reserved Functions of the Board; • DDLETB Code of Conduct for Members; • DDLETB Standing Orders (DRAFT); • Disclosure of Interest Procedure; • Composition of DDLETB’s Committees and BOMs; • Terms of Reference – Audit and Risk Committee (DRAFT); • Terms of Reference – Finance Committee (DRAFT); • Internal Audit Unit (IAU- ETBs); • External Audit (C&AG); • Additional Information for members; • DDLETB Annual Report 2018. 	
14	ETBI Conference	
	<p>It was agreed that the following ETB members would attend the ETBI Annual Conference:</p> <ul style="list-style-type: none"> • Cllr Kazi Ahmed; • Cllr Brigid Manton; • Cllr Pamela Kearns; • Brendan O’Halloran; • Gerry McGuire. 	

15	ETBI Board	
	Gerry McGuire was appointed to represent DDLETB on the ETBI Board	Proposed: Ken Farrell Seconded: Cllr Joe Newman
16	CNS Boards of Management	
	It was agreed that the current CNS Boards of Management continue until November 2019 at which time new Boards of Management will be appointed.	
17	Dates for the ETB meeting	
	It was agreed that the next ETB meeting would take place on 21 st October 2019.	
	Chairpersons signature :	
	Date :	