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Minutes of Dublin and Dun Laoghaire Education and Training Board held on MSTeams and using conference call.

Meeting 8: 18<sup>th</sup> May 2020

Present: Cllr Kazi Ahmed, Cllr Michael Clark, Cllr Yvonne Collins, Ken Farrell, Anne Genockey, Cllr Peter Kavanagh, Cllr Pamela Kearns, Colm Kilgallon, Claire Markey, Daneve Harris, Cllr Brigid Manton, Paul McNally, Cllr Joe Newman, Cllr Una Power, Cllr John Walsh, Brendan O'Halloran, Cllr Karen Power.

In Attendance: Paddy Lavelle, CEO; Debbie Howlett, Director of Organisation Support and Development; Adrian Flynn, Director of Schools; Nichola Spokes, Director of Schools; Caitriona Murphy, Director of Further Education and Training; Thea Jordan, Public Affairs Officer; Emma Maloney, PA to SMT.

Documentation:

Uploaded Electronically

1. Minutes of previous meetings – 30<sup>th</sup> March 2020
2. Committee Minutes and reports
3. Statement to the Minister
4. Service Plan
5. Finance Report
6. Annual Report
7. Buildings Report
8. Staff Profile Updates
9. Committees of the Board - Minutes & Policies
10. Correspondence from the Department of Education and Skills

Ref	Item	Decision
	<b>Welcome</b>	
	<p>The Cathaoirleach, Cllr John Walsh, welcomed the members.</p> <p>Votes of Sympathy and a minute silence were expressed by the Cathaoirleach and members for: -</p> <p>Orla Guiry, Head Office, on the Death of her Father, Eric; Thea Jordan, Head Office, on the Death of her Mother, Doris; Yvonne Dowling, St MacDaras CC, on the Death of her Mother, Marie.</p> <p>The Cathaoirleach commended the ETB support staff and teachers for continuing teaching and learning in the difficult circumstances presented in the fight against the spread of Covid-19.</p>	
01	<b>Apologies</b>	
	None	
02	<b>Meeting Agenda</b>	
	The meeting agenda was agreed	Agreed
03	<b>Declaration of Conflicts of Interest</b>	
	No conflicts were declared	
04	<b>Approval of Minutes</b>	
	The Minutes of the previous meeting held on 30 <sup>th</sup> March 2020 were approved	Proposed: Cllr Peter Kavanagh Seconded: Cllr Yvonne Collins
05	<b>Committees and reporting</b>	
	<p><b>5 a) Reports from the Executive</b></p> <p>1. Chairpersons Statement to the Minister</p>	Proposed: Anne Genockey Seconded: Cllr Michael Clarke

## 2. Service plan

## 3. Finance Report

Programme	Opening Grant Cash Balance	Receipts	Payments	Closing Grant Cash Balance
	1st January 2020			30th April 2020
	(287,178)	(33,907,398)	36,744,807	2,550,231
	1,027,683	(2,818,542)	3,919,748	2,128,889
	(3,322,194)	(646,348)	927,970	(3,040,572)
	(503,990)	(929,077)	440,816	(992,251)
	(3,775,947)	(2,438,952)	1,515,926	(4,698,973)
	(171,666)	0	-	(171,666)
	(2,961,868)	(1,970,061)	12,282,080	7,350,151
	(2,339,763)	(21,700,032)	11,688,753	(12,351,042)
	(1,234,975)	(5,018,186)	4,684,522	(1,568,639)
	(561,423)	(1,465,922)	1,272,285	(755,060)
	(6,326,386)	(1,228,988)	1,760,079	(5,795,295)
<b>Bank Balance</b>	<b>(20,457,709)</b>	<b>72,123,506</b>	<b>(75,236,985)</b>	<b>(17,344,228)</b>
	-	-	-	-
	(20,457,709)	(72,123,506)	75,236,985	(17,344,228)
		<b>(72,123,506)</b>	<b>75,236,985</b>	

DDLETB had approximately €17.3 m in hand at the end of April 2020. The Department are seeking information regarding additional costs and savings arising from Covid-19. The areas of savings could be in substitution, energy, insurance, T & S. The additional costs could be in ICT, loss of self-financing income from night classes, etc. SOLAS will separately look for the savings and costs for the FET sector.

Proposed: Anne  
Genockey  
Seconded: Cllr John  
Walsh

Noted

<p>4. CEO's Business</p> <p>The six week period since we last met has brought a profound change to the way the ETB has functioned mirroring the response of so many workers and citizens. We are deeply grateful for the dedication of our staff who have kept working despite the challenges to ensure that our learners and students have continued to access learning opportunities. So many of our staff are affected by the disease through family members who have been ill and those who have unfortunately passed away. We think of all who have lost loved ones at this time and who have not been able to commemorate the lives lost with the normal community and family support. We hope that as the country begins tentative steps to open up that we remain steadfast in respecting the guidance of our public health team. While this period has been challenging, it has allowed DDLETB staff display their capacity for resilience. So many people have taken on initiatives with great energy and determination, especially in relation to digital learning and communication. Thanks to all.</p> <p><b>Director of Further Education and Training</b></p> <ul style="list-style-type: none"><li>a. DDLETB submitted our Contingency Plans for Alternative Assessments to QQI and they will be published on our website. We will meet the June and July deadlines for submission of results to QQI for the CAO. Also, DDLETB will submit our Quality Improvement Plan to QQI for 2020 this week.</li><li>b. It is important to note that while learner numbers on a course remain relatively stable, the starter numbers for March and April 2020 have decreased due to Covid19.</li><li>c. DDLETB has established a <i>Response Team</i> to plan a route forward through the next phase of the COVID-19 crisis. This involves dealing with returning learners and the newly unemployed or under-employed. The <i>Response Team</i> is chaired by the Director of FET and comprised of representatives from Training Centres, Adult Education, PLC, Youthreach and Head Office.</li><li>d. DDLETB is participating in Ireland's first ever <i>Virtual Education Expo</i> in June 2020. This event replaces the major exhibitions, fairs and expos that were planned to advertise FET and recruit learners during 2020. Preparing for the</li></ul>	Noted
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virtual expo includes the creation of adaptive digital marketing and promotional materials which will be shared across our social media channels.

- e. The FET Planning & Reporting Section have co-ordinated a series of responses to the COVID-19 crisis. These include consultations on Teaching & Learning practices, Contingency Planning, Learner Engagement and access to Digital Devices & Broadband. Feedback from these consultations has been shared across the FET Management Team to promote best practice and, where appropriate, with ETBI and/or SOLAS.
- f. A big response from our FET team has already begun to support the Skills to Compete Initiative from Solas as a response to the unemployment numbers post-Covid-19

**Director of Schools-Primary incl. Special Schools, Care Units, Detention School, Youth Services**

- a. Communities of Practice now established among CNS teachers with IT coordinators and youth services ALP tutors for Virtual Learning,
- b. NCSE now delivering online training with Danu CSS for behavioural support training of staff and SNAs (fortnightly)
- c. Plans for training and implementation of Blended Learning on Returns to Schools underway with CNS, Detention schools and youth services
- d. CNS Patronage: Addition of a new CNS school via transfer from St Maelruains COI school to officially take place on 31st May 2020. New staff have already engaged with ETBI training around Ethos and characteristic Spirit. HR to meet with new staff in the coming weeks. All HR/OSD functions are currently being transferred to DDLETB.
- e. Detention and Care Facilities: New Principal appointment process underway for Oberstown Campus
- f. Music Generation: Partnership with Fingal CC-New music development officer to be appointed in coming months for the Swords and Balbriggan area. On foot of recent survey, focus will be on Primary, Post primary and after school youth clubs in the above areas.

**Director of Schools-Post Primary**

- a. Draft Admissions policies are currently being reviewed. A report will be sent on each policy to the Principals and BoMs in early June. Boards will have two weeks then to approve and resubmit.
- b. Awaiting guidance from DES re calculated grading for Leaving Certificate. Hopefully this will be issued this week. Principals' meeting last Monday discussed their concerns. Menti survey sent out and responses sent to DES.
- c. Surveys issued across Post Primary schools on student engagement through the following networks: DEIS, SEN, TLP.
- d. This will inform our next range of supports for our teachers for online learning. Strong evidence to show that 3<sup>rd</sup> years and 5<sup>th</sup> years are the most likely group not to continue engaging in learning.
- e. DDL Connect Project Updates 300 Sessions 3800 Staff Trained on TEAMS
- f. Characteristic Spirit and RI Opt out- ETBI worked to provide templates to schools for this area for the admissions policies. The statement has been sent to schools. Designated schools waiting for confirmation of a document with the Catholic Archbishop for a statement of characteristic spirit to take account of Model Agreement.

Noted

#### 5. Buildings report

Major Builds & Extensions30		
ITEM	Update Provided in March 2020	Update 30 April 2020.
Adamstown - Defects	Need to write a brief and seek quotes, not a priority at this time.	On hold pending appointment of the replacement BO
Ardgillan Community College – Phase 1	Stairwell back in use, keys of Phase 1 handed over to Sisk. Sisk on site erecting structural scaffolding.	KSN tidying up Final Report and agreeing DT Fees.
Balbriggan CC – Replacement Building	DT fees to be resolved, ETB to confirm QS in DOES who will review fees. Upon receipt, KSNPM to contact.	Planning permission, FSC and DAC granted. KSNPM made recommendation on fee uplifts 30/4/20.

			Revised fee recommendation issued 5/5/20. Awaiting DoES for approval.
<b>Citywest – Fire Safety Works</b>	George following up on outstanding fees SMT need to decide whether we want a letter from DoES indemnifying DDL against use of a potentially unsafe building		Following up with DoES on Fees. Nothing further to report.
<b>Citywest – (CNS New Build)</b>	<ul style="list-style-type: none"> <li>Handed over</li> </ul>		DES Project. Derek Hennessy will be DDL rep on this project.
<b>Coláiste Chilliaín – Adapt</b>	Contacted John Sally, Architect assessment scheduled for next Tuesday 31 <sup>st</sup> March		Tender Report, EO, Lol and LoA for Appointment of MCOH being issued.  Derek Hennessy is new point of Contact.
<b>Danu Permanent Building</b>	Karl to prepare a submission for DoES, write a brief for DT for Phase 2 and get a Fee Proposal from Peter for Phase 1		Submission to DoES being finalised. Peter Ging submitted FSC and DAC. Working on Tender Documents for Phase 1
<b>Eblana</b>	With Debbie (KF)		Nothing new to report
<b>Fingal CC Extension</b>	DoES visited the site in early March		Nothing further to report. ASA to be prepared by end of the month.
<b>Gaelcholáiste Reachrann</b>	Stage 2B submitted to DDL on 24 <sup>rd</sup> March Karl has to send Change of Brief to DoES, review Stage 2B and submit to DoES		CoB submitted Stage 2B submitted DT Invoices submitted.

<p><b>Griffen CC 1,000 Pupil Permanent Building (SLA signed)</b></p>	<p>Nothing further occurs</p>	<p>DES project. Derek Hennessy is DDL Contact. DES are in discussion with SDCC re Preplanning.</p>
<p><b>Kingswood Community College</b></p>	<p>Snagging issues ongoing. Electrical and IT related issues being investigated.</p>	<p>Snagging issues ongoing. Electrical and IT related issues being investigated</p>
<p><b>Kishoge – Defects &amp; Final Account</b></p>	<p>Maintenance issues being handled by DDLETB directly (drainage line/roof access hatch).</p>	<p>Currently in DLP. (Defects Liability Period) KSNPM closing out number of historic items.</p>
<p><b>Lucan Community College</b></p>	<p>Stage 2b submitted to Does 6<sup>th</sup> February 2020 (AMcC). DT fees to be resolved, DDLETB to issue letter to DoES detailing current status.</p>	<p>KSNPM have agreed Design Team fee uplift as of 21/4/20. Awaiting funding from DES. Partial approval acquired.</p>
<p><b>Lusk Community College – Phase 2</b></p>	<p>Programme expected to be extended by several weeks.</p>	<p>Due to Covid-19 restrictions we are awaiting revised expected completion date estimate.</p>
<p><b>Skerries Community College – Extension</b></p>	<p>Karl to respond to DoES around outcome of Technical Visit at the beginning of the month.</p>	<p>Scope change following DES Technical Visit. This will impact on location and delivery of TA (2020).</p>
<p><b>St. Finian’s Community College - Extension</b></p>	<p>A cost comparison between renovation of existing building and new building have been concluded. (AMcC)  DDLETB to issue instruction to carry out further feasibility report, upon receipt KSNPM to follow up with DT.</p>	<p>Cost comparison submitted to DDLETB. Drafting brief for feasibility study. Other issues ongoing.</p>



	<b>Swords Permanent 1,000 Pupil School</b>	Contractor (ABM) progressing well on site, Completion expected end of June 2020	Due to Covid-19 awaiting update on completion date.
	<b>Balbriggan SH – Final Account</b>	Final account figure agreed with Cleary Doyle, payment certificate issued by JPD. Cleary Doyle final invoice paid. KNSPM to follow up on Stage 5 report status with JPD.	KNSPM to follow up on Stage 5 report status with JPD.
	<b>Collinstown Park CC - SNU</b>	Tender report currently under review.	Design Team tender complete. DDLETB have issued LOIs and LORs.  Awaiting standstill period to expire.
	<b>Mount Seskin SNU</b>	No update from Department	Correspondence received from DES, clarification sought
	<b>St. Kevins -SNU</b>	Tender report currently under review.	Design Team tender complete, LOI and LORs issued 29/4/20 by DDLETB.  Awaiting standstill period to expire.
	<b>Temporary Accommodation</b>		
	<b>Temporary Accommodation 2019</b>	<b>Colaiste Cois Life – Planning Retention submitted</b>	<ul style="list-style-type: none"> <li>• <b>Colaiste Cois Life</b> Decision to Grant Permission received. Awaiting Final award due 10 June,</li> </ul>

		<p>Project certified Substantially Complete</p> <p>Final A/C being discussed</p> <p><b>Ardgillan –</b> Tender gone up on Etenders</p> <p>Planning, DAC &amp; FSC next</p> <p><b>Ardgillan 5 CR</b> Final Account approved by DoES</p> <p><b>Danu –</b> Additional Works in hand.</p> <p><b>Swords TA –</b> Karl to chase McAvoy's</p>	<p>Applying for BCAR.</p> <p>Teams Meeting held with WBS, claim for €105k reduced to €80k WBS looking for a deal. Invoice for €100k raised, correspondence with George this morning on this. Revised DT Fees submitted to DoES, CO Control in hand, have to submit to DoES.</p> <ul style="list-style-type: none"> <li>• <b>Ardgillan</b> Tender Period extended due to Covid 19. Completion date will be delayed to late September.</li> <li>• <b>Ardgillan 5 CR</b> Final Account approved by DoES. 95% drawdown letter issued to DoES</li> <li>• <b>Danu</b> €85k Additional Works in hand once Covid 19 restrictions lifted.</li> <li>• <b>Swords TA</b></li> </ul> <p>Planning DAC &amp; FSC lodged, expected approval date 20<sup>th</sup> August.</p>	
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		<p><b>Fingal – 2 CRs</b> Karl to chase Susan in Poval Worthingtons</p> <p><b>Skerries –</b> Tender Document in Draft</p> <p><b>Griffeen Permanent</b> is now a DoES Project</p> <p><b>Grange/Gaelcholaiste Reachrann</b> Final Account</p> <p><b>St Kevins –</b> Not proceeding at present</p>	<p>Final Account agreed in principle, submitted to DES for approval</p> <ul style="list-style-type: none"> <li>• <b>Fingal – 2 CRs</b> Received an RFI on Planning, Susan in PW is trying to get agreement with Fingal Co Co, we may have to reapply for permission on a different location. Completion date now late 2020</li> </ul> <p><b>Skerries –</b> Sought advice from OCP. Final version of Documents will issue to Procurement early next week, Tendering for a Main Contractor and novating the Specialist TA supplier to them. (2 Tenders – 1 Contract)</p> <p><b>Griffeen Permanent</b> See update above.</p> <p><b>Grange/Gaelcholaiste Reachrann</b> Final Account Teams Meeting between DT and McAvoy's due next week.</p> <p><b>St Kevins</b></p>	
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			Project on hold. Derek Hennessy will manage this going forward
	<b>Summer Works 2015/2016</b>		
	<b>Summer Works 2015/16</b>	<p>All projects complete, except Fingal and Skerries. Retention payments to be paid (AMcC)</p> <p><b><u>Fingal &amp; Skerries</u></b> DDLETB to issue change of brief request to DoES. Architects fees to be agreed.</p>	<p><b><u>Fingal &amp; Skerries</u></b> Final fees to be agreed with POTA (Architect). Almost complete.</p> <p>Following this, Architectural Service to be re-tendered before project can progress.</p> <p>Change of Brief being prepared for submission to DoES (KF)</p>
	<b>Summer Works 2020</b>		
	<b>Summer Works 2020</b>	<p>13 projects approved under Life Safety Systems - Donabate, Skerries, Fingal, Grange, Colaiste Pobail Setanta, Scoil Grainne, St. Mac Dara's, Firhouse, Greenhills, Mount Seskin, Adamstown, Collinstown Park &amp; Colaiste Chillian</p>	<p>KSNPM to draft LOI and LORs for DDLETB to issue.</p>

		DT tenders currently being assessed with view to appointment.	
	<b>Temporary Accommodation</b>		
	<b>Temporary Accommodation 2020/2021</b>	<p><b>Fingal –</b> Application to DoES to be submitted</p> <p><b>Griffen –</b> DoES have approved 5 CRs, ancillary accommodation and alterations in Kishoge</p> <p>Tender ready by 10 April Planning ready by 10<sup>th</sup> April</p> <p><b>Grange/Reachrann</b> No decision from DoES, looking to use Belmayne TA</p> <p>Tender for DT</p> <p><b>Gaelcholaiste Cluain Dolcain –</b> DT Tender gone to procurement</p> <p><b>Luttrellstown Aonad</b> Nothing further occurs</p>	<ul style="list-style-type: none"> <li><b>Fingal -</b> ASA Application to be submitted to DoES by the end of May.</li> <li><b>Griffen</b> Tender advertised; closing date extended as a result of Covid - 19</li> </ul> <p>Planning submitted. Delays on assessment due to covid-19</p> <p>Completion expected late Sept.</p> <ul style="list-style-type: none"> <li><b>Grange/Reachrann</b> No decision from DES re using Belmayne TA</li> </ul> <p>Tender for DT late May</p> <ul style="list-style-type: none"> <li><b>Gaelcholaiste Cluain Dolcain</b> Tenders closed 8<sup>th</sup> May. Replacement BO to assess tenders.</li> <li><b>Luttrellstown Aonad</b> No update</li> <li><b>ERST (Horology)</b></li> </ul>

		<p><b>ERST (Horology) –</b> Letter issued</p> <p><b>Rivervalley CNS –</b> Karl to contact Ann Flynn</p> <p><b>Broadmeadow CNS –</b> Tom Plunkett advised School will start in Swords CC Nothing further occurs</p>	<p>New BO will manage this.</p> <ul style="list-style-type: none"> <li>• <b>Rivervalley CNS</b> Liaising with DES, delayed due to Covid-19</li> <li>• <b>Broadmeadow CNS</b> Nothing further to report. Derek is the new point of contact.</li> </ul>	
	<b>Emergency Works</b>			
	<b>Emergency Works</b>	<p><b>Adamstown – Defects – Cracked Walls</b> Not a priority in the short-term</p> <p><b>Balbriggan CC – Access for All – Home Economics Room –</b> Undertaking tender report.</p> <p><b>DFEi –</b> Karl to contact AGP re including QS services as an extension to their fee and get application submitted to DoES.</p> <p><b>Deansrath CC – Fire Safety &amp; Emergency Lighting</b> – KSN now acting as PM on project. Currently out to tender for DT. Nothing further has occurred (AS)</p>	<p><b>Adamstown – Defects – Cracked Walls -</b> See update above</p> <p><b>Balbriggan CC – Access for All – Home Economics Room –</b> Dept grant received. Contractor to be appointed. Start date subject to Covid.</p> <p><b>DFEI (KSN)</b> Karl to follow up with AGP re including QS services as an extension to their fee and get application submitted to DoES.</p> <p><b>Deansrath CC – Fire Safety &amp; Emergency Lighting –</b> KSNPM to issue draft LOI and LORs to DDLETB.</p>	

		<p><b>Sallynoggin – Access for All (Phase 2)</b> Precision have been appointed as of 5<sup>th</sup> March. (AS)</p> <p><b>Skerries – EWG Lift</b> Peter to send Amy EWG application (AS)</p> <p><b>St. Finians – EWG Wall</b> Approval from Dept 25<sup>th</sup> February. Quote acceptance for Fearon O’Neill Rooney Consultant Engineers on 27<sup>th</sup> February (AS)</p>	<p><b>Sallynoggin – Access for All (Phase 2)</b> Phase 2 ready to commence from May 18<sup>th</sup> subject to Covid 19</p> <p><b>Skerries EWG Lift -</b> 3 quotes received.</p> <p><b>St. Finians –</b> DoES grant approval received. Consultant has been instructed to progress project.</p>	
	<b>Non ETB</b>			
	<b>Benincasa Special School, Blackrock- Non ETB</b>	<p>Fee Proposal sent to DoES, Discussion between DoES and DDL on fees ongoing</p> <p>Karl to contact Larry McEvoy</p>	<p>Final agreement on Design Team with DoES for review and approval. Upon fee agreement, meeting to be held with DoES and Design Team.</p>	
	<b>Red Door – Non ETB</b>	<p>RFI on Planning submitted to DR Co Co Tender for Contractor ready for uploading on Etenders in the next week</p>	<p>Tenders Returned last week Planning permission Lodged</p>	
	<b>Skerries ET – Non ETB</b>	LMETB looking after this	Nothing further occurs	

<p><b>St Aidans New Entrance – Non ETB</b></p>	<p>Dept have requested seeking a fee quotation from existing architects to complete the works. Architects have been requested to forward information. They have initially indicated they will only be interested in undertaking the planning application. Awaiting formal response.</p>	<p>Architects have not responded to 2 requests on their status to re-commence. DH to write to department seeking to continue with alternative firm. DH</p>	
<p><b>St Brigid’s GNS – Non ETB</b></p>	<p>Currently out to tender &amp; awaiting response from Dept re: funding for PM services</p>	<p>Tender closed. Awaiting decision from DES re PM Fees.</p>	
<p>6. Staff profile updates</p> <ul style="list-style-type: none"> <li>i. Appointments &amp; Promotions</li> <li>ii. Retirements</li> </ul> <p><b>5 b) Committees of the Board</b></p> <ol style="list-style-type: none"> <li>1) Ardgillan CC BoM Minutes 5<sup>th</sup> February 2020</li> <li>2) Castleknock CC BoM Minutes 2<sup>nd</sup> December 2020</li> <li>3) CP Setanta CC BoM Minutes 11<sup>th</sup> March 2020</li> <li>4) Fingal CC BoM Minutes 18<sup>th</sup> November 2019</li> <li>5) Fingal CC BoM Minutes 18<sup>th</sup> December 2019</li> <li>6) Grange CC BoM Minutes 24<sup>th</sup> April 2020</li> <li>7) Mount Seskin CC BoM Minutes 10<sup>th</sup> December 2019</li> <li>8) St MacDara’s CC BoM Minutes 28<sup>th</sup> January 2020</li> <li>9) Stillorgan CFE BoM Minutes 5<sup>th</sup> December 2019</li> </ol>			<p>Noted</p> <p>Noted</p>
<p>06</p>	<p><b>Correspondence from the Department</b></p>		
	<p>All Circular letters pertaining to the ETB were noted</p>		<p>Noted</p>
<p>07</p>	<p><b>Correspondence from Other</b></p>		<p>None</p>



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Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire  
Átha Cliath agus Dhún Laoghaire Education and Training Board

10	<b>Strategic Plan Update</b>	None
11	<b>Policies &amp; Procedures</b>	
	DDLETB Risk Management Policy	Noted
	Members noted the policy would go to the Audit & Risk Committee	
12	<b>Any other Business</b>	
	Board members wished to thank all staff for their support during the Covid Crisis. Especially the HR recruitment section.	
14	<b>Next meeting</b>	
	Members were reminded of the date of the next meeting, 15 <sup>th</sup> June 2020.	
	Cathaoirleach :	
	Date :	

**LEARN  
ACHIEVE  
SUCCEED**