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

Meeting 2: 26th February 2020

Present: Cllr Kazi Ahmed, Cllr Yvonne Collins, Cllr Peter Kavanagh, Cllr Pamela Kearns, Colm Kilgallon, Claire Markey, Brendan O'Halloran, Daneve Harris, Gerry McGuire, Paul McNally, Cllr Joe Newman, Cllr Una Power, Cllr John Walsh.

Apologies: Cllr Michael Clark, Cllr Brigid Manton, Anne Genockey.

Cllr Peter Kavanagh, Cllr Ed O'Brien, Ken Farrell,

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

Documentation:
Uploaded Electronically

1. Minutes of previous meetings – 18th November 2019
2. Committee Minutes and reports
3. Financial update
4. Staff Profile update
5. Buildings Report
6. Committee and Board of Management members
7. Approved ETB matters

Ref	Item	Decision
	Welcome	
	The Cathaoirleach, Cllr John Walsh, welcomed the members.	
01	Apologies	
	Apologies were noted	
02	Meeting Agenda	
	The meeting agenda was agreed	
03	Declaration of Conflicts of Interest	
	No conflicts were declared	
04	Approval of Minutes	
	The minutes of 18 th November were approved	Proposed: Cllr Pamela Kearns Seconded: Cllr Yvonne Collins
06	Committees and reporting	
	<p>4.1 Committees of the Board</p> <ol style="list-style-type: none"> 1) Adamstown CC BoM Minutes 25th Dec 2019 2) Adamstown CC BoM Minutes 20th Nov 2019 3) Ardgillan CC BoM Minutes 9th Oct 2019 4) Balbriggan CC BoM Minutes 16th Sep 2019 5) Balbriggan CC BoM Minutes 16th Oct 2019 6) Balbriggan CC BoM Minutes 21st Oct 2019 7) Balbriggan CC BoM Minutes 4th Dec 2019 8) Balbriggan CC BoM Minutes 13th Jan 2020 9) Blackrock FEI BoM Minutes 28th May 2019 10) Blackrock FEI BoM Minutes 12th Nov 2019 11) Castleknock CC BoM Minutes 5th Nov 2019 12) Citywest & Saggart CNS BoM Minutes 12th Dec 2019 13) Citywest & Saggart CNS Enrolment Policy ASD Unit 2020 14) Colaiste Chilliaín BoM Minutes 26th Sep 2019 15) Coláiste de hÍde BoM Minutes 19th Nov 2019 16) Collinstown Park CC BoM Minutes 16th Oct 2019 17) Collinstown Park CC BoM Minutes 20th Nov 2019 18) Coláiste Pobail Setanta BoM Minutes 23rd Oct 2019 	

	<p>19) Coláiste Pobail Setanta BoM Minutes 27th Nov 2019 20) Deansrath CC BoM Minutes 15th Oct 2019 21) Deansrath CC BoM Minutes 26th Nov 2019 22) Dun Laoghaire FEI BoM Minutes 14th May 2019 23) Dun Laoghaire FEI BoM Minutes 7th Oct 2019 24) Dun Laoghaire FEI BoM Minutes 3rd Dec 2019 25) Donabate CC BoM Minutes 23rd Oct 2019 26) Dundrum CFE BoM Minutes 10th Apr 2019 27) Dundrum CFE BoM Minutes 22nd Oct 2019 28) Dundrum CFE BoM Minutes 10th Dec 2019 29) Fingal CC BoM Minutes 29th May 2019 30) Grange CC BoM Minutes 28th May 2019 31) Grange CC BoM Minutes 22nd Nov 2019 32) Griffeen CC BoM Minutes 3rd Oct 2019 33) Griffeen CC BoM Minutes 21st Nov 2019 34) Lucan CC BoM Minutes 10th Jun 2019 35) Luttrellstown CC BoM Minutes 16th Sep 2019 36) Luttrellstown CC BoM Minutes 11th Nov 2019 37) Mount Seskin CC BoM Minutes 14th May 2019 38) Mount Seskin CC BoM Minutes 12th Dec 2019 39) Oberstown Campus BoM Minutes 6th Dec 2019 40) Scoil Aoife CNS BoM Minutes 23rd Oct 2019 41) Scoil Choilm CNS BoM Minutes 4th Nov 2019 42) Scoil Ghrainne CNS BoM Minutes 15th Oct 2019 43) Skerries CC BoM Minutes 22nd Oct 2019 44) St MacDaras CC BoM Minutes 8th Oct 2019 45) St Finians CC BoM Minutes 24th October 2019 46) Swords CC BoM Minutes 4th Oct 2019 47) Swords CC BoM Minutes 7th Nov 2019</p> <p>Section 29 reports 48) Castleknock CC 26th Nov 2019 CCC50 49) Castleknock CC 26th Nov 2019 CCC51</p>	<p>Confirmed</p>
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4.2 Reports from the Executive

1) Finance

Noted

DUBLIN & DUN LAOGHAIRE EDUCATION & TRAINING BOARD

FINANCIAL REPORT

YEAR TO DATE December 2019

Programme	Opening Grant Cash Balance 1st January 2019	Receipts	Payments	Closing Grant Cash Balance 31st December 2019
TOTAL MAIN SCHEME PAY	43,187	(116,421,900)	116,130,279	(248,434)
TOTAL MAIN SCHEME NON-PAY	2,719,459	(10,164,860)	8,638,265	1,192,864
TOTAL ASSOCIATED MAIN SCHEME	(3,024,500)	(3,447,243)	3,334,385	(3,137,358)
TOTAL PRIMARY SCHOOLS	(147,076)	(1,354,932)	1,142,394	(359,615)
TOTAL CAPITAL	(3,569,509)	(8,523,704)	8,987,827	(3,105,386)
TOTAL THIRD LEVEL GRANTS	(410,286)	0	-	(410,286)
TOTAL NON-MAIN SCHEME	(699,773)	(21,746,451)	21,628,572	(817,653)
TOTAL TRAINING CENTRES	(3,589,296)	(39,275,632)	37,430,588	(5,434,340)
TOTAL YOUTH SERVICES	(441,864)	(10,929,825)	10,085,944	(1,285,745)
TOTAL AGENCY	(383,033)	(4,005,349)	3,889,519	(498,864)
TOTAL SELF- FINANCING	(6,187,298)	(5,956,803)	5,788,324	(6,355,776)
Bank Balance	(15,689,991)	221,826,699	(217,056,097)	(20,460,592)

DDLETB had approximately €20.4m on hand at the end of December 2019.

The overdraft facility that was formally put in place was not required.

The deficit on the Main Scheme Non-Pay had accumulated over a number of years but in December 2019 the Department of Education & Skills issued additional funding to DDL to cover the following:-

€178,390 to cover the receipts deficit

€327,086 to bridge the gap between the spending limit and the allocation

€1,500,000 additional funding based on demographic pressures and accumulated ONP deficit.

This funding has been greatly appreciated and will reduce the overall deficit on Main Scheme. The total expenditure for 2019 was 8.6m which includes €250,000 of an overspend was previously advised.

2) Staff Profile updates

Noted

3) Buildings Report

Noted

Report on Capital / Building Programme was presented by Debbie Howlett

Major Builds & Extensions		
ITEM	Update Provided in November 2019	Update February 2020. Please initial when amended
Adamstown - Defects	Nothing Further occurred Bill Kavanagh to send report Rang Glenman to put them on notice, left a voice-message, no answer and didn't follow up yet	DoES have requested that we appoint a Consultant to complete a Structural Report of 3 Schools in Adamstown ACC & 2 adjacent Primary Schools Peter Ging has issued his fee €15,500 incl. Vat
Ardgillan Community College – Phase 1	Pin Notice issued by DoES & they are planning to erect a structured scaffolding around building in the short-term	Sisk are on site erecting Structural Scaffolding We expect to have the stairwell given back to the school by the beginning of next week 24/02/20.

Balbriggan CC – Replacement Building	Fire Officer has sought further extension to Dec 10 th .	Statutory Applications have been lodged
Citywest – Fire Safety Works	Nothing Further occurred	Nothing further occurs (KF) George following up on outstanding monies
Citywest – (CNS New Build)	Handover expected 9 th December	Handed over
Coláiste Chillian – Adapt	New Architect to be procured. (As per 15/10/19) Awaiting Department clarification.	NMA gone into receivership. DoES/RR PM to advertise for replacement of Architect on 2 separate projects, DDLETB to be involved in assessment of Architect for Colaiste Chillian Site – no further details.
Danu Permanent Building	No Site found. Tom Plunkett suggested it'd be Riversdale.	Riversdale decided on for Permanent site. Hansfield have agreed to accommodate Danu for next academic year. Peter Ging designing Phase 1 (Summer 2019) We have to Tender for Design Team for Phase 2
Eblana	Remains vacant Listed on state property register as such	ATR have quoted for removal of graffiti
Fingal CC Extension	Nothing Further occurred Site adjacent became available for purchase	DoES have advised they're not in favour of extending capacity of Fingal on this site.
Gaelcholáiste Reachrann	Stage 2B will be completed and submitted to DoES before Christmas	Stage 2B still not submitted. We await Mechanical & Electrical Consultants information from JAK, currently 2 months behind.

Griffen CC 1,000 Pupil Permanent Building (SLA signed)	Instructed by DoES to Purchase the site. DT to be appointed. Schedule of Accommodation (SoA) to be agreed	DoES have advised they will purchase site and build the School SoA to be agreed Proposed completion of phase 1 Sept. 2022
Kingswood Community College	Construction Complete. Temporary Accommodation (TA) to be removed and upper level to be handed over	All areas handed over. Playing pitch to be seeded in new year.
Kishoge – Defects & Final Account	Negotiations ongoing Masterair to issue a fee to replace faulty valves	A number of issues are being followed up
Lucan Community College	Still waiting on DoES approval	Stage 2b submitted to DoES 6 th Feb 2020
Lusk Community College – Phase 2		Works ongoing. Expected completion 5/6/ 2020- subject to works remaining.
Luttrellstown Community College (Phase 2)	Construction Complete	
Skerries Community College – Extension	Measured Survey of existing Teaching areas to be completed to assist DoES prepare a Schedule of Residual of Accommodation	DoES asked and ETB agreed to extend Skerries to a 1,300 Pupil School Waiting for SoA and Brief Formulation Report to tender Design Team Nothing further occurs. TA 2020 approved by DoES today
St. Finian’s Community College - Extension	Response to Feasibility Report to go back to KSN this week	A cost comparison between renovation of existing building and new build has been submitted to DoES
Swords Permanent 1,000 Pupil School	<ul style="list-style-type: none"> Contractor (ABM) progressing well on site, Completion expected Q2 2020 	Contractor (ABM) progressing well on site, Completion expected end of June 2020

		<ul style="list-style-type: none"> Currently roof is being installed Completion expected Q2 2020 	
	Balbriggan SH – Final Account	KSN to compile Stage 5 Report JPD are awaiting updated warranty prior to settling final account	Final account figure agreed with Cleary Doyle. JPD awaiting updated warranty from Cleary Doyle. New leak reported as of 5 th Nov 2019
	Collinstown Park CC - SNU	<ul style="list-style-type: none"> Work in Progress Tender Documents being reviewed. Tender should go live week ending 22/11/19 	DT currently out to tender
	Mount Seskin SNU	<ul style="list-style-type: none"> Latest design proposal is with Department since 8 May 2019. Awaiting a decision I will contact the Dept again regarding progress 	Department contacted again 7/2/2020. They say they are dealing with it in technical
	St. Kevins -SNU	PM to be decided. Approval letter received 30/10/19. Project scope will be over €1,000,000	DT currently out to tender
Temporary Accommodation			
	Temporary Accommodation 2019	<ul style="list-style-type: none"> Colaiste Cois Life – Handover due mid-December Ardgillan - Final Grant of permission received 	<ul style="list-style-type: none"> Colaiste Cois Life Issue getting Design Cert from WBS for alterations to Building. Issue with Planning, decided not to occupy until apply and get Planning Retention. Application to be submitted to SDCC in Feb. Ardgillan Have agreed DT Fee

		<ul style="list-style-type: none"> Revise scope to include 4 CRs on 2nd story. Need to Agree DT Fees Out to Tender early December Ardgillan 5 CR Complete Final Account to go to DoES Danu - Original Works complete. CO sent to Vision. School opened 18th Nov Swords TA – Nothing Further occurred External works complete Works to ESB substation ongoing.(KF) Fingal – 2 Class Rooms approved, Surveys completed last week. Masterplan ongoing(KF) Skerries – Both TA & Science Room out to Tender end of Nov(KF) 	<p>Tender Documents almost ready to upload on Etenders Have to apply for PP/DAC & FSC for phase 2 (2 storey) Received DoES approval</p> <ul style="list-style-type: none"> Ardgillan 5 CR Complete Final Account to go to DoES Danu Original Works complete. Additional works being costed circa €85k Approval to stay in Hansfield for 2020/2021 academic year. Swords TA Revision of FSC been prepared Waiting for ESB Networks to install meter and turn on power to substation. Fingal – 2 CRs Issue with Planning Application, had to resubmit. Masterplan ongoing(KF) Skerries Both TA & Science Room have yet to be Tendered 	
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	<ul style="list-style-type: none"> Griffeen – Stage 1 ongoing. Surveys organised Grange/Reachrann – Almost complete. Handover by end of Nov.(KF) St Kevins – 1st Quarter 2020 	<ul style="list-style-type: none"> Griffeen – stage 1 Complete on revised location in Kishoge Awaiting DoES approval for ancillary accommodation Grange/Gaelcholaiste Reachrann 2019 complete and occupied 2020 Application submitted St Kevins Delayed for 2 reasons CCL not handed over & issue with additional costs to refurb in compliance with Part L discovered during Tender Process 	
Summer Works 2015/2016			
Summer Works 2015/16	<ul style="list-style-type: none"> 21 Applications 15 approvals 3 projects still nearing completion. 	All projects complete. Only retention payments to be paid.	
Summer Works 2020			
Summer Works 2020	21 Applications	<ul style="list-style-type: none"> 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 & Colaiste Chillian Out to tender for consultants. Closing date 6th March 2020 	

	<p>4) Service Plan</p> <p>DDLETB Service Plan</p> <p>5) CEOs Report</p> <ol style="list-style-type: none">1. Board of Management training - facilitators have been trained in the first two of four modules. It is expected that they will deliver the first two modules in March in clusters. The final two modules are expected to be delivered in May.2. Education (Admissions to School) Act was commenced on 1st February almost completely save provisions for Section 29 hearings. The timeline is that Principals will be developing their policies using ETBI templates. These will be brought to each Board of Management by the end of April. It would be good if members had oversight of the schools progress towards achieving the deadline in each BoM meeting. The Admissions policies need to be brought to this Board before June.3. Principals have been appointed to Citywest CC - Joy Uí Murchadha; Blanchardstown CC - Michael Flynn; Broadmeadow CNS - Jennifer Robinson.4. St Maelruain's Church of Ireland Primary school will become a Community National School on 1 June 2020 after the transfer of patronage from Archbishop of Dublin.5. Ardgillan CC had a full Child Protection and Safeguarding Inspection (CPSI) which took three days. The school had three days notice of the inspection. This was the first of its kind in this ETB and the school did well. There was a big investment in training last year to prepare schools for this thanks to Adrian. The work has paid off. The inspection is a ten check inspection with sub-checks. The result is full; substantial; partial or not. There is a follow up regardless.6. Riversdale CC had a very successful MLL inspection. Great progress has been made in terms of school leadership and teaching and learning. Greenhills CC had a DIS inspection which went very well.7. Scoil Aoife had a WSE-Management and Leadership of Learning (MLL) inspection and did well. There was acknowledgement of the status as a new and developing school with a big turnover of teachers. There has been great work done in terms of planning, teaching and Additional Education Needs.	<p>Adopted Proposed: Gerry McGuire Seconded: Cllr Peter Kavanagh</p> <p>Noted</p>
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8. Oberstown has had a recent inspection and the Director of Schools is doing detailed work to respond to the recommendations.
9. FET - In 2019, DDLETB delivered education and training to 30,706 learner beneficiaries with a further increase to 31,365 projected for 2020. A strategic review of our Agreement took place with SOLAS in November 2019 which evidenced strong progress and innovation on the part of DDLETB. This will continue throughout 2020.
10. DDLETB has been approved to deliver the Explore Initiative for 2020. Explore aims to deliver digital and personal upskilling opportunities to people working in the manufacturing sector. In particular, older workers and those with lower skills are targeted. The Blanchardstown Adult Education Service successfully delivered this initiative in 2019 and will be the lead partner again in 2020. DDLETB has secured €40,000 in funding from the Department of Education to deliver Explore.
11. DDLETB chairs the Education & Training Pillar of the “*Our Balbriggan*” Socio-Economic Strategy. This work in Balbriggan has led to recruitment of new staff, improved choice of training courses and increased learner numbers. In addition, DDLETB are hosting a three day Skills Festival from March 31st to April 2nd which has a broad range of events covering schools, adult learners and the business community. This work aligns with our Strategic Performance Agreement which sets out to “*ensure more FET provision is located in the most densely populated areas, in particular in areas in Fingal such as Balbriggan, Blanchardstown and Swords.*”
12. DDLETB is leading on the development of new childcare programmes for the ETB sector, and will be piloting a governance model that will allow for the collaborative development of shared programmes between ETBs. This will allow the 16 ETBs to eventually move towards a relationship of devolved responsibility with QQI and give them greater freedom in responding flexibly to emerging industry needs when developing other programmes in the future.
13. The QA Unit is also continuing to develop a common Quality Assurance system for all DDLETB FET services, in compliance with QQI’s reengagement requirements. A suite of common procedures to ensure the quality assured delivery and monitoring of all assessments within the FET sector have been developed and approved by the relevant QA Governance Unit.
14. The successful Middle Leadership Development programme that was delivered in 2019 is being offered again due to popular demand. Seventy senior and middle managers will be partaking in this course from February – March 2020

07	Correspondence from the Department																																																										
	All Circular letters pertaining to the ETB were noted	Noted																																																									
08	Correspondence from Other																																																										
	Letter dated 4 th June 2019 from IPB re: nomination of DDLETB representative to attend IPB 2020 Annual General Meeting																																																										
	Gerry McGuire was approved as DDLETB representative	Proposed: Cllr John Walsh Seconded: Cllr Pamela Kearns																																																									
09	Strategic Plan Update																																																										
	None	Noted																																																									
10	Appointment of members to the Committees to the Board																																																										
	The following members were appointed																																																										
	<table border="1"> <thead> <tr> <th>School / College</th> <th>Representing</th> <th>Name (17.02.2020)</th> </tr> </thead> <tbody> <tr> <td rowspan="8">Scoil Chormaic CNS</td> <td>ETB</td> <td>Cllr Grainne Maguire</td> </tr> <tr> <td>ETB</td> <td>Malachy Quinn</td> </tr> <tr> <td>Principal</td> <td>Deirdre Corcoran</td> </tr> <tr> <td>Teacher</td> <td>Risa Champion</td> </tr> <tr> <td>Parent</td> <td>Máirín Brady</td> </tr> <tr> <td>Parent</td> <td>David Styles</td> </tr> <tr> <td>Community</td> <td>Paul Barnett</td> </tr> <tr> <td>Community</td> <td>Peader O'Kelly</td> </tr> <tr> <td rowspan="8">Lucan CNS</td> <td>ETB</td> <td>Daneve Harris (Chair)</td> </tr> <tr> <td>ETB</td> <td>Ainle O'Neill</td> </tr> <tr> <td>Principal</td> <td>Paul O'Callaghan (A)</td> </tr> <tr> <td>Teacher</td> <td>Jacinta Carron</td> </tr> <tr> <td>Parent</td> <td>Sarah Anderson</td> </tr> <tr> <td>Parent</td> <td>Greg Burke</td> </tr> <tr> <td>Community</td> <td>Lesley Berney</td> </tr> <tr> <td>Community</td> <td>Keith Rogers</td> </tr> <tr> <td rowspan="6">Rivervalley CNS</td> <td>ETB</td> <td>Cllr Joe Newman (Chair)</td> </tr> <tr> <td>ETB</td> <td>Deferred</td> </tr> <tr> <td>Teacher</td> <td>Maria Kildea</td> </tr> <tr> <td>Principal</td> <td>Anne McArdle</td> </tr> <tr> <td>Parent</td> <td>Joanne Crowley</td> </tr> <tr> <td>Parent</td> <td>Alan Canny</td> </tr> <tr> <td rowspan="3">DFEI</td> <td>ETB</td> <td>Deferred</td> </tr> <tr> <td>ETB</td> <td>Deferred</td> </tr> <tr> <td>ETB</td> <td>Cllr Michael Clark</td> </tr> </tbody> </table>	School / College	Representing	Name (17.02.2020)	Scoil Chormaic CNS	ETB	Cllr Grainne Maguire	ETB	Malachy Quinn	Principal	Deirdre Corcoran	Teacher	Risa Champion	Parent	Máirín Brady	Parent	David Styles	Community	Paul Barnett	Community	Peader O'Kelly	Lucan CNS	ETB	Daneve Harris (Chair)	ETB	Ainle O'Neill	Principal	Paul O'Callaghan (A)	Teacher	Jacinta Carron	Parent	Sarah Anderson	Parent	Greg Burke	Community	Lesley Berney	Community	Keith Rogers	Rivervalley CNS	ETB	Cllr Joe Newman (Chair)	ETB	Deferred	Teacher	Maria Kildea	Principal	Anne McArdle	Parent	Joanne Crowley	Parent	Alan Canny	DFEI	ETB	Deferred	ETB	Deferred	ETB	Cllr Michael Clark	Proposed: Cllr Yvonne Collins Seconded: Gerry McGuire
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	Crannóg Nua	ETB	Gerry McGuire	
		ETB	Deferred	
	Ballydowd Special School	ETB	Paul McEvoy	
		ETB	Daneve Harris	
	Citywest & Saggart CC	ETB	Peter Kavanagh	
		ETB	Deferred	
	Blanchardstown CC	ETB	John Walsh	
		ETB	Brendan O'Halloran	
	Colaiste Pobail Setanta	ETB	Karan Donnelly	
10	Appointment of Interim Board of Management for Coláiste Pobail Fódla (Citywest & Saggart) and Eriú Community College (Blanchardstown)			
	Coláiste Pobail Fódhla	ETB	Cllr Peter Kavanagh	Proposed: Gerry McGuire
		ETB	Deferred	Seconded: Cllr John Walsh
	Ériú Community College	ETB	Cllr John Walsh	Proposed: Gerry McGuire
		ETB	Brendan O'Halloran	Seconded: Cllr Peter Kavanagh
11	Policies & Procedures			
	<ul style="list-style-type: none"> Adverse Weather Protocol Agreed Feb 2020 Application for Waiver Adult Education Fees ETB (DRAFT) DDLETB Policy for Waiver of Adult Education Course Fees (DRAFT) Policy for Fee Receipting in Schools Centres Stock Policy for DDLETB Travel & Subsistence Policy for Domestic and Foreign Travel 2020 			Noted
12	Any other Business			
	None			
14	Next meeting			
	Members were reminded of the date of the next meeting 30 th March 2020			
	Cathaoirleach :			
	Date :			

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

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