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

Meeting 7: 30th March 2020

Present: Cllr Kazi Ahmed, Cllr Yvonne Collins, Anne Genockey, Cllr Peter Kavanagh, Cllr Pamela Kearns, Colm Kilgallon, Claire Markey, Daneve Harris, Cllr Brigid Manton, Gerry McGuire, Paul McNally, Cllr Joe Newman, Cllr Ed O'Brien, Cllr Una Power, Cllr John Walsh.

Apologies: Brendan O'Halloran, Cllr Michael Clark, Ken Farrell

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

Documentation:

Uploaded Electronically

1. Minutes of previous meetings – 26th February 2020
2. Committee Minutes and reports
3. Statement of Internal Control
4. Annual Financial Statement
5. Finance Report
6. Annual Report
7. Buildings Report
8. Staff Profile Updates
9. Committees of the Board - Minutes & Policies
10. Committee and Board of Management members
11. Correspondence from the Department of Education and Skills

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Ref	Item	Decision
	Welcome	
	The Cathaoirleach, Cllr John Walsh, welcomed the members. Votes of Sympathy were expressed by the Cathaoirleach and members for: - Joe Newman, ETB member, on the Death of his Sister, Jean; Angie McCann, Loughlinstown Training Centre, on the Death of her Father, John; Caroline Daly, Head Office, on the Death of her Father, Brendan; Michael Mooney, Teacher St. Finians CC, on the death of his Father, Patrick; Niamh Woods, Head Office, on the death of her Brother, Denis. The Cathaoirleach commended the ETB support staff and teachers for continuing their teaching and learning in the difficult circumstances presented in the fight against the spread of Covid-19.	
01	Apologies	
	Apologies were noted	Noted
02	Meeting Agenda	
	The meeting agenda was agreed	Agreed
03	Declaration of Conflicts of Interest	
	No conflicts were declared	
04	Standing Order – Amendments	
	The amendments to the Standing Order were approved. These concerned the need for members when attending meetings remotely such as under the current Covid-19 lock down to keep their computer secure and to ensure that meeting materials are kept confidential.	Proposed: Cllr Peter Kavanagh Seconded: Gerry McGuire
05	Committees and reporting	
	5 a) Reports from the Executive	
	1. Statement of Internal Control -a discussion took place on the key issues arising in the statement, namely the continuing difficulty for the ETB in meeting the requirements on procurement. Members noted the efforts made to achieve full compliance acknowledging that the dispersed nature	Proposed: Cllr Jo Walsh Seconded: Cllr Anne Genockey

Commented [DH1]: Can we add it was recommended by ARC

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of purchasing meant that frequently Head Office was unable to determine breaches early enough to implement controls. An example was given on the purchase of PPE and hand sanitiser recently which all schools and centres did urgently but the aggregated cost may breach the threshold.

- Annual Financial Statement - a discussion took place on the AFS which has been examined by the Finance Committee and has been approved for adoption. The committee was happy that all efforts have been made to stay within the allocated budget but that the growth of numbers in students and learners is putting schools, centres and Head Office under enormous pressure. The Board unanimously adopted the Annual Financial Statement.

- Finance report

Proposed: Cllr Kazi Ahmed
Seconded: Cllr Joe Newman

Adopted

Year to date February 2020

Programme	Opening Grant Cash Balance 1st January 2020	Receipts	Payments	Closing Grant Cash Balance 29th February 2020
TOTAL MAIN SCHEME PAY	43,187	(17,439,769)	17,833,364	436,783
TOTAL MAIN SCHEME NON-PAY	2,719,459	(1,349,325)	2,446,504	3,816,638
TOTAL ASSOCIATED MAIN SCHEME	(3,024,500)	(11,757)	579,732	(2,456,526)
TOTAL PRIMARY SCHOOLS	(147,076)	(420,835)	202,915	(364,996)
TOTAL CAPITAL	(3,569,509)	(724,636)	1,009,741	(3,284,404)
TOTAL THIRD LEVEL GRANTS	(410,286)	0	-	(410,286)
TOTAL NON-MAIN SCHEME	(699,773)	(1,969,106)	6,316,497	3,647,618
TOTAL TRAINING CENTRES	(3,589,296)	(9,872,804)	6,280,064	(7,182,036)
TOTAL YOUTH SERVICES	(441,864)	(2,429,040)	1,003,753	(1,867,151)
TOTAL AGENCY	(383,033)	(868,202)	737,812	(513,423)
TOTAL SELF-FINANCING	(6,187,298)	(682,597)	920,889	(5,949,005)
Bank Balance	(15,689,991)	35,768,070	(37,331,270)	(14,126,789)
OVER ALL TOTAL	(15,689,991)	(35,768,070)	37,331,270	(14,126,789)

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<p>DDLETB had approximately €14.1m on hand at the end of February 2020. The additional funding issued by DES relating to 2019 has reduced the long-standing deficit on ONP to circa €3 m. The Main Scheme Non-Pay spending limit for 2020 is €8,693,306, an increase of 3.6% on 2019. Insurance costs, contracted cleaning and the costs arising from the additional new students and extra school facilities means that DDLETB will incur a deficit of circa €300 K in 2020.</p> <p>4. Overdraft request An overdraft facility was approved in the amount of 10 million euro. This provision is being made to ensure that there is a sufficient cushion to allow for cash to be paid over to ESBS for payroll early if needed prior to receipt of grant from the Department in the event that the shutdown causes unexpected delays in transfers.</p> <p>5. CEO's Business A. Meeting with Department of Education and Skills Post-Primary Administration- following the last ETB meeting, DOSD Debbie Howlett and I met with Principal Officer and team in Athlone. We were successful in being allocated relief in recognition of our circumstances as a growing ETB with very many pressures. We have been given approval to hire replacements for retiring or resigning staff. We have approval for two new APO posts, and two grade 4s and two grade 3s. There is also recognition that our budget is low considering the growth we are dealing with. Separately a proposal from the Building Unit in the DES acknowledges that ETBs require Project Management expertise. ETBI has been given the task of setting out a scope of works for a contract to hire in Project Management expertise. We expect this will improve our capacity to respond to the huge demands of our current building programme.</p> <p>B. The Festival of Music took place on the 10th March. There is no doubt that the Covid -19 affected attendance. It was the last event before the schools were told to close. It was very well received by an enthusiastic audience. Huge credit is due to Paul Kingston and Carmel O Neill for arranging the concert and ensuring that everything ran smoothly in auditions and on the night. They had a large and dedicated team as usual and we are grateful for all the additional effort of our music teachers in making this an annual event worth waiting for.</p>	<p>Proposed: Cllr Yvonne Collins Seconded: Gerry McGuire</p> <p>Noted</p>
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Commented [PL2]: This appears to me to be at the wrong spot-the proposer/seconded is for the overdraft request I presume

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C. Most of the recent weeks has been dominated by the Covid-19 scenario. We are delighted that the response of our staff in schools, centres and services has been so extraordinarily professional and pertinent. Learning opportunities for all have been continuing and our ICT team and TEL staff have ensured there is great guidance available as well as technical support. Staff have risen to the challenge of working from home and keeping students and learners focused.

The Director of Schools for post-primary Adrian Flynn:

1. Email of thanks and guidance sent to all teaching staff from Adrian

2. Admissions

Deadlines and process as outlined by the Minister below:

- Prepare a draft Admissions Policy by end of March 2020
- Submit draft to Patron for approval by end of April 2020
- Reconsult re any modifications and return to Patron for approval by end of May 2020

3. CP review

- March-June
- DLP/DDLP Confirmation
- Risk Assessments
- Safeguarding Statement

4. BoMs

BoM cluster training is on pause for the moment. Plan being devised by DoS (Adrian & Nichola) for essential training to be deployed.

5. Principals' survey

- Platforms of Engagement with Learners
- Communication methods with all stakeholders

6. Supporting continuity of T & L at PP

Microsoft Office 365 is the DDLETB platform of choice and is currently available to all school communities.

Commented [PL3]: Did we write to these to thank them? also is there something we do to say thanks? Conscious that Paul no longer an employee

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- Base form of communication for learners using a home device is Email.
- DDLETB are supporting remote learning with daily updates of resources/ideas to enhance learning using email and MS OneNote

Learning is supported in a variety of ways:

- Teacher emails content/tasks - learner emails completed task and Email feedback is received from teacher.
- Teacher OneNote supports email loop.
- DDLETB are supporting remote learning with daily updates of resources/ideas to enhance learning using email and a OneNote

Challenges

- Maintaining learner engagement, motivation and positive state of wellbeing.
- Connectivity - some learners may have little/no broadband connectivity and require mobile data to access learning. Mobile providers could/should provide all mobile packages with unlimited data to ensure equality of access for all learners. EIR have implemented measures.
- School digital leads/ICT coordinators are under pressure supporting stakeholders including teachers, learners and parents.
- Virtual Learning Environments are presenting with difficulties during this surge in demand.

7. Principals

- All PP Principals are divided into two groups on Teams for online video check in meetings.

The Director of FET reports as follows:

- Staff and services in FET are innovating on a daily basis to support the continuity of teaching and learning and staff are reaching out to learners in many different ways to support all learners and their individual needs.
- The Director of FET and QA manager are liaising with QQI to develop common quality assured guidelines for the remote delivery of course material, and assessment of learners in the context of the closure of centres to learners. Assessments being replaced by assignments that allow for the same learning outcomes to be assessed will be important for learners especially for those who wish to progress to HE. Structures and supports are in place through our governance

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structures to support this work. Our goal is to support learners and staff through this situation.

- The QA Unit hosted a conference for the chairs of the Results Approval Panels (responsible for the approval all results) across the 38 FET centres. A training session for all FET QA Coordinators in the new common QA documentation was delivered. This will be particularly important in the current situation as we move into the assessment cycle for many courses which is being done remotely.
- New Professional Development opportunities with regard to online teaching and learning are being identified, and sent out to teachers and instructors, to support them and learners in the current situation.
- DDLETB is an active member of the Dublin Regional Skills Forum alongside other Further & Higher Education Institutions and Employer Representative Bodies. DDLETB has developed a *Partner Engagement Plan* for 2020 which focuses on communication, information sharing, enterprise engagement and collaboration with Higher Education and Employers. This will be very important in responding to those who have become unemployed. Our Training Centres, in the first instance, are working on a plan to respond locally.
- DDLETB have given feedback to the *Future FET: Transforming Learning 2020-2024*. The Strategy sets out a vision for FET's development over the next 5 years based around three pillars of *skills, pathways and inclusion*. Our response to this Strategy will be aligned to our DDLETB strategic goals.

The Director of Schools for CNS, Oberstown and Youth Services reports as follows:

Youth Services-sports and community centres are closed either by the County Council concerned or by us. Remote working is happening for youth groups across our ETB area. Foroige has made its courses available online which is very helpful.

In relation to Alternative Learning Programme (ALP) venues, our Youth development Officer. Reports that an online learning platform "Seesaw" is being used by these tutors for pupils, in addition to their contingency plan which was a phone call with pupil every morning/afternoon and work given. This is staying the same but work given online and immediate feedback/teaching during their normal hours. Her tutors received videos for setting up as soon as they can.

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Primary-

- DDLETB CNS Principals met the week before the closure. A checklist and feedback template were given to them for contingency plans for teaching and learning on closure. The checklist had been put together by Post Primary Principals which was usable at Primary but slightly adapted. Each school held meeting with staff and completed the template and a plan which was sent onto Director. This plan was for short-term closure (2-3 weeks and longer, if possible).
- Review of each school context and feedback on progress was discussed between Director and each Principal and/or their IT coordinator last week and a consistent e-learning platform, SeeSaw, is now being rolled out in all CNS schools in DDLETB, ensuring parent, teacher and student are engaged. This was already running in some of the schools so we are just spreading the expertise. Training has commenced and nearly complete with schools ready to all move next week and earlier if ready. It's very simple, controlled and pupils, parents and pupils engage well with it.
- DDLETB have been closely linked in with 1:1 school in Italy, learning from their experience, looking at their model. A series of webinars with these Principals and teachers have been hosted by them for our schools last week. This took place with IT coordinators and Principals at both Primary, PP and FET. This has been very beneficial, especially as we roll one common platform out among all our CNS schools - ensuring online engagement is closely aligned with best practice (Some schools were already using SeeSaw but this was an opportunity for a consistent platform across all our CNS schools. These teachers are linked in with other CNS schools now using it).
- Currently, an on-line support forum is being set up among CNS schools, pooling together of resources and assistance/mentoring models within schools and across our schools is underway. These resources will be uploaded to a shared Microsoft Sharepoint, mentoring/pairing/grouping starting in-school first. IT Coordinators will look after the pooling of resources for all schools.
- Principals are linked in with Nichola on Teams for a weekly check-in meeting every Friday at 10am, structures are now being set in place for IT coordinator support and teacher support across all our schools, with schools taking the lead and working together - similar sized schools working together, yet all coordinators linked together sharing practice/troubleshooting.
- Feedback from principals this morning regarding parental uptake was very positive all round. All Parents at the start of this process have received an outline of what work is being allocated, timetables and how they communicate with each class

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teacher. This was consistent across all CNS schools and in the contingency plan. This is obviously evolving as the needs/family contexts play a huge role in pupil's engagement in learning at home.

- Surveys regarding access to technology/devices were sent home by schools who were unaware of access already. Where there is no Wifi/engagement, these families are engaged with 1 to 1 by class teacher or Principal. Technology is not to be forced, according to the Italian experience. Hence, we meet the needs of those pupils.

- The expectation set is for feedback/correction to be given during the school day, all parents are to be contacted by class teacher/Home school or support teacher or combination, either by phone call/email - our disadvantaged pupils is by phone call: So far pupils engagement is very high.

- Guidance/advice was shared among schools around the structures of lessons, via video format, the importance of focusing on pedagogy and learning outcomes throughout. Examples shared among schools. Activity based lessons with AFL, AOL clearly demonstrated and tangible using SeeSaw.

- Concerns were raised by Principals regarding support teachers and how they would continue their role? They are linked with a class teacher or 2, depending on size of the schools and both teachers are responsible for the content, although guided by class teacher's planning/overview.

- ASD classes: We are currently closely linked in with NCSE as we have a Special School, pupils aged 6-18. NCSE have agreed with Principal that they will give their advisory visits over to assisting with on-line learning platform, using SeeSaw and in line with what we are delivering at mainstream. This is in motion, so will be interesting to see how this pans out.

- Regarding Principal and Staff - all staff in all schools are on Outlook 365, Sharepoint and teams. Teams for the Principals and staff is currently being done by our IT Dept, this morning.

- Detention and Care facilities: Moodle is the platform here for all 3 detention and special care facilities moving forward. Webinars have already been put together by FET for teachers and webinars will be put together for the care staff in logging the pupils in securely. Planning for Moodle is on track to operate from Easter break onwards.

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<p>6. Annual Report The Annual Report for 2019 was adopted</p> <p>7. Buildings report</p> <p>8. Staff profile updates</p> <p> i. Appointments & Promotions ii. Retirements</p> <p>5 b) Committees of the Board</p> <ol style="list-style-type: none">1) Adamstown CC BoM Minutes 15th Jan 20202) Ardgillan CC BoM Minutes 8th Oct 20193) Blackrock FEI BoM Minutes 28th May 20194) Blackrock FEI BoM Minutes 12th Nov 20195) Blackrock FEI BoM Minutes 10th Dec 20196) Citywest & Saggart CNS BoM Minutes 13th Feb 20207) Collinstown Park CC BoM Minutes 4th Dec 20198) CP Setanta BoM Minutes 15th Jan 20209) Danu CSS BoM Minutes 12th Feb 202010) Danu CSS Admissions Policy 201911) Danu CSS Code of Behaviour 201912) Deansrath CC BoM Minutes 28th Jan 202013) Donabate CC BoM Minutes 3rd Dec 201914) Firhouse CC BoM Minutes 16th Sep 201915) Firhouse CC BoM Minutes 12th Nov 201916) Firhouse CC BoM Minutes 21st Jan 202017) Grange CC BoM Minutes 10th Dec 201918) Griffeen CC BoM Minutes 16th Jan 202019) Griffeen CC BoM Minutes 27th Feb 202020) Griffeen CC BoM Minutes 6th Feb 202021) Griffeen CC Admissions Policy 202122) Kishoge CC BoM Minutes 4th Dec 2019	<p>Adopted Proposed: Cllr Joe Newman Seconded: Claire Markey</p> <p>Noted</p> <p>Noted</p> <p>Proposed: Gerry McGuire Seconded: Cllr Kazi Ahmed</p>
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	<p>23) Kishoge CC BoM Minutes 5th Feb 2020 24) Lucan CC BoM Minutes 9th Dec 2019 25) Lucan CC BoM Minutes 18th Nov 2019 26) Lucan CC BoM Minutes 20th Jan 2020 27) Oberstown Campus BoM Minutes 7th Jun 2019 28) Oberstown Campus BoM Minutes 6th Dec 2019 29) Scoil Aoife CNS BoM Minutes 11th Dec 2019 30) Scoil Choilm CNS BoM Minutes 16th Dec 2019 31) Scoil Ghráinne CNS BoM Minutes 17th Dec 2019 32) Skerries CC BoM Minutes 3rd Dec 2019 33) Skerries CC BoM Minutes 14th Jan 2020 34) Skerries CC Admissions policy 2021 35) St MacDaras CC BoM Minutes 8th Oct 2019 36) Swords CC BoM Minutes 16th Jan 2020 37) Youthreach North Committee Minutes 4th Feb 2019 38) Youthreach North Committee Minutes 6th Mar 2019 39) Youthreach North Committee Minutes 10th Apr 2019 40) Youthreach North Committee Minutes 11th Nov 2019 41) Youthreach South Committee Minutes 4th Feb 2019 42) Youthreach South Committee Minutes 6th Mar 2019 43) Youthreach South Committee Minutes 10th Apr 2019 44) Youthreach South Committee Minutes 11th Nov 2019 45) Audit & Risk Committee Report 46) Finance Committee Report 27th Feb 2019 47) Finance Committee Report 13th Mar 2019 48) Finance Committee Report 11th Nov 2019 49) Finance Committee Report 4th Dec 2019 50) Finance Committee Report 21st Feb 2020</p> <p>Section 29 reports 51) Scoil Chormaic CNS 27th February 2020</p>	
06	Approval of Minutes	
	The Minutes of the previous meeting 26th February 2020 were approved	Proposed: Cllr Yvonne Collins Seconded: Colm Kilgallon

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07	Appointment of members to the Committees to the Board													
	The following members were appointed	Proposed: Gerry McGuire Seconded: Cllr Kazi Ahmed												
	<table border="1"><tr><td>DFEI</td><td>ETB</td><td>Deirdre Hanamy</td></tr><tr><td></td><td>ETB</td><td>Derek Walsh</td></tr><tr><td>Eriú CC</td><td>ETB</td><td>John Walsh</td></tr><tr><td>Griffen CC</td><td>Parent</td><td>Andy Pierce</td></tr></table>	DFEI	ETB	Deirdre Hanamy		ETB	Derek Walsh	Eriú CC	ETB	John Walsh	Griffen CC	Parent	Andy Pierce	
DFEI	ETB	Deirdre Hanamy												
	ETB	Derek Walsh												
Eriú CC	ETB	John Walsh												
Griffen CC	Parent	Andy Pierce												
08	Correspondence from the Department													
	All Circular letters pertaining to the ETB were noted	Noted												
09	Correspondence from Other	None												
10	Strategic Plan Update	None												
11	Policies & Procedures	None												
12	Any other Business	None												
14	Next meeting													
	Members were reminded of the date of the next meeting, 18 th May 2020.													
	Cathaoirleach :													
	Date :													

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