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

Meeting: 4:30 pm, 28<sup>th</sup> February 2022

Present: Cllr Brigid Manton, Cllr Cathal Boland

Claire Markey, Colm Kilgallon, Daneve Harris, Gerry McGuire, Cllr Kazi Ahmed, Cllr Joe Newman, Cllr John Walsh, Cllr Pamela Kearns, Cllr Pamela Conroy, Cllr Peter Kavanagh, Cllr Una Power, Cllr Yvonne Collins.

**Apologies: None**

**Absent:** Anne Genockey, Cllr Ed O'Brien, Brendan O'Halloran, Cllr Michael Clark, Ken Farrell

**In Attendance:** Caitríona Murphy, CEO; Adrian Flynn, Director of Schools; Noel Kelly, Director of Schools; Siobhan Lynch, Director of Further Education and Training; Allen Buckley, Finance; Bill Kavanagh, Buildings Officer; Treacy Byrne, Buildings Officer; Thea Jordan, Public Affairs Officer; Caroline Daly, Development Officer; Emma Maloney, PA to SMT.

Documentation:

Uploaded Electronically

## **Welcome**

The Cathaoirleach, Cllr Joe Newman, welcomed everyone to the meeting

## **Condolences**

Condolences were extended to all families of staff who have been bereaved over the last month. A minute's silence was observed.

## **1. Declaration of Conflict of Interest**

No conflicts were declared

## **2. Matters for the Resolution of the Board**

**Minutes:** The minutes of the previous meeting held on 17<sup>th</sup>, January 2022 were approved, Subject to amendment.

**Proposed: Gerry McGuire**

**Seconded: Cllr Peter Kavanagh**

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### **Boards of Management Members Appointments**

The appointment of Susan Duffy as ETB representative to the board of Collinstown Park CC

**Proposed: Cllr Joe Newman, Seconded: Cllr John Walsh**

Cllr Brigid Manton was nominated as ETB representative to the Board of Broadmeadow CNS

**Proposed: Cllr Joe Newman, Seconded: Gerry McGuire**

The Service Plan 2022 was approved,

**Proposed: Cllr Brigid Manton, Seconded: Cllr Pamela Kearns**

### **3. Matters for noting by the Board**

Committees of the Board **Noted**

It was agreed that schools Board of Management minutes are only to be named for noting  
ARC Minutes: **Noted**

Policies: **Noted**

Correspondence from the Department were **Noted**

The Ethos Framework Implementation was presented to the board by Caroline Daly, Development Officer. The newsletter and presentation will be made available to board members.

### **4. Matters Submitted by the Executive**

**CEO Report** – Monday 28<sup>th</sup> February 2022

I just want to take the opportunity to thank you all for the support over the last 2 years and as we enter a new phase today, we are mindful of the impact that Covid has had on everyone and the loss that many families have endured. I want to thank also each and every staff member. As you know Debbie will not be at the meeting today but her team are here to support and update you on various items today but, in particular, the adoption of the Service Plan for 2022 which is an important and named reserved function of this Board.

From today as I mentioned, we are following the latest public health advice but continue to stress and focus on the preventative measures that are in place in order to make sure health and safety remains a priority. We are implementing a phased return in HO. Guidance was sent out last week to Schools, Colleges and Centres.

I would like to acknowledge a few important events that took place since we last met. The first was the review with the Department of Education in relation to the Performance Development and Oversight Agreement for 2021. Daneve attended the meeting in January 2021 and Joe attended this year in his role as Chair of the Board. I want to thank Joe for his attendance and input at the meeting. I think we all agreed it was a very successful meeting with all of our returns being on time (100%) and special thanks were given to a number of OSD staff members. A reminder to the Department that the reason for the achievement of all targets is down to the hard

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work, loyalty and commitment of the staff and a request was made for additional resources in the admin side to continue to mitigate risk and meet all of our goals.

Also, the launch of the Deis Connect project in St. Kevins was a great success and the school did a fantastic job on the day with the Taoiseach launching the event. I want to thank the school and also the IT team and the Development team for their work on the first 1-2-1 device project in a Deis School. And also, to the Board members who took the time to be there on the day. Thanks to Gerry Maguire.

Thank you all for attending the consultation for the DDLETB Strategy Statement 2022-2026. The consultants are working on all of the feedback and we hope to meet with them next week with an update on next steps.

European Commissioner for Jobs and Social Rights, Mr. Nicolas Schmitt will visit Youthreach Clondalkin this week to see the Youthreach programme in action. This is a fantastic opportunity to highlight Youthreach and DDLETB on local and European platforms.

Debbie asked me to update you in relation to a Governance Training session for you through the IPA and we will issue a Doodle Poll to agree a suitable date and time in April.

I will hand over now briefly to Adrian, Noel and Siobhan for a brief update. We will then take the OSD reports.

#### **Directors of Schools**

- Schools Newsletter updated by Adrian.
- CNS schools have implemented all public health guidance including Circular 0003/2022 in their settings from today.
- All CNS schools are engaged in an NCSE Whole School Behaviour Programme for Tier 1 support. The aim of this polite is to have a whole school framework to support positive behaviour.
- Funding for Youth Services for Q1 has come through for projects.
- Work on the Roll out of Music Generation is progressing.

#### **Director of Further Education and Training**

##### **The Inaugural Review**

The FET Quality Assurance team are planning for the first external review of FET quality assurance systems. A detailed Provider Profile and Self Evaluation Report have now been completed and submitted to QQI. The FET QA team have now moved on to planning for the visit of the external review panel in May 2022. The outcome of the visit will be a new Quality Improvement Plan for FET.

##### **WAVE 2 Learners Payments transfer to ESBS**

As part of a national initiative, the process for payment of training allowances was successfully transferred to shared services (ESBS) in February. This was a complicated process involving 25 FET centres and 850 learners. The priority was to ensure learners continued to get paid their allowances as usual after the transfer and staff working on these programmes learned about new systems and procedures. They were supported by the Finance Department and FET Planning and Strategy Unit.

#### **Director of OSD – OSD Reports as per the agenda.**

## 5.1 Finance Report Noted

| DUBLIN & DUN LAOGHAIRE EDUCATION & TRAINING BOARD  |                                |                 |              |           |            |          |                            |
|--|--------------------------------|-----------------|--------------|-----------|------------|----------|----------------------------|
| FINANCIAL REPORT - YEAR TO DATE JANUARY 2022   |                                |                 |              |           |            |          |                            |
| Programme  | Opening Grant Cash Balance     |                 | Receipts     |           | Payments   |          | Closing Grant Cash Balance |
|  | 1st January 2022               |                 |              |           |            |          | 31st January 2022          |
| TOTAL MAIN SCHEME PAY  | (26,058)                       |                 | (18,869,728) |           | 10,612,207 |          | (8,283,579)                |
| TOTAL MAIN SCHEME NON-PAY  | (3,290,488)                    |                 | (1,334,281)  |           | 1,773,196  |          | (2,851,573)                |
| TOTAL ASSOCIATED MAIN SCHEME   | (7,192,711)                    |                 | (1,388,163)  |           | 375,517    |          | (8,205,357)                |
| TOTAL PRIMARY SCHOOLS  | (1,273,616)                    |                 | (646,847)    |           | 165,610    |          | (1,754,853)                |
| TOTAL CAPITAL  | (11,914,955)                   |                 | (460,433)    |           | 1,416,242  |          | (10,959,146)               |
| TOTAL THIRD LEVEL GRANTS   | (171,666)                      |                 | -            |           | -          |          | (171,666)                  |
| TOTAL FURTHER EDUCATION & TRAINING   | (3,867,681)                    |                 | (12,405,285) |           | 6,480,732  |          | (9,792,234)                |
| TOTAL YOUTH SERVICES   | (1,512,051)                    |                 | (156,442)    |           | 425,030    |          | (1,243,463)                |
| TOTAL AGENCY   | (1,063,901)                    |                 | (1,087,955)  |           | 313,078    |          | (1,838,778)                |
| TOTAL SELF-FINANCING   | (7,742,064)                    |                 | (184,582)    |           | 189,173    |          | (7,737,473)                |
| Bank Balance   | (38,055,191)                   |                 | (36,533,716) |           | 21,750,785 |          | (52,838,122)               |
| DDLETB had a balance of approximately €52.8m in the bank account at the end of January 2022.   |                                |                 |              |           |            |          |                            |
| The following additional Grants to cover COVID-19 related expenditure were received from DOE and SOLAS to date. These Grants are included in Associated Main Scheme, |                                |                 |              |           |            |          |                            |
| Primary, Capital and Further Education & Training in the above table.  |                                |                 |              |           |            |          |                            |
|  |                                | Opening Balance |              | Receipts  |            | Payments | Closing Balance            |
| Assoc MS   | COVID19 CLEANING SUPPORT GRANT | (129,342)       |              | (216,118) |            | 36,111   | (309,349)                  |
| Assoc MS   | COVID19 ENHANCED SUPERVISION G | (314,649)       |              | (686,840) |            | 102,719  | (898,770)                  |
| Assoc MS   | COVID19 SANITISER & PPE GRANT  | (436,850)       |              | (478,824) |            | 44,063   | (871,611)                  |
| Primary  | COVID 19 CLEANING SUPPORT GRAN | (32,765)        |              | (81,085)  |            | 27,333   | (86,517)                   |
| Primary  | COVID-19 SANITISER & PPE GRANT | (42,561)        |              | (81,000)  |            | 12,179   | (111,382)                  |
| Capital  | COVID 19 MINOR WORKS GRANT     | (1,083,925)     |              | -         |            | 47,342   | (1,036,583)                |
| FET  | COVID19 Overheads              | (144,451)       |              | -         |            | 19,166   | (125,285)                  |

## 5.2 Buildings Report Noted

### DDLETB Meeting February 2022 Capital & Building Programme Report

#### Major Capital Projects 2022

| Name & Address of Project.   | Area.   | Project Status/Update.   |
|--|---|--|
| Balbriggan Community College, Pine Ridge, Chapel Street, Balbriggan.         | North County Dublin<br>Fingal County Council Area           | Construction of new School, Stage 2B being prepared for the Department of Education. Expected completion date is December 2021   |
| St Finian's Community College, Castle farm, Swords.                          | North County Dublin<br>Fingal County Council Area           | Construction of Extension, 13 General Classroom's & Specialist Rooms. DDLTEB working with the DOE on a revised Scope. Task Order issued with regards to the required temporary accommodation. Design Work proceeding |
| Ardgillan Community College, Castle land, Balbriggan, Co. Dublin.            | North County Dublin<br>Fingal County Council Area           | Remediation Works continuing<br>Expected Completion November 2022  |
| Lucan Community College, Esker Drive, Lucan.                                 | South West Dublin<br>South Dublin County Council.           | Awaiting Decision from DoE with regards to going to Tender   |
| Colaiste Chillian, 96-116 Old Nangor road, Clondalkin, Dublin 22.            | South West Dublin,<br>South Dublin County Council.          | Awaiting Decision from DoE on appointment of Main Contractor. DT issued clarifications to DoE  |
| Benicasa Special School.<br>1 Mount Merrion Avenue, Blackrock, Co. Dublin    | South East Dublin.<br>Dunlaoghaire/Rathdown County Council. | Refurbishment of existing Building. Stage 2b issued to DoE for approval. DT working up DoE comments  |
| St Kevin's Community College, Font Hill Road, Clondalkin. Dublin 22.         | South Dublin County Council Area.                           | SEN 2 Classrooms.<br>Design works halted. Whole school evaluation on going. Task Order issued with regards to the required temporary accommodation Design works proceeding. Contractors on site                      |
| Danu Community Special School, Barnwell Road, Hansfield, Dublin.             | West County Dublin.<br>Fingal County Council Area.          | Construction works complete. Snagging on going   |
| GS Reachrann, Grange Abbey Road, Dublin 13.                                  | North Co. Dublin  | M+E Consultant preparing successful and unsuccessful letters   |
| Skerries Community College, Balbriggan St, Town parks, Skerries, Co. Dublin. | North Co Dublin.<br>Fingal County Council Area.             | Design Team procured with the exception of Consultant Architect. DDLTEB issued additional report to DoE  |
| Mount Seskin Community College, Jobs town, Tallaght, Dublin 24.              | South Co Dublin<br>South Dublin County Council              | Budget Approved for new SNU. Design team being approved.   |
| Collinstown Park SEN, Rowlagh, Clondakin, Dublin 22.                         | South Co Dublin<br>South Dublin County Council.             | Temporary accommodation Contractor appointed. Approval issued to DDLTEB with permission to go to tender on Permanent accommodation. DT preparing tender documents  |

|  |   |   |
|--|---|---|
| Summer Work's Programme 2022.                                |   | Approval received from DoE with regards to four of our schools. Tender documents currently been prepared for upload onto eTenders |
| <b>TEMPORARY ACCOMADATION PROJECTS 2021</b>                  |   |   |
| Name & Address of Project.                                   | Area.   | Project status/Update.  |
| Fingal TA<br>Sea town Rd, Town parks,<br>Swords, Co. Dublin. | North Co Dublin<br>Fingal County Council Area | Ongoing discussions between the DOE, Fingal County Council and the DDLETB.  |

Property: February 2022.

Overall works: A new Buildings hub has been completed through Sharepoint, where all information on all projects and building information is in one cloud-based website within Sharepoint. All project programmes and project status is now up and running, which traffic lights where projects are and spend to date etc. We also have a new property register on this system with all up to date property information in one place. We are also working on a new DDLETB corporate policy on Building and property procedures, which should be completed by June 2022, with a presentation to all Principal's and FET managers in September 2020. It will be given to the board pre- sign off also. There is also a place within the hub where we will send regular updates to Principals and Managers.

| <i>Property</i>                        | <i>update</i>   | <i>Status</i>   |
|--|---|---|
| Dundrum Town Centre, Unit 2.           | Out of lease since 2017   | Official letter sent January 2022, no response of yet. We have informed two tenants who sub lease from us. New contact within Hammerson given, and letter re-sent.  |
| Mangan House Mayo                      | Lands need to be transferred back to DDLETB. DDLETB still insuring property.  | Eversheds our Solicitor is giving us a complete update the week of the 17 <sup>th</sup> of January 2022. This is now due by the end of February 2022.   |
| Citywest Campus.                       | Full registration of lands with with PRA, Eversheds completing these queries and should be completed soon. Legal case being taken by Third Party Brunella regarding use of common areas of certain parts of land. Planning granted to DOE to build two schools. | Negotiations still ongoing with Tetrach And Brunella. Certain issues regarding rights over the right of way being worked out between DDLETb and other parties. Negotiations on going, hoping to close soon.   |
| Donabate Sports Hall & AW Pitch.       | No formal agreement over 10 years old on our usage. Rent being charged for hall is too high. Future of pitch to be decided.   | Operational pitch agreement still being worked out. Expecting a response from the board on the rent being charged in the hall. Signage to be looked at. Legal fees regarding flooding of pitch being worked out with Solicitor. Case being worked on regarding action being taken by individual who fell in 2014. |
| The Old Garda station, Blanchardstown. | OPW want to formalise agreement, none in place, we have been tenants for 20 years.  | Talking to the OPW to formalise tenancy there through a lease. Looking into the exchange building also which is out of lease since 2017. Ongoing  |
| Property Registration Exercise.        | All property needs to be registered. DDLETB working with Solicitor and DOE.   | Ongoing.  |

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It was noted that ARC members support the ongoing issues around the lack of resources in DDL and see it as a risk for the organisation

A board member raised concern that there is no behavioural therapist in DANU CSS, Board members feel this is also a risk to the organisation.

### **5.3 Staff Profile Updates Noted**

Retirements

Appointments & Promotions

### **5.4 Risk Register: Noted**

### **6. Matters Submitted by the Board: None**

In line with Standing Orders

### **7. Next Meeting: 28<sup>th</sup> March 2022**