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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, 28th March 2022

Present: Cllr Brigid Manton, Cllr Cathal Boland

Claire Markey, Daneve Harris, Gerry McGuire, Cllr Kazi Ahmed, Cllr Joe Newman (Chair), Cllr John Walsh, Cllr Pamela Kearns, Cllr Pamela Conroy, Cllr Peter Kavanagh, Cllr Yvonne Collins, Anne Genockey, Cllr Michael Clark, Brendan O'Halloran; Susan Duffy

Apologies: Paul McNally

Absent: Colm Kilgallon, Cllr Ed O'Brien, Ken Farrell, Cllr Una Power.

In Attendance: Caitríona Murphy, CEO; Debbie Howlett, Director of Organisation Support and Development; Adrian Flynn, Director of Schools; Noel Kelly, Director of Schools; Allen Buckley, Finance; Thea Jordan, Public Affairs Officer; Gillian Doherty, Chair ARC; Mary Kenny, Development Officer, EAL; 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 28th February 2022 were deferred for amendments until 16th May. Gerry stated he was dissatisfied with the January amendments as it doesn't reflect what was discussed.

Boards of Management Members Appointments

Cllr Pamela Conroy was appointed as ETB representative to the board of Castleknock CC

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Proposed: Cllr Peter Kavanagh, Seconded: Cllr John Walsh

The Annual Financial Statement was presented to the board by the Chair of the ARC, Gillian Doherty and Chair of the Finance Committee, Gerry McGuire, who recommended the adoption of the AFS and the Annual Report.

CE Caitriona Murphy thanked everyone involved in the ARC for their work.

Gillian Doherty expressed condolences to the family of Mary Troy, a member of the ARC and dear friend who passes away in January.

The Annual Financial Statement was adopted

Proposed: Gerry McGuire, Seconded: Cllr Peter Kavanagh

ARC Report was adopted

Proposed: Cllr Peter Kavanagh, Seconded: Cllr Michael Clark

The Cathaoirleach thanked Gillian and Gerry for their presentations and work on the committees. Gillian Doherty left the meeting

The resignation of Cllr Kazi Ahmed from the ETB Reserve Committee Forum was **Noted**

Paul McNally was appointed to the ETB board of management

Proposed: Gerry McGuire, Seconded: Cllr John Walsh

ARC Member appointment due to the passing of Mary Troy CLETB

Aine Murphy KWETB Public Affairs Officer

Proposed: Cllr Pamela Conroy

Seconded: Anne Genockey

The Charities Code was adopted, **Proposed: Gerry McGuire, Seconded: Cllr Pamela Kearns**

The Charities Code Report was adopted, **Proposed: Cllr John Walsh, Seconded: Cllr Pamela Conroy**

Acceptance of a gift to Scoil Choilm CNS from Price Waterhouse Coopers for jerseys with their logo was approved. **Proposed: Cllr John Walsh, Seconded: Cllr Pamela Conroy**

3. Matters for noting by the Board

Correspondence from Department

Circulars were **Noted**

Committees of the Board **Noted**

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4. Matters Submitted by the Executive

CEO Report – Monday 28th March 2022

I just want to take the opportunity to thank the ARC and the Finance Committee for the work done over the last weeks and months and the Annual Financial Statement and Statement of Internal Controls will be presented to you here today by the chairpersons – I welcome and thank Gillian Doherty and Gerry McGuire. Thanks to Debbie, Allen, Susan, Thea and all of the teams for their work.

Just to confirm that we continue to follow the latest public health advice but continue to stress and focus on the preventative measures are in place in order to make sure health and safety remains a priority. We are implementing a phased return in HO and continuing with meetings online where possible.

A reminder about the Governance Training session for you through the IPA, which will take place in April. I will hand over shortly to Adrian and Noel for a brief update.

But before we do, over the last few weeks and since our last meeting – we have been focussed on the changing situation in the Ukraine and our response to all refugees arriving in Ireland, including from the Ukraine. We have had a number of requests from you in relation to this and we are fortunate to have Mary Kenny in DDLETB, from the development team, experienced as the lead person in past refugee programmes and our lead on English as an additional language (EAL) and English for speakers of other languages (ESOL) provision. Mary has kindly agreed to support and coordinate some of the work at the moment supported by SMT and all Principals and Managers across the DDLETB services. ETBI and the various departments have also sought her advice over the last few weeks. Mary Kenny briefed the board on the response from DDL to refugees from the Ukraine regarding supports. We are linking in with schools geographically in terms of capacity. In our organisation we are well placed to look after the needs of refugees as we are certified Cambridge exam centre.

Directors of Schools

First Principals' face to face meeting took place in HO on Monday 7th March. Agenda items included Ethos and Core Values, John Doran speaking on Well-being, SEN supports and SSE centralised support. An event for all newly appointed Principals took place on March 3rd in Donabate CC. A number of workshops were planned to include reflective leadership and providing for SEN. It finished with lunch and a physical team building activity.

ETBI's Patron's Day took place on March 24th covering topics such as The Patron's Framework on Ethos, Implementing the Patrons' Framework, Designated Community Colleges, the work of Ethos Coordinators.

All Principals and Deputy Principals completed training in the Take 1 programme on March 24th. The aim of this programme is to embed Education for Sustainable Development (ESD) in teaching and learning, in post primary schools in the ETB sector. The first phase of training (2019 – 2021) provided

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valuable opportunities, both in-person and online, to develop and establish the programme. This next phase, will support the sector in leading out engagement with ESD and Global Citizenship, and provide our schools with a visible presence in responding to student and staff concerns about climate and sustainability issues.

The CNS Principal Network will meet on Friday 1st April and Principals have identified their whole school focus for the coming months. Crannog Nua, Oberstown and Ballydowd have all signed up to participate in a Creative Schools Initiative through the Arts Council.

The timeline for the Music Generation programme has been revised. The timeline now outlines 3 pilot projects over the coming months and the creation of a Music Educator Panel.

Directors of Further Education and Training

Call for Capital for FET College of the Future and Building Works

A call for capital for FET College of the Future and Building Works Proposals has been made by SOLAS. This Planning and Strategy team and OSD are currently working on the DDLETB application which will be aligned to the priorities outlined in the national FET Strategy, DFHERIS Strategy, OECD Skills Strategy and the Climate Action Plan 2021 among others.

The Inaugural Quality Review

As part of the external review of FET quality assurance systems, the Provider Profile and Self Evaluation Report have been graphically designed and will be available on the DDLETB website soon. The FET QA team are preparing for a planning meeting with the review panel and QQI which is due to take place on the 13th April, 2022.

Strategic Dialogue SOLAS

SOLAS launched the Strategic Dialogue sessions in March. These meetings are due to take place in all 16 ETBs this year. The meetings facilitate discussions between SOLAS and DDLETB about our contribution to the national system targets, provide an opportunity to reflect on initial agreements and the impact of the pandemic and focus on the Future FET ambition in the FET Strategy and potential contribution to future national system targets.

Director of Organisational Support and Development

Debbie Howlett presented the Finance report and Buildings Report informing the board that as a charitable organisation we are no longer required to pay negative interest and the bank have refunded €280,000 to DDL.

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5.1 Finance Report Noted

DUBLIN & DUN LAOGHAIRE EDUCATION & TRAINING BOARD FINANCIAL REPORT							
YEAR TO DATE FEBRUARY 2022							
Programme	Opening Grant Cash Balance	Receipts	Payments	Closing Grant Cash Balance			
	1st January 2022						28th February 2022
TOTAL MAIN SCHEME PAY	(26,058)	(19,772,183)	20,895,155	1,096,914			
TOTAL MAIN SCHEME NON-PAY	(3,022,758)	(1,352,608)	2,601,864	(1,773,502)			
TOTAL ASSOCIATED MAIN SCHEME	(7,206,187)	(1,397,356)	727,364	(7,876,179)			
TOTAL PRIMARY SCHOOLS	(1,228,502)	(646,847)	305,794	(1,569,555)			
TOTAL CAPITAL	(11,914,955)	(2,165,985)	2,031,050	(12,049,890)			
TOTAL THIRD LEVEL GRANTS	(171,666)	-	-	(171,666)			
TOTAL FURTHER EDUCATION & TRAINING	(3,639,491)	(12,411,426)	12,253,650	(3,797,267)			
TOTAL YOUTH SERVICES	(1,505,029)	(2,965,319)	1,027,134	(3,443,214)			
TOTAL AGENCY	(1,111,274)	(1,250,884)	650,859	(1,711,299)			
TOTAL SELF-FINANCING	(8,229,274)	(578,746)	459,733	(8,348,287)			
Bank Balance	(38,055,194)	(42,541,354)	40,952,603	(39,643,945)			
DDLETB had a balance of approximately €39.6m in the bank account at the end of February 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)	58,257	(287,203)		
Assoc MS	COVID19 ENHANCED SUPERVISION G	(314,649)	(686,840)	213,819	(787,670)		
Assoc MS	COVID19 SANITISER & PPE GRANT	(436,850)	(478,824)	67,365	(848,309)		
Primary	COVID 19 CLEANING SUPPORT GRAN	(32,765)	(81,085)	40,737	(73,113)		
Primary	COVID-19 SANITISER & PPE GRANT	(42,561)	(81,000)	23,393	(100,168)		
Capital	COVID 19 MINOR WORKS GRANT	(1,083,925)	-	98,252	(985,673)		
FET	COVID19 Overheads	(144,451)	-	54,802	(89,649)		

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Name & Address of Project.	Area.	Project Status/Update.
Balbriggan Community College, Pine Ridge, Chapel Street, Balbriggan.	North County Dublin Fingal County Council Area	Construction of new School, Stage 2B being prepared for the Department of Education.
St Finian's Community College, Castle farm, Swords.	North County Dublin 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. On site.
Ardgillan Community College, Castle land, Balbriggan, Co. Dublin.	North County Dublin Fingal County Council Area	Remediation Works have started. Expected Completion date 2022.
Lucan Community College, Esker Drive, Lucan.	South West Dublin South Dublin County Council.	Project Relodged for planning on instruction from DOE.
Colaiste Chillian, 96-116 Old Nangor road, Clondalkin, Dublin 22.	South West Dublin, South Dublin County Council.	The DOE have instructed to engage with Contractor. And nominated sub contractors.
Benicasa Special School. 1 Mount Merrion Avenue, Blackrock, Co. Dublin	South East Dublin. Dunlaoghaire/Rathdown County Council.	Refurbishment of existing Building. Stage 2b issued to DoE for approval.

5.2 Buildings Report Noted

DDLETB Meeting March 2022 Capital & Building Programme Report

Major Capital Projects 2022

St Kevin's Community College, Font Hill Road, Clondalkin. Dublin 22.	South Dublin County Council Area.	SEN 2 Classrooms. Design works halted. Whole school evaluation on going. Task Order issued with regards to the required temporary accommodation. On site.
Danu Community Special School, Barnwell Road, Hansfield, Dublin.	West County Dublin. Fingal County Council Area.	Project complete, snagging ongoing.
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. Fingal County Council Area.	Design Team procured with the exception of Consultant Architect. Awaiting approval of SOA & New SLA
Mount Seskin Community College, Jobs town, Tallaght, Dublin 24.	South Co Dublin South Dublin County Council	Budget Approved for new SNU. Design team being approved.
Collinstown Park SEN, Rowlagh, Clondalkin, Dublin 22.	South Co Dublin South Dublin County Council.	Temporary accommodation started on site. SEN suite gone to tender.
Summer Work's Programme 2022.		Consultant appointment gone to tender.
TEMPORARY ACCOMADATION PROJECTS 2021		
Name & Address of Project.	Area.	Project status/Update.
Fingal TA Sea town Rd, Town parks, Swords, Co. Dublin.	North Co Dublin Fingal County Council Area	Ongoing discussions between the DOE, Fingal County Council and the DDLETB.

Property: March 2022.

<i>Property</i>	<i>update</i>	<i>Status</i>
Dundrum Town Centre, Unit 2.	Out of lease since 2017	Finally this has been agreed. New lease will be issued and back dated.
Manguan House Mayo	Lands need to be transferred back to DDLETB. DDLETB still insuring property.	Eversheds our Solicitor is giving us a complete update by end of March 2022.
Citywest Campus.	Full registration of lands with PRA, Eversheds completing these queries and should be completed	We are awaiting a response from the DOE on moving forward. Also awaiting update from Solicitor.

	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.	
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. No maintenance being paid by DDLETB. Legal case outstanding on flooding of pitch.	It has been agreed to continue bookings as in with groups through the centre. DDLETB would like to look into the future of the operations with FCC, as there is a lot of areas that need to be discussed. Meeting the 30 th of March and also a meeting regarding the overall fees we pay to CC.
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

5.3 Staff Profile Updates Noted

Retirements

Appointments & Promotions

Job Shares & Career Breaks

5.4 Risk Register: Noted

6. Matters Submitted by the Board

- Question to the CE from a member: The school community in Danu CSS have raised concerns that the site is not suitable in the longer term and a new building is required.
CE to raise question in relation to Phase 2 with the Department.
- There was a discussion in relation to "Conflict of Interest Policy from the board.

In line with Standing Orders

7. Next Meeting: 16th May 2022