

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

Meeting: 4:30 pm, 20<sup>th</sup> June 2022

**Present:** Cllr Brigid Manton, Cllr Cathal Boland, Claire Markey, Daneve Harris, Cllr Kazi Ahmed, Cllr Joe Newman (Chair), Cllr John Walsh, Cllr Pamela Conroy, Cllr Peter Kavanagh, Cllr Yvonne Collins, Anne Genockey, Cllr Michael Clark, Susan Duffy.

**Apologies:** Colm Kilgallon, Cllr Pamela Kearns, Gerry Maguire

**Absent:** Cllr Ed O'Brien, Ken Farrell, Cllr Una Power, Brendan O'Halloran

**In Attendance:** Caitríona Murphy, CEO; Debbie Howlett, Director of Organisation Support and Development; Siobhan Lynch, Director of FET; Noel Kelly, Director of Schools; Emma Maloney, PA to SMT.

**Guest:** Bernie MacLoughlin, Realt Co-ordinator.

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 meetings held on 17<sup>th</sup> January, 28<sup>th</sup> February & 28<sup>th</sup> March were adopted.

**Proposed:** Cllr Kazi Ahmed, Seconded; Cllr Yvonne Collins.

The meeting held on 16<sup>th</sup> May 2022 did not proceed for want of a quorum.

## Boards of Management Members Appointments

Members will seek 2 ETB representatives to the board of management of Gael Colaiste Reachrann.

Duncan Smyth was appointed as Community representative to the Board of Rivervalley CNS.

**Proposed: Cllr Peter Kavanagh, Seconded: Cllr John Walsh**

The Annual Report was adopted on the **Proposal of Cllr Peter Kavanagh, Seconded by Cllr Michael Clark**

The Chairperson's Statement was adopted on the **Proposal of Cllr Kazi Ahmed, Seconded: Anne Genockey**

### **Lease Agreement**

DDLETB are looking for board approval to seek a lease on the 5<sup>th</sup> floor of Head Office, 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24.

**Proposed: Cllr Michael Clark, Seconded: Cllr Yvonne Collins**

### **Provisional Approval Request**

Due to the expansion of FET services in the North West Fingal area, a potential space for lease agreement has been identified. €110k per annum.

**Proposed: Cllr John Walsh, Seconded: Cllr Cathal Boland**

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

Correspondence from Department - **Noted**

Correspondence from other: Pobal verification letter - **Noted**

Circulars were - **Noted**

Committees of the Board - **Noted**

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

### **CEO Report – Monday 20<sup>th</sup> June 2022**

Thank you to the Board as we come to the end of this academic year, and I extend me thanks to all of you assisting with interviews at the moment and over the coming weeks. As we didn't have a quorum in May, I have attached the report below for your information.

We want to take the opportunity to wish all the students well in their exams in June 2022 and acknowledge their resilience over the last 3 academic years. We extend thanks to all teachers in DDLETB and the leadership teams in schools.

A little later, the DDLETB REALT coordinator Bernie MacLaughlin (formerly Riversdale CC) will join us to give is a quick update. I want to acknowledge the work to date to support refugees.

We also are working with the DoE and the NSCE to provide additional places for students from September 2022. We look forward to bringing the draft Statement of Strategy to you in September.

I also want to acknowledge and thank Noel for his contribution to the SMT in DDLETB and to advise you that Nichola will return in August and Noel will return to Griffeen CC.

### **Directors of Schools**

Principals had their final meeting of the academic year last week. This included a review of the wide range of supports from the Director of Schools and the Development Team. A particular focus was placed on Ethos and the Core Value of Care. Next year will have a focus on meetings being themed in a values led approach. Each meeting will have a focus on our Core Values - Excellence in Education, Equality, Community, Respect and Care.

Schools are currently reviewing their Admissions policies for publishing on Oct 1st 2022. Acknowledge the 6th Year Graduations taking place since March 2022. School management are currently working on curriculum planning and timetabling for next academic year.

On Friday 20th May, Lucan Community National School was awarded a Digital Schools of Europe Award. Lucan CNS is the first primary school in Ireland to receive this award. The award was presented by MEP Frances Fitzgerald.

On Friday 27th May, Citywest and Saggart Community National School celebrated its 10-year anniversary. We would like to thank Mayor of SDCC, Peter Kavanagh for his attendance at the event.

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

#### **Strategic Dialogue SOLAS**

FET DDLETB had a Strategic Dialogue meeting with SOLAS on the 25th May, 2022. SOLAS were impressed with DDLETB's constructive and future focused approach to the meeting. FET DDLETB performed very well in a number of target areas particularly those related to progression to employment. Targets for 2022-2024 will be agreed this month.

#### **FET Response to Ukrainian Refugee Crisis**

The Adult Education Services (AES) across the county have managed the initial response to the Ukrainian Refugee Crisis and have provided information sessions with translators in hotels, rest centres, community centres and libraries. By the end of May 2022, approximately 530 Ukrainian adults had been engaged by the AES across the county with a further 100 engagements to date in June. Ukrainian Adults have engaged with the Adult Education Guidance and Information Service and been assessed for English language competency. Over 60% of those assessed have no English language skills and 314 learners from the Ukraine were subsequently enrolled in English classes with the four AES. This has put a lot of pressure on FET staff and resources and will require further expansion of the FET ESOL team as well as additional space.

#### **CEO Report – Monday 16th May 2022**

In relation to the Regional Education and Languages Teams (REALT) coordinator, we would like to thank Mary Kenny in DDLETB who agreed to support and coordinate the work across the DDLETB services until a more permanent arrangements were put in place. New coordinator in place now, Bernie McLaughlin, formerly Riversdale CC.

We want to take the opportunity to wish all the students well in their exams in June 2022 and acknowledge their resilience over the last 3 academic years. We extend thanks to all teachers in DDLETB and the leadership teams in schools.

### Directors of Schools

180 teachers graduated from DDLETB Teacher Leadership Programme (TLP) and Middle Leadership Programme (MLP) on Thursday 12th May. The programme ran for one full academic year with various workshops on teambuilding, emotional intelligence, wellbeing, timetabling, leading learning to name but a few. All graduates were presented with certificates of achievement and schools received school plaques for team school projects. It was an extremely successful event.

26 newly appointed Deputy Principals since Covid took a one day DDLETB leadership event in Donabate CC. Participants engaged in a reflective leadership session and team building session culminating with a well-being walk. The day has received much positive feedback.

All Principals and one other member of staff from Post Primary all completed a Risk Register training day with Irish Public Bodies (IPB). At the end of the session all schools had commenced their risk register which they will bring to their Boards of Management next year.

Schools are currently working on their teacher allocation for next academic year. This is supported by HR and Director of Schools. HR have commenced advertisements for recruitment for all subject areas. HR also ran a recruitment fair with DCU. Teachers from Grange CC gave testimonials on their experience with working with DDLETB and tips/advice for new graduates.

Danu CNSS (Community National Special School) have moved into their new premises and are settling in.

All CNS and Special Care schools are working on their DEIS (Delivering Equality of Opportunity in Schools), SIP (School Improvement Plan) and SSE (School Self Evaluation) plans and targets. All CNS schools are now in the planning phase for the 2022/23 academic year.

Music Generation - Following planning for the implementation of future Pilot projects interviews for the Musician Educators will also commence on the 30th of May. Following the recruitment of the Musician Educators, the roll out of Pilot projects will commence in early August.

### Director of Further Education and Training

“Good Prospects for all Young People” event at the EU Commission Brussels

Youthreach DDLETB was asked to nominate an ex-learner to present live at the “Good Prospects for all Young People” event at the EU Commission, to showcase the work done by Youthreach in Ireland and the impact it can have for young people. The event took place earlier this month and was a unique opportunity to influence decisions made in the EU about youth education and employment policies, strategies, and the expenditure of funding for youth education in Europe.

### Strategic Dialogue SOLAS

FET DDLETB is preparing for its Strategic Dialogue meeting with SOLAS which is due to take place on the 25th of May, 2022. This meeting facilitates discussions between SOLAS and DDLETB about our contribution

to the national system targets. It also provides an opportunity to reflect on the achievement of the initial Strategic Performance Agreement 2018 to 2020, the impact of the pandemic on provision and achievement of the new national FET Strategy.

## Inaugural Review of FET Quality Systems

The Inaugural Review of FET Quality Systems took place from the 9th - 14th of May, 2022. An external panel of 5 members, conducted online meetings with over 200 people including FET staff, learners and a range of internal and external stakeholders. The purpose of these meetings was to establish if FET in DDLETB is providing a high quality service and adhering to QQI Core Guidelines for providers. The panel was very positive about what they heard and will submit a report with findings in September 2022.

## SOLAS Innovation Fund

FET DDLETB has been approved for a major innovation project proposal under the Skills to Advance "Innovation through Collaboration Fund". The 'Virtual Reality (VR) in Healthcare' project will create an accessible learning and technology enhanced learning resource to support non-medical staff in the hospice and palliative care sector to up-skill through the development and implementation of virtual reality. This project will be led by DDLETB in partnership with collaborating partners including Galway Roscommon ETB and two employers –Our Lady's Hospice & Care Services and Galway Hospice

## Realt Co-ordinator Briefing

Bernie MacLoughlin gave a background to the board on the establishment of the REALT Team (Regional English and Language Team) 16 in total. Reporting weekly with ETBI and the Department.

Main aspects are accessing of school places and transport for Ukrainian children. Working directly with schools and parents. There are 7100 children enrolled in schools across Ireland.

A member raised a query about summer camps for Ukrainian children.

Local authorities provide activities/ summer camps, but there is no provision for English language camps. There is no culture of summer camps in the Ukraine and the decision was made by the government not provide provisions.

## 5.1 Finance Report Noted

DUBLIN & DUN LAOGHAIRE EDUCATION & TRAINING BOARD FINANCIAL REPORT YEAR TO DATE MAY 2022						
	Programme	Opening Grant Cash Balance		Receipts	Payments	Closing Grant Cash Balance
		1st January 2022				31st May 2022
TOTAL MAIN SCHEME PAY		(26,058)		(49,610,951)	53,546,057	3,909,048
TOTAL MAIN SCHEME NON-PAY		(3,022,758)		(3,660,456)	4,549,306	(2,133,908)
TOTAL ASSOCIATED MAIN SCHEME		(7,206,187)		(4,168,164)	2,105,021	(9,269,330)
TOTAL PRIMARY SCHOOLS		(1,228,502)		(1,442,917)	857,573	(1,813,846)
TOTAL CAPITAL		(11,914,955)		(7,270,625)	6,111,808	(13,073,772)
TOTAL THIRD LEVEL GRANTS		(171,666)		-	-	(171,666)
TOTAL FURTHER EDUCATION & TRAINING		(3,639,491)		(33,246,380)	30,178,572	(6,707,299)
TOTAL YOUTH SERVICES		(1,505,029)		(5,198,269)	5,197,793	(1,505,505)

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<b>TOTAL AGENCY</b>		(1,111,274)	(1,981,728)	1,708,573	(1,384,429)
<b>TOTAL SELF-FINANCING</b>		(8,229,274)	(1,666,244)	1,682,021	(8,213,497)
<b>Bank Balance</b>		(38,055,194)	(108,245,734)	105,936,724	(40,364,204)
	DDLETB had a balance of approximately €40.4m in the bank account at the end of May 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)	(432,203)	153,729	(407,816)
Assoc MS	COVID19 ENHANCED SUPERVISION G	(314,649)	(1,373,575)	551,439	(1,136,785)
Assoc MS	COVID19 SANITISER & PPE GRANT	(436,850)	(957,576)	114,759	(1,279,667)
Primary	COVID 19 CLEANING SUPPORT GRAN	(32,765)	(162,184)	97,846	(97,103)
Primary	COVID-19 SANITISER & PPE GRANT	(42,561)	(162,150)	43,147	(161,564)
Capital	COVID 19 MINOR WORKS GRANT	(1,083,925)	-	256,966	(826,959)
FET	COVID19 Overheads	(144,451)	(436,375)	114,736	(466,090)



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## DDLETB Meeting June 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 Fingal County Council Area	Stage 2B issued to 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. Temporary Accommodation to be handed over by the end of June.
Ardgillan Community College, Castle land, Balbriggan, Co. Dublin.	North County Dublin Fingal County Council Area	Remediation Works have started. Expected Completion date November 2022.
Lucan Community College, Esker Drive, Lucan.	South West Dublin South Dublin County Council.	Revised Planning received. Awaiting DOE instruction.
Colaiste Chillian, 96-116 Old Nangor road, Clondalkin, Dublin 22.	South West Dublin, South Dublin County Council.	DOE instructed to go back out to tender.
Benicasa Special School. 1 Mount Merrion Avenue, Blackrock, Co. Dublin	South East Dublin. Dunlaoghaire/Rathdown County Council.	Approval to go to tender.

**LEARN  
ACHIEVE  
SUCCEED**

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St Kevin's Community College, Font Hill Road, Clondalkin. Dublin 22.	South Dublin County Council Area.	Temporary Accommodation to be handed over the 8 <sup>th</sup> of August.
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	QS and M+E Consultant reviewing Contractors
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 completed. SEN suite approved by DOE.
Summer Work's Programme 2022.		Consultant appointed. Standstill period.
<b>TEMPORARY ACCOMMODATION PROJECTS 2022</b>		
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.



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## Property: June 2022.

Property	update	Status
Dundrum Town Centre, Unit 2.	Out of lease since 2017	Lease ready to be signed.
Manguan House Mayo	Lands need to be transferred back to DDLETB. DDLETB still insuring property.	Senior Counsel have given a full analysis of the ownership and the best way to proceed. SMT are reviewing this and will have a final meeting with Senior Counsel. July 2022. Then a full report will be given to the board.
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.	Meeting held with FCC Director of service, & DDLETB. Outcome agreed. Negotiating possible Lease of pitch with FCC. Meeting being arranged with board of CC to agree rent of hall.
Property Registration Exercise.	All property needs to be registered. DDLETB working with Solicitor and DOE.	This is now advanced, essential legal forms to be signed in relation to third phase of exercise (first titles) to certain properties being signed by CEO and will go straight to PRA.

**OTHER:** New Lift maintenance contract, being rolled out, one company to look after all lifts.

A Large Mechanical & Electrical tender is about to go up on supply.gov.ie to lead to one company to roll out a comprehensive M & E Planned preventative maintenance in all our schools and FET buildings. Roll out to begin November 2022.

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A request was made for an extension to Paddy Lavelle's secondment to ETBI- **Agreed**

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

Retirements

Appointments & Promotions

Job Shares & Career Breaks

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

## **6. Matters Submitted by the Board** In line with Standing Orders

A concern was raised regarding the lack of liquid assets in a school. Member will follow up correspondence to Caitriona and Debbie.

Concern raised on Heating and electricity bills in Colaiste Pobail Fola. Debbie advised on the concern and is in consultation with schools and the department.

A request was made for an Informal briefing on developments and expansion of FET for the September or October board meeting.

A request was made to the CE to write to the department on planning for a new building for Castleknock CC

Thanks were extended to SMT for the training provided throughout the year. Thanks also to students, teachers, and ETB staff.

## **7. Next Meeting: 19<sup>th</sup> September 2022**