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## Minutes of Board Meeting of Dublin and Dun Laoghaire Education and Training Board (DDLETB)

**Date:** 20<sup>th</sup> November 2023

**Time:** 4:30 pm

**Venue:** DDLETB Head Office & MS Teams

### **Present:**

Colm Kilgallon, Daneve Harris, Claire Markey, Cllr John Walsh, Cllr Pamela Conroy, Cllr Michael Clark, Cllr Kazi Ahmed, Anne Genockey, Cllr Brigid Manton, Cllr Pamela Kearns, Cllr Charlie O'Connor (Chair), Cllr Yvonne Collins, Ken Farrell, Cllr Siobhan Shovlin, Cllr Cathal Boland.

**Apologies:** Susan Duffy, Nichola Spokes, Director of Schools

**Absent:** Cllr Kate Ruddock, Cllr Liam Sinclair

### **In Attendance:**

Caitríona Murphy, CEO; Paul Turner, Director of Organisational Support and Development, Siobhan Lynch, Director of Further Education and Training, Thea Jordan, Public Affairs Officer, Emma Maloney, PA to SLT, Treacy Byrne, Buildings Officer, Ross Lynam, Buildings Officer and Mairead Walsh, Treasury.

### **Documentation:**

Uploaded Electronically

### **Welcome**

The Cathaoirleach, Cllr Charlie O'Connor, welcomed everyone to the meeting.

#### **1. Apologies/Condolences**

Condolences were extended to all families of staff who have been bereaved over the last month.

#### **2. Declaration of Conflict of Interest**

No conflicts were declared.

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

##### **3.1 Minutes**

The minutes of the previous meeting held on 16<sup>th</sup> October were adopted.

**Proposed:** Ken Farrell, **Seconded:** Claire Markey.

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### 3.2 Boards of Management Members Appointments

The appointment of Cllr Charlie O'Connor as DDLETB representative to the board of management of Scoil Aoife CNS

**Proposed:** Claire Markey, **Seconded:** Cllr Cathal Boland

### 3.3 ETBI AGM - 28<sup>th</sup> November

Cllr Charlie O'Connor, Anne Genockey and Cllr Cathal Boland were nominated to attend along with the Chief Executive and Director of OSD.

## 4 Matters for noting by the Board

### 4.1 Circulars and letters – Noted

### 4.2 Correspondence from other

Resignation letter from Claire Markey, Cathaoirleach - Noted

## 5 Matters Submitted by the Executive

### 5.1 CE Report - November 2023

Caitriona Murphy, CE, welcomed the Board to the November 2023 meeting.

Caitriona thanked the Chairperson for attending induction training with the CE and also with ETBI last week. Please note over the coming weeks we will be recruiting for the post of Director of Schools and the APO in Treasury and Procurement.

Last week was also the 20<sup>th</sup> anniversary of the National Framework of Qualifications (NFQ), it was celebrated with a conference led by QQI and the CEO and a number of reps from DDLETB attended on the day. Please note this week also sees the Joint Forum of the CEs and the Directors from the 16 ETBs, it will take place in Mullingar on Wednesday and Thursday this week. I also wish to inform the Board of the ongoing work of the Audit and Risk and Finance Committees who work continually to support the governance of the ETB.

The Directors will now update the Board in each of their areas of responsibility.

## Directors of Schools

### Community National Schools

Delivery of four afternoon training sessions on the Patron Programme (GMGY) and Ethos training for all new teachers in CNS and special schools took place online in September and October.

Directors of Schools continues to engage with Principals in supporting through regular meetings, individual school visits in addition to providing training at ETBI level for the Community National Schools.

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## **Youth Services**

The DDLETB Youth Development plan is currently underway with data collection analysis and in depth consultation commencing this month across Dublin Dun Laoghaire with a focus on addressing areas of significant deprivation and resourcing necessary in filling the youth Service provision in these areas.

UBU Cycle 2 application process: 37 applications were submitted to DCEDIY to the value of just over €8 million. We look forward to being able to grow this considering the recent CSO data which supports our ongoing request for further funds into the provision of youth services in our region.

## **The Youth Work Development Plan**

Liz Harper and Billy Murphy have been recruited as consultants to support the completion of this project. Initial meetings have included attendance and participation in CYPSC consultations as South Dublin, Fingal and Dun Laoghaire Rathdown CYPSCs are all engaged in their own consultation process at present, Attendance and participation in LECP (Local Economic Development Plan) for the three county councils is also underway.

## **Music Generation Dun Laoghaire**

DDLETB have become the proud lead Partner for Music Generation Dun Laoghaire. Recruitment for the new MDO will commence in next week. We look forward to working with Dun Laoghaire County Council and Music Generation Ireland in leading this important initiative.

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

### **College of FET flagship development Fingal**

Through the Expression of Interest (EOI) and desk analysis carried out by DFHERIS, numerous sites are identified for the College of FET.

There was a very positive meeting and Fingal Co. Co. they are very supportive of the project.

Work on the Preliminary Business Case is ongoing and is due to be submitted by the 12<sup>th</sup> of January 2024. Work on the FET Estate Strategy is due to be completed and submitted by the 30<sup>th</sup> of November.

### **Planning, Funding and Data update - FET Targets**

Data to date indicates that FET in DDLETB will meet targets and is performing particularly well in relation to the following priority areas:

- Supporting jobs
- Pathways
- Upskilling through Lifetimes and Careers
- Fostering Inclusion- particularly strong area

### **Learner Demand Analysis and provision– College of FET Fingal**

The Planning team and SOLAS are working hard to establish the learner demand analysis for FET in Fingal over the next decade so that we can establish that the scale of the college and provision will be in line with future needs.

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## Quality Assurance update

Preparations for a dialogue meeting in December with QQI have begun. The purpose of the dialogue meeting is to review progress in relation to the DDLETB Quality Action Plan and discuss future priorities for FET.

Tertiary Programmes- a scoping exercise was carried out in our FET Colleges/schools and centres to establish where are strengths are in terms of expertise and track record delivering L5 and L6 programmes. A list of possible tertiary programmes was sent to the National Tertiary Office and communications have begun with Higher Education Institutes about potential tertiary programme development and delivery partnerships for Autumn 2024.

## Director of OSD

DDLETB attended the Environment, Social and Governance (ESG) conference on the 9<sup>th</sup> November. Work is progressing on the development of our climate action roadmap and estate strategy with a view to delivering a 51% reduction in greenhouse gas emissions by 2030. In support of the development of these strategies, we will shortly commence delivery of our energy audit program across our estate portfolio. The information from these audits will support the delivery of our climate action deliverables. We are currently engaging with the Tallaght heating system connection to explore opportunities for DDLETB to join this scheme with a view to delivering energy efficiencies.

The ETBI AGM takes place on the 28<sup>th</sup> November in Portlaoise. Members of the DDLETB executive and Board will be in attendance. From a Governance perspective, the Audit & Risk Committee is scheduled to meet on the 29<sup>th</sup> November. Our Governance meeting took place on the 13<sup>th</sup> November. DDLETB are currently looking at an IT solution to support our governance framework with expected implementation in Q2 2024. This week, the internal audit unit will commence an audit with a focus on Youth Services.

The new Cathaoirleach, Charlie O'Connor completed his induction training on the 13<sup>th</sup> November and we look forward to working with Charlie during his time as Cathaoirleach of the DDLETB Board. Charlie virtually attended the ETBI Chairperson Day event on the 14<sup>th</sup> November.

As per the Code of Practice for the Governance of ETB's, the board should undertake a self-assessment annual evaluation of its own performance and that of its board committees. In early Q1 2024, the evaluations of the Board, Finance Committee and Audit and Risk Committee members will be carried out. The Chairperson will then act on the results of the performance evaluation.

The C&AG are currently working on the audit of the 2021 accounts and are aiming to have these completed by the end of December. The audit of the 2022 accounts will commence after the completion of the 2021 accounts.

The election process has commenced for the vacant Board member elections. A timetable for this process can be found at [www.ddletb.ie/elections](http://www.ddletb.ie/elections)

Local election in 2024 may impact on the availability of interview panel members. HR will plan accordingly to minimise disruption.

## 5.2 Finance Report

Finance report circulated in Board pack in advance of meeting and noted by the Board.

No covid-19 budget will be available for 2014 with all 2023 unused covid-19 grants returned in September.

## 5.3 Buildings Report

Building report circulated in Board pack in advance of meeting and noted by the Board.

Members raised questions on St Finian's CC in relation to master planning for the site and roof repairs. Roof repairs on sports hall and school now complete. Further repairs envisaged over the winter months. Department of Education currently developing a master plan for the St. Finians's site.

Questions were raised in relation to the 2024 intake for Castleknock CC. Delivery of modular build expected for September 2025 comprising of four classrooms and two special classes. DDLETB are currently working with the Department of Education in relation to planning for an extension to the school with expected delivery in 2028. Discussed short term and long-term addition of SEN classes for this school.

Resourcing and associated challenges with SEN classes was discussed.

Members discussed a potential opportunity to introduce paid weekend parking in St Mac Dara's car park. Discussed insurance, employment, revenue, etc implications of introducing paid parking. The preferred approach is to seek Department of Education funding to cover the cost of the roof repairs. Initial scoping has been carried out and further work required to progress this project. Opportunity to install solar panels on the roof was discussed and will be investigated by building team.

Discussed Broadmeadow planning and potential use of the site by another school. DDLETB are awaiting clarifications on this site from the Department of Education.

Progress on Danu roof works discussed. Contractors expected on-site in Jan 2024, with expected project duration of 6-8 months.

## 5.4 Staff Profile

Appointments & Promotions noted.

Retirements noted.

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## 5.5 Policies

Noted

## 5.6 Risk Register- Noted

Q3 review of the corporate risk register has been completed and approved by the ARC. Risk register included in Board papers.

## 5.7 Multi Annual Procurement Plan

Noted

## 6. Matters Submitted by the Board

### 6.1 Actions Log

The action log was reviewed and updated.

## 7. Next Meeting: 26<sup>th</sup> February 2024 @ 4.30 pm