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Minutes of meeting of Dublin and Dun Laoghaire Education and Training Board held on MSTeams and at 1 Tuansgate, Belgard Square East, Tallaght, Dublin 24.

Meeting: 4:30 pm, 19th June 2023

Present: Anne Genockey, Brendan O'Halloran, Cllr Cathal Boland, Cllr Charlie O'Connor, Daneve Harris, Claire Markey (Chair), Cllr John Walsh, Cllr Yvonne Collins, Cllr Kate Ruddock, Cllr Kazi Ahmed, Ken Farrell, Cllr Pamela Kearns, Cllr Brigid Manton, Cllr Michael Clark, Paul McNally.

Apologies: Colm Kilgallon, Susan Duffy, Caitríona Murphy, CEO.

Absent: Cllr Pamela Conroy, Cllr Siobhan Shovlin, Cllr Liam Sinclair.

In Attendance: Siobhan Lynch, Director of FET; Adrian Flynn, Director of Schools; Nichola Spokes, Director of Schools; Claire Keane, Public Affairs Officer (Acting); Allen Buckley, APO Finance; Ross Lynam, Buildings Officer; Treacy Byrne, Buildings Officer; Emma Maloney, PA to SMT.

Documentation:

Uploaded Electronically

Welcome

The Cathaoirleach, Claire Markey, presented the meeting and welcomed everyone. The Chair noted that Adrian Flynn, Director of Schools, was the CE nominee for the meeting.

Condolences

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

1. Declaration of Conflict of Interest

No conflicts were declared

2. Matters for the Resolution of the Board

The Minutes of previous meeting held 15th May 2023 were **Approved**

Proposed: Cllr Charlie O'Connor, Seconded: Ken Farrell

Boards of Management Members Appointments

The appointment of Bernie MacLoughlin, ETB Representative to the board of management of St Kevin's CC **Proposed: Claire Markey, Seconded: Cllr Pamela Kearns.**

The appointment of Cllr Charlie O'Connor as ETB representative to the board of management of Deanstath CC **Proposed: Ken Farrell, Seconded: Anne Genockey.**

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The Annual Report was adopted

Proposed: Anne Genockey, Seconded: Cllr Kazi Ahmed

3. Matters for noting by the Board

Circulars - **Noted**

4. Matters Submitted by the Executive

CE Report to the Board June 2023

I wish to thank the Board as we come to the end of another academic year.

I wish all our students the best of luck in their exams and thank all of our staff for another exceptional year and for their hard work throughout.

I extend my sincere thanks to the Directors and the additional workload they have taken on in 2023. The new Director of OSD, will take up his post next Monday and we welcome him to DDLETB. Paul is joining DDLETB from the National Standards Authority of Ireland (NSAI) where he has been in a Principal Officer role.

I want to thank all the Board members for your attendance on interview panels over the last year and, in particular, the last few weeks.

Directors of Schools Update

CNS and Special Schools

On the 25th and 26th May, the first Community National Schools Conference was held in Athlone for all 28 CNS schools nationwide. This was facilitated by Directors of Schools. Delivery of workshops covered areas of SSE on Ethos, Governance across CNS schools and leading inclusive provision in Community National Schools.

Reconfiguration: DDLETB is delighted to announce that they are the new Patrons of the National Rehabilitation Community Hospital School, formerly Our Lady of Lourdes Rehabilitation Hospital school. DDLETB are the official Patrons since 6th June 2023. This school will experience significant development in the years to come with the provision of Primary, Post primary and Further Education and Training.

Youth Services:

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Youth Services annual Youth Sports Challenge Awards ceremony took place on 26th May in Phibblestown Community Centre. Opening the ceremony was the Mayor of Fingal, CLLR Howard Mahony and Minister Roderick O’Gorman. This even has been running for 11 years delivering targeted sports youth provision to the most marginalised across Fingal and Dun Laoghaire. This year over 500 young people participated.

Director of Schools will be facilitating a training session with the Department of Inspectorate for all the alternative education settings in DDLETB on June 29th to include the Special Care settings, Detention and care units, Alternative learning programmes (ALP) and Youth Reach. The workshop will focus on the Looking at our Centres guidelines for quality assurance and evaluation across all settings which will be in place for September 2023.

Directors of Schools continue to facilitate communities of Practice among all our schools with DDLETB support officers in areas of SEN, DEIS and Leadership (TLP) with these programmes developing responsively to the needs of the schools over the coming year.

We are delighted to present the 10th edition of the DDLETB Developments Newsletter today. This edition, as always, is jam packed with news and events from across our organisation.

The newsletter is now available to view and download on our DDLETB website

 <https://www.ddletb.ie/ddletb-developments-newsletter/>

Director of Further Education and Training Report –June 2023.

College Of Further Education and Training DDLETB:

- Briefing and consultations:
 - Wider in person FET staff and organisation consultation on the FET College for DDLETB commenced on the 22nd May, 2023 and will continue with three more events scheduled for August and September.
- FET Staffing Structures: It is widely recognised that due to the way FET has evolved there is a multitude of contracts in existence across FET. For example, there are 4 different contracts for teaching staff which all have different terms and conditions. Developments in this regard include the following.
 - A FET Transformation Unit has been established by DFHERIS to review the current staffing structures and propose a new structure for the future. The focus of this unit is to agree a

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new FET Practitioner contract which will enable FET to be more agile, responsive to industry and learner needs in the future.

- A proposal to formally establish a grade of Adult Educator with a standardised pay scale is also being discussed between unions and management representatives. It is proposed that this grade will be applicable to tutors employed by ETBs around the country who are currently on a variety of terms and conditions but predominantly that of tutor in the Adult Education Services. Reduction of Fees to learners in FET Colleges and Dual Provision Schools:
- To assist with the cost-of-living crisis FET DDLETB is reducing fees to learners and their families in 2023 from September 2023. This is a positive move and is designed to remove the financial barriers to participation in FET, make FET more competitive and a more attractive offering to learners.

Mid Term Review Funding Allocation Request:

- DDLETB initially projected that 83 million would be required to deliver the projected level of FET provision in 2023. (Projected over 35k beneficiaries). However, SOLAS approved 80 million for DDLETB FET for 2023. The FAR 4 mid-year review has been completed and revised with a forecasted expenditure for 2023 will be €82,685,184. Therefore, our costs are in line with what was forecasted as we advised to SOLAS at beginning of the year. The projected number of beneficiaries remains over 35K for 2023. We are hopeful that SOLAS will sanction funding to cover the shortfall and our provision will not need to be scaled back.

5.1 Finance Report

DUBLIN & DUN LAOGHAIRE EDUCATION & TRAINING BOARD							
FINANCIAL REPORT							
YEAR TO DATE MAY 2023							
Programme	Opening Grant Cash Balance		Receipts		Payments		Closing Grant Cash Balance
	1st January 2023						31st May 2023
TOTAL MAIN SCHEME PAY	(1,740,048)		(54,144,605)		57,329,492		1,444,839
TOTAL MAIN SCHEME NON-PAY	(5,692,436)		(3,517,871)		5,158,388		(4,051,919)
TOTAL ASSOCIATED MAIN SCHEME	(7,432,484)		(2,161,086)		1,730,403		(8,073,631)
TOTAL PRIMARY SCHOOLS	(1,637,223)		(1,428,162)		901,444		(2,163,941)
TOTAL CAPITAL	(9,029,898)		(8,705,705)		6,467,714		(11,267,889)
TOTAL THIRD LEVEL GRANTS	(171,666)		-		-		(171,666)
TOTAL FURTHER EDUCATION & TRAINING	(2,652,492)		(40,216,011)		31,791,966		(11,076,537)
TOTAL YOUTH SERVICES	(1,882,853)		(4,952,578)		5,151,355		(1,684,076)
TOTAL AGENCY	(1,203,349)		(2,354,756)		2,141,250		(1,416,855)
TOTAL SELF-FINANCING	(8,986,597)		(2,024,193)		2,492,868		(8,517,922)
Bank Balance	(40,639,510)		(119,504,967)		113,164,880		(46,979,597)
DDLETB had a balance of approximately €47m in the bank account at the end of May.							
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 SANITISER & PPE GRANT	(704,028)	(725,451)		268,747		(1,160,732)
Primary	COVID19 CLEANING SANITISER & PPE GRANT	(126,236)	(163,216)		79,325		(210,127)
Capital	COVID 19 MINOR WORKS GRANT	(429,117)	-		68,046		(361,071)
FET	COVID19 Overheads	(69,282)	-		24,183		(45,099)

5.2 DDLETB Meeting June 2023 Capital & Building Programme Report

Major Capital Projects 2023		
Name School/Centre	Area	Status Update
Balbriggan Community College, Pine Ridge, Chapel Street, Balbriggan.	North County Dublin Fingal County Council	Stage 3 instruction issued. Design team working through returned prequalification submissions.
Lucan Community College, Esker Drive, Lucan.	Lucan, South Dublin County Council	Fees agreed, Project at construction tender stage. Tender returns due 21/06/23.
Colaiste Chillian, 96-116 Old Nangor road, Clondalkin, Dublin 22.	South West Dublin, South Dublin County Council	DoES is managing this project. Contractor is currently being formally appointed.
GS Reachrann, Grange Abbey Road, Dublin 13.	North County Dublin Dublin City Council Area	Planning application re-lodged. KSNPM dedicated project managers. Planning decision returned on 4 th May 23, Additional Information requested by DCC. This is currently being actioned by the design team. Project will proceed to tender stage immediately upon receipt of planning grant.
Collinstown Park, Rowlagh, Clondalkin, Dublin 22.	South West Dublin, South Dublin County Council	SEN Suite approved by DoES. Contractor appointed. Currently on Site. Works due to be complete first quarter 2024.

St Finian's CC, Castle farm, Swords	North County Dublin Fingal County Council Area	Request from the DoES for two schools on both sites, KSN working on fees to carry out Masterplan of site.
Citywest Colaiste Pobal Fola	City West, South Dublin County Council	New build on current site led by DOE. Project at tender stage.
Griffeen Community College.	Lucan, South Dublin County Council	New build school led by DoES. Project at tender stage.
Summer Works 2023		
School/Centre Name	Area	Project Status
St Kevin's Community College	Lucan, South Dublin County Council.	Re-fit Science Labs. Consultant appointed. Contractor Appointed. Works have commenced.
Colaiste Cois Life	Lucan, South Dublin County Council	3No. science rooms refit. Consultant appointed. Contractor Appointed. Works have commenced.
Rathdara Community College, Blanchardstown Road North. Danu CSS	Blanchardstown, Fingal County Council	Roof replacement works. Significant Increase in cost of project, awaiting DoES approval of costs and to launch tender. Phased timelines being worked out with design team.
Colaiste de Hide, Tallaght, Dublin 24.	South West Dublin, South Dublin County Council	Roof Insulation. Increase in costs, awaiting DoES approval to progress this summer.
TEMPORARY ACCOMMODATION PROJECTS on site 2023		

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Name School/Centre	Area.	Project Status/Update.
Skerries Community College	Fingal County Council Area	KSNPM project managers, Three General Classroom. Home Economics and Art Classroom. Design team appointed. Off site works are underway.
Broadmeadow CNS	Swords, Fingal County Council.	Project agreed and being managed by DDLETB and KSN to progress to have Classrooms on site for September 2023. Works on site are underway.
Grange Community College & Gael Colaiste I Reachrann	Grange Abbey Road, Donaghmeade.	KSNPM project managing. 3 Classrooms, 1 Home economics. Due to be completed in July 2023.
Tallaght CNS, Tallaght, Dublin 24.	South West Dublin, South Dublin County Council	2No. Classroom SEN, to be completed on site by the DoES September 23. 2No. Classroom & 2 No. SET room ASA to be completed on site by DoES in October 23.

Further Education & Training Centres: Projects in Planning and Progress 2023.

Tallaght Training Centre, Cookstown Road, Tallaght	South West Dublin, South Dublin County Council	1)Electrical Apprenticeship workshop upgrade. In progress 2)Emergency H & S works, to carry out major remedial works to the main structure. Consultant tender for investigative surveys has been issued.
Baldoyle Training Centre, Baldoyle Dublin 13	Baldoyle Fingal County Council	Upgrade for Electrical Apprenticeship workshops. Completed.
Clondalkin Adult Education and Youth-reach	South West Dublin, South Dublin County Council	As part of the Strategic infrastructure fund, new extension proposed. Consultant tender for brief development has been issued.
Greenhills Community College, Limekiln Avenue, Dublin 24.	South West Dublin, South Dublin County Council	Roof replacement, in progress near completion
College of The Future	Swords, Fingal County Council	Preliminary site review undertaken. Commercial Agent services being currently being tendered.
Building Condition Reports (Youthreach)	South Dublin County Council Fingal County Council	Tender being prepared to assess the current Building Condition, Energy Efficiency, Accessibility and Fire Safety Compliance of 5 No. FET Centres.

Property Matter: May 2023.

Dundrum Town Centre, Unit 2.	Out of lease since 2017	Lease ready to be signed June 2023
Mangan House Mayo	Lands need to be transferred back to DDLETB. DDLETB still insuring property.	Evaluation on going with Solicitor.

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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.	Lease at final stages, ready for signing with FCC end of May 2023. Conditional report of pitch carried out and being assessed by DDLETB and FCC
Policy Document: Land transactions in DDLETB.	Being put together with our solicitor. Information Lease/License/MOU/Patronage/SLA/shared campus/Third party user groups arrangements.	This is now being worked on through ETBI and a document for all ETBs to be adopted. DDLETB is working on this committee.
Baldoyle Unit, Satellite Unit for Baldoyle TC	Exiting Lease, note that this is the first exit of Legal Lease.	On going between Solicitors, Dilapidations being negotiated.
St Kieran's Old Traveller Training centre	Not in use vacant site	Legal letter gone to DLRCC to give back land for housing neds as deeds not in our name.

*Report Source: Treacy Byrne Assistant Principal Officer Buildings and Property Administration.
Ross Lynam Assistant Principal Officer Buildings And Capital Technical.*

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5.3 Staff Profile Updates- Noted

Appointments & Promotions

Retirements

Career Breaks

5.4 Risk Register: Noted

5.5 Polices: Noted

6. Matters Submitted by the Board

In line with Standing Orders

A member raised a concern over issues in Colaiste Pobail Fola's building.

Ross Lynham, Buildings Officer, updated the board on progress.

Actions log

7. AOB

Members raised remuneration for interview boards in relation to shortlisting. Members were reminded that this is governed by a circular and that their concerns will be raised with ETBI on their behalf. It was noted that at the start of next academic year members will be asked if they wished to be available for interviewing or not.

A member raised concern with the time interviews are held, after school hours. Matter will be raised with HR. Matter will be raised with Nichola Spokes, Director of Schools

A board member informed the board that Oberstown Campus won an award at Bloom recently. And raised that the students need iPads to assist them in their training. Query will be brought to Nichola Spokes, Director of Schools.

Next Meeting: 18th September, 2023.