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

Meeting: 4:30 pm, 18th September 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, Cllr Pamela Conroy, Cllr Siobhan Shovlin, Cllr Liam Sinclair.

Apologies: Susan Duffy, Siobhan Lynch, Director of FET; Adrian Flynn, Director of Schools; **Absent:** n/a

In Attendance: Caitríona Murphy, CEO. Nichola Spokes, Director of Schools; Paul Turner, Director of Organisation Support & Development; Thea Jordan, Public Affairs Officer.

Documentation: Uploaded Electronically

Welcome

The Cathaoirleach, Claire Markey, presented the meeting and welcomed everyone.

1. Condolences

Condolences were extended to all families of staff bereaved over the last month and a minute's silence was observed.

2. Declaration of Conflict of Interest No conflicts were declared.

3. Matters for the Resolution of the Board

The Minutes of previous meeting held 19th June 2023 were **Approved**
Proposed: Cllr Charlie O'Connor, Seconded: Cllr Cathal Boland

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Boards of Management Members Appointments

The appointment of Cllr Pamela Conroy and Cllr John Walsh as ETB Representatives to board of management of Danú CSS **Proposed: Claire Markey, Seconded: Cllr Cathal Boland**

The appointment of Daneve Harris and Anne Genockey as ETB Representatives to board of management of Ballydowd High Support Special School

The appointment of Cllr Brigid Manton as ETB Representative to board of management of Broadmeadow CNS

The appointment of Conor McGuckin and Anne Genockey as ETB Representatives to the board of management of Citywest & Saggart CNS
The appointment of Cllr Brigid Manton as ETB Representative to board of management of Crannog Nua School

The appointment of Daneve Harris as ETB Representative to board of management of Lucan CNS

The appointment of Cllr Michael Clark and Cllr Kate Ruddock as ETB Representatives to board of management of National Rehabilitation Community Hospital School, Dun Laoghaire

The appointment of Cllr Brigid Manton and Cllr Pamela Kearns as ETB Representatives to board of management of Oberstown School

The appointment of Colm Kilgallon and Cllr Brigid Manton as ETB Representatives to board of management of River Valley CNS

The appointment of Ian Murphy as ETB Representative to board of management of Scoil Aoife CNS

The appointment of Colm Kilgallon and Cllr Brigid Manton as ETB Representatives to board of management of Scoil Chormaic CNS

The appointment of Cllr Pamela Conroy and Cllr John Walsh as ETB Representatives to board of management of Scoil Choilm CNS
Scoil Ghrainne CNS

The appointment of Cllr Charlie O'Connor and Anne Genockey as ETB Representatives to board of management of Tallaght CNS

Proposed: Cllr Siobhan Shovlin, Seconded: Cllr John Walsh

4. Matters for noting by the Board

Circulars – **Noted**

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5. Matters Submitted by the Executive

CE Report to the Board September 2023

Welcome to everyone at the start of academic year 2023. I would like to start with a few updates and important announcements to make.

But before I do, I would like to acknowledge that since we last met, there have been several terrible losses as Claire has mentioned and paid tribute too already. Two members of our staff passed away suddenly during the Summer. Frances Murphy of Lucan CC – teacher and coordinator of additional needs provision passed away on her last day of school before her retirement commenced. And Caroline Cooney, Deputy Principal in St Finians CC also passed away suddenly after a very short illness. I was to pay tribute to both women today and acknowledge their commitment, dedication and loyalty to their students, schools and the wider DDLETB community. We were also informed last week that Caroline Cooney’s mam passed away. We will be in touch with the family at this sad time for them.

I know also today that you will be considering the next Chairperson for the final year of this term of the Board. With that in mind, I would like to extend my thanks to Claire Markey for her role as Chairperson and the professional way that she has carried out her role and I know you will share me in thanking her sincerely.

I also want to thank Claire Keane for her work while Thea was on leave and we welcome Thea back also.

I would also like to welcome Paul Turner to the Senior Leadership Team (SLT). Paul joined us in the summer and joins Adrian, Nichola and Siobhan as part of the DDLETB Directorate. A reminder that in the role of OSD, Paul is responsible for the support and development of the organisation and that includes circa 80,000 students, €275m budget, 4,500 staff and over 100 schools/colleges/centres. Paul will introduce himself to you all shortly before the specific OSD reports to the Board. I would also like to advise you that Allen Buckley, APO Finance will be leaving DDLETB in October to take up a promotion opportunity and I would like to thank Allen in advance of his progression on to Inland Fisheries. We have commenced the recruitment process to fill this key post as soon as possible.

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As you know, we are managing at a time of a national teacher shortage in primary and post primary schools and in relation to apprentice instructors in FET. We are doing everything possible to deal with this and we appreciate your support in that regard.

The CE and each Director continues to work with ETBI on leading national initiatives in School, FET and OSD.

Directors of Schools Update to the Board – September 2023

All supports etc have only commenced this week fully - Child Protection bespoke staff training in schools that have requested it.

Welcome Conchubhair Mac Ghloinn - *Príomhoide Coláiste de hIde to the meeting for this agenda item.*

July Provision

Community National Schools ran July Provision during the month of July, with schools providing for home tuition if a teacher couldn't be recruited for the school.

Two DEIS schools ran the Literacy Camp for the month of July, providing tuition for targeted groups of children requiring additional support, including the new Ukrainian students in these schools.

Detention and High Support Centres provided for summer programmes, running the 2nd week of August.

DEIS (Delivering Equality of Opportunity in Schools) Action planning and Grant Allocation for all DEIS schools, Circular 34/2023 came into effect 10th July, 2023. It outlines for management authorities and Boards of Management the:

- requirements for schools participating in the DEIS Programme to engage in systematic planning for improvement.
- Requirement for the DEIS grant to be used to support those children and young people most at risk of disadvantage.
- The management and oversight of the DEIS grant.
- Supports available to assist schools.

Schools will receive updated guidelines for DEIS in September.

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Publication of Child Protection procedures for Primary and Post Primary Schools (revised 2023) was published 28th August. Directors of Schools have worked with their respective schools to ensure that all schools have updated child safeguarding and Risk assessment which is to be brought to the school's first Board of Management meeting this year.

New Primary Mathematics Curriculum for Primary and Special schools was launched on 7th September. It will be delivered in three phases, Introduction (2023-24) Implementation (2024-25) and Embedding (2025-beyond).

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.

Conchubhair Mac Ghloinn gave a presentation to the Board members on the professional development day that took place on the 26th August for all 4 Gaelcholáistí and thanked DDLETB Senior Leadership Team for their support.

A member asked if we could provide a list of teaching posts that we have filled this year and any that are still waiting to be filled in all our schools.

Youth Services

New Youth Development officer, Claire Barkey, and team of Youth Officers continue to engage with all Youth Service Provision in implementation of provision under UBU with a focus on ALP expansion for this academic year.

Director of FET Update to the Board – September 2023

College Of Further Education and Training DDLETB

Briefing and consultations continued as planned in September 2023 and more briefings will be scheduled later in the year and early next year.

College of FET flagship development Swords

- DDLETB is working with Fingal County Council and SOLAS to progress site selection. EOI to take place soon through a property company and this will be published soon.
- All proposed sites will be reviewed by SOLAS, DFHERIS and DDLETB.

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- In the meantime, a detailed Preliminary Business Case has been sent to SOLAS. SOLAS have secured centralised QS expertise to support ETBs with their estimated costs. SOLAS now need to provide centralised support so that an independent Multi Criteria Analysis is carried out on the proposals.

Strategic Infrastructure upgrade- Monastery Road, Clondalkin Village

- This is a tight, town centre site so a brief development report has been prepared to ensure the new build produces the maximum capacity possible the budget allocated to DDLETB.

Update on FET funding

- We were hopeful in June 2023 that SOLAS would sanction funding to cover the potential shortfall between our initial funding bid of €83 million and our final allocation of €80 million so that provision will not need to be scaled back.
- Formally SOLAS are saying that they do not want provision scaled back but that DDLETB does need to work within their original allocation i.e., €80 million for DDLETB FET for 2023.
- However, SOLAS will seek an expenditure report up to the end of September so that they can better project the full year expenditure for every ETB. DDLETB will make the case for additional funding if required based on the significant population growth across the three administrative regions we serve and for the significant increase in demand for ESOL across this region, which we must continue to meet.

Apprenticeship

DDLETB and ETBs around the country have been working hard to implement emergency measures required to reduce the backlog created by COVID 19, for Apprenticeship Phase 2 for the 3 main craft areas electrical, plumbing and carpentry and joinery. This involved adding new electrical workshops to both Baldoyle TC earlier this year and Tallaght TC which are due to open this autumn. DDLETB has submitted proposals for a major capital investment in Loughlinstown TC, which will increase capacity significantly there also.

While the backlog due to COVID 19 has been addressed, the buoyant economy since the pandemic has led to a corresponding increase in the number of new apprentices seeking to participate in apprenticeships.

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DDLETB reported to SOLAS in late 2022 and again in 2023, that capital investment on its own was not going to be sufficient to address the increasing waiting list. In the Dublin area, it has been very challenging to recruit Instructors to deliver apprenticeships due to competition from industry for qualified, experienced electricians who can offer better terms and conditions than DDLETB can to potential instructors. Other ETBs are experiencing the same issues with recruitment, and this has reduced the speed at which the waiting list can be reduced.

The Minister is concerned about this and has asked the FET sector to work together to deliver as much as possible and to work with Higher Education institutions if they have additional capacity/workshops around the country.

Director of OSD Update to the Board – September 2023

I am delighted to have joined DDLETB and I look forward to working with the team and stakeholders to deliver our strategic initiatives over the coming years. Since starting in my role in late June, I have focused on gaining an understanding of the culture and the day to day running of DDLETB, through attending stakeholder and staff meetings, visiting schools and FET centres along with my attendance at various ETBI events. My initial focus will be on supporting the priority areas of building, finance and cybersecurity while also leading on the delivery of the new DDLETB strategy.

Please note that following on from the updates in relation to a new lease for DDLETB Head Office that were given during the June 2022 and February 2023 Board meetings, we now are at the stage of signing a new 10-year lease for all 5 floors in 1 Tuansgate. DDLETB previously held leases for the 1st, 2nd, 3rd and 4th floors. This new lease will consolidate the existing leases into one single lease while also taking in charge the 5th floor. The annual value of the lease will be €645,728. A rent review will take place after 5 years with no break clause in place. We have procured assistance from legal and property advisors to ensure value for money and have received approval from the DoE to proceed. Caitriona Murphy and Paul Turner now request approval from the Board to proceed with the signature of the new 10-year lease and the surrender of the existing leases.

The Board approved Caitriona Murphy and Paul Turner to proceed with the signature of the new 10-year lease for 1 Tuansgate and the surrender of existing leases.

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Please note also that approval was given for the continued secondment of Paddy Lavelle as General Secretary of ETBI and the extension of the current CE, Caitriona Murphy from 7th of September 2023 to the 31st of August 2024. Consequential posts will be filled also.

A member asked if the Board could seek legal advice around the CE position still being an acting position after 4 years.

5.1 Finance Report

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YEAR TO DATE AUGUST 2023

Bord Oideachais agus Oiliúna Dublin and Dún Laoghaire
Átha Cliath agus Dhún Laoghaire Education and Training Board

Programme	Opening Cash Balance	Grant	Receipts	Payments	Closing Grant Cash Balance
	1st January 2023				31st Aug 2023
TOTAL MAIN SCHEME PAY		(1,740,048)	(86,096,632)	91,548,513	3,711,833
TOTAL MAIN SCHEME NONPAY		(5,692,436)	(5,543,983)	7,218,083	(4,018,336)
TOTAL ASSOCIATED MAIN SCHEME		(7,642,948)	(3,344,049)	2,423,885	(8,563,112)
TOTAL PRIMARY SCHOOLS		(1,637,223)	(1,898,423)	1,405,082	(2,130,564)
TOTAL CAPITAL		(9,029,898)	(13,492,364)	13,371,193	(9,151,069)
TOTAL THIRD LEVEL GRANTS		(171,666)	-	-	(171,666)
TOTAL FURTHER EDUCATION & TRAINING		(2,652,492)	(53,658,498)	50,490,400	(5,820,590)
TOTAL YOUTH SERVICES		(1,882,853)	(7,737,617)	8,051,380	(1,569,090)
TOTAL AGENCY		(1,203,349)	(3,352,041)	3,754,504	(800,886)
TOTAL SELF-FINANCING		(8,986,597)	(3,458,233)	3,710,219	(8,734,611)
Bank Balance		(40,639,510)	(178,581,840)	181,973,259	(37,248,091)
DDLETB had a balance of approximately €37m in the bank account at the end of August.					
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)	407,595	(1,021,884)
Primary	COVID19 CLEANING SANITISER & PPE GRANT	(126,236)	(168,356)	211,731	(82,861)
Capital	COVID 19 MINOR WORKS GRANT	(429,117)	-	111,802	(317,315)
FET	COVID19 Overheads	(69,282)	-	11,222	(58,060)

DDILETBM Meeting September 2023 Capital & Building Programme Report

Major Capital Projects 2023		
Name School/College	Area	Status Update
Balbriggan Community College, Pi'ne Ridge, Chapel Street, Balbriggan.	North County Dublin Fingal County Council	PQQ process is complete. Update to tender pack: required to take account of decarbonisation.
Lucan Community College, Esker Drive, Lucan.	Lucan, South Dublin County Council	Project at specialist tender stage. Site works expected to begin in Q1/2 2024.
Colaisie Cillian, 96-116 Old Nangor Road, Clonsilla, Dublin 22.	Southern / West Dublin, South Dublin County Council	DoES is managing this project. Site works expected to begin in Q4 2023.
G\$ Reachrann, Grang Abbey Road, Dublin 11.	North County Dublin Dublin City Council Area	As part of revised planning requirements Dublin City Council have insisted on number of green measures to be installed as part of the overall project. These amendments have resulted in significant additions to the proposed tender pack. Tender pack to be issued in late Q1 2024.
Collinstown Park, Rowlagh, Clonsilla, Dublin 22.	South West Dublin, South Dublin County Council	SEN Suite approved by DoES. Contractor appointed. Currently on site. Works due to be complete with Q1 2024.
St Finian's C-C, Castlefirm, Swords	North County Dublin Fingal County Council Area	Feasibility study for 2 No. 1000 pupil schools currently undertaken by the DoE.
Citywest Coiaiste Pobal Fola	City West, South Dublin County Council	New build on current site led by DOE. Main contractor tender returns due on 22 nd September 23. Site works expected to begin late Q1 2024.

Griffen Community College.	Lucan, South Dublin County Council	New build school led by DoES. Main contractor tender returns due on 22 nd September 23. Site works expected to begin late Q1 2024.
Summer Works 2023		
School/Centre Name	Area	Project Status
St Kevin's Community College	Lucan, South Dublin County Council.	Re-fit Science Labs. Works now complete.
Colaiste Cois Life	Lucan, South Dublin County Council	3No. science rooms refit. Works now complete.
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. DoE technical meeting scheduled for 20 th September 2023.
Colaiste de Hide, Tallaght, Dublin 24.	South West Dublin, South Dublin County Council	Roof Insulation. Increase in costs, awaiting DoES approval.

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TEMPORARY ACCOMODATION PROJECTS 2023

Name School/Centre	Area.	Project Status/Update.
Skerries Community College	Skerries, Fingal County Council	Three General Classroom. Home Economics and Art Classroom. Design team appointed. Site works due to begin with project to be complete late Q4 2023.
Broadmeadow CNS	Swords, Fingal County Council	Project complete.
River Valley CNS	Swords, Fingal County Council	Project complete.

Grange Community College & Gael Colalste I Re chnu1uri	Don;;ighmede; Dublin Clty Council,	Project complate.
Ta1llaght CNS, Tallaght, o ublin 24.	So,uth /West Dubiin, South Dublin County Cou nce:iI	2No. Classroom SEN i.; prnctica,lly complete. 2Nc. Classroom & 2 No. SET room ASA to be r::ompleted on site by DoES ln 0.4 2023.
Eriu Community Coll,ege	FlaF'llsfi,eld, Fingal County Council	Project complete.
Balbr.!ggan Community College	Baibrfgg.m; Fingal County Council	Project complete,

Further Educat-on & Training Centres: Projects in P ann-ng and Progress 2023

Tallaght Traiiling C1;ritre, Cookstown Road; Tallaght	South /West Oubliri, South Dublin County Council	1)Electrikal Apprelltice.shi p workshop Upgrade. 1111 progress 2)Emergenc-y 1-1 & S works., to carry out major remedi;;il works to the main structore. Consultant tende.r for j nvestigatlve surveys has been returned.
Baldoyle Trairiiri,gCet'i'tre, Baldoyle Dublin 13	Baldoyle Fingal County Council	Upg,ade for Electfcal Apprenticeship workshops. Completed.
Clondalkiri Adult Education and Youth-reach	South/ West Dubtin, South Dublin County Ccn.rmciI	As part of the Strategic lr.ifraisbuct ure fund, new extension proposed. Brief develo,pmertr 1s nearing con,plet!ion.
Greenhfls Commuriity College, Ilmekiln Aven1..1e, Dublin 24.	South/ West Oubtit\ So1..1th Dublin County Ccu. nt.il	Roo'f replaoement, iill'I progn!;;;s near eam pletion.

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College of The Future	Swords, Fingal County Council	Preliminary site review undertaken. Commercial Agent engaged. Site search commencing. Ongoing meetings with FCC and Solas. Steering group to be formed.
Building Condition Reports (Youthreach)	South Dublin County Council Fingal County Council	Tender has been returned to assess the current Building Condition, Energy Efficiency, Accessibility and Fire Safety Compliance of 5 No. FET Centres.
Loughlinstown Training Centre	Dun Laoghaire Rathdown County Council	Application to increase potential electrical workshop intake from 84 to 252 pupils annually has been submitted to SOLAS.

Property Matter: September 2023.

Dundrum Town Centre, Unit 2.	Out of lease since 2017	Lease ready to be signed.
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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. Director of OSD will meet with Director of service FCC to negotiate final stages, also the recarpeting of the pitch.
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<p>Policy Document: Land transactions in DDLETB.</p>	<p>Being put together with our solicitor. Information Lease/License/MOU/Patronage/SLA/shared campus/Third party user groups arrangements.</p>	<p>This is now being worked on through ETBI and a document for all ETBs to be adopted. DDLETB is working on this committee. Next policies are on Shared Campus agreements. 2) Third</p>
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		party user groups renting hall and spaces..
Baldoye Unit, Satellite Unit for Baldoye TC	biting Leas , note that this i.s the first exit of Legal Lease.	Closing. Dilapidations a,gr ed
St Kieranjs Did TraveBer Train1ng ,centre	Not in use Vol<a;ant site	This will be coming off our pm pertv register as we ha:ve no legal title. Finalising with DOE.
Head Offke	New Lease	New le-ais.e fof signing. O ye irs one lea,se illi:duing the- fifth floor. To bring us to 2033. Ground floor parking also in du,, e -SJ!aces.
Service Level Agr,eemeots/MOJ	1) c :s,tlemillsadult Education, B,;;ilbrigg;;1r,, 2) Lusk Community College, Campus Ag,reemeni,t or, new car park	Completed Completed
Sallyr,oggin Yo,uth Rea,ch	License for l 1tear wltH St Joseph's Soccer club/Ceot;re	Completed
Eblana Avenue	Lease Foli Emergency Ac:comodation	Completed and working on a new License for Crnsscure who occupy the back i:ll'e-i'l as a cafe.
Dublin Airport Authodty	Two Licenses to linstall noise moniftoring devices on both A.rdgillan & [lonabam,CC.	Completed

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The re-development and planning for Broadmeadow CNS and St. Cronins's (a non DDLETB School) were discussed.

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

Resignation of staff Board representative

7. Next Meeting: 16th October, 2023 @ 4.30pm