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

Date: 16th October 2023

Time: 4:30 pm

Venue: DDLETB Head Office & MS Teams

Present:

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

Apologies: Paul McNally

Absent: Cllr Cathal Boland, Cllr Liam Sinclair.

In Attendance:

Caitríona Murphy, CEO; Paul Turner, Director of Organisational Support and Development, Adrian Flynn, Director of Schools, Nichola Spokes, Director of Schools, 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; Mairead Walsh, Treasury; Aisling Crowley, HR Manager; Pauline Murphy, HR Manager.

Documentation:

Uploaded Electronically

Welcome

The Cathaoirleach, Claire Markey, 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 Appointment of New Cathaoirleach

Cllr Charlie O'Connor was nominated for the role as Cathaoirleach

Proposed: Cllr Yvonne Collins, **Seconded:** Ken Farrell

Cllr Charlie O'Connor was appointed as Cathaoirleach

It was agreed that Claire Markey would chair this meeting and hand over the chair to Charlie O'Connor at the end of the meeting.

Appointment of Leas Cathaoirleach

Claire Markey was nominated as Leas Cathaoirleach

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

Claire Markey was appointed as Leas Cathaoirleach

3.2 Cathaoirleach Letter of Resignation

Claire Markey thanked the board and Executive for their support over her term as Chair and welcomed Cllr Charlie O'Connor as Cathaoirleach.

3.3 Minutes

The minutes of the previous meeting held on 18th September were adopted.

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

3.4 Boards of Management Members Appointments

Nominations sought for an ETB Representative to the Board of Management of Deansrath CC

3.5 ETBI Extraordinary General Meeting 28th November

Cllr Charlie O'Connor 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 Committees of the Board

Noted

5 Matters Submitted by the Executive

5.1 CE Report - October 2023

DDLETB extends thanks to Claire Markey for her role as Chairperson and welcomes and congratulated Charlie O'Connor to his role as Chairperson for the final year in this 5-year term of the Board. Any supports or induction required will be facilitated by DDLETB.

In terms of announcements, I would like to advise you that Adrian Flynn, Director of Schools (DoS) has been appointed to the role of Principal of Adamstown CC. It has been an absolute

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pleasure to work with Adrian as DoS over the last 5 years and we wish him every success in his new role. The role of DoS will be advertised later this week.

The appointment of the Principal to Mt Seskin CC will also be announced this week.

Please note the notice of the ETBI AGM and EGM to take place on 28th November 2023 at 2pm in the Maldron Hotel in Portlaoise.

At the last meeting, there was a request from the Board about recruitment, so Pauline and Aisling are here to update you all before we go back to the Directors for their updates.

Pauline Murphy, HR Manager, briefed the members on teacher vacancies.

Directors of Schools Report – October 2023

Ethos

A number of Ethos Lead Network meetings for all Ethos Leads in DDLETB to plan and support initiatives embedding ethos in schools for the year ahead took place. We provided individual training for new Ethos Leads in their schools and an introduction to the Patrons' Framework on Ethos.

Child Protection

Child Protection Training continues to staff at 9 of our Community Colleges and worked with 6 individual schools for bespoke support in Child Protection & Safeguarding. We also created a video and briefing paper for Principals and BOM on updated CP Procedures. We delivered full day DLP training to newly appointed Principals and Deputies

Chaplains

A new School Chaplains Network to support the embedding of our Ethos across our designated schools has been created and we hosted our first Network meeting to plan support and initiatives for the year ahead.

Teacher Induction

Hosted the DDLETB Teacher Induction Programme for Post-Primary, FET and CNS - introduced and welcomed approximately 100 new teachers to DDLETB and provided information on ETB, DDLETB, Our Ethos, Supports and a workshop on Positive Behaviour Management and Language. Began primary research and planning for a new development and support programme for Year Heads. A certified programme which will launch in January.

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Debating/Chess

Planned and launched the DDLETB Inter-schools Debating and Inter-schools Chess competitions.

Digital Media

We provided training to Digital and social media leads in schools and a further full day of training is scheduled for October 19th.

Newsletter

Released the 11th edition of DDLETB Developments Newsletter - news and events from across our entire organisation. <https://www.ddletb.ie/ddletb-developments-newsletter/>

Recruitment

Various activities around recruitment - including attending a Careers Event in University of Cork with DDLETB Human Resource Team.

New Boards

Election of new Boards is underway under the new Governance Manual for Primary schools. New Boards will be in place 1st December 2024. Training will be provided by DDLETB to all our Board members. The first module of 7 will be on the Role of the Chairperson and Principal. This will be held in November before the new term of the Board commences.

NCCA

National Council for Curriculum and Assessment (NCCA) reimagining the Curriculum seminar took place this term with a focus on supporting the redevelopment of the Primary framework in the areas of Integration, Pedagogy and Assessment. The finding of which will be integrated and addressed throughout the three-stage process for the roll out of the New Primary Framework.

Patrons Day

Patrons Day was held on 14th September for CEs, Directors of Schools and Directors of Services with a view to aligning our strategy for CNS development and growth with that of The Programme for Government (2020) which sets of to “achieve the target of at least 400 multi-denominational primary schools by 2030” and to “expand and prioritise the transfer of viable schools to Community National School”. If this target is realised, all Education and Training Boards (ETBs) will be patrons of a significant number of Community National Schools in the near future.

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.

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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.

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.

Director of Further Education and Training Report –October 2023

College Of Further Education and Training DDLETB

- Briefing and consultations with FET and DDLETB staff are ongoing.
- College of FET flagship development Swords:
- DFHERIS are preparing a Mapping Analysis of potential sites for the College of FET in Swords. This is for consideration by Fingal Co. Co and DDLETB in advance of a meeting which is scheduled to take place in November.
- This list of sites / zones, plus any additional sites identified by DDL's current EOI or that Fingal Co. Co. would propose for consideration, will be collectively reviewed in November.

Update on FET funding

As reported in September DDLETB was hopeful in June 2023 that SOLAS would sanction funding to cover the potential shortfall between our initial funding bid and our final allocation of €80 million so that provision will not need to be scaled back.

A letter was received from the Chief Executive of SOLAS in September, indicating the following:

1. DDLETB should continue to plan for expenditure and activity over the remainder of the year “without distorting the supply of FET within their respective regions arising from demand-led pressures that would impact negatively on learners.”
2. The Department has confirmed that it will seek to address end year funding pressures as a result of this approach with the Department of Public Expenditure, NDP Delivery and Reform (DPENDPR)

- The total forecasted spend for FET for 2023 is €81,040,550 is ahead of the €80,392, 308 allocations in March 2023 with a potential forecasted overspend of € 648.242. This can be explained by increased ESOL provision across the county due to crisis in Ukraine and elsewhere.

Reduction in Fees- PLC

The reduction in fees is having a positive impact and all DDLETB FET Colleges who deliver PLC courses are experiencing increased learner demand. Although we don't have final figures yet, we can see the following trend of an overall increase of 15% so far in starter learner numbers compared to 2022 numbers.

Apprenticeships

DDLETB and ETBs around the country have been working hard to implement emergency measures required to reduce the backlog created by COVID 19, for phase 2 apprenticeship for the 3 main craft areas electrical, plumbing and carpentry and joinery.

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.

The Minister is concerned about the increase in the number of apprentices seeking to participate in apprenticeships and has asked the FET sector to work with Higher Education institutions around the country as well as some employers to deliver phase 2 apprenticeships.

- A group chaired by Asst. Sec in DFHERIS; with SOLAS, NAO, DFET representatives and SIPTU are monitoring the sectoral response to the craft apprenticeship demand.
- At the end of September, phase 2 was being planned for delivery outside of the ETB sector in the Technological Universities, private provisions (ESB, Irish Rail, large contractors) and colleges in Northern Ireland.
- Approval in principle was received from SOLAS in late September for a new capital project for Loughlinstown Training Centre to increase apprenticeship provision. This is the first of two phases and is expected €1,157,325.76 (including VAT and fees).

Director of OSD Report – October 2023

DDLETB attended the Climate Action and Sustainability Conference on the 5th October. The 2023 Climate Action plan commits Ireland to reducing greenhouse gas emissions by 51% by 2030 and becoming climate neutral no later than 2050. This conference focused on the steps that can be taken by ETB's on their sustainability journey in pursuit of these target. DDLEB are currently working on the development of a Climate Action Roadmap which will detail the actions that we will take across our property portfolio to meet these targets. To support our

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sustainability journey, DDLEB are working in partnership with the Sustainable Energy Authority of Ireland (SEAI), who are providing expertise and supports as we work on the development of our Climate Action Roadmap.

The Executive attended the ETBI annual conference in Cork on the 27th and 28th September. The Conference was titled “The ETB of the Future” with presentations covering Technology & Artificial Intelligence, Future Skills & Innovation, Inclusion & Special Education and Resilience & Human Connection.

From a Governance perspective, a number of meetings have taken place lately. The Audit & Risk Committee met on the 27th September. The Finance Committee met on the 11th October and we look forward to the DDLETB Board members appointing a new Chair for the Finance Committee during this meeting. Our Governance meeting took place on the 9th October.

Our finance team are currently updating our processes to meet the new requirements from Revenue in relation to declaration of expenses from the 1st January 2024.

ETBI have recently announced the transition from the current cash accounting finance model to an accruals-based finance model. This project will commence in 2024 for all ETB’s and is expected to the 3-4 years to fully implement. DDLETB are currently liaising with the C&AG in relation to scheduling dates for the completion of the 2021 Audit and the commencement of the 2022 audit. We hope to complete these audits by year end, but this is subject to the C&AG’s availability.

This Thursday (19th) we will meet with the Assistant Secretary in the Department of Education in relation to a number of ongoing building projects – St. Finians CC, Castleknock CC, Colaiste Pobal Fola, Rivervalley and Broadmeadow CNS.

As a result of the recent resignation of the staff representative, Brendan O’Halloran, the election process for his replacement has commenced with the election having to take place between the 31st December 2023 and the 31st March 2024.

Board evaluations will take place in Q1 2024. Further details to be provided at the November Board meeting.

Colm Kilgannon was nominated for the role of Chair of the Finance Committee.
Proposed: Claire Markey Seconded: Ken Farrell

5.2 Finance Report

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

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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. Questions were raised in relation to the 2024 intake for Castleknock CC. Members discussed a potential opportunity to introduce paid weekend parking in St Mac Dara's car park.

5.4 Staff Profile

Appointments & Promotions noted

5.5 Risk Register

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

5.6 Policies

Noted

6. Matters Submitted by the Board

6.1 Actions Log

The action log was reviewed.

7. Next Meeting: 20th November 2023 @ 4.30pm