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BP-24-005

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

Date: 17th June 2024

Time: 4:30 pm

Venue: DDLETB Head Office & MS Teams

Present:

Cllr Charlie O'Connor (Cathaoirleach), Colm Kilgallon, Daneve Harris, Claire Markey, Cllr John Walsh, Cllr Cathal Boland, Cllr Michael Clark, Anne Genockey, Susan Duffy, Paul McNally, Dara Edward Fitzpatrick, Cllr Mick Duff, Cllr Pamela Kearns, Cllr Brigid Manton.

Apologies: Cllr Yvonne Collins

Absent: Cllr Siobhan Shovlin, Cllr Kazi Ahmed,

In Attendance:

Caitríona Murphy, CE; Paul Turner, Director of Organisational Support and Development; Siobhan Lynch, Director of Further Education and Training; Mark McDonald, Director of Schools; Nichola Spokes, Director of Schools; Thea Jordan, Public Affairs Officer; Claire Keane, Governance; Emma Maloney, PA to SLT; Ross Lynam, Buildings Officer, Mairead Walsh; Acting APO, Finance.

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 since the last board meeting.

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 25th May 2024 were adopted.

Proposed: Cllr Cathal Boland, **Seconded:** Cllr Pamela Kearns

3.2 Sandyford Youthreach Leases

The business case for this proposal was reviewed and discussed. Approval in principle to proceed with this lease was given by the Board.

Proposed: Ken Farrell, **Seconded:** Cllr Cathal Boland

4. Matters for noting by the Board

4.1 Correspondence from the Department – Circulars – Noted

5 Matters Submitted by the Executive

5.1 CE Report

As we come to the end of this academic year and close to end of this term of the Board, DDLETB has a budget of close to 300-million-euro organisation, 4,500 staff, circa 80,000 learners and over 100 buildings. The annual report will show the growth and you have all overseen that growth, contributed to the success and supported the governance and oversight responsibilities that go with an organisation of this size and scale. I want to thank each of you sincerely for your contribution to and support of DDLETB.

I hope that some of you will return next year, I want to thank each of you sincerely for your contribution to and support of DDLETB – it is very much appreciated.

I want to thank the 5 chairpersons who stepped up to the role – John Walsh, Daneve Harris, Joe Newman, Claire Markey and Charlie O'Connor.

Thank Charlie as Chairperson again and Claire Markey as Vice Chairperson.

I joined DDLETB just after this Board was established – I was in the role of DFET at that time and I have worked with you as the CE of this fine organisation for almost 4 years now. The time has flown by and it has been an honour to work with you all and with the SLT – So special thank to the Directors Nichola, Siobhan, Paul and Mark. And also, other members of the SLT including Adrian Flynn and Debbie Howlett and for a shorter time Trevor Moore and Noel Kelly. I cannot thank the governance team enough – Thea, Claire and Emma. And the APOs also.

Thank you to the ARC and Finance committees. Members include Colm Kilgallon, Claire Markey, Catherine Bruen, Catherine Doran, Gillian Doherty, Alan Connolly, Aine Murphy, Cathal Boland, Michael Clarke and Daneve Harris.

We have received some additional resources from the DoE.

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Director of Schools – Primary, Special Schools and Youth Services

Community National Schools

The Annual CNS Principal and Deputy Principal Conference took place 23rd and 24th of May in Midlands Park Hotel, Portlaoise. Our Community National schools, Community Special schools and hospital schools were in attendance.

Recruitment for all schools has commenced with circa 100 posts for mainstream, special schools, SEN to be filled over the coming months.

DDLETB will carry out the recruitment of post primary teachers for 19 Special schools across the Dublin and Dun Laoghaire region. Consultation with these schools has been ongoing. A positive meeting was held Wednesday 12th June with the Principals outlining the process and supports in place for them.

July Provision programmes for the high support and detention settings will include Youth Service provision and Sports officers engaging with these students during the summer.

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, high support and detention schools and hospital schools.

Youth Services

The first Inaugural Youth Conference was held on 13th June in Thomond Park Stadium, Limerick. All National youth work bodies were present with a view to collaborating on the future of youth work in Ireland, the implementation of recommendations from the Oireachtas report on youth work provision and the role of ETBs in guiding its implementation.

An additional €115K has been provided to DDLETB for strand A youth services which is currently open to all projects. Call for Services for this has gone out with a focus on innovative and creative ideas that will help promote the work of the youth services in the region.

YS are working with many of the youth services through the POEF (Performance, Oversight, Effectiveness Framework) to improve elements of the frontline provision, identify gaps in provision and where changes need to be made. This includes several internal audits being performed and working through the UBU delivery process where some projects require additional support in meeting the criteria and objectives of the programme.

The YWDP is still ongoing, we are planning to have it complete for September with a view to launching it Q4.

ALP and Sports team are preparing their summer programmes which will be undertaken in high support and detention settings and promoted around the region.

Director of Schools – Post Primary

Senior Leaders Meetings

We held our final meetings for our Senior Leaders recently. We organised a meeting of our Deputy Principal Network followed by a Principals Network Meeting. Both were very positive occasions, with a blend of information, discussion, and presentation. Both groups had an excellent session on Time Management and Self Care from Paul Dickor. They were followed by nice food, allowing a collegial discussion and end to the school year.

Cluster Groups for Experienced Deputy Principals

ETBI has recently launched a new programme for experienced Deputy Principals, to work together in clusters, facilitated by an experienced Principal. Each ETB can nominate two Deputy Principals, with over three years' experience. We had a lot of interest in this, so ETBI have offered six of our Deputy Principals a place within these clusters, with one of our experienced Principals acting as a facilitator. We believe this will be an excellent support to our cohort of experienced Deputies throughout the 2024-25 academic year and beyond.

SNA Training

Our Development Team, under the leadership of Frances Shannon, organised a training day for SNAs on Tuesday 4th June. It was hosted in Colaiste Pobal Setanta and offered a range of topics and presenters. The highlight of the day for most participants was the input from three parents of students with additional needs, outlining their experiences of the importance of SNA support. This was attended by 154 SNAs from within DDLETB.

Development Team Planning

The Director of Schools and Development Team spent a day recently, planning for next year's support to schools. We have a range of existing and new supports and initiatives planned for the academic year 2024-25. We will meet again in late August to finalise these plans.

Director of FET

FET Graduations

8 fantastic celebrations of learning in early June. Wonderful learner centered events and hundreds of certificates handed out. Invited representatives from DFHERIS, SOLAS and ETBI were all impressed with the scale of events, the diversity of learners and the positive impact FET is having on learners.

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The France Ireland Symposium

As Ireland is the only native English-speaking nation in Europe, the Irish and French governments are very keen for stronger relationships between Vocational Education Training (VET) sector in France and FET in Ireland. This has increased demand for partnerships over the past year and a symposium between all ETBs and their counterparts in France was arranged by ETBI to discuss possibilities to learn from each other and share best practice through staff and learner mobilities.

College Alliance

The College Alliance is an alliance of FET Vocational Colleges from England Scotland and Wales and Ireland north and south. Director of FET, DDLETB invited to speak about our College of FET transformation journey and our change management approach which has been recognized as best practice by SOLAS.

College Of Further Education and Training

Overarching FET college plans are progressing well, and we aim to launch the new College name and structure in Q4 2024.

Site selection for the new college in Swords is complex but progressing. It should be noted that DDLETB has not been allocated any additional resources to progress the FET College transformation or FET College in Swords.

Unified Tertiary Sector

Tertiary Programme - DDL working with TU Dublin to deliver a Tertiary degree from September 2025. The proposed new target L8 degree: Networks and Systems Administration – (provisional title). There will be a FET exit award at the end of year 1 and year 2 delivered by FET DDLETB leading to direct access to Year 3 and year 4 in TU Dublin.

Pathways to Higher Education - Collaborative project with HEIs PATH 1 Access and Lifelong Learning Project: A FET to HE Officer has commenced work on ensuring smoother transitions for FET learners in DDLETB to Higher Education options in several HEIs in the Leinster region. This is a very positive development for our learners.

Director of OSD

A joint meeting of the Finance Committee and Audit and Risk Committee took place on the 22nd May. Our internal Governance meetings took place on the 10th June. The Internal Audit Unit (IAU) are currently conducting audits of our Specialist Training Providers (STP) and Youth Services. The 2023 C&AG audit is ongoing. The internal Audit Unit have confirmed an audit of our Rent and Lease Management will take place week commencing 11th November 2024.

Over the coming weeks DDLETB will work with Dun Laoghaire – Rathdown County Council, Fingal County Council, South Dublin County Council and representative bodies in relation to the composition, election and appointment arrangements for membership of the board of DDLETB. Local authorities are requested to carry out the election process for ETB board membership in accordance with the Act of 2013 and associated regulations and to then forward the names of those members who have been elected to become members of the board to the Chief Executive no later than the 19th of July 2024. Representative Bodies are requested to forward their nominees no later than the 19th July 2024. It should be noted that the first meetings of the new DDLETB board will take place sometime between the 7th August 2024 and the 7th September 2024.

A date for your diary, the ETBI Annual Conference takes place on the 25th and 26th September in Co. Wexford.

The DDLETB Green Team met on the 28th May and discussed sustainability actions and deliverables for Q3.

We have recently received the letter of intent for Lucan CC. This is great news and very welcome.

The 2023 Annual Report and Chairpersons report have been submitted to the Department of Education.

5.2 Finance Report

Finance report circulated in Board pack in advance of meeting and noted by the Board. Mairead Walsh presented the Finance report to the board. It was noted that no schools are in financial deficit at this time.

5.3 Buildings Report

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

Ross Lynam took questions from the board on this month's buildings report. Clarifications were provide in relation to Mount Seskin modular units and Deansrath works.

The Chief Executive thanked the Board for their support in relation to securing a letter of intent for Lucan CC.

Discussed work to date on site selection for the College of the Future in Swords. Ongoing collaboration with SOLAS and DFHERIS with short listing of sites nearing completion. All critical milestones for this project have been delivered to date. Aiming to acquire site in late 2024/early 2025.

Discussed options available to build all weather pitches on school grounds and challenges from a staffing and insurance perspective. Further discussions to take place.

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5.4 Staff Profile

Retirements - noted

5.5 Policies - noted

Risk Register - noted

6 Matters Submitted by the Board

Action log

7 Next Meeting

TBC

Ken Farrell acknowledged the participation and work of the Board members and committee members on interview Boards over the last 5 years.

Cllr Charlie O'Connor the outgoing Cathaoirleach, extended his thanks to the board, the Executive and DDLETB staff for their support in his term as Chair of the DDLETB board. He wished every success to the new board members who are to be elected in the coming weeks.