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Minutes of Dublin and Dun Laoghaire Education and Training Board held on MSTeams and using conference call.

Meeting 9: 15<sup>th</sup> June 2020

Present: Cllr Kazi Ahmed, Cllr Michael Clark, Cllr Yvonne Collins, Ken Farrell, Cllr Peter Kavanagh, Cllr Pamela Kearns, Colm Kilgallon, Daneve Harris, Gerry McGuire, Cllr Brigid Manton, Paul McNally, Cllr Joe Newman, Cllr Ed O'Brien, Brendan O'Halloran, Cllr Una Power, Cllr John Walsh, Claire Markey

In Attendance: Paddy Lavelle, CEO; Debbie Howlett, Director of Organisation Support and Development; Adrian Flynn, Director of Schools; Nichola Spokes, Director of Schools; Caitriona Murphy, Director of Further Education and Training; Thea Jordan, Public Affairs Officer; Emma Maloney, PA to SMT.

Documentation:

Uploaded Electronically

1. Minutes of previous meetings – 18<sup>th</sup> May 2020
2. Committee Minutes and reports
3. Finance Report
4. CEOs Business
5. Buildings Report
6. Staff Profile Updates
7. Committees of the Board - Minutes & Policies
8. Correspondence from the Department of Education and Skills
9. Youthreach Programme – Meals/Equipment Policy

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ACHIEVE  
SUCCEED**

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Ref	Item	Decision
	<b>Welcome</b>	
	<p>The Cathaoirleach, Cllr John Walsh, welcomed the members.</p> <p>Votes of sympathy were extended by the Cathaoirleach and members to the following and a minute's silence observed.</p> <p>Robert Waters, Loughlinstown TC, on the death of his wife Maria Waters Lorraine Maguire, Baldoyle TC, on the death of her father Jim Maguire The family of Mary McCarthy, formally Baldoyle TC Carmel O'Neill, Castleknock CC, on the death of her Mother Kathleen Colm McEvoy, Kerry ETB, on the death of his Father The Family of Cllr Mags Murray, former DDLETB member</p>	
01	<b>Apologies</b>	
	Anne Genockey	Noted
02	<b>Meeting Agenda</b>	
	The meeting agenda was agreed	Agreed
03	<b>Declaration of Conflicts of Interest</b>	
	No conflicts were declared	
04	<b>Approval of Minutes</b>	
	<p>The Minutes of the previous meeting held on 18<sup>th</sup> May 2020 were approved with one amendment. "Members enquired about interview board training for new members. It was agreed that an information video would be placed in the DDLETB Boards SharePoint folder for members to view".</p>	<p>Proposed: Cllr Joe Newman Seconded: Ken Farrell</p>
05	<b>Committees and reporting</b>	

## 5 a) Reports from the Executive

### 1. Finance Report

DUBLIN & DUN LAOGHAIRE EDUCATION & TRAINING BOARD					
FINANCIAL REPORT					
YEAR TO DATE May 2020					
Programme	Opening Grant Cash Balance	Receipts	Payments	Closing Grant Cash Balance	
	1st January 2020			31st May 2020	
TOTAL MAIN SCHEME PAY	(287,178)	(43,439,707)	45,324,956	1,598,071	
TOTAL MAIN SCHEME NON-PAY	1,027,683	(3,454,924)	4,246,518	1,819,276	
TOTAL ASSOCIATED MAIN SCHEME	(3,322,194)	(1,462,751)	1,013,986	(3,770,960)	
TOTAL PRIMARY SCHOOLS	(503,990)	(1,044,087)	517,103	(1,030,974)	
TOTAL CAPITAL	(3,775,947)	(3,959,427)	2,439,304	(5,296,070)	
TOTAL THIRD LEVEL GRANTS	(171,666)	0	-	(171,666)	
TOTAL NON-MAIN SCHEME	(2,961,868)	(15,018,737)	14,893,238	(3,087,367)	
TOTAL TRAINING CENTRES	(2,339,763)	(22,504,700)	15,798,736	(9,045,727)	
TOTAL YOUTH SERVICES	(1,234,975)	(5,304,735)	5,307,887	(1,231,822)	
TOTAL AGENCY	(561,423)	(1,623,682)	1,460,420	(724,685)	
TOTAL SELF-FINANCING	(6,326,386)	(1,367,226)	1,907,353	(5,786,259)	
Bank Balance	(20,457,709)	(99,179,976)	92,909,501	(26,728,182)	
OVER ALL TOTAL	-	-	-	-	
	(20,457,709)	(99,179,976)	92,909,501	(26,728,182)	

DDLETB had approximately €26.7m in hand at the end of May 2020. The Department have been given information regarding additional costs and savings arising from Covid-19. The areas of savings are in substitution, energy and T & S. The additional costs could be in ICT, loss of self-financing income from night classes, etc. DDLETB is capturing all Covid-19 related costs in Schools and Centres.

### 2. CEO's Business

Noted

Noted

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### CEOs Report

Since our last meeting staff have been very productive responding and leading initiatives across all areas of the operation. The key issues for schools were: Learning opportunities continuing for students remotely, supporting students who found engagement difficult, training staff in remote learning, planning for Calculated Grades and Junior Cycle replacement assessment arrangements. In Further Education and Training, a big effort to review and fit assessment modes to the remote learning reality dominated April and May. Thankfully, most issues have now been resolved or are within reach. Head Office functions are being carried out by staff from home. The staff have been working hard to ensure business continuity. Recruitment is being carried out remotely and paperwork is now passing through a very clear workflow successfully.

### Presentation: The Digital Divide –Survey Responses from schools and FET (Paul Byrne APO ICT)

#### Director of Organisation Support and Development

DDLETB have formed a working group to draft the DDLETB policy and guidelines/plan for the safe return to the workplace. The group has representatives from primary, post primary, further education, training centres, Youthreach and youth services. Staff representatives are also members of the working group.

The group have met three times and are using the guidelines and checklists developed by the Health and Safety Authority (HSA). An induction video has been made available through ETBI and will be hosted on Moodle by Baldoyle Training Centre. Upon completion of this induction programme, staff will be expected to undertake a short quiz. Completion of the quiz leads staff to receive their pre-return to workplace form. This form must be completed and returned to the school/centre manager at least 3 days before planned return.

In producing the plan for DDLETB we will at all times be guided by the Government Roadmap and the advice of the HSE.

#### Director of Schools, Post Primary Admissions

All 31 Admissions policies have been checked and modifications are sent back to principals. Some modifications will require review by the boards and others will not as the changes are to the main legal content. Policies are then to be returned to DDLETB for CE approval in August. It is expected that there will be further modifications to the

policies regarding special classes. Once received by LSSU DDLETB will input the changes to all polices.

### Principles of timetabling

Seminar for principals and deputy principals. 60 participants. Developed by Noel Kelly DP Colaiste Pobail Setanta and Martina Donnellan Deputy Principal Fingal CC.

Content:

- Predicting allocation
- Curricular planning
- Staff auditing
- Options
- SEN allocation including ASD
- Actual allocation
- Revising plans due to change in allocation
- Reading utilisation sheets.
- Curricular Concessions

### Leaving Certificate 2020

“One Principal’s experience”

### Director of Further Education and Training

- Learner starters, year-to-date, are reasonably strong. There have been 13,096 starters which represents 44% of the total 2020 projections (29,573). The months January to March were particularly strong. Learner starter numbers are a different matter due to the impact of COVID-19. In May 2019, there were 919 starters compared with 143 in 2020. Some programmes have been particularly impacted e.g. Community Education. June looks set to follow a similar pattern. Learner Applications/waiting lists are low at present. We are working closely with the DEASP.
- Several virtual open days and graduations have taken place over the last few weeks and we thank and congratulate all involved.
- To support recruitment DDLETB is participating in Ireland’s first Online Education Expo. A range of adaptive digital marketing and promotional materials has been created and will be showcased during the event which takes place on Thursday June 18<sup>th</sup>. Individuals will be able to chat with DDLETB staff and apply for courses online. The event can be accessed via <https://www.virtualeducationexpo.ie/>
- In May 2020, the first meeting of the *COVID-19 Response Team* was held. This group has developed a Contingency Plan to outline a route forward through the next phase of the COVID-19 crisis. This involves dealing with new and returning learners and the newly unemployed or under-employed people.

- The QA unit supported DDLETB Further Education and Training (FET) centres in the remote internal verification and external authentication of learners' assessments. All learners who wished to complete their courses in order to apply through the CAO for Higher Education courses, have been given the opportunity to do so.
- The FET Quality Improvement Plan for 2020 was finalised and approved by the Quality Council. It has now been submitted to Quality and Qualifications Ireland (QQI).
- The Quality Newsletter was published to coincide with the conclusion of the academic year. It reviewed the events of the past year, and particularly thanked teachers for the efforts they made to support learners during the lockdown.
- The Quality Council has been meeting regularly to approve contingency plans to address to issues in the delivery and assessment in the light of the COVID-19 lockdown. The Course Approval Committee has met to review requests for new courses, while the Programmes Committee has met to review and approve requests to change exam to assignments which are more appropriate for remote assessment. Finally, the Blended Learning Working Group has been meeting to work on a Blended Learning Policy and identify future training and support needs.

#### **Director of Schools, Community National Schools and Special Schools:**

##### **Community National Schools (CNS) Schools:**

##### **Teaching and Learning:**

- Virtual Learning Environment (VLE) -Consistent Provision across all schools continues
- DDL Community of Practice: IT coordinators meeting weekly via TEAMS with Technology Enhanced Learning (TEL) and Director
- School delivered Teams Webinars have started with Lucan CNS delivering to parents. This will be used for parent meetings, teaching and learning webinars from the school for parents
- Focus on DEIS (Disadvantaged Schools Programme) and Special Educational Needs (SEN) for end of August for educational provision
- Special School, Danu, Continuing Professional Development for staff ongoing in addressing educational behavioural strategies and plans for re-engagement of children with SEN
- Admissions policies are back to the schools Boards
- Management around 1:1 device (tablets being used by each student) provision updated and being addressed in all schools for this coming September with IT

##### **New Schools:**

- Broadmeadow CNS: Held their first parent and child information meeting for this coming September on Tuesday 9<sup>th</sup> June
- St Maelruain's Church Of Ireland national school has officially transferred from the Archbishop and was approved by the Minister. The school is to be renamed Tallaght CNS for this coming September. Staff are currently being trained (nearly complete) in the ethos of the CNS model and the Goodness Me Goodness You (Patron's) programme: initial training for starting in September 2020.

#### **Detention and Special Care Units:**

Current plans underway for Provision of educational re-engagement with pupils for August with youth services providing programmes: Sportivate, Wellbeing, STEM and Music. Youth Officers are starting initial visits week of 22<sup>nd</sup> June in Ballydowd, Crannog Nua and Oberstown.

#### **Calculated Grades – A Principal's perspective.**

**"How do you give a grade for something that wasn't completed?"**

The last three months have proven to be very challenging for all school leaders within the DDL ETB. However, the challenge was overcome in no small part due to the leadership and support that was provided within the DDL ETB family. Moreover, the collegiality among our Principals was never stronger. There was great comfort in the knowledge that Principals worked as a collective to support each other and more importantly to maximise the learning opportunities for all our students.

The decision to provide calculated grades for all LC2 students (including our LCA students in fifth & sixth year) has been one of the greatest challenges I have faced in my 35 years of teaching and yet one month since the announcement was made by the DES we are now in the process of entering LC grades onto the Department Portal. If there was one lesson I would take from the process of calculated grades it is the need for absolute clarity with all stakeholders.

Following the decision by the DES in May we hosted a series of Teams Meetings with all staff. Thanks to Sam Conroy & Paul Byrne & the IT team at head office we had received excellent training around Microsoft Teams. The SMT at our College spent a great deal of time rehearsing the message before we hosted any meeting. Part of this process included a Q&A session and all concerns and questions were addressed.

As has often been the case throughout the Covid 19 Pandemic there was a need to remind teachers to work with the facts as the media has the capacity to put a different interpretation on matters.



As subsequent information was released from the DES we hosted follow-up meetings with the staff. There was a number of messages that the SMT repeated at all meetings:

- The need for confidentiality
- The need to exercise Professional Judgement.
- The need to be aware of bias
- The need to be aware of students who were entitled to Reasonable Accommodation
- The need to reflect before reaching any conclusion/decision.

Throughout this process we surveyed staff on a regular basis to ensure that they were clear about the process. These surveys also provided them with an opportunity to share any concerns or issues they made.

One element of the process that required careful planning was the Subject Alignment Process where teachers met to discuss the calculated grades within their subject area. We decided to appoint coordinators to lead these meetings and in advance provided them with guidelines and advice as to how best to manage these meetings. We also identified single subject teachers and ensured that they were linked in with a member of the SMT or a senior subject teacher who was best placed to support their colleague. We were also mindful of other factors including teaching experience and the number of years teaching their subject at Leaving Certificate level and, where necessary, we put appropriate supports in places.

From speaking to Principals in other schools the message that was repeated time and time again was that teachers who were involved in the process were exemplary in the task they were asked to undertake and honoured their profession with distinction. Such comments remind us that teachers must be trusted and respected more for their professional judgement and integrity.

As part of the process we also hosted several online meetings with the LC2 students and parents at the College. The attendance rate at these meetings averaged around 98%. Again, the message was consistent as students and parents were encouraged to follow the guidelines provided by the College and not to be drawn by posts on social media. In these meeting we also drew up clear guidelines as to how parents and students could make contact with the College. Perhaps the hardest thing was to tell students that they could not make contact with their teachers throughout the Calculated Grades Process. However, students were advised that they could contact the Guidance Counsellor, Chaplain or Principal if they need to.



	<p>Students and parents were very respectful and did not in anyway try to influence the process. Students have displayed remarkable resilience and strength of character and while there is no doubt that the last three months took its toll on the Class of 2020, there is great comfort in the fact that so many shared the view that they knew their teachers would be fair and impartial in making decisions around calculated grade.</p> <p>What did we learn from it all?</p> <ol style="list-style-type: none"> <li>Once again, when called upon, teachers honoured their profession.</li> <li>Students are resilient and the experiences of the last three months will make them stronger.</li> <li>Any future reform of the Leaving Certificate Examinations should endeavour to move away from the current system of high stakes exams. Recognition should be given for work completed in Fifth Year and this work should be reflected in their final grade. Students should not be dependent on a series of exams over the course of three weeks in June of sixth year.</li> </ol> <p><b>3. Buildings report</b></p> <p>It was agreed that Paddy would write to the Department of Education and Skills in relation to the St Finians CC Building.</p> <ol style="list-style-type: none"> <li>Lease for Swords CC and Balbriggan CC</li> <li>Lease for Dublin North Est Adult Education Service</li> <li>Lease for St Maelruains National School</li> </ol> <p><b>4. Staff profile updates</b></p> <ol style="list-style-type: none"> <li>Appointments &amp; Promotions</li> <li>Retirements</li> </ol> <p><b>5 b) Committees of the Board</b></p> <ol style="list-style-type: none"> <li>Adamstown CC BoM Minutes 11<sup>th</sup> March 2020</li> <li>Ardgillan CC BoM Minutes 27<sup>th</sup> April 2020</li> <li>Blackrock FEI BoM Minutes 11<sup>th</sup> February 2020</li> <li>Blackrock FEI BoM Minutes 6<sup>th</sup> May 2020</li> <li>Castleknock CC BoM Minutes 11<sup>th</sup> February 2020</li> <li>Castleknock CC BoM Minutes 20<sup>th</sup> April 2020</li> <li>Citywest &amp; Saggart CNS 21<sup>st</sup> April 2020</li> </ol>	<p>Noted</p> <p>Proposed: Gerry McGuire Seconded: Cllr Michael Clarke</p> <p>Noted</p> <p>Confirmed</p>
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	<p>8. Collinstown Park CC BoM Minutes 12<sup>th</sup> February 2020</p> <p>9. Danu CSS BoM Minutes 12<sup>th</sup> December 2019</p> <p>10. Danu CSS BoM Minutes 13<sup>th</sup> February 2020</p> <p>11. Danu CSS BoM Minutes 1<sup>st</sup> April 2020</p> <p>12. Donabate CC BoM Minutes 11<sup>th</sup> February 2020</p> <p>13. Dundrum CFE BoM Minutes 28<sup>th</sup> January 2020</p> <p>14. Dundrum CFE BoM Minutes 31<sup>st</sup> March 2020</p> <p>15. Gaelcholaiste Reachrann BoM Minutes 21<sup>st</sup> January 2020</p> <p>16. Gaelcholaiste Reachrann BoM Minutes 3<sup>rd</sup> March 2020</p> <p>17. Gaelcholaiste Reachrann BoM Minutes 12<sup>th</sup> May 2020</p> <p>18. Griffeen CC BoM Minutes 12<sup>th</sup> March 2020</p> <p>19. Kishoge CC BoM Minutes 12<sup>th</sup> February 2020</p> <p>20. Kishoge CC BoM Minutes 16<sup>th</sup> March 2020</p> <p>21. Luttrellstown CC BoM Minutes 26<sup>th</sup> March 2020</p> <p>22. Mount Seskin CC BoM Minutes 4<sup>th</sup> March 2020</p> <p>23. Rivervalley CNS BoM Minutes 13<sup>th</sup> February 2020</p> <p>24. Scoil Aoife CNS BoM Minutes 12<sup>th</sup> February 2020</p> <p>25. Scoil Choilm BoM Minutes 2<sup>nd</sup> March 2020</p> <p>26. Scoil Chormaic BOM Minutes April 2020</p> <p>27. Skerries CC BoM Minutes 11<sup>th</sup> February 2020</p> <p>28. St MacDara's CC BoM Minutes 23<sup>rd</sup> March 2020</p> <p>29. Stillorgan CFE BoM Minutes 6<sup>th</sup> February 2020</p> <p>30. Stillorgan CFE BoM Minutes 7<sup>th</sup> May 2020</p> <p>31. Swords CC BoM Minutes 12<sup>th</sup> March 2020</p> <p>32. Audit and Risk Committee meeting Minutes 9<sup>th</sup> March 2020</p>	
06	<b>Correspondence from the Department</b>	
	<p>All Circular letters pertaining to the ETB were noted</p> <p>The following correspondence from the Minister were noted</p> <ol style="list-style-type: none"> <li>17<sup>th</sup> April 2020 from the Minister re: Overdraft approval</li> <li>10<sup>th</sup> June 2020 from the Minister re: Transfer of patronage, St Maelruain's NS, Tallaght</li> </ol>	Noted
07	<b>Correspondence from Other</b>	None
08	<b>Standing orders</b>	
	The amendment to the standing orders relating to the voting procedure was deferred to the next meeting	Deferred

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09	<b>Policies &amp; Procedures</b>	
	Youthreach Programme - Meals/Equipment Policy	Noted
10	<b>Board of Management member appointment</b>	
	Eoin Norton was appointed as ETB representative to the Board of Management of Sallynoggin College of Further Education	Proposed: Cllr Michael Clarke Seconded: Cllr Joe Newman
11	<b>Any other Business</b>	
	Members question from Cllr John Walsh As the Castleknock-Carpenterstown school planning area is experiencing very severe pressure on post-primary school places in 2019-20 which is likely to continue in the next year of enrolment, could the Chief Executive Officer (1) indicate the steps taken recently by DDLETB to provide more school places in Dublin 15 and (2) report on interaction between the ETB and the Department of Education and Skills regarding the demand for post-primary school places in Castleknock/Carpenterstown and any measures taken by the Department to address the acute shortage of school places in this area?  It was agreed that Paddy would write to the Dept in relation to numbers in Castleknock.	
12	<b>Next meeting</b>	
	Members were reminded of the date of the next meeting, 21 <sup>st</sup> September 2020.	
	Cathaoirleach :	
	Date :	