

1 Geata Thuain  
Cearnóg Belgard Thoir  
Tamhlacht, BÁC 24  
D24X62W

+353 (01) 4529600  
eolas@booacdl.ie  
www.ddletb.ie

1 Tuansgate  
Belgard Square East  
Tallaght, Dublin 24  
D24X62W

+353 (01) 4529600  
info@ddletb.ie  
www.ddletb.ie

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

Meeting 12: 4:30 pm, 19<sup>th</sup> October 2020

Present: Cllr Kazi Ahmed, Cllr Yvonne Collins, Anne Genockey, Claire Markey, Cllr Brigid Manton, Paul McNally, Cllr Joe Newman, Cllr Ed O'Brien, Cllr John Walsh, Brendan O'Halloran, Cllr Cathal Boland, Gerry McGuire, Colm Kilgallon, Cllr Pamela Kearns, Cllr Peter Kavanagh, Daneve Harris

Apologies: Cllr Una Power, Cllr Michael Clark, Ken Farrell

In Attendance: Caitríona Murphy, CEO; Debbie Howlett, Director of Organisation Support and Development; Thea Jordan, Public Affairs Officer; Adrian Flynn, Director of Schools, Nichola Spokes, Director of Schools, Trevor Moore, Director of Further Education and Training, Bill Kavanagh, Buildings Officer, Treacy Byrne, Buildings & Property Officer, Emma Maloney, PA to SMT.

Documentation:

Uploaded Electronically

1. Meeting Agenda
2. Declaration of Conflict of Interest
3. Minutes of previous meeting
4. Reports from the Executive
5. Committees and Reporting
6. Correspondence from Department
7. Strategy Statement
8. Policies & Procedures

Welcome

The Cathaoirleach, Cllr John Walsh, welcomed members. The Cathaoirleach also welcomed Trevor Moore newly appointed Acting Director of Further Education & Training to the meeting. Members took a few minutes to discuss the election of a new Cathaoirleach. It was agreed the election of the new Cathaoirleach would be the first item at the next ETB meeting on November 16<sup>th</sup> 2020.

Apologies

Apologies were noted

1. Meeting Agenda  
**The meeting agenda was agreed**
2. Declaration of Conflict of Interest  
**No conflicts were declared**

### 3. Approval of Previous Minutes

The minutes of previous meeting held on 21<sup>st</sup> September 2020 were **approved**

**Proposed: Gerry McGuire**

**Seconded: Cllr Peter Kavanagh**

### 4. Committees and Reporting

4.1. Committees to the Board **were confirmed**. The Board noted the positive reports and acknowledged the good work being done in schools/centres.

#### Further Education

4.1.1. Blackrock FEI BoM Minutes 28th May 2020 committees of the Board – Minutes

#### Post Primary

- 4.1.2. Adamstown CC BoM Minutes 28th May 2020
- 4.1.3. Balbriggan CC BoM Minutes 22nd Jan 2020
- 4.1.4. Castleknock CC BoM Minutes 25th Aug 2020
- 4.1.5. Deansrath CC BoM Minutes 7th Sep 2020
- 4.1.6. Gaelcholaiste Reachrann BoM Minutes
- 4.1.7. Gaelcholaiste Reachrann BoM Minutes
- 4.1.8. Gaelcholaiste Reachrann BoM Minutes
- 4.1.9. Grange CC BoM Minutes 24th Aug 2020
- 4.1.10. Griffeen CC BoM Minutes 20th Aug 2020
- 4.1.11. Lucan CC BoM minutes 26th Feb 2020
- 4.1.12. Lucan CC BoM Minutes 29th Jun 2020
- 4.1.13. Lucan CC BoM Minutes 24th Aug 2020
- 4.1.14. Luttrellstown CC BoM Minutes 24th Aug 2020
- 4.1.15. Riversdale CC BoM Minutes 10th Oct 2019
- 4.1.16. Riversdale CC BoM Minutes 5th Jan 2020
- 4.1.17. Riversdale CC BoM Minutes 25th Feb 2020
- 4.1.18. St. Finians CC BoM Minutes 26th Nov 2019
- 4.1.19. St. Finians CC BoM Minutes 21st Jan 2020
- 4.1.20. St. Kevins CC BoM Minutes 4th Mar 2020
- 4.1.21. St. MacDaras CC BoM Minutes 31st August 2020
- 4.1.22. Gaelcholaiste Reachrann BoM Minutes

#### Primary

- 4.1.23. Danu CSS BoM Minutes 20th May 2020
- 4.1.24. Danu CSS BoM Minutes 18th Aug 2020
- 4.1.25. Audit & Risk Committee Minutes 20th May 2020

### 4.2. Reports from the Executive

#### 4.2.1. Staff Profile update **were noted**

- 4.2.1.1. Appointments & Promotions
- 4.2.1.2. Job sharers
- 4.2.1.3. Resignations
- 4.2.1.4. Retirements

#### 4.2.2. Finance report was **noted**.

YEAR TO DATE SEPTEMBER 2020					
	Programme	Opening Grant Cash Balance	Receipts	Payments	Closing Grant Cash Balance
		1st January 2020			30th September 2020
	<b>TOTAL MAIN SCHEME PAY</b>	<b>(287,178)</b>	<b>(78,575,427)</b>	<b>80,614,096</b>	<b>1,751,491</b>
	<b>TOTAL MAIN SCHEME NON-PAY</b>	<b>1,027,683</b>	<b>(6,041,573)</b>	<b>6,545,561</b>	<b>1,531,671</b>
	<b>TOTAL ASSOCIATED MAIN SCHEME</b>	<b>(3,322,194)</b>	<b>(4,135,502)</b>	<b>1,798,849</b>	<b>(5,658,848)</b>
	<b>TOTAL PRIMARY SCHOOLS</b>	<b>(503,990)</b>	<b>(1,659,178)</b>	<b>894,807</b>	<b>(1,268,361)</b>
	<b>TOTAL CAPITAL</b>	<b>(3,775,947)</b>	<b>(9,901,143)</b>	<b>4,864,138</b>	<b>(8,812,952)</b>
	<b>TOTAL THIRD LEVEL GRANTS</b>	<b>(171,666)</b>	<b>0</b>	<b>-</b>	<b>(171,666)</b>
	<b>TOTAL NON-MAIN SCHEME</b>	<b>(2,961,868)</b>	<b>(30,547,354)</b>	<b>25,522,850</b>	<b>(7,986,371)</b>
	<b>TOTAL TRAINING CENTRES</b>	<b>(2,339,763)</b>	<b>(31,989,672)</b>	<b>21,862,582</b>	<b>(12,466,853)</b>
	<b>TOTAL YOUTH SERVICES</b>	<b>(1,234,975)</b>	<b>(7,915,501)</b>	<b>7,574,879</b>	<b>(1,575,598)</b>
	<b>TOTAL AGENCY</b>	<b>(561,423)</b>	<b>(2,306,144)</b>	<b>2,312,619</b>	<b>(554,948)</b>
	<b>TOTAL SELF-FINANCING</b>	<b>(6,326,386)</b>	<b>(2,890,999)</b>	<b>2,797,648</b>	<b>(6,419,737)</b>
	<b>Bank Balance</b>	<b>(20,457,709)</b>	<b>(175,962,493)</b>	<b>154,788,029</b>	<b>(41,632,172)</b>
		(20,457,709)	(175,962,493)	154,788,029	(41,632,172)
			<b>(175,962,370)</b>	<b>154,788,029</b>	

DDLETB had a balance of approximately €41.6m in the bank account at the end of September 2020

The following additional Grants to cover COVID-19 related expenditure was received from DES to date. These Grants are included in Associated Main Scheme, Primary and Capital in the above table.

		Opening Balance	Receipts	Payments	Closing Balance
Assoc MS	COVID19 EMPLOYING AIDE GRANT	0	<b>(78,109)</b>	36,374.04	<b>(41,735)</b>
Assoc MS	COVID19 CLEANING SUPPORT GRANT	0	<b>(206,995)</b>	25,358.83	<b>(181,636)</b>
Assoc MS	COVID19 ENHANCED SUPERVISION G	0	<b>(657,615)</b>	0.00	<b>(657,615)</b>
Assoc MS	COVID19 SANITISER & PPE GRANT	0	<b>(762,542)</b>	207,798.40	<b>(554,743)</b>
Primary	COVID 19 EMPLOYING AN AIDE GRA	0	<b>(10,032)</b>	2,572.77	<b>(7,460)</b>
Primary	COVID 19 CLEANING SUPPORT GRAN	0	<b>(77,868)</b>	6,905.94	<b>(70,962)</b>
Primary	COVID-19 SANITISER & PPE GRANT	0	<b>(128,066)</b>	15,078.43	<b>(112,987)</b>
Capital	COVID 19 MINOR WORKS GRANT	0	<b>(2,239,212)</b>	399,236.84	<b>(1,839,975)</b>

### 4.2.3. CEOs Report

#### Chief Executive Officer Update

Since our last meeting, the whole organisation has been working collaboratively to continue to operate at Risk Level 3 including the enhanced measures in some of our services. At the moment, we await news today and will continue to work together to implement whatever the next steps are. That is our top priority. We are continuing to work and manage cases within our schools as they arise and I would like to thank the Directors (Adrian and Nichola) who have continued to support the DDL Principals. I would like to welcome Trevor Moore who commenced his role last week as the acting Director of Further Education and Training. Trevor has worked as the Strategy and Planning Manager for FET and I just want to congratulate him and welcome him to the meeting today. The new FET Strategy was launched recently and the delivery of the strategy will be an important part of his work with a focus on skills, inclusion and learner pathways.

I would like to thank Debbie and the Directors for their support over the last number of weeks.

Later in the meeting, we will brief you on Goal 1 of the Statement of Strategy. I would like to give you an update on how the organisation is getting on and also to acknowledge all of the work that has taken place in the last 3 years.

In relation to training for this Board and following on from discussions at previous meetings, I just want to bring the following to your attention as we propose the following over the next number of meetings and months;

- We will present a summary of the roles and responsibilities of this Board as laid out in legislation.
- The Directors of Schools and our development officers are working on Board of Management training for all members of BOMs which will take into account all of the different contexts.
- Governance training will be provided by Crowe consultants who are working with ETBI and have commenced this process with a number of ETBs. This will take place early in 2021.
- The new Board of Management manual is being developed by ETBI (which will incorporate the legal advice) and will be made available to you as soon as it is complete.
- A training session will be offered to all of those who have undertaken the online competency based training for interview panel members.

I would like to formally thank John Walsh for his work as Chairperson of this Committee over the last year. It has been a pleasure to work with John. John, you have done a fine job and I wish your successor the very best of luck. And we look forward to the continued success and growth of DDLETB.

#### Director of Organisation Support and Development Update

##### Covid-19

Staff are continuing to work remotely. The reception is being manned and staff in some areas are attending the workplace where it is essential to do so.

##### Governance

The Multi Annual Procurement Plan which is the annual review of previous year expenditure has been completed and the MAPP has been submitted to ETBI for inclusion in the national plan.

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The Audit and Risk Committee met recently and reviewed the Risk Register, the C&AG logs and the IAU logs.

The Corporate Procurement Plan was **noted**

Newly appointed Principals and Deputy Principals undertook an induction programme which outlined the organisation structure in Head Office and their roles and responsibilities under governance.

The organisation undertook a GDPR Data Assessment. This assessment was undertaken in all sector of the organisation. The findings are being shared with all those involved and a plan of work is being put in place.

### **ICT**

The ICT Department are continuing to support schools and centres. As part of the FET funding for the purchase of laptops and devices over 400 devices are being prepared for distribution to our centres.

### **Finance**

Following the Departments approval for an upgrade of the Financial Management System, this process has now been completed and staff have been trained in the use of the new system. We are now planning a move to a single FMS for the organisation. This will afford us an opportunity to assess and reassign functions in some areas.

Apprentice and Training Centre learner payments have now fully moved to the ESBS shared service. Planning is underway to move all other learner payment to ESBS.

The C&AG are currently performing the annual audit. This was due to start in June however due to Covid-19 it was delayed and is now being carried out remotely.

### **Human Resources**

The HR Department are continuing with the recruitment of teaching staff before the 1<sup>st</sup> November deadline. The promotional POR posts are now being processed.

### **Organisation Support and Development Structure**

Following recognition by the Department that we were under resource and after undertaking an organisational structure review we are now transitioning to the new structure.

The Buildings and other OSD reports are available to you as part of the agenda.

### **Directors of Schools Update**

Teacher induction programme was delivered to all newly appointed teachers to DDLETB. The programme is developed by teachers of DDLETB for teachers of DDLETB. The following modules were covered;

- Teaching & Learning in a remote classroom
- Teaching & Learning in a socially distanced classroom
- Microsoft Teams
- Child Protection
- Well being
- HR

## SEN

New initiatives deployed in response to current school needs. They are informed by periodic review and have been planned in response to emerging needs in our DEIS and SEN communities of practice.

- **A Remote Approach**, which is a collaborative piece of work and resource booklets have been sent to post primary schools. It was developed in response to the needs of schools to address student engagement and teacher cooperation during the COVID 19 lockdown. The programme offers school teams a step by step guide to respond flexibly to meet the challenges in supporting students in a time of uncertainty and flux. The programme has proved adaptable to the current needs of school teams as it focuses on developing projects around student specific AEN targets and engagement, essential in the Return to School process.
- **The Remote Approach** strongly advocates Universal Design for Learning (UDL) as a means of supporting the needs of all students, the UDL Badge which will run as part of the SEN Network, offers teachers an opportunity to explore and apply its principles in their teaching practice.
- **The Wellbeing Programme** is a resource for schools to deliver a course incorporating JCT Wellbeing Indicators for enhancing students' knowledge, skills and attitudes in support of their wellbeing. The programme can be delivered during daily 8 minute tutorials or on a weekly timetabled class basis
- **SEN specialist intervention with NCSE guidance:** This is a new approach for primary and special schools where individual school intervention and support around behavioural supports and SEN team development, is provided by NCSE and supported in partnership with DDLETB SEN development officer in its implementation, reflecting the individual needs of the school.

## Well-being: supporting schools and staff well-being through a crisis

In an effort to connect with DDLETB staff during the current crisis, the Psychological Support Service (PSS) have created series of resource tools which are emailed to all DDLETB staff on a weekly basis. To help support mental health, the PSS have launched three new initiatives this term.

- Changing minds - a youth mental health initiative
- Changing minds - an adult mental health initiative
- Supporting staff well-being through a crisis.

## Director of Further Education and Training Update

- There are positive indications regarding PLC student registrations. By end of September 2019 there were 2,741 students declared. By end of September 2020 there were 1,918 students registered. However, for this COVID impacted year the PLC census date has been delayed to October 30. Recruitment and registration is continuing. Indications are that the final declaration will be reasonably close to the 2019 figure.
- Year to date DDLETB has had 15,687 beneficiaries. This represents 57.5% of revised yearly projections. Starters on programmes such as Adult Literacy and Community Education continue to struggle in the current environment. On the other hand it has been a strong year to date for Traineeships, Employed Training and ESOL.
- The FET Planning team is currently delivering a suite of training programmes to staff across a variety of areas to improve data management and accuracy. The workshops include topics such as Introduction to PLSS, National

Programme Database, ESF Programmes & non-financial data and Online Applications using FETCH. There are a total of 16 workshops on offer which can be repeated if there is further demand.

- Work Experience has always been a mandatory element for any learner hoping to achieve a QQI major award in their chosen course. Given the challenge that learners are likely to face getting work experience this year, our learners are facing the prospect of not being able to successfully complete their chosen course. A submission was made to QQI, requesting the amendment of the structure of 68 awards; this would allow learners to achieve full certification without completing Work Experience. QQI has accepted the submissions for 50 awards, and are seeking further clarification for the remaining 18, where approval needs to be sought from regulators such as the HSE or other government agencies. The QA Unit is currently working with other ETBs to identify a sectoral resolution to these final issues.
- QQI has approved the request to have COVID Contingency arrangements extended until August 2021; this means that our FET centres will be able to deliver in blended mode throughout the year. This means that our FET services are now moving from the Emergency Remote Delivery of spring 2020, to Planned Contingency Mode.
- An extensive programme of 32 Continuous Professional Development workshops has been organised to be delivered between September - December 2020. These workshops have had a strong focus on remote delivery given the current challenges facing FET teachers. FET staff have been able to access workshops around the technicalities and pedagogies of blended learning, as well other topics such as "Minding Ourselves in Uncertain Times".

#### 4.2.4. Capital & Buildings Programme Report was **noted**.

##### Major Capital Projects

Name & Address of Project.	Area.	Project Status/Update.
Balbriggan Community College, Pine Ridge, Chapel Street, Balbriggan.	North County Dublin Fingal County Council Area	Construction of new School, Stage 2B being prepared for the Department of Education. Outstanding Fee Up lifts to be resolved but progress made to date on this.
St Finian's Community College, Castle farm, Swords.	North County Dublin Fingal County Council Area	Construction of Extension, 13 General Classroom's & Specialist Rooms. DDLTEB working with the DOE on a revised Scope.
Ardgillan Community College, Castle land, Balbriggan, Co. Dublin.	North County Dublin Fingal County Council Area	The project is a remedial /refurbishment of certain designated areas within college. Being managed by the DOE.
Lucan Community College, Esker Drive, Lucan.	South West Dublin South Dublin County Council.	Extension & Refurbishment. Stage 2B report has gone to the Department of education.



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## Major Capital Projects continued

Name & Address Of Project.	Area.	Project Status/Update.
Colaiste Chillian, 96-116 Old Nangor road, Clondalkin, Dublin 22.	South West Dublin, South Dublin County Council.	Approval to proceed with Pre-Qualification of Contractors
Benicasa Special School. 1 Mount Merrion Avenue, Blackrock, Co. Dublin	South East Dublin. Dunlaoghaire/Rathdown County Council.	Refurbishment of existing Building. At stage 2B with the DOE. Also Awaiting a decision on a fee uplift.
St Kevin's Community College, Font Hill Road, Clondalkin. Dublin 22.	South Dublin County Council Area.	SEN 2 Classrooms. Design Team appointed. Stage 1 being prepared.
Danu Community Special School, Barnwell Road, Hansfield, Dublin.	West County Dublin. Fingal County Council Area.	Refurbishment of Classrooms. Design Team Tenders Returned
Griffioen Community College, Ninth Lock Rd, Lucan, Co. Dublin	West Co Dublin. South Dublin County Council.	Project processing on Site.
Skerries Community College, Balbriggan St, Town parks, Skerries, Co.Dublin.	North Co Dublin. Fingal County Council Area.	Approval granted By DOE for new extension.
Mount Seskin Community College, Jobstown, Tallaght, Dublin 24.	South Co Dublin South Dublin County Council	Budget Approved for new SNU. Design team being approved.
Collinstown Park SEN, Rowlagh, Clondakin, Dublin 22.	South Co Dublin South Dublin County Council.	Design Team Appointed. Stage 1 is being prepared.

## Temporary Accommodation Projects 2020

Name & Address of Project.	Area.	Project status/Update.
Ardgillan Community College Castle land, Balbriggan, Co. Dublin.	North Co Dublin Fingal County Council Area.	Contractor on site Projected Completion Date December 2020.
Fingal TA Sea town Rd, Town parks, Swords, Co. Dublin.	North Co Dublin Fingal County Council Area	Ongoing discussions between the DOE, Fingal County Council and the DDLETB.

Summer Work's Programme 2020 – Currently Out of Tender



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5. Correspondence from Government Department

5.1. Ltr from Minister appointing Student representatives to the Governing Body of IADT

5.2. Circular letters

6. Correspondence from other

**None**

7. Policies & Procedures

7.1. Remote Working Policy **Noted**

8. Strategy Statement

Caitriona Murphy gave an update on goal one of the Statement of Strategy and acknowledged the progress over the last three years.

9. Board of Management Members appointments were agreed on the proposal of Gerry Maguire seconded by Cllr John Walsh.

School/College	Representative group	Name of appointee	
Riversdale CC	ETB	Freddy Copper	Deferred
Skerries CC	Community	Michael O'Leary	Approved
Luttrelstown CC	ETB	Cllr Cathal Boland	Approved
Ériu CC	Parent	Cynthia Ejika	Approved
Balbriggan CC	Staff	Catherine Boyle	Approved
Rivervalley CNS	ETB	Brigid Manton	Approved

10. Any other Business

A presentation on the Roles and Responsibilities was uploaded to members SharePoint site.

11. Board of Management members review **Deferred**

12. Next meeting

**16<sup>th</sup> November 2020**

*Daneve Harris*

Daneve Harris (Nov 19, 2020 12:11 GMT)