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

**Date:** 24<sup>th</sup> February 2025

**Time:** 4:00 pm

**Venue:** DDLETB Head Office and MS Teams

### Present:

Brigid Manton, Charlotte O'Donovan, Claire McGing, Colm Kilgallon, Councillor Angela Donnelly, Councillor Dean Mulligan, Councillor Eimear Carbone-Mangan, Councillor Jacqueline Burke, Councillor John Walsh, Councillor Michael Clark, Councillor Mick Duff (Cathaoirleach), Councillor Pamela Kearns, Councillor Thomas Joseph, Councillor Yvonne Collins, Dara Fitzpatrick, David O'Connell, Ken Farrell, Sarah Widaa, Wayne Carey.

**Apologies:** Councillor Vicki Casserly

**Absent:** Councillor Eoghan Dockrell

### In Attendance:

Caitríona Murphy, Chief Executive; Paul Turner, Director of Organisation Support and Development; Mark McDonald, Director of Schools; Siobhan Lynch, Director of Further Education and Training; Thea Jordan, Public Affairs Officer; Claire Keane, Governance; Mairead Walsh, Head of Treasury and Procurement; Ross Lynam, Head of Buildings and Capital Projects; Claire O'Sullivan, Buildings and Property.

### Documentation:

Uploaded Electronically

### Welcome

The Cathaoirleach, Cllr. Mick Duff welcomed members to the meeting.

#### 1. Apologies/Condolences

Apologies from Councillor Vicki Casserly were noted.

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 20<sup>th</sup> January 2025 were adopted.

**Proposed:** Cllr. Pamela Kearns, **Seconded:** Ken Farrell

### 3.2 Boards of Management Members Appointments

- The appointment of Brigid Manton as internal member to the Audit and Risk Committee  
**Proposed:** Ken Farrell, **Seconded:** Cllr. Mick Duff
- The appointment of Gonne Barry, Mairéad Weymes and John Hayes as Archbishop Nominees to the Board of Management of Castleknock Community College  
**Proposed:** Ken Farrell, **Seconded:** Cllr. Pamela Kearns
- The appointment of Agnes Holmes as Archbishop Nominee to the Board of Management of Colaiste Cois Life  
**Proposed:** Ken Farrell, **Seconded:** Cllr. Pamela Kearns
- The appointment of Ann O'Donoghue and Brian Fleming as Archbishop Nominees to the Board of Management of Castleknock Community College  
**Proposed:** Ken Farrell, **Seconded:** Cllr. Pamela Kearns
- The appointment of Annie O'Neill as Archbishop Nominee to the Board of Management of Deansrath Community College  
**Proposed:** Ken Farrell, **Seconded:** Cllr. Pamela Kearns
- The appointment of Ann O'Regan and Gerard O'Meara as Archbishop Nominees to the Board of Management of Firhouse Community College  
**Proposed:** Ken Farrell, **Seconded:** Cllr. Pamela Kearns
- The appointment of Máire Uí Fhathaigh and Niamh Nic Róibéard as Archbishop Nominees to the Board of Management of Gaelcholaiste Reachrann  
**Proposed:** Ken Farrell, **Seconded:** Cllr. Pamela Kearns
- The appointment of Kevin O'Riordan and Ruth O'Reilly as Archbishop Nominees to the Board of Management of Grange Community College  
**Proposed:** Ken Farrell, **Seconded:** Cllr. Pamela Kearns
- The appointment of Michael Clifford as Archbishop Nominee to the Board of Management of Mount Seskin Community College  
**Proposed:** Ken Farrell, **Seconded:** Cllr. Pamela Kearns
- The appointment of Fr. John O'Connor as Archbishop Nominee to the Board of Management of Rath Dara Community College  
**Proposed:** Ken Farrell, **Seconded:** Cllr. Pamela Kearns
- The appointment of Sr. Concepta Foley as Archbishop Nominee to the Board of Management of St Kevin's Community College  
**Proposed:** Ken Farrell, **Seconded:** Cllr. Pamela Kearns

- The appointment of Elizabeth McCormack as Archbishop Nominee to the Board of Management of St Mac Dara's Community College  
**Proposed:** Ken Farrell, **Seconded:** Cllr. Pamela Kearns
- The appointment of Tony Keeling, Emma Byrne and Stephanie Bourke as Archbishop Nominees to the Board of Management of Skerries Community College  
**Proposed:** Ken Farrell, **Seconded:** Cllr. Pamela Kearns

### 3.3 Service Plan

An overview of the 2025 Service Plan deliverables was presented by the Director of FET, Director of Schools and the Director of OSD. The Head of Treasury provided an overview of budgeted 2025 expenditure. The Board approved the 2025 DDLETB annual service plan. The service plan will be submitted to the Department of Education in advance of the 1st March submission deadline.

**Proposed:** Cllr. Pamela Kearns, **Seconded:** David O'Connell

## 4. Matters for noting by the Board

### 4.1 Committees of the Board - Noted

The Director of Organisational Support Development (OSD) clarified the following in relation to queries raised from the December 2024 ARC minutes.

- The ARC conducted their performance evaluation in February 2025.
- The Internal Audit Unit (IAU) apply 3 audit opinions, Comprehensive, Adequate and Inadequate. DDLETB do not strive for Adequate Audit opinion however it is difficult to get Comprehensive Opinion with no recommendations.

Following the resignation of Claire McGing from the **Audit and Risk Committee**, a vacancy arose requiring a new member from the Board. Brigid Manton was subsequently approved to join the committee.

**Proposed:** Ken Farrell, **Seconded:** Mick Duff

### 4.2 Correspondence from the Department – Circulars - Noted

### 4.3 Youth Services and Funding

The Chief Executive briefed the Board on the recent development regarding Youth Services funding and advised that the Senior Leadership Team have met with the CEOs of Fingal County Council and South Dublin County Council. The Financial and Strategic Report for each centre will be submitted to the DoE in the near future, with a follow-up meeting to be scheduled thereafter. Work on the reports is at an advanced stage, and engagement with the Department will continue to ensure timely progression. A further update will be provided at the March meeting.

### 4.4 Sustainability Presentation

Ross Lynam and Claire O'Sullivan from the Buildings and Property Department delivered a Climate and Sustainability presentation which included the following:

- DDLETB's Targets

- DDLETB's Green Organisation
- DDLETB's Climate Action Partners
- DDLETB Climate Action Roadmap
- Energy Data and Gap to Targets
- School, FET and Head Office Projects
- SWOT Analysis

#### **4.5 Contract Cleaning**

The Director of Organisation Support and Development provided an update on Contract Cleaning. The Board was advised that ongoing service issues in schools and centres are being actively monitored, with Procurement maintaining regular engagement with the contractor. The Board was assured that the situation is showing signs of improvement.

### **5 Matters Submitted by the Executive**

#### **5.1 Reports from Chief Executive**

Chief Executive and Director reports circulated in Board pack in advance of meeting and verbally presented to the Board.

#### **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.

#### **5.3 Buildings Report**

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

Ross Lynam discussed the key headline of Additional Accommodation for the two new schools for September 2025.

There are weekly calls in relation to progressing works in Lucan CC, Gaelcholaiste Reachrann, St Finians CC and Mount Seskin CC. The Principals' are briefed and are the first to know of any developments.

A query in relation to the timeline for the installation of temporary accommodation in Danu CSS was raised. Ross advised that everyone is working towards a September 2025 timeline.

An update was provided in relation to Eriu, with particular reference to the importance of ongoing stakeholder engagement

#### **5.4 Staff Profile**

Appointments and promotions; retirements - noted

#### **5.5 Policies - noted**

Risk Register – noted

Director of OSD confirmed there has been no update to the risk register since the October Board meeting. The Annual Risk Report was presented to the Audit and Risk Committee at its February meeting.

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**6 Matters Submitted by the Board**

Cllr. Mick Duff requested that all Board Members complete and return the Standards in Public Office (SIPO) Declaration forms as soon as possible.

**7. Date of Next Meeting**

26<sup>th</sup> March 2025 at 4:30pm