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BP-25-108

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

Date: 20th October 2025

Time: 4:30 pm

Venue: DDLETB Head Office

Present:

Brigid Manton, Charlotte O'Donovan, Claire McGing, Councillor Angela Donnelly, Councillor Jacqueline Burke, Councillor John Walsh, Councillor Michael Clark, Councillor Mick Duff (Cathaoirleach), Councillor Pamela Kearns, Councillor Vicki Casserly, Councillor Yvonne Collins, Dara Fitzpatrick, David O'Connell, Ken Farrell, Sarah Widaa, Wayne Carey

Apologies: Colm Kilgallon, Councillor Dean Mulligan, Councillor Eimear Carbone-Mangan, Councillor Thomas Joseph

In Attendance:

Caitríona Murphy, Chief Executive; Joanne McCloskey, Director of Further Education and Training; Nichola Spokes, Director of Schools; Mark McDonald, Director of Schools; Paul Turner, Director of Organisation Support and Development; Thea Jordan, Public Affairs Officer; Claire Keane, Governance; Claire O'Sullivan, Head of Estate Sustainability; Suzanne Graham, Child Protection Development Officer; Mairead Walsh, Head of Treasury; Ross Lynam, Head of Buildings and Capital Projects

Documentation:

Uploaded Electronically

Welcome

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

1. Apologies/Condolences

Apologies from Colm Kilgallon, Councillor Dean Mulligan, Councillor Eimear Carbone-Mangan, Councillor Thomas Joseph 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 15th September 2025 were adopted.

Proposed: Wayne Carey, **Seconded:** Ken Farrell

3.2 Adoption of the Audit and Risk Committee (ARC) Terms of Reference and Audit and Risk Charter

The Board approved the adoption of the ARC Terms of Reference and Audit and Risk Charter.

Proposed: Wayne Carey, **Seconded:** Pamela Kearns

3.3 Appointment of Cllr. Ted Leddy as Fingal County Council Representative to the DDLETB Board

The Board approved the appointment of Cllr. Ted Leddy as Fingal County Council Representative to the DDLETB Board.

Proposed: Cllr. Jacqueline Burke, **Seconded:** Cllr. John Walsh

3.4 Appointment of Brian Mahon to DDLETB Finance Committee

The Executive explained the Finance Committee are looking to grow the committee by one/two members. The Chief Executive has identified Brian Mahon as a suitable candidate to the Board. The Board are now required to put a sub-committee in place, review credentials and interview the candidate if required. A meeting of this sub-committee will follow the Board meeting. The Board agreed that Cllr. Mick Duff, Cllr. Pamela Kearns and Cllr. Michal Clarke would make up the sub-committee.

3.5 Boards of Management

The appointment of Luke Corkery as Community Representative to the Board of Management of **Broadmeadow CNS**

Proposed: Cllr. Eimear Carbone-Mangan, **Seconded:** Wayne Carey

3.6 Annual Report and Chairpersons Comprehensive Report

The Department of Education and Youth (DEY) requested amendments to the wording in the Annual Report and Chairpersons Annual Report. The Board approved the amended wording.

Proposed: Wayne Carey, **Seconded:** Cllr. Jacqueline Burke

4. Matters for noting by the Board

4.1 Committees of the Board – Noted

4.2 Correspondence from the Department – Circulars and Correspondence – Noted

4.3 Short Term Funding Provision – Noted

4.4 Charity Compliance Report - Noted

4.5 Climate Action Roadmap

Assistant Principal Officer of Estate Sustainability (Claire O’Sullivan) provided an overview of the DDLETB 2025 Climate Action Roadmap which included:

- What is the Climate Action Roadmap
- Why is it a requirement

- DDLETB Targets
- DDLETB's Green Organisation
- DDLETB's Climate Action Partners
- Key areas to achieving climate action targets
- GTT Performance Highlights
- Energy Data and Gap to Targets
- Projects

4.6 Dual Purpose Centres and Funding

DDLETB continue to engage with DEY and are meeting with South Dublin County Council (SDCC) next week to discuss potential business models that could provide sustainable financial supports for these centres.

4.7 Special Schools Update

The Executive advised the handovers are underway and both Belmayne CSS and Lucan CSS are planned to open on 3rd November subject to handover and final works. Discussions in relation to staffing followed. The extension in Danu CSS will also open on the 3rd November.

4.8 NCSE Correspondence

The Executive discussed the nationwide campaign that every school should have 4 special classes. DDLETB have written to the DEY and NCSE in relation to capacity of schools to open additional SEN classes. DDLETB are awaiting correspondence advising what special classes we will be required to open. A discussion followed in relation to NCSE sanction letters and the admissions process for SEN places.

4.9 Child Protection in DDLETB

Child Protection Development Officer (Suzanne Graham) provided an overview of Child Protection in DDLETB including:

- Child Protection Procedures
- Child Safeguarding Statements (CSS)
- Corporate Child Safeguarding Statement
- Oversight Groups
- Child Protection and Safeguarding Provision
- Child Protection Provision
- Anti bullying Procedures
- 2025 Procedures – to be adopted by Dec 2026

5 Matters Submitted by the Executive

5.1 Reports from Chief Executive

Chief Executive and Director reports circulated in Board pack and verbally presented to the Board. A progress review on the delivery of the 2022–2026 Strategy is currently being drafted. Our intention is to present this to the Board at the November meeting. If this is not feasible, it will be brought forward to the February meeting to ensure a comprehensive and high-quality report.

5.2 Finance Report

Finance report circulated in Board pack in advance of meeting and noted by the Board.
Assistant Principal Officer of Treasury (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.
Assistant Principal Officer of Buildings (Ross Lynam) discussed progress in relation to the following projects:

- Griffeen Community College
- Coláiste Chilllain
- Gaelcholáiste Reachrann
- Lucan Community College
- Castleknock Community College
- Rivervalley Community College
- Danu Community Special School
- Lucan Community Special School
- Belmayne Community Special School
- Rathdara Community School
- FET Clondalkin
- College of Future
- PV Panels

Board members requested updates in relation to St Finians Community College, Broadmeadow Community National School and Castleknock Community College to which Ross responded.

5.4 Staff Profile

Appointments and promotions; retirements - noted

5.5 Policies – noted

Policies - Noted

Risk Register – Noted

6 Matters Submitted by the Board

- A Board member raised a historic agreement with SDCC for DDLETB Board members to park in the Council's carpark for Board meetings. DDLETB and SDCC Representatives supported the reinstatement of the arrangement. Cathaoirleach to follow up.
- A Board member raised the similarity between email addresses for Lucan CSS and Lucan CNS. The Executive acknowledged the similarity but explained that we are following national email mechanisms. The executive assured the Board that they will monitor the situation but assured that the errors have dissipated since the completion of the admissions process.

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- A Board member requested an overview of Buildings to support the reading of the Building Report and Presentation provided by Ross at each meeting. The Executive confirmed that they can provide a presentation and a guide for future use to support members.
- A Board member requested that in exceptional circumstances that remote access to the meeting be granted. The Cathaoirleach to consider the proposal.

7. Date of Next Meeting

17th November 2025 at 4:30pm