

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

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info@ddletb.ie
www.ddletb.ie

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

Date: 25th March 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 Kate Ruddock, Cllr Cathal Boland, Cllr Michael Clark, Cllr Kazi Ahmed, Anne Genockey, Susan Duffy, Paul McNally, Dara Edward Fitzpatrick, Cllr Mick Duff, Cllr Yvonne Collins, Cllr Pamela Kearns.

Apologies: Nichola Spokes, Director of Schools, Ken Farrell, Cllr Pamela Conroy.

Absent: Cllr Siobhan Shovlin

In Attendance:

Caitríona Murphy, CEO; Paul Turner, Director of Organisational Support and Development; Siobhan Lynch, Director of Further Education and Training; Mark McDonald, 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 and Gillian Doherty, Chair of the Audit and Risk Committee (ARC)

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 February 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 26th February 2024 were adopted.

Proposed: Claire Markey, **Seconded:** Cllr Mick Duff

3.2 Annual Financial Statement

Mairead Walsh, Acting APO Finance, introduced the 2023 Annual Financial Statement to the Board. Gillian Doherty, Chair of the Audit and Risk Committee (ARC), presented the ARC Annual Report to the board. Gillian sincerely thanked Thea Jordan, Claire Keane, the Finance Team, The Executive, and all staff for their work and leadership. Gillian Doherty recommended the Chair sign the Statement of Internal Control. Colm Kilgallon, Chair of the Finance Committee recommended the adoption of the AFS.

Paul Turner, Director of OSD thanked each chair and members of the Finance Committee and the Audit and Risk Committee for their ongoing work and support to the organisation.

The Board approved the adoption of the 2023 Annual Financial Statement.

Proposed: Colm Kilgallon, **Seconded:** Claire Markey.

3.3 Boards of Management Members Appointments

The Board approved the appointment of Ann Graves as community representative to the Board of Management of Broadmeadow CNS.

Proposed: Claire Markey, **Seconded:** Cllr John Walsh

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

CE Report to the Board – March 2024

Thank to everyone – acknowledge it can be difficult at this time to get everyone but appreciate the time and commitment of the Board. We have only a few meetings as this Board, and we will do whatever required to facilitate that.

Thank Board members who attended the events last week. I also want to announce new Principals in Swords CC, Aoife Smith, and Donabate CC. John Doyle.

This meeting is a very important meeting for the Board in delivery of its Reserved Functions and the ARC and Finance Committees will be in attendance today so we will run through a few things from Schools and FET but with a focus on OSD and the Annual AFS and SIC for this meeting today.

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Director of Schools – Post Primary

Meetings with Senior Leaders

We have organised and facilitated meetings in March, for both our Principals and Deputy Principals Networks. We had a number of updates to present on, including SEN Allocation, National Parents Council, Ethos, Year Head Training and the School Books Scheme. Both meetings finished with a substantial amount of time given to facilitated discussions between leaders, sharing experiences and best practice; often the crucial section of any meeting.

School Visits

Since starting in the role of Director of Schools, I have prioritised visiting the schools, meeting with the senior leadership teams and getting to meet with some staff members. This is very important for getting a sense of the successes and challenges faced by each of our schools and to get time with our senior leaders. So far I have visited 11 schools and hope to get to the remaining 20 schools before the summer break.

Middle Leaders Summer School

ETBI is organising its third Middle Leaders Summer School this June, in the University of Limerick. The first two events have been extremely successful. It gives an opportunity for middle leaders from all 16 ETBs, to come together, learn together and share best practice. The application process has been circulated to all Principals. This is normally heavily oversubscribed in DDLETB and we hope to bring a good number of middle leaders with us again this year. I have been on the organising committee of this event for the past three years and have presented at both also.

Director of FET

ETB Week-Alumni Award

ETBI ran an Alumni competition as part of the 2024 ETBI week. DDLETB nominated Carolina Vintnem as the former ETB learner they wished to honour at national event on March 14th.

Carolina came to Ireland from Angola with no English and is a graduate of English language provision in the Adult Education Service in Balbriggan. She progressed to Higher Education to get a degree and has now gone on to teach others, particularly disadvantaged learners, through the Adult Education Service Balbriggan. Carolina also had three children two of whom went to Balbriggan Community College and are now studying in UCD.

Carolina was nominated by DDLETB for the Alumni Award because she is a great example of how FET provides a bridge to new possibilities for learners and their families.

Official launch of Regional Literacy Coalition and the Regional Literacy Plan

A Regional Literacy Coalition brings together various stakeholders, organizations, and community members to address literacy challenges within the DDLETB region. The coalition was established in

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late 2023 and is working with FET in DDLETB towards improving literacy rates, promoting lifelong learning, and enhancing access to educational resources.

The establishment of the Regional Literacy Coalition the development of a Regional Literacy Plan are key priorities in the national Adult Literacy for Life -10 Year Literacy Strategy and DDLETB was the first ETB in the country to launch their Regional Literacy Plan last week.

DDLETB also took the opportunity to officially open the latest FET centre in Swords on the same day. It was a lovely event and our thanks to DDLETB Board members who were in attendance.

Quality Assurance

After our Inaugural Review process in 2022, DDLETB received a report with 24 commendations and 17 recommendations. From that report, we developed an Action Plan for 2023-2026, with 54 actions to address those 17 recommendations. DDLETB submitted our 1st follow-up report last week and of the 54 actions that we identified, 51 have either been completed or are underway. This Follow up report to QQI reflects the incredible work that the FET QA team have undertaken or supported others to undertake in the past year.

Director of OSD

As per the Code of Practice for the Governance of ETB's, the board should undertake a self-assessment annual evaluation of its own performance and that of its board committees. All Board and Committee members have recently received an invite to complete a self-assessment form. The submission date for the self-assessment has been extended to close of business on Thursday 28th March. We look forward to receiving the completed assessments and working with the Chairperson to act on the results of this performance evaluation.

From a Governance perspective, the Audit and Risk Committee met on the 13th March and approved the 2023 Statement of Internal Control (SIC). The Finance Committee met on the 21st March and approved the Annual Financial Statement (AFS). Our internal Governance meeting took place on the 11th March. The Internal Audit Unit (IAU) commenced an audit of our Specialist Training Providers (STP) on the 4th March. AN IAU audit of Youth Services will commence on the 8th April. The C&AG have commenced the audit of the 2022 accounts with an expected completion in Q2. Q1 risk register review scheduled for the 27th March.

The 2024 Service Plan was submitted to the Department of Education on the 1st March.

DDLETB are collaborating with ESBS on the technical guidelines for the proposed accrual based financial system that will go to tender in late 2024.

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The 2024 Annual General Meeting (AGM) of IPB Insurance will be held at The Gibson Hotel, Point Square, North Dock Dublin, D01 X2P2, Friday, 3rd May 2024, at twelve noon.

DDLETB have commenced work on the development of the 2023 Annual Report and we look forward to presenting this to the Board for approval during the May Board Meeting.

5.2 Finance Report

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

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.

Cllr Pamela Kearns thanked Ross and the building team for all of their work on St. Kevins CC.

Cllr John Walsh thanked Ross and the building team for their work on Castleknock Community College (CCC). An emergency works application for roof repairs to CCC is ongoing and we look forward to providing a progress update at the May Board meeting.

DDLETB are awaiting a meeting with the Department of Education to discuss the master planning for the St. Finians site.

DDLETB are awaiting final confirmation of the site acquisition for Rivervalley CNS.

DDLETB are meeting with the Department of Education in Tullamore on the 28th March in relation to Broadmeadow CNS.

Repairs to the roof of St. Mac Daras will be covered by the summer works program, with applications for this scheme opening in the coming weeks. DDLETB are also investigating options to install solar panels on the roof of this school, but this cannot happen until the repairs are complete.

5.4 Staff Profile

Retirements - noted.

5.5 Policies - noted

Risk Register - noted

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6 Matters Submitted by the Board

Action log

7 Next Meeting

Monday 20th May 2024 @ 4.30 pm.