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

Date: 26th February 2024

Time: 4:30 pm

Venue: DDLETB Head Office & MS Teams

Present:

Colm Kilgallon, Daneve Harris, Claire Markey, Cllr John Walsh, Cllr Michael Clark, Cllr Kazi Ahmed, Anne Genockey, Cllr Charlie O'Connor (Chair), Ken Farrell, Susan Duffy, Cllr Pamela Conroy, Paul McNally, Dara Edward Fitzpatrick, Cllr Mick Duff.

Apologies: Nichola Spokes, Director of Schools, Cllr Brigid Manton.

Absent: Cllr Kate Ruddock, Cllr Cathal Boland, Cllr Siobhan Shovlin, Cllr Yvonne Collins, Cllr Pamela Kearns.

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; Pauline Murphy, HR Manager; Aisling Crowley, HR Manager; Treacy Byrne, Buildings Officer, Ross Lynam, Buildings Officer and Mairead Walsh, Acting APO, Finance.

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 over the last month.

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 20th November 2023 were adopted.

Proposed: Claire Markey, **Seconded:** Ken Farrell

3.2 Action log

Pauline Murphy gave a presentation on the process for AP1 & AP2 Posts to the board.

3.3 Boards of Management Members Appointments

The appointment of Cllr Mick Duff to the DDLETB Board of Management.

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

The appointment of Dara Edward Fitzpatrick as Staff Representative to the DDLETB Board of Management. **Proposed:** Claire Markey, **Seconded:** Cllr Michael Clark

The appointment of Cllr Mick Duff as DDLETB representative to the board of management of Balbriggan CC. **Proposed:** Claire Markey, **Seconded:** Ken Farrell

The appointment of Cllr Charlie O'Connor as DDLETB representative to the board of management of Kingswood CC **Proposed:** Cllr Mick Duff, **Seconded:** Ken Farrell

The appointment of Dara Edward Fitzpatrick as DDLETB representative to the board of management of Firhouse CC **Proposed:** Claire Markey, **Seconded:** Ken Farrell

The appointment of Joe White as Staff representative to the board of management of Eriú CC,
Proposed: Claire Markey, **Seconded:** Cllr Mick Duff

3.4 Service Plan 2024

3.5 Property Register for approval **Proposed:** Claire Markey, **Seconded:** Cllr Mick Duff

3.6 ETB Post Primary Board of Management – Terms of Reference **Proposed:** Claire Markey, **Seconded:** Cllr Mick Duff

4. Matters for noting by the Board

4.1. Circulars – Noted

5. Matters Submitted by the Executive

5.1 CE Report

CE Report to the Board February 2024

Good afternoon to all Board members. I want to welcome to Mark McDonald who joined DDLETB as the Director of Schools a few weeks also. Many of you will know Mark and he will introduce himself to you all shortly. I also want to extend a warm welcome to Dara Edward Fitzpatrick to the board and Mick Duff on his return to the board of DDLETB

As you all know, this is a very busy time of the year for our Finance and Audit and Risk Committees, and I want to thank members for all of the additional time at this time of the year to meet all of our statutory deadlines. And to thank staff also. We have been invited to the Performance Delivery and Oversight Agreement Meeting with the DoE in April and will meet with the Chair prior to that meeting.

Please be advised the Festival of Music takes place tomorrow night the 27th February in the National Concert Hall. We hope to see some of you there.

I want to acknowledge two recent conferences – the Principal and Deputy Principal Conference and the FET Conference. Both Mark and Siobhan played a key role in those conferences, so I just want to express my thanks. They were both excellent events.

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ETB Day is taking place on the 14th March so we are very much involved in that and thank all the staff for taking part and to Janet and Jessica from a communications perspective.

At the outset, I just want to assure the Board about the work we are doing in the buildings team. We are following up all projects on a regular basis but there are delays in terms of timelines and other delays which we do not have control over. We are doing our utmost.

Directors of Schools - Community National Schools

Board of Management training modules for Primary and Special schools continue to be developed with ETBI. The next module of training will take place late March 2024. This will focus on the Role of the Board as a collective and as a corporate body.

New inductions on Ethos and GMGY for teachers in Community National Schools, Community Special Schools and Community Hospital Schools took place in January. These annual professional learning opportunities provide teachers new to the ETB primary, special and hospital schools with the opportunity to reflect on how they can support the multi-denominational ethos of their schools by providing learning experiences which are underpinned by the core values of excellence in education, care, equality, community and respect. Almost 100 new teachers joined the webinars on Ethos and GMGY.

On 1st February, the annual Principal and Deputy Principal conference, hosted by ETBI, took place in Portlaoise. This conference delivered modules on leading inclusive school evaluation, leading for learning signposts facilitated by Professor Tim O'Brien and shared emerging national statistics and trends with a focus on its implications for schools. Over 300 ETB Principals and Deputy Principals from across Ireland attended.

Directors of Schools continues to engage with Principals in supporting through regular meetings, individual school visits in addition to providing training at ETBI level for the Community National Schools, high support and detention schools and hospital schools.

Youth Services

Youth Development Plan 2024-2027

- Consultations to date have included all UBU services across the DDL area. There were 34 managers, 62 youth workers and 282 young people consulted so far. A partnership with Crosscare will allow for further consultation with young people who are disengaged, those accessible through outreach. This will happen in the coming weeks.
- Training and upskilling of youth service providers, with a focus on outreach, is currently ongoing. This will start in Dun Laoghaire, and we hope to facilitate it Fingal too.

Integration of Youth Services with emerging pathways

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- This year Youth Services is facilitating a much more coordinated approach to the delivery of this grant. Youth Services are working with ESOL and REALT to identify areas where we could make a difference. Work is underway to directly link the youth services into these areas/schools to provide an additional support to these young people. In addition to this outreach worker is to be deployed to facilitate referrals/pathways from City West and other hubs.

Post Primary

I am delighted to have recently started in the role of Director of Schools with DDLETB. For me it is a return home, having worked within DDLETB for 26 years. I have been fortunate enough to start my teaching career in St Kevin's CC, before moving on to become Deputy Principal of Luttrellstown CC. I then served as Principal of Firhouse CC before becoming founding Principal of Swords CC. Having been nearly three years on secondment as Director of Schools in City of Dublin ETB, this was a great opportunity to come back to DDL, and I feel very fortunate to have been given this opportunity.

My vision and values around education are very student-centred. I completely believe in the ability of child-centred education, supported by modern and innovative learning and teaching methodologies, to have a positive impact on the life of our learners.

Ethos

As part of our work in embedding ethos in our schools, we are piloting the ETBI Patron's Curriculum in 10 schools. The curriculum is titled, IMBV (Identity, Multi-Belief & Values) short course. The learning from these pilot schools will be shared with our other post-primary schools. The experiences of this pilot curriculum are also being encapsulated in a podcast with Grange Community College, which is an exciting project for us all.

CPD Training

This is a busy time for offering training opportunities within DDLETB. We have started training to support our Aspiring Student Leaders in enhancing their Learner Voice. We have also begun training for Year Heads, in conjunction with Harry Freeman and our Psychological Support Services. This will soon be followed by training for the Role of the Tutor. Child Protection Training is continuing to be provided for DLPs (Designated Liaison Persons) within our schools, colleges, and centres. This is important training in helping to scaffold the vital support structures within our schools.

SENCO and Special Classes Support

We continue to offer advice, support, and training opportunities to the SENCOs within our schools. This support can be varied, depending on the needs of the school, but a particular emphasis is on supporting those opening special classes. This support is through our SENCO Network and through individual school visits.

Newsletter

We released the 12th edition of our DDLETB Newsletter in December, <https://www.ddletb.ie/ddletb-developments>

Director of FET

College Of Further Education and Training DDLETB

- A comprehensive Preliminary Business Case was submitted for evaluation by SOLAS on the 12th January, 2024. However, this project is complicated by the fact that DDLETB needs to purchase a site so the PBC could not be fully completed.
- FET in DDLETB continue to work with Fingal Co. Co. to identify and assess suitable sites in the Fingal area for the College.

FET Targets

FET DDLETB exceeded all targets for 2023

- Supporting jobs,
- Pathways,
- Upskilling through Lifetimes and Careers.
- Fostering Inclusion- particularly strong area.

At a meeting last week, SOLAS stated in relation to the targets that FET DDLETB is the highest performing ETB including the provision of Green Skills “Reduce Your Use” to FET learners.

FET DDLETB Performance 2023

- Over 10% Sector Share FET learners
- Unique Learners 22,112 (+20% on 2022)
- Over 10% Sector Share FET Activity
- Activity 38,842 (+33% on 2022)

Funding

Funding Allocation Request and business case for 2024 submitted.

- 2023 spend was €82,533,020.
- 2024 Funding Allocation Request is €92,802,318

The request is justified by the above and because FET in DDLETB has over 10% of the sector share of FET learners and activities and receives only 8.6% Sector Share FET Funding in 2023

DDLETB met SOLAS last week to discuss our bid for 2024 is more in line with our contribution to the sector in terms of unique learners and activity as outlined above.

Apprenticeship

In response to the backlog of apprentices waiting to complete phase 2 of their apprenticeship, DDLETB has expanded its capacity to deliver electrical apprenticeship and has just opened 4 new workshops in Tallaght TC. Four electrical apprenticeship workshops in addition to the existing two will be complete in Loughlinstown Training centre for September 2024. This is in addition to the 8 electrical workshops in Baldoyle Training Centre.

In total, DDLETB will have 18 electrical apprenticeships workshops in operation by Autumn 2024, which will help us to significantly ramp up our phase 2 apprenticeship provision this year.

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Quality Assurance update

Dialogue meeting took place with QQI in December. QQI were satisfied with the progress made in the FET Quality Improvement Action Plan. Over 10,000 QQI certificates were issued to FET learners in 2023 representing a 4% increase on 2022.

Director of OSD

Our finance team are currently working on the completion of the Statement of Internal Control (SIC) and the Annual Financial Statement (AFS) for 2023 and we look forward to presenting these to you during the March Board meeting. We are delighted to announce that Mairead Walsh has been appointed as the Acting Head of Treasury and Procurement. We wish Mairead the best of luck in her new role.

The C&AG have completed the audit of our 2021 accounts. The DDLETB Financial Statements for 2021 have been laid before the Houses of the Oireachtas in accordance with the provisions of Section 51(2) of the Education and Training Board Act 2013. Copies of the Annual Financial Statements have also been forwarded to the Committee on Education. The DDLETB Financial Statements for 2021 published on the ETBs website in the coming days. The C&AG have commenced the audit of the 2022 accounts with an expected completion in Q2.

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. We look forward to receiving the completed assessments and working with the Chairperson to act on the results of this performance evaluation.

The DDLETB building team submitted our Estate Strategy to SOLAS on the 1st December and our Climate Action Roadmap was submitted to the Department of Education, DFHERIS and the SEAI on the 22nd December. These strategies provide a roadmap for DDLETB in relation to fully utilising our estate portfolio while also delivering on our 51% carbon reduction targets between now and 2023. Revision 1 of both strategies can be found in the Board SharePoint folder.

From a Governance perspective, the Audit & Risk Committee met on the 7th February. The finance committee met on the 21st February and during this meeting they approved the 2024 Annual Service Plan. Our internal Governance meeting took place on the 12th of February. The Internal Audit Unit (IAU) will commence an audit of our Specialist Training Providers (STP) on the 4th March.

An internal review of the DDLETB risk register took place in December and this was subsequently reviewed by the ARC during the recent meeting on the 7th of February. There are currently a number of high risks on the register in relation to financial oversight and cyber security. The financial oversight risk relates to our oversight of 3rd party providers who we provide financial supports too. To mitigate against these risks, we are currently engaging a 3rd party audit provider to conduct oversight and monitoring audits in the interim, while we recruit a dedicated DDLETB resource to conduct monitoring and oversight inspections on a full-time basis. We aim to have this dedicated resource in place in Q2. From a cybersecurity perspective, we are

currently carrying out corrective actions on a number of audit findings from a recent cyber security audit. We are also collaborating with ETBI on a sector wide solution to delivery increased cybersecurity solutions and processes to reduce risk in this critical area. We are currently looking at resourcing options to introduce additional capacity and competence to the DDLETB IT section with a focus on cybersecurity. We are confident that these financial and cyber security action will see a reduction in the current risk levels in Q2.

The vote count for the new Male Staff Representative to DDLETB Board took place last Friday 16th February. The elected candidate is Dara Edward Fitzpatrick. We would like to congratulate Dara and look forward to working with him as a Board member. We would like to congratulate Mick Duff on his recent appointment to the DDLETB Board. Mick is replacing Liam Sinclair as the SDCC representative.

ETB week takes place this year from the 11th to 15th March. This is a weeklong series of events to celebrate Ireland's 16 Education and Training Boards and the education and training services their schools, colleges and centres provide to primary, secondary, and tertiary learners across Ireland. On the afternoon of the 14th March, the National #ETBWEEK event that will take place in Thomond Park, Limerick. This event will honour our ETB Alumni and award ETB Bursaries. Further details can be found at <https://events.etbi.ie/ETBWEEK2024#/>

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.

5.4 Staff Profile

Appointments & Promotions - noted.

Retirements - noted.

5.5 Policies - noted

Risk Register - noted

6. Matters Submitted by the Board

6.1 Item submitted by the Board

7. Next Meeting: 25th March 2024 @ 4.30 pm