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

**Date:** 16<sup>th</sup> September 2024

**Time:** 4:30 pm

**Venue:** DDLETB Head Office

### Present:

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, Councillor Thomas Joseph, Councillor Vicki Casserly, Dara Fitzpatrick, David O'Connell, Sarah Widaa, Wayne Carey

**Apologies:** Brigid Manton, Councillor Ciarán Ahern, Councillor Eoghan Dockrell and Ken Farrell

**Absent:** Councillor Yvonne Collins

### In Attendance:

Caitríona Murphy, Chief Executive; Paul Turner, Director of Organisational Support and Development; Mark McDonald, Director of Schools; Nichola Spokes, Director of Schools; Thea Jordan, Public Affairs Officer; Claire Keane, Governance; Mairead Walsh; Acting APO, Finance; Ross Lynam, Head of Buildings and Capital Projects.

### Documentation:

Uploaded Electronically

### Welcome

Caitríona Murphy, Chief Executive welcomed members and took position of Cathaoirleach to facilitate the election of the Cathaoirleach and Leas Cathaoirleach.

#### 1. Apologies/Condolences

Apologies from Brigid Manton, Cllr. Ciarán Ahern, Cllr. Eoghan Dockrell and Ken Farrell were noted. Condolences were extended to all families of staff who have been bereaved since the last board meeting.

#### 2. ETB Members Induction

Caitríona Murphy and Paul Turner delivered an induction session for all members. The induction included the following:

- An overview of DDLETB
- Legislation DDLETB is governed by
- DDLETB Strategy 2024 - 2026
- DDLETB Board
- Role of the Board
- Reserved Functions

- Governance Structure
- Committees of the Board
- Role of the chairperson
- Election of the Chairperson
- Role of Board Members
- Code of Conduct, Ethics in Public Office, Disclosure of Interests and Protected Disclosures
- Board Confidentiality & Impartiality
- Board Training
- Board Meetings
- Travel and Expenses

### 3. Declaration of Conflict of Interest

No conflicts were declared.

### 4. Forms

The executive highlighted the importance and requirements to maintain strict confidentiality of all matters discussed at Board level. No information discussed at Board level shall be made public unless agreed by the Board. Any known conflicts of interest shall be declared on an annual basis and prior to every meeting, Board members will declare any conflicts that may arise as a result of an agenda item(s). The ETB Act, 2023 sets our specific requirements for the NPC nominees and Specified Body nominees, with each nominee completing an annual declaration to ensure ongoing compliance with these legal requirements.

The following forms were circulated to the relevant Board members for signage: Annual Confidentiality, Annual Impartiality, NPC Nominee Declaration and Specified Body Nominee Declaration.

### 5. Matters for the Resolution of the Board

#### 5.1 Appointment of Cathaoirleach and Leas Cathaoirleach

The executive advised members that Schedule 3, paragraph 3 of the Education and Training Boards Act 2013 sets out that a Chairperson holds office until the next board is elected unless s/he dies, resigns or becomes disqualified. It was the intention of the legislature that otherwise than if the person died or was disqualified, the same chairperson would be in office for the 5 years except where s/he chooses, independently and personally, to resign and not as part of a rotation plan.

The Board members were reminded that they are to remain independent and unbiased at all times, acting in the best interest of the ETB.

The Board were asked to consider the above in their deliberations. The Executive left the room during the discussions and voting for the Cathaoirleach and Leas Cathaoirleach.

The Board approved the appointment of **Cllr. Mick Duff as DDLETB Cathaoirleach.**

The Board approved the appointment of **Cllr. Vicki Casserly as DDLETB Leas Cathaoirleach**

## 5.2 Minutes

The minutes of the previous meeting held on 17<sup>th</sup> June 2024 were adopted.

**Proposed:** Cllr. Michael Clark, **Seconded:** Cllr. Angela Donnelly

The minutes of the previous meeting held on 19<sup>th</sup> August 2024 at 16:30 were adopted.

**Proposed:** Cllr. Dean Mulligan, **Seconded:** Cllr. John Walsh

The minutes of the previous meeting held on 19<sup>th</sup> August 2024 at 16:50 were adopted.

**Proposed:** Cllr. Dean Mulligan, **Seconded:** Charlotte Donovan

## 5.3 Acquisition of site for Swords College of the Future

The business case for this proposal was reviewed and discussed. Approval to proceed with the acquisition of a site for the Swords College of the Future was given by the Board as per section 12(n) of the ETB Act, 2013

**Proposed:** Cllr. Michael Clark, **Seconded:** Cllr. Dean Mulligan

## 5.4 Boards of Management Members Appointments

The following members were appointed:

Name of College	ETB Nominee
Adamstown CC	John Hasset
	Emilia Drzewiecka
	Cllr. Liona O'Toole
	Kevin O'Riordan
Ardgillan CC	Colm Kilgallon
	Ken Farrell
Balbriggan CC	Cllr. Gráinne Maguire
	Colm Kilgallon
Castleknock C.C.	Cllr. John Walsh
	Sarah Widaa
	Cllr. Eimear Carbone Mangan
Coláiste Chillian	Máire Ní Ghealbhain
	Alan Milton
	Derek Ward
Coláiste Cois Life	Cllr. Shane Moynihan
	Cllr. Vicki Casserly
	Derek Ward
Coláiste de hÍde	Cllr. Mick Duff
	Derek Ward
	Charlotte O'Donovan
Coláiste Pobail Fóla	David O'Connell
	Dara Fitzpatrick

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Coláiste Pobail Setanta	Howard Mahony
	Cllr. Angela Donnelly
	Dara Fitzpatrick
Collinstown Park CC	Susan Duffy
	Ken Farrell
Deansrath CC	Charlie O'Connor
	Ken Farrell
Donabate CC	Ken Farrell
	Cllr. Dean Mulligan
	Cllr. Corina Johnston
Ériu CC	Cllr. Cathal Boland
	Cllr. John Walsh
	Cllr. Angela Donnelly
	Fionnuala Ní Chaisil
Fingal CC	Cllr. Dean Mulligan
	Colm Kilgallon
	Cllr. Pat Ward
Firhouse CC	Dara Fitzpatrick
	Cllr. Mick Duff
Gaelcholáiste Reachrann	Charlotte O'Donovan
	Derek Ward
Grange CC	Ruth O'Reilly
	Niamh Mernagh
	Kevin O'Riordan
Greenhills College	Cllr. Yvonne Collins
	Cllr. Mick Duff
	Cllr. Pamela Kearns
Griffeen CC	Cllr. Liona O'Toole
	Cllr. Vicki Casserly
Kingswood CC	Charlie O'Connor
	Cllr. Mick Duff
	Dara Fitzpatrick
Kishoge CC	Cllr. Vicki Casserly
	Cathal Boland
	Cllr. Liona O'Toole
Lucan CC	Guss O'Connell
	Rose Dolan
	Cllr. Vicki Casserly
	Cllr. Liona O'Toole
Lusk CC	Charlotte O'Donovan

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	Ken Farrell
	Liz Scott
	Helen O'Reilly
Luttrellstown CC	Kenneth Rea
	Cathal Boland
Mount Seskin CC	Cllr. Mick Duff
	Charlie O'Connor
Rathdara CC	Cllr. Breda Hanaphy
	Cllr. Mary McCamley
Skerries CC	Michael O'Leary
	Ken Farrell
	Cllr. Brendan Ryan
St. Finian's CC	Cllr. Dean Mulligan
	Colm Kilgallon
	Brigid Manton
St. Kevin's CC	Bernie McLoughlin
	Cllr. Pamela Kearns
	Austin Fennessy
St. Mac Dara's CC	Cllr. Yvonne Collins
	Cllr. Pamela Kearns
Swords CC	Colm Kilgallon
	Cllr Dean Mulligan
	Brigid Manton
BFEI	Cllr. Michael Clark
	Cllr. Jacqueline Burke
DFEI	Cllr. Eoghan Dockrell
	Cllr. Eimear Carbone Mangan
	Cllr. Thomas Joseph
	Cllr. Jacqueline Burke
Dundrum CFE	Cllr Mick Duff
	Cllr. Thomas Joseph
	Cllr. Michael Clark
Stillorgan CFE	Cllr. Jacqueline Burke
	Cllr. Thomas Joseph
	Cllr. Michael Clark
Sallynoggin CFE	Cllr. Eimear Carbone Mangan
	Cllr. Thomas Joseph
	Cllr. Jacqueline Burke
Coolmine CS	Sarah Widaa
	Cllr. John Walsh

Tallaght CS	Cllr. Mick Duff
St Colmcills CS	Cllr. Dean Mulligan
	Wayne Carey
Hartstown CS	Cllr. Angela Donnolly

**Proposed:** Cllr. John Walsh, **Seconded:** Wayne Carey

### 5.5 Appointment of a Board nominee to IPB

The Board approved the appointment of Cllr. Vicki Casserly as ETB nominee to IPB.

**Proposed:** Cllr. Mick Duff, **Seconded:** Cllr. Michael Clark

### 5.6 Appointment of members to the Audit and Risk Committee

The following members were appointed:

Name	Representing
Pat Bracken (Chairperson)	External member
Derek Boate	External member
Wayne Carey	ETB representative
Cllr. Eimear Carbone-Mangan	ETB representative
Claire McGing	ETB representative
Cllr. Mick Duff	ETB representative

**Proposed:** Cllr. Michael Clark, **Seconded:** Cllr. Vicki Casserly

### 5.7 Appointment of members to the Finance Committee

The following members were appointed:

Name	Representing
Gillian Corrigan (Chairperson)	External member
John Warren	External member
Cllr. Thomas Joseph	ETB representative
Wayne Carey	ETB representative

**Proposed:** Cllr. Mick Duff, **Seconded:** Cllr. Vicki Casserly

### 5.8 Adoption of the Governance Documents

Deferred to October Board Meeting

## 6. Matters for noting by the Board

### 6.1 Correspondence from the Department – Circulars – Noted

## 7. Matters Submitted by the Executive

### 7.1 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.

## 7.2 Buildings Report

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

Ross Lynam discussed the highlights of the report and took questions from the board on this month's building report. This included 14 Major Capital Projects ongoing at various stages. 5 Modular Accommodation Projects are complete in Coláiste Pobail Fola, Skerries CC, Tallaght CNS, Griffeen CC, Ériu CC. The Design Team have been appointed to the Strategic Infrastructure Upgrade Fund (SIUF) in Clondalkin. The procurement of the Design Team for the New Build in Castleknock CC is ongoing. The ongoing arrangements for the Horology building were discussed.

## 7.3 Report for the Chief Executive

Report from the Chief Executive and Directors circulated in Board pack in advance of meeting and noted by the Board.

Nichola Spokes discussed the proposed reconfiguration model of the Department of Education, which hopes to achieve the government's target of 400 multid denominational schools by 2030. ETBs have been requested by the Department to endorse a departmental survey due to issue mid-September. Once this survey becomes available, all Board members will receive the survey for distribution to all community groups targeting parents of children between the ages of 0-12 years. The role of the Board member was emphasised in this regard, bearing in mind that as an ETB Board, they support state-funded, co-educational and multi-denominational education. To this end, the ETB Board support the ETB as proud patrons of Community National Schools.

## 7.4 Staff Profile

Appointments and promotions; career break; job share; retirements - noted

## 7.5 Policies

Risk Register – noted

Paul Turner provided an overview to the risk register and discussed the high-level risks to the organisation and the addition of a new sustainability risk.

## 8 Matters Submitted by the Board

None

## 9 Meeting Dates

### 9.1 DDLETB Board Meeting Schedule

- 21<sup>st</sup> October 2024
- 18<sup>th</sup> November 2024
- 20<sup>th</sup> January 2025 - Training
- 24<sup>th</sup> February 2025

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- 24<sup>th</sup> March 2025
- 19<sup>th</sup> May 2025
- 16<sup>th</sup> June 2025

## 9.2 Date of Next Meeting 21<sup>st</sup> October 2024 at 16:30