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

Date: 18th November 2024

Time: 4:30 pm

Venue: DDLETB Head Office and MS Teams

Present:

Charlotte O'Donovan, Councillor Eimear Carbone-Mangan, Councillor Jacqueline Burke, Councillor Michael Clark, Councillor Mick Duff (Cathaoirleach), Councillor Pamela Kearns, Councillor Thomas Joseph, Councillor Yvonne Collins, Dara Fitzpatrick, David O'Connell, Ken Farrell, Wayne Carey

Online: Brigid Manton, Councillor John Walsh

Apologies: Councillor Angela Donnelly, Councillor Dean Mulligan, Councillor Vicki Casserly, Claire McGing, Colm Kilgallon, Sarah Widaa

Absent: Councillor Eoghan Dockrell

In Attendance:

Caitríona Murphy, Chief Executive; Paul Turner, Director of Organisation Support and Development; Mark McDonald, Director of Schools; Nichola Spokes, Director of Schools; Siobhan Lynch, Director of Further Education and Training; Thea Jordan, Public Affairs Officer; Claire Barkey, Youth Development Officer; Mairead Walsh; Head of Treasury and Procurement; Ross Lynam, Head of Buildings and Capital Projects; Treacy Byrne, Head of Buildings and Property Department.

Documentation:

Uploaded Electronically

Welcome

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

1. Apologies/Condolences

Apologies from Councillor Angela Donnelly, Councillor Dean Mulligan, Councillor Vicki Casserly, Claire McGing, Colm Kilgallon, Sarah Widaa 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 21st October 2024 to include the appointment of Cllr. Barry Saul to Stillorgan CFE and were adopted.

Proposed: Cllr. Pamela Kearns, **Seconded:** Cllr. Yvonne Collins

3.2 Section 12(n) of the Education and Training Boards Act 2013:
Disposal of vacant site at Rathfarnham

Proposed: Cllr. Pamela Kearns, **Seconded:** Cllr. Yvonne Collins

3.3 Section 12(n) of the Education and Training Boards Act 2013:
Removal of Cara Park and St. Kieran’s old traveller training centres from the Property Register

Proposed: Cllr. Michael Clark, **Seconded:** Cllr. Jacqueline Burke

3.4 Boards of Management Members Appointments

The appointment of Cllr. Pamela Kearns as ETB representatives to the Board of Management of Oberstown Children Detention Campus

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

The appointment of Brigid Manton as ETB representatives to the Board of Management of Oberstown Children Detention Campus

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

The appointment of Maeve Ward and Kristina Troy as Staff representatives to Kishoge CC

Proposed: Cllr. Michael Clark, **Seconded:** Wayne Carey

The appointment of the following ETB representatives to the Board of Management of our Community Schools, for information:

Name of School	ETB Representatives	ETB Representatives
Citywest & Saggart CNS	Conor McGuckin	Wayne Carey
River Valley CNS	Brigid Manton	Colm Kilgallon
Ballydowd Special Care School	Vicki Casserly	Anne Genockey
Lucan CNS	Stacy McAuley	Sarah Widaa
Broadmeadow CNS	Mick Duff	Brigid Manton
Scoil Choilm CNS	John Walsh	Pamela Conroy
Scoil Ghráinne CNS	Seamus Conboy	Karen Donnelly
Crannog Nua	Colm Kilgallon	Mick Duff
Danu CSS	John Walsh	Pamela Conroy
Tallaght CNS	Pamela Kearns	Charlie O'Connor
Scoil Aoife CNS	Conor McGuckin	Lisa Coyle
Scoil Chormaic CNS	Colm Kilgallon	Ken Farrell

3.5 Data Breach

Director of OSD provided an overview and extent of 2023 and 2024 data breaches. The DDLETB Data Breach Protocol will be updated.

The 2023 Statement of Internal Controls (SIC) was initially approved by the Audit and Risk Committee in March 2024. Updated 2023 SIC wording was presented to the Board in relation to 2023 data breaches. The Board agreed and approved the rewording.

Proposed: Cllr. Yvonne Collins, **Seconded:** Cllr. Pamela Kearns

4. Matters for noting by the Board

4.1 Suite of Governance Documents - Noted

Board members were given an overview of the Boards Governance documentation on Sharepoint.

4.2 Committees of the Board - Noted

4.3 Correspondence from the Department – Circulars - Noted

4.4 ETB Election Toolkit - Noted

4.5 Youth Services and Funding

Nichola Spokes - Director of Schools, Claire Barkey - Youth Development Officer and Caitriona Murphy - Chief Executive delivered a presentation on Youth Support Services. Following this presentation, the 2025 funding position for a number of community sports centres was discussed. Board Members wish to write to the Minister if no solution for 2025 funding situation in place by Friday 22nd November. An emergency Board meeting will be scheduled on Friday 22nd November to provide an update and plan the next steps.

5 Matters Submitted by the Executive

5.1 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 updates.

Ken Farrell wants it noted that he has raised an issue in relation to building in the area of Ardgillan.

5.4 Staff Profile

Appointments and promotions; retirements - noted

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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.

6 Matters Submitted by the Board

Members requested that letters inviting candidates for interview include a section to notify the ETB of any special requirements for a disability.

7. Date of Next Meeting

20th January 2025 TBC