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Minutes of meeting of Dublin and Dun Laoghaire Education and Training Board held on MSTeams and using conference call.

Meeting 11: 4:30 pm, 21st September 2020

Present: Cllr Kazi Ahmed, Cllr Michael Clark, Cllr Yvonne Collins, Ken Farrell, Anne Genockey, Claire Markey, Daneve Harris, Cllr Brigid Manton, Paul McNally, Cllr Joe Newman, Cllr Ed O'Brien, Cllr Una Power, Cllr John Walsh, Brendan O'Halloran, Cllr Cathal Boland, Gerry McGuire, Colm Kilgallon

Apologies: Cllr Peter Kavanagh, Cllr Pamela Kearns

In Attendance: Caitríona Murphy, CEO; Debbie Howlett, Director of Organisation Support and Development; Thea Jordan, Public Affairs Officer; Adrian Flynn, Director of Schools, Nichola Spokes, Director of Schools, Bill Kavanagh, Buildings Officer, Treacy Byrne, Buildings & Property, Emma Maloney, PA to SMT.

Documentation:
Uploaded Electronically

Meeting Agenda
Minutes of previous meetings
Reports from the Executive
Committees and Reporting
Correspondence from Department
Standing Orders
Policies & Procedures
Notice of ETBI AGM

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Welcome

The Cathaoirleach, Cllr John Walsh, welcomed members and welcomed Caitriona Murphy as Acting CEO to the meeting

Apologies

Apologies were noted

Condolences

Votes of Sympathy were expressed to the following:

Colette O'Neil, Head Office, on the death of her father Willie;
Tim Costigan, Head Office, on the death of his mother Tess;
Corinne Anais, Head Office, on the death of her mother Uranie;
The passing of John Sheehy, former Principal Stillorgan College;
Patricia Knightly, St Finian's CC, on the death of her father, Pat; and
To the Family of Keith Nolan, Head of Oiliuna.

1. Meeting agenda

The meeting agenda was agreed

2. Declaration of Conflicts of Interest

No conflicts were declared

3. Approval of Previous Minutes

The minutes of previous meetings held on 15th June & 14th August were **approved**

Proposed: Ken Farrell

Seconded: Gerry McGuire

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4. Committees and Reporting

a. Committees to the Board

Noted

Post-Primary

- i. Balbriggan CC BoM Minutes 27th Mar 2020
- ii. Castleknock CC BoM Minutes 30th Apr 2020
- iii. Castleknock CC BoM Minutes 2nd Jun 2020
- iv. Deansrath CC BoM Minutes 3rd Apr 2020
- v. Fingal CC BoM Minutes 20th Apr 2020
- vi. Firhouse CC BoM Minutes 3rd Mar 2020
- vii. Griffeen CC BoM Minutes 14th May 2020
- viii. Luttrellstown CC BoM Minutes 1st Apr 2020
- ix. Luttrellstown CC BoM Minutes 13th May 2020
- x. Mount Seskin Cc BoM 20th May 2020
- xi. Skerries CC BoM Minutes 28th Apr 2020
- xii. St Kevins CC BoM Minutes 7th Nov 2018
- xiii. St Kevins CC BoM Minutes 13th Feb 2019
- xiv. St Kevins CC BoM Minutes 1st May 2019
- xv. St Kevins CC BoM Minutes 4th Sep 2019
- xvi. St Kevins CC BoM Minutes 2nd Oct 2019
- xvii. St Kevins CC BoM Minutes 11th Dec 2019
- xviii. St Kevins CC BoM Minutes 12th Feb 2020
- xix. St Mac Daras CC BoM Minutes 31st Aug 2020
- xx. Swords CC BoM Minutes 30th Apr 2020

Primary

- xxi. Scoil Aoife BoM Minutes 1st May 2020

b. Reports from the Executive

i. **Staff profile update** **Noted**

1. Retirements
2. Appointments and Promotions

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ii. Finance report - Noted

DUBLIN & DUN LAOGHAIRE EDUCATION & TRAINING BOARD				
FINANCIAL REPORT				
Programme	Opening Grant Cash Balance	Receipts	Payments	Closing Grant Cash Balance
	1st January 2020			31st August 2020
TOTAL MAIN SCHEME PAY	(287,178)	(69,895,842)	71,598,682	1,415,662
TOTAL MAIN SCHEME NON-PAY	1,027,683	(5,416,762)	5,985,199	1,596,121
TOTAL ASSOCIATED MAIN SCHEME	(3,322,194)	(4,066,822)	1,405,527	(5,983,488)
TOTAL PRIMARY SCHOOLS	(503,990)	(1,656,652)	744,007	(1,416,635)
TOTAL CAPITAL	(3,775,947)	(9,704,974)	4,132,898	(9,348,023)
TOTAL THIRD LEVEL GRANTS	(171,666)	0	-	(171,666)
TOTAL NON-MAIN SCHEME	(2,961,868)	(24,437,382)	23,197,932	(4,201,317)
TOTAL TRAINING CENTRES	(2,339,763)	(25,588,715)	20,542,050	(7,386,428)
TOTAL YOUTH SERVICES	(1,234,975)	(7,783,880)	7,215,247	(1,803,608)
TOTAL AGENCY	(561,423)	(2,057,255)	2,133,247	(485,431)
TOTAL SELF-FINANCING	(6,326,386)	(2,310,981)	2,420,520	(6,216,847)
Bank Balance	(20,457,709)	(152,919,263)	139,375,310	(34,001,660)
		(152,919,263)	139,375,667.69	

DDLETB had a balance of approximately €34m in the bank account at the end of August 2020

DDLETB had a balance of approximately €34m in the bank account at the end of August 2020. The following additional Grants to cover COVID-19 related expenditure was received from DES to date. These Grants are included in Associated Main Scheme, Primary and Capital in the above table.

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		Opening Balance	Receipts	Payments	Closing Balance
Assoc MS	COVID19 EMPLOYING AIDE GRANT	0	(78,109)	0.00	(78,109)
Assoc MS	COVID19 CLEANING SUPPORT GRANT	0	(206,995)	16,602.48	(190,393)
Assoc MS	COVID19 ENHANCED SUPERVISION G	0	(657,615)	0.00	(657,615)
Assoc MS	COVID19 SANITISER & PPE GRANT	0	(762,600)	39,276.55	(723,323)
Primary	COVID 19 EMPLOYING AN AIDE GRA	0	(10,032)	0.00	(10,032)
Primary	COVID 19 CLEANING SUPPORT GRAN	0	(77,868)	442.80	(77,425)
Primary	COVID-19 SANITISER & PPE GRANT	0	(127,700)	4,316.27	(123,384)
Capital	COVID 19 MINOR WORKS GRANT	0	(2,239,274)	106,429.09	(2,132,844)

Pobal Report

Following a recent audit by Pobal, a Verification Report was issued. This report was presented to the Board.

The Pobal Verification Report and DDLETB Management Response was approved

Proposed: Ken Farrell

Seconded: Anne Genockey

iii. CEO's Business

Directors of Schools Updates

Aug-Sept 2020

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The Roadmap for the full return to school

All school Principals and Deputy Principals engaged in training and meetings around the Return to School protocols, which included visits to all schools by Directors before re-opening with a focus on protocols, timetabling, buildings and Health & safety. This also included our buildings officer visiting schools, offering solutions and providing reports for department appeals.

Support visits and checks to schools to ensure compliance with the 6 steps from Road map to reopening schools. Support & advice is provided in terms of:

- Reconfiguring class spaces to maximise physical distance
- Reconfiguring all available space in schools
- Class based timetabling at PP
- Constant engagement with DES
- Reduction in class sizes

COVID 19 outbreak response plan

In dealing with an outbreak of Covid -19 in schools, support meetings and resources were provided for all Principals.

New Schools

Broadmeadow CNS opened on the 1st September with 14 students

Tallaght CNS has commenced the new academic year as a Community National School

Swords CC opened in its new building

Admissions Policies

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All admissions policies from Community Colleges and Community Schools were finalised and will be published in the coming weeks. Applications may be sought from schools from October 1st 2020. BOM Training is being developed.

Director of Further Education and Training Update

We hope to have a new Director of FET appointed this week. Our focus has been on the reopening of and guidance for FE and HE institutions which require the 2m social distance (FET guidelines document developed by ETBI). We have worked hard to meet the requirements in all FET settings and are reopening gradually over the next number of weeks.

Learner starters, year-to-date, are reasonably strong. We have achieved over 50% of our revised numbers. However, in September 2019, over 9,000 FET learners started in DDLETB. This year, that number will be significantly reduced by circa 50%. We will be working closely with the DEASP.

A very positive article in the Irish Times on Saturday highlighting the opportunities this year in DDLETB.

The Quality Council has been meeting regularly to approve contingency plans to address issues in delivery and assessment in light of the COVID-19 lockdown and reopening with enhanced measures.

The legal advice that circulated to you will be reviewed (as further clarity will be received from ETBI) at our next Board Meeting. Any questions you may have can be noted today and we will bring the responses to the next meeting. At that session, a summary of the reserved and executive functions will be outlined, the differences between the primary and post primary BOMs will be summarised and equally the role and responsibilities of members of BOMs for ETB Schools which are different from non-ETB Schools.

The last six months have proven to be very challenging for all school and centre leaders within DDLETB. However, the challenge was overcome due to the leadership and support that was provided within the ETB. The collegiality among staff is noteworthy and as a collective, we will continue to work together and with the Board to remain open safely and

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to deliver the highest quality of education and training to all those in our schools and centres.

iv. **Capital and Buildings report - Noted**

Major Capital Projects 2020

Name & Address Of Project.	Area.	Project Status/Update.
Balbriggan Community College, Pine Ridge, Chapel Street, Balbriggan.	North County Dublin Fingal County Council Area	Construction of new School, Stage 2B being prepared for the Department of Education. Outstanding Fee Up lifts to be resolved but progress made to date on this.
St Finian's Community College, Castlefarm, Swords.	North County Dublin Fingal County Council Area	Construction of Extension, 13 General Classroom's & Specialist Rooms. DDLTEB working with the DOE on a revised Scope.
Ardgillan Community College, Castle land, Balbriggan, Co. Dublin.	North County Dublin Fingal County Council Area	The project is a remedial /refurbishment of certain designated areas within college. Being managed by the DOE.
Lucan Community College, Esker Drive, Lucan.	South West Dublin South Dublin County Council.	Extension & Refurbishment. Stage 2B report has gone to the Department of education.
Colaiste Chillian, 96-116 Old Nangor road, Clondalkin, Dublin 22.	South West Dublin, South Dublin County Council.	Stage 2b is with the DOE. Awaiting decision.
Benicasa Special School. 1 Mount Merrion Avenue, Blackrock, Co. Dublin	South East Dublin. Dunlaoghaire/Rathdown County Council.	Refurbishment of existing Building. At stage 2B with the DOE.

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		Also Awaiting a decision on a fee uplift.
St Kevin's Community College, Font Hill Road, Clondalkin. Dublin 22.	South Dublin County Council Area.	SEN 2 Classrooms. Design Team appointed. Stage 1 being prepared.
Danu Community Special School, Barnwell Road, Hansfield, Dublin.	West County Dublin. Fingal County Council Area.	Refurbishment of Classrooms. Appointing Design Team.

Summer Work's Programme 2020.		Currently Out to Tender.
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TEMPORARY ACCOMODATION PROJECTS 2020

Name & Address of Project.	Area.	Project status/Update.
Ardgillan Community College Castle land, Balbriggan, Co. Dublin.	North Co Dublin Fingal County Council Area.	Contractor on site Projected Completion Date December 2020.
Fingal TA Sea town Rd, Town parks, Swords, Co. Dublin.	North Co Dublin Fingal County Council Area	Ongoing discussions between the DOE, Fingal County Council and the DDLETB.
Skerries Community College, Balbriggan St, Town parks, Skerries,	North Co Dublin Fingal County Council Area.	Tenders received. With Clarke & Co to be assessed. R1 to be submitted to DOE
Griffeen Community College, Ninth Lock Rd, Lucan, Co. Dublin	West Co Dublin. South Dublin County Council.	Funding approved by DOE Contractor on site.

NEW Schools Open 2020

- Eriu Community College, c/o Luttrellstown Community Centre, Porterstown Road, Clonsilla, Dublin 15

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- Colaiste Pobail Fola, Citywest Campus, Fortunestown Land, Citywest, Saggart, Co. Dublin
- Swords Community College/ Broadmeadow Community National School, Rathbeale Road, Swords, Co. Dublin

5. Correspondence from Government Department **Noted**

6. Correspondence from other **None**

7. Standing Order
Amendments to the Standing Orders were approved
Proposed: Cllr Yvonne Collins
Seconded: Cllr Joe Newman

8. Policies & Procedures **Noted**
a. DDLETB Policy Statement – Return to Work June 2020
b. Code of Conduct for Employees of DDLETB v1.3 jun20
c. Corporate Child Safeguarding Statement 2020

9. ETBI AGM 2nd October 2020 Open to all members to attend
Member agreed that all members were permitted to attend
Proposed: Cllr Joe Newman
Seconded: Cllr John Walsh

10. Board of Management members appointments

School/College	Representative group	Name of appointee	
Scoil Choilim	ETB	Pamela Conroy	Approved
Skerries CC	ETB	Michael O'Leary	Deferred
	ETB	Cllr Cathal Boland	Approved
	ETB	Cllr Shauna O'Rodaigh	Approved
Ériu CC	ETB	Cllr Cathal Boland	Approved
	ETB	Brendan O'Halloran	Approved

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	Community	Senator Emer Currie	Approved
	Staff	Alice McVeigh	Approved
	Staff	Damien Downey	Approved
Kingswood CC	ETB	Cllr Cathal Boland	Approved
Kishoge CC	ETB	Cllr Cathal Boland	Approved
Crannog Nua	ETB	Gerry McGuire	Approved
	ETB	Cllr Brigid Manton	Approved
Ballydowd Special Care Unit	ETB		Deferred
Broadmeadow CNS	ETB	Colm Kilgallon	Approved
	ETB	Paul McNally	Approved

11. To consider acceptance of gift, to BFEI, as set out in Section 29, ETB Act 2013.

Approved

Proposed: Cllr John Walsh

Seconded: Cllr Cathal Boland

12. Any other Business

Interview Boards

Clarification was sought in relation to training for ETB members for interview boards and the necessity for an ETB member to take a position on the Interview Board. Debbie Howlett referred to the online training available on the DDLETB Boards SharePoint and explained that a derogation was granted by the Department in relation to the participation of an ETB member on the Interview Board.

Cathaoirleach Resignation

Outgoing Cathaoirleach Cllr John Walsh thanked DDLETB and board members for all their hard work during his role as Cathaoirleach. He encouraged members to consider nominating themselves as new Cathaoirleach.

13. Next meeting

The following schedule of Meetings were approved for the current academic year

Monday 19th October 2020

Monday 16th November 2020

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Monday 18th January 2021
Tuesday 23rd February 2021
Monday 29th March 2021
Monday 17th May 2021
Monday 21st June 2021

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