

**MINUTES OF PROCEEDINGS OF A BOARD MEETING HELD ON THURSDAY,  
20 MARCH 2003 AT 2.30 PM IN THE BOARD ROOM**

**1. PRESENT** Mrs M Alexander (Chairman)

Mr P H Aiken	Mr C Mackin
Councillor P Brannigan	Councillor W J Martin
Mrs S R Brownlee	Mr W Mayne
Rev J Byrne	Councillor P P McAleer
Mr M P Campbell	Mrs D A McBride
Alderman F E Crowe	Rev C D McClure
Dr P Cunningham	Councillor W J McIlwrath
Mrs M E Donnell	Councillor S McRoberts
Mrs E Gill	Very Rev L M McVeigh
Councillor I E B Hanna	Very Rev S Rice
Councillor J Hanna	Mr J W Saunders
Alderman G A Hatch	Mr A G Sleator
Councillor A B Lewis	Rev Canon F D Swann

**2. IN ATTENDANCE**

Mrs H M McClenaghan, Mrs K C Ryan, Messrs W Burke, J F Curran, T M Heron, W B Weir and Mrs C Lavery.

**3. PROFESSIONAL QUALIFICATION IN HEADSHIP (PQH)**

The Chairman welcomed six of the eight teachers who had recently received this qualification and said that she hoped that more teachers would follow their example. Mr J Kearns on behalf of the group said that while the course had been quite demanding it was the most useful professional development course he had attended. In addition to helping him it had brought benefit to the pupils, other teachers and the Governors of his school.

Mrs McClenaghan said that it had been a pleasure to attend the graduation ceremony in Belfast Castle. About 150 teachers now held the PQH and she hoped that this number would increase although she accepted that it was difficult for a Principal teacher, particularly a teaching Principal, to release a colleague to undertake the course. The Regional Training Unit was now offering support to Principals of schools where PQH students were employed.

*(During the presentation Councillor J Hanna entered the meeting at 2.39 pm.)*

**4. APOLOGIES**

Apologies were received from Councillor J Feehan, Mr P C McAleavey, Mrs C M McCaul, Councillor P McGinn and Rev Canon W R Twaddell.

**5. APPOINTMENT OF OFFICERS**

The report\*\* (B/3/03/2) prepared by the Human Resources Officer was adopted.

## **6. MINUTES**

Mr Aiken said that he had asked a question about teacher substitution costs. He had sought clarification about the implementation of the attendance management policy and had received confirmation that the officers were aware of the problem. He believed that the matter should have been included in minute 8.1 and it was agreed to record his comment. Subject to this amendment the minutes\* (B/2/03/3) of the meeting held on 20 February were approved as an accurate record and were signed by the Chairman.

## **7. MATTERS ARISING FROM THE MINUTES**

### **7.1 TEACHERS' SALARIES (13.1)**

Mr Campbell said that the statement attributed to Mrs McBride in this minute was not quite accurate; he had not opposed the suggestion of appointing a Principal teacher for more than one school. The Chairman said that her recollection of the discussion at the Education Committee was that a small number of members had dissented from the recommendation.

### **7.2 ILLNESS OF REV CANON W R TWADDELL (7.1)**

The Board noted that Rev Canon Twaddell had written to thank it for its good wishes.

### **7.3 PRE-SCHOOL EDUCATION (6)**

Alderman Hatch asked what action was being taken as a result of a question raised by Mr Sleator in line 6 of the minute. He was informed that the matter would be discussed by the Pre-School Education Advisory Group. When Alderman Hatch asked about the standing of that Group Mrs McClenaghan said that it made a report annually to the Education Committee which was free to recommend either that the Board should accept it or return it for further consideration. In practice however there was sometimes limited time for the Education Committee to consider it and she asked if members would prefer the establishment of a sub-committee to examine pre-school education before the plan was brought to the Education Committee. Alderman Hatch said that he would support the idea and it was agreed to place it on the agenda for the next meeting of the Education Committee.

## **8. CHAIRMAN'S BUSINESS**

### **8.1 NEWRY SPECIAL SCHOOL : SOD CUTTING**

The Chairman reported that she had attended the ceremony on this site on 6 March.

### **8.2 EXCHANGE TEACHERS' DINNER**

The Chairman reported that she had attended a dinner on 8 March when exchange teachers had travelled from locations throughout the United Kingdom. She regretted the fact that no exchange teachers were based in the Southern area and only two in Northern Ireland.

**8.3 DEVELOPING EARLY LEARNING AND THINKING ABILITIES (DELTA)  
: TENTH ANNIVERSARY**

The Chairman reported that on 11 March she had attended a function to mark the tenth anniversary of the DELTA Programme. While it had started as a project for early learning it now included Key Stage 2 pupils and some parents had requested that secondary age pupils be included.

**8.4 CORPORATE PLAN 2003-2006 AND OPERATIONAL PLAN 2003-2004**

The Board noted copies\*\* of this document.

**8.5 CENTRAL MANAGEMENT SUPPORT UNIT : FUNDAMENTAL SERVICE  
REVIEW OF SPECIAL EDUCATION**

The Board noted copies\*\* of this document.

**9. NOMINATION TO OTHER BODIES : YOUTH COUNCIL FOR NORTHERN  
IRELAND (YCNI)**

Mrs McClenaghan read from a letter from the Department of Education setting out the functions of the YCNI and the criteria for membership. She invited interested members to speak to her before the end of the meeting and pointed out that interested persons required to obtain an application form which must then be completed and returned to the Department by 31 March.

Alderman Hatch sought and received confirmation that the persons nominated did not have to be Board members. He proposed that the Youth Service Advisory Sub-Committee should be invited to submit names. The Board agreed to this course of action and also to submit the name of Mr G Doran, Youth Adviser.

**10. FRAMEWORK TO GUIDE FUTURE WORKING TOGETHER OF THE  
EDUCATION AND TRAINING INSPECTORATE AND THE BOARD'S  
CURRICULUM AND ADVISORY SERVICE – AGREEMENT WITH DE  
INSPECTORATE**

Mrs McClenaghan explained that although there was a good working relationship between the Board's Advisers and the Department's Inspectors the Department had decided to prepare a framework document which would set out the principles of the partnership and would add a formal structure to what was already in place. The Board authorised the Chairman to sign a copy of the Agreement when it was finalised.

**11. PREMATURE RETIREMENT ON THE GROUNDS OF VOLUNTARY  
REDUNDANCY**

The Board noted a paper\* (B/3/03/8) and agreed to discuss this item in committee. When the Board resumed the Chief Executive reported that she had given figures in committee, that it was recommended that the undernoted Headquarters officers should be declared

redundant with costs as set out in the table and that while some teachers were concerned at the loss of expertise when the officers retired the quality of services would not, she believed, be affected by the changes. Her report was adopted.

<i>Officer</i>	<i>Post</i>	<i>Added Service</i>	<i>Total Cost to Board</i>
Mr T Coffey	Adviser	195 days	£29,661
Mr E J Kelly	Principal Officer	None	£19,975
Miss E M Keville	Education Officer	2 years 92 days	£42,880
Mr D A McMurray	Assistant Education Officer	2 years 36 days	£39,740
Mr H Pepper	Leading Architectural Technician	3 years 361 days	£41,849

*(Councillor A B Lewis left the meeting at 3.16 pm.)*

## **12. CODE OF CONDUCT FOR NON-TEACHING STAFF**

The Board adopted the revised Code\* (B/3/03/9) in substitution for the existing Code of Conduct for Headquarters staff.

## **13. PROPOSAL AS TO PRIMARY (INCLUDING NURSERY) AND SECONDARY EDUCATION NO 183 (TOBERLANE PRIMARY SCHOOL)**

Mrs McClenaghan presented the Proposal\* (B/3/03/10) and explained that ministers did not make decisions during a period of 6 weeks prior to the Assembly elections or thereafter until the Assembly had met. For this reason it might not be possible for the proposal to be approved early enough for the school to close at 31 August. Very Rev Fr McVeigh suggested that there would not be a problem if the school remained open but no pupils enrolled. Mrs McClenaghan said that the Board could not assume that every pupil would transfer if the school did not close.

The Board agreed to publish the Proposal subject to the addition at the end of the words “or as soon as possible thereafter”.

## **14. EDUCATION COMMITTEE : MINUTES**

### **14.1 PROPOSAL AS TO PRIMARY INCLUDING NURSERY AND SECONDARY EDUCATION NO 182 (ST MARY’S PRIMARY SCHOOL, POMEROY) (12)**

The Board noted that this was a maintained school and not as stated in the first line of the background information. It agreed to publish the Proposal.

### **14.2 SECONDARY TEACHERS’ CONSULTATIVE COMMITTEE MINUTES : INSURANCE GUIDE (9)**

Mr Aiken asked if the Consultative Committee’s recommendation in minute 6 that the Board should arrange seminars for principals to give advice about the insurance

guide required to be formally adopted or whether adoption was automatic if the minutes were adopted. Mrs McClenaghan said that the latter was the case.

**14.3 FREE FRUIT FOR SCHOOLS PROJECT (8)**

Alderman Hatch said that Mrs Gill's presentation had been excellent and that the project was worthwhile but that he noted that about one third of the pupils involved attended controlled schools and two thirds attended maintained schools. Mrs Gill said that the number of schools involved was equal. Alderman Hatch said that there was nevertheless an equality issue in that twice as many pupils from maintained schools were involved.

Mrs Gill said that the principal criteria were based on need and that the health and wellbeing of pupils was not equal. One of the measures used was the provision of free school meals. Alderman Hatch said that the impact of the criteria used appeared nevertheless to have created a substantial imbalance.

The minutes\* (E/3/03/11) of the meeting held on 4 March were adopted.

**15. TEACHING APPOINTMENTS COMMITTEE : MINUTES**

The minutes (TAC/2/03/12) of the meeting held on 28 February were noted.

**16. MEMBERSHIP COMMITTEE**

The minutes (M/2/03/13) of the meeting held on 20 February were noted.

**17. SPECIAL EDUCATION COMMITTEE : MINUTES**

The minutes\* (SE/2/03/14) of the meeting held on 20 February were adopted.

**18. SERVICES COMMITTEE : MINUTES**

**18.1 SCHOOL MEALS : PRICE INCREASE (6.1)**

Alderman Crowe drew attention to the recommendation contained in this minute.

**18.2 REVIEW OF CONCESSIONARY TRANSPORT (9)**

Alderman Hatch drew attention to the recommendation contained in this minute and explained that if it was adopted the officers would commence a process of wide ranging consultation. He drew attention to the timetable contained in Appendix 3 of the attached paper.

Councillor McAleer believed that the Board should publish a list of all routes where concessionary transport had been made available to any pupils. He asked if the savings mentioned in paragraph 3 of the minute amounted to a significant percentage of the transport budget and also sought clarification of the wording of paragraph 6.1 of the paper which he had found to be unclear.

Mr Heron said that the wording would be changed during the consultation process, that the saving of £209,000 represented a small percentage (less than 2%) of the budget and that he had not intended to publish a full list of routes where concessionary transport was provided. This was because the number of pupils changed frequently and nothing would be added to the process by including routes where concessionary transport was available to a very small number of pupils who would not be affected by any of the possible outcomes.

In response to a further question from Councillor McAleer, Mr Heron confirmed that the Board had not made a final decision and had not been asked to do so; an eight week consultative process would now start.

*(During the discussion of this item Mr C Mackin left the meeting at 3.30 pm.)*

### **18.3 MINOR IMPROVEMENTS PROGRAMME (12)**

Alderman Hatch drew attention to this minute and to the attached paper. He said that the programme included those items which had been identified as top priority but pointed out that the budget was insufficient to allow the Board to do all the work which ought to be done.

### **18.4 EMERGENCY PLAN (14)**

Mr Aiken drew attention to this minute and to page 4 of the accompanying Plan and asked why no representative of the Library Department had been included in the Integrated Emergency Management Team. Mrs McClenaghan reminded him that the post of Chief Librarian had been vacant when the work was being undertaken but that Mrs Ryan would be invited to attend, or nominate a colleague to attend, future meetings.

### **18.5 UPPER BANN INSTITUTE OF FURTHER AND HIGHER EDUCATION : TRANSFER OF LAND FROM THE BOARD (5)**

Alderman Crowe said that Alderman Hatch and he would like to have a progress report on this transaction. Mrs McClenaghan said that Mr McGee was currently on leave but that he would write to both members on his return.

The minutes\* (S/2/03/15) of the meeting held on 27 February were adopted.

*(Dr P Cunningham, Councillor W J Martin, Mr W Mayne, Councillor W J McIlwrath, Very Rev S Rice and Rev Canon F D Swann left the meeting at 3.55 pm.)*

**19. BEST VALUE COMMITTEE : MINUTES**

Mr Aiken referred to minute 7.1 and to minute 11 of the accompanying paper which related to concessionary seats. Mr Heron confirmed that the action to be taken would not conflict with the decision which the Board had just made arising from the minutes of the Services Committee.

The minutes\* (BV/2/03/16) of the meeting held on 24 February were adopted.

**20. LIBRARY COMMITTEE : MINUTES**

Mr Campbell drew attention to minutes 9 and 10 and drew the Board's attention to the fact that by adopting the minutes it would be adopting the Library Service Child Protection Policy and the Library Computers Acceptable Use Policy.

The minutes\* (L/2/03/17) of the meeting held on 25 February were adopted.

**21. CONSULTANTS' SELECTION PANEL : MINUTES**

The minutes\* (CSP/2/03/18) of the meeting held on 24 February were adopted.

The meeting ended at 4.00 pm.

\_\_\_\_\_  
**CHAIRMAN**

\_\_\_\_\_  
**CHIEF EXECUTIVE**

\_\_\_\_\_  
**DATE**

\* Paper circulated

\*\* Paper tabled

21 March 2003  
WBW/LMcC