

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

**1. PRESENT**

Mrs M Alexander (Chairman)

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

**2. IN ATTENDANCE**

Mrs H M McClenaghan, Messrs W Burke, J F Curran, T M Heron, P J A McGee, P Reid, W B Weir and Mrs C M Lavery.

**3. APOLOGIES**

Apologies were received from Councillor J F Bell, Councillor J Feehan, Mrs S M B Fitzpatrick, Councillor I E B Hanna, Mr C Mackin, Mr W Mayne, Mrs C M McCaul and Very Rev S Rice.

**4. APPOINTMENT OF OFFICERS**

The report\*\* (B/10/03/2) prepared by the Head of Human Resources was adopted.

**5. MINUTES**

Mr Campbell said that the second paragraph of minute 10.4 might not make clear his reason for referring to the high proportion of teaching Principals. He had said that a greater number of teaching Principals would be likely to lead to greater stress and increased absence. It was proposed by Mrs McBride, seconded by Mr Aiken and agreed that the minutes\* (B/9/03/3) of the meeting held on 18 September should be approved as an accurate record. They were signed by the Chairman.

*(Mrs S R Brownlee entered the meeting at 2.40 pm.)*

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

### **6.1 ECO SCHOOL GREEN FLAG STATUS (7.1)**

Mrs McClenaghan explained that following the last meeting she had been informed that Iveagh Primary School, which had been awarded Green Flag status in 2001 and 2002, had achieved the standard again in 2003. She said that all four schools had been invited to be represented at the start of the November meeting.

### **6.2 REVIEW OF LOCAL ADMINISTRATION (15)**

Mrs McClenaghan presented a letter\*\* (B/10/03/4) and copies of the Review document\*\*. She suggested that the officers should prepare the first draft of a response and circulate it to members and that the Board should meet at 12.00 noon on 20 November when the first draft would be discussed and developed with a view to holding a further discussion on 18 December, either at the December Board meeting or at a special meeting to be convened earlier that day. The Board agreed to discuss the first draft at 12.00 on 20 November and Mr Aiken asked if copies could be sent to members in advance of the issue of the agenda for the November Board meeting.

Mrs McClenaghan said that she planned to circulate pages 25-29 to the Board's staff, to hold meetings and to advise that individual responses should be made. She also proposed to meet Trade Unions before Christmas. The question of a response from the five Boards could be raised at a meeting of the ANIELB Executive Council.

### **6.3 ZERO RATING OF RECEPTION PROVISION (6.3)**

Mrs McClenaghan presented a letter\*\* (B/10/03/4) from the Department of Education and said that it would be considered by the Education Committee.

*(Mr P C McAleavey entered the meeting at 2.59 pm.)*

## **7. CHAIRMAN'S BUSINESS**

### **7.1 EDUCATION ACTION ZONES**

Mrs McClenaghan referred to the Minister's announcement\* (B/10/03/5) and explained that the officers would consider recommending the Board to make a bid that one or more areas within the Southern area should be designated as Education Action Zones when more information was available. Councillor Monteith said that he would be reluctant to vote for the selection of one or two districts. There was considerable need in various parts of the Board's area and he hoped that the introduction of Education Action Zones would give the Board an opportunity to do something worthwhile. Mr Burke pointed out that the amount of money available was relatively small and that it was likely that a substantial amount would be allocated to the greater Belfast area, which would leave a very limited sum for other areas.

## **7.2 STYLE OF BOARD AND COMMITTEE MINUTES**

Mrs McClenaghan commented on the difference in style and lack of standardisation in Board and Committee Minutes and explained that several colleagues had recently begun to record the minutes of Committees. She explained that she intended to hold a seminar for writers of minutes with a view to arriving at a common style.

## **8. POLICY COMMITTEE : REVISED SCHEME**

On the proposal of Mr Campbell, seconded by Alderman Hatch, the Board adopted the revised scheme\* (B/10/03/6) and authorised the Chairman and Chief Executive to seal and sign copies.

## **9. NORTHERN IRELAND AUDIT OFFICE : LETTER OF UNDERSTANDING**

Mrs McClenaghan drew attention to a letter\* (B/10/03/7) dated 12 September 2003 and to letters\*\* (B/10/03/7) dated 4 August and 9 October 2003.

She said that she had been uneasy at the prospect of being required to make minutes of Boards of Governors available to the Audit Office. She had always believed that minutes represented a bond of trust between Governors and the Board and hoped that it would never be necessary for the Audit Office to require officers to make such minutes available. She had also been concerned at a degree of ambiguity about the respective responsibilities of the Board and herself and about the need to confirm adherence to procedures not yet introduced. However, having made these points and received responses she would now sign the required document.

The Board supported the Chief Executive's point of view.

## **10. EDUCATION COMMITTEE : MINUTES**

### **10.1 ADVISORY SUB-COMMITTEE FOR CONTROLLED SCHOOLS : MINUTES (7)**

Mrs McBride drew attention to the availability of significant funding through public private partnerships. Mrs McClenaghan referred to Alderman Hatch's request for a copy of a standard contract. She explained that it was currently at a very early stage of development and would not be finalised for some time.

Mr Aiken highlighted his question in the seventh paragraph of the minute and said that he had queried the effect on the work of the Architectural and Property Department of schools, not libraries.

The minutes\* (E/9/03/8) of the meeting held on 30 September were adopted.

**11. TEACHING APPOINTMENTS COMMITTEE : MINUTES**

The minutes\* (TAC/9/03/9) of the meeting held on 23 September were noted. Mrs McClenaghan drew attention to an error in the appendix to the minutes where the wording in the second column of the line dealing with Hart Memorial Primary School should read "Transferred post from Hardy Memorial Primary School".

**12. COMMITTEE FOR THE APPOINTMENT OF PERIPATETIC TEACHERS : MINUTES**

The minutes\* (PT/9/03/10.1, PT/9/03/10.2 and PT/9/03/10.3) of the meetings held on 3 September, 17 September and 29 September were noted.

**13. SPECIAL EDUCATION COMMITTEE : MINUTES**

On the proposal of Mr Campbell, seconded by Dr Cunningham, the minutes\* (SE/9/03/11) of the meeting held on 18 September were adopted.

*(Rev Canon W R Twaddell left the meeting at 3.21 pm and Dr P Cunningham, Councillor W J Martin and Councillor S McRoberts left at 3.29 pm.)*

**14. SPECIAL BUSINESS COMMITTEE : MINUTES**

The minutes\* (SB/9/03/12) of the meeting held on 2 September were adopted.

**15. SERVICES COMMITTEE : MINUTES**

**15.1 CONCESSIONARY TRANSPORT : REVIEW OF ARRANGEMENTS (14)**

Alderman Hatch drew attention to the recommendation that option 3 be adopted and explained that in due course it would lead to the phasing out of concessionary transport on routes where there was a significant cost to the Board. Mr Heron said that in anticipation of the adoption of the minute he had written to all parents who would be affected by the recommendation. He also reminded the Board of the recommendation that it should not consider the adoption of option 3 until its November meeting.

Councillor McAleer said that his opposition to option 3, minuted in the sixth paragraph, had been expressed both on the grounds of Road Safety and from a concern about the long-term viability of some rural schools if concessionary transport was not available. This in turn could lead to the need for extensions at other schools which would mean that no real savings would be made. He was also concerned that the phasing out of concessionary transport for new pupils would have the effect of continuing such transport for older pupils while omitting younger children from the arrangements.

Councillor Monteith said that at the public meetings held in Dungannon there had been support for the view that the Board should advocate the introduction of universal free transport. He wished to know why this had not been put forward as one of the options. Mr Heron reminded him that the discussion was about consultation on concessionary transport arrangements for children for whom it was currently available. It was open to the Board to make a decision on the quite separate issue of advocating free transport for all pupils but such a proposal would not form part of the present discussion.

The Chairman reminded members that there would be an opportunity to discuss the matter fully at the November meeting.

Mr Sleator seconded the proposal that the minutes\* (S/9/03/13) of the meeting held on 25 September be adopted. This was agreed.

*(Councillor P Brannigan left the meeting at 3.38 pm.)*

## **16. LIBRARY COMMITTEE : MINUTES**

Mr Campbell proposed that the minutes\* (L/9/03/14) of the meeting held on 23 September be adopted and drew attention to the salient recommendations, particularly the increased use of Libraries (m12.4). His proposal was seconded by Mrs Brownlee and agreed.

## **7. CHAIRMAN'S BUSINESS (continued)**

### **7.3 TRANSPORT STRIKE**

Mr McAleavey drew attention to what he called the deplorable situation which would result from a strike of Ulsterbus drivers on the following day. He considered it important for schools to establish a routine and said that the routine of many schools would be badly disrupted by the strike. If such action was necessary he believed that substantially more notice would need to have been given. He was aware that a very considerable sum of money was paid by the Board to Translink for its services and believed that one week's notice was unacceptable.

The Chairman confirmed that a letter had been sent to schools immediately the officers were notified of a possible strike and read extracts from the letter.

In reply to a question from Mr Aiken, Mr Heron confirmed that the Board's officers had been in regular contact with Translink and had reminded it of the terms of its contract with the Board. Mr Aiken proposed that a further letter should be sent to express the concern of the Board at the issue. In reply to a question from Alderman Hatch, Mr Heron said that the officers were actively considering the format of a claim against Translink in respect of the service which would not be provided.

The meeting ended at 3.48 pm.

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**CHAIRMAN**

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**CHIEF EXECUTIVE**

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

\* Paper circulated

\*\* Paper tabled

WBW/AE  
17 October 2003