

**MINUTES OF PROCEEDINGS OF A BOARD MEETING HELD ON THURSDAY 16 JUNE 2005 AT 2.30 PM IN THE BOARD ROOM**

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

Mr P H Aiken	Mrs D A McBride
Mrs S R Brownlee	Mrs C M McCaul
Rev J Bryne	Rev C D McClure
Mr M P Campbell	Very Rev L M McVeigh
Dr P Cunningham	Very Rev S Rice
Mrs M E Donnell	Mr A G Sleator
Mr C Mackin	Rev Canon F D Swann
Mr W Mayne	

**2. IN ATTENDANCE**

Mrs H M McClenaghan, Mr W Burke, Mr T M Heron, Mr A P Murphy, Mr B O'Hara, Mr G P Butler and for part of the meeting Mr R Gregg.

**3. APOLOGIES**

Apologies were received from Mr P C McAleavey, Mr W J Saunders and Rev Canon W R Twaddell.

Mrs McClenaghan informed members that the proposed performance by St Ronan's Primary School Choir had been postponed until a later meeting due to the illness of a member of staff of the school.

**4. APPOINTMENT OF OFFICERS**

On the proposal of Mrs Campbell seconded by Mrs Brownlee, the report\*\* (B/06/05/2) prepared by the Human Resources Manager was adopted.

**5. MINUTES OF BOARD MEETING HELD ON 19 MAY 2005**

The Chairman drew the attention of members to three corrections to the minutes:

Page 5 2<sup>nd</sup> paragraph "experience" should read 'experienced'.

Page 6 2<sup>nd</sup> paragraph 'written asking if they wished' amended to 'written to asking if they wished'.

Page 6 3<sup>rd</sup> paragraph should have read 'Coagh Primary School regarding Development Proposal 200'.

On the proposal of Fr Rice, seconded by Mrs Donnell the minutes \* (B/5/05/3) of the meeting held on 19 May 2005, subject to the corrections listed above, were approved as an accurate record and signed by the Chairman and the Chief Executive.

**6. MATTERS ARISING FROM THE MINUTES**

There were no matters arising.

**7. CHAIRMAN'S BUSINESS**

**7.1. TERMINATION OF EARLY AFTERNOON TRANSPORT SERVICE: DEPUTATION FROM BRACKENAGH WEST PRIMARY SCHOOL**

The Chairman informed members that a delegation from Brackenagh West Primary School consisting of Mr John McBride and Mr Gary Holmes wished to make a presentation on the termination of the early afternoon transport service. The Chairman said that the request had been agreed on the basis that there were a numbers of issues which were common to all schools.

Mrs McClenaghan reminded members of the procedures relating to delegations, namely that the 2 speakers would give their presentation, clarification could then sought from them and a discussion could follow when the deputation had left. Mrs McClenaghan informed members that the delegation had been invited to make their presentation at 3.00 pm. It was agreed that this would be deferred until that time

*(Mr Mayne entered the meeting at 2.37 pm.)*

**7.2. DEVELOPMENT PROPOSAL NO 192: AGREEMENT OF MINISTER TO CLOSURE OF TULLYMACARETTE PRIMARY SCHOOL**

The Chairman invited Mrs McClenaghan to provide information on Tullymacarette Primary School. In doing so Mrs McClenaghan explained the linkage of the closure to the opening of the rebuilt Dromore Central Primary School. She informed members that the Minister had agreed to the closure of Tullymacarette Primary School on 31 August 2007 or as soon as possible thereafter.

**7.3. LETTER FROM DEPARTMENT OF EDUCATION: DE APPOINTMENTS TO CCMS AND DIOCESAN EDUCATION COMMITTEES**

The Chairman referred to a letter that the Board had recently received from the Department of Education regarding appointments to CCMS and Diocesan Education Committees. The letter had stated that the Department would consider appointments before 31 December 2005 and that application forms would be available shortly.

#### **7.4. GAP BETWEEN THE END OF THE PRESENT AND THE START OF THE NEW BOARD**

Mrs McClenaghan explained the position regarding the present board finishing on the 30 June and the new Board having its first meeting on 28 July 2005. In the light of this Mrs McClenaghan sought, and obtained, approval from the Board to have executive powers for use in the most extenuating circumstances in order to maintain the work of the Board. This would include areas of work such as the appointment of staff.

#### **7.5. AMMA CELEBRATION OF CREATIVITY**

The Chairman thanked Mrs McClenaghan and the rest of the Senior Management team for the fantastic evening members had enjoyed on 10 June 2005 in the Market Place Theatre. She congratulated staff on the creative nature of the events and thanked them for their work in putting together the performance for the evening.

#### **7.6. INVITATION TO MINISTERS**

Mrs McClenaghan reported that both Ministers had now accepted the invitations from the Board to attend a future meeting. She informed members that Mrs Angela Smith will be attending the September meeting and that Mr David Hanson will be attending on a date which had still to be arranged.

### **8. NEW PROCUREMENT AND DELIVERY ARRANGEMENTS FOR THE SCHOOLS' ESTATE IN NORTHERN IRELAND**

Mr Murphy provided members with the background to the paper and highlighted the seven questions asked in the response document along with the working group's response to these. He highlighted the need to build on the current specialist expertise that exists within the 5 Boards and to avoid the loss of the resource of developed knowledge and skills. Mr Murphy spoke about the need for the Department of Education to be very involved in change management. This, he said, would be particularly important since the successful operation of the school estate must continue during the evolution process for the new procedures which could take from 3 to 4 years. Amongst the other main points highlighted were the following:

- the strength of the existing Maintenance Section of the SELB in delivering an effective service for all their clients;
- the matching of the school population to need;
- the need to utilise 15-20 year population projections in our planning;
- the need to maintain an appropriate balance between Public Private Partnerships and Traditional Build;
- the need for a realistic ongoing review of the advantages and disadvantages of the Public Private Partnerships approach;
- the vital importance of the Department of Education having a Small Schools Policy;
- the need to ensure that design does not suffer as a result of the new processes;

- the requirement for planning guidelines to be provided by the Department of Education;
- the necessity for the client function in relation to estate and conditions surveys to continue to be carried out by the Public Sector;
- the need to take account of the proposals arising from the Review of Public Administration;
- the need to take account of condition, suitability and sufficiency of the estate in any planning arrangements; and
- the necessity for the production of a 10 year strategic plan for the school estate by the SELB and the Department of Education.

Mr Mackin in welcoming anything that improved the quality of schools expressed his ongoing concerns about the rationalisation of small schools.

The adoption of the response \* (B/6/05/6) was proposed by Fr Byrne and seconded by Canon Swann.

*(Rev McClure entered the meeting at 2.45 pm. during discussion on this item)*

**After the conclusion of this item the delegation from Brackenagh West entered the meeting to contribute to item 7.1: Termination of early afternoon transport service: deputation from Brackenagh West Primary School**

The Chairman welcomed Mr McBride and Mr Holmes to the meeting and explained the procedure to them.

Mr McBride in response thanked the members for agreeing to let them present the case to the Board. He stated their objection to the termination of the early bus service and highlighted their concerns about the delay in the notification of the change to parents and the proximity of this notification so close to the summer holidays. He requested that the service be reinstated with immediate effect.

In his presentation he highlighted a number of issues including the following:

The impact of the change on:

- The road network due to increased use of private transport;
- Families with one car;
- Working parents;
- The school and the requirement for the staff of the school to make additional provision;
- The young children who are tired by the present bus time; and
- Health and Safety of the pupils and staff at the school.

Mr McBride also highlighted the duty of care that the Board had both in relation to pupils and the staff of the school. He also asked questions about the situation regarding the early bus service for children who had a statement of special education need and the assistance provided to children attending integrated schools.

In concluding his presentation Mr McBride asked the Board to consider the fact that all children were special including those who attended Brackenagh West Primary School and he asked that the Board reconsider its decision to cut the early service. Mr Holmes confirmed that he supported fully everything Mr McBride said and that he had nothing further to add.

The Chairman thanked the delegation for their thorough presentation and asked the members if they had any questions.

Mr Mackin commended the delegates for the standard of the presentation and asked about the duty of care to the school if the pupils were not picked up at 2 o'clock. Mr Holmes in response said that this was their greatest area of concern particularly because of the road network around the school and the lack of parking facilities at the school.

Mr Mackin asked whether the delegates considered that they might lose pupils as a result of the change. Mr Holmes, in response, stated that this could be the case particularly where parents could move their children to other schools which could afford to employ additional staff to make additional provision until the time of the bus pick up.

In response to a question from Mr Campbell about their concerns regarding the safety of the pupils, Mr McBride said that as the school was on a blind spot on the road parents and staff had serious concerns about the potential for an accident being increased.

Mrs McBride emphasised the fact that the SELB was the only Board who had made universal provision and she spoke about the difficult decisions members had had to make in the light of the budget allocation that had been received.

Mrs McCaul in congratulating the delegates on their presentation outlined her own experiences with small schools. She emphasised how some other schools had looked at alternative solutions such as the provision of a minibus or getting parents to share the transport. She emphasised the fact that reluctantly Board members had agreed to the change because of the current financial constraints.

Mr Holmes said that parents were concerned about the difficulties that sharing transport presented regarding the insurance of their cars and he said that this had been highlighted in the case to the Minister for Education. He also highlighted the fact that at least two parents would have to give up their work if they had to pick up their children at 2.00 p.m.

Mr McBride said that there appeared to be a large sum of additional money for after school clubs in England but that Northern Ireland appeared to be losing out on this money.

In response to a question from Rev Mr McClure about the number of children affected by the change, Mr McBride said there were probably between 40/50 children.

Mr Mayne asked if there had been any undertaking given about the early bus service at the time of the formation of Brackenagh West as the result of the amalgamation.

Mrs McClenaghan responded to the questions raised. In relation to the question regarding a child with special education needs she informed the delegates and members that this would only be the case where the statement specified the maximum number of hours the child should spend in school. In response to the assistance provided to children attending an Integrated Primary Section Mrs McClenaghan confirmed that where there is no public or private transport service the parents would receive a contribution to the cost equivalent to the Ulsterbus flat rate. In response to the question about any promises given at the time of the amalgamation Mrs McClenaghan suggested that officers of the former Down County Education Committee would not have referred to that level of detail. Mrs McClenaghan also confirmed that approval had been obtained from the Board in September 2004 to enter into negotiations to secure additional land at the school to provide additional parking spaces.

In response to a question from Mr McBride about the reason why the Board provided transport to Integrated Schools, Mrs McClenaghan explained that where pupils qualified for transport it was to their nearest "suitable school". She explained that this meant categories such as Controlled, Maintained, Integrated and Irish medium.

The Chairman, having confirmed that there were no further questions, thanked Mr McBride and Mr Holmes for their contribution and she informed them that members would discuss the issues raised. Mr Holmes and Mr McBride then left the meeting.

The Chairman invited comments from members. Mr Mackin highlighted the fact that this was the first of the cutbacks that would have a direct impact on the schools. He said it would impact on a large number of schools and would produce a major change in the ethos of many schools. He spoke of his concern that parents would move their children to schools that could provide transport resulting in a disproportionate impact on small rural schools. He suggested that the views of the Inspectorate should be sought on who is responsible for the children in the period between when they would previously have been picked up and their new pick up time.

Rev Mr McClure noted that a number of the issues that had been raised in the presentation were outside the remit of the Board and he asked what could be done.

The Chairman informed members that there was nothing that the Board could do as the money to fund the service would have to be taken from somewhere else. Mrs McClenaghan confirmed that the additional funding allocation that had been rumoured in the press was expected to be highly directive in its nature.

Following a discussion on issues regarding the requirements on the schools it was agreed that while that was much sympathy amongst members in relation to this service it would not be advisable to rescind the decision to terminate the service since this would have an impact on other services.

Mr Mackin asked whether it would be possible to qualify this agreement with a statement that if finances became available the decision to terminate the service would be rescinded. Mrs McClenaghan said that she would be concerned about the impact of this legacy on the new Board. The Chairman concluded the discussion by emphasising the fact that she also understood that any additional allocations would be heavily earmarked.

*(Fr McVeigh entered the meeting at 3.20 pm. during discussion of this item.  
Dr Cunningham and Fr Rice left the meeting at 3.45 pm. after the conclusion of this item.)*

**9. POLICY COMMITTEE: MINUTES OF MEETING HELD ON 28 APRIL 2005**

**9.1. MINUTES OF MEETING HELD ON 28 APRIL 2005**

**9.2. MINUTES OF MEETING HELD ON 4 MAY 2005**

Mrs McClenaghan informed members that the first meeting was an adjourned meeting and that the minutes\* (P/4/05/15.1) of the meeting held on 28<sup>th</sup> April 2005 and the minutes \*(P/5/05/15.2) of the meeting held on 4 May 2005 could be considered together. She informed members that the views of the Policy Committee on the Review of Public Administration would be incorporated into the response to that document drawn up by the new Board. She also informed members that sitting alongside that response would be a response where the Chief Executives would outline a set of options.

Mr Campbell queried the final statement on page 137 of the minutes and Mrs Alexander agreed that instead of “not through Principals” it should read “and Principals”.

Mr Aiken asked whether the Property Sub-Committee was necessary. Mrs McClenaghan, in response, pointed out the need for this committee particularly in the light of the proposed major investment in the capital infrastructure.

Mr Aiken referred to the proposal to establish a separate Finance Committee and spoke about the alternative he had suggested at the meeting. This was for the Policy Committee to be responsible for looking at finance and that this could be cross checked by the Audit Committee.

Mrs McClenaghan responded by referring to the Jack Report and the recommendations contained within it particularly with reference to the requirement for a Finance Committee. She confirmed that it would be her wish that the Board complied with the Jack Report.

Mr Aiken suggested that since there were no elected members present, the Board should take account of the situation in the North Eastern Education and Library Board where they had commended the new committees to the new Board and deferred a decision on the new committees until the new Board.

Mrs McClenaghan spoke about the practicalities of such a decision and the need for decisions to be taken at the first meeting of the new Board on who sat on which committees. She recommended that acceptance of the new committee structure would provide the new members with the benefit of the experiences of the present Board members.

Mrs Brownlee supported the view of Mrs McClenaghan on the need for a Finance Committee and Property Services Committee but highlighted the need to regularise the meeting schedule for the Property Services Committees. Mrs McBride and Mrs McCaul also spoke in support of the views of Mrs McClenaghan.

The Chairman highlighted the need for full details of the anticipated commitments for each committee to be set out for Board members to ensure they fully understood what they were taking on. She highlighted incidents where a number of committees were unable to make decision because they were not quorate.

The adoption of the minutes\* (P/4/05/15.1) and \*(P/5/05/15.2) of the Policy Committee meetings held on 28<sup>th</sup> April 2005 and 4 June 2005 was proposed by Mr Aiken and seconded by Mrs Brownlee.

*(Mr Aiken left the meeting at 4.20. p.m. after the conclusion of this item)*

**10. SCHEME SPECIFYING THE DUTIES AND RESPONSIBILITIES TO BE DISCHARGED AND THE PROCEDURE TO BE FOLLOWED BY THE AUDIT COMMITTEE OF THE SOUTHERN EDUCATION AND LIBRARY BOARD**

Mr Sleator spoke about the proposed changes to the scheme resulting from the impact of changes in Governance. This includes the Statement of Internal Controls, and the statement from the Head of Internal Audit in relation to the effectiveness of the Boards Internal Controls system.

On the proposal of Mrs McCaul, seconded by Mrs Donnell, the scheme \*\* (B/6/05/7) was approved.

**11. SCHEME SPECIFYING THE DUTIES AND RESPONSIBILITIES TO BE DISCHARGED AND THE PROCEDURE TO BE FOLLOWED BY THE FINANCE COMMITTEE OF THE SOUTHERN EDUCATION AND LIBRARY BOARD**

Mrs McClenaghan spoke about the importance of the new Finance Committee which demonstrated the significance of finance as high on the agenda of all public bodies. The Chairman stressed the importance of the Finance Committee for the Board

On the proposal of Canon Swann, seconded by Mr Sleator, the scheme \* (B/6/05/8) was approved.

**12. REVISED SCHEME SPECIFYING THE DUTIES AND RESPONSIBILITIES TO BE DISCHARGED AND THE PROCEDURE TO BE FOLLOWED BY THE SERVICES COMMITTEE OF THE SOUTHERN EDUCATION AND LIBRARY BOARD**

On the proposal of Mrs McBride, seconded by Mr Campbell, the revised scheme \*(B/6/05/9) was approved.

**13. ANNUAL ACCOUNTS 2001/2002**

Mr Heron presented the Annual Accounts for 2001/02 for approval. He stated that when these were first presented to the Services Committee on 27 June 2002 they were subject to audit. Audit was now complete and the Comptroller and Auditor General has indicated that once the Board approved this version of the Accounts he would immediately certify them as presenting a true and fair view of the state of affairs of the Board. Mr Heron highlighted note 34 of the Accounts which stated that the Board had met its key financial target of containing expenditure within approved limits. He explained that the main difference between this version of the Accounts and those presented in 2002 was that the accounting policy on income recognition specified by the Department of Education had changed. Previously all allocations from the Department of Education were shown as income. Now only the level of allocations which have been spent are shown as income, unspent allocations are shown under note 5 of the Accounts as a funding commitment for the following year or end year flexibility. To implement this change for 2001/02 it was necessary to exclude previous accumulated carry-overs through the Income and Expenditure Account and therefore it shows an artificial deficit. Mr Heron stated that this accounting policy change made the Accounts more difficult to understand. He recommended the Accounts for approval.

Approval for the Chairman and Chief Executive to sign the Accounts was proposed by Mr Sleator and seconded by Mr Campbell.

*(Mr Mackin left the meeting at 4.30 pm. at the conclusion of this item)*

**14. ANNUAL ACCOUNTS 2002/2003**

Mr Heron presented the Annual Accounts for 2002/03 for approval. He stated that, apart from the change in policy on income recognition, the main reason for the delay in completion was complete revaluation of the estate, as shown in note 12 of the Accounts. Mr Heron stated that the small surplus on the Income and Expenditure Account mainly related to the surplus of DCAL income over expenditure. He drew attention to note 5 showing the funding commitment/end year flexibility in relation to DE and DEL. He also highlighted the schools carry-over position shown in note 21. Mr Heron recommended the Accounts for approval.

Approval for the Chairman and Chief Executive to sign the Accounts was proposed by Mrs Brownlee and seconded by Mrs Donnell.

The Chairman thanked Mr Heron for his work on the accounts.

**15. PEACE II EXTENSION**

Mrs McClenaghan reported that the Peace II Extension had been announced on 3 June 2005 with a total of £80 million available for the completed programme. The Youth Education Social Inclusion Partnership, of which the SELB was the lead partner, had secured £5 million for Measure 2.2. This would be split on a 50/50 basis between formal and non-formal education.

Members congratulated Board officers on securing the funding for YESIP.

**16. EDUCATION COMMITTEE : MINUTES OF MEETING HELD ON 31 MAY 2005**

Mrs McBride in presenting the minutes drew attention to three items:

Minute 5: The uncertainty created by the publication of the document on “New Admissions Arrangements for Post-Primary Schools”. She highlighted particular concerns regarding the pupil profiles and the impact of the proposed changes on the two tier system in Craigavon.

Minute 6: The continuing difficulties with the available places in the Pre-School Sector not being in the areas where they were required. She also spoke about the ongoing problem with 2 year olds in the Nursery Schools.

Minute 10: Mrs McBride spoke about the allocation of funding to schools under the Class Size Initiative and alerted members to the expenditure of £265,000 in the current year

On the proposal of Mrs McBride, seconded by Mr Campbell, the minutes\* (E/5/05/13) of the meeting held on 31 May 2005 were adopted.

**17. SPECIAL EDUCATION COMMITTEE : MINUTES OF MEETING HELD ON 19 MAY 2005**

Mrs McCaul in presenting the minutes drew attention to three items:

Minute 5.1: The meeting with Principals of Special Schools about the New Criteria for Admissions to Special Schools.

Minute 6.1: Mrs McCaul paid tribute to officers on their management of the reorganisation of Special Education. She highlighted the fact that despite the demographic downturn in pupil numbers there had been 300 additional referrals to the service in the past year.

Minute 8: Mrs McCaul highlighted the appointment referred to in the minutes was a temporary appointment to cover the Summer Scheme.

On the proposal of Mrs McCaul, seconded by Mrs Donnell, the minutes\* (SE/5/05/14) of the meeting held on 19 May 2005 were adopted.

**18. CONSULTANTS' SELECTION PANEL: MINUTES OF MEETING HELD ON 19 MAY 2005**

Canon Swann proposed the adoption of the minutes\* (CSP/5/05/16) of the meeting held on 19 May 2005 and assured members that the procedures had been carried out in line with the scheme. Mr Gregg seconded the proposal.

**19. TEACHERS' STAFFING COMMITTEE : MINUTES OF MEETING HELD ON 22 APRIL 2005**

The minutes\* (TSC/4/05/17) of the meeting held on 22 April 2005 were noted.

**20. TEACHING APPOINTMENTS COMMITTEE :**

**20.1. MINUTES OF MEETING HELD ON 2 JUNE 2005**

The minutes\* (TAC/6/05/18.1) of the meeting held on 2 June 2005 were noted.

**20.2. MINUTES OF MEETING HELD ON 6 JUNE 2005**

The minutes\* (TAC/6/05/18.2) of the meeting held on 6 June 2005 were noted.

**21. PERIPATETIC TEACHERS:**

**21.1. MINUTES OF MEETING HELD ON 28 APRIL 2005**

The minutes\* (PT/4/05/19.1) of the meeting held on 28 April 2005 were noted.

**21.2. MINUTES OF MEETING HELD ON 16 MAY 2005**

The minutes\* (PT/5/05/19.2) of the meeting held on 16 May 2005 were noted.

**22. REDUNDANCY: ST FRANCIS PRIMARY SCHOOL, LURGAN  
ANNAGHMORE PRIMARY SCHOOL (2)**

Mrs McCaul proposed, and Mrs Brownlee seconded, a proposal to go into Committee to discuss the proposed redundancies

Mr Campbell proposed, and Fr Byrne seconded, a proposal to come out of Committee.

Mrs Brownlee proposed and Mrs McBride seconded that Mrs B Hamill and Mrs M Simpson should be given voluntary redundancy. This was unanimously agreed by the members present.

**23. PROPOSED DATES FOR FUTURE BOARD AND COMMITTEE MEETINGS**

Mrs McClenaghan referred members to paper \* (B/6/05/21) and she explained the rationale behind the proposed arrangement of meetings.

Following a discussion on the merits of the proposals Canon Swann proposed, and Mrs Donnell seconded, acceptance of the proposed timetable and members agreed

**24. ASSOCIATION OF NORTHERN IRELAND EDUCATION AND LIBRARY  
BOARDS:**

**24.1. MINUTES OF MEETING HELD ON 4 MAY 2005**

The minutes\* (B/4/05/22.1) of the meeting held on 4 May 2005 were noted.

**24.2. MINUTES OF MEETING HELD ON 1 JUNE 2005**

The minutes\*\* (B/6/05/22.2) of the meeting held on 16 May 2005 were noted

**25. FINAL COMMENTS FROM THE CHAIRMAN**

As it was the last meeting of the present Board Mrs Alexander spoke about the difficult decisions the members had had to take during the past few months. She thanked members and officers for their support not only during this difficult time but throughout her complete term of office. She paid tribute to the professionalism of Mrs McClenaghan and thanked her for all her work for the Board and for her support to the Chairman. She finished her input by reading an extract from her "Life after the Board".

Mrs McClenaghan echoed the thanks of the Chairman and thanked the Chairman, Vice-Chairman and members for their help and dedication to the Board.

Mrs McBride, on behalf of the members, congratulated Mrs Alexander on her chairing of the Board particularly during the recent period of difficult decisions

The meeting ended at 4.59 pm.

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**CHAIRMAN**

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**CHIEF EXECUTIVE**

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

\* **Paper circulated**

\*\* **Paper tabled**