

MINUTES OF PROCEEDINGS OF A MEETING OF THE BOARD HELD ON WEDNESDAY, 13 DECEMBER 2006 AT 2.30 PM IN THE BOARD ROOM

1. PRESENT Mrs M E Donnell (Chairperson)

Mr P H Aiken	Councillor P P McAleer
Councillor P Brannigan	Mr A McCreesh
Rev J Byrne	Councillor J McCrum
Mr M P Campbell	Rev Canon J McKegney
Dr P Cunningham	Councillor S McRoberts
Councillor F Dawson	Very Rev L M McVeigh
Mr P Gildea	Councillor R Mulligan
Councillor J Hanna	Professor P Murphy
Councillor R A Harkness	Mr A G Sleator
Dr M Hollinger	Rev D Somerville
Mr C Mackin	Mr J K Twyble
Mrs M M Magennis	Councillor Dr P A Weir
Mr W Mayne	Mrs E Wright

2. IN ATTENDANCE

Mrs H M McClenaghan, Dr C Mangan, Mrs K Ryan, Messrs R Bullick, G P Butler, J Curran, T M Heron, P Mackey, A P Murphy, Mrs L McCall and for part of the meeting Mrs F McCorry, Mrs K O'Hanlon, Mr G Doran and Mr R McCreery.

3. WELCOME

The Chairperson welcomed Mr I R Russell, Principal of Banbridge High School, Miss J McClelland and Jessica Gilmore, Naomi McDowell and Laura-Jayne Simms, pupils at the school. The pupils explained that they had participated in a European debate in Paris on eco issues and gave a presentation to the Members on recycling initiatives undertaken by pupils throughout the school.

The Chairperson welcomed Mr W J Wilkinson, Principal of Dromore High School, Mr G Gibson, Building Supervisor, and Oliver White and Roderick Tate, pupils at the school. Mr McCreery advised that the Board, in conjunction with Dromore High School, had achieved ISO 14001. This meant that Dromore High School was the first school in the United Kingdom to obtain the internationally recognised accreditation. The pupils outlined to Members the practices put in place by the school's pupil council to deal with environmental issues.

Members congratulated the two schools on their excellent achievements.

The Chairperson also congratulated Mrs O'Hanlon, Adviser for Literacy, for winning the 'Northern Award for outstanding contribution to Education' sponsored by Allianz.

The Chairperson introduced Martin Leonard, a pupil from St Brigid's High School, Armagh, who was on work placement with the Board during that week.

4. APOLOGIES

Apologies were received from Mrs S R Brownlee, Mr B Doran, Mrs C M McCaul and Councillor B Monteith.

5. APPOINTMENT OF OFFICERS

Mrs McClenaghan drew attention to funding arrangements for posts contained within the report. It was proposed by Mr Campbell, seconded by Councillor Harkness, and agreed that the report** (B/12/06/2) prepared by the Head of Human Resources be adopted.

6. BOARD MEETING : MINUTES OF MEETING HELD ON 8 NOVEMBER 2006

On the proposal of Councillor McCrum, seconded by Councillor McRoberts, the minutes* (B/11/06/3) of the meeting held on 8 November 2006 were approved as an accurate record and were signed by the Chairperson and the Chief Executive.

7. MATTERS ARISING FROM THE MINUTES

7.1 CONSIDERATION OF RPA POLICY PAPERS (6.1)

Mrs McClenaghan highlighted the importance of school principals and governors being aware of the proposals being put forward in the policy papers*. She advised that arrangements were being made to facilitate meetings with principals and governors during January at venues throughout the Board's area. She urged Members, as governors, to attend these meetings which were set out in the schedule* (B/12/06/4.1).

It was proposed by Mr Campbell, seconded by Mr Twyble, and agreed that the Chairpersons' Committee would meet to prepare a response to the policy papers on Wednesday, 17 January 2007 at 1.30 pm. It was further agreed that the Transferors' representatives would also be invited to attend the meeting. Mrs McClenaghan advised that issues raised by principals and governors would be presented at the meeting.

(Professor Murphy entered the meeting at 3.10 pm.)

Rev Canon McKegney referred to the proposal relating to management compositions of Boards of Governors in policy paper no 5 and queried the legalities involved in the proposed categories. Mrs McClenaghan confirmed that she would raise this issue with the Education and Library Boards' Legal Service.

(Councillor Dr Weir entered the meeting at 3.13 pm.)

7.2 JOINT EDUCATION COMMITTEE MINUTES : LEAD BOARD RESPONSIBILITIES (9)

The paper* (B/12/06/4.2) listing the organisations on which the Board had been designated lead Board was noted. Mrs McClenaghan outlined the lead responsibilities undertaken by the other Boards as set out in the paper** (B/12/06/4.2).

8. CHAIRPERSON'S BUSINESS

8.1 NEWS RELEASE : EAGLE RESPONDS TO BAIN REPORT AND APPOINTS CHIEF EXECUTIVE (DESIGNATE) FOR NEW EDUCATION AUTHORITY

The Board noted the News Release** (B/12/06/5) dated 12 December 2006 which announced the appointment of Mr Gavin Boyd, Chief Executive of the NI Council

for the Curriculum, Examinations and Assessment as Chief Executive (Designate) to the new Education and Skills Authority.

8.2 SCHOOL VISITS BY CHAIRPERSON AND CHIEF EXECUTIVE

The Chairperson reported that the Chief Executive and she had visited Cortamlet, Foley, Keady, Lisnadill and Newtownhamilton Primary Schools and Newtownhamilton High School on 1 December 2006.

9. BOARD MEMBERSHIP

9.1 RESIGNATION OF COUNCILLOR MCKEVITT FROM THE BOARD

The Chief Executive reported that Councillor K McKeivitt had resigned from the Board. The Board noted that the Minister had not yet written to advise the appointment of a replacement member from Newry and Mourne District Council.

9.2 SCHOOLS AND SERVICES COMMITTEE : APPOINTMENT OF MR M P CAMPBELL

As a result of the revised reporting arrangements for the Advisory Sub-Committee to the Schools and Services Committee, it was proposed by Mr Twyble, seconded by Rev Canon McKegney, and agreed that Mr Campbell be appointed to serve on the Schools and Services Committee.

9.3 AMENDMENTS TO SCHEMES FOR COMMITTEES WHERE THE MEMBERSHIP IS AFFECTED BY THE ESTABLISHMENT OF JOINT COMMITTEES

Mrs McClenaghan outlined the contents of the paper* (B/12/06/3) which identified a need for changes to Schemes for the Remuneration Committee and the Chairpersons' Committee.

The Board agreed that these Schemes would be amended to take account of the following:

- The chairpersons of Youth and Children & Young People's Services Committees would serve on the Chairpersons' Committee.
- The chairpersons of Youth, Children & Young People's Services and Audit Committees would serve on the Remuneration Committee.
- Membership involving the chairpersons of the Education, Youth and Children & Young People's Services Committees would take account of the joint working arrangements and permit either the Chairperson or Vice-Chairperson from the Southern Board to serve.

(Councillor Mulligan left the meeting at 3.32 pm.)

10. REVIEW OF INDEPENDENT STRATEGIC REVIEW OF EDUCATION – SCHOOLS FOR THE FUTURE : FUNDING, STRATEGY, SHARING

Mrs McClenaghan referred to the necessity for officers to have time to fully consider the contents of the Report*. The Board agreed that the Report would be referred to a future meeting of the Schools & Services Committee.

Mrs McClenaghan drew attention to the statement** (B/12/06/7) from the Minister for Education to all schools in response to the Independent Review of Education. She highlighted the Minister's statement that the Review was not an agenda to close small schools and also that the approach to new thresholds would be planned carefully and with the educational interests of pupils remaining paramount.

Mr Sleator referred to the Minister's statement in relation to the review of capital projects which had previously been announced for funding and for which planning was underway. Mr Murphy stated that DE had different systems for identifying schools with enrolment thresholds of 500 and had taken cognisance of senior high schools. He advised that DE had undertaken to issue guidance on Area Planning in the New Year.

Mrs McClenaghan stated that Mr Robson Davison had been very impressed with the Craigavon two-tier system during his visit to the area in September and advised that DE was keeping the two-tier system under consideration. However she outlined changes which could result to admission arrangements to senior high schools should current government arrangements continue to apply.

Councillor Hanna queried the effect of the Minister's statement on the capital works planned for Abercorn Primary School. Mr Murphy stated that all economic appraisals for capital projects would now be proofed against certain criteria which would take account of the total area need with no project being pursued in isolation. He advised that DE was not responding negatively to the works proposed for Abercorn Primary School.

11. ANNUAL REPORTS 2004/05 & 2005/06

Mr Heron stated that the Annual Reports* for 2004/05 and 2005/06 had taken account of the format specified by the Cabinet Office and the Financial Reporting Manual. He outlined the procedures to be followed by the Board in laying its Annual Reports and Accounts before Parliament as set out in the paper* (B/12/06/8).

It was proposed by Mr Sleator, seconded by Mrs Wright, and agreed that the Annual Reports for 2004/05 and 2005/06 be approved. Mr Sleator commented on the financial hardships experienced by the Board as witnessed in the 2004/05 Report.

(Councillor Brannigan, Dr Cunningham and Mr Sleator left the meeting at 4.10 pm.)

12. JOINT YOUTH COMMITTEE : MINUTES

Mr Aiken referred to the recommendation in relation to the standing down of the Youth Service Advisory Committee (YSAC). The Chief Executive undertook to send a letter to the members of the YSAC to express the Board's appreciation for the Committee's work over the years. Mr Aiken further outlined discussion relating to the calendar of visits, the draft Public Relations Strategy which had been developed in consultation with the Communication Officers of both Boards, and the report on the summer programmes delivered in 2006.

It was proposed by Mr Aiken, seconded by Councillor Dawson, and agreed that the minutes* (Y/11/06/11) of the meeting held on 15 November 2006 be adopted.

13. LIBRARY COMMITTEE : MINUTES

Mr Aiken drew attention to concerns expressed at the Committee in relation to the development of the Review of Public Administration and the creation of the single Library Authority. He also advised that any proposed changes in Branch Library provision would be considered by the Committee at its January meeting and subsequently presented to the Board at its February meeting. Mr Aiken commended the Chief Librarian and her staff on securing in year bids from DCAL.

It was proposed by Mr Aiken, seconded by Mr Mayne, and agreed that the minutes* (L/11/06/15) of the meeting held on 28 November 2006 be adopted.

(Mr Aiken left the meeting at 4.16 pm.)

14. JOINT EDUCATION COMMITTEE

14.1 MINUTES

Mr Campbell drew attention to the report given at the meeting on the Extended Schools' Programme and the work undertaken by the Project Management Board for Extended Schools. He referred to the correspondence advising of the amount of funding received by SELB and WELB for Ethnic Minority Achievement, the SELB Business Plan and Balanced Scorecard for the Curriculum, Advisory and Support Service and the Strategies for Literacy and Numeracy. Mr Campbell pointed out that Key Stage results for SELB were continuing to rise and figures had suggested that the largest percentage gains at all Key Stages had been made in the Southern Board's area. He also drew attention to the minutes of the Child Protection Committee held on 10 October 2006 and advised that the five Boards would continue to work with DE and CCMS to develop a regional Child Protection Service which would include delivering a standardised service of child protection training to designated teachers and to Boards of Governors.

Mr Campbell advised that Mr Aiken's apology for his inability to attend the meeting had not been recorded. Subject to this amendment, it was proposed by Mr Campbell, seconded by Mr Twyble, and agreed that the minutes* (E/11/06/9) of the meeting held on 23 November 2006 be adopted.

14.2 ATTENDANCE OF SELB MEMBERS ON JOINT COMMITTEES

Mr Campbell drew attention to the difficulties experienced by the Education Committee in remaining quorate. He asked Members to give careful consideration to attending the joint committees in light of the distances involved in travelling and the possibility of reconvening meetings due to the lack of a quorum. The Chief Executive drew attention to the paper* (B/12/06/9.1) detailing the attendance of members on joint committees from September 2006.

15. JOINT CHILDREN & YOUNG PEOPLE'S SERVICES COMMITTEE

15.1 MINUTES

Councillor McRoberts drew attention to the Education and Training Inspectorate Report and to comments made at the meeting relating to the role of Special Educational Needs Co-ordinators and to the challenges which continued to face

schools in relation to Literacy and Numeracy standards. She referred to the presentation given on anti-bullying and highlighted the importance of creating strong links with child protection teams.

Mr Mackin drew attention to concerns raised by some schools in relation to the training given to teachers who administered drugs to treat pupils with Anaphylaxis. He queried whether responsibility to deliver training resided with the Board or with a Health Trust.

Dr Mangan advised that Anaphylaxis was a condition determined by medical diagnosis. She stated that the Board relied upon medical practitioners to provide professional advice and training to particular staff members who were involved in the management of named children with Anaphylaxis. She confirmed that the Board had information relating to children with this condition and training was provided at those schools.

Dr Hollinger advised that she had been involved in the drawing up of guidelines for Anaphylaxis for the Southern Board's area. She considered that teachers did have a duty of care to administer drugs to treat Anaphylaxis and that if a school accepted a child with that condition it should comply with the training required. She stated that protocols were necessary to ensure that written permission was received from parents for the administration of drugs.

Mrs McClenaghan stated that principals acted 'in loco parentis' and as such there was a reasonable expectation that they would use their best efforts to assist children in these circumstances. She stated that principals could call upon the teaching and non-teaching staff to assist them in this role particularly in light of the urgency in responding to this condition.

Dr Mangan undertook to enquire from the Consultant Community Paediatrician as to the current training being provided to schools involved in the management of Anaphylaxis.

Mr Mayne advised that Mr Aiken's apology for his inability to attend the meeting had not been recorded. Subject to this amendment, it was proposed by Councillor McRoberts, seconded by Dr Hollinger, and agreed that the minutes* (CYPS/11/06/10) of the meeting held on 23 November 2006 be adopted.

15.2 AUTHORISATION TO PROCESS STATEMENTS

Mrs McClenaghan advised that the next meeting of the Children and Young People's Services Committee would take place on 25 January 2007. Until that date Board approval was requested for officers to be authorised to process statements.

It was proposed by Councillor Hanna, seconded by Mr McCreesh, and agreed that officers would be authorised to process statements in the interim period. Mrs McClenaghan confirmed that all statements processed during this time would be reported to the Committee at its January meeting.

16. MEMBERSHIP COMMITTEE : MINUTES

The minutes* (M/11/06/) of the meeting held on 8 November 2006 were noted.

17. FINANCE COMMITTEE : MINUTES

Mrs Wright highlighted the discussions held at the meeting relating to the Common Funding Formula consultation, the preparation for the 2006/07 Annual Accounts, teacher long term sickness absence and the strategies being used to address such absences. She also drew attention to the healthy recurrent position forecasted for year end and the recommendation to transfer £1m into the Maintenance budget.

It was proposed by Mrs Wright, seconded by Mr Twyble, and agreed that the minutes* (F/11/06/13) of the meeting held on 24 November 2006 be adopted.

18. SCHOOLS AND SERVICES COMMITTEE : MINUTES

Councillor McRoberts referred to the minutes of the meeting of the Advisory Sub-Committee for Controlled Schools and in particular to the recommendations relating to Stewartstown and Pomeroy Primary Schools. She also drew attention to the draft Development Proposals detailed in the minutes and the work involved in Asset Management Planning.

It was proposed by Councillor McRoberts, seconded by Councillor Harkness, and agreed that the minutes* (SS/11/06/) of the meeting held on 16 November 2006 be adopted.

Councillor Hanna requested officers to examine the possibility of nursery provision at Scarva Primary School. Mrs McClenaghan confirmed that an exercise would be carried out which would include an examination of PEAG places in the area. She advised that a nursery class required 26 places whereas playgroup provision required a minimum of 8 places.

19. TEACHING APPOINTMENTS' COMMITTEE : MINUTES

The minutes* (TAC/11/06/16.1, 16.2 and 16.3) of the meetings held on 13, 21 and 30 November 2006 were noted. Mr Twyble advised that he had attended the meeting on 30 November 2006 although his name was not listed among those present.

20. ASSOCIATION OF NORTHERN IRELAND EDUCATION AND LIBRARY BOARDS : MINUTES

The minutes* (B/12/06/17) of a meeting held on 1 November 2006 were noted.

The meeting ended at 5.05 pm.

CHAIRPERSON

CHIEF EXECUTIVE

DATE

* Paper circulated

** Paper tabled

14 December 2006

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