

**MINUTES OF PROCEEDINGS OF A MEETING OF THE BOARD HELD ON WEDNESDAY, 8 NOVEMBER 2006 AT 2.30 PM IN THE BOARD ROOM**

**1. PRESENT** Mrs M E Donnell (Chairperson)

Mr P H Aiken	Mrs C M McCaul
Rev J Byrne	Mr A McCreesh
Mr M P Campbell	Councillor J McCrum
Dr P Cunningham	Rev Canon J McKegey
Councillor F Dawson	Councillor S McRoberts
Mr P Gildea	Very Rev L M McVeigh
Councillor R A Harkness	Councillor R Mulligan
Dr M Hollinger	Professor P Murphy
Mrs M M Magennis	Mr J K Twyble
Mr W Mayne	Mrs E Wright

**2. IN ATTENDANCE**

Mrs H M McClenaghan, Dr C Mangan, Messrs R Bullick, T M Heron, P Mackey, A P Murphy, Mrs L McCall and for part of the meeting Mrs K Ryan and Mr G Doran.

**3. APOLOGIES**

Apologies were received from Councillor P Brannigan, Mrs S R Brownlee, Councillor B Curran, Mr B Doran, Councillor I E B Hanna, Councillor J Hanna, Mr C Mackin, Councillor P McGinn, Mr A G Sleator, Rev D Somerville and Councillor Dr P A Weir.

Mrs McClenaghan advised that Councillor Brannigan had undergone knee surgery. It was agreed that a letter conveying the Board's best wishes for a speedy recovery would be sent to Councillor Brannigan.

**4. APPOINTMENT OF OFFICERS**

Mrs McClenaghan drew attention to funding arrangements for posts contained within the report. It was agreed that the report\*\* (B/11/06/2) prepared by the Head of Human Resources be adopted.

**5. BOARD MEETING : MINUTES OF MEETING HELD ON 11 OCTOBER 2006**

On the proposal of Mr Twyble, seconded by Dr Hollinger, the minutes\* (B/10/06/3) of the meeting held on 11 October 2006 were approved as an accurate record and were signed by the Chairperson and the Chief Executive.

**6. MATTERS ARISING FROM THE MINUTES**

**6.1 REPORT ON MEETING WITH THE MINISTER FOR EDUCATION : RPA POLICY PAPERS (7.1)**

Mrs McClenaghan reported that she had been advised that the policy papers might not be issued until the end of November.

## **6.2 PERFORMANCE APPRAISAL SYSTEM FOR MEMBERS (7.2)**

The Chairperson stated that she had attended a meeting on 30 October to discuss Member development and performance review. She advised that the issue of attendance at meetings had been raised and confirmed that she would keep Members informed of developments in this matter. Mr Aiken requested the Chairperson to ascertain if mitigating circumstances preventing a Member's attendance at meetings would be taken into consideration. He emphasised the importance of developing a robust appraisal system which would address all issues.

## **6.3 LIBRARY MEMBERSHIP (9.1)**

The Chief Executive reported that Dr P Cunningham had indicated his willingness to serve on the Library Committee. It was proposed by Very Rev Fr McVeigh, seconded by Mr Aiken, and agreed that Dr Cunningham be appointed to the Library Committee.

## **6.4 AUDIT COMMITTEE (9.2)**

The Chief Executive reported that Mr McCreesh had indicated his willingness to serve on the Audit Committee. It was proposed by Professor Murphy, seconded by Councillor Harkness, and agreed that Mr McCreesh be appointed to the Audit Committee.

## **7. CHAIRPERSON'S BUSINESS**

### **7.1 DEVELOPMENT PROPOSAL AS TO PRIMARY (INCLUDING NURSERY) AND SECONDARY EDUCATION NO 211 : ST JAMES' PRIMARY SCHOOL, TANDRAGEE AND ST JOSEPH'S PRIMARY SCHOOL, POYNTZPASS**

The Chairperson reported that the Minister had approved the amalgamation of St James' Primary School and St Joseph's Primary School, Poyntzpass to take place on the St Joseph's Primary School site with effect from 31 August 2007 or as soon as possible thereafter. She stated that CCMS, the School and its Trustees had been notified and that a press release had been issued on 3 November.

### **7.2 SCHOOL VISITS BY CHAIRPERSON AND CHIEF EXECUTIVE**

The Chairperson reported that the Chief Executive and she had visited Lisanally and Sperrinview Schools, Moneymore and Woods Primary Schools and Cookstown High School on 17 October. Mrs McClenaghan drew attention to the opening of the extension at Clare Primary School on 25 October at which she had been present. She outlined further proposals to develop the school as a result of housing developments in the area and a rising enrolment.

### **7.3 PRESS RELEASE OF 3 NOVEMBER 2006 "THE DEPARTMENT OF EDUCATION APPOINTS INDEPENDENT BOARD MEMBERS"**

Mrs McClenaghan stated that the Department's press release was advising that it had appointed two non-executive members to its Senior Management Team, known as the Board of the Department. The press release had set out the terms of

reference for this Board. She explained that the specification for independent Board members on NI Civil Service Departmental Boards had been drawn up by the Whitehall and Industry Group and the Office of the First Minister and Deputy First Minister.

*(Mr P Gildea entered the meeting at 2.50 pm.)*

**7.4 COOKSTOWN LIBRARY : SHARED LIBRARY PROVISION WITH EAST TYRONE COLLEGE OF FURTHER AND HIGHER EDUCATION (COOKSTOWN CAMPUS)**

Mrs Ryan stated that the new Library had opened on 6 November in a shared building with Cookstown Campus of East Tyrone College of Further and Higher Education. She drew attention to its excellent facilities and prime location in the town and stated that its official opening would take place early in 2007.

**7.5 RPA CIRCULAR NO 6/2006 : ISSUE 2**

The Board noted the RPA circular\*\* dated October 2006.

**7.6 RPA EDUCATION SECTOR NEWSLETTER : ISSUE 4**

The Board noted the RPA newsletter\*\* dated November 2006.

**8. ANNUAL ACCOUNTS 2005/06**

Mr Heron drew attention to the paper\*\* (B/11/06/6) detailing the narrative changes which the NI Audit Office had requested should be made to the Accounts which had originally been presented to the Board on 14 June 2006. Mr Heron emphasised that no changes were required to the figures originally presented. He stated that the Audit Completion Memorandum, received earlier in the day, would be presented to the Audit Committee at its next meeting for detailed consideration. He explained that the Memorandum had highlighted some outstanding matters, particularly the completion of the Annual Report 2005/06. Mr Heron advised that the Annual Report would be presented to the Board at its December meeting in draft form. He also highlighted that the Memorandum noted that not all funding received for UPS3 had been required and that the Board would enter into negotiations with DE during 2006/07 in relation to the amount of monies to be surrendered.

Subject to the narrative changes being incorporated into the Accounts, it was proposed by Mrs McCaul, seconded by Mrs Wright, and agreed that approval be given for the Chairperson and Chief Executive to sign the 2005/06 Annual Accounts for submission to the NI Audit Office for final certification

**9. JOINT EDUCATION COMMITTEE : MINUTES**

In presenting the minutes, Mr Campbell drew attention to concerns raised at the meeting in relation to pressures on teaching principals and to the request for a breakdown of funding received by schools with teaching principals and non-teaching principals under the Extended Schools' Programme. He pointed out that 1,500 ethnic minority children, speaking approximately 36 different languages, were enrolled in 75% of schools across Southern and Western Board areas and he referred to the model of support to tackle such diversity.

*(Councillor McRoberts entered the meeting at 3.03 pm.)*

Mr Campbell also referred to the All-Ireland Award for outstanding contribution to Education, sponsored by Allianz, which had been won by Mrs Kate O'Hanlon, Literacy Adviser. Mrs McClenaghan advised that Mrs O'Hanlon would be invited to join Members on 13 December to explain the background to the award. She added that representatives from Banbridge High School, who had participated in a European debate in Paris on eco issues, would also be invited to the Board meeting on 13 December.

Mr Aiken referred to the regionalisation of the Ethnic Minority Service which would be managed by the NEELB. He requested that a report be presented to the Board on lead Board responsibilities. Mrs McClenaghan undertook to present such a report.

Councillor Harkness stated that his apology for inability to attend the meeting had not been recorded. Subject to this amendment, it was proposed by Mr Campbell, seconded by Mrs Wright, and agreed that the minutes\* (E/10/06/7) of the meeting held on 26 October 2006 be adopted.

#### **10. JOINT CHILDREN & YOUNG PEOPLE'S SERVICES COMMITTEE : MINUTES**

Mrs McCaul advised that the first meeting of the project board and project team, tasked by Homefirst Community Trust to develop a model of future provision for persons aged 14 years and over, had been held on 27 October which a Board officer had attended. She drew attention to the in-service training booklet circulated to all schools within the Southern and Western Board areas, the establishment of a WELB Working Group to consider capital planning issues and the healthy budgetary position of both Boards to date. She pointed out that the specialised Autism Centre at Middletown would be complementary to local services and was expected to open in 2008. Mrs McCaul also highlighted concerns in relation to recruitment difficulties experienced within the Psychology Service and drew attention to requests by Members for reports to be presented on the backlog of statutory assessment cases and on the location of specialised provision across both Board areas.

It was proposed by Mrs McCaul, seconded by Dr Cunningham, and agreed that the minutes\* (CYPS/10/06/8) of the meeting held on 26 October 2006 be adopted.

*(Dr Cunningham and Mr McCreesh left the meeting at 3.30 pm.)*

#### **11. JOINT YOUTH COMMITTEE : MINUTES**

Mr Aiken paid tribute to the officers for their work in developing the new staffing and Committee structure across the two Boards. He referred to the proposal to visit youth provisions to build greater awareness of youth service delivery among Members and also referred to the forthcoming presentation on public relations at the November meeting of the Committee. He urged the Communications Officers in both Boards to work together to maximise the use of public relations. Mr Aiken also referred to the innovative and positive proposals to establish a Stakeholder Forum in each Board.

Mr Mayne stated that his apology for inability to attend the meeting had not been recorded. Councillor Dawson stated that while he had attended the meeting his name was not listed among those present. Subject to these amendments, it was proposed by

Mr Aiken, seconded by Mr Twyble, and agreed that the minutes\* (Y/10/06/9) of the meeting held on 18 October 2006 be adopted.

## **12. FINANCE COMMITTEE : MINUTES**

Mrs Wright drew attention to the briefing paper containing the concerns raised at the ANIELB conference in relation to the financial pressures facing the five Boards, the schools' quarterly report and the recurrent expenditure year end forecast position. She also referred to the Department's consultation document in relation to the proposed changes to four factors in the Common Funding Formula (CFF) for all grant-aided schools.

Consideration was given to the paper\*\* (B/11/06/10.2) detailing the responses received from 13 schools to the CFF consultation document. Members expressed concern that so few schools had responded to the consultation in light of its proposed impact on school allocations. Mr Heron advised that DE had communicated this document to schools via e-mail and had detailed worked examples of the proposed changes. Mr Aiken stated that the lack of response and the level of significance of this consultation document warranted the matter being placed on the agenda of the Consultative Committees. Mr Mayne drew attention to the amount of paper being circulated to schools and to its burden on teaching principals.

It was proposed by Mrs Wright, seconded by Councillor McRoberts, and agreed that the minutes\* (F/10/06/10.1) of the meeting held on 27 October 2006 be adopted.

## **13. AUDIT COMMITTEE : MINUTES**

The Chairperson advised that Mrs McCaul had been appointed Vice-Chairperson of the Committee and that this appointment entitled her to sit on the Chairpersons' Committee and the Teachers' Staffing Committee.

Mrs McCaul drew attention to the Internal Audit Progress Report and to the Board's role in relation to private school funds. She highlighted the significance of the Audit Committee Handbook which would be further considered by the Committee at its next meeting.

It was proposed by Mrs McCaul, seconded by Professor Murphy, and agreed that the minutes\* (A/10/06/) of the meeting held on 9 October 2006 be adopted.

## **14. CONSULTANTS' SELECTION PANEL : MINUTES**

Professor Murphy pointed out that the recommendations for the select lists for Lurgan College and Portadown College comprised the same tenderers. He stated that in the event of the same team of consultants providing the lowest tender on both projects, the Board might be required to select the second lowest tender on the second project if this approach was considered to be in the best interests of the Board.

It was proposed by Professor Murphy, seconded by Councillor McRoberts, and agreed that the minutes\* (CSP/10/06/12) of the meeting held on 25 October 2006 be adopted.

**15. TEACHING APPOINTMENTS' COMMITTEE : MINUTES**

The minutes\* (TAC/10/06/13.1) of the meeting held on 16 October 2006 and the minutes\*\* (TAC/10/06 13.2 and 13.3) of the meetings held on 24 and 26 October 2006 were noted.

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

The minutes\* (PT/10/06/14) of the meeting held on 4 October 2006 were noted.

**17. ASSOCIATION OF EDUCATION AND LIBRARY BOARDS : MINUTES**

The minutes\* (B/11/06/15) of a meeting held on 6 September 2006 were noted.

The meeting ended at 4.02 pm.

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**CHAIRPERSON**

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**CHIEF EXECUTIVE**

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**DATE**

\* Paper circulated

\*\* Paper tabled

9 November 2006

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