

MINUTES OF PROCEEDINGS OF A MEETING OF THE BOARD HELD ON WEDNESDAY, 10 DECEMBER 2008 AT 2.30 PM IN THE BOARD ROOM

1. PRESENT Mrs M E Donnell (Chairperson)

Mr P H Aiken	Councillor P P McAleer
Councillor Brannigan	Mrs C M McCaul
Mrs S R Brownlee	Very Rev L M McVeigh
Mr M P Campbell	Councillor R Mulligan
Councillor C Casey	Councillor M Murphy
Mr P Gildea	Professor P Murphy
Councillor Ms C Lockhart	Mr A G Sleator
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, Messrs R Bullick, G Butler, T Heron, P Keating, P Mackey, T Murphy, Mrs L McCall and for part of the meeting Messrs R McGreevy and G Doran. Mr G Boyd, Chief Executive Designate of ESA, was also in attendance.

3. APOLOGIES

Apologies were received from Rev J Byrne, Councillor J Cavanagh, Dr P Cunningham, Councillor J Feehan, Councillor R A Harkness, Dr M Hollinger, Councillor J McCrum, Rev Canon J McKegey, Councillor S McRoberts and Rev D Somerville.

It was agreed that Mrs McClenaghan should write to Dr Cunningham to express the Board's sympathy on the death of his mother and also to Rev Canon McKegey to convey best wishes on a speedy recovery following surgery.

4. APPOINTMENT OF OFFICERS

Mrs McClenaghan drew attention to funding arrangements for posts contained within the report. It was agreed that the report** (B/12/08/2) prepared by the Head of Human Resources be adopted.

5. BOARD MEETING : MINUTES OF MEETING HELD ON 12 NOVEMBER 2008

Mr Aiken drew attention to the reference to the conference in Liverpool contained within the Library Committee minutes and advised that he had also attended the conference. On the proposal of Mrs Wright, seconded by Mrs Brownlee, the minutes* (B/6/08/3) of the meeting held on 12 November 2008 were approved as an accurate record, subject to the above amendment, and were signed by the Chairperson and the Chief Executive.

6. MATTERS ARISING FROM THE MINUTES

6.1 RESIGNATION OF MR B DORAN (7.1)

Mrs McClenaghan reported that she had received a letter from DE dated 18 November 2008 advising that in view of the impending establishment of ESA

DE was not proposing to run a public appointments competition to fill Mr Doran's vacancy as a 'general interests' category member and therefore the vacancy would remain unfilled.

Mrs McClenaghan stated that since the receipt of that letter the Minister had announced the postponement of the establishment of ESA to 1 January 2010 and she had therefore written again to DE requesting reconsideration of a replacement member for Mr Doran and an extension of the term of office for all Board Members to 31 December 2009. She advised that Mr W Haire would be discussing this matter with the Commissioner for Public Appointments.

6.2 REPORT BY THE CHIEF EXECUTIVE – UPDATE (7.5 and 12)

It was proposed by Mr Mayne, seconded by Mr Campbell, and agreed that discussion in relation to this matter should be held in committee.

It was proposed by Mrs Wright, seconded by Councillor Mulligan, and agreed to resume the meeting.

The Board noted Mrs McClenaghan's report on the sensitive matter.

6.3 JOINT YOUTH COMMITTEE : MINUTES (9)

Mr Aiken referred to the difficulties on the Youth Service budget to meet in-year service delivery in addition to provision for job evaluation arrears back to 2005. Mrs McClenaghan advised that this pressure had been highlighted to the Permanent Secretary and had been included for consideration in the December monitoring round the outcome of which was expected to be made known the following day.

(Councillor Dr Weir entered the meeting at 2.12 pm.)

6.4 JOINT EDUCATION COMMITTEE : MINUTES – CURRICULUM RESERVE FUND (10)

Mrs McClenaghan advised that the timescale for allocating Curriculum Reserve monies was such that it enabled the Board or CCMS to verify if a redundancy actually took place in a school which was making application to the fund. She stated that the deadline for submission of applications could be extended to a time after May to shorten the overall timescale for schools but the Board could give further consideration to this process during 2009.

6.5 JOB EVALUATION : EDUCATION WELFARE OFFICERS – UPDATE (6.2)

Mr McGreevy advised that an offer had been made to the Trade Unions on 3 November 2008. Clarification had subsequently been provided on the offer and on 3 December 2008 the Boards had received formal notice that the offer had been accepted. He stated that the last remaining post to be evaluated was that of Chief Education Welfare Officer, the result of which had been presented to the Trade Union Side.

7. CHAIRPERSON'S BUSINESS

7.1 SCHOOL VISITS

Mr Campbell advised that Mrs McClenaghan and he had visited the Armstrong, Markethill and Walker Memorial Primary Schools, Sperrinview School and the

AmmA Centre on 5 December 2008. He stated that the Board could be proud of its committed workforce who were comfortable with new initiatives.

Mr Campbell also highlighted his visit to Orchard County Primary School, accompanied by Mr J K Twyble, Chairperson of the Board of Governors. The visit had been made to acknowledge the contributions made by the children in their response to "Every School A Good School".

7.2 ANNUAL REPORT AND ACCOUNTS 2007/08

The Chairperson advised that copies of the Annual Report and Accounts were available at the top table for any interested Member.

8. EDUCATION AND SKILLS AUTHORITY : DE PRESS RELEASE

The Board noted the press release* ((B/12/08/6) advising that the date of implementation of ESA was now 1 January 2010. Mrs McClenaghan drew attention to the website which would give Hansard's record of the debate on the ESA Bill: (<http://www.niassembly.gov.uk/record/reports2008/081208today.htm#3>)

Mrs McClenaghan referred to a copy letter dated 1 December 2008 from Mr John McGrath. The letter had stated that Boards should immediately commence their own internal financial planning processes to determine plans for the next financial year based on the assumption of planning for the provision of services for the full year. The letter had also highlighted that further clarification for managing the transition to ESA, in terms of service provision and accountability, would be provided shortly.

9. BOARD HEADQUARTERS : STAFFING

9.1 POST OF CHIEF FINANCE OFFICER

Mrs McClenaghan referred to the minutes of the Audit Committee held on 2 December 2008 and in particular to minute 6. She advised that Mr Heron would take up the post of Director of Business Support in the Northern Ireland Library Authority on 1 February 2009 and she amplified the discussion that had taken place at the Audit Committee in relation to filling the post of Chief Finance Officer. The Board approved the arrangements for filling the post of Chief Finance Officer.

9.2 POST OF CHIEF EXECUTIVE

(The Chief Executive, the Senior Management Team and Mr Boyd withdrew from the meeting.)

Mr Keating stated that Mrs Donnell, Mr Sleator and he had met Mr W Haire earlier in the week to discuss the arrangements for filling the post of Chief Executive. Draft documentation had been presented to DE which had subsequently been amended by DE, mainly in relation to the reporting arrangements to DCAL. He presented the revised procedure* and the personnel specification* for the post of Chief Executive and advised that the Staff Commission had recommended a reduction in the size of the appointment panel and this recommendation had been approved by DE. Non-scoring members of the panel would include the Permanent Secretary or his nominee; Mrs P Weir, Staff

Commission, or her nominee; and two independent assessors as recommended by the Staff Commission. He pointed out that the post would be advertised in the RPA Education affected bodies under the vacancy control policy.

It was proposed by Mr Twyble, seconded by Professor Murphy, and agreed to approve the procedure for filling the post of Chief Executive and the eight Board Members which would serve on the panel.

(Councillor Brannigan entered the meeting at 2.42 pm.)

Mr Keating also advised that DE would appoint an independent assessor to serve on the panel for the post of Chief Finance Officer.

(The Chief Executive, the Senior Management Team and Mr Boyd re-entered the meeting.)

10. JOINT YOUTH COMMITTEE

10.1 MINUTES

Mr Aiken referred to the continuing difficulties concerning AccessNI for youth groups and to the impact of a substantial overspend on the Youth budget in the current year. He drew attention to the proposal to meet the Permanent Secretary and / or the Minister of Education to discuss the budgetary position and stated that the Boards should initially await the outcome of the December monitoring round as was highlighted earlier in the meeting.

It was proposed by Mr Aiken, seconded by Mr Twyble, and agreed that the minutes* (Y/11/08/8.1) of the meeting held on 19 November 2008 be adopted.

10.2 YOUTH SERVICE : EQUIPMENT POOL CLOSURE

Mr Doran presented the paper* (B/12/08/8.2) setting out the recommendations for distributing the surplus equipment from the Youth Service Equipment Pool on an equitable basis. It was proposed by Mr Aiken, seconded by Mr Twyble, and agreed that the recommendations contained in the paper be adopted.

11. JOINT EDUCATION COMMITTEE

11.1 MINUTES

Mr Campbell drew attention to the excellent 'Speckled Fields' exhibition at Aughabrack which he had attended that involved four primary schools from that area within the Creative Youth Partnership programme. He referred to the minutes presented from the Extended Schools' Project Management Board of 19 September 2008 and the PEAG meeting held on 2 October 2008. Mr Campbell also referred to the ICT presentations given at the meeting on enhancing learning using ICT and to the various curriculum mapping tools developed in-house.

Discussion ensued in relation to the rotation of chairpersons of the joint SELB / WELB Committees up to 31 December 2009. It was agreed that the Monitoring Group comprising SELB and WELB Board Members would meet in January to discuss this matter.

Mrs McCaul outlined the shortfall of pre-school places in the Dungannon area and requested the Chairperson to raise this issue at the next meeting of PEAG. The Chairperson undertook to ensure consideration of this item at PEAG.

It was proposed by Mr Campbell, seconded by Very Rev Fr McVeigh, and agreed that the minutes* (E/11/08/9.1) of the meeting held on 27 November 2008 be adopted.

(Councillor Mulligan left the meeting at 3.00 pm and Councillor Ms Lockhart entered the meeting at 3.01 pm.)

11.2 EVERY SCHOOL A GOOD SCHOOL : A STRATEGY FOR RAISING ACHIEVEMENT IN LITERACY AND NUMERACY – RESPONSE

It was noted that the Response had been submitted to DE by the deadline of 28 November 2008 on the proviso that any amendments to be made by SELB and WELB would be submitted following each Board meeting. It was proposed by Mr Campbell, seconded by Mr Twyble, and agreed that the Response be adopted with no further amendment.

12. JOINT CHILDREN AND YOUNG PEOPLE'S SERVICES COMMITTEE : MINUTES

Mrs McCaul drew attention to the current position involving staffing issues within WELB's Educational Psychology Service. She reported that the Model of Service Delivery for the Regional Traveller Education Support Service and the five Board Action Plan for 2008/09 was currently with DE for approval and that a joint SELB / WELB response to the consultation document on the proposals to develop a regional Action Plan for Autism had been approved for submission to DHSSPS. She highlighted the work of Together 4 All involving 13 schools in the Lurgan and Brownlow areas and also discussion which had taken place on child protection training for Boards of Governors within the individual service targets monitoring report.

Dr Mangan advised that the Board's Designated Officers for Child Protection were impressing upon schools the statutory obligation to have at least one Governor member trained in child protection issues. She reported that she would be bringing to the Committee details of those schools still not availing of the child protection training.

(Mrs Magennis and Councillor Murphy left the meeting at 3.30 pm.)

It was proposed by Mrs McCaul, seconded by Councillor Casey, and agreed that the minutes* (CYPS/11/08/10) of the meeting held on 27 November 2008 be adopted.

13. FINANCE COMMITTEE

13.1 MINUTES

Mr Sleator referred to the outcome of meeting the two delegations from St John's Primary School, Glenn and St Columban's College, Kilkeel in relation to their schools' financial position and also to consideration given by the Committee to the revised budgetary plans submitted by 72 schools. The Board noted that letters would be written to the schools listed in Papers D and E stating that their plans

were not acceptable and requiring them to submit revised plans in the new financial year.

(Councillor Casey left the meeting at 3.35 pm.)

Mr Sleator outlined the Board's capital and recurrent position and highlighted that, following discussion with DE and other Boards, a decision had been taken that the criteria for accruing pay and grading costs in the monthly management accounts should be applied in the same way as that carried out for year end audited accounts. He pointed out that this meant that the recurrent report's forecast spend did not include any costs relating to the Education Welfare Service business case, the Music business case or the Domestic Assistants' outstanding job evaluation. No spend was therefore being shown against the contingency fund of £1,101k.

It was proposed by Mr Sleator, seconded by Mrs Wright, and agreed that the minutes* (F/11/08/11.1) of the meeting held on 28 November 2008 be adopted.

13.2 CONSULTATION ON POTENTIAL CHANGES TO THE LMS COMMON FUNDING FORMULA : SCHOOL RESPONSES

The Board noted the paper** (B/12/08/11.2) summarising the school responses to the three questions in the consultation and their additional comments. Mr Heron pointed out that the paper detailed the school responses received by 9 December 2008 although the deadline for receipt of responses had been extended by DE to 12 December 2008.

The Board agreed to support the proposals in the consultation with the additional comment to DE that the upper threshold in relation to question three should be reduced in a phased way over time. It also authorised officers to accept and forward to DE those school responses received prior to the closing date of 12 December 2008.

14. AUDIT COMMITTEE : MINUTES

Mr Sleator drew attention to the actions being undertaken by the Project Management Team to secure Board data, a review of earmarked funding currently being undertaken by DE, the consideration given to the Management Statement and the Financial Memorandum and the DAO letter on the Statement on Internal Control and the assurance on information risks.

Mr Twyble referred to the discussion which had taken place on reconstitution of Boards of Governors. Mrs McClenaghan advised that, contrary to previous advice, reconstitution would now start in January 2009 under current legislation and the new checking arrangements to be implemented in October 2009 concerning child protection would impact on the appointment of Governors after that date.

It was proposed by Mr Sleator, seconded by Mrs McCaul, and agreed that the minutes* (A/12/08/11.1) of the meeting held on 2 December 2008 be adopted.

15. SCHOOLS AND SERVICES COMMITTEE : MINUTES

Mrs Brownlee referred to the matter raised in relation to St Patrick's Primary School, Crossmaglen and to the update given on the capital works at Banbridge Academy.

The Chairperson pointed out that letters of support to Development Proposal No 229 (King's Park Primary School) had been received by the Board since the last meeting of the Schools and Services Committee meeting. She advised that the letters were available for Members to view.

Mr Aiken drew attention to the reference to Brownlow Integrated College within the minutes of the meeting of the Advisory Sub-Committee for Controlled Schools held on 12 November 2008. He highlighted the inadequate accommodation and facilities within the school and considered that the comment that "any provision for Brownlow Integrated College needed to be considered in conjunction with post primary school provision for Lurgan" should be deleted from the minutes. He stated that there was a need for integrated provision in the area and queried why the school was being considered with the overall provision in the Lurgan area and not the Portadown area.

Mr Butler advised that, in preparing an Economic Appraisal for consideration by DE, the Board was obliged to take account of all issues relating to provision in an area. He confirmed that the reason the minute only referred to the Lurgan area, and not Portadown, was because there were no issues relating to future provision in Portadown. Mrs McClenaghan advised that, while the Regional Group for Area Planning Group would acknowledge the integrated status of the school, a sector did not stand individually within area planning. On that proviso Mr Aiken was agreeable to the minutes being adopted.

It was proposed by Mrs Brownlee, seconded by Mr Mackin, and agreed that the minutes* (SS/11/08/13) of the meeting held on 20 November 2008 be adopted.

16. LIBRARY COMMITTEE : MINUTES

Mr Aiken referred to the progress report on the Library Service's operational plan and to the ongoing consultation between DE, DCAL, ESAIT and NILAIT about the Schools' Library Service. Mrs McClenaghan stated that discussions were taking place in relation to the Schools' Library Service being integrated with CASS and that a report would be presented to the Library Committee on this matter in due course.

It was proposed by Mr Aiken, seconded by Mr Campbell, and agreed that the minutes* (L/11/08/14) of the meeting held on 18 November 2008 be adopted.

17. MEMBERSHIP COMMITTEE : MINUTES

The minutes* (M/11/08/15) of the meeting held on 12 November 2008 were noted.

18. PREMATURE RETIREMENTS

It was proposed by Councillor Dr Weir, seconded by Mr Mackin, and agreed that discussion in relation to premature retirements would be held in committee.

It was proposed by Mr Mayne, seconded by Mr Aiken, and agreed to resume the meeting.

The Board noted that it had been proposed by Mr Campbell, seconded by Mrs Wright, and agreed that the following officers would be offered premature retirement on the grounds of voluntary redundancy:

<i>Name</i>	<i>Effective from</i>
Mrs M P Friar Classroom Assistant SEN, Brownlow College	31 August 2008
Mrs E O'Neill, Classroom Assistant SEN St Francis' Primary School, Lurgan	31 August 2008
Mrs B Hamill, Classroom Assistant SEN St Mary's Primary School, Derrymore	31 August 2008
Mrs G O'Neill, Classroom Assistant SEN and Domestic Assistant, St Peter's Primary School, Moortown	31 August 2008
Mrs S Greer, Assistant Building Supervisor Portadown College	31 December 2008

(During the course of discussion on this matter Mr Aiken, Mr Sleator, Mr Twyble and Councillor Dr Weir declared a non-pecuniary interest in Portadown College.)

19. ASSOCIATION OF NORTHERN IRELAND EDUCATION AND LIBRARY BOARDS : MINTUES

The minutes* (B/12/08/17) of a meeting held on 5 November 2008 were noted.

20. COMPLIMENTS OF THE SEASON

The Chief Executive wished Members a happy Christmas and every good wish for the New Year.

The meeting ended at 4.17 pm.

CHAIRPERSON

* Paper circulated
11 December 2008

CHIEF EXECUTIVE

** Paper tabled
LMcC

DATE