

MINUTES OF PROCEEDINGS OF A MEETING OF THE BOARD HELD ON WEDNESDAY, 11 JUNE 2008 AT 2.30 PM IN THE BOARD ROOM

1. PRESENT Mrs M E Donnell (Chairperson)

Mrs S R Brownlee	Mr W Mayne
Rev J Byrne	Councillor P P McAleer
Mr M P Campbell	Rev Canon J McKegney
Dr P Cunningham	Councillor S McRoberts
Councillor J Feehan	Very Rev L M McVeigh
Mr P Gildea	Councillor R Mulligan
Councillor R A Harkness	Professor P Murphy
Dr M Hollinger	Rev D Somerville
Councillor Ms C Lockhart	Mr J K Twyble
Mr C Mackin	Councillor Dr P A Weir
Mrs M M Magennis	Mrs E Wright

2. IN ATTENDANCE

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

3. APOLOGIES

Apologies were received from Mr P H Aiken, Councillor P Brannigan, Councillor I E B Hanna, Mrs C M McCaul, Councillor J McCrum, Councillor M Murphy and Mr A G Sleator.

4. APPOINTMENT OF OFFICERS

Mrs McClenaghan drew attention to funding arrangements for posts contained within the report. It was agreed that the report** (B/6/08/2) prepared by the Head of Human Resources be adopted.

5. BOARD MEETING : MINUTES OF MEETING HELD ON 9 APRIL 2008

Mr Campbell advised that in the SELB area 29 schools were exiting the Extended Schools Programme and 21 schools were entering the Programme in the current financial year. On the proposal of Mrs Wright, seconded by Mr Campbell, the minutes* (B/5/08/3) of the meeting held on 14 May 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 DEVELOPMENT PROPOSAL NO 217 : ESTABLISHMENT OF A DOUBLE NURSERY UNIT AT WARINGSTOWN (7.1)

Mrs McClenaghan reported that the Board had received documents from the Department of Education earlier in the day in relation to the Minister's decision

not to approve the double nursery unit at Waringstown. She advised that a report on the matter would be given to PEAG at its meeting on 28 July 2008.

6.2 ASSOCIATION OF NORTHERN IRELAND EDUCATION AND LIBRARY BOARDS (7.6)

Mrs McClenaghan advised that the Library Committee had recommended that Mr Aiken should be nominated to serve on the Library and Information Services Council (NI) as the Board's representative. It was proposed by Mr Mayne, seconded by Councillor Harkness, and agreed that Mr P H Aiken should be the Board's representative on LISC (NI).

Mrs McClenaghan also advised that Mr W Reilly, President of the ANIELB, had sent a letter of appreciation to the Board for the opportunity to address Members on the subject of the Annual Conference in October.

(Councillor Dr Weir entered the meeting at 2.42 pm.)

6.3 DRAFT LEGISLATION FOR THE ESTABLISHMENT OF ESA (8.1)

Mrs McClenaghan reported that a letter had been received from DE in relation to the Board's queries on reconstitution of Boards of Governors. The letter confirmed that DE did not propose to amend the provisions in Schedule 4 paragraphs 2(2)(a) and 3(2)(a) regarding transferor representation on the Boards of Governors of controlled primary and secondary schools under the first RPA Education Bill. In addition the letter advised that DE was currently considering the arrangements for the next reconstitution and was likely to write again in the coming weeks.

The Board valued the assurance given in the letter but expressed concern that the assurance was limited to the first Bill. It was agreed that Mrs McClenaghan should again write to DE to request confirmation that the second Bill would not change the apparent assurance given in the first Bill and, furthermore, that the Board perceived that the assurance given would not only relate to the next reconstitution of Boards of Governors but to subsequent reconstitutions.

6.4 CHAIRPERSONS' COMMITTEE (8.2)

Mrs McClenaghan advised that an agenda would issue the following day for a meeting of the Chairpersons' Committee to be held on 19 June 2008 to consider ESA matters.

6.5 JOINT WORKING GROUP (SELB AND WELB) (8.6)

Mrs McClenaghan stated that a paper on this matter had been tabled under Chairperson's Business. She advised that the delegation of Board Members from SELB and WELB would be meeting the Assembly's Education Committee on 13 June 2008 to discuss collaborative working between the two Boards.

6.6 AUDIT COMMITTEE : SCHEME (13.1)

It was proposed by Professor Murphy, seconded by Dr Cunningham, and agreed that the Chairperson and Chief Executive should be authorised to sign and seal copies of the amended Scheme* (B/6/08/4.2) for the Audit Committee.

(Councillor Mulligan entered the meeting at 2.49 pm.)

7. CHAIRPERSON'S BUSINESS

RECURRENT FINANCIAL SCHEME

Mrs McClenaghan referred to a letter** dated 4 June 2008 from the Deputy Secretary, DE, relating to monthly expenditure monitoring reports. She stated that the letter was set in a context where all Government Departments were being asked to be more robust in their financial monitoring in light of recent levels of underspend. The letter had stated that the Board's overall forecast should not exceed its overall budget.

Mrs McClenaghan outlined the position for individual schools, ie a dedicated budget which could not exceed or underspend its allocation by more than 5% or £75,000, whichever was the lesser. She stated that Southern Board schools had a cumulative underspend of £12m in their budgets in 2007/08. She referred to the deputation which had met the Permanent Secretary to discuss the issue of EYF. Following this meeting the Permanent Secretary had written to schools to confirm that they would have access to their underspends from previous years.

(Councillor Ms Lockhart entered the meeting at 2.53 pm.)

Mrs McClenaghan advised that the Board's budget comprised two elements: the schools' budget allocation and the centre budget. If schools overspent their budgets in the 2008/09 financial year, without having access to their EYF monies, this spend would cause the Board's centre budget to be exceeded. At the Accountability meeting on 20 May 2008 at which the Chairperson, Mr Heron and she had met the Permanent Secretary, issues relating to restricted EYF had been discussed. It had been pointed out that the Board might be required to cut back on its services within its centre budget in order to meet the requirement that it should not exceed its overall budget. Mrs McClenaghan advised that she had sought direction from DE as to whether the Board should now consider cutting back on its centre spend in light of the forecasted overspend within the delegated school budget in the current financial year. The advice from DE, received on 10 June 2008, had identified that the Board should await the outcome of the June monitoring round prior to any consideration to adjust the Board's budget plans.

Mrs Wright drew attention to discussion which had taken place at the Finance Committee earlier in the day in relation to this letter. She stated that difficulties had arisen because DE had not devised a mechanism to enable access to EYF funds. Mrs McClenaghan advised that the Finance Committee had agreed to convene a meeting on 22 July 2008, should this prove necessary, to consider the outcome of the June monitoring round and its impact on the Board's overall financial position.

Very Rev Fr McVeigh drew attention to the prudent management of schools to underspend in certain years. He queried whether DE had fully realised the impact of restricted EYF on ELB budgets.

JOINT BOARDS' PRESENTATION TO THE ASSEMBLY'S EDUCATION COMMITTEE

The paper** (B/6/08/5) to which Board Members would speak at a meeting of the Assembly's Education Committee on 13 June 2008 was noted.

BEST KEPT SCHOOL AWARDS

Mrs Donnell extended the Board's congratulations to the following schools which had been recognised in the NI Amenity Council's Best Kept School Awards in the Southern Board area:

Large School Category:	Winner	King's Park Primary School, Lurgan
	Runner up	Banbridge High School
Medium School Category:	Winner	Iveagh Primary School, Rathfriland
	Runner up	Ballyoran Primary School, Portadown
Small School Category:	Winner	St Malachy's Nursery School, Carnagat
	Runner up	St Mary's Primary School, Aughnacloy

8. CHAIRPERSONS' COMMITTEE : MINUTES

It was proposed by Mr Campbell, seconded by Councillor McRoberts, and agreed that the minutes** (CP/6/08/6) of the meeting held on 5 June 2008 be adopted.

9. JOINT YOUTH COMMITTEE : MINUTES

Mr Twyble referred to the attendance of Mr E Rainey, the Duke of Edinburgh's Award Director for NI, and the renewal of the Award's operating licence to the two Boards. He drew attention to the proposals for the Outreach Initiative posts in each Board, the achievements of those young people involved in the 'GLAD in the Youth Club' event at Gortatole and to those who had been recognised for their involvement in youth projects at the NI Youth Awards ceremony in Lisburn. Reference was also made to the results of the EQIA exercise on registration criteria and grant-aid support for local voluntary groups.

It was proposed by Mr Twyble, seconded by Councillor Mulligan, and agreed that the minutes* (Y/5/08/7) of the meeting held on 21 May 2008 be adopted.

10. JOINT EDUCATION COMMITTEE : MINUTES

Mr Campbell expressed appreciation to the Principal and Senior Management Team of Fivemiletown College for facilitating the meetings of the Education and the Children & Young People's Services Committees on 22 May 2008. He stated that the Education Committee had enjoyed a tour of the buildings prior to the meeting and had been very impressed by the overall facilities which were also well used by the local community.

(Rev Mr Somerville left the meeting at 3.32 pm.)

Mr Campbell stated that he had sent a letter to the Permanent Secretary on behalf of the Extended Schools' Project Management Board in relation to the reduced funding levels for schools to provide programmes in the 2008/09 financial year. He advised that new criteria had been established for entering the Programme which was child based rather than school based and took into account Neighbourhood Renewal and Free School Meals. He confirmed that the budget of £804k included the 40% additional funding which schools had been advised they could benefit from should they collaborate in clusters with other schools in the Programme. He drew attention to difficulties which had arisen as a result of the break up of some school clusters with the diminished number of schools or

the loss of a lead school. Mrs McClenaghan advised that the Chairperson had also written to the Minister outlining the Board's concerns in relation to the impact on schools of the reduced funding levels in the Programme.

Mr Campbell referred to the recommendations relating to the allocations to be given to three primary schools to meet the Class Size requirements for Key Stage 1 and to the transfer of £80k to the Curriculum Reserve Fund. He also referred to the presentation given on Creative Youth Partnerships, a scheme funded by the Arts Council of NI, DCAL, DE and facilitated and supported by the five Boards.

It was proposed by Mr Campbell, seconded by Very Rev Fr McVeigh, and agreed that the minutes* (E/5/08/8) of the meeting held on 22 May 2008 be adopted.

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

Dr Hollinger referred to the response to the DHSSPS consultation document on proposals for Health and Social Care Reform; the arrangements for rotation of the chairperson of the Committee; the invitation to the pupil at Ceara School who had won a cookery competition to attend a future meeting of the Committee along with other young people who had excelled in various events; the establishment of a WELB Child Protection Committee; and the excellent ETI report on Alternative Education Provisions in SELB.

Dr Hollinger also referred to the presentation given on the DE / DHSSPS publication on 'Supporting Pupils with Medication Needs' and advised that training would be provided to schools on these guidelines during the first term of 2008/09. Dr Cunningham stated that the Special School Principals had given much consideration to these guidelines. He advised that the forms appended to the document were most beneficial; however these were still not available for downloading from DE's website due to technical difficulties. He referred to the Committee's comments in relation to the 'duty of care' which it considered fell to a principal to facilitate the provision of medication should that principal accept a child into a school with a medical condition. He advised that Special School Principals were advised that children would be placed in their schools and they depended on local Health & Social Services Trusts to send Health Care workers into the Special Schools to administer medication.

Dr Hollinger pointed out that the meeting had taken place at Fivemiletown College. Subject to this amendment, it was proposed by Dr Hollinger, seconded by Councillor Mulligan, and agreed that the minutes* (CYPS/5/08/9) of the meeting held on 22 May 2008 be adopted.

The Chairperson referred to the arrangements identified for the rotation of chairmanship of the Committee. It was proposed by Mr Twyble, seconded by Dr Hollinger, and agreed that the Board would adopt this arrangement for the three joint committees.

12. FINANCE COMMITTEE

Mrs Wright referred to the outcome of the Independent Appeal for cleaners and its implications on the Board's and schools' budgets. She also referred to the recommendations made to adopt the accounts within the Trust and Endowment Funds for 2007/08; the Annual Accounts for 2007/08 subject to a final reconciliation check; the

Losses and Special Payments for 2007/08; and the increase in the school meals charges from September 2008.

It was proposed by Mrs Wright, seconded by Mr Twyble, and agreed that the minutes* (F/5/08/10) of the meeting held on 15 May 2008 be adopted.

13. LIBRARY COMMITTEE : MINUTES

Mr Mayne expressed the Committee's appreciation to Banbridge District Council for the hospitality afforded to the Committee at the May meeting in acknowledgement of the work of the Library Service in the Banbridge Council area. He referred to the meeting of Mr Butler with officers of Banbridge District Council on 29 May 2008 to discuss possible co-location of services in that area; the passing of the Libraries Bill through the Assembly; the development of a Service Development Team; the response to the Competency Framework consultation document; and the presentation given on the work of the Library Service in the Banbridge District Council area.

Dr Cunningham enquired as to the position of staff already employed within the Library Service who had not been subject to a criminal background check. Mr Butler advised that current legislation did not provide for mandatory retrospective checking of staff employed prior to 1990; the agreement of staff to be subject to the checking process, employed prior to 1990, was voluntary. He confirmed that this applied to staff across all departments.

It was proposed by Mr Mayne, seconded by Councillor Harkness, and agreed that the minutes* (L/5/08/11) of the meeting held on 28 May 2008 be adopted.

14. TEACHING APPOINTMENTS COMMITTEE

The minutes* (TAC/4/08/12.1) of the meeting held on 7 April 2008 and the minutes* (TAC/5/08/12.2, 12.3, 12.4 and 12.5) of the meetings held on 2, 22, 28 and 30 May 2008 were noted.

15. COMMITTEE FOR THE APPOINTMENT OF PERIPATETIC TEACHERS: MINUTES

The minutes* (PT/5/08/13) of the meeting held on 22 May 2008 were noted.

16. PREMATURE RETIREMENTS ON THE GROUNDS OF VOLUNTARY REDUNDANCY

It was proposed by Councillor Harkness, seconded by Councillor Dr Weir, and agreed that discussion in relation to premature retirements on the grounds of voluntary redundancy would be held in committee.

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

The Board noted that it had been proposed by Professor Murphy, seconded by Councillor McRoberts, and agreed that the following officers would be offered premature retirement on the grounds of voluntary redundancy for the reasons stated below:

<i>Name</i>	<i>Reason for Voluntary Redundancy</i>	<i>Effective Date</i>
Mrs M Jackson Clerical Officer Tamnamore Primary School	Killyman Primary School and Tamnamore Primary School to amalgamate with effect from 1 September 2008 resulting in a need to reduce the number of clerical officers by one.	31 August 2008
Mrs P Lucas Classroom Assistant Dungannon Primary School	The number of classroom assistants required in Dungannon Primary School was reduced due to pupils leaving the school.	31 August 2008

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

The minutes* (B/6/08/15.1 and 15.2) of meetings held on 2 April and 7 May 2008 were noted. The Chairperson expressed her disappointment at the poor attendance of Members at the President's Day on 4 June 2008 in Gortatole Outdoor Education Centre.

The meeting ended at 4.02 pm.

CHAIRPERSON

CHIEF EXECUTIVE

DATE

* Paper circulated
12 June 2008

** Paper tabled
LMcC