

MINUTES OF PROCEEDINGS OF A MEETING OF THE BOARD HELD ON WEDNESDAY, 14 MAY 2008 AT 2.30 PM IN THE BOARD ROOM

1. PRESENT Rev J Byrne (Presiding Chairperson)

Mr P H Aiken	Mr W Mayne
Councillor P Brannigan	Councillor P P McAleer
Mr M P Campbell	Councillor J McCrum
Dr P Cunningham	Very Rev L M McVeigh
Councillor J Feehan	Councillor R Mulligan
Mr P Gildea	Professor P Murphy
Councillor J Hanna	Mr A G Sleator
Councillor R A Harkness	Rev D Somerville
Dr M Hollinger	Mr J K Twyble
Councillor Ms C Lockhart	Councillor Dr P A Weir
Mr C Mackin	Mrs E Wright

2. IN ATTENDANCE

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

3. APOLOGIES

Apologies were received from Mrs S R Brownlee, Mrs M E Donnell, Mrs M M Magennis, Rev Canon J McKegey, Councillor S McRoberts and Councillor M Murphy.

4. APPOINTMENT OF OFFICERS

Mrs McClenaghan drew attention to funding arrangements for posts contained within the report. It was proposed by Mr Campbell, seconded by Mrs Wright, and agreed that the report** (B/5/08/2) prepared by the Head of Human Resources be adopted.

(Councillors Hanna and Harkness entered the meeting at 2.32 pm.)

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

It was noted that the welcome in the Library Committee minutes should have referred to Mrs K Gibson, Acting Administrative and Finance Officer. On the proposal of Councillor Mulligan, seconded by Councillor McCrum, the minutes* (B/4/08/3) of the meeting held on 9 April 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 REVIEW OF POLICY ON LOCATION OF PUBLIC SECTOR JOBS (7.3)

Mrs McClenaghan advised that the response* (B/5/08/4.1) had been revised to take account of Member comments. The Board agreed that the response should be submitted to Sir George Bain by the due date of 23 May 2008.

(Mr Gildea entered the meeting at 2.36 pm.)

Mrs McClenaghan advised that Armagh City and District Council had appointed a firm of consultants to compile a report for submission to Sir George Bain in support of promoting Armagh city as a base for public sector jobs. She drew attention to the historical nature of the city being dependent on public sector jobs and advised that the Board's response had been shared with the Council to assist in this work. She was mindful of the other five Council areas within the Board and stated that the Board would be supportive of any Council should it be approached in a similar fashion.

6.2 LIBRARY COMMITTEE : MINUTES (9)

Mr Aiken referred to the process for submitting in-year bids to the sponsoring departments. He acknowledged the current process which had been outlined by officers at the previous meeting; however he requested that this approach would be the exception and that notification should be given to the Committees to enable consideration of areas of pressure. This was agreed.

7. CHAIRPERSON'S BUSINESS

DEVELOPMENT PROPOSAL NO 217 : ESTABLISHMENT OF A DOUBLE NURSERY UNIT AT WARINGSTOWN PRIMARY SCHOOL

The Board noted that the Minister had advised in a letter dated 8 May 2008 that this Proposal had not been approved. The letter had indicated that, in the assessment of the Proposal, DE had considered that there was already sufficient pre-school provision in this area and that additional provision would inevitably impact on the existing nursery schools and units.

Mrs McClenaghan referred to the delegations previously received by the Board on this matter and the mind of the Board at that time in support of the Proposal. The Board expressed disappointment that the Proposal had been refused. It considered that DE had not taken sufficient account of the growing population in Waringstown and the neighbouring areas and that other factors such as the uptake of pre-school places in Donacloney by children in the Waringstown area had not been taken into account. Councillor Hanna stated that the Board should convey its disappointment to DE at the Minister's decision.

The Board agreed that a freedom of information request should be made to the Department in order that the Board might be made aware of the factors that were taken into consideration for Waringstown.

7.2 SHANNAGHMORE OUTDOOR EDUCATION CENTRE

The Presiding Chairperson advised that the Minister of Education had indicated her availability to perform the opening ceremony of the extension and refurbishment at Shannaghmore Outdoor Education Centre on 2 July 2008. All members were invited to the ceremony.

(Councillor Dr Weir entered the meeting at 2.52 pm.)

Mr Gregg advised that the extension had won commendation by The Royal Society of Ulster Architects in its Design Awards for 2008. The award had taken cognisance of the excellence of the extension's design and provision which complemented the existing building. Members congratulated all those involved in the project.

7.3 SCHOOL VISITS

Mrs McClenaghan reported that the Chairperson and she had visited Abercorn, Bessbrook, Drumhillery, Mullaglass and Windsor Hill Primary Schools on 2 May 2008 and Bocombra, Hart Memorial, Millington, Mullavilly and Richmount Primary Schools on 9 May 2008. She stated that visits had focused on retiring principals and meeting new principals.

7.4 CHAIRMANSHIP OF JOINT COMMITTEES (SELB AND WELB)

Mrs McClenaghan outlined the discussion with the Chief Executive of WELB in relation to the rotation of chairmanship of the joint committees. The Board agreed, in conjunction with WELB, that the current chairpersons would continue to serve until December 2008 and that the current vice-chairpersons would assume the chairmanship for the remainder of the Boards' term of office.

7.5 TRANSFER AND IRISH MEDIUM EDUCATION

The Board received website details** of how to access Hansard transcripts of the Assembly's debate the previous day on transfer arrangements and Irish Medium education.

7.6 ASSOCIATION OF NORTHERN IRELAND EDUCATION AND LIBRARY BOARDS : ANNUAL CONFERENCE

The Presiding Chairperson welcomed Mr W Reilly, President of the ANIELB, to the meeting. Mr Reilly gave a presentation on the annual conference, to be held on 16-17 October 2008 in the City Hotel, Derry, at which Councillor P Brannigan would take up the office of President.

Mr Reilly referred to the working paper prepared by the ANIELB following its delegation to the Education Committee of the Assembly. He drew attention to the concerns of ANIELB in relation to the lack of meaningful engagement with Board Members in the current process for bringing about RPA in education. The Presiding Chairperson thanked Mr Reilly for his presentation.

(During the presentation Very Rev Fr McVeigh entered the meeting at 2.58 pm and Professor Murphy entered at 3.03 pm.)

Mr Aiken referred to the appointment of representatives by the ANIELB to the Library and Information Services Council. It was agreed that this item would be considered by the Board at its June meeting.

7.7 PROFESSIONAL QUALIFICATION FOR HEADSHIP (PQH) IN NORTHERN IRELAND

(The PQH Graduates entered the meeting.)

The Presiding Chairperson welcomed teachers who had obtained the PQH and extended the Board's congratulations to them on their achievement. The Board received a presentation from Miss H Jeffers, a teacher at Ceara School, on her experiences of PQH.

(The PQH Graduates and Mr Reilly withdrew from the meeting. Dr Cunningham and Councillor McAleer left the meeting at 3.40 pm.)

8. EDUCATION AND SKILLS AUTHORITY & NORTHERN IRELAND LIBRARY AUTHORITY

8.1 DRAFT LEGISLATION FOR THE ESTABLISHMENT OF ESA

Mrs McClenaghan advised that the draft legislation* was expected to be considered by the Executive on 22 May 2008 and laid before the Assembly on 23 June 2008. She stated that the draft legislation could be placed on the Board's website following 22 May 2008.

Mrs McClenaghan drew attention to clause 35 in the draft legislation relating to Boards of Governors. She referenced The Education and Libraries (Northern Ireland) Order 1986 which set out the constitution of Boards of Governors. She advised that the draft Bill did not make any changes to the membership of transferor representatives or to their number in primary and post-primary sectors. She also stated that the draft Bill had set out that the nomination of Governors currently appointed by Education and Library Boards would cease and these members would be replaced by Community Governors. The Board noted that this Bill would impact on the reconstitution of Boards of Governors which would take place in 2009. Mr Twyble, as a member of the Transferors' Representative Council, welcomed the continuation of transferor representation on controlled primary schools and secondary intermediate schools. He requested if confirmation could be sought on this process. Mrs McClenaghan undertook to set out a working example of the process and submit it to the Department for confirmation. She stated that the draft Bill had allowed for the Northern Ireland Council for Integrated Education (NICIE) and Comhairle na Gaelscolaiochta (CnaG) to continue to exercise their current functions as advisory bodies.

Mr Mayne referred to an inequality of treatment between Education and Library Board Members serving on Boards of Governors and other Governors. He advised that Governors, who were non-Board Members, were not recompensed for their attendance at meetings. Mrs McClenaghan undertook to forward this concern to the Department.

8.2 COMMUNICATION WITH THE BOARD ON ESA AND NILA: PROPOSAL THAT CHAIRPERSONS' COMMITTEE CONSIDERS MINUTES OF THE MEETINGS OF THE CHAIRPERSONS AND THE MINISTER & OF THE TRANSITION BOARD AND RELATED MATTERS CONCERNING ESA

The Board agreed that the Chairpersons' Committee would meet on occasions to consider minutes and other papers relating to ESA and that the Library Committee would continue to consider NILA matters. Mrs McClenaghan confirmed that items requiring a Board decision would be presented to the full Board. Mr Twyble received confirmation that minutes and information would be circulated to all Board Members as soon as possible following the Chairpersons' Committee.

8.3 REPORT BY THE VICE-CHAIRPERSON ON THE MEETING OF THE MINISTER AND CHAIRPERSONS ON 9 APRIL 2008

The Presiding Chairperson reported on the meeting on 9 April which he had attended, as the Chairperson's nominee, with the Minister, Mr G Boyd, Mr W Haire and the Chairpersons of the education bodies. He advised that updates had been given on the draft legislation; the establishment of the Transition

Board; involvement of staff; the planned £20m savings; financial management for 2008/09; the Education Advisory Forum; the HR Competency Framework; the Change Management Strategy; Vacancy Control; and the establishment of a Ministerial sub-group on children and young people.

(Very Rev Fr McVeigh left the meeting temporarily at 4.04 pm and Councillor Feehan left the meeting at 4.05 pm.)

8.4 REPORT BY THE CHIEF EXECUTIVE ON THE FIRST MEETING OF THE TRANSITION BOARD ON 14 APRIL 2008

Mrs McClenaghan advised that the Transition Board had been established to progress the convergence of Board services. The Minister had subsequently further extended the membership to include representatives from NICIE, CCEA and CnaG. Mrs McClenaghan stated that 22 group meetings of service managers were being held in the coming months and would be attended by PA Consultants. She stated that the Transition Board had requested information on the second tier structure but had been advised that the detail of this was not yet available. The recruitment process would be initiated after the second reading of the Bill which was expected to be in the Autumn.

Mr Aiken stated that, at a recent meeting of the JNC Executive Council, members had been advised that the second tier recruitment process would be taken forward by an organisation independent of ESAIT. Pensions, equality and the staff transfer scheme had been discussed at this meeting. He considered that these minutes should be circulated for Members' information.

It was noted that the next meeting of the Transition Board would be held on 19 May 2008.

(Very Rev Fr McVeigh re-entered the meeting at 4.14 pm.)

8.5 ASSOCIATION OF NORTHERN IRELAND EDUCATION AND LIBRARY BOARDS : WORKING PAPER

The Board noted the paper** (B/5/08/6) prepared by the ANIELB submitted to the Minister of Education, Mr G Boyd, Mr W Haire and all Assembly Members setting out the ANIELB's concerns in relation to the outworking of RPA in education.

8.6 JOINT WORKING GROUP (SELB AND WELB)

Mrs McClenaghan stated that the Joint Working Group at its April meeting had agreed that a joint delegation from SELB and WELB, comprising two representatives from each Board, should meet with the Education Committee of the Assembly to discuss issues relating to collaboration. It was proposed by Mrs Wright, seconded by Very Rev Fr McVeigh, and agreed that the Chairperson and Mr Campbell should accompany the WELB representatives to meet the Education Committee of the Assembly.

(Mr Mayne left the meeting at 4.18 pm.)

9. TEACHERS' EARLY RETIREMENT : LETTER FROM THE PERMANENT SECRETARY, DE, DATED 25 APRIL 2008

The Board noted the letter* (B/5/08/7) dated 25 April 2008 from the Permanent Secretary in response to the Board's concerns on the proposal that from 1 April 2009 employers

would bear the costs of the early release of teachers' pensions. Mrs McClenaghan stated that the working group to consider future changes to the Premature Retirement Compensation Scheme would be meeting at the end of May.

Mr Sleator enquired if DE had responded to the Board's request for consideration of provision for the enhancement of pensions for those teachers retiring in August who had been affected by the new arrangements within the Scheme. Mrs McClenaghan stated that no response had yet been received.

(Councillor Mulligan left the meeting at 4.20 pm.)

10. JOINT YOUTH COMMITTEE : MINUTES

Mr Twyble referred to the official presentation of the Duke of Edinburgh Award's operating licence on 21 May 2008 and to the opening ceremony of the new residential facility at Shannaghmore Outdoor Education Centre on 2 July 2008. He also referred to correspondence received from DE in relation to new Child Protection arrangements and to the phased allocation of capital funding over the next three years for both Boards. Mr Twyble highlighted the Committee's concerns in relation to the impact of the restricted funding, particularly in respect of recruitment. He drew attention to the approval of the Draft Business Plan; the proposals relating to the Outreach Initiative; and the proposals for the funding of a Participation Strategy involving the establishment and support of youth councils in each local government district and a revised structure for the Stakeholder Forum.

(Councillor Dr Weir left the meeting at 4.22 pm.)

It was proposed by Mr Twyble, seconded by Very Rev Fr McVeigh, and agreed that the minutes* (Y/4/08/8) of the meeting held on 16 April 2008 be adopted.

11. JOINT EDUCATION COMMITTEE : MINUTES

Mr Campbell pointed out that the next meeting of the Joint Education & Joint Children and Young People's Committee would take place in Fivemiletown College.

Mr Campbell referred to DE's letter advising that the funding for the Extended Schools' Programme for SELB schools in 2008/09 would be £804k. This was a significant reduction from the previous year's allocation of £1,565k. He drew attention to the facility for schools to collaborate in clusters with other schools within the Programme and thus enhance their allocation by 40%. Clarification was necessary on whether this additional funding was required to be met from within the £840k. Mr Campbell drew attention to concerns which had arisen, as a result of changing the criteria, that only 21 schools in SELB remained on the Programme out of 29 schools. Schools had established programmes to run until the end of June. He drew attention to the numerous projects undertaken by schools to benefit the children, families and communities which he stated would not now encourage the same level of support on account of the reduced allocation. He considered that the Board should write to the Minister to seek an assurance that if additional funding could not be found to restore the allocation to the Programme in the current financial year, then the budget in 2009/10 should be increased to its original £10m. He advised that the Extended Schools' Programme Management Board would be convening a meeting to make a response on the budgetary position.

Mr Campbell drew attention to the minutes of the PEAG meetings held on 21 January, 21 February and 6 March 2008 which referenced communication with DE in relation to zero rating. He also drew attention to the minutes of the Expulsion Sub-Committee on 25 February 2008; the consideration given to the composition of the Expulsion Sub-Committee; the submission of the joint SELB / WELB response to 'Every School a Good School' consultation document; and to the comments raised by the Inspectorate on the evaluation of the implementation of the Revised Curriculum.

(Mr Mackin left the meeting temporarily at 4.32 pm.)

It was proposed by Mr Campbell, seconded by Councillor McAleer, and agreed that the minutes* (E/4/08/9) of the meeting held on 24 April 2008 be adopted. It was also agreed that the Board would write to the Minister outlining the concerns raised by Mr Campbell on restoring the allocation to the Extended Schools' Programme and that this letter would be copied to the education spokespersons of all the political parties.

(Councillor Ms Lockhart and Mrs Wright left the meeting at 4.36 pm.)

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

The Board noted that assurances were being sought from DE and DEL that financial support would continue to be provided for young people with special educational needs wishing to access a range of courses at further education level. Dr Mangan referred to the joint presentation on Transition arrangements given by the Assistant Director of Children's Services from the Western Health & Social Care Trust and the Boards' Assistant Advisory Officer with responsibility for Transitions. She also drew attention to the year end service target monitors and to the department's target monitors for 2008/09.

(Councillor Hanna left the meeting at 4.40 pm. Mr Mackin re-entered the meeting at this time.)

It was proposed by Very Rev Fr McVeigh, seconded by Councillor McAleer, and agreed that the minutes* (CYPS/4/08/10) of the meeting held on 24 April 2008 be adopted.

13. AUDIT COMMITTEE

13.1 MINUTES

Mr Sleator drew attention to the recommendation to amend the Scheme for the Audit Committee to take account of two additional responsibilities which were contained in the Audit Committee's Handbook Model Terms of Reference. He also referred to ongoing work in the Board's data security procedures; the revision of the Corporate Risk Register; the Statement on Internal Control; and the consideration given to the Internal Audit Annual Report for 2007/08.

(Councillor McCrum left the meeting at 4.43 pm.)

It was proposed by Mr Sleator, seconded by Professor Murphy, and agreed that the minutes* (A/4/08/11.1) of the meeting held on 28 April 2008 be adopted.

13.2 STATEMENT ON INTERNAL CONTROL : FINAL DRAFT

The Board noted that the Statement on Internal Control* (B/5/08/11.2) had been amended following its consideration by the Audit Committee on 28 April 2008.

It was proposed by Mr Sleator, seconded by Professor Murphy, and agreed that the revised Statement on Internal Control be adopted

14. SCHOOLS AND SERVICES COMMITTEE

MINUTES

Councillor Brannigan drew attention to the update given on progress to the implementation of the response to the Craigavon Two-Tier System; the minutes of the Advisory Sub-Committee of 31 January 2008, the Special and Secondary Teachers' Consultative Committee of 19 February 2008 and the Nursery and Primary Teachers' Consultative Committee of 3 March 2008; the CCMS post-primary review of the Lismore and Lurgan areas; the new Procurement Procedures for Building Works; the Minor Works Programme for 2008/09; the Scheme for the Use of Facilities other than Schools and Libraries for 2008/09; consideration of the job application reference forms for teaching and non-teaching posts; and collaborative working between SELB and NEELB on providing first aid training for schools.

It was proposed by Councillor Brannigan, seconded by Rev Mr Somerville, and agreed that the minutes* (SS/4/08/12.1) of the meeting held on 17 April 2008 be adopted.

14.2 COOKSTOWN HIGH SCHOOL : LEASE OF RUGBY PITCH TO COOKSTOWN HOCKEY CLUB

Mr Murphy advised that the paper* (B/5/08/12.2) was being presented to the Board for its consideration on account of the timescale involved in accessing Lottery funding. Councillor Harkness commended Cookstown Hockey Club in obtaining this funding. It was proposed by Councillor Harkness, seconded by Councillor McAleer, and agreed that the rugby pitch at Cookstown High School be leased to Cookstown Hockey Club under the terms set out in the paper for a period of 25 years.

15. LIBRARY COMMITTEE : MINUTES

Mr Aiken drew attention to the recommendations to adopt the revised budgets for the Public Library Service and the Education Libraries Service and to extend the pilot currently operating for flagship libraries in Cookstown and Lurgan to include Dungannon and Newry libraries. He outlined the need for greater promotion of library opening hours. Mr Aiken also referred to the invitation for the Library Committee to attend a civic reception at Banbridge District Council offices on 28 May, at the invitation of Councillor Hanna, in acknowledgement of the Library Service's work in Banbridge District Council's area.

It was proposed by Mr Aiken, seconded by Councillor Harkness, and agreed that the minutes* (L/4/08/13) of the meeting held on 15 April 2008 be adopted.

16. TEACHING APPOINTMENTS COMMITTEE

The minutes* (TAC/4/08/14.1 and 14.2) of the meetings held on 3 and 18 April 2008 were noted.

17. TEACHERS' STAFFING COMMITTEE : MINUTES

The minutes* (TSC/4/08/15.1 and 15.2) of the meetings held on 3 and 16 April 2008 were noted.

18. MEMBERSHIP COMMITTEE : MINUTES

The minutes* (MC/4/08/16) of the meeting held on 9 April 2008 were noted.

19. PREMATURE RETIREMENTS ON THE GROUNDS OF VOLUNTARY REDUNDANCY

It was proposed by Mr Mackin, seconded by Very Rev Fr McVeigh, and agreed that discussion in relation to premature retirements on the grounds of voluntary redundancy would be held in committee.

It was proposed by Councillor Harkness, seconded by Very Rev Fr McVeigh, and agreed to resume the meeting.

The Board noted that it had been proposed by Professor Murphy, seconded by Dr Hollinger, 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 T O'Hagan Cleaner, St Paul's High School, Bessbrook	Financial decision by school	31 May 2008
Mrs J Hawthorne, Supervisory Assistant, Collone Primary School	School to close on 31 August 2008	31 August 2008
Mrs E Cranston, Clerical Officer, Collone Primary School	School to close on 31 August 2008	31 August 2008
Mrs V White, Classroom Assistant, P1, Collone Primary School	School to close on 31 August 2008	31 August 2008
Mrs W Farley, Supervisory Assistant, Minterburn Primary School	School to close on 31 August 2008	31 August 2008
Mrs D Morrow, Senior Clerical Officer, Minterburn Primary School	School to close on 31 August 2008	31 August 2008
Mrs D Zwecker, Building Supervisor, Minterburn Primary School	School to close on 31 August 2008	31 August 2008
Mrs D Jones, Classroom Assistant, Minterburn Primary School	School to close on 31 August 2008	31 August 2008

20. BOARD AND COMMITTEE DATES : SCHEDULE FOR 2008/09

The schedule* (B/5/08/18) detailing Board and Committee dates for 2008/09 was approved.

The meeting ended at 5.00 pm.

CHAIRPERSON

CHIEF EXECUTIVE

DATE

* Paper circulated
15 May 2008

** Paper tabled
LMcC