

**MINUTES OF PROCEEDINGS OF A MEETING OF THE BOARD HELD ON WEDNESDAY, 30 JULY 2008 AT 2.30 PM IN THE BOARD ROOM**

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

Mr P H Aiken	Mrs C M McCaul
Councillor P Brannigan	Very Rev L M McVeigh
Mrs S R Brownlee	Councillor R Mulligan
Rev J Byrne	Professor P Murphy
Mr M P Campbell	Mr A G Sleator
Councillor C Casey	Mr J K Twyble
Councillor J Feehan	Councillor Dr P A Weir
Councillor R A Harkness	Mrs E Wright
Dr M Hollinger	

**2. IN ATTENDANCE**

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

**3. APOLOGIES**

Apologies were received from Dr P Cunningham, Councillor I E B Hanna, Mr C Mackin, Mr W Mayne, Councillor J McCrum, Councillor M Murphy and Rev D Somerville.

**4. APPOINTMENT OF OFFICERS**

Mrs McClenaghan drew attention to funding arrangements for posts contained within the report. It was proposed by Mrs Wright, seconded by Councillor Feehan, and agreed that the report\*\* (B/7/08/2) prepared by the Head of Human Resources be adopted.

*(Mrs McCaul entered the meeting at 2.34 pm.)*

**5. BOARD MEETING : MINUTES OF MEETING HELD ON 11 JUNE 2008**

On the proposal of Mr Twyble, seconded by Councillor Mulligan, the minutes\* (B/6/08/3) of the meeting held on 11 June 2008 were approved as an accurate record and were signed by the Chairperson and the Chief Executive.

**6. MATTERS ARISING FROM THE MINUTES**

**6.1 ANIELB : ANNUAL CONFERENCE BOOKING ARRANGEMENTS (6.2)**

The Chairperson advised that the invitations for the annual conference would be issued on 11 August 2008 with a response date of early September. It was noted that the ANIELB would feature details of the annual conference on its website from 1 August 2008.

**6.2 DRAFT LEGISLATION FOR THE ESTABLISHMENT OF ESA (6.3)**

Mrs McClenaghan reported that a response had been received from DE dated 27 June 2008 in relation to composition of Boards of Governors when ESA was in

place. The letter had stated that DE's proposals in relation to the composition of Boards of Governors had been set out in the RPA Policy Paper 5 which had been subject to an equality screening process earlier in the year. As DE was considering the views expressed during the consultation exercise, including those submitted by the three main Churches' Transferors interests, it was not in a position to comment at present on how the policy would be translated into legislation. It would however respond to those who had participated in the consultation exercise in due course.

*(Councillor Dr Weir entered the meeting at 2.38 pm.)*

Mrs McClenaghan stated that she understood that DE intended to issue a letter to all Governors advising that the reconstitution of Boards of Governors would take place in 2010 and not 2009.

Mr Twyble commented that as the long term position of transferor representation on controlled primary and secondary schools was still unknown the Board should remain alert to further developments. He stated that it was open to the main Churches and the Transferors' Representative Council to take action at this stage.

### **6.3 REPORT ON DELEGATION TO THE ASSEMBLY EDUCATION COMMITTEE (6.5 and 7.2)**

The Chairperson stated that Mr P Duffy and Councillor R Irvine from WELB and Mr M P Campbell and she had been warmly received by the Assembly's Education Committee on 13 June. Mr Campbell stated that the focus of the presentation had been on the outcome of the collaborative working arrangements between SELB and WELB. Assembly members had asked questions on various issues and, subsequent to the presentation, the Clerk to the Education Committee had written to request details of the financial savings arising from collaboration between the two Boards.

### **6.4 END YEAR FLEXIBILITY RESOURCE ALLOCATIONS 2008-09 (CARRY OVER FROM 2007-08 TO 2008-09) : REPORT (7.1)**

Mrs McClenaghan reported that she had received a letter from DE dated 22 July 2008 confirming that the level of access to EYF in 2008/09 for SELB schools as a result of underspends from previous years would be £3m. This confirmation meant that the July meeting of the Finance Committee, which had been planned for early July to consider cutbacks in the Centre budget should access to EYF not become available, had been unnecessary. The letter had also indicated that at present no additional resources would be made available in 2008/09 for the Centre budget.

Mrs McClenaghan drew attention to a pressure at Centre, amounting to £1.1m, which was required to meet Furniture & Equipment costs for capital schemes. This pressure referred to schemes underspent in prior years for which access to prior year EYF had not yet been granted. She reported that the Board had been advised by DE to resubmit its bid for this pressure in the September monitoring round. She outlined pressures in other budget areas, for example in the Transport budget as a result of increased fuel costs. It was noted that the Finance Committee would receive a report at its September meeting. The Chairperson stated that she would continue to raise these issues at the meetings involving the Minister of Education and Chairpersons of the education partner organisations.

## **6.5 JOINT EDUCATION COMMITTEE MINUTES : FUNDING FOR EXTENDED SCHOOLS (10)**

The Chairperson outlined the content of the letter from the Minister of Education, dated 1 July 2008, in relation to the reduction in Extended Schools' funding and its impact on schools, communities and community partners. Mr Campbell stated that he had also received a letter dated 9 July 2008 from the Permanent Secretary to his letter which he had written as Chairperson of the Extended Schools' Project Management Board. However, he wished to advise that a letter dated 29 July 2008 from Mr J Caldwell, School Improvement Branch, DE, addressed to the Chief Executive had advised that:

- funding for the programme had been restored to the level of funding in 2007/08 for all eligible schools. The revised amount of funding made available to the Board was £1,487k which included the carry over of £395k from 2007/08;
- schools which had failed to qualify in April 2008 and 3 schools which had been placed in the buffer zone had now been reinstated to the full level of funding resulting in a total of 77 Extended Schools in the Board's area;
- 5 schools who had failed to qualify in April could now enter the buffer zone resulting in a total of 8 schools in the buffer zone in the Board's area;
- the total number of exiting schools in the Board's area was now reduced from 29 schools to 16 schools; and
- schools entering into clustering arrangements with other schools would be entitled to a 15% network allowance (not 40% as previously envisaged).

Mr Campbell stated that the letter of 29 July had also indicated that plans were in place to meet with co-ordinators in the coming months in order to develop: the Extended Schools Policy; the support for schools to work effectively in clusters; linking activities into school development plans and raising standards; and encouraging schools to work collaboratively with parents, communities and other key stakeholders. Very Rev Fr McVeigh commented that a school's activities within its programme would relate to the school development plan. Mrs McCaul stated that schools in the programme were at a financial advantage particularly if their activities were linked into the school development plan. She considered that pressure should continue to be placed on DE to enable all schools to be involved in the Extended Schools Programme.

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

### **7.1 WELCOME**

The Chairperson welcomed Councillor C Casey from Newry and Mourne District Council to his first meeting of the Board. She invited Councillor Casey to inform officers of the committees on which he wished to serve prior to the September Board meeting.

### **7.2 RESIGNATION OF COUNCILLOR P GILDERNEW**

The Chairperson reported that Councillor Gildernew had resigned from the Board. She advised that the Minister was currently considering the appointment of a replacement member from Dungannon and South Tyrone Borough Council.

### **7.3 INVITATION TO THE MINISTER OF CULTURE, ARTS AND LEISURE TO MEET WITH BOARD MEMBERS**

The Chairperson reported that the Minister's office had responded to advise that Mr Gregory Campbell would be unable to meet the Board in the foreseeable future due to diary commitments. However, he was seeking to meet with the Chairpersons and the Chief Executives of the five Boards at the end of August.

### **7.4 OFFICIAL OPENING OF EXTENSION AT SHANNAGHMORE OUTDOOR EDUCATION CENTRE ON 2 JULY 2008**

The Chairperson advised that the ceremony had been very enjoyable and had involved some invited guests and young people taking part in the Centre's activities. She stated that Mr Aiken, as Chairperson of the Youth Committee, had highlighted to guests the benefits of outdoor education and how the extended capacity of the improved facilities would enhance the experiences of young people visiting the Centre. She expressed appreciation to Newry and Mourne District Council, and particularly to Councillor Hanna as Deputy Mayor, for supporting the new provision.

### **7.5 SCHOOL VISITS**

The Chairperson reported that she had visited Killylea Primary School on 19 June 2008. She stated that Mrs I M Kelsall, a teacher at the school, had won the NI heat of the Teaching Awards Scheme in the Sustainable Schools category. She also reported that on 25 June 2008 the Chief Executive and she had visited Killyman and Tamnamore Primary Schools, which would close on 31 August 2008, and had met the retiring teachers of both schools. The Chairperson stated that she had also attended the official opening of the sports field at St Colman's Primary School, Annaclone, on 27 June 2008.

The Board noted that a reply had been received from DE dated 30 June 2008 in response to its letter of 25 January 2008 in relation to meeting the costs of added years for the teachers retiring from Collone, Killyman, Minterburn and Tamnamore Primary Schools. Mrs McClenaghan advised that DE had confirmed that it would not fund the additional costs of making the seven teachers redundant and was seeking a business case from the Board to justify the Board's decision to grant added years.

## **8. FORM OF APPOINTMENT AND AUTHORISATION PURSUANT TO PARAGRAPH 10 OF SCHEDULE 13 OF THE EDUCATION AND LIBRARIES (NI) ORDER 1986**

The Board noted the Form of Appointment and Authorisation\* (B/7/08/6) which had been prepared on the advice of the Education and Library Boards' Legal Service to enable officers of the Education Welfare Service to undertake duties in court in relation to education supervision orders on behalf of the Board.

It was proposed by Mr Aiken, seconded by Mrs Brownlee, and agreed that the Chief Executive would be authorised to appoint officers within the Education Welfare Service, in accordance with the Form of Appointment and Authorisation, to take proceedings on behalf of the Board for an offence under Schedule 13 of the Education and Libraries (NI) Order 1986.

**9. CHAIRPERSONS' COMMITTEE : MINUTES**

It was proposed by Mr Campbell, seconded by Mrs McCaul, and agreed that the minutes\*\* (CP/6/08/6) of the meeting held on 19 June 2008 be adopted.

**10. JOINT YOUTH COMMITTEE : MINUTES**

Mr Aiken referred to the exercise being undertaken by DE to establish new priorities for the Youth Service and to a special meeting to be held on 5 August to consider a response to DE which would be submitted to the September Board meeting for approval. He also drew attention to the presentation which had been given on social inclusion programmes across both Boards; the consideration of the financial reports and the recommendation that any in-year slippage should be distributed to units to assist with rising fuel costs; the update provided in relation to child protection arrangements; and the presentation given on the usage of Killowen Outdoor Education Centre.

It was proposed by Mr Aiken, seconded by Mr Twyble, and agreed that the minutes\* (Y/6/08/7) of the meeting held on 18 June 2008 be adopted.

**11. JOINT EDUCATION COMMITTEE**

**MINUTES**

Mr Campbell stated that four schools in the SELB area had been successful in the 2008 NI Teaching Awards and the winners were being invited to meet the Committee to be congratulated on their success. He referred to the correspondence received in relation to the Extended Schools Programme and the consultation on the Review of Higher Education in Further Education including foundation degrees. He outlined discussion which had taken place relating to the survey of the Vocational Enhancement Programme in Schools and Colleges of Further Education and to the strategy document for raising achievement in literacy and numeracy; the consultation period of which would end in November 2008. Mr Campbell pointed out that reference had been made to the surplus supply of newly qualified teachers in NI and to the possibility of using this resource within the programme. He also highlighted that the Committee had been made aware of a process to enable schools and Boards of Governors to deal with unsatisfactory teachers.

*(Councillor Dr Weir left the meeting temporarily at 3.54 pm.)*

Mr Aiken stated that the Library Committee at its meeting on 17 June 2008 had received a presentation on the Revised Literacy Strategy and had raised a concern that the Action Plan had detailed proposals for strands 1 and 2 but no action was being proposed for strand 3. He considered that the consultation response should highlight the support provided by the Schools' Library Service to the development of literacy in schools and identify the positive actions already happening. Mr Mackey drew attention to the establishment of a Schools' Steering Group which would take account of the input from the Library Service in order to assist in the development of a regional strategy. He confirmed that DE had yet to approve the draft Action Plan and that the Schools' Library Service was directly involved in a number of areas, eg Children's Book Week, in its support of the

Literacy Strategy. He stated that plans were being progressed to develop community and parental involvement within the Library Service.

It was proposed by Mr Campbell, seconded by Very Rev Fr McVeigh, and agreed that the minutes\* (E/6/08/8) of the meeting held on 26 June 2008 be adopted.

#### **11.2 EXTENDED SCHOOLS FUNDING : LETTER FROM DE DATED 1 JULY 2008**

The Board noted the letter\* (B/7/08/9.2) which had been superseded by the letter dated 29 July 2008 as discussed previously in the meeting.

#### **11.3 RESIGNATION OF COUNCILLOR DR P A WEIR FROM THE JOINT EDUCATION COMMITTEE**

The Chairperson reported that Councillor Dr Weir had resigned from the Joint Education Committee. Mr Campbell, as Chairperson of the Joint Committee, expressed appreciation to Councillor Dr Weir for his contribution to the Committee. As the Committee was not restricted in its membership, the Chairperson invited any interested Member to serve on this Committee.

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

Mrs McCaul referred to the Committee's concerns in response to the paper presented on the accessing of transport by pupils with statements of special educational needs. She pointed out that further advice was being sought on this matter and it would receive consideration by the Committee at its September meeting. She stated that the Speech Link and Language Link programmes, developed collaboratively between Health and Education, would be piloted in NI to 25 primary schools in the Strabane area and 25 schools in the Armagh and Dungannon areas from September 2008. She highlighted the positive findings of the ETI Report on the Dispute Avoidance and Resolution Service (DARS) across the five Boards and the discussion which had taken place arising from the Child Protection Committee minutes of 7 May 2008.

*(Councillor Dr Weir re-entered the meeting at 4.07 pm.)*

Mr Campbell stated that concerns had been raised at the meeting in relation to the employment of private Speech and Language Therapists, through the Extended Schools Programme, without any consultation with local Trusts which meant that advices to parents were not regulated. He stated that the Extended Schools Programme Management Board was seeking to identify the extent of this provision with the co-operation of Trusts and other agencies.

It was proposed by Mrs McCaul, seconded by Dr Hollinger, and agreed that the minutes\* (CYPS/6/08/9) of the meeting held on 26 June 2008 be adopted.

### **13. FINANCE COMMITTEE**

Mrs Wright drew attention to the five Board bid which had been submitted to DE in respect of rising oil prices as part of the June monitoring round. Ms Ayling advised that the bid had been unsuccessful but would be resubmitted during the September monitoring round. Mrs Wright referred to the DE letter of 30 May 2008 which had raised concerns over the quality of capital expenditure forecast information provided to DE and to its

subsequent review of financial monitoring to examine the processes involved for projects and the accuracy of reporting. The letter had also stated that no automatic carry over of unspent capital funding in 2008/09 to 2009/10 would be approved and that DE would no longer facilitate the reclassification of recurrent monies to capital monies within the schools' budgets. Ms Ayling stated that a meeting had taken place with officials from DE Building Branch to discuss capital monitoring and a collaborative approach was being taken; however detailed treatment of a number of issues including LMS capital monies still required clarification. She stated that, at a meeting with the Chief Finance Officers at which discussion had taken place on the new monthly financial reporting arrangements for recurrent expenditure reports, DE had conceded that providing 38 reports each month was unachievable. Ms Ayling advised that the first summary level returns in the new format had been made in the current month and that from August onwards monthly profile forecasts including separate lines for each earmarked budget would be required. DE had also stated that any variance in a budget line from one month to the next by more than 15% or £100k, whichever was the lower, would require explanation as to why the forecast had changed.

It was proposed by Mrs Wright, seconded by Mr Twyble, and agreed that the minutes\* (F/6/08/10.1) of the meeting held on 11 June 2008 be adopted.

*(Mrs Brownlee left the meeting at 4.18 pm. Very Rev Fr McVeigh left the meeting temporarily at this time.)*

## **14. LIBRARY COMMITTEE**

### **14.1 MINUTES**

Mr Aiken referred to the presentation given on the Revised Literacy Strategy and to the support of the Library Service to develop literacy in schools which would also be highlighted in the summer edition of the Southern Outlook magazine. He drew attention to the Library Service's Annual Report which featured a rise of 5% in membership during 2007/08; to the recommendation to write to DCAL for consideration of an appropriate severance package for those staff who did not wish to transfer to the new authority; and to the bid which had been submitted to DCAL in June for digitisation of materials.

Subject to the correction of an error to a member's name, it was proposed by Mr Aiken, seconded by Councillor Harkness, and agreed that the minutes\* (L/6/08/11) of the meeting held on 17 June 2008 be adopted.

### **14.2 REPORT ON LIBRARY LEGISLATION AND CONSEQUENTIAL WORK**

Mrs Donnell reported that the Libraries Act 2008 had received Royal Assent on 18 June 2008.

## **15. SCHOOLS AND SERVICES COMMITTEE**

### **15.1 MINUTES**

Mr Keating stated that the Flexible Retirement Policy would apply to all public service organisations whose members were part of the NI Local Government Pension Scheme (NILGOSC). In accordance with Local Government Pension Scheme Regulations employees were entitled to request flexible retirement within

the terms of this discretion (upon reaching the age of 50; 55 with effect from 2010). He advised that costs associated with application of the discretion would be charged to the employer by NILGOSC and therefore only in exceptional circumstances would consideration be given to an employee's early release under the terms of this discretion. It was proposed by Mr Sleator, seconded by Mrs Wright, and agreed that the Flexible Retirement Scheme be adopted.

Mr Aiken referred to the minutes of the Nursery and Primary Teachers' Consultative Committee held on 20 May 2008 at which discussion had taken place in relation to the Emergency Support Initiative. He pointed out that a member of that Committee had requested that it be recorded that the Committee had agreed that the Board, when determining its criteria for the approval of Emergency Support funding, should not take into consideration the budget of the school concerned. Mrs McClenaghan confirmed that the Board's policy did take into account the budgetary position of schools.

The Board noted the proposal put forward by the Nursery and Primary Teachers' Consultative Committee in relation to the determination of criteria for the Emergency Support Initiative and agreed that the Board's current policy would remain unchanged.

Councillor Dr Weir enquired if an update could be given on controlled school provision in Lurgan. Mrs McClenaghan advised that a meeting of the Advisory Sub-Committee for Controlled Schools would be held on 10 September 2008 to consider this matter. Mr Aiken stated that those Board Members, not serving on the Advisory Sub-Committee but who served on Boards of Governors in the Lurgan area, would welcome being made aware of the proposals for consideration by the Sub-Committee. Mrs McClenaghan confirmed that consideration would be given by the Sub-Committee in the first instance.

It was proposed by Councillor Brannigan, seconded by Councillor Mulligan, and agreed that, with the exception of the proposal set out within the Nursery and Primary Teachers' Consultative Committee minutes relating to the Emergency Support Initiative, the minutes\* (SS/6/08/12.1) of the meeting held on 19 June 2008 be adopted.

## **15.2 DE LETTER DATED 12 JUNE 2008 : RATIONALISATION AND REDUNDANCY ISSUES**

The Board noted the letter\* (B/7/08/13.2) dated 12 June 2008 from the Deputy Secretary, DE, in relation to DE's approach to co-ordinating transfer and redundancy cases across all the education bodies through a central point.

*(Very Rev Fr McVeigh re-entered the meeting at 4.34 pm and Councillor Harkness left the meeting at 4.35 pm.)*

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

Professor Murphy advised that all major capital works were now tendered through DE's Major Capital Works Framework. Very Rev Fr McVeigh raised a query in relation to the level of specifications being prescribed in some contracts. Mr Murphy advised that specifications took into account long term costs rather than initial costs only as well as ensuring value for money. He undertook to examine instances relating to particular contracts and report back accordingly.

It was proposed by Professor Murphy, seconded by Mr Murphy, and agreed that the minutes\* (CSP/7/08/14) of the meeting held on 3 July 2008 be adopted.

**17. TEACHING APPOINTMENTS COMMITTEE : MINUTES**

The minutes\* (TAC/6/08/15.1 and 15.2) of the meetings held on 10 and 18 June 2008 and the minutes\* (TAC/7/08/15.3) of the meeting held on 4 July 2008 were noted.

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

The minutes\* (PT/6/08/16.1 and 16.2) of the meetings held on 12 and 27 June 2008 were noted.

**19. MEMBERSHIP COMMITTEE : MINUTES**

The minutes\* (MC/6/08/17) of the meeting held on 11 June 2008 were noted.

**20. PREMATURE RETIREMENTS ON THE GROUNDS OF VOLUNTARY REDUNDANCY**

It was proposed by Mr Campbell, 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 Dr Hollinger, seconded by Councillor Mulligan, and agreed to resume the meeting.

The Board noted that it had been proposed by Professor Murphy, seconded by Councillor Mulligan, 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 I Wray Supervisory Assistant Tamnamore Primary School	Amalgamation of Killyman and Tamnamore Primary Schools on 1 September 2008 resulting in the need to reduce the number of Supervisory Assistants by one.	31 August 2008
Mr T Molloy Technician 3 St Joseph's College, Coalisland	Requirement on St Joseph's College, Coalisland to effect substantial savings due to falling enrolments and budgetary constraints.	31 August 2008
Mr M Duffin Building Supervisor St Joseph's College, Coalisland	Requirement on St Joseph's College, Coalisland to effect substantial savings due to falling enrolments and budgetary constraints.	31 August 2008

The meeting ended at 4.45 pm.

CHAIRPERSON

CHIEF EXECUTIVE

DATE

\* Paper circulated      \*\* Paper tabled      1 August 2008      LMCC