

MINUTES OF PROCEEDINGS OF A MEETING OF THE BOARD HELD ON WEDNESDAY, 11 MARCH 2009 AT 2.30 PM IN THE BOARD ROOM

1. PRESENT Mrs M E Donnell (Chairperson)

Mr P H Aiken	Mr W Mayne
Councillor Brannigan	Councillor P P McAleer
Mrs S R Brownlee	Mrs C M McCaul
Rev J Byrne	Councillor J McCrum
Mr M P Campbell	Councillor S McRoberts
Councillor J Cavanagh	Very Rev L M McVeigh
Councillor C Casey	Councillor R Mulligan
Mr P Gildea	Councillor M Murphy
Councillor J Hanna	Mr A G Sleator
Dr M Hollinger	Rev D Somerville
Councillor Ms C Lockhart	Mr J K Twyble
Mr C Mackin	Mrs E Wright

2. IN ATTENDANCE

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

3. APOLOGIES

Apologies were received from Dr P Cunningham, Councillor I E B Hanna, Councillor R A Harkness, Rev Canon J McKegey, Professor P Murphy and Councillor Dr P A Weir. The Chairperson explained that Rev Canon McKegey was continuing to receive hospital treatment which was expected to end shortly.

4. APPOINTMENT OF OFFICERS

Mrs McClenaghan drew attention to funding arrangements for posts contained within the report. It was proposed by Mr Mackin, seconded by Very Rev Fr McVeigh, and agreed that the report** (B/3/09/2) prepared by the Head of Human Resources be adopted.

(Mr G P Butler entered the meeting.)

The Chairperson congratulated Mr Butler on his appointment as Acting Head of Development, Planning and Support Services.

(To facilitate the attendance of the Chairperson of the Youth Committee items of business were taken in the following order.)

5. JOINT YOUTH COMMITTEE

5.1 MINUTES OF MEETING HELD ON 21 JANUARY 2009

As no member had been present at the February meeting of the Board to second the minutes, the minutes were again presented to the Board for adoption. It was

proposed by Mr Aiken, seconded by Very Rev Fr McVeigh, and agreed that the minutes* (Y/1/09/7.1) of the meeting held on 21 January 2009 be adopted.

(Mr Aiken left the meeting at 3.00 pm and Councillor McAleer entered the meeting at 3.01 pm.)

5.2 MINUTES OF MEETING HELD ON 18 FEBRUARY 2009

Mr Twyble drew attention to the Chief Inspector's Report which had contained references to the strengths of the Youth Service across SELB and WELB and had endorsed many of the operational strategies developed through collaboration. It was proposed by Mr Twyble, seconded by Councillor McRoberts, and agreed that the minutes* (Y/2/09/7.2) of the meeting held on 18 February 2009 be adopted.

6. BOARD MEETING : MINUTES OF MEETING HELD ON 11 FEBRUARY 2009

On the proposal of Councillor McCrum, seconded by Mr Twyble, the minutes* (B/2/09/3) of the meeting held on 11 February 2009 were approved as an accurate record and were signed by the Chairperson and the Chief Executive.

7. MATTERS ARISING FROM THE MINUTES

7.1 RECONSTITUTION OF BOARDS OF GOVERNORS : DE LETTER DATED 16 FEBRUARY 2009 (6.1)

Mrs McClenaghan referred to the letter* (B/3/09/4.1) confirming that DE had no objection to Board Members who were also members of a school Board of Governors continuing to serve as Governors for a further term of office, ie from 2009/10 to 2013/14 provided that they were not elected to serve as members of the ESA Board or they were not otherwise disqualified from such service on account of statutory child protection requirements, bankruptcy restrictions or criminal convictions.

With regard to Mrs Wright's query at the February Board meeting, the Chairperson advised that the three Board Members had been appointed as nominees of the Board, rather than as representatives, to the Governing Bodies of the Southern Regional College and the South West Regional College. Councillor McRoberts, Mrs Wright and Councillor Dr Weir were therefore entitled to serve a full four year term and their membership of the Governing Bodies would continue until March 2012. Subject to a satisfactory performance assessment, the three Members might also be considered for re-appointment for a second term.

7.2 DRAFT RESPONSE TO THE EDUCATION BILL (9.2)

Mrs McClenaghan confirmed that the Response had been updated to take account of Members' comments and that copies were available for interested Members. She advised that she had received an invitation from the Clerk to the Education Committee of the Assembly inviting the Chief Executives of the five Boards to make a joint presentation on the Education Bill to the Committee at its meeting on 1 April 2009. As Mr Butler would be Acting Chief Executive on that day, she explained that Mr Butler would be co-ordinating with the other four Chief Executives in relation to this presentation.

8. CHAIRPERSON'S BUSINESS

8.1 TRIBUTES TO THE CHIEF EXECUTIVE

The Chairperson made reference to the presentation to Mrs McClenaghan prior to the meeting by Board Members to mark her retirement on 31 March 2009. Tributes to her commitment and dedication to education were emphasised as was her devotion to securing the best possible services for children and young people and library users.

8.2 CHAIRPERSONS' COMMITTEE

Mrs Donnell reported that a meeting of the Chairpersons' Committee would take place on 20 March 2009 following the special meeting of the Board on that day.

9. DE ALLOCATIONS 2009/10

The Chairperson reported that a special meeting of the Finance Committee would be held on 18 March 2009 at 10.00 am to consider the Board's draft budget proposals for 2009/10 and a special meeting of the Board would be held on 20 March 2009 at 10.30 am. It was noted that the Board's Initial Resource Allocation Plan was required to be submitted to DE by 23 March 2009.

Ms Ayling presented the DE letter** (B/3/09/6) dated 6 March 2009 on Recurrent Expenditure, the DE letter** dated 9 March 2009 on Schools' Capital Allocations for 2009/10, the DE letter** dated 6 March 2009 on Youth Services Recurrent funding and a paper** (B/3/09/6) summarising the information received in the DE letters and detailing potential pressures on the Schools' and Centre budgets. It was noted that the letter relating to Youth Services had indicated that funding would be made available to meet the ongoing cost of the JNC settlement for youth workers.

Ms Ayling stated that the Recurrent Allocation letter advised that the previous flexibility to facilitate the reclassification of schools' recurrent monies to capital monies would no longer be available. In its letter DE had confirmed its commitment to allocating budgets as early as possible and, in this regard, Ms Ayling advised that the Board was receiving earlier notification than in previous years of more streams of earmarked allocations.

Mr Mackin queried the position in relation to the facility for curriculum redundancies in the post primary sector. Ms Ayling advised that Boards would be responsible for all costs associated with the premature retirement of teachers including the early release of pension benefits. DE had advised that it would hold no provision to cover contingencies such as for redundancy costs. Mr Campbell queried the arrangements for processing teacher redundancies prior to December 2009. Mrs McClenaghan reported that the Transition Board had considered this issue at its last meeting and while it understood that the procedure would be required to be initiated by either the Boards or CCMS, it would not be completed by December 2009. Legal advice was therefore being sought by DE.

The Board noted that DE was not yet in a position to allocate a capital budget for 2009/10. However it had made provisional allocations: £15,474k which included £13,474k for major works projects; and £2m for Other Capital. Ms Ayling pointed out that the provisional allocations would enable the Board to allocate spend on those budgets immediately.

(Councillor McCrum left the meeting at 3.30 pm.)

10. LIBRARY COMMITTEE

10.1 MINUTES OF MEETING HELD ON 17 FEBRUARY 2009

Mr Mayne expressed sympathy on the death of Mr T Belshaw who had been employed as the Caretaker at Library Headquarters. He also drew attention to the celebratory event to be held on 24 March 2009 in the offices of Armagh City and District Council to mark the transition of the Public Library Service from the Board to NILA. This event would also incorporate the prize-giving ceremony for the winners of the Short Story Competition and the launch of the anthology of short stories. Reference was also made to the presentation given to the Committee by Mrs H Osborn, Director of Service Delivery (Designate), NILA.

It was proposed by Mr Mayne, seconded by Mr Campbell, and agreed that the minutes* (L/2/09/8.1) of the meeting held on 17 February 2009 be adopted.

10.2 REPORT ON MEETING HELD ON 11 MARCH 2009

Mr Butler reported that the 24 managers comprising the Service Development Team had met earlier in the day and had been joined by the Library Committee. The meeting had been a formal acknowledgement of the movement of Library Services to NILA and the Chairperson of the Library Committee had expressed appreciation to Library staff for their commitment to the Service over the years. The staff had also expressed their gratitude to the Library Committee not only for work progressed through the Committee but also for the Members' support through attendance at events across the SELB area. Mr Butler drew attention to the generosity of Armagh City and District Council in hosting the celebratory event on 24 March 2009.

(Mrs Brownlee, Councillor J Hanna and Mr Mayne left the meeting at 3.45 pm.)

11. BOARDS OF GOVERNORS : TRANSFEROR INTERESTS

Mrs McClenaghan presented the paper* (B/3/09/9) setting out the recommendations for the redistribution of transferor seats in respect of the former Collone, Loughbrickland and Minterburn Primary Schools. She drew attention to the interest within Bronte Primary School to reduce the size of its Board of Governors from 16 to 9 voting members. Since preparing the paper, Mrs McClenaghan advised that those holding the Transferor Rights for Bronte Primary School had indicated that they were in agreement with the reduction to 9 voting members on the Board of Governors.

Mrs McClenaghan also referred to the rights of nomination relating to Dromore Road Primary School, Warrenpoint. She advised that the Hall Estate had established this school and had subsequently transferred it to the former Down County Education Committee. The Hall Estate had acted as Transferor with the right to nominate 4 Governors to the 9 voting Members of the Board of Governors. Mr Hall had written to advise that he wished to forego his right to nominate Transferor representatives. Mrs McClenaghan explained that, with DE approval, the rights of nomination of the Hall Estate would transfer to the local Presbyterian ministry (2 seats) and the local Church of Ireland ministry (2 seats).

It was proposed by Rev Mr Somerville, seconded by Mr Twyble, and agreed to adopt the recommendations contained in the paper in addition to adopting the proposals put forward in respect of the Transferor seats at Bronte Primary School and Dromore Road Primary School, Warrenpoint.

12. DEVELOPMENT PROPOSAL AS TO PRIMARY (INCLUDING NURSERY) AND SECONDARY EDUCATION NO 226 : ARMAGH INTEGRATED COLLEGE

The Chairperson reported that a letter dated 24 February 2008 had been received from DE outlining the Minister's approval to the closure of Armagh Integrated College with effect from 31 August 2009 or as soon as possible thereafter.

13. CHAIRPERSONS' COMMITTEE:

13.1 MINUTES OF MEETING HELD ON 24 FEBRUARY 2009

It was proposed by Mr Campbell, seconded by Mrs Wright, and agreed that the minutes* (C/2/09/11) of the meeting held on 24 February 2009 be adopted.

(Mr Mackin left the meeting at 4.00 pm.)

13.2 STRUCTURE OF ESA AT REGIONAL AND LOCAL LEVELS : DRAFT RESPONSE

Mrs McClenaghan presented the draft response** (B/3/09/11.2) to the ESAIT consultation paper which had been considered by the Chairpersons' Committee at its meeting on 24 February 2009. As the response was being tabled, the Board agreed that the paper should be noted and issued to ESAIT as an officer response.

14. JOINT EDUCATION COMMITTEE:

14.1 MINUTES OF MEETING HELD ON 26 FEBRUARY 2009

Mr Campbell pointed out that the Schools' Library Service would transfer to the Curriculum Departments in SELB and WELB on 1 April 2009. He referred to the minutes of the PEAG meetings of 8 January 2009 and 5 February 2009 and the Extended Schools' Project Management Board of 24 November 2008 and reported that the Extended Schools' allocation would be announced shortly. He advised that consideration had also been given to the consultation response on the Draft Education (Pupil Records and Reporting) Regulations 2009 and to issues which had arisen following the presentation by SELB and WELB officers on Sports Development.

It was proposed by Mr Campbell, seconded by Very Rev Fr McVeigh, and agreed that the minutes* (E/2/09/12.1) of the meeting held on 26 February 2009 be adopted.

14.2 VETTING AND BARRING CONSULTATION : DRAFT SELB / WELB RESPONSE

Mr Mackey presented the SELB / WELB response** (B/3/09/12.2) to the consultation document entitled 'Safeguarding Vulnerable Groups (NI) Order 2007: Provisions in relation to School Governors in Northern Ireland'. A copy of the

Vetting and Barring Scheme** was also presented. Mr Mackey drew attention in particular to the Boards' response to question 3 that the senior manager of an educational establishment should not be prescribed as the 'appropriate officer'.

Mr Mackey reported however that advice had just been received that School Governors would not now be required to register in 2009/10 for the new Scheme, ie that the existing arrangements would continue to apply for the reconstitution of all Governors in 2009/10. He confirmed that the comments in the consultation response had been overtaken by this new advice.

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

Mr Campbell referred to the arrangements to host a celebratory event on 19 May 2009 to recognise the achievements of various young people with special educational needs across the Special Schools. He referred to discussion which had resulted from consideration of the Target Monitors and commended the excellent work carried out within the School Age Mothers' (SAM) Project as was evidenced by the statistics given for those young mothers continuing through the various paths of education in 2007/08.

It was proposed by Mr Campbell, seconded by Councillor Murphy, and agreed that the minutes* (CYPS/2/09/13) of the meeting held on 26 February 2009 be adopted.

16. FINANCE COMMITTEE : MINUTES

Mr Sleator referred to the information which had been posted on the Board's website for schools in relation to the position regarding teacher redundancies. He advised that the NJC pay remit had received approval from DE and was expected to be paid in March 2009. The underspend in the Major Works budget was due to delays in works, mainly at Banbridge Academy, and the overspend of £200k on 'Other Capital' was caused by the schools based capital expenditure which required the normal year end reclassification from recurrent to capital budget by DE.

Mr Sleator stated that schools' forecast underspend continued to increase based on the actual spend patterns as against their submitted three year forecast budget plans. He highlighted the position of the contingency fund and the impact of recent job evaluation arrears and potential business case costs. He pointed out that the DE underspend at year end was forecast at £3,009k (excluding earmarked underspend) which included a Youth underspend of £11k. He also referred to the DE letter of 13 February 2009 which provided formal confirmation of any adjustments needing to be made to the Board's budgets as a result of the review of the overall financial position.

It was proposed by Mr Sleator, seconded by Mrs Wright, and agreed that the minutes* (F/3/09/14) of the meeting held on 2 March 2009 be adopted.

17. AUDIT COMMITTEE

17.1 MINUTES

Mr Sleator referred to the findings of the Schools' Self Assessment Questionnaire. He advised that DE had not approved the business case for the Regional Traveller Education Support Service. It was noted that following the Gala Ball event the

Build Africa fund now amounted to £22,000. Mr Sleator stated that the Board had received publicity in the Belfast Telegraph for the Gala Ball and he commended staff on their continuing efforts to fund-raise.

It was proposed by Mr Sleator, seconded by Mrs McCaul, and agreed that the minutes* (A/2/02/15.1) of the meeting held on 16 February 2009 be adopted.

17.2 TEACHER SICKNESS ABSENCE

Mrs McClenaghan reported that the letter from the Board on teacher absence statistics had been issued to the principal of each controlled school and copied to the chairperson of the Board of Governors. A copy of this letter had also been issued to CCMS.

17.3 AUDIT COMMITTEE TRAINING

Mrs Donnell announced that CIPFA was providing further Audit Committee training on 22 May 2009 to all Board Members of the five Boards. Members interested in attending this training were asked to give their names to Mrs McCall.

17.4 MANAGEMENT STATEMENT AND FINANCIAL MEMORANDUM

Copies of the revised documents had been issued to Members. Mrs McClenaghan pointed out that her signature on page 27 of the Financial Memorandum was incorrect and as such DE had undertaken to amend the page and re-issue the document. It was noted that Members would receive copies of the Financial Memorandum at the April Board meeting.

17.5 AUDIT OF SCHOOLS BY NIAO TO ASCERTAIN THE VIEWS OF SCHOOLS ON THE SUPPORT SERVICES PROVIDED BY BOARDS

Mrs McClenaghan reported that schools could expect to receive a questionnaire for completion in June from the Comptroller and Auditor General on their views of the support services provided by Boards. She advised that Mr S McKay from the NIAO had met the Senior Management Team to discuss this audit. The SMT had indicated that schools would not welcome the requirement to complete the detailed questionnaire in June and had pressed for NIAO to engage with a representative sample of principals on the appropriateness of the questions.

18. SCHOOLS AND SERVICES COMMITTEE

18.1 MINUTES OF MEETING HELD ON 19 FEBRUARY 2009

Mrs Donnell reported that Waringstown Primary School had won the BBC School Choir of the Year competition. She pointed out that the Board's congratulations had been conveyed to the principal who had confirmed that the choir would be delighted to sing to the Board at its meeting on 10 June 2009.

Councillor McRoberts drew attention to three Draft Development Proposals relating to St Colmcille's Primary School, Armagh, Windmill Primary School and Dromore High School. She also drew attention to the minutes of the Advisory Sub-Committee for Controlled Schools held on 12 February 2009 which had considered issues relating to Aghavilly, Keady and Moy Regional Primary Schools, Craigavon Senior High School and the RPA Policy Paper 20: Publicly Owned Schools – Ownership and Representation.

Councillor McRoberts also highlighted discussion which had arisen in relation to the minutes of the Secondary Teachers' Consultative Committee held on 13 January 2009, the presentation given on Area Based Planning and the recommendation relating to the purchase of CSPE Curriculum Resource Packs.

(Councillor Cavanagh left the meeting at 4.30 pm.)

Mr Twyble referred to the intensive two day residential workshop on Area Based Planning in Newcastle which he had attended. He reported that the Board's interests had been well represented by its officers and commended Mr Butler in particular on his statistical analyses.

Rev Mr Somerville referred to his declaration of interest in Waringstown Primary School as detailed in the minutes. He drew attention to the recommendation to provide funding to the school to assist with the costs incurred in travelling to the competition in Manchester. He requested that consideration be given to meeting the remainder of the school's costs in recognition of the school's achievement. Mrs McClenaghan advised that she understood that the principal was writing to the Board on the subject of seeking additional funding and urged that the Board should await further communication from the principal before giving further consideration to additional assistance. This was agreed.

It was proposed by Councillor McRoberts, seconded by Councillor Brannigan, and agreed that the minutes* (SS/2/09/16.1) of the meeting held on 19 February 2009 be adopted.

18.2 RPA POLICY PAPER 20 (PUBLICLY OWNED SCHOOLS – OWNERSHIP AND REPRESENTATION) : DRAFT RESPONSE

It was proposed by Mr Twyble, seconded by Mrs Wright, and agreed that the Response to Policy Paper 20 be approved.

19. TEACHERS' STAFFING COMMITTEE : MINUTES

The minutes* (TSC/2/09/17) of the meeting held on 11 February 2009 were noted. Councillor McRoberts pointed out that she had been present at the meeting although her name had not been listed.

20. VOLUNDARY REDUNDANCIES

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

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

The Board noted that it had been proposed by Mr Campbell, seconded by Councillor McRoberts, and agreed that the following officers would be offered premature retirement on the grounds of voluntary redundancy, subject to the settlement costs being met by the Department of Culture, Arts and Leisure, with effect from 31 March 2009:

- Ms J Blair, Assistant Chief Librarian, Library Headquarters;
- Mr J G Keenan, Senior Librarian, Stock Services, Library Headquarters;

- Miss A McCart, Operations Manager, Lifelong Learning and Inclusion, Library Headquarters; and
- Mr B J McGeown, Community Librarian, Library Headquarters

21. ASSOCIATION OF NORTHERN IRELAND EDUCATION AND LIBRARY BOARDS

21.1 MINUTES

The minutes* (B/3/09/19.1) of a meeting held on 4 February 2009 were noted.

21.2 PROPOSED CELEBRATORY EVENT : LETTER FROM THE PRESIDENT TO THE CHAIRPERSON

The Chairperson reported the receipt of a letter from the President of the ANIELB requesting each of the five Boards to give consideration to allocating expenditure to a celebratory event in the Waterfront Hall, Belfast to showcase the talents of children and young people throughout the five Boards. The ANIELB was proposing that the event would mark the transition from the Education and Library Boards to the Education and Skills Authority.

Mrs McClenaghan reported that the President of the ANIELB had also written to the Chief Executives of the 26 Councils seeking financial assistance and, in the case of Belfast City Council, a reduction in the cost of the facilities of the Waterfront Hall. She pointed out that if the Councils did not wish to contribute and if DE did not subsidise the event the five Boards would be required to meet the costs of the proposed event, estimated at £10,000 for each Board.

Concerns were expressed in relation to this cost. Mrs McClenaghan confirmed that sponsorship currently being sought would meet costs associated only with the ANIELB's Annual Conference.

It was agreed that the letter from the President of the ANIELB should be considered by the Board at its special meeting on 20 March 2009.

The meeting ended at 4.50 pm.

CHAIRPERSON

CHIEF EXECUTIVE

DATE

* Paper circulated
13 March 2009

** Paper tabled
LMcC