

MINUTES OF PROCEEDINGS OF A MEETING OF THE BOARD HELD ON WEDNESDAY, 13 MAY 2009 AT 2.30 PM IN THE BOARD ROOM

1. PRESENT Mrs M E Donnell (Chairperson)

Mr P H Aiken	Rev Canon J McKegey
Councillor Brannigan	Councillor S McRoberts
Rev J Byrne	Very Rev L M McVeigh
Mr M P Campbell	Councillor R Mulligan
Councillor J Cavanagh	Professor P Murphy
Councillor C Casey	Councillor S Rogers
Councillor R Harkness	Mr A G Sleator
Mr C Mackin	Rev D Somerville
Mr W Mayne	Mr J K Twyble
Councillor P P McAleer	Mrs E Wright
Mrs C M McCaul	

The Chairperson welcomed Rev Canon McKegey to the meeting following his period of absence from the Board for health reasons.

2. IN ATTENDANCE

Messrs T Murphy, R Bullick, G Butler, P Keating, R McGreevy, Mrs L McCall and for part of the meeting Ms L Ayling and Mrs M Maguire.

3. APOLOGIES

Apologies were received from Mrs S R Brownlee, Mr P Gildea, Councillor I E B Hanna, Councillor J Hanna, Dr M Hollinger, Councillor Ms C Lockhart, Councillor M Murphy and Councillor Dr P A Weir.

4. APPOINTMENT OF OFFICERS

Mr Murphy drew attention to funding arrangements for posts contained within the report. It was proposed by Mr Twyble, seconded by Mr Campbell, and agreed that the report** (B/5/09/2) prepared by the Head of Human Resources be adopted.

Mr Mayne referred to those appointments where the period of secondment was until 31 August 2010 while others stated 31 December 2009. Mr Murphy advised that permission had been granted to fill posts in certain services until 31 August 2010 provided that there was continuing need for the post and that funding was available.

5. BOARD MEETING : MINUTES

On the proposal of Councillor Harkness, seconded by Mrs Wright, the minutes* (B/4/09/3) of the meeting held on 8 April 2009 were approved as an accurate record and were signed by the Chairperson and the Chief Executive.

6. MATTER ARISING FROM THE MINUTES

RPA CHAIRPERSONS' MEETING (7.5)

Mr Keating reported that letters had been sent to first, second and third tier officers in the RPA affected organisations seeking expressions of interest from those officers who might

wish to retire early. He advised that the letters were required to be returned by Monday, 18 May 2009 although there were still some concerns relating to the criteria.

7. CHAIRPERSON'S BUSINESS

DEVELOPMENT PROPOSAL AS TO PRIMARY (INCLUDING NURSERY) AND SECONDARY EDUCATION NO 221

The Chairperson reported that the Board had just received a letter advising that the Minister for Education had not approved the establishment of a new federated school in NI with three campuses (Glengormley, Newry and Londonderry) by the Focus (NI) Learning Trust.

8. BOARD MEMBERSHIP : RESIGNATION OF DR P CUNNINGHAM

The Chairperson advised that Dr Cunningham had resigned from the Board's membership and that his letter of resignation had been forwarded to DE. She pointed out that Dr Cunningham had been appointed to the Board under the General Interest / Teacher Category and that appointments in this category were made through the public appointments route.

The Board noted that DE had confirmed that this vacancy would not be filled in view of the impending establishment of ESA and in line with previous Secretary of State guidance, ie that DE should not run public appointment competitions to fill vacancies.

It was agreed that the Chairperson would write to Dr Cunningham to thank him for his contributions to the work of the Board and to convey the Board's best wishes and support to the children and teachers following the vandalism at the school earlier in the week.

9. REVISIONS TO COMMITTEE SCHEMES

9.1 FINANCE COMMITTEE

The Chairperson reported that the membership of this Committee had been amended to exclude the reference to the chairperson of the Library Committee. Instead, the membership would now include the chairperson of the Youth Committee.

It was proposed by Rev Canon McKegney, seconded by Mr Mayne, and agreed to adopt the revised Scheme* (B/5/09/7.1) for the Finance Committee.

(Councillor Mulligan entered the meeting at 2.46 pm.)

9.2 REMUNERATION COMMITTEE

The Chairperson reported that the membership of this Committee had been amended to exclude the reference to the chairperson of the Library Committee.

It was proposed by Mr Twyble, seconded by Rev Fr Byrne, and agreed to adopt the revised Scheme* (B/5/09/7.2) for the Remuneration Committee.

9.3 CHAIRPERSONS' COMMITTEE

The Chairperson reported that the membership of this Committee had been amended to exclude the reference to the chairperson of the Library Committee.

It was proposed by Rev Mr Somerville, seconded by Mrs McCaul, and agreed to adopt the revised Scheme* (B/5/09/7.3) for the Chairpersons' Committee.

The Board noted that the membership of the Chairpersons' Committee would impact on the membership of the Teachers' Staffing Committee.

The Chairperson received approval to take items in the following order of business.

10. FINANCE COMMITTEE : MINUTES

Mr Sleator drew attention to the update provided on ESAIT transition issues and in particular to the changes to the budgetary coding structures which would require training for budgetholders, especially schools, to ensure continued budget monitoring. He advised that a letter had been received from Mr W Haire highlighting the need to strengthen control mechanisms overall in the period of transition to provide necessary safeguards. This letter had indicated that Mr G Boyd had been appointed as an additional Accounting Officer within DE from 1 April 2009 to ensure harmonisation of financial management across the education sector and to ensure oversight of the key convergence activities identified as priorities by DE in advance of 1 January 2010.

Mr Sleator referred to the comments on the arrangements for compensating teachers for redundancy and premature retirement. He stated that the reference in the minutes to the 28 weeks salary compensation to teachers had been given as an example. Compensation would be based on the length of service of any teacher, would be pro rata, and would provide up to a maximum of 60 weeks compensation inclusive of the 30 weeks statutory element.

Mr Sleator drew attention to the capital position at 31 March 2009. He also pointed out that the DE recurrent underspend at year end had been forecast at £4,236k and that the underspend at centre would allow the Board to absorb the current lower cost projection for the job evaluation arrears for Domestic Assistants should these costs crystallise prior to the certification of the annual accounts. He highlighted the Committee's concern that schools would require training in preparation for ESA and that, after 1 January 2010, they would continue to be able to access local support for financial matters in addition to the core business areas of education and children and young people's services.

It was proposed by Mr Sleator, seconded by Mrs Wright, and agreed that the minutes* (F/4/08/12) of the meeting held on 24 April 2009 be adopted.

11. AUDIT COMMITTEE

11.1 MINUTES

Professor Murphy referred to the consideration given to the Data Security Project's closure report and the Corporate Risk Register. He paid tribute to the outgoing chairperson of the Committee, Mr Sleator, who he stated had brought to the Committee a culture and practice of audit analysis to the highest level.

It was proposed by Professor Murphy, seconded by Mrs McCaul, and agreed that the minutes* (A/4/09/13) of the meeting held on 27 April 2009 be adopted.

11.2 AUDIT COMMITTEE'S ANNUAL REPORT

It was proposed by Professor Murphy, seconded by Mrs McCaul, and agreed that the Committee's Annual Report be adopted.

11.3 STATEMENT ON INTERNAL CONTROL 2008/09

It was proposed by Professor Murphy, seconded by Mrs McCaul, and agreed that the Statement on Internal Control be adopted. It was noted that the Statement would be incorporated into the Board's Annual Report and Accounts.

12. PROFESSIONAL QUALIFICATION IN HEADSHIP (PQH) GRADUATES 2009

The Chairperson welcomed to the meeting those teachers who had completed their PQH diplomas. Mrs R Walker from Sperrinview School, on behalf of the group, outlined her experiences in undertaking the qualification and its positive outcomes on school life. The Board congratulated the graduates on their achievement and the graduates withdrew from the meeting.

(Councillor Cavanagh, Councillor McAleer and Rev Canon McKegey left the meeting at 3.50 pm.)

13. DEVELOPMENT PROPOSAL AS TO PRIMARY (INCLUDING NURSERY) AND SECONDARY EDUCATION NO 228 : BENBURB PRIMARY SCHOOL

The Chairperson drew attention to a letter which the Board had received from DE giving the Minister's approval to the closure of Benburb Primary School from 31 August 2009 or as soon as possible thereafter.

Councillor Harkness commended the teaching and ancillary staff at the school for their professionalism and diligence at the present time. He drew attention to the financial constraints imposed on the school and to the good budgetary management shown by the principal and the Board of Governors. Tribute was also paid to the parents who had kept their children at the school.

14. RPA POLICY PAPER 19 : EDUCATION ADVISORY FORUM

The Board noted a letter* from Mr C Stewart enclosing Policy Paper 19 which set out the proposals for the establishment of an Education Advisory Forum. A paper setting out the outcome of the screening exercise* on Policy Paper 19 as well as a copy of Policy Paper 21* (Sectoral Support Arrangements post RPA) for information purposes had also been forwarded with the DE letter.

It was agreed that the Chairpersons' Committee would meet at 11.45 am on 26 May 2009 to consider a draft response to Policy Paper 19 which would be presented to the Board at its meeting on 10 June 2009 prior to the closing date for comments of 11 June 2009.

15. JOINT EDUCATION COMMITTEE

15.1 MINUTES

Mr Campbell referred to the minutes of the PEAG meeting held on 2 April 2009 and pointed out that the closing date for pre-school capital funding applications was 7 May 2009. He drew attention to consideration given to the end of year target monitor, the 2009/10 balanced scorecard and target monitor, and the progress reports given in relation to Extended Schools and Science, Technology,

Engineering and Mathematics (STEM). It was noted that while all schools had been invited to submit bids for £12k to promote STEM, funding had been awarded to 6 schools from each Board area. Mr Campbell stated that he understood that the budget allocation for the Extended Schools' Programme would be approximately £1.9m. He reported that St Mary's Primary School, Glassdrumman had entered the Programme for the first time and that four nursery schools had rejoined, namely Fivemiletown, Kilkeel, Millington and St John the Baptist, Portadown.

Mr Campbell drew attention to the recommendation in the minutes in relation to Class Size funding. He pointed out that the Board was required to give further consideration to this matter. It was proposed by Mr Campbell, seconded by Very Rev Fr McVeigh, and agreed that the minutes* (E/4/09/10) of the meeting held on 23 April 2009 be adopted.

15.2 CLASS SIZES IN KEY STAGE 1 : 2009/10

Mr Campbell reported that the Committee had recommended the allocation of funding to one primary school which had met the criteria within the Class Size funding policy. A decision was required in relation to whether two further schools could receive funding from this initiative. Mrs Maguire advised that the two schools in question were not eligible to receive Class Size funding. She confirmed that she had provided relevant information to Mr Mayne relating to one particular school following his query at the Committee meeting.

Mr Mayne declared a non-pecuniary interest in Donaghey Primary School.

Mrs Maguire advised that both schools in question would be entitled to apply to the Curriculum Reserve Fund. Mrs McCaul drew attention to the practice to allocate monies from the Curriculum Reserve Fund to schools after September when confirmation of redundancies had been received. She urged officers to be mindful of its timely allocation to schools in order to assist schools in budget planning. Mrs Maguire stated that the level of funding from this fund in recent years had been insufficient to prevent teacher redundancy.

Concern was expressed that the Board would, in providing exceptional assistance to the two other primary schools, be deviating from agreed criteria. It was proposed by Mr Campbell, seconded by Very Rev Fr McVeigh, and agreed that the one primary school identified in the minutes would receive Class Size funding and that the balance of the fund (£88k) would be transferred to the Curriculum Reserve Fund for allocation in due course.

Mr Aiken asked that Heads of Department be present at all Board meetings particularly in the lead up to ESA. Mr Murphy explained that exceptional circumstances required a number of officers to be absent from the present meeting. Mr Aiken enquired as to how arrangements were proceeding in relation to the integration of the School Library Service into the CASS Service. Mr Butler advised that the Head of the Learning Advisory & Support Service (LASS) was working with Library Services to ensure that arrangements were progressing satisfactorily and he reported that a promotional post was being trawled among staff to oversee this work.

(Mr Sleator left the meeting at 4.15 pm.)

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

Mrs McCaul advised that the increased uptake by Governors on child protection training courses meant that only 16 schools remained to avail of training. Very Rev Fr McVeigh enquired as to the timeframe for Governors to be registered with the Independent Safeguarding Authority (ISA). It was noted that from October 2009 any person wishing to engage in regulated activity with children and vulnerable adults would require to be registered with ISA. Mr Keating advised however that the registration process for Governors had been deferred until summer 2010 and that existing Governors would not therefore be required to become registered with ISA until 2013 which would be after their next full term as Governors. However, new Governors appointed after full implementation of ISA, in 2010, could not lawfully take up office until registered with ISA. The present vetting arrangements would continue until summer 2010 for new Governors taking up office between reconstitution and summer 2010.

Mrs McCaul referred to the discussion on the ETI report on the Inter-Board ASD Advisory Service and in particular to the consideration given on ESAIT's strategy to the future delivery of special educational needs provision in special and mainstream schools. She stated that a letter was to be issued on behalf of the Committee to Mr G Boyd, or his representative, to seek a meeting to discuss plans for special educational provision post 1 January 2010.

It was proposed by Mrs McCaul, seconded by Mr Mayne, and agreed that the minutes* (CYPS/4/09/11) of the meeting held on 23 April 2009 be adopted.

17. SCHOOLS AND SERVICES COMMITTEE

17.1 MINUTES

Councillor Brannigan drew attention to the minutes of the Property Sub-Committee held on 25 March 2009 and to the advice being received in relation to disposal of Board property as a result of the downturn in the property market. It was noted that each disposal would be reviewed on an individual basis, taking into consideration the interests of the Board, other public bodies and the wider public interest. This change in policy would be reviewed every six months to determine the progression of the property market.

Councillor Brannigan also referred to the consideration given to the Minor Improvements Programme 2009/10, the Data Security Project closure report and the Board's response to the Transfer 2010 guidance document.

It was proposed by Councillor Brannigan, seconded by Councillor Rogers, and agreed that the minutes* (SS/4/09/14.1) of the meeting held on 16 April 2009 be adopted.

(Mr Mayne left the meeting at 4.33 pm.)

Mr Aiken referred to the minutes of the Special and Secondary Teachers' Consultative Committee held on 25 February 2009 at which the Health and Safety Officer had been present to discuss issues relating to the health and safety of teachers. Mr Aiken wished to be assured that the Board was doing all in its power to support and protect the safety of teachers in the workplace. Mr Twyble advised that this matter had been placed on the agenda at the request of Trade Unions in order to address their concerns in relation to security of teachers. Mr Murphy indicated that a report would be made to the Schools and Services Committee in

relation to the measures the Board was already taking to protect its teachers and any possible measures that could enhance current procedures. Mr Keating indicated that the matter had been raised at the Teachers' Terms and Conditions of Service Negotiating Committee and that Management and Teachers' Side had jointly organised a workshop on this subject.

(Councillor Casey, Professor Murphy and Rev Mr Somerville left the meeting at 4.39 pm.)

17.2 TRANSFER 2010 : GUIDANCE ON POST-PRIMARY SCHOOLS' ADMISSIONS FOR 2010/11 SCHOOL YEAR

It was noted that the Board's draft response had been considered by the Schools & Services Committee at its meeting on 16 April 2009 and, with some amendments, had been submitted to DE by the closing date of 27 April 2009. Mr Mackin commended officers on the response which he considered succinctly highlighted the concerns of primary school principals. Mrs Maguire advised that the response had initially been prepared by the Transfer Officers in the five Boards.

18. TEACHING APPOINTMENTS COMMITTEE : MINUTES

The minutes* (TAC/4/09/15.1 & 15.2) of the meetings held on 6 and 21 April 2009 were noted.

19. TEACHERS' STAFFING COMMITTEE : MINUTES

The minutes* (TSC/4/09/16) of the meeting held on 3 April 2009 were noted.

20. MEMBERSHIP COMMITTEE : MINUTES

The minutes* (M/4/09/17.1 & 17.2) of the meetings held on 22 and 28 April 2009 were noted.

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

The minutes* (B/12/08/18) of a meeting held on 1 April 2009 were noted.

22. PREMATURE RETIREMENT ON THE GROUNDS OF VOLUNTARY REDUNDANCY

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

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

The Board noted that it had been proposed by Mrs McCaul, seconded by Mr Twyble, and agreed that the following officers would be offered premature retirement on the grounds of voluntary redundancy with effect from 31 May 2009:

- Ms M Fonceca, Cleaner, Drumcree College
- Mrs M Livingstone, Cleaner, Drumcree College
- Mrs E Smyth, Cleaner, Drumcree College
- Mrs B Tennyson, Cleaner, Drumcree College

The meeting ended at 4.45 pm.

CHAIRPERSON

* Paper circulated

CHIEF EXECUTIVE

** Paper tabled

DATE

18 May 2009

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