

MINUTES OF PROCEEDINGS OF A MEETING OF THE BOARD HELD ON WEDNESDAY, 29 JULY 2009 AT 2.30 PM IN THE BOARD ROOM

1. PRESENT

Councillor Brannigan	Councillor P P McAleer
Mrs S R Brownlee	Mrs C M McCaul
Rev J Byrne	Rev Canon J McKegney
Mr M P Campbell	Councillor S McRoberts
Councillor J Cavanagh	Very Rev L M McVeigh
Councillor C Casey	Councillor M Murphy
Mrs M E Donnell	Professor P Murphy
Councillor I E B Hanna	Mr J K Twyble
Councillor R A Harkness	Councillor Dr P A Weir
Mr C Mackin	Mrs E Wright
Mr W Mayne	

2. IN ATTENDANCE

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

3. LENGTH OF TERM OF OFFICE OF CHAIRPERSON AND VICE-CHAIRPERSON

The Board noted that the term of office would cease on 31 December 2009.

4. ELECTION OF CHAIRPERSON

It was proposed by Mr Twyble, seconded by Very Rev Fr McVeigh, and agreed that Mrs M E Donnell be elected Chairperson. Mrs Donnell took the chair and thanked Members for her re-election.

(Councillor Hanna entered the meeting at 2.34 pm.)

5. ELECTION OF VICE-CHAIRPERSON

It was proposed by Mr Campbell, seconded by Mr Twyble, and agreed that Rev J Byrne be elected Vice-Chairperson. Rev Fr Byrne thanked Members for his re-election to office.

6. APOLOGIES

Apologies were received from Mr P H Aiken, Dr M Hollinger and Mr A G Sleator.

7. APPOINTMENT OF OFFICERS

Mr Murphy drew attention to funding arrangements for posts contained within the report. It was proposed by Mrs Brownlee, seconded by Mrs Wright, and agreed that the report** (B/7/09/5) prepared by the Head of Human Resources be adopted.

8. BOARD MEETING : MINUTES OF MEETING HELD ON 10 JUNE 2009

On the proposal of Councillor McRoberts, seconded by Mr Mackin, the minutes* (B/6/09/6) of the meeting held on 10 June 2009 were approved as an accurate record and were signed by the Chairperson and the Chief Executive.

9. MATTERS ARISING FROM THE MINUTES

9.1 SEPTEMBER BOARD DATE (7.1)

Mr Murphy advised that Mr G Boyd, Chief Executive Designate of ESA, would meet Board Members and staff after the Board meeting on 23 September 2009. The Board considered possible questions which could be put to Mr Boyd. It was agreed that Members should inform Mr Murphy of any additional issues that they would wish to raise with Mr Boyd within the next few weeks to enable Mr Murphy to compile a list of questions for Mr Boyd's attention.

It was agreed that the September Board meeting should commence at 2.00 pm to enable the meeting with Mr Boyd to start at an earlier time.

9.2 JOINT CHILDREN AND YOUNG PEOPLE'S SERVICES COMMITTEE : MINUTES (12)

The Chairperson reported that a letter, on behalf of SELB and WELB, had been issued to Mr Mervyn Storey, Chairperson of the Education Committee, on 15 June 2009 setting out the Boards' concerns in relation to the delay in the publication of the Review of Special Educational Needs. She advised that the Board would be informed of the response once received.

Mrs McCaul requested that a reminder letter be issued to Mr Storey from the Boards. This was agreed.

9.3 JOINT CHILDREN AND YOUNG PEOPLE'S SERVICES COMMITTEE : MINUTES (12)

A paper** (B/7/09/7.2) prepared by Mr G Boyd in response to the Board's request to provide an update on work being progressed in preparation for ESA in the areas of special education and youth services was noted.

Members commented that they welcomed the meeting on 23 September 2009 with Mr Boyd to enable him to provide the Board with a fuller understanding of various issues. It was agreed that the questions to be put to Mr Boyd should be issued to him in advance.

Members referred to the ringfenced nature of the Youth Service budget and requested that the pressures on this service be highlighted. They also requested that discussion take place on the Review of Special Educational Needs, Local Area Support Teams and the future role of advisory groups such as the Nursery & Primary and the Special & Secondary Teachers' Consultative Committees.

10. CHAIRPERSON'S BUSINESS

10.1 SCHOOL VISITS

The Chairperson reported that the Chief Executive and she had visited Benburb, Carnall and Churchill Primary Schools on 15 June 2009 and Churchtown Primary

School on 29 June 2009 to meet and give the Board's appreciation to the principals from these schools who were retiring in the current year.

The Chairperson paid tribute to Councillor Harkness for his support and guidance to Benburb Primary School, as Chairperson of the Board of Governors over the last two years. Councillor Harkness stated that the Principal and Governors had been very appreciative of the visit of the Chairperson and Chief Executive on 15 June 2009.

10.2 SCHOOLS AND SERVICES COMMITTEE MEETING ON 19 NOVEMBER 2009

The Chairperson advised that the date of the November meeting of the Schools & Services Committee coincided with the date of the ANIELB Annual Conference (19 and 20 November).

The Board agreed to change the date of the Schools & Services Committee to Thursday, 12 November 2009.

10.3 PUBLIC ACCOUNTABILITY AND GOVERNANCE PROGRAMMES

The Chairperson drew attention to two programmes being arranged by the Chief Executives' Forum in September to address public accountability and governance issues within the NI public sector. The first programme, on 29 September 2009, was specifically for members of Audit Committees and the second programme, on 30 September 2009, was for Members of Boards.

Both programmes would be delivered at Malone House, Belfast by Mr Brian Whalley with contributions from the DFP Treasury Officer of Accounts and the NI Audit Office. The Chairperson requested that anyone interested in attending should give their name to Mrs McCall.

11. DEVELOPMENT PROPOSALS AS TO PRIMARY (INCLUDING NURSERY) AND SECONDARY EDUCATION

11.1 DEVELOPMENT PROPOSAL NO 213 : AUGHER, CARNTALL AND CLOGHER REGIONAL PRIMARY SCHOOLS

The Board noted that the Minister had not approved the Proposal to amalgamate Augher Central, Carntall and Clogher Regional Primary Schools into a new school on a new site.

11.2 DEVELOPMENT PROPOSAL NO 232 : CHRISTIAN BROTHERS' PRIMARY SCHOOL, ARMAGH

The Board noted that the Minister had approved the Proposal to establish an Irish-Medium Nursery Unit at Christian Brothers' Primary School with effect from 1 September 2009 or as soon as possible thereafter.

11.3 DEVELOPMENT PROPOSAL NO 235 : ST COLMCILLE'S PRIMARY SCHOOL, ARMAGH

The Board noted that the Minister had approved the Proposal to close St Colmcille's Primary School, Armagh with effect from 31 August 2009 or as soon as possible thereafter.

12. DRAFT SCHEMES

12.1 SCHEME FOR REDUNDANCY IN ACCORDANCE WITH THE LOCAL GOVERNMENT (EARLY TERMINATION OF EMPLOYMENT) (DISCRETIONARY COMPENSATION) REGULATIONS (NI) 2007 AS AMENDED

12.2 POLICY IN RELATION TO THE DISCRETIONARY ELEMENTS OF THE LOCAL GOVERNMENT PENSION SCHEME (BENEFITS, MEMBERSHIP AND CONTRIBUTIONS) AND (ADMINISTRATION) REGULATIONS (NORTHERN IRELAND) 2009

12.3 FLEXIBLE RETIREMENT POLICY

12.4 SCHEME FOR THE PREMATURE RETIREMENT OF BOARD OFFICERS (AGED 55 AND OVER) IN THE INTERESTS OF THE EFFICIENT DISCHARGE OF THE EMPLOYER'S FUNCTIONS

Mr Keating advised that the four Schemes, adopted by the Board in 2005, now required amendment on account of recent changes to the pension regulations which had come into effect on 1 April 2009. The Schemes had been approved by DE and ESA and were being presented to each of the five Boards for adoption. It was proposed by Mrs Wright, seconded by Mr Campbell, and agreed to adopt the four Schemes (B/7/09/10.1, 10.2, 10.3 and 10.4).

13. JOINT YOUTH COMMITTEE : MINUTES

Mr Twyble stated that the Committee had sought information from the Policing Board on its consultation involving young people in rural areas. As yet, no response had been received. He advised that the Committee had been very appreciative of the work of the Stakeholder Forums in SELB and WELB and continued to be impressed by the contributions provided by the young people. It was noted that an evaluation of the Stakeholder Forum would be presented to the Committee at its September meeting.

Mr Twyble advised that the Minister had indicated that the funding for the Community Relations Programme for schools and youth groups would continue after August 2009. He drew attention to a policy paper, developed by sectoral partners in the Youth Service, which would contribute to the forthcoming consultation on 'Priorities for the Youth Service' and also referred to the presentation which had been given to the Committee on development work in the Limavady / Rural Foyle division. Mr Twyble congratulated those youth organisations from SELB and WELB who had been successful in winning awards in various categories in the NI Youth Awards.

It was proposed by Mr Twyble, seconded by Councillor McAleer, and agreed that the minutes* (Y/6/09/11) of the meeting held on 17 June 2009 be adopted.

14. JOINT EDUCATION COMMITTEE : MINUTES

Mr Campbell referred to the tragic events involving the two young people from WELB and SELB who had died from accidents on 23 and 25 June 2009. He commended those staff from SELB and WELB schools who had been successful in the NI Teaching Awards 2009 and advised that these teachers would be invited to the September meeting of the Committee. He drew attention to the Education and Training Inspectorate Reports and in

particular to the DE letter dated 1 June 2009 which related to 'Every School A Good School : A Policy for School Improvement'. The letter had highlighted the roles and responsibilities that fell to Boards with immediate effect with regard to the Policy until the implementation of ESA.

(Councillor McAleer left the meeting at 3.33 pm and Councillor Dr Weir entered the meeting at 3.34 pm.)

Mr Campbell referred to the presentation given on the Governor Support Service on the reconstitution of Boards of Governors for the period 2009-2013 and to the changing role of Governors. He also referred to the report on collaborative arrangements between SELB and WELB which would be issued to DE, Mr G Boyd as well as the Education Committee of the Assembly in line with the recommendation taken at the Children and Youth People's Services Committee.

Dr Mangan referred to the issue which had been raised under 'Any Other Business' regarding the assessment of pupils from other countries by the Educational Psychology Service. As this was a five Board issue she undertook to report back to the Committee following consideration of this matter by the five Boards.

Councillor Murphy advised that his apology for being unable to attend the meeting had not been recorded. Subject to this amendment, it was proposed by Mr Campbell, seconded by Very Rev Fr McVeigh, and agreed that the minutes* (E/6/09/12) of the meeting held on 25 June 2009 be adopted.

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

Mrs McCaul referred to the report on collaborative arrangements between SELB and WELB and, in line with the recommendation from the Education Committee, it was agreed that the report would be issued to DE, Mr G Boyd and the Education Committee without requiring final approval by both Boards.

Mrs McCaul paid tribute to the excellent work in developing services and provision across SELB and WELB since March 2006 and advised that a paper on all special needs provisions within SELB and WELB would be presented to the September meeting of the Committee.

Mrs McCaul highlighted that the provisional criteria for initiating statutory assessments of special educational needs and for making statements of special educational need would be implemented from September 2009. She advised that this five Board document had been developed in order to align practices across the Province.

Mr Mayne stated that some principals and parents were unaware of the five Board document. He queried the timescale of releasing this document when the SEN Review was proposed to be published in the near future.

Dr Mangan advised that the five Board document was intended to promote transparency and to provide specific guidance to schools on the reasonable and appropriate adjustments that could be implemented to meet the needs of children with special educational needs. Schools would receive copies of the document in August 2009 and feedback would be sought from schools on the provisional criteria. These criteria would be subject to an Equality Impact Assessment. She stated that the criteria within the SEN Review were based on existing legislation and the Code of Practice 1998. She pointed out that even if

the SEN Review was published imminently there was still the requirement for the legislation for SEN to be amended.

Mrs McCaul sought clarification on the progress in relation to Mr Murphy facilitating an opportunity for SELB principals to engage with Mr G Boyd on issues relating to ESA via ICT support systems. Mr Murphy reported that officers were endeavouring to make this linkage at various locations across the Board's area. He undertook to keep the Board informed of developments in this matter.

Mr Campbell referred to the discussion which had taken place in relation to those schools which had used funding from the Extended Schools' Programme to access speech and language therapies. Dr Mangan advised that when speech and language therapies were accessed in educational settings, these were mainly provided to children in Special Schools or in Learning Support Classes attached to mainstream schools. She stated that assessors should ask schools, when submitting their plans within the Extended Schools' Programme, to clarify the providers of such therapies so that the professional qualification of the therapist was compliant with the requirements of the professional body.

Subject to the amendment to the minute relating to the report on collaborative arrangements as detailed above, it was proposed by Mrs McCaul, seconded by Mrs Wright, and agreed that the minutes* (CYPS/6/09/13) of the meeting held on 25 June 2009 be adopted.

16. FINANCE COMMITTEE : MINUTES

Mrs Wright drew attention to the consideration given to the Annual Report and Accounts 2008/09, the financial issues leading up to ESA, the two non-teaching redundancies, the Resource Allocation Plans submissions, the capital budget and the recommendations taken in respect of schools' three year budget plans.

(Mr Mackin left the meeting at 4.06 pm.)

Ms Ayling drew attention to the position regarding the Domestic Assistants' job evaluation and reported that formal confirmation had been received from DE on 9 July 2009 to enable the Board to access EYF funds which, in addition to 2008/09 centre savings, would cover in full the allocation for the Domestic Assistants' current estimated liability of £3.7m. She also advised that the Board had submitted a revised RAP for 2008/09 the previous week and had since received formal approval. It was noted that contact was being made with the NI Audit Office regarding a date for submitting the second draft of Accounts.

Ms Ayling reported that on 8 July formal approval had been received from DE for the Board to spend up to 90% of the recurrent budget for 2009/10. She pointed out that a formal allocation letter confirming the Board's capital budget and minor works budget for 2009/10 had still not been received. Officers were currently planning and spending on the basis of DE's email which had given indicative budgets. She stated that at this stage in the year there was no possibility that officers could withhold works from progressing.

The Board noted that the deadline for schools to submit their budget plans should read 8 May 2009 and not 31 March 2009. Subject to this amendment, it was proposed by Mrs Wright, seconded by Mr Campbell, and agreed that the minutes* (F/6/09/14) of the meeting held on 26 June 2009 be adopted.

17. SCHOOLS AND SERVICES COMMITTEE

17.1 MINUTES

Councillor Roberts referred to the minutes of the Special and Secondary Teachers' Consultative Committee held on 27 May 2009 and the Nursery and Primary Teachers' Consultative Committee held on 20 May 2009. She highlighted the recommendations arising from the meeting of the Advisory Sub-Committee for Controlled Schools held on 5 June 2009 with particular reference to Foley Primary School and Aghavilly Primary School and the requirement on the Board to publish Development Proposal No 236 which related to the closure of St John's Primary School, Glenn with effect from 31 August 2010 or as soon as possible thereafter.

Councillor McRoberts advised that the previous extension of contracts for Maintenance and Architectural works to 31 March 2009, in line with the proposed establishment of ESA, would again require extension. Attention was drawn to the two recommendations set out in the paper:

- that the existing measured term contracts in the paper be extended to 31 March 2010 under the terms and conditions of the existing contracts, including amendments permitted by the contractor; and
- that the review of the current select lists of contractors be postponed and the existing lists of contractors continue until the introduction of new selection procedures in January 2010.

The Chairperson drew attention to an omission in minute 5 of the Nursery and Primary Teachers' Consultative Committee. The sentence should have stated "Mrs Mullan advised that the 3% was written into the SELB Scheme for the Management of the Emergency Support funding." Subject to this addition, it was proposed by Councillor McRoberts, seconded by Councillor Brannigan, and agreed that the minutes* (SS/6/09/15.1) of the meeting held on 18 June 2009, including the recommendations in the paper in respect of extending Maintenance and Architectural works to 31 March 2009, be adopted.

17.2 CONSULTATION ON THE REFORM OF PUBLIC ADMINISTRATION FOR THE EDUCATION SECTOR : DRAFT BOARD RESPONSE

Mr Twyble expressed appreciation on behalf of the Transferors' Representative Committee for the comments in the Response. Mr Butler advised that the Response had made reference to the Board's previous submissions in respect of RPA Policy Paper 19 (The Establishment of the Education Advisory Forum), Policy Paper 20 (Publicly Owned Schools – Ownership and Representation) and Policy Paper 21 (Sectoral Support Post RPA).

It was proposed by Councillor McRoberts, seconded by Councillor Brannigan, and agreed that the Response be adopted and issued to DE's RPA division prior to the deadline of 7 August 2009.

(Councillor Cavanagh left the meeting at 4.28 pm.)

18. TEACHING APPOINTMENTS COMMITTEE : MINUTES

The minutes* (TAC/6/09/16.1 and 16.2) of the meetings held on 10 and 26 June 2009 were noted.

19. TEACHERS' STAFFING COMMITTEE : MINUTES

The minutes* (TSC/6/09/17.1 and TSC/7/09/17.2) of the meetings held on 10 June and 6 July 2009 were noted.

20. MEMBERSHIP COMMITTEE : MINUTES

The minutes* (M/6/09/18) of the meeting held on 16 June 2009 were noted.

21. PREMATURE RETIREMENTS

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

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

The Board noted that it had been proposed by Councillor Hanna, seconded by Mr Twyble, and agreed that a Bus Escort for the Early Intervention Service, be offered premature retirement on the grounds of voluntary redundancy with effect from 31 July 2009.

(Mr Twyble left the meeting at 4.30 pm following consideration of the premature retirement relating to Mrs O'Connor.)

The Board noted that it had been proposed by Professor Murphy, seconded by Mrs Brownlee, and agreed that a Senior Clerical Officer at Drumcree College and a Technician at St Columban's College, Kilkeel be offered premature retirement on the grounds of voluntary redundancy with effect from 31 July 2009. Both redundancies had been required for financial reasons.

The meeting ended at 4.42 pm.

CHAIRPERSON

* Paper circulated
30 July 2009

CHIEF EXECUTIVE

** Paper tabled
LMcC

DATE