

**MINUTES OF PROCEEDINGS OF A MEETING OF THE BOARD HELD ON WEDNESDAY, 9 DECEMBER 2009 AT 2.00 PM IN THE BOARD ROOM**

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

Mr P H Aiken	Mrs C M McCaul
Councillor Brannigan	Mr A McCreesh
Mrs S R Brownlee	Rev Canon J McKegney
Rev J Byrne	Councillor S McRoberts
Mr M P Campbell	Very Rev L M McVeigh
Councillor J Cavanagh	Councillor R Mulligan
Councillor C Casey	Councillor M Murphy
Mr P Gildea	Professor P Murphy
Councillor I E B Hanna	Mr A G Sleator
Councillor R Harkness	Rev D Somerville
Dr M Hollinger	Mr J K Twyble
Mr C Mackin	Councillor Dr P A Weir
Mr W Mayne	Mrs E Wright
Councillor P P McAleer	

**2. IN ATTENDANCE**

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

**3. APOLOGIES**

Apologies were received from Councillor J McCrum and Councillor S Rogers. The Board agreed that the Chairperson would write to Councillor McCrum to convey the Board's best wishes on a speedy recovery following his recent ill health.

**4. APPOINTMENT OF OFFICERS**

Mr Murphy drew attention to funding arrangements for posts contained within the report. It was proposed by Mrs Wright, seconded by Mr Twyble, and agreed that the report\*\* (B/12/09/2) prepared by the Head of Human Resources be adopted.

**5. BOARD MEETING : MINUTES OF MEETING HELD ON 11 NOVEMBER 2009**

The Board noted the error on page 4 contained within the Children & Young People's Services Committee minutes which should have read: "It was proposed by Councillor Casey, seconded by Mr Mayne, and agreed that the minutes of the meeting held on 22 October 2009 be adopted." In addition, attention was drawn to the discussion on the assistance provided by Board officers to a group of schools, which were not included in the Extended Schools' Programme, to submit a bid to DE for funding. It was agreed that Board officers would assist other cluster groups, as necessary, in seeking funding.

On the proposal of Mr Twyble, seconded by Councillor Mulligan, the minutes\* (B/11/09/3) of the meeting held on 11 November 2009 were approved as an accurate record, subject to the above amendments, and were signed by the Chairperson and the Chief Executive.

## **6. MATTERS ARISING FROM THE MINUTES**

### **6.1 BOARD MEETING : MINUTES OF MEETING HELD ON 14 OCTOBER 2009 (5)**

The Chairperson referred to the discussion on schools being required to submit their implementation plans to DE by 30 October 2009 if they wished to access funding under the collaboration element. She reported that the Chief Executive had written to DE to request that some flexibility be given to schools with regard to the deadline on account of area planning issues.

### **6.2 TRANSITION BOARD : UPDATE (7.2)**

The Chairperson reported that she had issued a letter expressing the Board's appreciation to all employees for their commitment to ensuring the highest quality of standard and care in all aspects of the delivery of services to the Board's customers.

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

### **7.1 REMARKS FROM THE CHIEF EXECUTIVE**

*(Councillor Hanna entered the meeting at 2.10 pm.)*

Mr Murphy, in the final meeting of the current Board, expressed appreciation on behalf of the Senior Management Team and officers to the Board for its invaluable support over the years. He referred to the integrity, credibility and professionalism of the Board which he considered to be second to none and which did not waiver from taking hard decisions during periods of financial hardship. He stated that officers valued the Members' support, advice and insight into many complex matters. He was proud to have been associated with the Board and felt privileged to have its guidance on wide-ranging issues. He also expressed appreciation to the Chairpersons and Vice-Chairpersons of the various Committees and paid particular tribute to the Chairperson and Vice-Chairperson of the Board for their support since his appointment as Chief Executive in April 2009. On behalf of staff he wished all Members the very best in health, life and future posts.

### **7.2 ASSEMBLY STATEMENT DATED 1 DECEMBER 2009**

Mr Murphy drew attention to the Assembly Statement\*\* (B/12/09/5) highlighting that the Education Bill had not yet reached Consideration Stage which meant that the agreed operational date for ESA of 1 January 2010 was not achievable. He explained that the momentum on convergence would continue across the 9 affected organisations. The main emphasis in the transitional period would be uniformity in service provision and savings, school improvement and raising standards. He drew attention to the Education Budget for 2010/11 and advised that £21.3m would be required to be top-sliced from Education in the next financial year. He pointed out that the Minister was using existing legislation to enable Boards to continue in their present form but with reduced membership. District Councils would still constitute two fifths of the total membership of a Board with proportional representation from the other groups. Mr Murphy commented that further details of the transitional governance and management arrangements would be clarified in the coming weeks. He advised that Mr Seán

Hogan would be convening meetings of the transitional Boards with a view to working on service delivery in order to facilitate convergence. New committee structures would come into force to assist convergence. He explained that all Accounting Officers would in future report to DE via Mr G Boyd and that a review would be undertaken of financial delegation to the affected bodies.

The Chairperson drew attention to a letter which she had received from the Permanent Secretary, DE, advising of a meeting of the RPA Chairpersons' Forum on 9 December 2009 which had been scheduled later that day prior to the reception for the Education Sector organisations which would be hosted by the Minister at Parliament Buildings. She stated that the meeting would focus on the delays in the establishment of ESA and the transitional arrangements announced by the Minister.

### **7.3 AUTHORISATION TO PROCESS STATEMENTS / OTHER BOARD BUSINESS**

As no further meetings of the current Board would be convened, approval was requested for officers to be authorised to process statements up to 31 December 2009. Authorisation was also requested for the Chairperson and Chief Executive to be granted Board powers between 10 and 31 December 2009 to carry out any necessary business during this time in the Board's name.

It was proposed by Mr McCreesh, seconded by Mrs McCaul, and agreed that officers would be authorised to process statements up to 31 December 2009 and that the Chairperson and Chief Executive would have the Board's authorisation to deal with any remaining business up to 31 December 2009.

### **7.4 OPENING OF TENDERS**

Mr Murphy reported that the following tenders had been opened:-

Opened on Tuesday, 24 November 2009 in the presence of Councillor P Brannigan:

**50703 – FUEL AND LUBRICANTS FOR BOARD VEHICLES**

Period Ending: 31 August 2010 (with option to extend for 2 further periods of 12 months each)

Aughnacloy Filling Station, Aughnacloy  
Ghan Filling Station, Rostrevor  
Gilford Filling Station, Gilford  
Maxol Direct (NI) Ltd, Newtownabbey  
McCauley Fuels, Rathfriland  
M/S McKnight Bros, Dromore  
Nicholl Fuel Oils Limited, Greysteel  
PDS Services Limited T/A Tullynagrow Fuels, Castleblayney  
Rafferty's Garage, Kilkeel  
S Mullen, of Square View Filling Station, Newtownhamilton  
Steens Motor Depot, Newtownhamilton  
Thompson Fuels Ltd, Tandragee

Opened on Monday, 30 November 2009 in the presence of Councillor P Brannigan:

**50698 – DIGITAL DUPLICATORS**

Period: 1 January 2010 – 31 December 2010 (with option to extend for two further periods of 12 months each)

PFE Ltd, Dublin  
Riso UK Ltd, Hertfordshire

Opened on Tuesday, 8 December 2009 in the presence of Councillor P Brannigan:

**50702 – HEAVY CATERING : FOOD PREPARATION EQUIPMENT**

Period Ending: 31 March 2011 (with option to extend for 2 further periods of 12 months each)

Acrotech Catering Solutions Ltd, Birmingham  
Avery Berkel (a division of ITW Ireland), Rathcoole  
Avery Weigh-Tronix Ltd, Newtownabbey  
Broderick Bros Ltd, Dublin 22  
Bunzl McLaughlin, Armagh  
Catering Equipment Technical Services, Ballymena  
Metcalf Catering Equipment Ltd, Gwynedd  
Nugents, Lurgan  
Stephens Catering Equipment Co Ltd, Ballymena  
Tina O'Hagan Associates Ltd, Magherafelt

**7.5 ANIELB CONFERENCE : 19 AND 20 NOVEMBER 2009**

The Chairperson pointed out that the presentations and speeches from the conference could be accessed on the website: <http://www.anielb.org>.

**7.6 ANNUAL REPORT AND ACCOUNTS 2008/09**

The Chairperson advised that copies of the published Annual Report and Accounts were available at the top table for interested Members.

**7.7 REMARKS FROM THE CHAIRPERSON**

The Chairperson paid tribute to the integrity and professionalism of staff at Headquarters, Out-Centres, Schools and Libraries. She said it had been a privilege, as Chairperson of the Board, to meet staff during her visits with the Chief Executive. She expressed appreciation to staff who had supported Board Members over the years and extended the Board's best wishes to all staff for the future. She praised staff for their meticulous attention to detail and for their considerate and helpful manner when dealing with Board customers. She paid particular tribute to Mr T Murphy, Mrs H McClenaghan, Mrs J Clarke and Mrs L McCall for assisting her during her term of office as Chairperson.

**7.8 CELEBRATE EDUCATION : 4 DECEMBER 2009**

The Chairperson referred to the excellent event on 4 December 2009 in the Waterfront Hall, hosted by the five Boards, which had focused on celebrating the creative talents of young people in schools. She advised that the evening had been very successful and enjoyed by all. Mr Aiken concurred with the Chairperson's sentiments. He commented that an Events leaflet, which had been made available for guests at the Waterfront Hall, had highlighted various events being held at library locations throughout the Province. However, no mention had been made of

any events in libraries in the southern area. He pointed out that a Board representative served on the Board of Libraries NI and could therefore highlight this matter. It was agreed that Mr Murphy would ensure that this matter would be highlighted to Libraries NI in order that promotion might be made of events in the southern area of the Province in future publications.

## **8. JOINT YOUTH COMMITTEE : MINUTES**

Mr Aiken expressed gratitude to the Mayor of Craigavon Borough Council for the hospitality afforded to the Youth Committee at its last meeting at the Council offices and to Mr Twyble for facilitating the arrangements. He drew attention to the paper detailing external and ring-fenced funding for the Youth Service and to the possibility of accessing funding from DARD for youth work in rural areas. He also referred to the report on Child Protection, setting out the work of the designated Youth Officers for Child Protection, which would be submitted to DE and the Director Designate for Children and Young People's Services, ESA with an accompanying paper outlining issues raised by the Youth Committee with regard to mainstreaming funding for these posts. It was noted that the evaluation of the Stakeholder Forum process would be issued to DE and the Director Designate for Children and Young People's Services.

It was proposed by Mr Aiken, seconded by Mr Twyble, and agreed that the minutes\* (Y/11/09/6) of the meeting held on 24 November 2009 be adopted.

## **9. JOINT EDUCATION COMMITTEE : MINUTES**

Mr Campbell drew attention to the minutes of the Extended Schools' Project Board meeting held on 2 October 2009, the PEAG meeting held on 5 November 2009, the target monitors for 2009/10, the report on the work of the Inclusion and Diversity Service and the concerns of the Committee with regard to the future governance arrangements of a number of sub-groups which included educational representation. These groups included PEAG, the Extended Schools' Project Management Board, Youth Committees and the Child Protection Committee.

Mr Campbell referred to a recent DE press release which had highlighted that the Extended Schools' Programme was one of a number of initiatives which could be impacted by the financial pressures brought about by Swine Flu. He expressed disappointment that consideration could be given to ending the Extended Schools' Programme. He highlighted the Programme's benefits for children and families. It sought to raise standards in schools and focused on the health and well-being of children and the regeneration of local communities. He said that schools would be unable to provide this Programme within their own resources which would be a great loss for many children, families and communities.

*(Councillor Brannigan entered the meeting at 3.00 pm.)*

Mr Gildea stated that he understood and appreciated the benefits of the Programme for children and families as it provided opportunities for healthy happier children and for the enhancement of their self esteem. He also believed it would be a great loss to the entire school community should this provision be withdrawn. He stated that the Programme interlinked with the school development plan and he highlighted his strong support in favour of its retention. The Chairperson also remarked on the benefits of the Programme to young people and believed that it should be extended to all children in all schools.

Councillor Cavanagh referred to the report on the Inclusion and Diversity Service and particularly to Members' concerns at the Committee at the lack of inter-agency working to identify the needs of newcomer children into the country. He pointed out that many children were only identified when they registered at school and queried if this matter could be highlighted at inter-departmental level. Mr Murphy confirmed that schools had no means of knowing about newcomer children until they registered at school. However he confirmed that this concern regarding the vulnerability of children would be highlighted to ESA.

Mr Campbell acknowledged the contributions provided by Committee Members and officers to the work of the Education Committee over the years.

It was proposed by Mr Campbell, seconded by Councillor Cavanagh, and agreed that the minutes\* (E/11/09/7) of the meeting held on 26 November 2009 be adopted.

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

Dr Hollinger drew attention to the response from children and young people to the consultation document entitled 'Every School A Good School – The Way Forward for Special Educational Needs (SEN) and Inclusion' which had been submitted to DE by the deadline of 30 November 2009. She also referred to the report given on the recent work of the Critical Incident Response Team and their ongoing support to pupils and staff and to the presentation given by the Assistant Director, Western Health and Social Care Trust, on Transitions.

Subject to the start time of the meeting being shown as 1.00 pm, it was proposed by Dr Hollinger, seconded by Councillor Murphy, and agreed that the minutes\* (CYPS/11/09/8) of the meeting held on 26 November 2009 be adopted.

Mrs McCaul explained that she had been unable to attend the Committee meeting as she had been required to attend a function to celebrate the end of another organisation of which she was a member. She explained that she had served on the Children & Young People's Services Committee for 12 years and had been its Chairperson / Co-Chairperson for the last 8 years. She paid tribute to officers for supporting the work of the Committee and to Members for their invaluable contributions over the years.

*(During discussion of this matter Mr Mackin left the meeting temporarily at 3.05 pm and re-entered at 3.11 pm, Councillor Murphy left the meeting temporarily at 3.06 pm and re-entered at 3.09 pm, Councillor Mulligan left the meeting temporarily at 3.08 pm and re-entered at 3.13 pm and Councillor Casey left the meeting temporarily at 3.09 pm and re-entered at 3.11 pm.)*

## **11. FINANCE COMMITTEE : MINUTES**

Mr Sleator pointed out that the move from cash to accruals accounting had caused genuine difficulties for some schools. He outlined the support provided by the LMS Section to facilitate a revision of plans for these schools. He updated the Board on the report provided on ESAIT transition issues and on the recommendations following the consideration of the three year budget plans submitted by schools which had not received prior approval during the year from the Committee. He advised that a new budget area had been incorporated into the capital expenditure report, namely 'ESA IT' which the

Board was facilitating on behalf of the ESAIT IT Manager to make necessary upgrades to the new ESA infrastructure. The Board noted that the need for delegated EYF access had reduced from £3m to £2m. Mr Sleator drew attention to areas of pressure on the recurrent budget and to areas identifying underspends.

Mr Sleator praised the work and professionalism of officers in the Finance Branch for their continued support to the Finance Committee and thanked Members for their commitment to the work of the Committee. He also paid tribute to the tremendous effort of staff involved in the Build a School in Africa campaign which had meant that the Board had more than surpassed its original target of £36k.

It was proposed by Mr Sleator, seconded by Mrs Wright, and agreed that the minutes\* (F/11/09/9) of the meeting held on 27 November 2009 be adopted.

*(During discussion of this matter Mr Gildea left the meeting temporarily at 3.14 pm and re-entered at 3.17 pm and Mr Mackin left the meeting temporarily at 3.15 pm and re-entered at 3.21 pm.)*

## **12. SCHOOLS AND SERVICES COMMITTEE : MINUTES**

Councillor Brannigan referred to the update provided on Swine Flu and to the recommendations arising from the minutes of the meeting of the Property Sub-Committee held on 26 October 2009, the minutes of the meeting of the Advisory Sub-Committee for Controlled Schools held on 27 October 2009, the response to DE's Food in Schools' Policy and to the recommendation to set aside Standing Order 22 to facilitate gas conversion works. Attention was also drawn to the minutes of the Special and Secondary Teachers' Consultative Committee held on 7 October 2009 and the Nursery and Primary Teachers' Consultative Committee held on 20 October 2009.

Mr Butler outlined the discussion which had arisen in relation to the Development Proposals listed in the minutes and the subsequent recommendations and proposed comments which were being presented for approval.

It was proposed by Councillor Brannigan, seconded by Dr Hollinger, and agreed that the minutes\* (SS/11/09/10) of the meeting held on 12 November 2009 be adopted.

*(As the Chairperson was required to attend a meeting of the RPA Chairpersons' Forum she left the meeting at 3.50 pm. Rev Byrne took the chair for the remainder of the meeting.)*

## **13. DEVELOPMENT PROPOSALS AS TO PRIMARY (INCLUDING NURSERY) AND SECONDARY EDUCATION**

As no further meetings of the Schools and Services would take place within the term of the current Board, the following Development Proposals had been presented to the Board. Mr Butler advised that the Board was required to publish all Development Proposals received from any parties outside the Controlled Sector and to submit comments on them to the Department of Education.

### **13.1 Development Proposal No 244: St Colman's Primary School, Annaclone**

The Board considered the Development Proposal\* (B/12/09/11.1) detailing the establishment of an additional nursery unit at St Colman's Primary School, Annaclone, which would provide 26 full-time places from 1 September 2010 or as

soon as possible thereafter. The Board noted the letters of objection\* and two further letters\*\* (B/12/09/11.1) from Assembly Members.

Discussion ensued in relation to pre-school provision in the locality. The Board recognised the pressures regarding other pre-school provisions particularly at Drumadonnell Primary School.

*Rev Mr Somerville declared a non-pecuniary interest in Drumadonnell Primary School.*

Councillor Harkness and Dr Hollinger stressed that the need for provision at Drumadonnell Primary School required revisiting. Councillor Harkness received confirmation that the letters from the Assembly Members would receive a response from the Board.

The Board agreed to incorporate the comments of Members with regard to the need for nursery provision at Drumadonnell Primary School into its response to DE. It was also agreed to ask the Pre-School Education Advisory Group to re-examine the case for a nursery unit at Drumadonnell.

*(Professor Murphy left the meeting at 4.00 pm.)*

### **13.2 Development Proposal No 245: Drumnamoe Nursery School**

The Board considered the Development Proposal\* (B/12/09/11.2) detailing the establishment of an additional nursery unit at Drumnamoe Nursery School to increase the enrolment to 52 full-time places from 1 September 2010 or as soon as possible thereafter. A letter\* from the principal of Lurgan Model Primary School was noted.

The Board noted the comments in relation to the potential impact of an additional nursery unit at Drumnamoe Nursery School on Lurgan Model Primary School and agreed to incorporate this comment within its submission to DE.

### **13.3 Development Proposal No 246: St Francis' Primary School, Lurgan**

The Board considered the Development Proposal\* (B/12/09/11.3) detailing the establishment of an additional nursery unit at St Francis' Primary School, Lurgan to increase the enrolment to 78 full-time places from 1 September 2010 or as soon as possible thereafter. Letters\* from the principals of Lurgan Model Primary School and St Patrick's Primary School, Aghacommon were noted.

The Board noted the comments in relation to the potential impact of an additional nursery unit at St Francis' Primary School on Lurgan Model Primary School and agreed to incorporate this comment within its submission to DE in addition to the concerns expressed within the letter from St Patrick's Primary School.

### **13.4 Development Proposal No 247: St Joseph's Boys' High School, Newry**

*Mr Mackin declared a non-pecuniary interest in St Joseph's Boys' High School, Newry.*

The Board considered the Development Proposal\* (B/12/09/11.4) detailing the establishment of two Learning Support Centres at St Joseph's Boys' High School, Newry from 1 September 2010 or as soon as possible thereafter.

The Board agreed to support this development proposal.

### **13.5 Development Proposal No 248: St Joseph's Grammar School, Donaghmore**

The Board considered the Development Proposal\* (B/12/09/11.5) detailing the establishment of an Irish Medium Unit at St Joseph's Grammar School, Donaghmore from 1 September 2010 or as soon as possible thereafter.

The Board agreed that its comments should highlight its support to the strategy for developing Irish Medium education in general but point out its concern relating to the impact of this Proposal on other schools in the area, particularly in the light of the overall decrease in the primary school age population in the area.

### **13.6 Development Proposal No 249: St Mary's Primary School, Pomeroy**

The Board considered the Development Proposal\* (B/12/09/11.6) setting out the closure of the Irish Medium Unit at St Mary's Primary School, Pomeroy at 31 August 2014 or as soon as possible thereafter. The closure of the Unit was planned to be effected on a phased basis over a period of 4 years with no primary 1 admissions to the Unit from September 2010.

The Board agreed to support the closure proposal.

## **14. TEACHING APPOINTMENTS COMMITTEE**

The minutes\* (TAC/11/09/12.1) of the meeting held on 6 November 2009 and the minutes\*\* (TAC/12/09/12.2) of the meeting held on 9 December 2009 were noted.

## **15. COMMITTEE FOR THE APPOINTMENT OF PERIPATETIC TEACHERS**

The minutes\* (CPT/11/09/13.1, 13.2, 13.3 and 13.4) of the meetings held on 12, 17, 24 and 27 November 2009 and the minutes\*\* (CPT/12/09/13.5) of the meeting held on 2 December 2009 were noted.

## **16. MEMBERSHIP COMMITTEE : MINUTES**

The minutes\* (M/11/09/14.1) of the meeting held on 11 November 2009 and the minutes\*\* (M/12/09/14.2) of the meeting held on 7 December 2009 were noted.

## **17. REDUNDANCIES**

It was proposed by Councillor Harkness, seconded by Mrs Wright, and agreed that discussion in relation to redundancies would be held in committee.

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

The Board noted that it had been proposed by Mr Campbell, seconded by Mrs McCaul, and agreed that the redundancies, as detailed in the report, be effected.

**18. COMPLIMENTS OF THE SEASON**

The Presiding Chairperson wished Members a happy Christmas and every good wish for the New Year.

The meeting ended at 4.10 pm.

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**CHAIRPERSON**

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**CHIEF EXECUTIVE**

\_\_\_\_\_  
**DATE**

\* Paper circulated  
11 December 2008

\*\* Paper tabled  
LMcC