

MINUTES OF PROCEEDINGS OF A MEETING OF THE INTERIM BOARD HELD ON THURSDAY, 13 MAY 2010 AT 2.00 PM IN THE BOARD ROOM

1. PRESENT Mr M P Campbell (Chairperson)

Mr P Gildea
Dr M Hollinger
Mr C Mackin

Mrs C M McCaul
Rev Canon J McKegney

2. IN ATTENDANCE

Mr A P Murphy, Ms L Ayling, Mr G Butler, Mr P Mackey, Dr C Mangan, Mrs L McCall and for part of the meeting Mr P Kelly, Mrs L Livingstone, Mrs C McAtarsney and Mrs M Patrick.

3. BOARD MEETINGS : MINUTES

3.1 MEETING HELD ON 29 APRIL 2010

On the proposal of Mrs McCaul, seconded by Rev Canon McKegney, the minutes* (B/4/10/3.1) of the meeting held on 29 April 2010 were approved as an accurate record and were signed by the Chairperson and the Chief Executive.

3.2 SPECIAL MEETING HELD ON 6 MAY 2010

On the proposal of Dr Hollinger, seconded by Mrs McCaul, the minutes** (B/5/10/3.2) of the special meeting held on 6 May 2010 were approved as an accurate record and were signed by the Chairperson and the Chief Executive.

4. MATTER ARISING FROM THE MINUTES OF THE SPECIAL MEETING HELD ON 6 MAY 2010

DE SCHOOL CENTRE (5.1)

The Board agreed the letter** (B/5/10/4) to be issued to schools setting out the impact of the resource allocations to the Board for the 2010/11 financial year. Members received confirmation that this information would also be communicated to staff.

5. CHAIRPERSON'S BUSINESS

5.1 RATHORE SCHOOL : ANNUAL PRIZE GIVING

The Chairperson reported that he had attended the annual prize giving at Rathore School earlier in the day. He drew attention to the tributes paid by parents to the efforts and successes within the school.

5.2 HOWARD PRIMARY SCHOOL – TRANSFERRED REDUNDANCY

Mrs McAtarnsey stated that she had received an application for transferred redundancy from the Vice-Principal of Howard Primary School for the Board's consideration. She explained that normally this procedure would be examined by the Teaching Appointments Committee but the Committee would not be meeting until 2 June 2010.

Mrs McAtarsney advised that she had attended a meeting of the Board of Governors of Howard Primary School on 5 May 2010 to explain that, in order to facilitate this request, the school would be required to appoint a permanent teacher from the compulsory redundancy list and then to establish a Vice-Principal post through the process of internal trawl within the school. This would mean no change to the current teaching complement in the school. Mrs McAtarsney confirmed that the school was satisfied with this process.

It was proposed by Rev Canon McKegney, seconded by Dr Hollinger, and agreed to facilitate the request for a transferred redundancy from the current Vice-Principal of Howard Primary School on the condition that a teacher be appointed from the compulsory redundancy list and the post of Vice-Principal be recruited within the school's existing teaching complement.

6. CONVERGENCE OF ELB SERVICES

Mr Murphy stated that notification was still awaited as to the date of implementation of the Transitional Board. The replacement member for Mr D Murray on the Transitional Board (General Interest - Teacher) would be subjected to the same selection and recruitment process. He advised that the Chief Executives had met Mr G Boyd and Mr R Cushnie, DE, on 30 April 2010 to discuss the convergence process. He highlighted that £13m efficiency savings were required in 2010/11 in addition to the savings already identified. The requirement therefore existed to streamline services and release senior staff. £16m had been set aside for voluntary severance in the current year and all voluntary severance posts would be required to meet convergence criteria. The issue of offering voluntary severance to a wider field of staff had been discussed with indications that this next phase would begin soon. Mr Murphy advised that ESAIT had drawn up a template setting out the convergence process; however, this template had not reflected appropriately the input of ELBs in driving forward convergence.

Key concerns in relation to convergence were discussed, ie the support of all education partners in progressing convergence activities, the legislative mechanism to facilitate convergence and the regional differences in funding services within each Board. The Board recognised the importance of accessing the fund set aside for voluntary severance in light of very challenging financial situations ahead and in facilitating the release of staff through the convergence process, where justified, in order to create efficiency savings.

The Chairperson reported that the ELB Chairpersons had met Mr S Hogan, Mr G Boyd and Mr R Cushnie on 4 May 2010 to receive an update on convergence activities. Mr Hogan had stressed that Boards would be at the centre of driving forward change and Mr Boyd had drawn attention to the challenging year ahead in terms of finance. It had been intimated at the meeting that the Convergence Business Plan would be issued to Boards in the next two weeks. The Chairpersons had queried the position with regard to offering voluntary redundancy to staff below the third tier and had been advised that should the redundancy be initiated by the Convergence Plan each case would receive consideration.

(Mr C Mackin entered the meeting at 2.40 pm and Mr P Gildea entered at 2.45 pm during discussion of this item.)

Mr Murphy undertook to forward the Convergence Development Plan, when received, to Members. The Plan would receive consideration by the Board at its next meeting.

7. ANNUAL REPORT AND ACCOUNTS 2009/10

Ms Ayling presented the draft Annual Report and Accounts for 2009/10** (B/5/10/7) setting out the Annual Accounts and various extracts from the Annual Report as required at this stage by the Northern Ireland Audit Office (NIAO). It was noted that the revised Statement on Internal Control had been approved by the Board at its meeting on 29 April 2010.

Attention was given to the Net Expenditure Account (previously known as the Operating Cost Statement). Ms Ayling advised that the layout of the Accounts had changed significantly on the previous year, the two major changes being the implementation of the International Financial Reporting Standards (IFRS) and the transfer of balances from the Board to Libraries NI. These two areas had involved significant complex work. Attention was also given to the Statement of Financial Position (previously known as the Balance Sheet) which set out the restated figures for 2009 and 2008. Ms Ayling advised that officers were continuing to check the figures detailed in the Reserves note in the Statement of Financial Position. She pointed out that the Pension Liabilities figure was still to be confirmed. This figure included an element relating to NILA employees, which was a five Board issue. She explained that NILGOSC had undertaken to provide a figure by the end of the day. The Board noted that work was continuing in relation to the Statement of Changes in Reserves.

Ms Ayling referred in particular to various Notes to the Financial Statements. She pointed out that a separate note was required (Note 1.10) to show the treatment of the sale of Ardmore and Eglis Primary Schools and that Note 1.13 highlighted the treatment under IFRS of the theoretical holiday pay accrual for non-teaching staff. She explained that this issue, as well as the other disclosure issue relating to long term leases, was still being addressed by the five Boards on a collective basis with the NIAO. The treatment of Drumglass High School under the PFI contract was noted (Note 1.18).

Ms Ayling drew attention to Notes 2 - 4, appearing in the Accounts for the first time, which related to the impact of the introduction of IFRS on the published financial position as at 31 March 2009, the analysis of the expenditure arising from the transfer of functions to NILA and an analysis of net expenditure by segment. Attention was also given to Note 15 dealing with Property, Plant and Equipment.

Discussion ensued in relation to those areas detailed within Provisions for Liabilities and Charges (Note 22) and Contingent Liabilities (Note 27). Ms Ayling pointed out that as a result of over provision in previous years for early retirement costs a prior year adjustment had been posted to Provisions and had been recognised in the Income and Expenditure Reserve. The Board noted the various categories in the job evaluation process contained within Contingent Liabilities. The potential total liability, if all potential liabilities were to materialise, was estimated at £0.9m.

Ms Ayling referred to the Financial Target – Recurrent (Note 34) which identified an underspend of £2.3m within DE of which £1.5m related to schools' delegated budgets and £862k related to the centre budget (of which £417k was Earmarked funding). The underspend of £145k within Youth (of which £56k was Earmarked funding) was also noted. Mrs McCaul referred to the delegated access to the £1.5m EYF monies late at the end of the financial year. Ms Ayling advised that while the three year school plans had originally indicated a need to access approximately £4m of prior year EYF, the trend in schools' spend during the year had reduced the need to £1.5m. While the delegated

schools' budget was underspent by £1.5m she highlighted that some schools, particularly in the post-primary sector, had been very appreciative of the EYF allocation.

The Chairperson paid tribute to the Finance staff for their work in preparing the Annual Accounts in light of the complexities in 2009/10. Ms Ayling wished to record her appreciation to the officers involved in the preparation of the Accounts, particularly Mrs G Flavell who was on secondment from ESAIT, and to Mrs L Black who had been facilitated by Mr K Orr to transfer from Internal Audit to Finance to assist in the final stages of the Accounts.

It was proposed by Rev Canon McKegney, seconded by Mrs McCaul, and agreed to recommend that the Annual Accounts for 2009/10, subject to the additions and final reconciliation checks being made as outlined during the meeting, be submitted to the Comptroller and Auditor General in draft format by the deadline of 14 May 2010. Ms Ayling advised that the final draft would be submitted to the Board at its September meeting in order to meet NIAO's deadline for certification of 30 September 2010.

8. TRUST AND ENDOWMENT FUNDS 2009/10

Mr Kelly presented the accounts detailing the income and payments made within the funds during 2009/10. The Chairperson sought clarification on the future ownership of those funds which belonged to a closing school. Mr Kelly confirmed that these funds would transfer to the school receiving the children. He stated that schools were advised on a regular basis to make use of these funds and the uptake by schools in the previous year had been encouraging. He commented that the terms and conditions of some trust funds were restrictive with the result that the Board's Solicitors had been instructed to broaden their terms.

It was proposed by Mr Mackin, seconded by Mr Gildea, and agreed to adopt the accounts* (B/5/10/8).

9. STATEMENT OF LOSSES AND SPECIAL PAYMENTS 2009/10

Mr Kelly presented the paper** (B/5/10/9) summarising the Losses and Special Payments for 2009/10. It was noted that total losses had amounted to £257,556 and that no special payments had been made.

It was proposed by Rev Canon McKegney, seconded by Dr Hollinger, and agreed to approve the paper detailing the Losses and Special Payments for 2009/10.

10. CHILDREN & YOUNG PEOPLE'S SERVICES COMMITTEE

10.1 PROPOSED FORMAL STATEMENTS

It was proposed by Mr Mackin, seconded by Dr Hollinger, and agreed that Statements of Special Educational Needs** should be made on pupils with code reference numbers SEN 2010 / 73 to SEN 2010 / 80 inclusive.

10.2 AMENDED FORMAL STATEMENTS

It was proposed by Mr Mackin, seconded by Dr Hollinger, and agreed that Amended Statements of Special Educational Needs** should be made on pupils with code reference numbers SEN 2010 / 432A to SEN 2010 / 465A inclusive.

Members sought clarification with regard to the arrangements for children accessing Speech & Language therapy. Dr Mangan advised that historically children in SELB needing access to a Speech & Language Unit required a Statement of Educational Need. The arrangements had been reviewed however, in line with WELB procedures, with the result that these children were no longer required to have a SEN to access a place in a Unit. Instead, it had been agreed that the advice from Speech & Language professionals was sufficient to inform the process which enabled these children to access therapies more expediently. She pointed out that children requiring such therapies were placed four days a week in a Unit and remained in their mainstream class on the other day. This arrangement assisted the mainstream school in meeting the needs of the children and also enabled continuity of contact. Dr Mangan advised that a review was undertaken at the end of the year in case the child should need an extended placement.

10.3 STATEMENTS TO BE CEASED

It was proposed by Mr Mackin, seconded by Dr Hollinger, and agreed that Statements of Special Educational Needs** should cease to be made on pupils with code reference numbers SEN 2010 / 15C to SEN 2010 / 19C inclusive.

10.4 PROPOSAL TO MAKE A NOTE IN LIEU

It was agreed to recommend that a Note in Lieu be made on the pupil with code reference number SEN 2010 / 03NS.

10.5 RESOURCING FOR PUPILS WHO LIVE IN OTHER ELBs BUT ATTENDING SELB SCHOOLS

It was proposed by Mr Mackin, seconded by Dr Hollinger, and agreed to recommend that resourcing be made available for the pupils with Statements of Special Educational Need** (code reference number SEN 2010 / 08 OB to SEN 2010/ 09 / OB inclusive) attending SELB schools.

10.6 SELB / WELB POLICY ON TRANSPORT IN EXCEPTIONAL CIRCUMSTANCES WITH PARTICULAR REFERENCE TO THE CHILDREN (NORTHERN IRELAND) ORDER 1995

Dr Mangan advised that historically, where application had been made to the SELB for accessing transport in exceptional circumstances, a panel had met to consider these requests. Transport had been provided to a pupil in the short term to enable a given situation to stabilise and to assist a family in finding alternative transport arrangements. She detailed the criteria for accessing transport in exceptional circumstances, as set out in the draft policy* B/5/10/10.3), which was being presented in order to formally recognise SELB and WELB's current practices. It was noted that the draft policy complied with EQIA requirements.

It was proposed by Rev Canon McKegney, seconded by Mr Mackin, and agreed to approve the policy. Dr Mangan advised that the draft policy had already been approved by WELB.

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

11.1 DEVELOPMENT PROPOSAL NO 246 : ESTABLISHMENT OF AN ADDITIONAL NURSERY UNIT AT ST FRANCIS' PRIMARY SCHOOL, LURGAN

The Chairperson reported that a letter had been received from DE dated 29 April 2010 giving the Minister's approval to the establishment of an additional nursery unit at St Francis' Primary School, Lurgan with effect from 1 September 2010 or as soon as possible thereafter.

11.2 DEVELOPMENT PROPOSAL NO 247 : ESTABLISHMENT OF AN ADDITIONAL FULL-TIME NURSERY UNIT AT ST PATRICK'S PRIMARY SCHOOL, DUNGANNON

The Chairperson reported that a letter had been received from DE dated 29 April 2010 giving the Minister's approval to the establishment of an additional full-time nursery unit at St Patrick's Primary School, Dungannon with effect from 1 September 2010 or as soon as possible thereafter.

12. DEVELOPMENT, PLANNING AND SUPPORT SERVICES

12.1 MINOR IMPROVEMENTS PROGRAMME 2010/11

Mr Butler explained that the restricted capital allocation would impact significantly on works to be carried out under the Minor Improvements Programme. He advised that the £2m already received from DE would largely cover existing building schemes. The programme was being presented for the Board's consideration should any funding become available in the current year.

Mrs Patrick pointed out that the works in the programme* (B/5/10/12.1) had been prioritised in accordance with agreed criteria and with regard to existing provision. The cost of completing priority 1 works was estimated at £5m. She explained that the Board would be obliged in 2010/11 to complete priority 1 works associated with providing mobile accommodation at schools. This cost was estimated at £619k.

Mr Mackin referred to the work proposed at Ceara and Rathore Schools. Mrs Patrick advised that this work entailed refurbishing existing resource areas as a temporary measure prior to pursuing permanent extensions at both schools.

It was proposed by Mrs McCaul, seconded by Rev Canon J McKegey, and agreed to adopt the programme.

12.2 SCHOOL MEALS SERVICE : INCREASE IN CHARGES

Mr Butler advised that the School Meals Service was recommending an increase of 10p to the price of school dinners with effect from 1 September 2010. This increase was in line with the other four Boards in an attempt to reach harmonisation of charges across the Province.

The Board noted the proposed prices of school dinners for the various sectors as set out in the paper* (B/5/10/12.2). It was proposed by Mr Gildea, seconded by Mrs McCaul, and agreed to adopt the proposal to increase school meals charges by 10p as set out in the paper.

12.3 REPORT ON TENDERS

The Board noted that the following tenders had been accepted by the Western Education and Library Board on behalf of all five Boards under agreed Joint Board tendering arrangements:

T60878 Sharpening of Saws, Chisels and Plane Irons (Period: 1 April 2010 to 30 June 2010 with option to extend until 30 June 2012)

Saw-Tech NI Ltd, Belfast

T60879 Refurbishment of Multi-Material Workbenches (Period: 1 July 2010 to 30 June 2011 with option to extend for a further 12 month period)

Kindercraft Products Ltd, Portglenone

13. MEMBERSHIP COMMITTEE

It was proposed by Rev Canon McKegney, seconded by Mrs McCaul, and agreed to appoint the following persons to represent the Board on the Board of Governors of the following schools:

Controlled Primary Schools

| | |
|-----------|--------------------|
| Ballyoran | Deferred |
| Foley | Deferred (2 seats) |

Maintained Primary Schools

| | |
|---------------------|----------|
| St Colman's, Saval | Deferred |
| St Mary's, Dunamore | Deferred |

Maintained Secondary Schools

| | |
|------------------|----------|
| St Brigid's High | Deferred |
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14. REDUNDANCIES

It was proposed by Mrs McCaul, seconded by Rev Canon McKegney, and agreed that discussion in relation to redundancies would be held in committee.

(The Chairperson declared a non-pecuniary interest in St John's Primary School, Glenn and Rev Canon J McKegney declared a non-pecuniary interest in The Armstrong Primary School.)

It was proposed by Mrs McCaul, seconded by Mr Gildea, and agreed to resume the meeting.

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

15. DATE OF NEXT MEETING

It was agreed that, if necessary, the next meeting of the Interim Board would be held on 30 June 2010.

The meeting ended at 4.30 pm.

CHAIRPERSON

CHIEF EXECUTIVE

DATE

* Paper circulated
14 May 2010

** Paper tabled
LMcC