

MINUTES OF PROCEEDINGS OF A MEETING OF THE INTERIM BOARD HELD ON THURSDAY, 18 MARCH 2010 AT 2.00 PM IN THE BOARD ROOM

1. PRESENT Mr M P Campbell (Chairperson)

Mr P Gildea
Mr C Mackin

Mrs C M McCaul
Rev Canon J McKegey

2. IN ATTENDANCE

Mr A P Murphy, Ms L Ayling, Mr G Butler, Dr C Mangan, Mrs L McCall and for part of the meeting Mr P Keating, Mrs H Mullan, Mr T Mullan and Mrs M Patrick.

3. APOLOGY

An apology had been received from Dr M Hollinger.

4. APPOINTMENT OF OFFICERS

Mr Murphy drew attention to the funding arrangement for the post contained within the report. It was proposed by Mr Mackin, seconded by Mr Gildea, and agreed that the report** (B/3/10/2) prepared by the Head of Human Resources be adopted.

5. BOARD MEETING : MINUTES OF MEETING HELD ON 23 FEBRUARY 2010

On the proposal of Mrs McCaul, seconded by Mr Mackin, the minutes* (B/2/10/3) of the meeting held on 23 February 2010 were approved as an accurate record and were signed by the Chairperson and the Chief Executive.

6. MATTER ARISING FROM THE MINUTES

LETTER FROM THE MINISTER OF EDUCATION DATED 15 FEBRUARY 2010 ON TRANSFER 2010 (8.1)

Mr Murphy reported that, following the Board's response to the Minister's letter on Transfer 2010, Mrs M Maguire and he had met the Minister at her request to discuss the matter. Assurances had been given to the Minister that the Board played no part in passing examination results from Junior to Senior High Schools and that it adhered strictly to relevant DE advice and guidance.

7. CHAIRPERSON'S BUSINESS

7.1 CEARA SCHOOL

The Chairperson acknowledged the sterling work of Ceara School in achieving the 'Investors in People' Award. The Board agreed that the Chairperson should send a letter of congratulations to Dr P Cunningham to recognise the school's achievement. It was noted that the Communications Officer would be highlighting the school's accomplishment in the press.

7.2 APPOINTMENT OF MEMBERS TO THE TRANSITIONAL BOARD

The Chairperson congratulated the Members appointed to the Transitional Board, as set out below, and wished them every success in carrying through convergence activities.

Transferor Members

Rev Canon J McKegney
Mr R McVeigh

Trustee Members

Rev J Byrne
Mrs C M McCaul

General Interest – Teacher Members

Dr P Cunningham
Mr C Mackin
Mr D Murray

General Interest Members

Mrs R Brownlee
Professor P Murphy

Mr Murphy expressed gratitude to the Board Members who had continued to serve on the Interim Board and acknowledged their dedication to education over many years.

Members and officers paid tribute to the knowledge and expertise of the outgoing Members who would not be serving on the Transitional Board.

8. CONVERGENCE ACTIVITIES

8.1 CONVERGENCE DELIVERY PLAN

Mr Murphy drew attention to the key aspects of the Convergence Delivery Plan, ie the arrangements to progress convergence activities to help release resources, the maintenance of services within existing organisations whilst moving towards a regionally managed model and the roles of the Chairperson Designate, the Chief Executive Designate and the ESA Directors Designate.

Discussion ensued in relation to the establishment of regional committees, to be known as Project Management Boards, to take forward convergence activities. It was noted that two Members from each Board would be expected to serve on each of the four proposed regional committees. Mr Murphy also pointed out that the Transitional Board would have to give consideration to the establishment of SELB committees to progress the Board's normal business. He intimated that in addition to an Audit, Teaching Appointments, Finance and Teachers' Staffing Committee, a requirement existed for two overarching committees, namely an Education Committee (which could comprise the business of the former Education, Youth and Children & Young People's Committees) and a Services Committee (to cover areas such as area based planning, development, contracts, Transport, Catering, etc). The Chairperson drew attention to the need to retain the function of the Advisory Sub-Committee for Controlled Schools. Rev Canon McKegney highlighted the importance of this Sub-Committee and considered that its role should be commended to the other Boards as part of convergence. Mr Murphy undertook to relay this matter to Mr Sweeney. Concern was also expressed in relation to the distance required to travel to regional committees, perhaps bi-monthly, which would involve a significant commitment from Members in addition to attendance at individual Board Committee meetings.

8.2 LETTER FROM THE PERMANENT SECRETARY DATED 3 MARCH 2010

Mr Murphy outlined the content of Mr Sweeney's letter which sought to provide clarity on issues relating to the role of the Accounting Officer in line with the Convergence Delivery Plan.

8.3 MINUTES OF SPECIAL BOARD MEETING HELD ON 28 JANUARY 2010

On the proposal of Mr Mackin, seconded by Mr Gildea, the minutes* (B/1/10/6.3) of the meeting held on 28 January 2010 were approved as an accurate record and were signed by the Chairperson and the Chief Executive.

8.4 MINUTES OF SPECIAL BOARD MEETING HELD ON 9 MARCH 2010

On the proposal of Mr Gildea, seconded by Mrs McCaul, the minutes* (B/3/10/6.4) of the meeting held on 9 March 2010 were approved as an accurate record and were signed by the Chairperson and the Chief Executive.

9. FINANCE

The Chairperson reported that the Board had still not received its financial allocation, even in indicative form. He highlighted the difficulties which schools and the Board would now experience as a result of the lateness of this notification.

9.1 CAPITAL EXPENDITURE REPORT AS AT 28 FEBRUARY 2010

Ms Ayling presented the report* (B/3/10/7.1) which set out the forecasted position at year end for Major Works, Other Capital, Earmarked and Capital Receipts. She drew attention to two underspends in the Major Works budget, an easement of £110k in respect of Lurgan College which related to an over accrual at the end of the previous financial year against the invoice now received and £505k at Banbridge Academy which related to slippage in works due to adverse weather conditions. The Board noted that while these monies would be surrendered to DE, the funding would still be made available in the Major Works budget in 2010/11.

Ms Ayling drew attention to the Minor Works budget relating to capital works at maintained schools. She advised that this budget, showing an underspend of £105k, was currently managed by the Board on behalf of DE. However, this budget would transfer to DE in the following financial year.

The Board noted the year end forecast position in relation to Capital Receipts. Ms Ayling advised that the sale of Eglish Primary School was expected to proceed in 2010/11 and that all efforts were being made to progress the sale of Ardmore Primary School in the current financial year.

9.2 DE MONTHLY EXPENDITURE MONITORING REPORT (MEMR) AS AT 28 FEBRUARY 2010

The Board noted the report* (B/3/10/7.2) which set out spend within DE Schools and Youth budgets.

9.3 COMMENTARY ON FINANCIAL POSITION (MEMR) AS AT 28 FEBRUARY 2010 – DE

Ms Ayling presented the commentary* (B/3/10/7.3) reflecting the inclusion of the £1.5m delegated EYF in the schools' budgets.

Ms Ayling referred to the previously anticipated savings on Teacher Substitution costs contained within 'Resources allocated to Schools from the Centre budget' and advised that the February budget for long term sickness costs was now identifying an uplift. She also referred to the £716k overspend on 'Other' which related to an accrual for the 'buy-out' of the terms and conditions for Nursery Assistants' job evaluation costs. The overspend also related to an accrual to meet the requirements of NILGOSC as a result of late payments from the Board in respect of job evaluation arrears for various job categories. It was noted that the five Boards had agreed a model with NILGOSC in order to calculate the interest arising from these late payments. Ms Ayling also pointed out that NILGOSC had identified another pressure within its Fund which resulted from the harmonisation of full-time equivalent hours within the Board's Catering Service. She advised that an estimated £400k had been included in the report for this pressure.

Ms Ayling advised that, within the Centre budget, adjustments for allocations of job evaluation arrears, primarily for Classroom Assistants, had absorbed the previously forecast underspend for Special Schools and Pupil Support. She also drew attention to the £70k underspend within the ringfenced Furniture & Equipment funding which had resulted from unavoidable delays in some minor works schemes due to severe weather restrictions.

The Board noted DE's year end forecast position detailing a DE schools' underspend of £703k and a net youth underspend of £67k resulting in an overall underspend of £770k.

Ms Ayling stated that DE had indicated that the approximately £300k capital reclassification exercise carried out at year end might result in an increase in school centre funding as DE did not anticipate a need for the Board to surrender these monies.

10. DE RECURRENT SCHEME 2010/11

Ms Ayling drew attention to the LMS Steering Group meeting on 9 March 2010 at which DE officials had intimated that an indicative budget would be forwarded to Boards during the week beginning 15 March 2010. She stated that DE was now advising that no formal notification would be given to Boards prior to the end of March but Boards could expect to receive an indicative figure and would be required to present an indicative Scheme by 31 March 2010.

It was agreed that a special meeting of the Board would be convened at 11.00 am on Monday, 29 March 2010 to consider the Board's Scheme.

11. EVERY SCHOOL A GOOD SCHOOL : DE CONSULTATION ON DRAFT EDUCATION (SCHOOL DEVELOPMENT PLANS) REGULATIONS : DRAFT RESPONSE

Mrs Mullan presented a draft response* (B/3/10/9) to the Consultation on the Draft Education (School Development Plans) Regulations 2010 and copies of the Education (School Development Plans) Regulations (Northern Ireland) 2010** and Schedule 1 to the Regulations**. It was noted that the overall aim of the revised Regulations was to promote effective development planning to bring about improvements in standards.

Mrs Mullan advised that meetings had been held with primary and post-primary principals on the revised Regulations. While all schools had been encouraged to submit their own responses to the consultation, the draft response presented to the Board did include comments raised by principals.

The Board gave consideration to the comments highlighted in the response. Particular reference was made to the current timing for submission of plans in November. Mrs Mullan stated that a definite recommendation from principals had been a December submission date in order to improve the quality of the process of target setting and action planning at school level. Mr Gildea highlighted that the December date was also more beneficial to principals on account of the time taken to consult with interested parties prior to the plan's compilation.

It was noted that a comment had been included in the response to the effect that the use of ICT in raising standards had been included in the Regulations but not in the Schedule. Mr Gildea also drew attention to the need for schools to be able to make reference to the adequacy of their accommodation in their plans, however this was not included in the Schedule. Mrs Mullan pointed out that the inclusion of the reference to 'sustainable development' in the Schedule would create a training need among schools.

Mr Mackin queried DE's view on making available a school's Annual Report. Mrs Mullan advised that schools should make the Report available on their websites. She also advised that parents should know how to access a School Development Plan, even should this be by particular request to the school. The Chairperson pointed out that the School Development Plan should remain a substantive agenda item at any Board of Governors' meeting. However, it was noted that this procedure varied from school to school.

The Board agreed that the response, to incorporate Members' comments, should be submitted to DE by the closing date of 26 March 2010.

12. CHILDREN & YOUNG PEOPLE'S SERVICES COMMITTEE

121 PROPOSED FORMAL STATEMENTS

It was proposed by Mr Mackin, seconded by Mrs McCaul, and agreed that Statements of Special Educational Needs** should be made on pupils with code reference numbers SEN 2010 / 35 to SEN 2010 / 47 inclusive. It was noted that 13% of pupils requiring additional support had shared classroom assistance.

12.2 AMENDED FORMAL STATEMENTS

It was proposed by Mr Mackin, seconded by Mrs McCaul, and agreed that Amended Statements of Special Educational Needs** should be made on pupils

with code reference numbers SEN 2010 / 153A to SEN 2010 / 305A inclusive. It was noted that 88% of the amended statements related to pupils transferring from P7 to the post-primary sector.

12.3 STATEMENTS TO BE CEASED

It was proposed by Mr Mackin, seconded by Mrs McCaul, 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 / 16C inclusive.

12.4 PROPOSAL TO MAKE A NOTE IN LIEU

It was agreed to recommend that a Note in Lieu be made on the pupils with code reference number SEN 2010 / 01NS to SEN 2010 / 02NS.

12.5 2009/10 END OF YEAR TARGET MONITOR REPORT

The Board noted the reports* providing information on how each service had met its targets at the end of the 2009/10 financial year.

13. DEVELOPMENT, PLANNING AND SUPPORT SERVICES

13.1 PROPERTY SERVICES

13.1.1 BANBRIDGE ACADEMY

Mrs Patrick presented a map** showing the layout of the estate of Banbridge Academy and highlighting an area of land, size 0.2 acre, which the Board currently held by means of a formal agreement with an adjoining landowner. In order to enable the Board to develop this particular area of land, to provide DDA access and car parking, the Board's consideration was requested to purchase the 0.2 acre.

It was proposed by Mr Mackin, seconded by Mr Gildea, and agreed that the Board would enter into negotiations with the District Valuer with a view to purchasing the 0.2 acre site adjacent to Banbridge Academy.

13.1.2 WAYLEAVE AGREEMENT

Mrs Patrick presented a drawing** showing the position of NIE's electricity poles at the entrance to the recently acquired piece of land at Killyman Primary School. In order to facilitate entrance on to the land at Killyman Primary School, she advised that a pole would require to be moved at the Board's expense.

It was proposed by Mrs McCaul, seconded by Mr Mackin, and agreed that the Board would enter into a formal wayleave agreement with NIE in order to move the pole at the entrance to Killyman Primary School.

13.2 OPENING OF TENDERS

The Board noted that no tenders had been opened since its last meeting.

13.3 REPORT ON TENDERS

The Board noted that the following tenders, being the lowest received or the lowest received not subsequently withdrawn, had been accepted:

<i>Tender Number</i>	<i>Name of Contract</i>	<i>Contractor</i>	<i>Amount</i>
T.2934	Sperrinview School - Alterations & Extension	W R Jenkins Limited 153 Crosskeys Road Armagh BT60 3LB	£525,000.00 (revised by savings resulting in adjusted tender amount of £499,840.69)
T.2935	Millington Primary School (Portadown), St John the Baptist Primary School (Portadown) and Drumnamoe Nursery School (Lurgan) - Installation of PV Panels	Solar Century Holdings Limited 91 – 94 Lower Marsh London SE1 7AB	£59,482.00

The Board noted that the following tender had been accepted being the lowest, lowest to specification and economically most advantageous tender:

<i>Tender Number</i>	<i>Description</i>	<i>Tender Period</i>	<i>Firm(s) Accepted</i>
50763	Provision of Building Cleaning Services, Armagh Planetarium (8 valid tenders received)	1 April 2010 – 31 March 2011 (with option to extend for 2 further periods of 12 months each)	Precision Industrial Services Ltd, Eglinton

The Board noted that the following tender had been accepted by another Board on behalf of the five Boards under agreed Joint Board tendering arrangements:

<i>Tender Number</i>	<i>Subject</i>	<i>Tender Period</i>	<i>Firm(s) Accepted</i>
20159	General Storage Furniture (Accepted by BELB)	Period: 1 January 2010 – 31 December 2011	Alpha Office Furniture, Belfast Dunn & Co, Ballynahinch Safeguard Devices, Newtownards School & Office Supplies, Belfast Sperrin Metal Products Ltd, Draperstown Storage, Planning & Sales Ltd, Belfast

13.4 LEGAL DOCUMENTS

The Board noted that the following contract documents had been signed and sealed by the Chairperson and the Chief Executive:

- Lurgan Junior High School - Synthetic Pitch Development
- Killyman Primary School - Additional Play Area & Traffic Management
- Sperrinview School - Alterations & Extension
- Millington Primary School (Portadown), St John the Baptist Primary School (Portadown) and Drumnacree Nursery School (Lurgan) - Supply and Installation of Photovoltaic Panels

14. MEMBERSHIP COMMITTEE

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

Controlled Primary Schools

Churchtown	Mr E Mitchell, 10 Ballynagilly Lane, Coagh, Cookstown, BT80 9SU
Foley	Deferred (3 seats)

Maintained Primary Schools

Armagh Christian Brothers'	Deferred
Gailscoil ui Neill	Deferred
Presentation	Deferred
Primate Dixon	Miss U Hughes, 4 Dixon Court, Coalisland, BT71 4LW
Roan St Patrick's	Deferred
St Colman's, Saval	Deferred
St Joseph's, Bessbrook	Deferred
St Patrick's, Crossmaglen	Mr M Donaghy, 39 Newry Road, Crossmaglen, Newry, BT35 9BW
St Patrick's, Loup	Deferred

Controlled Secondary Schools

Newry High	Mr D McCabe, Ashfield House, 81 Old Mill Road, Scarva, Banbridge, BT63 6NW
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Maintained Secondary Schools

Drumcree College	Deferred
St Brigid's High	Deferred

15. PRE-SCHOOL EDUCATION ADVISORY GROUP : MINUTES

The minutes* (B/3/10/13) of the meeting held on 19 February 2010 were noted. Mr Butler pointed out that PEAG had reconsidered the request for a nursery unit at Drumadonnell Primary School, at the Board's request, and had agreed that it would not support such a provision at the school for the reasons stated in the minutes.

16. REDUNDANCIES

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

It was proposed by Rev Canon McKegney, seconded by Mr Mackin, and agreed to resume the meeting.

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

The meeting ended at 4.40 pm.

CHAIRPERSON

CHIEF EXECUTIVE

DATE

* Paper circulated
22 March 2010

** Paper tabled
LMcC