

MINUTES OF PROCEEDINGS OF THE FIRST MEETING OF THE TRANSITIONAL BOARD HELD ON WEDNESDAY, 9 JUNE 2010 AT 2.00 PM IN THE BOARD ROOM

1. PRESENT

Mrs R Brownlee
Mr M P Campbell
Dr P Cunningham
Mr C Mackin

Mrs C M McCaul
Rev Canon J McKegey
Mr R McVeigh
Professor P Murphy

2. IN ATTENDANCE

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

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

The Board agreed that the length of term of office should be one year.

4. ELECTION OF CHAIRPERSON

It was proposed by Mrs McCaul, seconded by Rev Canon McKegey, and agreed that Mr M P Campbell should be elected Chairperson. Mr Campbell took the chair and thanked the Board for his election to office.

(Mr Mackin entered the meeting at 2.20 pm.)

5. ELECTION OF VICE-CHAIRPERSON

It was proposed by Mr Mackin, seconded by Mrs McCaul, and agreed that Rev Canon J McKegey should be elected Vice-Chairperson.

6. CHAIRPERSON'S BUSINESS

6.1 RESOURCE ALLOCATION PLAN 2010/11 (RAP)

Ms Ayling referred to the DE letter** (B/6/10/5) dated 4 June 2010 requiring the Board to submit a revised RAP by 18 June 2010. Particular reference was made to the statement in the letter that, from the £13m efficiency savings already removed from the overall 2010/11 Education Budget, the Board's share of these savings to be made from management and administrative savings was £2.755m. The letter had stated that areas for savings across the existing structures were indicated in the Convergence Business Plan work. Ms Ayling highlighted that the £2.755m was based on the ARNE exercise and did not relate directly to any potential savings for this Board from the Convergence Business Plan. She advised that the Assembly's delay in agreeing the Budget had meant that the Interim Board had only been able to give initial consideration to its Scheme at its meeting on 6 May 2010. At this meeting, the Interim Board had agreed efficiency measures in order to meet the required shortfall of £3,181k in its centre budget. As discussed at that meeting, it had been necessary in advance of formal RAP approval for officers to start

notification and implementation of these measures, in order to assure delivery of the savings required for the year.

Ms Ayling advised that DE had incorporated new targets into Section 2 of the RAP, a number of which were on a regional five Board basis. Officers would make their best efforts to make a return to DE by the deadline of 18 June 2010. Section 1 of the RAP would be completed on the basis of the Board's agreed efficiency measures of £3,181k and clarification would be sought from DE on the efficiency savings of £2.755m and on the Board's ability to access the central redundancy fund. Mr Murphy commented that the Board would revisit this issue at its meeting on 30 June 2010.

It was agreed that discussion on the capital allocation would take place under the substantive item on the agenda later in the meeting.

6.2 CHILDREN AND YOUNG PEOPLE'S DEPARTMENT : SUMMER SCHEMES

The Chairperson reported that, in light of the challenging financial environment ahead and in line with practices in other Boards, it was proposed to reduce the summer scheme administered by the Children and Young People's Department from ten days to five days from 2010 onwards. This would be in the provision of three days in one week and two days the following week with transport being provided by the parents.

Dr Cunningham drew attention to various summer schemes which the young people could attend. He highlighted that Boards had taken responsibility of the summer schemes from Health & Social Services in 1976 for an initial period of two years and since then had continued to facilitate this provision. It was proposed by Dr Cunningham, seconded by Rev Canon McKegney, and agreed that the summer scheme provision be reduced from ten days to five days.

6.3 BEST KEPT SCHOOL AWARDS 2010

The Chairperson advised that he had attended the NI Amenity Council's Best Kept School Awards the previous day in Belfast. He acknowledged the excellent work of the following schools in the Southern Board's area which had been recognised in the competition:

Winners:	Edenderry Nursery School Fivemiletown Primary School St Colman's College, Newry
Runners-up:	St Malachy's Nursery School, Newry Derrychrin Primary School Killicomaine Junior High School

It was noted that Fivemiletown Primary School would be going forward into the next round of the competition in the 'Best of the Best' category.

6.4 THE TEACHING AWARDS 2010 – SELB ENTRANTS

The Chairperson extended the Board's congratulations to the following persons who had either won in their respective categories or had obtained a distinction or commendation in the 2010 Teaching Awards:

Winners

The National College Award for a Headteacher of the Year in a Secondary School

- Mr Oliver Mooney, St Paul's High School, Bessbrook

The DENI Award for Governor of the Year

- Mrs Gillian McFarlane, Dungannon Primary School

Distinctions

The National College Award for Headteacher of the Year in a Primary School

- Mr Stephen McKernan, Phoenix Integrated Primary School, Cookstown
- Mrs Sharon Beattie, Dromore Nursery School

Commendation

The Royal Air Force Award for Teacher of the Year in a Primary School

- Mr Brian Murphy, Hart Memorial Primary School, Portadown

The Chairperson stated that the winning entrants would be invited to meet Board Members at a future date.

6.5 FUNCTIONS

The Chairperson reported that he had attended the Sports Awards 2010 at Craigavon Civic Centre on 25 May 2010 and a gala function held on 28 May 2010 to commemorate 50 years of St Patrick's Primary School, Newry.

7. ESTABLISHMENT OF COMMITTEES

Mr Murphy updated Members on the current management and accountability arrangements. He referred to the commitment which would be required of Board Members to serve on the four regional convergence committees in addition to the commitment of the Chairperson to serve on the Programme Management Board. Bearing in mind the restricted membership of the Board, officers were therefore recommending a streamlined approach in the Board's own committee structure. He advised that he had discussed re-establishing the joint committees with the Chief Executive of WELB and it had been agreed that each Chief Executive would discuss with their respective Board the issue of resuming the collaborative working arrangement. The Board agreed that the Chairpersons and Chief Executives of the two Boards should meet to discuss the collaborative working arrangements on the understanding that Members' capacity to serve on joint committees was considerably constrained. It was also agreed that all other business not within the remit of the following Committees would be submitted directly to the Board for its consideration for the present time.

Mr Murphy commented that Councillor Members would be appointed to the Committees when these Members were appointed by the Minister to the Transitional Board. He pointed out that, within the proposed Committee structure, only the Finance Committee would meet on a monthly basis and all other meetings would be either held quarterly or on the basis of as and when required. Consideration was given to the Committee structure.

Finance Committee

It was proposed by Professor Murphy, seconded by Mr Mackin, and agreed to adopt the revised Scheme** (B/6/10/6.1) which now incorporated the functions of the former Teachers' Staffing Committee (as set out in the Scheme* (B/6/10/6.6)). Membership at present was agreed as follows:

Mr M P Campbell
Mr C Mackin

Mrs C M McCaul
Professor P Murphy

Audit Committee

It was proposed by Professor Murphy, seconded by Mr Mackin, and agreed to adopt the Scheme* (B/6/10/6.2) which had been amended to take account of a reduced membership. Membership at present was agreed as follows:

Mrs R Brownlee
Mrs C M McCaul

Rev Canon J McKegney
Professor P Murphy

Teaching Appointments Committee

In accordance with the Scheme* (B/6/10/6.3), the Board noted that the membership of the Teaching Appointments Committee was currently as follows:

Rev Canon J McKegney (Transferor Member)

Mr R McVeigh (Transferor Member)

Mrs R Brownlee (General Interest)

Professor P Murphy (General Interest)

Dr P Cunningham (Substitute Member)

Mr C Mackin (Substitute Member)

Committee for the Appointment of Peripatetic Teachers

In accordance with the Scheme* (B/6/10/6.4), the membership of this Committee incorporated the Members of the Teaching Appointments Committee and the Trustee Members. Membership was currently as follows:

Rev Canon J McKegney (Transferor Member)

Mr R McVeigh (Transferor Member)

Mrs R Brownlee (General Interest)

Professor P Murphy (General Interest)

Mr M P Campbell (Trustee Member)

Mrs C M McCaul (Trustee Member)

Dr P Cunningham (Substitute Member)

Mr C Mackin (Substitute Member)

Remuneration Committee

Mr Murphy advised that the Interim Board had revised this Scheme* (B/6/10/6.5) at its meeting on 6 May 2010 to take account of a reduced membership. It was proposed by Rev Canon McKegney, seconded by Mrs McCaul, and agreed that Mrs R Brownlee would serve on this Committee in addition to the Chairperson and the Vice-Chairperson of the Board.

The Chairperson highlighted that he had received a letter from Mr P Sweeney advising that Mr Murphy's 2009/10 performance appraisal was required to be completed and returned to DE by 30 June 2010. It was agreed that a meeting of the Remuneration Committee would take place at 1.30 pm on 30 June 2010 prior to the Board meeting that afternoon.

Consultants' Selection Panel

The Board noted the Scheme* (B/6/10/6.7). It was proposed by Rev Canon McKegney, seconded by Mrs McCaul, and agreed that the membership would be:

Mrs R Brownlee
Dr P Cunningham

Professor P Murphy

Advisory Sub-Committee for Controlled Schools

It was proposed by Rev Canon McKegney, seconded by Mrs Brownlee, and agreed to adopt the Scheme* (B/6/10/6.8) which had been amended in its membership and reporting arrangements. Membership at present would therefore be:

Mr M P Campbell

Rev Canon J McKegney

Mr R McVeigh

2 Principal Teachers of a controlled primary school and a controlled post-primary school

Committee for the Expulsion of Pupils from Controlled Schools

It was proposed by Mr Mackin, seconded by Dr Cunningham, and agreed to adopt the Scheme* (B/6/10/6.9) which had been amended in its membership and reporting arrangements. In addition to the Chairperson of the Board serving on this Committee, the Board agreed to appoint Rev Canon J McKegney to the Committee.

Child Protection Committee

It was proposed by Mr Mackin, seconded by Dr Cunningham, and agreed to adopt the revised Scheme* (B/6/10/6.10) which had been amended in its membership. The Board agreed to appoint Dr P Cunningham to this Committee.

8. REPRESENTATION ON OTHER BODIES

8.1 EXTENDED SCHOOLS' PROJECT MANAGEMENT BOARD

It was proposed by Rev Canon McKegney, seconded by Mrs McCaul, and agreed that Mr M P Campbell should be appointed to serve on the Project Management Board.

8.2 PRE-SCHOOL EDUCATION ADVISORY GROUP (PEAG)

It was proposed by Dr Cunningham, seconded by Professor Murphy, and agreed that Mrs C M McCaul and Mr C Mackin should serve on PEAG.

8.3 JOINT NEGOTIATING COUNCIL : MANAGEMENT SIDE

It was proposed by Dr Cunningham, seconded by Mr Mackin, and agreed that Mr R McVeigh should be appointed to serve on the Management Side of the Council.

The Board agreed that, in the interests of Members' welfare in relation to serving on the Board's Committees and other bodies, the arrangements could be revisited particularly when Members were required to serve on regional committees.

9. PROPOSED DATES OF BOARD AND COMMITTEE MEETINGS 2010/11

The Board agreed the schedule* of dates. As no Board meetings would take place during July or August, it was agreed that the Chairperson and Chief Executive would have Board powers to transact business in the Board's name during these months.

10. BOARDS OF GOVERNORS : BOARD REPRESENTATIVES

Mrs Livingstone advised that reconstitution of Boards of Governors had been initiated in April 2009 with the result that the process was well underway. She undertook to contact Dr Cunningham and Mr McVeigh in order that they might give consideration to serving on Boards of Governors where vacancies existed and to report back to the Board at its meeting on 30 June 2010.

11. CAPITAL 2010/11

11.1 DE LETTER DATED 28 MAY 2010 : SCHOOLS' CAPITAL AND FURNITURE & EQUIPMENT ALLOCATIONS FOR 2010/11

The Board noted the letter* (B/6/10/10.1) advising that the constrained budgetary position for 2010/11 meant that major works funding would only be available for projects currently on site. The total major works allocation was £9,218k with £1,407k being set aside for recurrent furniture & equipment. The letter stated that, in light of the current review of capital projects, capital funding could not be used at present for the planning of other major schemes.

The Board also noted that the minor works allocation amounted to £2m and that the furniture & equipment recurrent allocation for minor works amounted to £720k. The letter had also highlighted that resources could not be moved from capital to recurrent or vice versa.

Mr Butler advised that a review of schools' major works had been initiated by DE in October 2009. As yet no outcome of the review was known. He commented that a number of major works schemes across NI could not be progressed at present and that the only major scheme on site in SELB was at Banbridge Academy. He reminded Members that £101m had been top sliced from the overall capital allocation as a result of the new International Financial Reporting Standards which required PPP projects to be classified as capital.

(Dr Cunningham left the meeting temporarily at 3.22 pm and Professor Murphy left the meeting temporarily at 3.24 pm and re-entered at 3.28 pm.)

11.2 DE LETTER DATED 28 MAY 2010 : PRIORITISATION OF MINOR CAPITAL WORKS PROJECTS 2010/11

The Board noted the letter* (B/6/10/10.2) advising that a significant proportion of the capital budget was already contractually committed and acknowledging the difficulty this imposed on the minor works budget. The letter set out the need for the Board to prioritise its minor works in order to meet inescapable statutory requirements such as Health and Safety, fire protection and obligations under the Disability Discrimination Act.

Mrs Hughes presented the paper** (B/6/10/10) entitled 'Capital Bids 2010/11' and drew attention to the Board's contractual minor works commitments of £1,968k. In addition to meeting the priorities as set out in DE's letter of 28 May 2010, amounting to £1,158k, the Board's priority 1 works amounted to £6,230k and priority 2 works amounted to £5,065k. The Board noted that this meant a shortfall of £12,421k even allowing for the £2 minor works allocation.

(Professor Murphy left the meeting at 3.35 pm and Dr Cunningham re-entered the meeting at 3.36 pm.)

Mr Butler advised that the Interim Board, at its May meeting, had approved the Minor Improvements Programme in order to enable planning to progress should any funding become available in year. He also highlighted an issue which would affect Headquarters' costs where work carried out by Architects on major capital projects could be credited to Headquarters and charged to the capital budget. However, as capital projects were not progressing the Board would be unable to capitalise administration costs which would result in a Headquarters' overspend. He stated that the impact of the restricted centre budget on Maintenance, in conjunction with the limitations in carrying out priority 1 minor works schemes, would create a very serious position with regard to the Board's estate. The Board would be able to make bids in the monitoring rounds but there was no guarantee that bids would be met.

Mrs Hughes referred to the LMS reclassification of £175k as set out in the paper which related to spend incurred by schools from their delegated budgets to fund minor works. The Board was now being required to cover the cost of the schools' capital spend of £175k from its £2m minor works allocation as it was unable to reclassify capital to recurrent expenditure and vice versa. She stated that DE had been approached to explain the conflicting advice given to schools on spending surplus delegated funds within their financial management arrangements and the information now being given to the Board. As yet no clarity had been received from DE on this issue. Ms Ayling pointed out that the Board would be writing to schools, unless clarity was provided by DE prior to 18 June 2010, to outline DE's current position with regard to spending their surpluses on minor works and advising that this arrangement should cease for the present time.

(Mrs McCaul left the meeting at 3.40 pm.)

Ms Ayling advised that the Resource Allocation Plan (RAP) would be submitted to DE highlighting the serious risks resulting from the very constrained budgetary position. The RAP would indicate that the Board would have extreme difficulty in containing its other capital expenditure to £2m as explained in the Board's paper entitled 'Capital Bids 2010/11'.

12. REDUNDANCIES

It was proposed by Mrs Brownlee, 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 Mrs Brownlee, and agreed to resume the meeting.

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

The meeting ended at 3.50 pm.

CHAIRPERSON

* Paper circulated
10 June 2010

CHIEF EXECUTIVE

** Paper tabled
LMcC

DATE