

**MINUTES OF PROCEEDINGS OF A MEETING OF THE TRANSITIONAL BOARD
HELD ON WEDNESDAY, 18 MAY 2011 AT 2.00 PM IN THE BOARD ROOM**

1. PRESENT Mr M P Campbell (Chairperson)

Councillor Casey	Councillor J McCrum
Councillor J Cavanagh	Rev Canon J McKegey
Councillor S Clarke	Councillor S McRoberts
Dr P Cunningham	Mr R McVeigh
Mr C Mackin	Professor P Murphy
Mrs C M McCaul	

2. IN ATTENDANCE

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

3. APOLOGIES

Apologies had been received from Mrs R Brownlee and Mr J Wilkinson.

4. APPOINTMENT OF OFFICERS

Mr Murphy drew attention to funding arrangements for the posts contained within the report. It was proposed by Mrs McCaul, seconded by Councillor McCrum, and agreed that the report** (B/5/11/2) prepared by the Head of Human Resources be adopted.

5. MINUTES OF BOARD MEETING HELD ON 13 APRIL 2011

On the proposal of Rev Canon McKegey, seconded by Mr McVeigh, the minutes* (B/4/11/3) of the meeting held on 13 April 2011 were approved as an accurate record and were signed by the Chairperson and the Chief Executive.

(Mr Mackin entered the meeting at 2.10 pm.)

6. MATTERS ARISING FROM THE MINUTES

6.1 BUDGET 2011/12 : VOLUNTARY SEVERANCE – OVERSIGHT COMMITTEE (6.2.1)

The Chairperson drew attention to the proposed functions of the Oversight Committee of SELB / WELB and its proposed membership as set out in the Scheme* (B/5/11/4.1). The Board agreed to change the title of the Scheme, in line with the proposal put forward by WELB, to read: 'Scheme specifying the duties and responsibilities to be discharged and the procedure to be followed by the Oversight Committee of the Southern and Western Education and Library Boards' Collaborative Arrangements'. It also agreed to appoint Mrs C M McCaul and Professor P Murphy as the additional two SELB representatives to serve on the Oversight Committee.

6.2 MEETING WITH WELB (7.4)

The Chairperson reported that the Chairperson of WELB had contacted him to discuss arrangements for a joint SELB / WELB meeting. It was agreed that a suitable date would be pursued to convene a joint meeting, possibly in June 2011.

7. CHAIRPERSON'S BUSINESS

7.1 DEVELOPMENT PROPOSAL AS TO PRIMARY (INCLUDING NURSERY) AND SECONDARY EDUCATION NO 264 : ESTABLISHMENT OF A NURSERY UNIT AT ST FRANCIS OF ASSISI PRIMARY SCHOOL, KEADY

Mr Butler stated that the Board was required to publish all Development Proposals for the non-controlled sector.

The Board gave consideration to the Development Proposal** in respect of establishing a nursery unit at St Francis of Assisi Primary School and to the letters** of support and letters* of concern from various parties.

In addition to publishing the Proposal, the Board agreed to submit comments to DE with regard to the displacement issues affecting The Den in the Glen Playgroup and to highlight that the establishment of additional nursery units had potential cost implications for other Board services.

7.2 CHEQUE SIGNATORIES

It was proposed by Councillor Cavanagh, seconded by Councillor Casey, and agreed that a revised list of officers, taking account of retirements and appointments, would have powers to honour cheques, bills of exchange and promissory notes drawn, signed, accepted or made on behalf of the Board. Officers so approved were Ms L Ayling, Mr G P Butler, Mr J Curran, Mrs G Flavell, Mrs A Hughes, Dr C Mangan, Mrs J Montgomery, Mr T Murphy, Mrs S Owens and Mr T Wilson.

7.3 SELB MUSIC SERVICE : PRIZE NIGHT 2011

The Chairperson advised that Board Members were invited to attend the Music Service's prize night on 3 June 2011 at 7.30 pm in Craigavon Civic Centre. The Board noted that the evening would include recitals from ensembles and soloists as well as the annual presentation of awards.

7.4 ANNUAL REPORT AND ACCOUNTS 2009/10

(Councillor Clarke entered the meeting at 2.26 pm.)

Ms Ayling presented the final draft of the Annual Report and Accounts for 2009/10**. She explained that issues within the Accounts had been considered in detail by the Audit Committee at its April meeting and attention had been given, in particular, to the potential qualification with regard to the restatement of the Boards' comparative pension figures for the preceding two years.

Ms Ayling advised that the Chief Executives of the five Boards had received an assurance from the Permanent Secretary that the Department would consider such a potential qualification to relate solely to opinion and process and not to be material in content. On the basis of this assurance, it was proposed by Mr Mackin,

seconded by Councillor Casey, and agreed to approve the Annual Report and Accounts for 2009/10.

7.5 CHAIRPERSON'S EVENTS

The Chairperson reported that on 19 April 2011 he had met the Chairperson (Designate) of ESA and on 3 May 2011 he had visited Primate Dixon Primary School as part of a programme being delivered on transitional group work. He had also attended Rathore School's prize-giving ceremony on 12 May 2011 and the Extended Schools' Project Management Board on 13 May 2001. He reported that 18 SELB schools had withdrawn from the Extended Schools' Programme and 12 schools had entered the programme. He advised that clarification was currently being sought from DE with regard to resources being made available for administrative support to manage the Programme.

8. BOARD AND COMMITTEE MEMBERSHIP

The Chairperson congratulated the returning Councillors to the Board following the Elections on 5 May 2011. He wished to report however that Councillor Dr P Weir did not stand for re-election in Craigavon Borough Council and was therefore no longer a serving councillor on that Council. Therefore in accordance with the Education and Libraries (Northern Ireland) Order 1986, he was no longer eligible to be a member of the Board.

The Chairperson reported that three vacancies existed on the Audit Committee. Due to other commitments Rev Canon J McKegey and Mrs R Brownlee had resigned from the Audit Committee. The third vacancy had resulted from Councillor Weir's discontinuation of service with the Board. He advised that Councillor McRoberts had confirmed her willingness to be appointed to the Audit Committee and he sought nominations from the Board on the remaining two vacancies. The Board agreed to appoint Councillor C Casey and Councillor J Cavanagh in addition to Councillor S McRoberts to the Audit Committee.

It was noted that Councillor Weir had also served on the Advisory Sub-Committee for Controlled Schools and on the Committee for the Expulsion of Pupils from Controlled Schools as a substitute member. The Board agreed to appoint Councillor S McRoberts as a substitute member to the Committee for the Expulsion of Pupils from Controlled Schools. It noted that the vacancy on the Advisory Sub-Committee for Controlled Schools would be filled once the Councillor Member from Craigavon Borough Council had been appointed to the Board by the Minister.

9. PAY REMIT APPROVAL PROCESS AND GUIDANCE 2010/11 AND BEYOND – ADMINISTRATION OF HONORARIA PAYMENTS IN ARMS LENGTH BODIES : DE LETTER DATED 16 MARCH 2011

Mr Keating presented the DE letter* (B/5/11/7) dated 16 March 2011 enclosing a policy on the administration of honoraria payments, acting-up appointments and ex gratia payments for non-teaching staff. It was agreed that the Board would adopt this policy.

10. DE SCHEMES 2011/12

10.1 DE RECURRENT SCHEME

10.1.1 SCHOOL CENTRE

The Board, at a workshop on 11 May 2011, had given consideration to the Centre allocations for 2011/12 and the perceived pressures and potential savings options available to the Board in that year.

Ms Ayling gave a presentation** (B/5/11/8.1.1) setting out the Board's analysis of need for the Centre budget for the incoming year (£97,952k) and the Centre allocation of £88,159k which left a shortfall of £9,792k. Attention was given to the areas** where possible savings could be made. Ms Ayling outlined that the overall savings in these areas could amount to £5,551k. The shortfall, incorporating potential savings, was therefore £4,351k. She highlighted that the shortfall could be further reduced following additional allocations for Maintenance and for Classroom Assistants' job evaluations. The overall potential shortfall remaining to the Centre budget was therefore £3,025k. Ms Ayling confirmed that the figures being presented to the Board did not include Earmarked allocations.

Ms Ayling drew attention to the DE RAP savings targets which set out savings in particular budget areas. She highlighted that the Board's savings options against the DE RAP savings targets still showed a significant variance. Discussion ensued in relation to the Maintenance, Transport, CASS budgets and general efficiencies. Ms Ayling drew attention to a possible upsurge in demand in future years from schools for teacher redundancies particularly in light of difficult financial settlements for schools in the incoming years. Potential pressures on the teacher substitute cover budget were acknowledged.

Dr Cunningham referred to the Board workshop on 11 May 2011 at which the Board had requested officers to seek clarification from DE on the definition of special education in light of DE's directive to protect special education. Mr Murphy stated that the definition had been sought from DE officials at the bi-lateral meeting on 11 May 2011 following the workshop. The term 'special education' covered Special Schools and supporting children with Special Educational Needs in mainstream schools. Furthermore, the DE officials had indicated that any support provided to children and young people with Special Educational Needs should be protected. No written communication of the definition of special education had yet been received. Mrs McCaul enquired if funding would be allocated from DE to protect these services. Ms Ayling stated that DE had advised that no further funding would be made available to the Boards other than Earmarked funding. She anticipated that the Earmarked allocations would be made available prior to the end of June 2011.

Mr Mackin referred to the process involving teachers who were seconded to posts and shortly returning to schools. Mr Mackey stated that the pressures on the CASS core budget were significant, particularly when uncertainty existed in relation to the level of Earmarked funding and the level of resource that would be made available for administrative support for Initiatives. He confirmed that schools were informed in March of each year in relation to seconded teachers returning to posts in schools.

Mr Murphy stated that DE had advised that £50m had been set aside in 2011/12 for 'Invest to Save' and to assist with teacher redundancy costs. He confirmed that the extent of the Board's financial difficulties would be discussed in detail at his Accountability meetings with the Permanent Secretary. Councillor Casey asked that Mr Murphy should pursue with the Permanent Secretary the possibility of securing funding for the Board from within the £50m 'Invest to Save' monies.

Mr McVeigh referred to the Board's tradition of prudent financial monitoring to remain within budget.

Mr Murphy stated that he, as Accounting Officer, would do all within his power to live within budget, notwithstanding the in-built pressures at so early a stage in the financial year. He stated that his aim was to fulfil his statutory obligations and work on behalf of the Board, with DE, to address the very real pressures.

Ms Ayling advised that the deadline for submission of the Schemes was 27 May 2011.

The Board agreed to defer final consideration of this item until later in the meeting when the Chairperson of the Finance Committee would be in attendance.

10.1.2 DE YOUTH

Ms Ayling presented the Scheme** (B/5/11/8.1.2) for the planned Youth Recurrent Expenditure for 2011/12 and advised that these allocations had been considered and approved for adoption by the Joint Education Committee at its meeting on 20 April 2011.

It was proposed by Dr Cunningham, seconded by Mrs McCaul, and agreed to adopt the Scheme.

10.2 DE CAPITAL SCHEME

Mr Butler presented the Schemes** (B/5/11/8.2) for the planned Schools' Capital Expenditure and the planned Youth Capital Expenditure for 2011/12. She pointed out that the Major Works allocation was yet to be received.

Subject to consideration being given to the Major Works budget, when received from DE, it was proposed by Councillor Cavanagh, seconded by Councillor McCrum, and agreed to adopt the two Schemes.

(The Chairperson received the Board's agreement to conduct business in the following order to facilitate the attendance of Members and Officers who were required to leave the meeting early.)

11. JOINT EDUCATION COMMITTEE

11.1 MINUTES OF MEETING HELD ON 20 APRIL 2011

(Professor Murphy entered the meeting at 3.40 pm and Mr Cavanagh left at 3.40 pm.)

Mrs McCaul advised that the membership of the Teachers' Consultative Committees across SELB and WELB had been agreed with the result that meetings would shortly be convened. She referred to discussions which had taken place regarding the Summer Schemes for Special Schools, the budget allocations

for CASS and CYPS, the Literacy and Numeracy Strategy entitled 'Count Read: Succeed' and the introduction of Geographical Information Systems within the Educational Welfare Service. She also drew attention to the recommendations to adopt the Youth budget allocations, the adoption of the SELB / WELB response to the DHSSPS consultation on Physical and Sensory Disability Strategy and the recommendation that no resource was required to be set aside for Class Size funding as the schools which had submitted applications did not meet the agreed criteria. Praise was also given to the young people who had attended the meeting from Craigavon District Youth Council to give a presentation on 'Bridging The Gap' which was a research project undertaken by the Youth Council to identify and address any gaps in existing youth provisions in the Craigavon area.

Councillor Casey sought clarification with regard to the costs associated with the Summer Schemes.

Dr Mangan advised that historically the main costs of the Schemes related to Classroom Assistance and transport costs. With the support of the principals of the Special Schools, efforts had been made this year to ensure that Classroom Assistants employed on a 52 week contract would make themselves available for the duration of the Summer Schemes. In addition to cost efficiencies, this was considered to be advantageous in that this cohort of staff was familiar with the children who would be attending the Summer Schemes.

Dr Mangan stated that arrangements would be facilitated to continue to provide the home to school transport element of the Schemes. While the costs associated with this element remained substantial, she pointed out that some savings in transport costs could be effected through the withdrawal of those educational trips which took place during the course of the Summer Scheme which were deemed to be inappropriate due to the length of journeys involved. She pointed out that this issue had been discussed with parents, some of whom had expressed concerns in relation to the disproportionate amount of time spent by the young people on buses as part of their educational trips. The Board noted that other costs were incurred in facilitating the Summer Schemes such as the cost of materials used by the young people. Dr Mangan advised that principals of Special Schools had been alerted to the possibility of seeking funding directly from their local District Council to assist with costs related to the running of the Schemes.

Dr Cunningham concurred with Dr Mangan's remarks. He commented that evaluations of parents' views of the Summer Schemes were carried out at the end of each year. The evaluations last year had raised issues with the length of time the children and young people had spent on journeys as part of the educational trips. He highlighted that these parents with whom he was in contact had initially been concerned last year with the proposed diminution of service to the Summer Schemes as a result of financial pressures at that time. Parents had therefore been of the opinion that savings should be effected within Transport, if savings were necessary, to ensure that no reduction in service would occur within the Summer Schemes. Dr Cunningham paid tribute to the quality of provision given to the children and young people on SELB Summer Schemes.

In response to a query from the Chairperson, Dr Mangan confirmed that the Summer Schemes for this year would be administered over the two week period and that home to school transport would be provided.

It was proposed by Mrs McCaul, seconded by Mr Campbell, and agreed that the minutes* (EC/4/11/10.1) of the meeting held on 20 April 2011 be adopted.

11.2 SCHEMES FOR THE NURSERY & PRIMARY TEACHERS' CONSULTATIVE COMMITTEE AND THE SPECIAL & SECONDARY TEACHERS' CONSULTATIVE COMMITTEE

The Board noted that the Schemes had been reviewed by the various Teachers' Associations and the Joint Education Committee. It was proposed by Mr Mackin, seconded by Rev Canon McKegney, and agreed to adopt the Schemes.

12. DE RECURRENT SCHEME : SCHOOL CENTRE 2011/12 (Continued)

Professor Murphy considered that the areas identified as possible savings were acceptable as detailed at the Board workshop on 11 May 2011 and as set out in the paper** (B/5/11/8.1.1). He sought assurance that Board services could be delivered in light of the efficiencies planned for individual budget areas. He highlighted that the financial allocation could have a significant impact on the level of service provided to schools and requested that the Board should receive regular updates on the impact of these saving measures. He asked the Chairperson and Chief Executive to approach the new Minister for Education with a view to conveying the Board's concerns with regard to its 2011/12 budgetary allocation and to secure further resources. He further asked that, should additional monies become available in year, consideration should be given to using these monies to offset budget areas which were now being planned as potential savings areas.

(Mrs McCaul left the meeting at 4.17 pm.)

Mr Murphy confirmed that approaches had already been made with the Permanent Secretary and DE officials to alert them to the Board's pressures and challenges in meeting its targets. The Chairperson presented a draft letter** which, if agreed by the Board, would be issued to the Permanent Secretary setting out the Board's concerns. Subject to a minor amendment, the Board agreed to send the letter to the Permanent Secretary.

(Councillor McCrum left the meeting temporarily at 4.20 pm.)

Mr Murphy confirmed that any monies made available in year would be allocated to areas of need. He also confirmed that Board Members would receive regular reports on the impact on services to schools.

It was proposed by Professor Murphy, seconded by Mr McVeigh, and agreed to adopt the Scheme.

(Dr Cunningham left the meeting at 4.22 pm.)

At the request of Councillor Casey, the Board agreed to issue invitations to the Minister for Education and the Minister for Employment and Learning to visit the Board and meet Board Members.

13. DEVELOPMENT, PLANNING AND SUPPORT SERVICES

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

13.1.1 DEVELOPMENT PROPOSAL NO 249 : CLOSURE OF THE IRISH-MEDIUM UNIT AT ST MARY'S PRIMARY SCHOOL, POMEROY

The Chairperson reported that the Minister, in a letter dated 5 April 2011, had informed the Board that there would be no year one intake in the Irish

Medium Unit in either September 2010 or September 2011. Subject to this modification the Unit would close with effect from 31 August 2012 or as soon as possible thereafter.

13.1.2 DEVELOPMENT PROPOSAL NO 250 : PROPOSED ESTABLISHMENT OF A GRANT-AIDED IRISH-MEDIUM POST-PRIMARY SCHOOL IN ARMAGH (GAELSCOLÁISTE ARD MHACHA)

The Chairperson reported that, in a letter dated 5 April 2011, Comhairle Na Gaelscoláichta had informed the Board that it wished to withdraw the Development Proposal for Gaelscoláiste Ard Mhacha following the considerable progress that had been made in relation to the strategic plan for the area.

The Board noted that the strategic plan for the development of Irish-Medium post-primary education in Armagh was now at an advanced stage and included a commitment from St Catherine's College to accept all pupils for whom its school was the nearest Irish-Medium post-primary provision. It was noted that the school had also given a commitment in principle to the development of the Irish-Medium unit in the school to become a separately managed school in the future. As a result of these positive developments, there would no longer be a requirement to provide additional places for Irish-Medium post-primary provision in Armagh.

13.2 REVIEW OF POST-PRIMARY PROVISION IN THE CONTROLLED SECTOR IN THE LURGAN AREA

Mr Butler advised that consultation on the various options for post-primary provision in this area would commence on 1 June 2011 for a period of 12 weeks.

13.3 SINGLE TENDER ACTION

The Board noted the areas in the report** (B/5/11/13.3) requiring single tender action as approved by the Accounting Officer.

(Councillor McCrum re-entered the meeting at 4.30 pm.)

13.4 TENDER REPORT

The Board noted the tender report** (B/5/11/13.4) detailing tenders which had been opened and those which had been accepted. It further noted that resources had been set aside to meet the requirements in the tender report.

13.5 LEGAL DOCUMENTS

The Chairperson reported that the Chief Executive and he had signed the following legal documents since the last Board meeting:

- King's Park Primary School : New Build Triple Nursery Unit
- Edenderry Primary School, Portadown : Two Classroom Extension
- Siting of temporary accommodation at various locations within the Board's area

14. CHILDREN AND YOUNG PEOPLE'S SERVICES : FORMAL STATEMENTS

14.1 PROPOSED FORMAL STATEMENTS

It was proposed by Mr Mackin, seconded by Councillor McRoberts, and agreed that Statements of Special Educational Needs** should be made on pupils with code reference numbers SEN 2011 / 61 to SEN 2011 / 75 inclusive.

14.2 AMENDED FORMAL STATEMENTS

It was proposed by Mr Mackin, seconded by Councillor McRoberts, and agreed that Amended Statements of Special Educational Needs** should be made on pupils with code reference numbers SEN 2011 / 370A to SEN 2011 / 432A inclusive.

14.3 STATEMENT TO BE CEASED

It was proposed by Mr Mackin, seconded by Councillor McRoberts, and agreed that a Statement of Special Educational Needs** should cease to be made on the pupil with code reference number SEN 2011 / 10C.

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

It was proposed by Mr Mackin, seconded by Councillor McRoberts, and agreed that resourcing be made available for the pupils with Statements of Special Educational Needs** (code reference numbers SEN 2011 / 05 0B to SEN 2011 / 06 0B inclusive) attending SELB schools.

15. AUDIT COMMITTEE : MINUTES OF MEETING HELD ON 21 APRIL 2011

Professor Murphy drew attention to discussions which had focused on the SELB Procurement Strategy, an updated Corporate Risk Register and an updated Statement on Internal Control. Attention was also given to the recommendations arising from consideration of the Maintenance NEC3 Contract and the closure of the 2009/10 Accounts.

It was proposed by Professor Murphy, seconded by Councillor McRoberts, and agreed that the minutes* (A/4/11/11) of the meeting held on 21 April 2011 be adopted.

16. CONSULTATION ON PROPOSED CHANGES TO THE LMS COMMON FUNDING SCHEME

16.1 SCHOOLS' RESPONSES : SUMMARY

The Board noted the paper** (B/5/11/12.1) summarising the responses received from schools in relation to five proposed changes to the LMS Scheme which primarily related to substitution costs. Ms Ayling pointed out that any approved changes arising from the consultation would be notified to schools before the end of the current academic year and would be implemented in September 2011. She confirmed that, at the request of the Finance Committee, schools had received additional guidance on the interpretation of the questions from the Board in order to clarify any potential impact which might affect schools' budgets.

The Board noted that only 11% of schools had responded to the consultation. Ms Ayling advised that the deadline for responses had been extended to 18 May 2011.

16.2 BOARD RESPONSE

Ms Ayling pointed out that the Board did not normally present a response on the proposed changes to the LMS Common Funding Scheme as the issues under consideration impacted on schools' funding. However, where potential operational issues arose or where common themes were highlighted by SELB schools or as a result of ambiguity around the questions posed to schools, a response would be presented to the Board for its consideration.

Attention was given to the draft response** (B/5/11/12.2). The Board noted that it was inappropriate for the Board to comment on questions 1.2 and 1.4. Mr Mackin drew attention to question 1.4 which had caused difficulties for schools in its lack of clarity and he expressed appreciation for the guidance provided to schools. He referred to question 1.5 which, if agreed by DE and implemented, would impose significant pressures on teaching principals.

It was proposed by Mr Mackin, seconded by Councillor Casey, and agreed to adopt the Board's response.

16.3 EQIA CONSULTATION : PROPOSAL TO DISCONTINUE SUPPORT TO CONDUCT TRANSFER INTERVIEWS : BOARD RESPONSE

Ms Ayling advised that the response* (B/5/11/12.3) to the EQIA consultation had been prepared by the Transfer Officers of the five Boards. While the response had already been submitted to DE to meet the closing date, which had been extended to 15 April 2011, retrospective approval was being sought from the Board. It was pointed out however that any further comments raised by the Board could be submitted at this stage.

It was proposed by Mr Mackin, seconded by Councillor Clarke, and agreed to adopt the response to the EQIA consultation.

17. MEMBERSHIP COMMITTEE

The Board agreed to appoint the following person to represent the Board on the Board of Governors of the following school:

Controlled Primary School

Edenderry, Banbridge Mr R Harwood, 5 Knollwood, Seapatrick, Banbridge, BT32 4PE

18. BOARD AND COMMITTEE MEETINGS : PROPOSED SCHEDULE FOR 2011/12

The Board agreed the schedule* (B/5/11/15) of dates for 2011/12.

19. REDUNDANCIES

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

It was proposed by Councillor McCrum, seconded by Mr Mackin, and agreed to resume the meeting.

The Board noted that it had been proposed by Councillor McRoberts, seconded by Councillor Clarke, and agreed that the redundancies, as detailed in the report, be effected.

20. CHAIRPERSON'S REMARKS

The Chairperson paid tribute to Members and Officers for their support to him in his role as Chairperson in the preceding year. The Board noted that the election of Chairperson and Vice-Chairperson would take place at the June meeting.

The meeting ended at 5.00 pm.

CHAIRPERSON

* Paper circulated

CHIEF EXECUTIVE

** Paper tabled

DATE

23 May 2011 LMCC