

**MINUTES OF PROCEEDINGS OF A MEETING OF THE TRANSITIONAL BOARD
HELD ON WEDNESDAY, 26 JANUARY 2011 AT 2.00 PM IN THE BOARD ROOM**

1. PRESENT Mr M P Campbell (Chairperson)

Councillor C Casey	Rev Canon J McKegey
Councillor J Cavanagh	Councillor S McRoberts
Councillor S Clarke	Mr R McVeigh
Dr P Cunningham	Professor P Murphy
Mr C Mackin	Councillor Dr P Weir
Councillor J McCrum	Mr W J Wilkinson

2. IN ATTENDANCE

Mr A P Murphy, Ms L Ayling, Mr G Butler, Mr P Keating, Mr P Mackey, Dr C Mangan and Mrs L McCall.

3. WELCOME

The Chairperson welcomed to the meeting the newly appointed Members to the Transitional Board:

- Mr J Wilkinson – General Interest Teacher Member
- Councillor Sylvia McRoberts (Armagh City & District Council)
- Councillor J McCrum (Banbridge District Council)
- Councillor S Clarke (Cookstown District Council)
- Councillor Dr P Weir (Craigavon Borough Council)
- Councillor J Cavanagh (Dungannon & South Tyrone Borough Council)
- Councillor C Casey (Newry & Mourne District Council)

Councillor Cavanagh wished to record his dissatisfaction at the inordinate length of time taken by DE to appoint Councillor Members to Education and Library Boards, considering the statutory obligation for Councillors to serve on Boards.

4. APOLOGIES

Apologies had been received from Mrs R Brownlee and Mrs C M McCaul. The Chairperson advised that he had sent a card to Mrs McCaul expressing the Board's best wishes on a speedy recovery following surgery. He was also pleased that Rev Canon McKegey was in attendance at the meeting following his recent illness.

5. APPOINTMENT OF OFFICERS

Mr Murphy drew attention to funding arrangements for the posts contained within the report. It was proposed by Mr Mackin, seconded by Councillor McCrum, and agreed that the report** (B/1/11/2) prepared by the Head of Human Resources be adopted.

6. MINUTES OF BOARD MEETING HELD ON 8 DECEMBER 2010

On the proposal of Mr Mackin, seconded by Rev Canon McKegey, the minutes* (B/12/10/3) of the meeting held on 8 December 2010 were approved as an accurate record and were signed by the Chairperson and the Chief Executive.

7. MATTER ARISING FROM THE MINUTES

COLLABORATIVE WORKING ARRANGEMENTS WITH WELB (6.3)

The Chairperson reported that, due to the weather conditions just prior to Christmas, the Oversight Committee of SELB and WELB had been cancelled. He advised that a meeting of this Committee would be planned in the near future.

8. CHAIRPERSON'S BUSINESS

8.1 SYMPATHY

The Chairperson extended the Board's sympathy to Councillor Cavanagh on the death of his daughter.

The Board noted the death of the principal of St Teresa's Primary School, Tullyherron. The Chairperson undertook to write a letter of condolence to the family.

8.2 DRAFT BUDGET 2011-15

The Chairperson stated that a report on this item would receive consideration later in the meeting.

8.3 BUDGET 2011-12 – VOLUNTARY SEVERANCE

Mr Murphy explained that the Minister had made available directly to Boards £26m in the current financial year to reduce management and administrative costs and to effect efficiencies in support services while protecting front line services as much as possible. A five Board business case was currently being prepared for submission to DE by mid-February 2011 to seek approval for all related severance costs. In his presentation**, Mr Murphy drew attention to the terms of the voluntary severance, the challenging timescale, the actions taken by officers to consider options for internal restructuring and the collaboration of services across Boards. He advised that the Senior Management Teams of the five Boards had met together to consider shared services and subsequent meetings had taken place involving senior officers. The Chairperson pointed out that the Chairpersons and Vice-Chairpersons of the five Boards had met the Chief Executives on 18 January 2011 to consider the proposals to be set out in the business case.

Members sought clarification on the following issues:

- The impact of the business case on service delivery, particularly to schools;
- Suppression of posts, succession planning and Trade Union involvement in the process;
- Consideration within the business case to impending cuts in the subsequent financial year and the possibility of further staff reductions; and
- Development of the business case in association with other Boards.

Mr Murphy advised that the draft five Board business case would be presented to each Board for consideration at their February meetings. All Boards would be required to take ownership of the process and be satisfied that the measures taken in the business case would have the minimum impact on service delivery, particularly on front line services. Posts would be suppressed, either through internal restructuring or through sharing of services across Boards, and these proposals would require scrutiny by Members. In instances where sharing or

collaboration of services was being proposed, he confirmed that the business case was being prepared on a cross-Board basis. He reported that the Chief Executives would be meeting with Trade Unions on 3 February 2011 to discuss the proposals and thereafter each Board would be meeting with Union representatives individually. He added that a notional figure of £10m for voluntary severance had been mooted within the DE Draft Budget proposals for the following financial year.

While understanding the challenges in the tight timescale to compile the five Board business case, Members emphasised the importance of having received the draft business case in advance of the meeting to give due consideration to its detail.

8.4 FEBRUARY BOARD MEETING

The Board agreed the February Board meeting would commence at the earlier time of 1.00 pm and focus on the Board's response to the Draft Budget 2011/15 consultation and the voluntary severance business case. The Chairperson advised that a photo call of the new Board would be held prior to the meeting.

8.5 TRAINING FOR NEW MEMBERS

The Chairperson stated that DE had requested new Members to undertake training on Governance and Accountability, DE priorities and budgeting, either on 31 January, 1 or 2 February at various ELB venues. The programme for this training would be forwarded by DE directly to Members.

The Chairperson pointed out that training would also be provided for new Members on the morning of the February Board meeting by Senior Management Team Members. This would include training on development, planning and financial issues particular to the Board and would be open to all Members.

8.6 SEVERE WEATHER CONDITIONS OVER THE CHRISTMAS PERIOD

The Chairperson commended the Board's Maintenance Officers, School Building Supervisors and Principals for their commitment and dedication in assisting schools with emergency procedures involving frost damage to pipes over the Christmas period. Mr Mackin and Councillor Casey paid tribute to the work of School Building Supervisors and requested that the Board should give recognition to them for their sterling efforts in ensuring schools could re-open after the Christmas period.

Mr Butler praised the work of Building Supervisors who were the first point of contact in checking premises to minimise damage to pipes. He also commended principals on their swift responses to Maintenance Officers on the condition of premises. However, he advised that the matter had alerted officers to the fact that some principals had not provided emergency contact details. This matter would therefore require attention. He advised that the damage caused as a result of the frost damage in the controlled sector equated to approximately £125k and the cost in the maintained sector was similar; however this amount apportioned to the maintained sector was reclaimable.

The Board agreed that the Chairperson should write to schools to express appreciation to the work carried out by Building Supervisors particularly during the severe weather.

Mr Butler advised that the three stage frost-stat had proved costly to schools on the uptake of oil during December. He reported that the Finance Committee, at its meeting on Friday, would give consideration to a one-off allocation to schools towards offsetting energy costs.

8.7 CHAIRPERSON'S VISITS

The Chairperson reported that the Chief Executive and he had visited Moyallon, Gilford and Poyntzpass Primary Schools and Tandragee Junior High School on 10 December 2010 and St Paul's High School, Bessbrook on 15 December 2010. He had visited Drumadonnell Primary School, Lurgan College and Sperrinview School to award pupils on their achievements in the Christmas Card Competition and had attended the launch of Supervalu's Best Kept Schools' Award the previous day with Mr T Mullan.

The Chairperson gave a brief report on the meeting of Chairpersons, Vice-Chairpersons and Chief Executives on 18 January 2011 which had been held to discuss the voluntary severance package to Board staff and the subsequent business case. He advised that Mrs Brownlee had attended in place of the Vice-Chairperson as Rev Canon McKegney had been absent through illness.

The Chairperson explained that Mr Murphy, Mr Butler and he had visited the home of the Harte family to express condolences following the death of their daughter. He advised that Mr Harte had been a former employee in the Youth Service and that Michaela's two brothers were teachers in the Board's area.

(Councillor Dr Weir left the meeting at 3.00 pm.)

9. COMMITTEE MEMBERSHIP

The Board noted the Schemes* setting out the functions of the various Committees and a paper** detailing the current membership of each Committee. The Chairperson sought nominations to fill the vacancies on each Committee.

Finance Committee (2 vacancies)

It was proposed by Councillor Cavanagh, seconded by Mr Wilkinson, and agreed that Councillor C Casey and Councillor S McRoberts would serve on this Committee.

Audit Committee (2 vacancies)

It was proposed by Dr Cunningham, seconded by Mr Mackin, and agreed that Councillor S Clarke and Councillor Dr P Weir would serve on this Committee.

Teaching Appointments Committee and Committee for the Appointment of Peripatetic Teachers (2 Councillor vacancies and 2 substitute Members)

It was proposed by Mr Mackin, seconded by Mr McVeigh, and agreed that Councillor S McRoberts would serve on this Committee and that Councillor J Cavanagh would serve as the substitute Member.

It was agreed that consideration of a further nomination from a Councillor and substitute Member would be deferred to the next meeting of the Board.

The Board noted that Professor Murphy had resigned from the membership of the Teaching Appointments Committee and therefore the Committee for the Appointment of

Peripatetic Teachers. It was proposed by Dr Cunningham, seconded by Councillor McRoberts, and agreed that Mr W J Wilkinson would be appointed to these Committees.

Consultants' Selection Panel (1 vacancy)

It was proposed by Dr Cunningham, seconded by Councillor McCrum, and agreed that Councillor S McRoberts would serve on this Committee.

Advisory Sub-Committee for Controlled Schools (6 Councillor vacancies)

It was agreed that all 6 Councillor Members would serve on this Committee.

Committee for the Expulsion of Pupils from Controlled Schools (Vacancies for 2 substitute Members)

It was proposed by Mr Mackin, seconded by Councillor McRoberts, and agreed that Councillor J McCrum and Councillor Dr P Weir would serve as substitute Members on this Committee.

Joint Education Committee (across SELB and WELB)

It was proposed by Professor Murphy, seconded by Councillor McRoberts, and agreed that Councillor C Casey, Councillor J Cavanagh, Councillor S Clarke, Dr P Cunningham, Mr C Mackin and Mr W J Wilkinson would serve on this joint Committee.

Pre-School Education Advisory Group (2 vacancies)

The Board noted that Mr Mackin, Mrs McCaul and Mrs Brownlee (as a substitute Member) had indicated their willingness to resign from this Committee. It was proposed by Rev Canon McKegney, seconded by Mr Wilkinson, and agreed that Councillor J Cavanagh and Councillor S McRoberts would serve on this Committee. It was further agreed that Councillor McRoberts would serve as chairperson of PEAG.

The Chairperson advised that the following Committees would receive further consideration at the Joint Education Committee on 15 February 2011. He sought nominations for one Member to serve on each.

Nursery & Primary Teachers' Consultative Committee

It was proposed by Dr Cunningham, seconded by Professor Murphy, and agreed that Mr C Mackin would serve on this Committee.

Special & Secondary Teachers' Consultative Committee

It was proposed by Mr Mackin, seconded by Councillor McRoberts, and agreed that Mr W J Wilkinson would serve on this Committee.

10. CONVERGENCE OF SERVICES

PROGRAMME MANAGEMENT BOARD

The Chairperson reported that the last meeting of the Programme Management Board (PMB), to be held on 14 January 2011, had been cancelled. He explained that the Chairperson Designate of ESA would be meeting Chairpersons individually to provide updates on the voluntary severance package. It was envisaged that meetings of the PMB would resume following completion of the current exercise on voluntary severance.

11. CHILDREN & YOUNG PEOPLE'S SERVICES

11.1 PROPOSED FORMAL STATEMENTS

It was proposed by Mr Mackin, seconded by Dr Cunningham, and agreed that Statements of Special Educational Needs** should be made on pupils with code reference numbers SEN 2011 / 01 to SEN 2011 / 12 inclusive. It was noted that 33% of pupils requiring additional support had shared classroom assistance.

11.2 AMENDED FORMAL STATEMENTS

It was proposed by Mr Mackin, seconded by Dr Cunningham, and agreed that Amended Statements of Special Educational Needs** should be made on pupils with code reference numbers SEN 2011 / 001A to SEN 2011 / 107A inclusive.

11.3 STATEMENTS TO BE CEASED

It was proposed by Mr Mackin, seconded by Dr Cunningham, and agreed that Statements of Special Educational Needs** should cease to be made on the pupils with code reference numbers SEN 2011 / 01C to SEN 2011 / 02C inclusive.

11.4 PROPOSAL TO MAKE A NOTE IN LIEU

It was proposed by Mr Mackin, seconded by Dr Cunningham, and agreed that a Note in Lieu should be made on the pupil with code reference number SEN 2011 / 01NS.

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

It was proposed by Mr Mackin, seconded by Dr Cunningham, and agreed that resourcing be made available for the pupils with Statements of Special Educational Needs** (code reference numbers SEN 2011 / 01 OB to SEN 2011 / 02 OB inclusive) attending SELB schools.

11.6 SUMMER SCHEMES

Dr Cunningham enquired as to the current planning being given to Summer Schemes. Dr Mangan explained that Principals of Special Schools would shortly be notified that the planning process for the 2011 Summer Schemes was underway with the caveat that the Board was as yet unaware of its Budget allocation and its implications on the delivery of the Summer Scheme in its historical form. She explained that the most significant cost to the Summer Scheme was staffing costs. Classroom Assistants who worked in Special Schools provided some of the assistance required with the Scheme although other staff had to be utilised. It was envisaged that, with due consideration to the staffing costs, all schools would be advised that other Classroom Assistants working a 52 week contract should in future comply with normal working hours during term time in order that their assistance could be made available to the Summer Schemes if this was deemed necessary. This was consistent with the contractual position of Classroom Assistants. It was noted that a letter would be issued to schools in relation to this matter.

Mr Wilkinson highlighted that schools would need to be notified of this possible use for classroom assistance in the summer months as soon as possible in order to facilitate planning for curriculum delivery.

Dr Cunningham accepted that the main cost to the Summer Schemes was staffing and commented that transport costs were also significant. He commented that he had ascertained the views of parents' views after the previous year's Scheme. An overwhelming number of parents had indicated their willingness to transport their children to the Summer Schemes should resources be restricted, subject to sufficient notice being given. Dr Mangan advised that some parents had contacted her to raise concerns about the disproportionate length of time their children had spent on school buses while being transported to various venues during the Scheme. She therefore advised that this would be taken into consideration in relation to future planning.

(Councillor Cavanagh left the meeting at 3.50 pm.)

The Chairperson referred to discussions the previous year on accessing funding from other bodies to assist with the cost of the Summer Schemes. Councillor Casey advised that the Board could make application to Councils for a voluntary contribution. Dr Mangan pointed out that officers would engage with Councils at a local level, if this was agreed by the Board, to ascertain if any assistance could be given to support Schemes in their own Council's area. She explained that, due to the financial climate ahead, Boards would be required in future to approach Summer Schemes in partnership with parents and the wider community.

12. FINANCE COMMITTEE

12.1 MINUTES OF MEETING HELD ON 1 DECEMBER 2010

Professor Murphy referred to the discussion which had taken place with the delegation from Cookstown High School in respect of the school's financial position and the recommendations which were being put forward by the Committee. He also pointed out that the Committee had given further consideration to Fivemiletown College's spending plan and drew attention to the variation in the school's planned full-time equivalent teaching numbers which had been presented by the school in November and the actual numbers paid on September and October monthly reports.

It was proposed by Professor Murphy, seconded by Mr Mackin, and agreed that the minutes* (F/12/10/9) of the meeting held on 1 December 2010 be adopted.

12.2 DRAFT BUDGET 2011-15 : DE DRAFT ALLOCATIONS AND SAVINGS PROPOSALS

The Board noted that the Draft Budget 2011-15, published on 13 January 2011, set out proposed current expenditure and capital investment allocations for the four year budget period. The consultation deadline was 16 February 2011. Ms Ayling pointed out that a draft response to the consultation document would be presented to the Board at its meeting on 9 February 2011. She highlighted that the level of detail in the document was insufficient to enable the Board to fully understand the impact of the proposed savings measures.

The Board noted the recent media reports indicating that schools' access to EYF had been withdrawn by HM Treasury and the subsequent press release issued by the Minister of Finance and the Minister of Education that access to school savings would be reinstated in the current year and in future years. Members referred to the distress that the announcement to withdraw EYF had caused

schools and even to lingering concerns in relation to their confidence in the budget planning process. Ms Ayling reported that over 200 schools had contacted the LMS Section for advice and support following the media reports about withdrawal of EYF. She drew attention to the sound relationship developed between schools and the LMS Section and to the potential impact on the robustness of the schools' plans over the ensuing three years. Mr Wilkinson paid tribute to the two Ministers for their involvement in addressing the situation.

(Dr Cunningham left the meeting at 4.10 pm.)

Councillor McRoberts commented that some schools had raised concerns following Mr M Storey's reference that a school's spend must remain within DE's target of 5% of its budget allocation. Ms Ayling advised that this was the basis on which all schools planned their spend in recent years and it represented no change to current practice. She stated that the LMS Section, in the Spring 2011 budget setting process, would focus on schools' ability to spend their surpluses in a robust manner. As officers were aware of the difficulties caused by schools' restricted ability this year to spend surpluses on capital items, she assured Members that officers would continue to liaise with DE on the importance of providing clarity to schools on the LMS Capital reclassification process prior to next year's budget setting process. Mr Mackin commended the work of the LMS Section for its support and commitment to schools.

Ms Ayling presented a paper** (B/1/11/9) giving a brief overview of the DE Draft Savings Proposals 2011-15. In order to provide context for Members' discussion, she drew attention to the Board's recurrent core budget situation for 2010/11. Taking account of the inescapable pressures in 2010/11, a level of shortfall of £3.2m had resulted. She highlighted that the Board had taken decisions in that year to make savings in discrete areas. The DE Draft Budget for 2011/12 indicated a reduction in the overall budget of 3.3%. Allowing for DE estimates of inescapable pressures in 2011/12 the resource contraction equated to 7.5%. Ms Ayling also drew attention to the very negative capital position proposed for the following financial year which equated to a further contraction of 24.7% on the constrained 2010/11 allocation.

The Board noted that the distribution of funding via the Assessment of Relative Needs Exercise (ARNE) would affect the level of impact of such proposed DE savings on the Board's budget. Currently not enough detail was available to quantify this at an individual Board level. Notification of savings falling on Earmarked funding as well as the Aggregated Schools' Budget (ASB) were also major factors. Ms Ayling reported that the savings figure included in the DE Draft Budget for ASB across the five Boards was a reduction of £26.55m in 2011-12. She drew attention to the importance of this allocation to schools and highlighted the potential impact on school based staffing as a result. She explained that the demographic downturn which was now being evidenced in the post-primary sector would also put pressure on schools' budgets.

Ms Ayling pointed out that no indication had been given in the document of savings proposals affecting Earmarked allocations. She advised that a reduction in these allocations could significantly impact on front line services and Board services.

Councillor Casey queried the cost of the 2011/12 pay increases on the centre budget. Ms Ayling advised that planning assumptions would be based on no salary uplift for employees earning over £21,000. For those employees earning

under £21,000 a blanket payment of £250 would be assumed. She pointed out however that this pay offer was yet to be agreed with the Trade Unions.

Ms Ayling pointed out that the consultation process on potential changes to the LMS Common Funding Formula, which had not yet been formally issued, would impact on the timeframe when schools would receive notification of their 2011/12 budget allocations and consequently the Board's centre allocations. The consultation period lasted for 6 weeks with the result that schools might not receive their allocations until mid to late April. Mr Wilkinson referred to the significance of this timeframe on a school's planning process particularly with regard to teacher redundancies and seconded staff. Ms Ayling confirmed that schools would be given guidance in relation to the redundancy process and on seconded staff.

(Rev Canon McKegney left the meeting temporarily at 4.31 pm and re-entered at 4.33 pm.)

It was noted that a response to the Draft Budget 2011-15 would be presented to the Board at its meeting on 9 February 2011.

13. AUDIT COMMITTEE : MINUTES OF MEETING HELD ON 15 DECEMBER 2010

Professor Murphy drew attention to the Chief Executive's meeting with the Permanent Secretary on 28 October 2010 and to the issues which had received attention at that meeting. The meeting had highlighted the Minister's intention to take forward Procurement across the 9 Education partners, the process of which was currently being progressed by the Central Procurement Directorate. Professor Murphy also referred to discussion which had taken place on the treatment of the comparative pension liability figures which was preventing final certification of the Accounts of the five Boards.

Ms Ayling advised that the NIAO had given an informal update on the position of the Accounts at a meeting on 24 January 2011. Correspondence continued between the NIAO and DE to resolve the matter. She stated that it seemed likely that Boards would expect to receive a technical qualification on the Accounts on the basis of the inability of the Boards to obtain the prior year split (between Boards and Libraries NI) of the pension liability figures from NILGOSC. She confirmed that this issue did not impact in any way on the accuracy or integrity of the Board's balances at 31 March 2010. Ms Ayling advised that the certificate could also include a note on the potential issue relating to whether the Board provided a subsidy on paying school meals. She also pointed out that NIAO was concerned that, due to the inability of stakeholders to agree a resolution to the issue, the Accounts of the five Boards and Libraries NI could remain open and NIAO had therefore set the target date of 31 March 2011 for completion of the certification of the Accounts. Ms Ayling anticipated that the final Accounts would therefore be presented to the Board at its meeting on 13 April 2011.

Mr Wilkinson sought clarification on the implications of a qualification to the Board's Accounts. Ms Ayling advised that the qualification would breach the Resource Allocation Plan targets set for the Accounting Officer with the Permanent Secretary and could lead to negative press coverage. She emphasised that DE was aware that this was a technical qualification with no budgetary impact and impacted on all five Boards.

It was proposed by Professor Murphy, seconded Rev Canon McKegney, and agreed that the minutes* (A/12/10/10) of the meeting held on 15 December 2010 be adopted.

14. DEVELOPMENT, PLANNING AND SUPPORT SERVICES

14.1 ADVISORY SUB-COMMITTEE FOR CONTROLLED SCHOOLS : MINUTES OF MEETING HELD ON 12 JANUARY 2011

Mr McVeigh referred to the consideration given at the meeting to the future provision of Keady and Aghavilly Primary Schools and to the review of post-primary provision in the controlled sector in the Lurgan area. He also drew attention to the recommendation that the Board should consult on draft development proposals to provide new nursery units at Bocombra, Drumadonnell, Orchard County and Waringstown Primary Schools.

Mr Butler advised that the information on first preference admission figures for both Keady and Aghavilly Primary Schools was expected to be received shortly and would be presented to the Advisory Sub-Committee at its next meeting. He gave a presentation** on the options considered by the Advisory Sub-Committee on the provision of post-primary education in the controlled sector in Lurgan and the advantages and disadvantages of each option. It was noted that, should the minutes of the Advisory Sub-Committee be adopted, a consultation on the options would take place and that the Board would not be expressing any views at this stage. Mr Butler advised that officers would consult with the Boards of Governors of the three schools concerned, their feeder primary schools and the wider community. The period of consultation would be 12 weeks and the findings would be reported to a subsequent meeting of the Advisory Sub-Committee.

It was proposed by Mr McVeigh, seconded by the Mr Wilkinson, and agreed that the minutes** (B/1/11/11.1) of the Advisory Sub-Committee for Controlled Schools held on 12 January 2011 be adopted.

14.2 DEVELOPMENT PROPOSAL AS TO PRIMARY (INCLUDING NURSERY) AND SECONDARY EDUCATION NO 251 : PROPOSED ESTABLISHMENT OF AN AUTISM SPECTRUM DISORDER UNIT AT ST JOSEPH'S COLLEGE, COALISLAND

The Chairperson reported that a DE letter had been received giving the Minister's approval to the establishment of an Autism Spectrum Disorder Unit at St Joseph's College with effect from 1 September 2010 or as soon as possible thereafter.

14.3 PROPERTY SERVICES

LEASE OF PREMISES

Mr Butler advised that Banbridge District Council had asked the Board's youth provision in that area to vacate the Council's premises in order that it might carry out renovations to the building. As a result the Board would be required to lease alternative premises for a period of three years in order to provide youth services in the area. Mr Butler explained that the alternative lease would not be a direct cost to the Board but would be met through Council funding.

It was proposed by Councillor McCrum, seconded by Mr McVeigh, and agreed that the Board should seek to lease alternative premises in Banbridge for the Youth Service up to a period of 3 years.

14.4 SINGLE TENDER ACTION

Mr Butler explained that the Accounting Officer's approval was necessary for the Board to procure any goods or services which were not covered under the Board's tender arrangements. He confirmed that the regulations regarding single tender action were contained within Central Procurement Directorate Procurement Guidance Note 02/10. The Board noted the areas requiring single tender action as set out in the report** (B/1/11/11.4) approved by the Accounting Officer.

Mr Butler presented the paper* (B/1/11/11.4) setting out the rationale for single tender action with Firmus Energy. The Board noted that in order to develop the natural gas network in the SELB area, Firmus Energy had been given exclusive rights by the Energy Regulator to supply natural gas. This exclusive right stipulated that no competition would exist until April 2013 for large industrial and commercial customers and April 2015 for small industrial, commercial and domestic customers. Mr Butler advised that Standing Order 22 would require to be set aside to enable the Board to agree a single tender action with Firmus Energy.

Mr Wilkinson received confirmation that the Board was not required to seek DE's approval to single tender actions. It was proposed by Mr Wilkinson, seconded by Rev Canon McKegney, and agreed to set aside Standing Order 22 in order to progress the single tender action with Firmus Energy.

Mr Butler advised that Standing Order 22 was also required to be set aside to facilitate Schools' Partnership Programmes (SSPs) through Area Learning Partnerships. The cost of these courses was negotiated between the school and the Regional College. Mr Butler advised that a number of schools had received invoices for SSPs which exceeded £30,000.

It was proposed by Mr McVeigh, seconded by Mr Mackin, and agreed to set aside Standing Order 22 in order to facilitate this proprietary expenditure on Schools' Partnership Programmes.

14.5 OPENING OF TENDERS

The Board noted the tenders which had been opened as set out in the report** (B/1/11/11.5)

14.6 REPORT ON TENDERS

The Board noted the report** (B/1/11/11.6) detailing the goods and services which had been accepted which were the lowest, lowest to specification or economically most advantageous tenders.

14.7 LEGAL DOCUMENTS

The Chairperson reported that a lease agreement had been signed between NIE plc and the Board relating to a portion of land at Banbridge Academy which would be used by NIE to relocate a sub-station.

15. MEMBERSHIP COMMITTEE

It was proposed by Councillor McCrum, seconded by Councillor McRoberts, and agreed to appoint the following person to represent the Board on the Board of Governors of the following school:

Special School
Ceara

Councillor C Lockhart, 9 Cstletown Road,
Aughnacloy, BT69 6ED

Maintained Primary School
St Brigid's (Drumilly)
St Laurence O'Toole's (Belleeks)

Mr L Smyth, 9 St Killian's Park, Whitecross, Newry,
BT60 2ST

Controlled Secondary School
Fivemiletown College

Mr D Gilmore, 118 Aughentain Road, Fivemiletown,
BT75 0RW

The meeting ended at 5.15 pm.

CHAIRPERSON

* Paper circulated

CHIEF EXECUTIVE

** Paper tabled

DATE

31 January 2011 LMcC