

**MINUTES OF PROCEEDINGS OF A MEETING OF THE TRANSITIONAL BOARD  
HELD ON WEDNESDAY, 9 MARCH 2011 AT 2.00 PM IN THE BOARD ROOM**

**1. PRESENT** Mr M P Campbell (Chairperson)

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

**2. IN ATTENDANCE**

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

**3. MINUTES OF BOARD MEETING HELD ON 9 FEBRUARY 2011**

Dr Cunningham wished to clarify his remarks concerning Special School budgets within the minute entitled 'Draft Budget 2011-15 : DE Draft Allocations and Savings Proposals'. He pointed out that while Special Schools' non-delegated budgets in the current year had increased in line with pupil numbers and need, delegated budgets had not increased.

On the proposal of Mrs McCaul, seconded by Mrs Brownlee, the minutes\* (B/2/11/3) of the meeting held on 9 February 2011 were approved as an accurate record, subject to Dr Cunningham's amendment, and were signed by the Chairperson and the Chief Executive.

*(Mr Mackin entered the meeting at 2.18 pm.)*

**4. CHAIRPERSON'S BUSINESS**

**4.1 POST-PRIMARY CONTROLLED EDUCATIONAL PROVISION IN THE LURGAN AREA**

The Chairperson reported that on the basis of guidance provided by the Department of Education (DE) the Chief Executive had written to stakeholders to advise that the consultation for post-primary controlled educational provision in the Lurgan area would be put on hold until after the election on 5 May 2011.

**4.2 MUSIC SERVICE**

Mr Murphy stated that the Music Service's postponed Christmas concert had been held on 25 February 2011. He commended all staff and pupils involved in the concert for such an excellent evening.

Board Members received copies of a CD entitled 'Gullion Tales' as compiled by the Music Service. Mr Mackey advised that the CD had been recorded in the Ulster Hall showcasing an ensemble of 90 members of the South Ulster Youth Orchestra, a 100 strong choir and Pathways musicians from Southern Board schools.

#### **4.3 ASSOCIATION OF NORTHERN IRELAND EDUCATION AND LIBRARY BOARDS (ANIELB) : CONFERENCE**

The Chairperson reported that members of the ANIELB, at a meeting on 7 March 2011, had agreed that arrangements should be put in place to host a one-day conference in the Autumn. He advised that Rev R Herron had been installed as President of the ANIELB at that meeting.

#### **4.4 CONGRATULATIONS**

The Chairperson congratulated Mrs Brownlee on her appointment as Chairperson of the Southern Health and Social Care Trust.

#### **4.5 DUKE OF EDINBURGH'S OPERATING AUTHORITY LICENCE**

The Chairperson reported that Mr Murphy and he had attended an event on 18 February 2011 to receive the Duke of Edinburgh's Operating Authority Licence on behalf of the Board.

### **5. BUDGET 2011/12 : VOLUNTARY SEVERANCE**

The Chairperson reported that on 4 March 2011 DE had approved business cases for 31 posts for voluntary severance out of the total of 46 posts submitted by the Board. He advised that these 31 members of staff, with Board and DE approval, had now been issued with a formal letter setting out the terms of the Board's offer for voluntary severance. The 15 members of staff still awaiting a DE decision in relation to their posts would be informed of outcomes as soon as these were communicated to the Board.

The Chairperson pointed out that all other staff who had expressed an interest in being considered for voluntary severance had already been issued with a letter informing them of the outcome of their application.

It was proposed by Councillor McCrum, seconded by Mrs Brownlee, and agreed that discussion in relation to two Business Cases would be held in committee.

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

The Board noted that the following actions had been taken while in committee:

- On the proposal of Professor Murphy, seconded by Mr Wilkinson, approval had been given to submitting a revised Business Case to DE in connection with the Finance Department; and
- An update had been provided on a meeting of the Chairperson and the Vice-Chairperson's nominee with Messrs G Boyd, S Hogan and Ms J McLaughlin on 4 March 2011 in connection with the Business Case for a streamlined SMT structure. The Board's concerns with regard to governance and accountability issues in connection with its role and the role of the Accounting Officer had again been highlighted. (During discussion of this particular item, the SMT had withdrawn from the meeting.)

## **6. CHILDREN & YOUNG PEOPLE'S SERVICES**

### **6.1 PROPOSED FORMAL STATEMENTS**

It was proposed by Mrs McCaul, seconded by Dr Cunningham, and agreed that Statements of Special Educational Needs\*\* should be made on pupils with code reference numbers SEN 2011 / 25 to SEN 2011 / 47 inclusive.

### **6.2 AMENDED FORMAL STATEMENTS**

It was proposed by Mrs McCaul, seconded by Dr Cunningham, and agreed that Amended Statements of Special Educational Needs\*\* should be made on pupils with code reference numbers SEN 2011 / 141A to SEN 2011 / 254A inclusive.

### **6.3 STATEMENT TO BE CEASED**

It was proposed by Mrs McCaul, seconded by Dr Cunningham, and agreed that a Statement of Special Educational Needs\*\* should cease to be made on the pupil with code reference number SEN 2011 / 09C.

### **6.4 RESOURCING FOR PUPILS WHO LIVE IN OTHER ELBs BUT ATTENDING SELB SCHOOLS**

It was proposed by Mrs McCaul, 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 / 03 0B to SEN 2011 / 04 0B inclusive) attending SELB schools.

### **6.5 DHSSPS DRAFT SERVICE FRAMEWORK FOR MENTAL HEALTH AND WELLBEING**

Dr Mangan advised that the Department of Health was developing a range of service frameworks which would set out explicit standards for health and social care that would be evidence based and capable of being measured. The Service Framework for Mental Health and Wellbeing was setting standards in relation to the prevention, assessment, diagnosis, treatment, care and rehabilitation of individuals and communities who currently had, or were at greater risk of developing, mental illness. Each standard would be supported by levels of performance to be achieved over three years.

Dr Mangan presented the joint SELB / WELB response\* (B/3/11/7.2) to the draft Service Framework and outlined various comments particularly those which related to the need for evidence of positive working relationships between Health, Education and non-statutory bodies at practice level and the need for greater recognition of the significant role of services within Education. Mrs McCaul welcomed the comments giving recognition to the improvement of effective multi-disciplinary practices, particularly amongst pre-school aged children.

The Board agreed to adopt the Response.

## **7. JOINT EDUCATION COMMITTEE : MINUTES OF MEETING HELD ON 15 FEBRUARY 2011**

Mrs McCaul advised that the constitution and terms of reference for the Teachers' Consultative Committees had received much consideration. Mr Mackey stated that since the Joint Committee meeting revised terms of reference had been drafted and would be

issued to Teachers' Associations for consultation. An update on progress would be given to the Joint Committee at its April meeting.

Mrs McCaul pointed out that clarification had been sought on the best way forward to facilitate future youth engagement in the Youth Service. Agreement had been reached that officers should explore further arrangements for a Standing Conference for Youth Service stakeholders in place of the Youth Stakeholder Forum.

Mrs McCaul drew attention to discussion which had focused on a subset of recommendations arising from a Case Management Review (CMR). The Joint Committee had requested that DE should be approached with a view to issuing a letter on support services provided by independent counsellors to all schools in Northern Ireland. Councillor Cavanagh queried the Board's support arrangements provided to schools following an incident. Dr Mangan advised that the Board's Pupil Personal Development Service, following the death of a child or school staff member, would offer immediate support to a school through its Critical Incident Response Team. This Team would provide guidance to school staff members on the most appropriate management of any incident. This support however did not involve the Team working directly with children to provide counselling services. It was deemed more appropriate that school staff should provide this support mechanism to children. Support required over an extended period could be accessed through counselling interventions provided by DE, through a General Practitioner or the services offered by accredited organisations such as CRUSE.

Mr Wilkinson highlighted the importance of a school obtaining recommendations from a CMR immediately those recommendations were made available. Dr Mangan advised that such recommendations could be very detailed. She understood that a duty existed for schools to be made aware promptly of all recommendations arising from a CMR.

It was proposed by Mrs McCaul, seconded by Councillor Casey, and agreed that the minutes\* (EC/2/11/8) of the meeting held on 15 February 2011 be adopted.

## **8. FINANCE COMMITTEE**

### **8.1 MINUTES OF MEETING HELD ON 28 JANUARY 2011**

Professor Murphy drew attention to the one-off allocation to schools from the centre budget to help offset the cost of fuel during the severe weather conditions in December 2010. Dr Cunningham sought clarification on the allocation of this funding to Special Schools. Ms Ayling undertook to provide particular details on this matter to Dr Cunningham.

Professor Murphy referred to the Committee's concerns with regard to the timeframe for DE's consultation process on changes to the LMS Common Funding Formula which could impact on when schools would receive notification of their 2011/12 budget allocations. He now understood that the consultation process was proceeding and that any potential changes would be introduced in September 2011. Ms Ayling advised that information on the consultation had been posted on the DE website the previous day. The closing date for receipt of comments had been given as 11 May 2011.

Attention was drawn to the £825k overspend within the Aggregated Schools' Budget and the £200k pressure within the LMS Capital budget as at 31 December 2010.

It was proposed by Professor Murphy, seconded by Mr Mackin, and agreed that the minutes\* (F/1/11/9.1) of the meeting held on 28 January 2011 be adopted.

## **8.2 MINUTES OF MEETING HELD ON 25 FEBRUARY 2011**

Professor Murphy pointed out that the Aggregated Schools' Budget was identifying an underspend of £906k. It was noted that this change in forecast had resulted mainly from significant allocations received from DE. Attention was given to the investigation into pressures on the Teacher Substitution budget which had identified a transfer of £200k of costs for incorrect coding to the Special Schools & Pupil Support budget from the centre budget for Teacher Substitution. Statistical details in relation to teacher sickness absence and maternity absence were noted.

Professor Murphy outlined the Committee's concerns with regard to an advisory letter which had been received on 24 February 2011 from the Joint Negotiating Council regarding pay negotiations for 2010/11. The letter had stated that the Local Government Employers had confirmed that, due to the difficult financial position, no pay award would be offered for National Joint Council staff in 2010/11. This meant that the Government announcement in the Chancellor's budget statement on 22 June 2010 to pay an amount of £250 to staff earning £21,000 or less would not now apply to the 2010/11 year. Professor Murphy sought an update on progress in this matter.

Mr Curran advised that four of the five Boards had set resources aside to meet this particular pay award. He had liaised with DE on this issue and was expecting to receive a guidance note as to a way forward on a five Board basis. He understood that the approach to be adopted would be similar to that determined by the NI Civil Service, ie that the £250 would be paid to staff earning £21,000 or less on a non-consolidated basis. Other points of detail were currently receiving attention and would be progressed in conjunction with Trade Unions.

It was proposed by Professor Murphy, seconded by Councillor McRoberts, and agreed that the minutes\* (F/2/11/9.2) of the meeting held on 28 February 2011 be adopted.

## **9. AUDIT COMMITTEE : MINUTES OF MEETING HELD ON 22 FEBRUARY 2011**

Professor Murphy drew attention to discussion involving the impact of the withdrawal of EYF on schools' spend and the assurance sought from the NIAO representative that proper procurement procedures had been followed by schools during this period of concern. He pointed out that the Board's authority had been damaged in promoting the importance of effective budgetary planning to schools over a three year period.

Attention was drawn to the Draft Audit Strategy for 2010/11 and in particular to the comments relating to the impact of the Vacancy Control Policy on the delivery of Board services. Professor Murphy advised that the NIAO would be engaging with Board officers to ascertain the extent to which service delivery had been affected by Vacancy Control.

Professor Murphy stated that the exercise conducted by the NIAO into the management of substitute cover for teachers had received consideration. The areas of concern identified by the NIAO had been discussed by the Committee, ie the significant rising costs of substitute cover, the poor management information available on teacher absence and the

re-employment of prematurely retired teachers. He pointed out that DE would be issuing a circular to schools in April to give advice on the re-employment of prematurely retired teachers and to set out its arrangements for monitoring schools which continued to re-employ prematurely retired teachers.

It was proposed by Professor Murphy, seconded Mrs McCaul, and agreed that the minutes\* (A/2/11/10) of the meeting held on 22 February 2011 be adopted.

## **10. MINISTERIAL STATEMENT ON PROCUREMENT IN THE EDUCATION SECTOR**

The Board noted the Permanent Secretary's letter\* (B/3/11/11) dated 21 February 2011 enclosing the Minister's Statement to the Assembly on procurement in the Education sector. Mr Butler drew attention to the Minister's decision to commission independent Gateway Reviews of procurement and contract management arrangements in BELB, SELB, WELB and NEELB. The Board also noted that it was the Minister's intention to establish an accredited Centre of Procurement Excellence (CoPE) for the Education sector as a whole.

Mr Butler advised that the Board would be approached in the near future to discuss the modalities of taking forward the Gateway Review. He also advised that he would bring updated information on procurement to the Board at its April meeting.

## **11. DEVELOPMENT, PLANNING AND SUPPORT SERVICES**

### **11.1 MINOR IMPROVEMENTS PROGRAMME 2011/12**

It was noted that the restricted capital allocation would impact significantly on the Board's capability to carry out works within the Minor Improvements Programme. Mr Butler explained that approximately £850k would be required in the 2011/12 financial year to meet the costs associated with a number of projects that were already committed in the current year. He sought the Board's approval for officers to deliver the Programme on the basis of the priority ratings detailed in the paper\* (B/3/11/12.1) as and when funding became available.

It was proposed by Mr McVeigh, seconded by Councillor McCrum, and agreed to adopt the Minor Improvements Programme for 2011/12.

*(Mrs Brownlee left the meeting at 4.00 pm.)*

### **11.2 DEVELOPMENT PROPOSALS AS TO PRIMARY (INCLUDING NURSERY) AND SECONDARY EDUCATION**

#### **11.2.1 DEVELOPMENT PROPOSAL NO 252 : PROPOSED ESTABLISHMENT OF AN ADDITIONAL FULL-TIME NURSERY UNIT AT ST ANTHONY'S PRIMARY SCHOOL, CRAIGAVON**

The Chairperson reported that a letter dated 8 February 2011 had been received from DE giving the Minister's approval to the establishment of an additional full-time nursery unit at St Anthony's Primary School with effect from 1 September 2011 or as soon as possible thereafter.

*(Mr Wilkinson left the meeting at 4.02 pm.)*

### **11.2.2 DEVELOPMENT PROPOSAL NO 254 : PROPOSED ESTABLISHMENT OF A NEW GRANT-AIDED IRISH-MEDIUM PRIMARY SCHOOL IN DUNGANNON – GAELSCOIL AODHA RUA**

Mr Butler reminded the Board that it had approved the publication of this Development Proposal at its February meeting. The Board considered the letters\* received from Naíscoil Uí Chléirigh and the Boards of Governors of Gaelscoil Uí Néill, Blessed Patrick O’Loughran Primary School, Castlecaulfield and St Patrick’s Primary School, Dungannon.

Mr Butler reported that a letter had been received from Mr S Ó Coinn, Comhairle Na Gaelscolaíochta, drawing attention to an error contained in the background information in the Development Proposal. Mr Ó Coinn had pointed out that the background information had indicated that St Patrick’s Primary School, Dungannon had not been supportive of the formation of an Irish-Medium Unit; however, he stated that this was not the case and was requesting the Board to take note of an amended copy of the Development Proposal which set out the support of the Board of Governors of St Patrick’s Primary School to the Proposal. It was noted that the amended copy of the Proposal would be forwarded to all stakeholders.

The Board agreed to support the establishment of the new grant-aided Irish-Medium primary school in Dungannon.

### **11.3 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 outlined the details of two areas in the report\*\* (B/3/11/12.4) which required particular consideration. It was proposed by Mr Mackin, seconded by Dr Cunningham, and agreed that Standing Order 22 should be set aside to facilitate arrangements for a four week film making project. The Board also agreed that the order identified for the Duke of Edinburgh Award Scheme and any future orders would be treated as a blanket single tender action.

The Board noted the other areas requiring single tender action as set out in the report approved by the Accounting Officer.

### **11.4 TENDER REPORT**

The Board noted the tender report\*\* (B/3/11/12.5) detailing tenders which had been opened and those which had been accepted. Mr Butler drew attention to tenders which had been accepted through the electronic tendering process known as e-Sourcing. He reminded Members that this facility provided an audit trail for the receipt and opening of tenders.

### **11.5 LEGAL DOCUMENTS**

The Board noted that the Chairperson and Chief Executive had signed and sealed the following documents since the last Board meeting:

- Newry High School - Replacement Radiant Ceilings
- Clounagh Junior High School - Replacement Radiant Ceilings
- Killicomaine Junior High School - Replacement Radiant Ceilings

## 12. MEMBERSHIP COMMITTEE

It was proposed by Professor Murphy, seconded by Councillor Cavanagh, and agreed to appoint the following persons to represent the Board on the Board of Governors of the following schools:

*Maintained Nursery School*

St Malachy's, Carnagat

Dr P Cunningham, 8 Brannock Heights, Glenhill,  
Newry, BT35 8DH

*Maintained Primary School*

St Patrick's, Newry

Councillor C Casey, 7 Plunkett Street, Newry,  
BT35 6DG

*Maintained Secondary School*

St Brigid's, Armagh

Mr T Keeley, 36 Castle Meadows, Gilford, BT63 6DE

## 13. REDUNDANCIES

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

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

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

The meeting ended at 4.15 pm.

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**CHAIRPERSON**

\* Paper circulated

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**CHIEF EXECUTIVE**

\*\* Paper tabled

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**DATE**

10 March 2011 LMcC