City of Dublin ETB Board Meeting February 2025

Minutes of the meeting of the City of Dublin Education and Training Board held on Thursday 20th February 2025 at 5.00 p.m. in City of Dublin ETB, Head Office, Ballsbridge, Dublin 4 and via Zoom.

Present:

Ms. Audrey Cepeda (online)
Cllr. Keith Connolly (Chairperson)
Cllr. Donna Cooney (online)
Mr. Adrian Cummins
Mr. Niall Donald (online)
Mr. Malachy Farrell
Cllr. Declan Flanagan (online)
Cllr. Vincent Jackson (online)
Cllr. Dermot Lacey (online)
Ms. Denise McMorrow
Cllr. Cat O'Driscoll
Cllr. Colm O'Rourke (online)
Cllr. Gayle Ralph (online)
Ms. Pamela Raftery (online)
Mr. Michael Smyth
Mr. Aidan Sweeney (online)

In attendance:

Dr. Christy Duffy (Chief Executive)
Ms. Aideen O'Riordan (Director of OSD* - Finance)
Ms. Kay Cullinan (Director of OSD*)
Mr. Blake Hodkinson (Director of FET)
Mr. John Moriarty (Director of FET)
Ms. Wesleigh O'Hagan (Director of Schools)(online)
Mr. Philip Connolly (Director of Services SUSI)
Mr. Damien Costello (Governance Officer)
**Organisation Support & Development*
Ms. Aoife Greene (Organisation Development Manager, SUSI)
Mr. Cathal Prendergast (ICT Manager, SUSI)
Mr. Christian Ledwidge O'Reilly (Information and Customer Service Officer, SUSI)
Mr. Ciaran Smith (MySUSI Technical Lead, SUSI)
Mr. Colm Higgins (Finance, Corporate and Governance Manager, SUSI)
Mr. James O'Connell (MySUSI Project Manager, SUSI)
Mr. Jonathan Oliver (Grants Operations Manager, SUSI)
Ms. Sally Ann Cantwell (MySUSI Programme Manager, SUSI)

Apologies:

Ms. Bernadette Bourke
Cllr. Jesslyn Henry
Cllr. Rory Hogan
Cllr. Micheál MacDonncha
Cllr. Carolyn Moore

A minute's silence was observed in respect [redacted]

1. Signing of Attendance Record/Conflicts of Interest/Disclosure of Interests

In accordance with the provisions of CL 0083/2024 Code of Practice for the Governance of Education and Training Boards, members were requested to declare to the Chairperson of City of Dublin ETB or Chief Executive any conflict of interest in respect of any of the matters listed for consideration suitable in advance of meetings of City of Dublin Education and Training Board.

2. Minutes and Matters Arising

The minutes of the City of Dublin ETB meeting held on the 16th of January were approved.

Proposed by: Cllr. Dermot Lacey ***Seconded by: Cllr. Cat O'Driscoll***

3. Reserved Functions

3.1 City of Dublin ETB Service Plan 2025 (Appendix 3A) was approved.

Proposed by: Cllr. Cat O'Driscoll ***Seconded by: Mr. Michael Smyth***

3.2 City of Dublin ETB Nominee Vacancies on Committees and Boards of Management (Appendix 3B) was noted.

3.3 Approval of City of Dublin ETB Nominee, Parent/Student, Teacher, BoM Nominees to Boards of Management were approved as per Appendix 3C.

Proposed by: Cllr. Cat O'Driscoll ***Seconded by: Ms. Denise McMorrow***

3.4 Report – Audit and Risk Committee meeting November 2024 (Appendix 3D) was noted.

3.5 Report – Finance Committee meeting November 2024 (Appendix 3E) was noted.

4. Chief Executive's Report

Before the presentation from the SUSI management team, the Chief Executive gave the board a briefing on the role of SUSI as a business unit of the City of Dublin ETB and the range of services and projects that SUSI are involved in.

4.1 **Director of Services SUSI: In person presentation by SUSI management team**
The Director of Services SUSI introduced the SUSI management team to the board. The SUSI presentation had the following slides: About SUSI (business units), 5-year strategy 2023 – 2028, SUSI Schemes and Scholarships, SUSI in numbers, Student support, Stakeholder engagement, Data Sharing partners, MySUSI programme and 2024 highlights.

From the presentation the following arose:

- The Board were informed of the different business units in SUSI: Grant Operations, Communications and Customer Service, Finance, Corporate and Governance, MySUSI project office, ICT, Organisation Development and outsourced services.
- The Board were advised of SUSI's mission, vision and values. The culture that SUSI create is key to the unit.
- SUSI's 5-year strategy is aligned with the City of Dublin ETB strategy and the Better Public Services strategy. The 3 strategic pillars being Student and Customer focused, Leading Digital Public Service and A Model Public Service Organisation.
- The Board were informed of the seven schemes that SUSI operate.
- The Board were given a breakdown of SUSI's numbers regarding applications (the board were informed are increasing), expenditure forecast, budget, contacts made to SUSI and number of staff employed.
- The Board were advised on all the supports SUSI offer its customers, including the Student Support Desk which received over 200,000 contacts last year, access officers, website now more digitally accessible, information campaigns, outreach programmes and social media channels.

- The Board were informed of the stakeholder engagement including a stakeholder training programme, an advisory group that includes representatives from several key stakeholders including the Institute of Guidance Counsellors and the National Parents Council, DFHERIS with SUSI having ongoing engagement with the Department, the Students Grants Appeals Board, an Operators Group who assist with the 1916 bursaries and research partners with the CSO and HEA.
- [redacted]
- The Board were advised on the MySUSI programme which is a whole business transformation project that will replace the current system with a new integrated end-to-end platform. It will provide staff and applicants with a single system to manage applications, assessments, payments, appeals, reporting and more.
- The Board were informed of the MySUSI programme journey, structure and governance of the programme, the approach to deliver the programme and the current status of the programme.
- The Board were advised of the MySUSI programme. The Business Case is currently awaiting approval by the Digital Government Oversight Unit within the Department of Public Expenditure, NDP Delivery and Reform.
- The Board were advised on the many highlights delivered by SUSI in 2024. This included maintaining gold certification in the NSAI's Excellence Through People Scheme and delivering research projects with the CSO and HEA.
- The Board queried the digital mode of operations having the capacity to leave those most socially disadvantaged students further behind. The board were advised that all grant applications can still be dealt with through a paper based application process if required.
- The Board were informed that a note will be circulated to members after the meeting regarding the All Ireland Scholarships.
- A discussion between the board and SUSI management team took place regarding a variety of subjects following the presentation. In addition to the MySUSI programme, this discussion included the PLC Bursary for Displaced Persons Ukraine Scheme, accessibility and the great work SUSI are doing in the area, payment dates for the 1916 Bursary, the Student Assistance Fund, risk register, artificial intelligence and whether it has a role, language options on SUSI platforms, staff allocation, and the overpayment recoupment process.

The Chair and the board thanked the SUSI Director of Services and the SUSI management team for their presentation and work.

4.2 **Director of Schools Report** (Appendix 4A) was noted.

4.3 **Directors of FET Report** (Appendix 4B) was noted.

4.4 **Director of OSD Finance Report** (Appendix 4C) was noted.

4.5 **Director of OSD Report** (Appendix 4D) was noted.

5. Risk

6. Boards of Management and Committees Minutes for Noting

The following Board of Management and Committee minutes were confirmed.

- Clogher Road CC held on 19th November 2024 (**Appendix 6A**)
- City of Dublin FET College Ballyfermot, Southwest Campus held on 21st October 2024 (**Appendix 6B**)
- Kylemore College held on 23rd October 2024 (**Appendix 6C**)
- Cabra CC held on 3rd December 2024 (**Appendix 6D**)
- Coláiste Dhulaigh Northeast Campus held on 4th June 2024 (**Appendix 6E**)
- Inchicore Southwest Campus held on 14th November 2024 (**Appendix 6F**)

7. Circular Letters, Inspection Reports and Correspondence

Subject Inspection French Report – Kylemore College (**Appendix 7A**) noted.

8. Members' Business

9. Chairperson's Business

9.1 ETBI Phase 2 Governance Training for ETB Board Members (Dates) (**Appendix 9A**) was noted.

- The Board were reminded that any outstanding Ethics declarations should be returned to the Governance Officer.
- The Board were advised that circular 0014/2025 Revised Domestic Subsistence Allowances is now available on SharePoint and to refer to the Governance Officer with any queries regarding same.

10. Next Meetings:

Thursday 20th March 2025 at 5p.m.
Thursday 27th March 2025 at 12p.m. via zoom

The Board were advised of the additional board meeting to be held via zoom on the 27th of March for the financial statements.