City of Dublin ETB Board Meeting 20th March 2025

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

Present:

Ms. Audrey Cepeda
Cllr. Keith Connolly (Chairperson)
Cllr. Donna Cooney (online)
Mr. Malachy Farrell
Cllr. Declan Flanagan (online)
Cllr. Jesslyn Henry (online)
Cllr. Rory Hogan
Cllr. Vincent Jackson
Cllr. Dermot Lacey (online)
Ms. Denise McMorrow (online)
Cllr. Carolyn Moore (online)
Cllr. Colm O'Rourke (online)
Ms. Pamela Raftery (online)
Cllr. Gayle Ralph (online)
Mr. Michael Smyth (online)
Mr. Aidan Sweeney

In attendance:

Dr. Christy Duffy (Chief Executive)
Ms. Aideen O'Riordan (Director of OSD* - Finance)
Mr. Blake Hodkinson (Director of FET)
Mr. John Moriarty (Director of FET)
Ms. Wesleigh O'Hagan (Director of Schools)
Mr. Philip Connolly (Director of Services SUSI)
Mr. Damien Costello (Governance Officer)
**Organisation Support & Development*

Apologies:

Ms. Bernadette Bourke
Mr. Adrian Cummins
Mr. Niall Donald
Cllr. Micheál MacDonncha
Cllr. Cat O'Driscoll
Ms. Kay Cullinan (Director of OSD*)

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 20th of February were approved.

Proposed by: Cllr. Vincent Jackson ***Seconded by: Ms. Audrey Cepeda***

3. Reserved Functions

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

The Chairperson confirmed a request had been received from the Chairperson of the Audit and Risk Committee for any board member interested in being nominated to the Audit and Risk Committee to

inform the Chair of the Board.
City of Dublin ETB Nominee Mr. Michael Smyth was approved to the Audit and Risk Committee.

Proposed by: Cllr. Keith Connolly ***Seconded by: Cllr. Vincent Jackson***

3.2 Approval of City of Dublin ETB Nominee, Parent/Student, Teacher, BoM Nominees to Boards of Management and Committees was approved as per Appendix 3B.

Proposed by: Cllr. Vincent Jackson ***Seconded by: Cllr. Rory Hogan***

A request was made for clarification regarding the lack of meetings held by the Youth Work Committee. The board were advised the executive will follow up on this issue.

3.3 (i) Lease extension on Cabra AES, Bungalow 1, Dublin 7 was approved as per Appendix 3C.

Proposed by: Cllr. Rory Hogan ***Seconded by: Cllr. Vincent Jackson***

(ii) Retrospectively sanction historic lease on Sphere 17 Regional Youth Facility, Darndale, Dublin 17 was approved as per Appendix 3C.

Proposed by: Cllr. Rory Hogan ***Seconded by: Cllr. Vincent Jackson***

(iii) Lease approval on South Inner Adult Education Service, Dublin 8 was approved as per Appendix 3C.

Proposed by: Cllr. Rory Hogan ***Seconded by: Cllr. Vincent Jackson***

3.4 Report – Audit and Risk Committee meeting January 2025 (Appendix 3D) was noted.

4. Chief Executive's Report

4.1 **Strategy Statement 2026-2030** (Appendix 4A) was noted.
The Chief Executive shared a briefing document given to the strategy statement development group with the board. The Board were advised that the Strategy Statement is a legislative requirement under the Education and Training Board Act 2013 and it's adoption is a reserved function of the board.

From the presentation of the document the following arose:

- The aim is for a final version of the Strategy Statement to be presented to the board in October.
- This strategy statement document is to be useful, pragmatic, clear and concise which people can identify with. The aim of the strategy statement is to provide strategic direction and goals, with measurable targets that can be achieved. The document should provide direction of where City of Dublin ETB is going. It is a live document and the intention is to provide an update to the board on the progress of the development of the strategy statement at board meetings.
- The Board were informed that a range of stakeholders can contribute to the strategy statement.
- It was proposed to have an in person board meeting in June which would help facilitate a more interactive process for the board to contribute to the strategy statement.

4.2 **Director of Schools Report** (Appendix 4B) was noted.
The Board were informed of the entry into the St Patrick's Day parade from City of Dublin Youth

Services.

The Board were advised that all Principals of our Community National School, Community Hospital Schools and Community Colleges have received resources from ETBI regarding the Bí Cineálta which will replace anti-bullying policies nationally.
Board members who sit on the Board of Management for our schools / colleges will be provided access to these resources as part of capturing the Board of Management input in the Bí Cineálta development.
Bí Cineálta is a set of procedures to prevent and address bullying issues in schools, it is from the Department of Education and must be implemented no later than the first day of the next academic year.

4.3 **Directors of FET Report** (Appendix 4C) was noted.
The Board were informed that there should be an update regarding funding from SOLAS prior to the next board meeting. The Board were advised that SOLAS are currently finalising their five year strategy statement.
The Board were informed that City of Dublin ETB was honoured to win in two categories at the recent AONTAS star awards, (the winners were the Blocks – supporting health and wellbeing and also the active citizenship/voter education programme – Supporting global citizenship information).

4.4 **Director of OSD Finance Report** (Appendix 4D) was noted.
The Board were reminded of the additional board meeting scheduled for Thursday the 27th of March to approve the Draft Financial Statements and the Statement on Internal Control.

The Finance Proposal – Bank mandate changes was approved as per Appendix 4E.
Appendix 4(E) (i)
Proposed by: Cllr. Vincent Jackson ***Seconded by: Cllr. Rory Hogan***

Appendix 4(E)(ii)
Proposed by: Cllr. Vincent Jackson ***Seconded by: Ms. Audrey Cepeda***

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

4.6 **Director of Services SUSI Report** (Appendix 4D) was noted.
The Board were informed that a draft decision report had been received from the Data Protection Commission regarding the SUSI website security incident that occurred in 2018 and the corrective actions contained in the draft report including potential administrative fines. As this incident occurred in 2018, the Board were advised of the changes in senior leadership positions in SUSI since 2018 and the improvements that have been made regarding data protection, governance and website security.

4.7 **Credit Card Policy** (Appendix 4H) was noted.

4.8 **Purchasing Card Policy** (Appendix 4H) was noted.
The Board were informed that purchasing cards are currently being rolled out to City of Dublin ETB schools, colleges, and centres. The future requirement for petty cash facilities in all locations will be considered as part of this project. The Board were advised that a purchasing card credit limit is assigned depending on the size and need of the school/college/centre and that a single transaction limit is also applied. A query was raised regarding the feasibility of a system that could identify common areas of spend by schools and colleges with the purchasing card. The DOSD (Finance) advised that all schools /colleges are required to use the standard Purchase to Pay (P2P) system in the first instance with the purchasing cards only to be used for agreed expenditure types. An analysis and review of spend on Purchasing cards is carried out by City of Dublin ETB Finance on a periodic basis.

5. Risk

6. Boards of Management and Committees Minutes for Noting

The following Board of Management and Committee minutes were confirmed.

- An Cosán CSS held on 16th January 2025 (**Appendix 6A**)
- Coláiste Dhulaigh Northeast Campus held on 6th November 2024 (**Appendix 6B**)
- Ballyfermot Southwest Campus held on 2nd December 2024 (**Appendix 6C**)
- Ballsbridge Central Campus held on 13th November 2024 (**Appendix 6D**)
- Cathal Brugha Central Campus held on 25th November 2024 (**Appendix 6E**)
- Cathal Brugha Central Campus held on 14th January 2025 (**Appendix 6F**)
- Ballyfermot Southwest Campus held on 20th January 2025 (**Appendix 6G**)

7. Circular Letters, Inspection Reports and Correspondence

Noted.

8. Members' Business

9. Chairperson's Business

9.1 ETBI Phase 3 Governance Training for ETB Board Members (Dates) (**Appendix 9A**) was noted.

- The Board were advised that there are three board members who have yet to return their Ethics declarations. The board members were reminded their outstanding Ethics declarations should be returned to the Governance Officer.
- The Board were reminded that any outstanding Charity Trustee declarations should be returned to the Governance Officer.

The Board were advised of ETB week commencing the following week and how important it is for the branding of the organisation. Some of the items of the week include staff videos about their experience working in the City of Dublin ETB which will be circulated to all staff. There will also be an event held in Croke Park for all 16 ETBs. The board were informed of a new book published to celebrate the ETBs ten year's existence.

A discussion took place on raising awareness of all the facilities and services the City of Dublin ETB provides across the city. The Board were informed that part of the five year strategy statement is focused on branding and how City of Dublin ETB position's itself as an educational provider for Dublin City.

10. Next Meetings: 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.