City of Dublin ETB Board Meeting November 2024

Minutes of the meeting of the City of Dublin Education and Training Board held on Thursday 21st November 2024 at 5.00 p.m. via Zoom.

Present:

Ms. Bernadette Bourke
Ms. Audrey Cepeda
Cllr. Keith Connolly (Chairperson)
Cllr. Donna Cooney
Mr. Niall Donald
Mr. Malachy Farrell
Cllr. Jesslyn Henry
Cllr. Vincent Jackson
Cllr. Dermot Lacey
Cllr. Cat O'Driscoll
Cllr. Colm O'Rourke
Mr. Michael Smyth
Mr. Aidan Sweeney

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)
Mr. Philip Connolly (Director of Services SUSI)
Mr. Damien Costello (Governance Officer)

**Organisation Support & Development*

Apologies:

Mr. Adrian Cummins
Cllr. Declan Flanagan
Cllr. Rory Hogan
Cllr. Micheál MacDonncha
Ms. Denise McMorrow
Cllr. Carolyn Moore
Ms. Pamela Raftery
Cllr. Gayle Ralph

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

In accordance with the provisions of CL 002/2019 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 meeting held on the 17th of October were approved.

Proposed by: Cllr. Dermot Lacey ***Seconded by: Cllr. Vincent Jackson***

The Board discussed the need to adhere to the instructions provided to the board at meetings where documents are highlighted as highly confidential and not for distribution.

3. Reserved Functions

3.1 The following City of Dublin ETB Nominees were approved on Boards of Management.

Cabra Community College Board of Management: Cllr John Stephens
Colaiste Eoin Board of Management: Michael John Winters and Lar Hayden

Proposed by: Cllr. Vincent Jackson ***Seconded by: Cllr. Dermot Lacey***

3.2 City of Dublin ETB Nominees, Parent/Student, Teacher, BoM Nominees to Boards of Management were approved as per **Appendix 3B**.
Proposed by: Cllr. Vincent Jackson ***Seconded by: Cllr. Donna Cooney***

3.3 Nominees to City of Dublin Youth Work Committee were approved as per **Appendix 3C**.
Proposed by: Cllr. Vincent Jackson ***Seconded by: Cllr Dermot Lacey***

4. Chief Executive's Report

4.1 **Director of Schools Report** (Appendix 4A) was noted.
The Board was informed of the success of the City of Dublin Youth Services with many ongoing youth projects. The Board commended the great work of the youth services in the local areas.
The Board were pleased to see great supports in place for An Cosán Community Special School.

4.2 **Directors of FET Report** (Appendix 4B) was noted.
The Board was informed that City of Dublin ETB is projecting an overspend in the FET budget due to a number of factors including Public Sector Pay agreement, increasing participant numbers particularly in ESOL and increase in costs for apprenticeship allowances.
The Board was advised that the National Centre for Reconciliation and Remembrance is now at the planning stage. City of Dublin ETB have been selected as the lead partner for the educational component of the facility.
The Board were informed that City of Dublin ETB won the UDL (Universal Design for Learning) in Collaboration Excellence award at the John Kelly Award Ceremony which was held in ATU Sligo.

4.3 **Director of OSD (Finance) Report** (Appendix 4C) was noted.
The Board was informed that the Annual Financial Statements for 2023 have been approved for publication by the Department and are available to view on the City of Dublin ETB website.

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

4.5 **Director of Services (SUSI) Report** (Appendix 4E) was noted.
The Board was informed of the current status of the MySUSI Programme which will replace the current systems SUSI use with a new integrated, end-to-end platform. The business case has been approved by the Department of Public Expenditure NDP Delivery and Reform (DPER).

5. Risk

Members of the Board were presented with the following documents by the Director of OSD:

5.1 Corporate Risk Register 2024 – for approval
5.2 Risk Appetite Statement 2024 - for approval
5.3 Risk Management Plan 2024 - for approval
5.4 Risk Management Policy – for noting

The following arose from the documents:

- The Board was advised that City of Dublin ETB are working with IPB Insurance to use the Risk Management Framework.
- The Audit and Risk Committee were presented with the Risk documents and have recommended the

documents go to the board for approval.

- The Board was informed that the Risk Appetite Statement is a guidance document. Traffic light system used to rate risks, Adverse, Cautious and Tolerant. Different examples were given to showcase examples of the variety of risks.
- The Board was informed of the key areas of the Risk Management Plan: Identify the Risks, Assess the Risks, Manage the Risks and Review and Report the Risks.
- The Board was advised on the structure of the Corporate Risk Register. From the local risk registers in the school's and centres and how they feed back to the directorate level depending on the level of risk. The senior leadership team view the Directors' register' which then go to the Audit and Risk Committee and the City of Dublin ETB Board.

5.1 Corporate Risk Register 2024 was approved.
Proposed by: Cllr. Vincent Jackson ***Seconded by: Ms. Bernadette Bourke***

5.2 Risk Appetite Statement 2024 was approved.
Proposed by: Cllr. Vincent Jackson ***Seconded by: Ms. Bernadette Bourke***

5.3 Risk Management Plan 2024 was approved.
Proposed by: Cllr. Vincent Jackson ***Seconded by: Ms. Bernadette Bourke***

5.4 Risk Management Policy was noted.

6. Boards of Management and Committees Minutes for Noting

The following Boards of Management and Committees minutes were confirmed.

- Ballyfermot CFE held on 20th May 2024 (**Appendix 6A**)
- Kylemore College held on 11th June 2024 (**Appendix 6B**)
- Plunket College held on 27th May 22024 (**Appendix 6C**)
- Cabra CC held on 21st May 2024 (**Appendix 6D**)

7. Circular Letters, Inspection Reports and Correspondence

Noted.

8. Members' Business

9. Chairperson's Business

10. Next Meeting:

Thursday 16th January 2025 at 5p.m.
The Board were advised that the 2024 Annual Report will be brought to their next meeting in January. The January meeting will return to a hybrid meeting. The Board were informed that there will be further training for board members in the new year.