# City of Dublin ETB Board Meeting September 2025

Minutes of the meeting of the City of Dublin Education and Training Board held on Thursday 18th September 2025 at 5.00 p.m. in City of Dublin ETB, Head Office, Ballsbridge, Dublin 4 and via Zoom.

**Present:**

Ms. Bernadette Bourke (online)
Ms. Audrey Cepeda
Cllr. Keith Connolly (Chairperson)
Cllr. Donna Cooney (online)
Mr. Niall Donald (online)
Mr. Malachy Farrell
Cllr. Declan Flanagan (online)
Cllr. Jesslyn Henry (online)
Cllr. Vincent Jackson
Cllr. Dermot Lacey (online)
Cllr. Michael MacDonncha (online)
Ms. Denise McMorrow (online)
Cllr. Cat O'Driscoll
Cllr. Colm O'Rourke (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)
Mr. Blake Hodkinson (Director of FET)
Mr. John Moriarty (Director of FET)
Ms. Wesleigh O'Hagan (Director of Schools)
Mr. Damien Costello (Governance Officer)
**Organisation Support & Development*

**Apologies:**

Ms. Kay Cullinan (Director of OSD*)
Mr. Philip Connolly (Director of Services SUSI)
Mr. Adrian Cummins
Cllr. Rory Hogan
Cllr. Carolyn Moore
Cllr. Gayle Ralph

## 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 meetings held on the 19th of June were approved.

***Proposed by: Cllr. Vincent Jackson*** ***Seconded by: Cllr. Cat O'Driscoll***

## 3. Reserved Functions

**3.1 Strategy Statement 2026 - 2030** (Appendix 3A) was approved.

***Proposed by: Cllr. Cat O'Driscoll*** ***Seconded by: Cllr. Vincent Jackson***

The board were advised of how the strategy statement aligns with the yearly service plan. The strategy statement is the underlying framework for the service plan.

**3.2 Note on update to Statement on Internal Control and Annual Financial Statements 2024** (Appendix 3B(i)) was noted.

The Board were presented with a note on the material changes to the original draft accounts presented to the board in March. The Board were advised that the updated Statement of Internal Control was circulated to the Audit and Risk Committee who approved the amendments to go to the board. The Board were advised that the updated Annual Financial Statements were circulated to the Finance Committee who approved the statements to go to the board.

**3.3 Updated Statement on Internal Control** (Appendix 3B) was approved.
***Proposed by: Cllr. Vincent Jackson*** ***Seconded by: Ms. Audrey Cepeda***

**3.4 Updated City of Dublin ETB Draft Financial Statements for the year ended 31st December 2024** (Appendix 3C) was approved.
***Proposed by: Cllr. Vincent Jackson*** ***Seconded by: Ms. Audrey Cepeda***

**3.5 Note on Amendment to Chairperson and Annual Reports** (Appendix 3C(i)) was noted.

The Board were advised that the Department of Education and Youth have requested a change in the wording set out in section 6.8 of the Chairperson's Report. The Board were advised of the potential amendment to the Annual Report 2024 to align with the changes to the Chairperson's Report.

**3.6 Chairperson's Report 2024** (Appendix 3C(ii)) was approved.
***Proposed by: Cllr. Cat O'Driscoll*** ***Seconded by: Mr. Michael Smyth***

**3.7 City of Dublin ETB Annual Report 2024** (Appendix 3C(iii)) was approved.
***Proposed by: Cllr. Cat O'Driscoll*** ***Seconded by: Mr. Michael Smyth***

**3.8 City of Dublin ETB Nominee Vacancies on Committees and Boards of Management** (Appendix 3D) was noted.
A query was raised by the board on the Prisons Education Committee, this will be discussed at a future date.

**3.9 Approval of City of Dublin ETB Nominee, Parent/Student, Teacher, BoM Nominees to Boards of Management and Committees** was approved as per Appendix 3E.
***Proposed by: Cllr. Vincent Jackson*** ***Seconded by: Cllr. Jesslyn Henry***

**3.10 ETBI Annual Congress October 9th – City of Dublin ETB Delegates** (Appendix 3F) was approved.
***Proposed by: Cllr. Cat O'Driscoll*** ***Seconded by: Cllr. Jesslyn Henry***

**3.11 Information Note from Audit and Risk Committee – September ARC Meeting** (Appendix 3G) was noted.

**3.12 Report – Audit and Risk Committee Meeting May 2025** (Appendix 3H) was noted.

**3.11 Report – Finance Committee Meeting March 2025** (Appendix 3I) was noted.

## 4. Chief Executive's Report

4.1 **Director of Schools Report** (Appendix 4A) was noted.
The Board were presented with a power point presentation titled "City of Dublin ETB – Community National Schools". The contents of the presentation covered the following: What are Community National Schools? Community National Schools National Overview, Opinions survey Primary Schools in Dublin, What do Community National Schools offer? Why is the CNS Model Growing? And City of Dublin ETB supports.

From the presentation the following arose:

- A discussion took place on what questions are contained in the survey regarding school patronage that the Department of Education and Youth are currently preparing to issue to households with school aged children.
- The Board were advised that members of the senior leadership team met with the Department of Education and Youth. At the meeting the Department explained the process of how the survey will be issued to the public, how many questions it contains and what the questions are.
- The Board were informed that similar surveys will also issue to staff in schools and school board of managements.
- The Board were reminded that in discussions with members of the public around patronage of primary schools that the City of Dublin ETB is the State Provider of education and training in the city.

A minute's silence was observed in respect of the recent deaths of two students. The Board and the Executive offered condolences to the friends and family of the deceased and acknowledged the caring support offered by the principals and boards of management of the schools.

4.2 **Directors of FET Report** (Appendix 4B) was noted.
The Board were informed of the City of Dublin ETB stall at the entrance to the Higher Options 2025 event taking place during the week in the RDS, a great example of the strong work ethic across the organisation promoting the brand of the City of Dublin ETB.

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

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

4.5 **Director of Services SUSI Report** (Appendix 4E) was noted.

4.6 **Travel Policy** (Appendix 4F) was noted.

4.7 **Policy for the Prevention and Resolution of Sexual Harassment and Harassment at work** (Appendix 4G) was noted.

4.8 **Data Processing Policy** (Appendix 4H) was noted.

## 5. Risk

5.1 City of Dublin ETB Corporate Risk Register **(Appendix 5A)** was noted.

The Board were advised that this Corporate Risk Register was also presented to the Audit and Risk committee at their recent meeting in September. The Directors of FET met with the Audit and Risk Committee at that meeting and presented a FET Risk Register. The Board were advised that the Director of Services SUSI is scheduled to attend the next Audit and Risk Committee meeting in November.

## 6. Boards of Management and Committees Minutes for Noting

The following Board of Management and Committee minutes were confirmed.

- An Cosán CSS held on 4th April 2025 (**Appendix 6A**)
- Ellenfield CC held on 1st May 2025 (**Appendix 6B**)
- Kylemore College held on 8th April 2025 (**Appendix 6C**)
- Marino College held on 24th March 2025 (**Appendix 6D**)
- Marino College held on 3rd April 2025 (**Appendix 6E**)
- Whitehall Northeast Campus held on 2nd October 2024 (**Appendix 6F**)
- Crumlin Southwest Campus held on 12th February 2025 (**Appendix 6G**)

## 7. Circular Letters, Inspection Reports and Correspondence

Noted.

## 8. Members' Business

The Board were advised that there will be a more detailed response prepared shortly regarding a query raised by the board on plans for the City of Dublin ETB sports grounds in Templeogue.

## 9. Chairperson's Business

9.1 Board Self-Assessment Evaluation Questionnaire.
The Board were reminded to complete the Board Self-Assessment Evaluation Questionnaire by the end of next week so the findings can be discussed at October's Board meeting.

## 10. Next Meetings:

Thursday 16th October 2025 at 5p.m.