

**MINUTES OF PROCEEDINGS OF A BOARD MEETING HELD ON THURSDAY,  
25 OCTOBER 2018 AT 2.00 PM IN ST KEVIN'S COLLEGE, LISNASKEA**

**1. PRESENT** Ms S O'Connor (Chair)

Mr D Cargo	Mr G Lundy
Mrs P Carville	Mr N McCausland
Mr G Doran	Dr A McMorran
Mr E Jardine	Dr I McMorris
Rev R Herron	Mr R Pollock
Sir Gerry Loughran	Miss R Rainey

**2. IN ATTENDANCE**

Mr J Collings (Interim Chief Executive), Miss J Bill, Ms S Long, Mr D Anderson, Mr M Baker, Mrs A Kee, Ms A Monaghan and Ms L McCall.

Ms A Campbell attended in her role as Board Room Apprentice.

**3. APOLOGIES**

Apologies had been received from Rev A Adams, Ms Á Andrew, Mr J Craig, Mrs M Culbert, Dr M Dynan, Mr O McMullan, Mrs S Kelly and Ms N Toman.

**4. DECLARATIONS OF INTEREST**

Members were reminded of the requirement to declare interests where appropriate during the course of the meeting.

**5. MINUTES OF BOARD MEETING HELD ON 27 SEPTEMBER 2018**

The Board approved the minutes\* (EAB/9/18/3) of the meeting held on 27 September 2018 on the proposal of Miss Rainey and seconded by Mrs Carville.

**6. MATTERS ARISING FROM THE MINUTES**

**6.1 SUB-GROUP OF AUDIT AND RISK ASSURANCE COMMITTEE (9)**

Mr Collings said that a protocol for clearing papers for Board and Committees meetings had been agreed by the Corporate Leadership Team. He also said that a paper setting out a common house style for Board and Committee minutes would be presented to the Board in November for consideration.

**6.2 SCHOOL MINIBUSES (12)**

Ms Long said that, in case schools would seek to dispose of their minibuses at the current time, a letter would issue to schools after the half term break to advise that EA intended to pursue the matter concerning minibus licensing requirements.

**7. CHAIR'S BUSINESS**

**7.1 ST KEVIN'S COLLEGE**

The Chair expressed appreciation to the Principal and Board of Governors of St Kevin's

College for facilitating the community engagement event and the Board meeting at the school. She thanked the education stakeholders in the locality for participating in the engagement event held earlier in the day.

**Action:** *Timing of future engagement events involving principals to be reviewed to ensure maximum participation.*

## **7.2 PERMANENT SECRETARY - MEETING HELD ON 24 OCTOBER 2018**

The Chair referred to a number of issues that had been discussed with the Permanent Secretary the previous day and actions which would require follow up.

A note of the meeting with the Permanent Secretary would be presented to the Board at its November meeting.

## **7.3 TRANSFORMATION PROGRAMME MEMBERS' SUB-GROUP - MINUTES OF MEETING HELD ON 18 OCTOBER 2018**

Mr Collings said that the Sub-Group had met the Transformation Team and had been delighted with the Team's enthusiasm and work undertaken since their appointment. He reported that DE had secured £2.4m funding for transformation in 2018/19 and £4m for 2019/20. EA would receive £150,347 in 2018/19 to fund costs associated with three of its four Wave 1 projects. He said that clarification was awaited on a further earmarked amount for its fourth Wave 1 proposal which related to Area Planning. EA would also receive £305k in 2019/20 to fund costs for Wave 1 projects.

Mr Collings said that the Sub-Group was recommending that both the Audit and Risk Assurance Committee and DE's Audit and Risk Assurance Committee should keep the Transformation Programme as a standing item on their respective agenda. This would assist in securing a degree of independent accountability with regard to transformation.

On the proposal of Dr McMorris, seconded by Mrs Carville, the Board approved the minutes\* (EAB/11/18/5) of the meeting held on 18 October 2018.

**Action:** *Transformation Programme to be a standing item on the ARAC agenda. Request to be made to DE's ARAC that the Transformation Programme becomes a standing item on its agenda.*

## **7.4 STAFFING MATTERS**

On the proposal of Miss Rainey, seconded by Mr Jardine, the Board agreed to discuss this matter in committee.

*Officers and Ms Campbell withdrew from the meeting.*

The Chair provided a report on two staffing matters.

On the proposal of Miss Rainey, seconded by Mrs Carville, the Board agreed to resume the meeting.

While in committee, the Board had noted:

- A report on arrangements concerning Mr Boyd's return to work following a period of sickness absence.
- Mr Collings would be retiring from EA at the end of March 2019.
- Mrs Duffield would be asked to outline the approach and process for the appointment of an Acting Director of Education to enable the recruitment activity to commence.

*Officers and Ms Campbell re-entered the meeting.*

- **Actions:** Chair to report back to Members on arrangements concerning the Chief Executive following engagement with the Permanent Secretary; and Mrs Duffield to outline the approach and process for the appointment of an Acting Director of Education to enable the recruitment activity to commence.

## 7.5 COMMUNICATIONS - UPDATE

The Board noted the summary paper\* (EAB/10/18/5) on proactive communications and issues raised in the media in the previous month. Ms Monaghan said that EA's new website would be launched on 1 November 2018 along with a new Facebook page.

Ms Monaghan asked Members to contact her should they wish to be briefed on managing media queries.

## 7.6 GOVERNANCE AND ACCOUNTABILITY (GAR) REVIEW - MEETING HELD ON 3 OCTOBER 2018

The Board noted that matters discussed at the GAR meeting had included corporate governance and business performance, the transformation programme, financial management, area planning, risk management and project updates, and day 1 delivery planning for Brexit. Discussion on financial management had included schools' financial plans for 2018/19, 2019/20 pressures, and the NI Affairs Committee Inquiry.

Mr Collings advised that DE had elevated the risks on the projects for Lot 8 Procurement / C2K and Integrated Financial Systems to stand alone risks within DE's Corporate Risk Register. DE had asked EA to also consider elevating these two risks to stand alone risks within EA's Corporate Risk Register.

The Chair advised that the Member's request for a standing item on the GAR agenda relating to raising educational standards had been relayed to DE.

A Member received confirmation that GAR minutes would be posted on the Members' website.

## 8. STANDING ORDERS

Mr Collings presented Standing Orders\* (EAB/10/18/6) which now incorporated the recommendations of the Sub-Group of the Audit and Risk Assurance Committee relating to governance issues. The Sub-Group's recommendations had been approved by the Board at its meeting on 27 September 2018. Mr Collings also drew attention to a recommendation to amend Standing Order 10.7 where reference had been made to the Teaching Appointments Committee and the quorum of that Committee.

On the proposal of Mr Jardine, seconded by Mr Lundy, the Board approved Standing Orders.

A Member queried the process for DE to endorse EA's Standing Orders.

**Action:** Report back on the process for DE to endorse EA's Standing Orders.

## 9. FINANCE AND GENERAL PURPOSES COMMITTEE : MINUTES OF MEETING HELD ON 2 OCTOBER 2018

The Chair of the Committee said that a presentation had been provided on the Integrated Financial Systems (iFS) project and arrangements for remobilisation and delivery of the integrated solution within an agreed timeframe. He advised that a benefits analysis of the

iFS project would be presented to the Committee. The Committee had also received reports on the development of the Organisational Development and Learning Strategy for non-teaching staff, severe weather guidance for schools and Headquarters' staff, the tender report, and a recommendation concerning a land and property transaction.

The Chair said that the 2018/19 budget for the Aggregated Schools' Budget (ASB) was £1,175.5m (including £276.72m for Voluntary Grammar and Grant Maintained Integrated schools) with a block grant allocation of £614.426m (which included £18.6m additional funding to cover VG/GMI schools phase II). He said that, during August, EA had been notified of additional budget allocations as follows: £8M for school surplus drawdown; £2.177m Earmarked funding; and £2.363m Youth funding. The August MEMR was reporting an overall estimated funding gap of £21.06m (excluding Earmarked and Youth) and an estimated block grant funding gap of £16.22m after estimated savings of £18.78m. He said that the estimated funding gap had reduced by £8m as a result of some movements in forecasts and the £8m allocation for surplus drawdown. The ASB was now showing an estimated pressure of £4.84m after the receipt of £8m for surplus drawdown. He advised that significant risks remained around ASB estimates as current profiles assumed that schools would deliver savings and generate additional income of £10m-£11m in 2018/19.

The Chair of the Committee said that EA continued to manage significant financial risk. Total savings were estimated to be £18.745m with over 70% being rated as amber or above on a RAG rating. He said that officers remained committed to highlighting the benefits of stock counts to school leaders through engagement events.

On the proposal of Dr McMorris, seconded by Mrs Carville, the Board approved the minutes\* (EAB/10/18/7.1) of the meeting held on 2 October 2018.

Mr Collings said that the Chair, the Director of Finance and ICT, and he had attended the NI Affairs Committee on 10 October 2018 to give oral evidence to the Inquiry on Education Funding in Northern Ireland. He paid tribute to colleagues, particularly officers in Finance, for their work in preparing papers to be used as evidence in the Inquiry. Mr Collings said that the Committee had sought clarity on a small number of issues. DE had responded in writing to the Committee on a matter concerning misinterpretation of a budget underspend. EA officers would submit further written evidence to the Committee to highlight issues raised by school leaders at engagement events held after 10 October. He said that the Committee had confirmed that written and oral evidence was of equal importance to the Inquiry. Miss Bill outlined other issues which EA had been asked to clarify. A response would be submitted to the Committee in accordance with the deadline provided.

The Chair said that further information would also be submitted to the Committee by EA on the Youth Service.

#### **10. CHILDREN AND YOUNG PEOPLE'S SERVICES COMMITTEE - MINUTES OF MEETING HELD ON 4 OCTOBER 2018**

The Chair of the Committee said that the Committee's visit to Magnet Young Adult Centre, Newry was taking place on 29 October 2018. She extended an invitation to all Members to attend the event. She said that the Committee had given consideration to detailed documentation on proposals for a new funding scheme for Regional and Local Voluntary Youth Organisations. The Committee had noted the significant engagement that had taken place with a wide range of stakeholders to inform the key underpinning principles of the new funding scheme as well as the equality screening template. The Committee had

agreed to recommend that the Board should adopt the consultation information booklet and the consultation questionnaire with a view to commencing a twelve week public consultation on the proposed new funding scheme for Regional and Local Voluntary Youth Organisations in November 2018.

A Member queried the next steps should the Board agree to proceed with the Committee's recommendations. He referred to disparities in youth provision across legacy education and library board areas and, given the fact that it would be a full year before EA could implement the scheme, he considered that further analysis should be given to the proposals before entering into a public consultation process.

Mrs Kee said that it was recommended that EA should enter into a twelve week public consultation period on the high level principles of the proposed funding scheme to give stakeholders further opportunity to express views. The consultation would commence once EA had engaged with trade unions and political parties the following week on the high level principles. After the twelve week consultation period, a consultation response report would be presented to the Children and Young People's Services Committee for consideration on how best to proceed. Mrs Kee said that the high level principles were directly linked to DE policy 'Priorities for Youth' (2013) and reflected the views of all engagement undertaken to date by EA (previously the ELBs and the Youth Council for NI) with the various stakeholders. She said that 22 workshops would be held to engage stakeholders on the new proposals, 17 of which would be directly with registered youth organisations (regional and local). These proposals have been developed from 2013 with engagement from a range of key stakeholders including the Regional Advisory Group, Regional Voluntary Youth Organisations, Local Voluntary Youth Organisations and other key stakeholders, including trade unions and political parties. She highlighted that youth organisations were anticipating the public consultation at this time. She said that DE and EA continued to receive a significant number of complaints and queries from a range of youth providers and organisations which considered that the historical funding was not open and transparent. She said that this consultation would not affect existing funding schemes and that, as part of the engagement undertaken to date, youth organisations had been advised that in instances where funding might change, EA would ensure that arrangements were in place to manage that process of change.

A Member suggested that the timing of the consultation, which would run over the Christmas period, might be reviewed. He also queried whether the Youth Council NI had been involved in the proposals for the new funding scheme.

Mrs Kee said that, given the level of interest in this matter and further to consideration of DE it was agreed to commence the process prior to Christmas. The period of consultation has been extended from eight weeks to twelve weeks, specifically taking account of the Christmas period. She said that the Youth Council NI had led on the pre-engagement with Regional Voluntary Youth Organisations from 2015 and when a Project Management Board had been established through the CYPs Directorate, this group had included the Chairperson of the Youth Council NI. This ensured that the proposed new funding scheme had received consideration in that forum.

The Board noted that statements of special educational needs had been approved by the Committee.

On the proposal of Mrs Carville, seconded by Mr Lundy, the Board approved the minutes\* (EAB/10/18/8) of the meeting held on 4 October 2018.

**11. MEMBERSHIP AND TEACHING APPOINTMENTS COMMITTEE - MINUTES OF MEETING HELD ON 4 OCTOBER 2018**

The Chair of the Committee said that the majority of schools would receive notification in October that they had reached the threshold to convene their first reconstituted meetings of their Boards of Governors. She reported on arrangements to convene further Board Member reconstitution panels to give consideration to filling remaining places on Boards of Governors. She referred to governance arrangements which were being put in place for reconstitution oversight panels. She also advised that the Scheme of Management would be reviewed to ensure that appropriate regard was given to conflicts of interest around relationships and particularly in-laws.

A Member referred to the importance of EA working collaboratively with nominating bodies. He queried whether EA and the nominating bodies had adopted principles around reconstitution. The Chair of the Committee said that relationships with nominating bodies would be included within the lessons learned report on reconstitution which would be presented to the Committee in due course. She said that she understood that the Head of Governance had recently met representatives of the Transferor Representatives' Council to discuss the matter of principles of reconstitution.

The Chair of the Committee said that the Committee had reviewed a report summarising principal appointments in 2017/18 in conjunction with recommendations made by Boards of Governors to provide for reserve candidates. Consideration had also been given to challenges for some individuals to access information for jobs online and the need to give equality of treatment to all individuals.

The Board noted the minutes\* (EAB/10/18/9) of the meeting held on 4 October 2018.

**12. AUDIT AND RISK ASSURANCE COMMITTEE - MINUTES OF MEETING HELD ON 8 OCTOBER 2018**

The Chair of the Committee said that the Committee had noted the revised format for the Annual Report 2017/18 and the amended Governance Statement. As the audit of the 2017/18 Financial Statements was continuing, he advised that it was anticipated that a special meeting of the Committee would be convened prior to Christmas to consider the Annual Report and Accounts for 2017/18. He said that NIAO was currently exploring a number of topics for future reports with stakeholders. These included Early Years, Targeting Social Need, and the Education Inspectorate.

The Chair of the Committee drew attention to concerns regarding confidence in delivering the Internal Audit Plan by year end. He said that the Head of Internal Audit and Assurance had agreed to discuss the plan with the Interim Chief Executive and the Committee would review the plan at its special meeting in order to satisfy itself that the programme was achievable and sufficiently robust to provide assurance at year end. The Head of Internal Audit and Assurance had also been asked to present his plans on the enduring Internal Audit staffing structure at the special meeting.

The Chair of the Committee said that the external audit quality assessment report, dated July 2018, had concluded that EA Internal Audit was generally compliant with Public Sector Internal Audit Standards. Recommendations to achieve further compliance had been noted by the Committee. The Committee had also noted the completed self-assessment checklist and had recommended that the Whistleblowing Policy should be reviewed to enable a Board Member to have overall responsibility for whistleblowing arrangements within EA.

The Chair of the Committee said that, in considering the Corporate Risk Register, the DE representative had asked EA to consider creating separate risks for ICT projects. He said that the Committee was also recommending that, as risk management was owned by all the Committees, a risk register should be presented to each respective Committee.

The Chair of the Committee said that protocol had been agreed to follow up responses from schools on the implementation of Priority 1 and 2 recommendations contained in school audit reports. He said that the Committee had considered a summary report of audit coverage for Voluntary Grammar and Grant Maintained Integrated (VG / GMI) schools in 2017/18. The report included guidance provided to VG / GMI schools by DE in 1999 which permitted the same firm to provide both the internal and external audit service to a school. The Committee, in noting DAO 10/07, had agreed to recommend that schools would be informed of the need to adhere to the guidance set out in DAO 10/17 which stated that in all circumstances where a private sector firm was engaged to provide a contracted-in internal audit function, the same firm should not be engaged to undertake external audit or consultancy work. He pointed out that this matter would be regularised for schools for the 2019/20 school year.

A Member welcomed this guidance for schools. He said that the length of term of contract for an external audit provider at VG / GMI schools was for a period of up to three years.

On the proposal of Mr Jardine, seconded by Miss Rainey, the Board approved the minutes\* (EAB/10/18/10.1) of the meeting held on 8 October 2018 and the revised Scheme for the Audit and Risk Assurance Committee.

### **13. EXPULSION COMMITTEE - MINUTES OF MEETING HELD ON 10 OCTOBER 2018**

The Board noted the minutes\* (EAB/10/18/11) of the meeting held on 10 October 2018.

A Member received assurance that arrangements had been put in place to ensure that the pupil, referred to in the minutes, was continuing to receive appropriate education.

### **14. EDUCATION COMMITTEE - MINUTES OF MEETING HELD ON 11 OCTOBER 2018**

The Chair of the Committee said that, in considering the Governor Training Programme for 2018/19, the Committee had expressed concerns that the programme did not provide for financial management training. Miss Bill said that a report on this matter would be provided to the Finance and General Purposes Committee at its next meeting. She provided assurance that financial training would be provided for Governors. A Member sought clarification on the intended approach to provide future training to Governors. It was reported that in addition to on-line training, it was intended that training would be provided through clustering of Boards of Governors.

The Chair of the Committee said that consideration had been given to the development of professional learning support for school leaders, notably EA's responsibilities within DE's strategy document 'Learning Leaders' published in 2016, and work which had commenced on developing a new framework to inform the provision of learning and development pathways for teachers who were aspiring to become school leaders. He said that Members had discussed issues around governance of the Learning Leaders' strategy with the Permanent Secretary on 24 October 2018.

The Chair of the Committee referred to the commencement of the review of the Education Library Service. He also reported on progress against the Area Planning annual action

plan in the current year and the discussion on non-selective post primary education in the Newtownards area. He referred to recommendations concerning Development Proposals and the review of post 16 provision in Ballymoney. It had been agreed that a further paper on the review of post 16 provision in Ballymoney, which would support the current successful shared relationships in the area, would be presented to the Committee for consideration in due course.

A Member said that the Committee had given consideration to the need to promote social cohesion in areas where sustainability issues impacted on a minority community. He considered that the minute should be amended to reflect the Committee's view that social cohesion should form part and parcel of area planning considerations. The Committee would reconsider the minutes at its next meeting on 8 November 2018.

Subject to the Education Committee reconsidering minute 7.2 (Review of post 16 provision in Ballymoney), the Board approved the minutes\* (EAB/10/18/12) of the meeting held on 11 October 2018 on the proposal of Rev Herron and seconded by Dr McMorris.

#### **15. COMMUNITY USE OF SCHOOLS COMMITTEE - MINUTES OF MEETING HELD ON 15 OCTOBER 2018**

Mr Collings said that the Committee had agreed to commence a review of community use of schools. This would include working collaboratively with Councils through community planning and other statutory partners and funders. He said that EA had been working with the Greater Shankill Partnership and Belfast City Council to explore the possibility of developing the concept of full service schooling for primary age children. This focused on partnerships between a school and its community.

A Member queried if DE had undertaken an evaluation of the full service school initiative which had been taken forward in the Belfast area in previous years. Another Member said that the initiative had enabled key stakeholders in a community to take shared responsibility for looking after children's needs in a holistic way. Mr Collings undertook to engage with DE on this matter in order to share DE's evaluation with the Committee.

A Member suggested that a future meeting could be held in one of the Belfast Model Schools.

On the proposal of Mr Jardine, seconded by Sir Gerry Loughran, the Board approved the minutes\* (EAB/10/18/13) of the meeting held on 15 October 2018.

#### **16. DATE OF NEXT MEETING**

The next meeting of the Board would be held on 29 November 2018.

The meeting ended at 3.40 pm.

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**Chair**

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**Chief Executive**

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**Date**

\* Paper issued with Board agenda

\*\* Paper tabled at Board meeting