

MINUTES OF A MEETING OF THE MEMBERSHIP AND TEACHING APPOINTMENTS COMMITTEE HELD ON 5 NOVEMBER 2018 AT 2.00 PM IN ANTRIM BOARD CENTRE

1. PRESENT Miss R Rainey (Chair)

Mrs P Carville	Mrs S Kelly
Mr D Cargo	Mr O McMullan
Mr G Doran	Ms S O'Connor
Sir Gerry Loughran	Mr R Pollock

2. IN ATTENDANCE

Mrs C Duffield, Mrs K Scott, Mrs H Fraser, Mrs H Gallagher and Mr C McNickle.

3. DECLARATIONS OF INTEREST

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

4. APOLOGIES

Apologies had been received from Rev A Adams, Mr J Craig and Dr A McMorran.

5. MINUTES OF MEETING HELD ON 4 OCTOBER 2018

The Committee agreed that the minutes* (MTAC/11/18/3) of the meeting held on 4 October 2018 were a correct record on the proposal of Mrs Carville and seconded by Mr Pollock.

6. CHAIR'S BUSINESS

INVESTING IN THE TEACHING WORKFORCE SCHEME

Mrs Gallagher updated Members on forthcoming teacher appointments as part of the Investing in the Teaching Workforce Scheme. She highlighted that schools were expected to return their recommendations to EA during the first week in December. This meant that the recommendations would not be collated in time for consideration by the Committee at its meeting scheduled for 6 December. Mrs Gallagher provided two options to resolve the matter. A second Committee meeting could be held during the week commencing 17 December or the Committee could agree to delegate authority to the Chair to ratify the teaching appointments.

On the proposal of Ms O'Connor, seconded by Mrs Carville, it was agreed to delegate authority to the Chair of the Committee to ratify the teaching appointments within the Investing in the Teaching Workforce Scheme on the Committee's behalf.

***Action:** Authority delegated to the Chair of the Committee to ratify teaching appointments within the Investing in the Teaching Workforce Scheme.*

7. TEACHING APPOINTMENTS

7.1 PRINCIPAL AND VICE PRINCIPAL APPOINTMENTS

The Chair declared an interest in this item and explained the reason for the interest.

The Committee considered the paper* (MTAC/11/18/6.1.1) in respect of a recommendation for one principal post. A Member expressed concern that only one

applicant had progressed after the first stage of assessment method used after shortlisting. It was noted that following the second stage of assessment this candidate was recommended for appointment. A Member received clarification on arrangements where a recommended candidate declined to accept a post and where no reserve candidate had also been recommended. On the proposal of Ms O'Connor, seconded by Mr Pollock, the Committee approved the principal appointment.

The Committee considered the paper* (MTAC/11/18/6.1.2) in respect of a recommendation for one principal post. On the proposal of Mrs Kelly, seconded by Ms O'Connor, the Committee approved the principal appointment.

The Committee considered the paper* (MTAC/11/18/6.1.3) in respect of a recommendation for one principal post. A Member expressed concern that no reserve candidate had been identified. On the proposal of Mr Pollock, seconded by Ms O'Connor, the Committee approved the principal appointment.

The Committee considered the paper* (MTAC/11/18/6.1.4) in respect of a recommendation for one vice-principal post. Members noted that 13 applicants had applied for the post and one reserve candidate had been identified. On the proposal of Mrs Kelly, seconded by Mrs Carville, the Committee approved the vice-principal appointment.

The Committee considered the paper* (MTAC/11/18/6.1.5) in respect of a recommendation for one vice-principal post. Members noted that 12 applicants had applied for the post and two reserve candidates had been identified. A Member drew attention to the higher number of candidates applying for vice-principal posts, in comparison to principal posts, and welcomed the listing of two reserve candidates. On the proposal of Mrs Carville, seconded by Mr Cargo, the Committee approved the vice-principal appointment.

The Committee considered the paper* (MTAC/11/18/6.1.6) in respect of a recommendation for one vice-principal post. On the proposal of Mr Pollock, seconded by Mrs O'Connor, the Committee approved the vice-principal appointment.

7.2 TEACHER APPOINTMENTS

On the proposal of Mrs Carville, seconded by Mrs Kelly, the Committee approved the papers* (MTAC/11/18/6.2) detailing teacher appointments.

8. MEMBERSHIP - RECONSTITUTION OF BOARDS OF GOVERNORS 2018-2022

8.1 OVERSIGHT PANEL TO CONSIDER RECONSTITUTION OF BOARDS OF GOVERNORS - TERMS OF REFERENCE

Mrs Scott presented the paper* (MTAC/11/18/7.1) and outlined the need for an occasional Oversight Reconstitution panel. Members noted that meetings of the Oversight Panel were required when issues were too complex or time consuming to discuss during routine reconstitution panel meetings. Mrs Scott informed Members that the terms of reference, as set out in the paper, would ensure that future meetings of Oversight Panels would continue to operate consistently. Mrs Scott confirmed that once the reconstitution process had completed, the Oversight Panel would cease to operate.

A Member queried the process for appointments to Boards of Governors following the reconstitution process. Several Members expressed support for the process that had

been followed during reconstitution, whereby Members had participated in Panel meetings and recommendations to serve on Boards of Governors had been presented to the Committee for consideration and approval. Members agreed that this level of scrutiny should continue for all appointments to be made after the main reconstitution process had ended.

On the proposal of Mr Cargo, seconded by Mr Pollock, the Committee agreed to continue to convene Panel meetings to consider filling future vacancies to Boards of Governors. This would ensure that all appointments to Boards of Governors would continue to be given the same level of scrutiny.

Members agreed the Terms of Reference for the Oversight Panel.

***Action:** Officers to consider the operation of Panel meetings to consider future vacancies to Boards of Governors following the end of the main reconstitution process.*

8.2 STRATEGY FOR THE RECONSTITUTION OF REMAINING SCHOOLS

Mrs Fraser presented the paper* (MTAC/11/18/7.2) which outlined a strategy to address the remaining schools that did not meet the threshold for reconstitution in accordance with the agreed process.

Mrs Fraser outlined the thresholds for reconstitution and highlighted that 278 Boards of Governors had met the threshold with further thresholds being met subject to approvals. Support would be provided to the small number of schools remaining below the reconstitution threshold. She confirmed that most letters had been issued during the week commencing 22 October 2018 to the schools that had met the reconstitution threshold, inviting them to convene their first reconstituted meetings of their Boards of Governors.

The Committee noted the paper.

8.3 APPOINTMENT OF PERSONS TO REPRESENT THE EA ON CONTROLLED AND MAINTAINED SCHOOLS

Mrs Fraser provided an update regarding the consistent application of criteria and panel guidance with regard to avoiding conflicts of interest arising from family relationships as detailed in the Scheme for the Management of Controlled Schools.

8.3.1 PANEL MEETING HELD ON 1 OCTOBER 2018 - DUNDONALD OFFICE

Mr Cargo declared an interest in Abbey Primary School and Loughries Integrated Primary School.

Mrs Fraser drew attention to one amendment to the minutes. On the proposal of Mrs Carville and seconded by Mr Pollock, the Committee approved the minutes of the panel meeting held on 1 October 2018 setting out EA representatives to serve on Boards of Governors.

8.3.2 PANEL MEETING HELD ON 2 OCTOBER 2018 - ANTRIM OFFICE

Mr McMullan declared an interest in Glenann Primary School.

On the proposal of Mrs Kelly and seconded by Mr McMullan, the Committee approved the minutes of the panel meeting held on 2 October 2018 setting out EA representatives to serve on Boards of Governors.

8.3.3 PANEL MEETING HELD ON 3 OCTOBER 2018 - ARMAGH OFFICE

Mrs Fraser drew attention to one amendment to the minutes. On the proposal of Mr Doran and seconded by Mr Cargo, the Committee approved the minutes of the panel meeting held on 3 October 2018 setting out EA representatives to serve on Boards of Governors.

8.3.4 PANEL MEETING HELD ON 5 OCTOBER 2018 - OMAGH OFFICE

Mrs Kelly declared an interest in Galliagh Nursery School.

Mrs Fraser drew attention to one amendment to the minutes. On the proposal of Mr Doran and seconded by Mr Cargo, the Committee approved the minutes of the panel meeting held on 5 October 2018 setting out EA representatives to serve on Boards of Governors.

8.3.5 PANEL MEETING HELD ON 12 OCTOBER 2018 - BELFAST OFFICE

On the proposal of Mrs Carville, seconded by Mr Pollock, the Committee approved the minutes of the panel meeting held on 12 October 2018 setting out EA representatives to serve on Boards of Governors.

8.4 RECONSTITUTION OF BOARDS OF GOVERNORS 2018-2022 - APPOINTMENT OF DEPARTMENT OF EDUCATION (DE) REPRESENTATIVES

The Committee considered the appointment of DE representatives, per area, as listed in the papers* (MTAC/11/18/7.4). Amendments to the paper for the Antrim area were highlighted by Mrs Fraser.

On the proposal of Mrs Carville, seconded by Mr Doran, the Committee approved the appointment of DE representatives in the Antrim area as listed in the paper.

On the proposal of Mrs Kelly, seconded by Mr McMullan, the Committee approved the appointment of DE representatives in the Armagh area as listed in the paper.

On the proposal of Mr McMullan, seconded by Mrs Carville, the Committee approved the appointment of DE representatives in the Belfast area as listed in the paper.

On the proposal of Mrs Kelly, seconded by Mr Pollock, the Committee approved the appointment of DE representatives in the Dundonald area as listed in the paper.

On the proposal of Mrs Carville, seconded by Mrs Kelly, the Committee approved the appointment of DE representatives in the Omagh area as listed in the paper.

8.5 TRANSFEROR REPRESENTATIVES

The Chair declared an interest as Vice-Chair of Transferor Representatives' Council. Mr Cargo declared an interest in Abbey Primary School; he withdrew from the meeting at 3.02 pm and returned at 3.03 pm.

Mrs Fraser informed Members that EA would be issuing information to post primary schools in relation to the election process for transferor representatives. She highlighted that the time taken for schools to return information might mean that it would not be received in time for the December Committee meeting. Following discussion, it was agreed that any transferor representative appointments that arrived with EA too late to be submitted with the papers for noting in the month of December, could be noted by the Chair or a nominee of the Chair on behalf of the Committee.

Mrs Fraser advised Members of one amendment not noted on the papers.

Subject to this amendment, the Committee noted the transferor representatives as set out in the papers* (MTAC/11/18/7.5).

***Action:** Transferor representatives appointments that arrive with EA too late to be submitted with the Committee papers for the month of December, to be noted by a nominee of the Chair on behalf of the Committee.*

8.6 PARENT REPRESENTATIVES

Mrs Fraser drew attention to one amendment in the papers.

The Committee noted the parent representatives as set out in the papers* (MTAC/10/18/7.6).

8.7 TEACHER REPRESENTATIVES

Mrs Fraser drew attention to one amendment in the papers.

The Committee noted the teacher representatives as set out in the papers* (MTAC/11/18/7.7).

8.8 TRUSTEE REPRESENTATIVES - INTEGRATED SCHOOLS

The Committee noted the trustee representatives to serve on Integrated schools as set out in the papers* (MTAC/11/18/7.8).

8.9 GOVERNOR RECONSTITUTION - SUMMARY POSITION

The Committee noted the position paper* (MTAC/11/18/7.9) summarising the up to date position for appointments to Boards of Governors, as follows: EA representatives (places offered) - 88%; Transferor representatives (appointed/nominated) - 90%; DE representatives (appointed) - 55%; Teacher representatives (appointed) - 60%; and Parent representatives (appointed) - 70%.

A Member highlighted that the number of DE representatives appointed was 55%. Mrs Fraser said that DE appointments took longer to complete as DE conducted Access NI checks prior to recommending an individual for appointment. The Chair said that officers should consider the timing of DE Access NI Checks as part of the lessons learned process.

Members also noted from the paper the percentage of EA representatives offered places (as at the end of October 2018) across each EA office as follows: Antrim - 87%; Armagh - 88%; Belfast - 81%; Dundonald - 90%; and Omagh 90%.

The Chair thanked officers for their work throughout the reconstitution process and highlighted that there were approximately 12,000 school governor volunteers across Northern Ireland. In light of the number of new Governors appointed, the Chair stressed the importance of Governor Training Programmes.

***Action:** Officers to consider the timing of DE Access NI Checks as part of the lessons learned process.*

9. DATE OF NEXT MEETING

The next meeting would take place on 6 December 2018.

The meeting ended at 3.14 pm.

Chair

Date

*Paper circulated with agenda

**Paper tabled