

**EDUCATION AUTHORITY****MINUTES OF PROCEEDINGS OF A BOARD MEETING HELD ON THURSDAY, 28 MARCH 2019 AT 2.00 PM IN ACADEMY STREET, BELFAST****1. PRESENT** Ms S O'Connor (Chair)

Rev A Adams	Mrs S Kelly
Ms Á Andrews	Sir Gerry Loughran
Mr D Cargo	Mr G Lundy
Mrs P Carville	Dr A McMorrان
Mr J Craig	Dr I McMorris
Mrs M Culbert	Mr O McMullan
Mr G Doran	Mr R Pollock
Dr M Dynan	Miss R Rainey
Rev R Herron	Ms N Toman
Mr E Jardine	

**2. IN ATTENDANCE**

Mr G Boyd, Ms S Long, Mrs C Duffield, Ms L McCall and for part of the meeting Dr C Mangan, Mrs K Scott, Mr D Hanna, Mr S Wade, Ms A Monaghan, and Ms C Deane.

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

**3. APOLOGY**

An apology had been received from Mr N McCausland

**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 28 FEBRUARY 2019**

The minutes\* (EAB/3/19/3) of the meeting held on 28 February 2019 were approved on the proposal of Dr Dynan and seconded by Miss Rainey.

**6. MATTERS ARISING FROM THE MINUTES****6.1 COMMUNITY USE OF SCHOOLS - MINUTES OF MEETING HELD ON 5 FEBRUARY 2019 (11)**

A Member queried the timeframe for an explanation of the criteria for leasing school premises to be provided to the Community Use of Schools Committee. Mr Boyd said that it was intended that this information would be presented to the Committee at its May meeting.

**6.2 COMMITTEE CHAIRS (17.1)**

Mr Boyd said that arrangements would proceed in accordance with Standing Order 10.3 to appoint committee chairs for the incoming year. The representative panel, comprising Board Members who did not wish to be appointed as committee chairs, would meet during April to consider nominations from Members who were interested in serving as committee chairs. A report would be presented to the Board at its April

meeting on the appointment of committee chairs. Current committee chairs would remain as chairs until this process had concluded.

## **7. CHAIR'S BUSINESS**

### **7.1 BOARD MEMBER WORKSHOP HELD ON 27 MARCH 2019 ON LESSONS LEARNED**

Mr Boyd said that, at the workshop, Members had considered achievements and areas of improvement over the past four years. A summary report would be presented to the Board in due course on the governance issues identified by Members at the workshop and actions to be followed up. He said that Members had reflected on their roles as nominees of stakeholder organisations and had commented positively that Members exhibited corporate responsibility and coalesced in taking decisions in the best interests of children and young people.

A Member suggested changes to the framework to support future Board Member development days. The Chair said that the workshop had been a useful exercise in enabling Members to comment on various aspects of governance over the first term of the Board. As a number of Members had been unable to attend the workshop, she said that further engagement would take place on the actions to be taken forward.

### **7.2 COMMUNICATIONS - UPDATE**

Mr Boyd referred to media coverage given to a CYPs issue during March and subsequent engagement with the media. He also referred to the tragedy that had taken the lives of three young people in the Dungannon / Cookstown area. The Board's condolence was extended to the families of the three young people. Mr Boyd paid tribute to EA's Critical Incident and Response Team which had provided support to the education community in this area following the tragedy.

A Member queried if guidelines could be developed with the media around protocols to be used when the media wished to report on issues relating to children and young people. The Chair said that EA would continue to work with schools to support them in their engagement and communications with the media.

A Member queried the possibility of facilitating an arrangement whereby Members could receive a register of issues which had potential to escalate to media scrutiny. This arrangement would enable Members to have prior knowledge of potential media issues.

The Chair said that EA's wider communication strategies had been identified as an area of further development at the Board Member workshop on 27 March. She said this area would be taken forward within the lessons learned exercise.

The Board noted the summary paper\* (EAB/3/19/5) on proactive communications and issues raised in the media in the previous month.

### **7.3 GOVERNANCE AND ACCOUNTABILITY REVIEW - MEETING ON 22 MARCH 2019**

The Board noted the GAR agenda for the meeting held on 22 March 2019. Mr Boyd said that DE officials had expressed particular concern around EA's reporting of school financial plans and the volatility of those plans. He said that the schools' outturn position was showing that school spend would align to projected figures. He also said that DE had raised concerns over the governance of two major ICT projects. Assurance had been provided to DE on work taking place concerning the two projects. Mr Boyd said the two areas were also being kept under review by the Audit and Risk Assurance Committee.

The Chair said that the Permanent Secretary and the Deputy Secretary had undertaken to attend the next meeting of EA's Transformation Programme Sub-Group. She also advised that DE had agreed to engage with EA on developing communications between DE and EA.

#### **7.4 BOARD MEMBER - ASSOCIATION OF CONTROLLED GRAMMAR SCHOOLS' REPRESENTATIVE**

The Chair paid tribute to Mr Pollock for his enthusiasm and commitment to the work of EA during the past four year term of office. She wished him the Board's best wishes on his retirement.

Mr Pollock thanked Members for their friendship over the past four years. He said that the diligence given by Members to the work of EA had shown him that education was in safe hands. He commended the Chair and he wished the new Chief Executive every success on taking up appointment on 1 April 2019.

The Chair said that Mr K Mulvenna had been appointed to the Board to replace Mr Pollock from 1 April 2019 to 31 March 2020. She said that all other representative interest Board Members had been re-nominated and appointed by DE for the period ending 31 March 2020.

#### **7.5 CHIEF EXECUTIVE - RETIREMENT OF MR G BOYD**

The Chair said that Mr Boyd, through his leadership, vision and dedication, had made a hugely valuable contribution to education. On behalf of Members, she thanked Mr Boyd for his services to the Board, to the wider education sector, and most particularly for his enormous enthusiasm in working to improve education and to enrich the lives of children and young people across the region.

#### **7.6 DISCUSSIONS IN COMMITTEE**

On the proposal of Mr Craig, seconded by Mrs Carville, the Board agreed to discuss three matters in committee.

*Dr C Mangan, Mrs K Scott, Mr D Hanna, Mr S Wade, Ms A Monaghan, Ms C Deane, and Ms A Campbell withdrew from the meeting.*

##### **7.6.1 STAFFING MATTER**

Mr Boyd provided a brief report on this matter.

##### **7.6.2 TEACHERS' PAY NEGOTIATIONS**

Mr Boyd provided a report on negotiations to date.

##### **7.6.3 CYPS ISSUE**

Ms Long provided a report on this matter.

*During discussion of the CYPS issue, Dr Dynan left the meeting at 4.00 pm and Ms Andrews and Mrs Culbert left the meeting at 4.05 pm.*

On the proposal Mr Lundy, seconded by Mrs Kelly, the Board agreed to resume the meeting.

While in committee, the Board had:

- Noted the report on a staffing matter;
- Noted the report provided on teachers' pay negotiations; and

- Noted a course of action to be taken forward by the Chief Executive. The course of action was as a result of a proposal put forward by Sir Gerry Loughran and seconded by Rev Adams.

*Dr C Mangan, Mrs K Scott, Mr D Hanna, Mr S Wade, Ms A Monaghan, Ms C Deane, and Ms A Campbell re-entered the meeting.*

A Member said it was important for the Board to reflect on the length of time taken to discuss items in committee when officers were required to withdraw from meetings. Consideration could perhaps be given to enabling officers to remain in meetings where possible whilst discussion was taking place in committee.

**Action:** *Course of action to be taken forward by the Chief Executive.*

#### **7.7 AUDIT AND RISK ASSURANCE COMMITTEE - EXTERNAL INDEPENDENT MEMBER**

The Chair of the Audit and Risk Assurance Committee provided a report on the process undertaken to identify and select an external independent member to the Committee. An outline of the individual's relevant experience was provided.

On the proposal of Mr Cargo, seconded by Mrs Carville, the Board agreed that Mrs I Knox would be appointed to serve as an external independent member on the Audit and Risk Assurance Committee for the period 1 April 2019 to 31 March 2020.

#### **8. TRANSFORMATION PROGRAMME MEMBERS' SUB-GROUP - MINUTES OF MEETING HELD ON 28 FEBRUARY 2019**

A report on this meeting had been provided to the Board at its meeting on 28 February 2019.

A Member referred to a number of transformation programmes relating to special education that had not been approved by DE. He said that, in preparation for the Permanent Secretary and the Deputy Secretary attending the next meeting of the Sub-Group, it would be useful to compile a list of programmes that had not received approval. This was agreed.

On the proposal of Mr Jardine, seconded by Mrs Carville, the Board adopted the minutes\* (EAB/3/19/6) of the meeting of the Sub-Group held on 28 February 2019.

*Ms Toman left the meeting temporarily at 4.13 pm. Mr Craig and Mr Boyd left the meeting at 4.14 pm.*

**Action:** *List of transformation programmes relating to special education that had not been approved to be made available to the Sub-Group at its next meeting.*

#### **9. EXPULSION COMMITTEE - MINUTES OF MEETINGS**

The Board noted minutes\* (EAB/3/19/7.1 and 7.2) of meetings held on 1 March and 6 March 2019.

#### **10. FINANCE AND GENERAL PURPOSES COMMITTEE - MINUTES OF MEETING HELD ON 5 MARCH 2019**

*Ms Toman re-entered the meeting at 4.15 pm.*

The Acting Chair of the Committee said that EA had received additional funding of £1.25m through January monitoring to address cash shortfalls for VG / GMI schools. The January MEMR was showing an overall estimated funding gap of £16.51m (excluding Earmarked and Youth) and an estimated block grant funding gap of £12.88m after estimated savings of £14.92m. An estimated £5.6m savings had been delivered in the Block Grant which equated to 38% of the total proposed savings to be delivered in 2018/19. He said that, on the basis of

the January outturn, total emerging risks were estimated at £4.801m. Should the identified emerging risks crystallise, this could increase the estimated recurrent funding gap to £21.31m. He advised that officers continued to engage with DE on the financial position.

The Acting Chair of the Committee said that the January MEMR reflected for the first time schools' projections based on current expenditure trends. Previous MEMR returns had reflected the profiled position based on schools' financial plans in final and draft format. The January MEMR was showing that, based on current spending patterns, school spend could increase by an estimated £10.5m more than financial plan profiles. At the end of January, 970 schools plans (94%) were in final format and 36 plans were in draft format. He said that the Committee had considered that, given the serious challenges facing schools to present balanced budgets, schools needed to have access to compulsory redundancy arrangements.

The Chair of the Board said that Members' comments around additional funding being made available for funding redundancy schemes had been raised at the GAR meeting on 22 March 2019. She said the Permanent Secretary had undertaken to further consider this matter.

The Acting Chair of the Committee drew attention to the recommendation to approve a funding scheme to enable VG / GMI schools with identified cash shortfalls to have access to emergency funding in 2018/19. He also referred to a report provided on contingency funding to schools where existing funding mechanisms did not meet the needs of schools for in year growth, dual site schools, agreed development proposals, and other contingency.

In response to a Member's query, Mr Wade said that it was anticipated that contingency funding would be made available to schools on an annual basis.

The Acting Chair drew attention to progress against spend within the capital report and to recommendations in respect of tenders and land and property transactions. He said the Committee had also noted the interim Asset Management Plan, the major capital works tracker report, and a year end summary report for controlled capital programmes.

The Board noted that EA continued to manage significant financial risk and was unlikely to live within its present budget allocations based on latest information and assumptions.

A Member said she understood that some schools were paying for services through BT that they did not need or even receive. She asked for communication to be issued to schools on this issue so that schools could review and negotiate contracts with providers. It was agreed that information would be provided to schools on service areas to be monitored, for example telephone and electricity.

On the proposal of Mr Doran, seconded by Mrs Carville, the Board approved the minutes\* (EAB/3/19/8) of the meeting held on 5 March 2019.

**Action:** *Information to be provided to schools on areas to be monitored eg telephone and electricity.*

## **11. CHILDREN AND YOUNG PEOPLE'S SERVICES COMMITTEE - MINUTES OF MEETING HELD ON 7 MARCH 2019**

The Chair of the Committee said that a presentation had been received on the Education Psychology Service. She said that the delivery model for this service was moving from an assessment based model to an intervention based model which would include capacity building. Focus would also be given to early intervention and developing partnerships with other EA support services to co-design a bespoke framework of intervention for areas of need. She said an overview of statutory operations within Special Education had been

provided to the Committee. In addition, an initial analysis had been provided on consultation feedback on the proposed funding scheme for regional and local voluntary youth organisations. She reported that further detailed analysis would be given to the responses and engagement with Trade Unions and DE would continue.

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

On the proposal of Mrs Carville, seconded by Mr Jardine, the Board approved the minutes\* (EAB/3/19/9) of the meeting held on 7 March 2019.

## **12. MEMBERSHIP AND TEACHING APPOINTMENTS COMMITTEE - MINUTES OF MEETING HELD ON 7 MARCH 2019**

The Chair of the Committee referred to consideration given to Governor appointments. She said that reconstitution panel meetings had again been convened to consider remaining EA representatives on Boards of Governors of controlled and maintained schools. She reported that, following the Committee meeting, the Boards of Governors of approximately 95% of schools had been constituted.

The Chair of the Committee expressed appreciation to all staff for their work in supporting schools throughout the reconstitution process.

The Board noted the principal and teacher appointments.

The Board noted the minutes\* (EAB/3/19/10) of the meeting held on 7 March 2019.

*Mrs Kelly left the meeting at 4.30 pm.*

## **13. EDUCATION COMMITTEE - MINUTES OF MEETING HELD ON 14 MARCH 2019**

The Chair of the Committee referred to the positive engagement with the representatives of the Governing Bodies' Association. The representatives had highlighted that GBA was keen to work with EA to add its knowledge of the sector to deliver improved outcomes for all pupils across the education sector. He said that EA had engaged in wide ranging consultation with educational users and stakeholder organisations to gain feedback on the future needs of Education Technology Services. This feedback would assist in the development of a specification of user requirements for the ETS project. He advised that a summary consultation report would be provided to the Committee in due course.

The Chair of the Committee drew attention to recommendations relating to Development Proposals. He said that a letter had issued to the Permanent Secretary setting out Members' concerns around the overall progress made against the Strategic Area Plan. Mrs Scott said that the Permanent Secretary was considering EA's letter in conjunction with the draft Annual Action Plan for 2019/20 (year three). She advised that EA was unable to publish the Annual Action Plan for 2019/20 until it received endorsement by DE. This timeframe would impact on EA's ability to publish the Annual Action Plan on 5 April 2019.

On the proposal of Rev Herron, seconded by Mr Lundy, the Board approved the minutes\* (EAB/3/19/11) of the meeting held on 14 March 2019.

## **14. CHILD PROTECTION AND SAFEGUARDING COMMITTEE - MINUTES OF MEETING HELD ON 21 MARCH 2019**

The Chair of the Committee pointed out that the minutes of the meeting held on 10 December 2018 were unable to be agreed as the approval process required the

presence of two Members who had attended the previous meeting. These minutes would be presented to the Committee at its next meeting for approval. He asked that Members, in considering their Committee membership for the year ahead, to give consideration to joining this Committee.

The Chair of the Committee said that a verbal report had been provided on safeguarding training in respect of transport contracts. A paper would be presented to the Committee at its next meeting which would outline interim and enduring arrangements in this area. Subject to endorsement by the Committee, it was anticipated that this paper would also be presented to the Audit and Risk Assurance Committee.

The Chair of the Committee drew attention to the recommendation for the Board to approve the Child Protection and Safeguarding Learning and Development Framework for 2019-22, subject to further engagement with the Education Training Inspectorate. This would provide EA with a framework for tiered training for staff and specified contracted services in child protection and safeguarding. He also drew attention to the recommendation to approve EA's Neglect Action Plan for 2018-21 which had been completed in response to the SBNI Multi-Agency Neglect Strategy for NI (2018). He pointed out that EA's work in respect of key actions were all on target. He further advised that the Committee had received a presentation on child sexual exploitation and the responsibilities of different agencies in this area. The presentation had included EA's role in raising awareness and providing supports.

A Member said that she would welcome further information to be given to the Board on the matter concerning child sexual exploitation. Dr Mangan said that the presentation provided to the Committee had been uploaded to the Members' website. She said that EA was working with other agencies to look at preventative programmes and to raise awareness in schools. She referred to a programme which was being developed for year 10 pupils in schools in conjunction with other agencies. She said that work which was being taken forward in this area would be presented to the Child Protection and Safeguarding Committee.

The Chair of the Committee urged the Member to join the Committee. While EA did not have statutory responsibilities in this area, it was partner to other agencies within the remit of the SBNI. He said the Committee had a role to play in developing and supporting schools and services in child protection and safeguarding.

*Rev Adams left the meeting at 4.45 pm.*

On the proposal of Mr Cargo, seconded by Mrs Carville, the Board approved the minutes\* (EAB/3/19/12) of the meeting held on 21 March 2019.

## **15. MEETING SCHEDULE FOR BOARD AND COMMITTEE MEETINGS**

The Board noted the schedule\* (EAB/3/19/13).

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

The next meeting of the Board would be held on 30 April 2019.

The meeting ended at 4.48 pm.

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**Chair**

\*Paper issued with agenda

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**Chief Executive**

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**Date**