

MINUTES OF PROCEEDINGS OF A BOARD MEETING HELD ON THURSDAY, 29 OCTOBER 2015 AT 1.00 PM IN ANTRIM BOARD CENTRE**1. PRESENT** Ms S O'Connor (Chair)

Rev A Adams	Mr E Jardine
Ms A Andrews	Mrs N Lappin
Fr T Bartlett	Sir G Loughran
Mr D Cargo	Mrs D McDonald
Mrs P Carville	Dr A McMorran
Dr M Dynan	Dr I McMorris
Miss N Gowan	Mr R Pollock
Mr M Gray-Sloan	Miss R Rainey
Rev R Herron	Ms N Toman

2. IN ATTENDANCE

The Interim Chief Executive, the Regional Managing Director (South Eastern / Southern), the Interim Director of Operations and Estates Projects, the Change Director, the Communications Officer and the Board Support Manager.

3. APOLOGIES

Apologies had been received from Mrs M Culbert and Sr C Hegarty.

4. DECLARATIONS OF INTEREST

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

5. MINUTES OF BOARD MEETING HELD ON 24 SEPTEMBER 2015

The minutes* (EAB/09/15/3) of the meeting held on 24 September 2015 were agreed as a correct record on the proposal of Rev Adams and seconded by Miss Rainey.

6. MATTERS ARISING FROM THE MINUTES**6.1 APPOINTMENTS PROCESS FOR COMMITTEE CHAIRS (6.1)**

The panel to consider the appointment of chairs to various committees had met earlier in the day. On the proposal of Mrs McDonald, seconded by Fr Bartlett, the Board agreed that the following Members should be elected:

- Rev A Adams, Chair of the Shared Education Committee
- Mrs M Culbert, Chair of the Community Use of Schools Committee
- Mrs N Lappin, Chair of the Child Protection and Safeguarding Committee
- Miss R Rainey, Chair of the Membership Committee

The term of office for these chairs would be two years, to align with the Board's decision taken in August 2015 on the term of office for committee chairs.

6.2 DRAFT SCHEMES FOR COMMITTEES (6.2)

It was reported that the Child Protection and Safeguarding Committee had availed of induction training on 8 October. The definition of Shared Education had been provided by the Department of Education by email and would be forwarded to Members.

6.3 COMMUNICATIONS UPDATE – ISSUE RAISED BY MEDIA (7.3)

The Interim Chief Executive reported that a formal letter of complaint had issued to the BBC's Complaints Department on this issue. Feedback would be provided to the Board on receipt of a response.

The Board welcomed the new Communications Officer to the meeting. It was noted that work could now commence on developing the new Communications Strategy.

***Actions:** Feedback to be provided to the Board on receipt of a response from the BBC; develop new Communications Strategy.*

6.4 FINANCE & GENERAL PURPOSES COMMITTEE : MINUTES (9)

The first meeting of the working group to examine schools' surplus and deficit positions had taken place on 13 October to consider the draft terms of reference for the group. The next meeting would take place on 12 November 2015.

Members received information on the 2014/15 and 2015/16 'per capita allocations' by sector. A member requested further information on allocations associated with 'per capita' and school size.

***Action:** Information to be provided on allocations associated with per capita allocations and school size.*

6.5 DRAFT EA BUSINESS PLAN (11)

The Interim Chief Executive confirmed that the Board's concerns in relation to the number of targets in the Business Plan had been raised with the Permanent Secretary at the Governance and Accountability Review meeting.

(Ms Andrews entered the meeting at 1.15 pm.)

7. CHAIRPERSON'S BUSINESS

7.1 BOARD MEETING IN DECEMBER

It was agreed that a Board meeting would be held on 10 December and would incorporate essential Committee business and a presentation on C2k. The Chair reported that the Finance and General Purposes Committee had agreed to hold a workshop on the budget on 8 December. An invitation to this workshop would be extended to all Members of the Board.

***Actions:** Board meeting on 10 December; budget workshop on 8 December.*

7.2 BREDA ACADEMY – BUSINESS CASE APPROVAL

The Board noted the Department of Education's letter* (EAB/10/15/5.2) advising that the business case for a new school build for Breda Academy had been approved by the Department of Finance and Personnel on 7 October 2015. The Board also noted the conditions and the caveat relating to the business case in the letter.

7.3 MEMBERSHIP COMMITTEE – GENERAL TEACHING COUNCIL FOR NI (GTCNI)

The Chair reported that the Membership Committee had met earlier in the day and had given consideration to a letter from the GTCNI which had sought two nominees from the EA to serve on the Council of the GTCNI. The Membership Committee had agreed that the two individuals should be Board Members and that expressions of interest should be sought from all Members of the Board. Members were requested to notify the Board Support Manager if they were willing to be nominated to this body.

***Action:** Seek expressions of interest from Board Members to serve on the Council of the GTCNI.*

7.3 GOVERNANCE AND REVIEW MEETING (GAR)

The Chair reported that the Interim Chief Executive, the Interim Head of Finance and she had attended the GAR meeting on 20 October 2015 with the Permanent Secretary and other DE officials. The focus of the meeting had been budgetary matters. The Chair said that she had reiterated the Board's commitment to deliver a balanced budget at the end of the financial year.

It was agreed that minutes of GAR meetings would be posted on the Members' website.

The Interim Chief Executive said that, following the November monitoring round, it was anticipated that additional capital monies for major and minor works would be received. He advised that a bid would also be submitted in respect of pressures associated with Special Education. A Member queried the ability of the EA to spend additional capital monies received late in year. The Interim Chief Executive said that he had attended a meeting with DE officials the previous day at which discussion had focused on DE allocations which could be spent in the current financial year and also on projects which would require a carry over into the following financial year. A Member raised a query on the timeframe to progress minor works within the controlled and maintained sectors. It was pointed out that work was not advancing at a faster rate in one sector than in the other.

A member highlighted the importance of developing strategies to ensure full financial accountability. The Chair commented that this issue would be considered at the budget workshop on 8 December.

A member sought an overview of the NI Executive's departmental allocations. It was agreed that this information would be provided following the Comprehensive Spending Review in November. Opportunities for training for Members in this area were discussed.

***Actions:** Minutes of GAR meetings to be posted on Members' website; an overview of the NI Executive's departmental allocations to be provided to Members in due course.*

7.4 AWAY DAY ON 9 NOVEMBER 2015

Members were requested to forward agenda items for the Away Day to the Board Support Manager.

7.5 COMMUNICATIONS UPDATE

A report was provided on coverage in the media on travel expenses and on an incident involving post-primary pupils on an educational visit.

8. CHILDREN AND YOUNG PEOPLE'S SERVICES COMMITTEE : MINUTES

The Chair of the Committee drew attention to the recommendations arising from the consultation on the draft Elective Home Education Policy, in particular that the consultation feedback report would be published, submitted to DE and that an EA working group would be established to take forward the development of a draft Policy which would include representatives from relevant stakeholders. She confirmed that the Committee would again consider the final draft Policy prior to further public consultation, the scope of which would include parents and pupils attending schools.

The Chair of the Committee indicated that schools had received recent communication to highlight the importance of managing pupil attendance at schools. She also referenced the consideration given to statements and the monthly overview of statutory assessments including a report on SEN categories as defined by DE.

Attention was drawn to a minor typing error in the minutes. Subject to this amendment, the Board agreed, on the proposal of Mrs Carville, seconded by Miss Rainey, to adopt the minutes* (EAB/10/15/6) of the meeting held on 1 October 2015.

9. EDUCATION COMMITTEE : MINUTES

The Chair of the Committee extended an invitation to all Members of the Board to attend the first annual Capita and C2k Inspire conference on 17 November. He drew attention to the recommendations being presented in respect of Development Proposals and the School Improvement Service.

On the proposal of Rev Herron, seconded by Miss Rainey, the Board adopted the minutes* (EAB/10/15/7) of the meeting held on 8 October 2015.

10. AUDIT AND RISK ASSURANCE COMMITTEE : MINUTES

The Chair of the Committee advised that attention had been given by Members to reviewing Priority 1 recommendations. He referred to the introduction of a common Audit programme and a common reporting template and also to the consideration given to the Corporate Risk Register. It was pointed out that as the Corporate Risk Register impacted on all areas of the EA, it would therefore incorporate business relating to various Committees.

The Chair of the Committee advised that an exercise was being conducted by the Heads of Internal Audit on the projected budget deficit and the savings delivery plan. The Terms of Reference* (EAB/10/15/8.2) for this review were noted. He advised that, as with current practice, the Heads of Internal Audit would seek a management response to the review before

presenting a report to the Audit and Risk Assurance Committee for its consideration prior to it being presented to the Board.

On the proposal of Mr Jardine, seconded by Miss Rainey, the Board adopted the minutes* (ARA/10/15/8.1) of the meeting held on 13 October 2015.

11. FINANCE AND GENERAL PURPOSES COMMITTEE : MINUTES

The Chair of the Committee reported that comparative data on sickness absence in the Education sector and across the NI public sector had been tabled. The Committee had sought further information on this issue. He said that a report had been provided that the EA would not realise the £300k in reduced substitution costs as indicated in the MEMR. He also said that, following a presentation relating to the School Catering Service, the Committee had sought further information on costs associated with transporting school meals. He reported that Fujitsu Services Ltd had been appointed as the preferred bidder for the iFS contract which would be awarded following completion of all necessary legal processes.

The Chair of the Committee reported that the Recurrent MEMR as at 31 August 2015 was only detailing savings that had actually been achieved or had evidence of being achieved at that date. He drew attention to the shortfall in the overall EA budget of £46.03m based on current commitments. This comprised £17.152m in the Centre budget (which included special schools); £7.02m for the ASB school surplus drawdown; £21.02m in Earmarked allocations; and a Youth allocation of £0.84m. He reported that the ASB surplus drawdown figure had been revised to £5m based on prior year experiences. In addition, EA had made provision for a schools' deficit growth figure of £5m. The current projection for deficit growth was £5.25m which was resulting in a further pressure of £250k on the Centre budget. He pointed out that the £21.02m Earmarked allocation was largely attributable to outstanding allocations from DE. However, additional Earmarked allocations had been received: £9m for Maintenance in September and £1m for the Youth deficit in October. The Chair of the Committee outlined the elements in the Centre budget comprising the £17.152m deficit: £2.62m in special schools; £4.16m in resources held at centre; and £10.37m in centrally held resources. He pointed out that the shortfall was mainly attributable to voluntary severance savings still to be achieved (£6.5m); the LMS reclassification still to be reflected in a subsequent MEMR (£1.5m); and EA Centre costs (£1.5m). He reminded Members of the two main risks to delivering the programme of savings, these were the time remaining in year to effect savings from the voluntary severance programme and increasing costs associated with special education. He said that the CYPs Transitional Framework had been agreed but was still only at implementation stage.

The Chair of the Committee reported that the savings achieved up to 13 October 2015 through voluntary severance in the current year was £1.6m against the target figure of £7.8m. He also reported that the Committee had noted the Capital MEMR which had detailed spend of £1.31m as at 31 August 2015 against an overall budget figure of £20.88m. It was forecast that this budget would be fully spent by year end.

A Member indicated that minute 11.1 did not adequately reflect Members' concerns at the Committee meeting with regard to the projected increased overspend in the Centre budget and the EA's ability to achieve its planned savings by the end of the financial year. She indicated that minute 11.1 should be revisited to include a financial breakdown of the pressures at Centre and submitted to the Committee at its October meeting for ratification. She indicated that the projected overspend in the Centre budget was increasing and was

amounting to £11.04m as at 30 September 2015. The Chair of the Audit and Risk Assurance Committee indicated that the exercise currently being undertaken by the Heads of Internal Audit included a comprehensive review of all projected savings.

It was pointed out that new information being reported to Members on the budget subsequent to a meeting should be presented in a paper as additional information.

The Interim Chief Executive advised that officers had based initial planning on the projected shortfall figure of £2.274m in the Centre budget. This figure had taken into account the savings delivery plan and represented 0.5% of the Centre budget. He confirmed that officers had been conservative in presenting the August MEMR which had reflected only those elements of the savings delivery plan which had been achieved by 31 August. The two areas of major risk were voluntary severance and special education and these had been highlighted to the Permanent Secretary as previously reported. He referred to the process to draw down school surpluses and confirmed that DE had been unsuccessful in securing the £5m bid for the ASB requirement in the last monitoring round. He advised that DE would be resubmitting this bid in the January monitoring round.

With the exception of minute 11.1 (Recurrent Report – Five Months to 31 August 2015), the Board adopted the minutes* (EAB/10/15/9) of the meeting held on 13 October 2015 on the proposal of Dr McMorris, seconded by Rev Herron.

Action: *Revisit minute 11.1 for ratification by the Finance & General Purposes Committee.*

11. TEACHING APPOINTMENTS COMMITTEE : MINUTES

(Mr D Cargo declared an interest in Abbey Primary School.)

The minutes* (TAC/10/15/10) of meetings held on 22 June; 11 August; 17, 23, 25 and 28 September; and 7, 9, 15 and 20 October 2015 were noted.

12. RECRUITMENT OF EA DIRECTORS : PROVISION OF ASSESSMENT CENTRE SERVICES

The SMT withdrew from the meeting.

The Board gave consideration to the tender report* (EAB/10/15/11) which set out the evaluation of the tender process to procure assessment centre services. A Member queried whether the contract price was value for money. Clarification was provided on the nature of the design and delivery of an assessment centre service.

On the proposal of Dr McMorris, seconded by Mr Pollock, the Board agreed to award the contract to the successful bidder as set out in the tender report.

13. DATE OF NEXT MEETING

The next meeting was scheduled for 26 November 2015.

The meeting ended at 2.50 pm.

Chair

* Paper issued with agenda

Chief Executive

** Paper tabled

Date

SUMMARY OF ACTIONS

BOARD MEETING : 29 OCTOBER 2105

Minute Ref	Action Description
6.3	MATTERS ARISING - COMMUNICATIONS UPDATE – ISSUE RAISED BY MEDIA Feedback to be provided to the Board on receipt of a response from the BBC. Develop new Communications Strategy.
6.4	MATTERS ARISING Information to be provided on allocations associated with per capita and school size.
7.1	BOARD MEETING IN DECEMBER Board meeting to be held on 10 December. Budget workshop to be held on 8 December (for all Board Members).
7.3	MEMBERSHIP COMMITTEE – GENERAL TEACHING COUNCIL FOR NI Seek expressions of interest from Board Members to serve on the Council of the GTCNI.
11	FINANCE & GENERAL PURPOSES COMMITTEE : MINUTES OF 13 OCTOBER Revisit minute 11.1 for ratification by the Finance & General Purposes Committee at its next meeting.