

**Report on Minutes of Education Finance Board  
13<sup>th</sup> December, 2006**

Date	Topic	Decision
13.12.06	<b>Minutes of Meeting of 21<sup>st</sup> November, 2006</b>	Approved
	<p><b>Matters arising from Minutes</b> The issue of documentation for a spouse where a marriage certificate is not presented was discussed.</p> <p>It was agreed to make edited minutes of all EFB meetings available for public view. The Board was advised that the Principal Officer of the RIRU will attend a future EFB meeting to discuss the level of support which might be available for groups to help with the publicity for the work of the Board.</p>	It was agreed that each application will be decided by the Board on a case-by -case basis and such decisions will be informed by the definition of a spouse within The Residential Institutions Redress Act, 2002.
	<b>Correspondence</b> Noted	
	<p><b>Criteria</b> <b>Advertising/Information Campaign in relation to launch of Criteria.</b> It was agreed that the Board needed to dedicate time to formulate a publicity campaign. This would involve making sure as many residents and their relatives as possible were aware of the Board's presence.</p> <p>A draft poster was presented to the Board as part of the publicity campaign.</p> <p><b>Irish Language version of Criteria and application forms:</b> The Board wished to support the Irish language and would consult with Bracadh, a consortium of VECs in Gaeltacht areas, as part of its publicity campaign. As yet, the EFB is not listed under the Official Languages Act 2003 but copies of the Criteria and the application forms in the Irish language will be available in the near future.</p>	<p>Noted</p> <p>It was agreed that members would have suggestions as to layout and text for the next meeting.</p>
	<p><b>Finance</b> The balance in the account was noted. <b>CDVEC Financial Statement of EFB to 30.11.06</b> The Board was advised of a meeting between members of the Board and the Head of Internal Audit (DES) and others in relation to making the Board's systems and processes robust, as the Board is fully independent. Further work needs to be done in this regard and will be the subject of ongoing report to the Board. <b>Expenses and Subsistence form:</b> Expenses incurred by the Board Members for travel and subsistence are to be put through the Board's administration in order to be processed by CDVEC.</p>	<p>Noted Noted</p> <p>Noted</p>
	<p><b>IT and Communications Requirements</b> It was reported that development of the database was continuing and a quote for the first stage received.</p>	
	<p><b>Staffing</b> Letter of contract noted and approved. The recruitment of additional staff had been of assistance in tackling backlog of applications.</p>	

	<p><b>Approvals and Appeals</b>  112 approvals from 101 applicants.  There were no appeals this session. 8 Queries were noted.  There were 112 approvals from 101 applicants.</p>	
	<p><b>Any Other Business:</b> The arrangements for closure of the Board's office for the Christmas period were noted and approved.  The National Counselling Helpline Service has approached the EFB to see if they could help with the publicity of the Helpline through their contact with Residents of Institutions and their relatives.</p>	<p>It was agreed to defer this matter for further consideration at the next meeting.</p>