

**Report on Minutes of Education Finance Board**  
17<sup>th</sup> October, 2007

Date	Topic	Decision
17.10.07	<b>Minutes of Meeting 13<sup>th</sup> September, 2007</b>	Approved
	<p><b>Matters arising from Minutes</b> The Chairperson reported that he had not been in a position to arrange a meeting with the Residential Institutions Redress Unit in the DES. Concern was expressed at the lack of contact between the DES and the Former Resident Support groups. It was agreed to make available to the Board nil forms pertaining to the Ethics in Public Office (Prescribed Public Bodies, Designated Directorships of and positions in Public Bodies) (Amendment) Regulations 2006. The Chairperson informed the Board that it was hoped that NEPS (National Education Psychological Service) would shortly be in a position to make additional office space available to the EFB. The Board recommended that a template of Reports of Minutes be prepared for future meetings.</p>	
	<p><b>Correspondence</b> Letters received from Ombudsman noted. Letter from DES stating that Minister approved the form and manner of EFB Financial Statements from 17<sup>th</sup> February, 2006 to 31<sup>st</sup> December 2006. Circular 32/05 for Re-use of Public Sector Information circulated to Board members. This circular will apply to the website which will be reviewed by the EU Commission before 1<sup>st</sup> July 2008.</p>	
	<p><b>Approvals, Appeals and Queries</b> There were 42 approvals in respect of 40 applicants. Reasonable Expectations Appeals and Queries</p>	Approved Processed
	<p><b>Criteria</b> <b>Advertising/Information Campaign</b> Board updated on behalf of Publicity Group. The script to be used for CD agreed. Slight amendment to working on poster agreed.</p>	Assurance to be sought that photographs used are file photos for general use.
	<p><b>Review of Criteria</b> <i>Criteria Review 2007</i> presented for discussion. A number of insertions were included.</p>	Criteria to be reviewed not later than September 2008.
	<p><b>Finance</b> NTMA Report. CDVEC Financial Statement of EFB to 30<sup>th</sup> September CDVEC request for drawdown from NTMA <b>Financial Statement</b> The Comptroller and Auditor General's Certificate of the Annual Financial Statements of the Board for the year ended 31<sup>st</sup> December 2006 and Report of the C &amp; AG for presentation to the Houses of the Oireachtas was noted. Copies to be sent to Minister for Education &amp; Science pursuant to Section 31(2) of the Commission to Inquire into Child Abuse (Amendment) Act 2005.  Clarification was sought regarding payment of expenses within the Statement of Internal Financial Control.</p>	Noted Noted Noted

	<p><b>IT and Communication Requirements</b>  A report was given on the tendering for the redesign and redevelopment of the website. Four quotations were given.</p> <p>The maintenance agreement for the telephone and computer network was noted and approved by the Board.</p> <p>It was agreed that the logo and livery for documents published by the EFB would be professionally designed.</p> <p>The need for an Acceptable Usage Policy with guidelines for staff on internet and e-mail management was agreed by the Board.</p> <p>It was proposed that a laptop should be procured in order to facilitate off site reporting to the Board.</p>	<p>It was agreed to award the tender to the present website host.</p> <p>Agreed</p>
	<p><b>Staffing</b>  An interview report was presented to the Board. A panel of four candidates has been established.</p>	
	<p><b>AOB</b>  The next meeting was scheduled for 21<sup>st</sup> November, 2007.</p>	