

**Report on Minutes of Education Finance Board**  
6<sup>th</sup> March, 2006

Date	Topic	Decision
6.3.2006	<p><b>Minutes of Meeting dated 17<sup>th</sup> February, 2006</b> In reply to a query the Chairperson confirmed that the term of the EFB appointment was three years.</p>	Approved
	<p><b>Appointment of Deputy Chairperson</b> After discussion it was decided that Patrick Walsh would be appointed Deputy Chairperson.</p>	
	<p><b>Staffing</b> It was reported that a job specification for Secretary/Manager would be forwarded to the Public Appointments Service once it had been cleared by the Department of Education &amp; Science. The Chairperson advised that he would discuss the composition of the interview board with the Public Appointments Service and would raise the desirability, if possible, of including on the interview board a former resident member of the EFB in addition to the Chairperson or his nominee. It was agreed that the Chairperson would explore the option of recruiting an extra temporary person at clerical officer level through an employment agency. It was agreed that the Chairperson and the CEO of CDVEC would address one of the meetings of the CEOs of the VECs to highlight the EFB's activities and to seek the assistance of the VECs in the delivery of its services.</p>	Chairperson to discuss with CDVEC.
	<p><b>Finance</b> It was agreed that the Board would draw down funds as required from the NTMA to be transferred to the CDVEC, with all such drawdowns being reported to the next meeting of the Board. It was agreed that expenses in relation to travel and subsistence paid to members of the Board would be in line with normal public service rates.</p>	
	<p><b>Report on current applications</b> Two documents were circulated and discussed at the meeting and various points were raised.</p>	
	<p><b>Criteria &amp; Procedures</b> A discussion took place with regard to a suggested draft Preamble to the criteria document together with the existing criteria, which included the amendment made at the meeting of 17<sup>th</sup> February, 2006. A discussion also took place on the fact that the Fund was now open to grandchildren and stepchildren.</p>	The CEO of CDVEC to refer the wording in the Preamble to literacy staff in order to simplify language.
	<p><b>I.T. &amp; Communications Requirements</b> A discussion took place regarding the Board's IT requirements.</p>	A member of the Board undertook to liaise with Eircom and DES. He was also authorised to make the necessary expenditure to meet Board's IT requirements.