

**Report on Minutes of Education Finance Board  
13<sup>th</sup> September, 2007**

| Date    | Topic                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Decision                                                                                                                 |
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| 13.9.07 | <b>Minutes of Meeting 24.7.07</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Approved.                                                                                                                |
|         | <p><b>Matters arising from Minutes</b><br/>Board was advised of reorganisation of functions in DES.<br/>Chairperson to brief new DES staff prior to extending an invitation to the new Principal Officer to meet with the Board.</p> <p>Forms were distributed pertaining to the <i>Ethics in Public Office (Prescribed Public Bodies, Designated Directorships of and position in Public Bodies (Amendment) Regulations 2006</i>. These are to be lodged with the Standards in Public Office Commission in December 2007.</p> <p>Extra space and IT requirements were discussed. Chairperson to revisit this issue with NEPS management in an effort to acquire additional accommodation within the building.</p> <p>The issue of payment of casual worker who would help out in the office between contracts was discussed.</p> | This issue to be followed up with CDVEC.                                                                                 |
|         | <p><b>Correspondence</b><br/>Correspondence received from music school.</p> <p>A discussion took place on reports on Minutes of EFB Meetings. This is in relation to the Freedom of Information Act.</p> <p>The Board agreed to discuss the contents of e-mail received from PRO Right of Place and to give it sympathetic consideration.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Noted<br><br>It was agreed that members would consider these reports and discuss them at the next meeting.               |
|         | <p><b>Approvals, Appeals and Queries</b><br/>There were 107 approvals in respect of 101 applicants.<br/>Appeals, Queries and Reasonable Expectations were discussed and processed.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                          |
|         | <p><b>Criteria</b><br/><b>Advertising/Information Campaign</b><br/>The Board was updated on behalf of the Publicity Group. The Publicity CD and script to be ready for the Board's approval at next meeting. Attention was drawn to the Irish Times Adult Education Supplement article of 7/9/07 in which the website and Education Fund were included.</p> <p><i>Criteria Review 2007</i> was presented for discussion.</p>                                                                                                                                                                                                                                                                                                                                                                                                      | Poster approved by Board with slight amendment to wording.<br><br>It was agreed to continue with Review at next meeting. |
|         | <p><b>Finance</b><br/><b>NTMA Report</b><br/><b>CDVEC Financial Statement of EFB to 31<sup>st</sup> August, 2007</b><br/><b>Draft Financial Statements</b><br/>The Lead Auditor's suggestions to improve presentation of accounts to be implemented.<br/>It was agreed that the format of the accounts is a matter for the Minister and the outstanding amount to the Fund from DES still needs to be referred to in the financial statements.</p>                                                                                                                                                                                                                                                                                                                                                                                | Noted<br>Noted<br>Noted and agreed.                                                                                      |

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|  | <p><b>IT and Communication Requirements</b><br/> Copes of printed Annual Report distributed to the Board. Copies to be sent to all Support groups, the Residential Institutions Redress Board (RIRU), and the Department of Education and Science. Shortlist of redesign website quotations withheld until next meeting.<br/> The addition of new computer, printer and phone for extra member of staff noted and agreed.</p> |  |
|  | <p><b>Staffing</b><br/> The advertisement and applications for the Temporary Administrative Assistant Grade IV were discussed.</p>                                                                                                                                                                                                                                                                                            |  |
|  | <p><b>Next meeting scheduled for 17<sup>th</sup> October, 2007.</b></p>                                                                                                                                                                                                                                                                                                                                                       |  |