

**Report on Minutes of Education Finance Board
21st November, 2007**

Date	Topic	Decision
21.11.07	Minutes of Meeting 17th October, 2007	Approved.
	<p>Matters arising from Minutes The Chairperson reported that he had spoken to the Principal Officer of the Residential Institutions Redress Board of the DES and he had undertaken to meet the Board at a future date. It was hoped that this meeting would take place at the EFB meeting on 13th December. An agenda for the meeting was discussed and drawn up.</p> <p>The Secretary reported on the fit-out of additional space which should be ready when the Administrative Assistant is appointed.</p> <p>The content of the reports of minutes was agreed. It was recommended that the reports be in PDF format for the website.</p> <p>A vote of thanks was made to CDVEC staff for their assistance.</p>	
	<p>Correspondence Letter from the RIRU regarding the inclusion of the EFB under the extension of the Freedom of Information Act early next year.</p> <p>Letter from Alliance Support group.</p> <p>Testimonial letter and accompanying artwork from two applicants to the EFB.</p>	<p>Noted</p> <p>Noted. A reply to be tabled at next meeting.</p> <p>Noted</p>
	<p>Approvals, Appeals and Queries There were 126 approvals in respect of 116 applicants. Reasonable Expectations, Queries and Appeals were processed.</p>	
	<p>Criteria Advertising/Information Campaign Confirmation received from advertising agency confirming that there are no problems with image rights regarding photographs used in poster.</p> <p>It was agreed to hold over discussion of the Adult Education Guidance Initiative meeting until Board speaks to Principal Officer of RIRU at next meeting.</p> <p>Quotation received from advertising agency for finished artwork for final logo.</p>	<p>Noted</p> <p>Noted and agreed.</p>
	<p>Review of Criteria The review of the Criteria was completed with an additional sentence being added under Section 6.</p> <p>It was agreed to seek quotation for printing 2000 copies of Criteria.</p>	<p>Noted</p>
	<p>Finance NTMA Report CDVEC Financial Statement of EFB to 31st October CDVEC drawdown from NTMA.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
	<p>Financial Statement Documentation outlining the National Qualifications Authority of Ireland</p>	

	<p>and the EFB's Financial and Accounting Services tender were noted. Successful accountants noted and agreed.</p> <p>The Board agreed to start proceedings towards reconciliation of the 2007 accounts with accountants, CDVEC and the office.</p>	
	<p>IT and Communication Requirements</p> <p>A report was given on the redesign and redevelopment of the Website. Once the logo is designed it will be available to the public.</p> <p>The quotation for the computer to be linked to the network and connection of the phone to the phone system.</p>	Noted and agreed.
	<p>Staffing</p> <p>The recruitment of the second post of Temporary Administrative Assistant Grade IV was discussed.</p>	
	<p>AOB</p> <p>The next meeting will be held on 13th December, 2007</p>	