

**Report on Minutes of Education Finance Board 24<sup>th</sup> July, 2007**

Date	Topic	Decision
24.7.07	<b>Minutes of Meeting held on 13.6.07</b>	Approved
	<b>Matters arising from Minutes.</b> The Board was informed of change of personnel in DES. Chairperson to liaise with new DES personnel in relation to publicity, employers' liability and administration.	
	<b>Correspondence</b> A letter from Standards in Public Office Commission regarding Ethics in Public Office was noted.	
	<b>Approvals, Appeals and Queries</b> 106 approvals in respect of 102 applicants. Appeals, Queries and Reasonable Expectations were processed.	Consolidated approvals approved.
	<b>Criteria Advertising/Information Campaign</b> Publicity Group reported on their meeting of 23.7.07. A quote for publicity CD was discussed. The wording on a poster was discussed.	It was agreed to proceed with content and format of CD.  It was agreed to proceed with costings of poster.
	<b>Review of Criteria</b> The document <i>Criteria Review 2007</i> was discussed.	It was agreed to continue with the Review at the next meeting.
	<b>Finance</b> NTMA Report <b>Draft Financial Statements</b> It was reported that lead auditor was satisfied with accounts. The Chairperson was also required to write a Statement of Internal Financial Control and a Letter of Representation as part of the final accounts which were drafted in consultation with lead auditor. The completed accounts will be considered by the Comptroller and Auditor General. He will issue an Audit Certificate following receipt of three copies of the finalised Financial Statements duly signed by the Chairperson and one member of the Board.	Noted  Approved.  Noted and agreed
	<b>IT and Communication Requirements</b> The Board was notified of amendments to the database.	It was agreed to wait until review was finalised before taking further action.
	<b>Staffing</b> Preparations regarding recruitment of an Administrative Assistant through CDVEC in process. It was reported that additional accommodation may become available after September. A request for the extension of the three month contract was agreed by the Board and permission was granted for requesting another person.	
	<b>AOB</b> It was agreed that a letter be sent regarding issues in a music school Under Health and Safety requirements it was agreed that air conditioning was necessary for the administrative office.	Staff to look at suitable portable models.