

**Report on Minutes of Education Finance Board
held on 22nd October 2012**

Date	Topic	Decision
22/10/12	<p>Minutes The minutes of the seventh meeting held on 24th September 2012 were adopted.</p> <p>The minutes of the sixth Audit Committee held on 24th September 2012 were circulated and noted.</p>	<p>Adopted</p> <p>Noted</p>
	<p>Matters arising from the minutes The Chairperson informed the Board that the Principal Officer, Department of Education and Skills (DES) had requested a meeting with the Chairperson and the Secretary/Manager to be briefed on the current financial state of the Board. The Chairperson had requested the Deputy Chairperson also be present at the meeting and it was agreed to meet with the DES after the Board's meeting that afternoon. He also hoped that the meeting would clarify what the transitional arrangements might be and a possible notification of the establishment date of the new Residential Institutions Statutory Fund Board. It was agreed that the Secretary would send the Minutes of the meeting with the DES to the members as soon as they became available.</p>	<p>Noted</p>
	<p>Notification of Motions No Notices of Motions were received for this meeting.</p>	
	<p>Correspondence Notification by email from DES of receipt of Chairperson's Report 2011 and the Annual Financial Statements for the year ending 31st December 2011 to be laid before each House of the Oireachtas.</p> <p>Letter to Secretary from Standards in Public Office Commission with updated regulations with regard to prescribed designated directorships and designated positions of employment which came into effect on 1st January 2012. The Secretary informed the Board that the statement forms would be available at the December meeting to be with the Commission on or before 31st January 2013.</p> <p>Notification by letter from DES of the receipt of the Chairperson's letter concerning the resignation of a member from the Board.</p>	<p>Noted</p> <p>Noted</p> <p>Noted</p>
	<p>Approvals, Appeals and Queries There were 70 approvals in respect of 65 applicants of which former resident was 9 (12.86%) child 31 (44.29%), grandchild 30 (42.85%), spouse (%) stepchild (%) to a total value of €68,443.29. Countries of applicants: Ireland 48 (68.57%) United Kingdom 19 (27.14%) Spain (%) Australia 1 (1.43%) United States 2 (2.86%) Netherlands (%) Sweden (%) Canada (%) Germany (%) Jersey (%) France (%) New Zealand (%) Austria (%)Malta (%).</p>	

	<p>Criteria There was no business for this item</p>	
	<p>Publicity There was no business for this item</p>	
	<p>Finance The Education Finance Board had now allowed for administration costs up to the end of the first quarter of 2013 and no provision had been made for administration beyond that date. If there were delays in the starting up of the new agency payment of applications that were incomplete and had received a letter requesting more documentation would not be eligible for payment. Discussion ensued around the process of dealing with those applications to the Board prior to 30th November 2011 which were still incomplete and had not been contacted by the office until funding became available.</p> <p>It was agreed to process all the applications received before 30th November 2011. Those applications that were received and were incomplete would have until 19th November to complete their application. The office would manage this process by post, by phone and email to facilitate as many applicants as possible. The members agreed it was unlikely that funding would be available for the second year of any multi annual course starting in 2011/2012 given the estimated cost of addressing all other incomplete applications submitted before 30th November 2011.</p> <p>The Chairperson also advised that he would request clarity around the cessation report of the Board when he met with the Principal Officer, DES after the Board meeting.</p> <p>National Treasury Management Agency (NTMA) Report: The total Fund value at 30/09/12 is €104,176.16</p> <p>City of Dublin Vocational Education Committee (CDVEC) Financial Statement to September 2012. Noted.</p>	<p>Noted and agreed.</p> <p>Agreed</p>
	<p>IT and Communication Requirements The members discussed at great length the statutory obligations placed on the Board in relation to records of information and data storage. A second document prepared by the office outlined the requirements for access and record deletion under the Statute of Limitations 1956 and the Statute of Limitations (Amendment) Act 1991. In some cases this could be as long as 21 years. It was agreed that as the Residential Institutions Statutory Fund Board would take over the functions of the Education Finance Board, the Board's commitment was to hand over to them hard and soft data in a secure accessible form and in good order. The members also agreed that this issue should form part of the agenda at the meeting with the Principal Officer, DES, in the afternoon.</p>	<p>Agreed</p>
	<p>Staffing The members agreed that everything possible should be done to</p>	

	ensure the staff of the EFB were transferred to the new Board with as little disruption as possible and that this issue should be raised with the DES in the afternoon.	Agreed
	<p>Next Meeting</p> <p>It was agreed that the next meeting of the Board would take place on Monday 26th November @ 13.00 with an audit meeting to take place at 12 noon in the Education Finance Board.</p>	Noted