

Communicating Change Consultative Group, Second Meeting, CCMS Armagh  
Diocesan Office, Dungannon, 30 April 2008

Present: Richard Bullick (SELB)  
Angela Devine (WELB)  
Frances Donnelly (NICIE)  
Micheál O Duibh (CnaG)  
David Guilfoyle (YCNI)  
Daryll Kenny (NEELB)  
Frances Logue (CCEA)  
Sarah Lowe (SEELB)  
John Martin (BELB)  
La'verne Montgomery (CCMS)  
Patricia Weir (Staff Commission)

Apologies: John Reid (RTU)  
Pat Ward (WELB)  
Louise Warde Hunter (DE)

In attendance: John McCourt (DE)  
Mary Scullion (DE)  
Robert Shilliday (ESAIT)

The meeting commenced at 11.05am.

**1.** Robert Shilliday welcomed everyone to the meeting and apologised for the scheduling of the meeting as it clashed with other meetings. Introductions were made.

**2.** The minutes from the meeting on 30 January 2008 were agreed.

**3.** Robert Shilliday spoke about the Actions Arising from the meeting on 30 January 2008.

- Previous group analysis had been issued to group.
- Recent statements from the Minister clarified that we are on course for 1 April 2009. A statement from the department will be issued with the milestones.
- The milestones communication is still to be issued.

**4.** Robert also clarified that the establishment of the Education and Skills Authority (ESA) had been approved in the Executive's Programme for Government, the funding has been secured and that the expected savings of £20 million by year three had already been budgeted for.

**5.** Mary Scullion explained that the milestones still had to be approved by the Department's Oversight Board and as soon as they are approved, they would be issued to the group along with a covering statement.

**6.** Mary then gave an update on Legislation and stated that the draft First Bill was sent to the Education Committee on 29 April, the department is working with the Minister to put the draft Bill in front of the Executive on the 22 May and then subject to

Executive approval bring to the Assembly on 23 June 2008. By the end of the meeting it transpired Chief Executives had also been sent a copy of the draft Bill.

**7.** Mary finished by summarising the proformas which had been completed by the group and explained that this would aid communications between the Department of Education (DE), Education and Skills Authority Implementation Team (ESAIT) and the affected organisations.

**8.** The group discussed the advantages of face-to-face communication, the problems of organising these face-to-face meetings with large groups and that it is not just the responsibility of ESAIT to communicate with staff but also senior management within the affected organisations.

**9.** Robert Shilliday acknowledged that good work had been done by the organisations in communicating with their staff. Robert also gave a short summary of the results of a communication survey carried out by ESAIT across the education sector and stated that a summary of the results of the survey and an action plan arising from the survey results would be placed on ESAIT's website.

**10.** Robert added Gavin Boyd, Chief Executive Designate of ESA had been invited to address CCEA and CCMS staff and that he would be willing to attend staff events held by any of the other organisations.

**11.** Robert then asked the representatives from Council for the Curriculum, Examinations and Assessment (CCEA) and Council for Catholic Maintained School (CCMS) if their staff got any benefit from Gavin Boyd's attendance. They both agreed that it was a very good idea for Gavin to attend and that other organisations should take up the opportunity but they also stated that they understood the logistics of holding sessions for large numbers. They added that staff thought it was very useful especially the questions and answer session. Robert stated the presentation and questions and answers from both days are published on ESAIT's website.

**12.** The group discussed the workshop hosted by ESAIT on 4 April for senior managers across all the organisations on the structuring of ESA and if they found the workshop useful. Attendees commented that they found the workshop worthwhile as it was good to get representatives from all the affected organisations in one room talking and sharing their concerns. A representative commented that attendees at his table thought that certain questions were being selected for answering. Robert stated that he would investigate this.

**13.** The group then discussed the possibility of voluntary redundancy packages being offered, the issuing of expressions of interest for those seeking voluntary redundancy, the staff transfer scheme and the necessity to retain experienced staff once ESA is established.

**14.** Mary Scullion updated the group on the establishment of the Transition Board which has been set up to provide leadership and direction on convergence issues and ensure that front-line services are not affected. The group discussed its Terms of Reference and membership and requested that more clarification be sought on these issues.

**15.** Mary explained that a high level Equality Impact Assessment (EQIA) was being developed. This would issue in the near future for consultation. As Review of Public Administration (RPA) policies emerge and decisions are made, further equality screening and impact assessments would take place where necessary.

**16.** Questions were raised regarding the staff within DE who are transferring to ESA. Mary explained that in broad terms the functions to transfer had been identified but further work was required to resolve some outstanding issues. It was agreed that the results of the Internal Review produced by DE would be shared with the group.

**17.** Guidance on how the affected organisations would wind-up their organisations in preparation for the establishment of ESA was raised and it was agreed that further information would be sought on how this was being handled.

**18.** Robert Shilliday updated the group on the work that ESAIT has been carrying out and what they have planned for the future. This included the monthly progress update reports on ESA implementation which began in March 2008, the 20 workshops being held during May and June with staff from across the legacy organisations and also the plans to communicate with school principals and trade unions.

**19.** Questions were raised regarding if the workshops were a one-off, or a start of a process of engagement and why no agenda is issued. Clarification was also sought on the membership of the School Principals Focus Group.

**20.** Clarification was sought on whether only DE governors were involved in recent governor's conferences. It was agreed that this would be investigated.

**21.** The group then discussed the reconstitution of Boards of Governors and sought further clarification on this issue.

**22.** Robert Shilliday continued his update on ESAIT by stating that the 2<sup>nd</sup> Tier Structure for ESA and the Outline Business Case (OBC) for establishing ESA is currently with DE for consideration and that the Education Committee had been briefed on the OBC. It was raised that the Chief Executives had not been briefed on the OBC and could this issue be clarified.

**23.** Robert concluded his update by listing the new members of staff that had joined ESAIT and the engagements they had planned during May to communicate with principals and governors. It was agreed that the staff structure on the ESAIT website would be updated to include the new members of staff and their responsibilities.

The next meeting is scheduled for the end of June with date, time and venue to be confirmed.

The meeting finished at 1.10pm.

<b>Action point</b>	<b>Assigned to</b>	<b>Due by</b>
<b>5.</b> A DE and ESAIT milestones communication document to be developed with covering letter from Will and Gavin making a clear statement on the way ahead.	Robert Shilliday, John McCourt and Mary Scullion.	The dates are being finalised with the aim of issuing the document to the group before the end of June.
<b>9.(i)</b> Summary of results of Communications Survey to be shared with group and published on ESAIT website.	Robert Shilliday	Done - Published on <a href="http://www.esani.org.uk">www.esani.org.uk</a> - 12 May 2008
<b>9.(ii)</b> Action plan as a result of survey to be shared with group and published on ESAIT website.	Robert Shilliday	The draft ESAIT Communications research action plan has been attached. We'd be keen to hear any comments you have on this, or indeed any points you wish to add. Please email your feedback to <a href="mailto:robert.shilliday@deni.gov.uk">robert.shilliday@deni.gov.uk</a> by Monday 9 June. Robert will review your comments and publish the final action plan ahead of our next meeting on 18 June.
<b>12.</b> Questions being selected for answering during ESAIT 4 April workshop.	Robert Shilliday	All questions on post-its not answered on the day were taken away, keyed up and fed back to Project Managers as appropriate. These along with those questions answered on the day will be considered when finalising the relevant project plans.
<b>14.</b> Information on Terms of Reference and membership of Transition Board.	Robert Shilliday and Mary Scullion	The Terms of Reference and membership are currently being reviewed – an update will be provided at the next meeting.
<b>16.</b> Results of DE Staff Internal Review.	Mary Scullion and John McCourt	The results of the DE Internal Review are attached.
<b>17.</b> Guidance on how the affected organisations “wind-up” in preparation for ESA.	Robert Shilliday and Mary Scullion	Guidance will be issued in the coming weeks by DE's Finance Division to Chief Executives in their role as accounting officers.

<p><b>19.(i)</b> Clarification on whether the ESAIT workshops are a “one-off” and the issuing of agendas.</p>	<p>Robert Shilliday</p>	<p>While the workshops themselves are a one off event it is the intention to continue to draw on the expertise of key staff in developing ESA services.</p> <p>Later in June it is intended to issue a communication to participants on the outcomes of the workshops and the next stages in designing the organisation.</p>
<p><b>19.(ii)</b> The membership of School Principal Focus Group.</p>	<p>Robert Shilliday</p>	<p>There will be four focus groups, two in Lisburn and two in Derry, with around 40 principals.</p> <p>A representative cross section of Principals has been chosen to reflect levels and sectors, eg, primary and post primary, special, selective and non-selective, controlled, maintained, integrated, Irish Medium etc</p> <p>Advice was also taken from the Inspectorate as to schools who had successfully implemented improvement programmes.</p>
<p><b>20.</b> Attendees at governor’s conference and information received.</p>	<p>Robert Shilliday and Mary Scullion.</p>	<p>The conference was attended by governors from all the different ranges of schools. A programme of the day has been attached.</p>
<p><b>21.</b> Reconstitution of Boards of Governors</p>	<p>Mary Scullion</p>	<p>The arrangements for handling the next reconstitution of school Boards of Governors are currently under consideration by the Department in consultation with the education and library boards, CCMS and ESAIT.</p> <p>School Boards of Governors serve a 4 year term of office but there is provision for members to remain in office until their successors are appointed. The Boards of Governors of controlled and maintained schools were last reconstituted during the 2005/6 school year and are due to be reconstituted again in the 2009/10 school year.</p> <p>Preparation for the reconstitution exercise usually starts one year in advance. Because the RPA legislation has not yet passed through the Assembly, preparation for the</p>

		<p>next reconstitution will be based on the governance structures in the existing legislation. The draft RPA legislation includes transitional provisions that are designed to enable the new ESA to confirm new governor appointments on behalf of the education and library boards and CCMS. This means that ESA will be able to complete the reconstitution exercise when it is formally established by new legislation</p>
<p><b>22.</b> Chief Executives being briefed on the OBC</p>	<p>Robert Shilliday and Mary Scullion.</p>	<p>The Chief Executives received copies of the OBC in confidence at the May meeting of the Transition Board. A briefing for Chief Financial Officers is currently being arranged.</p>
<p><b>23.</b> Updating ESAIT website to reflect new staff.</p>	<p>Robert Shilliday</p>	<p>Profiles and contact details for new staff members have now been uploaded.</p>