

**Educational Research Centre  
MEETING OF THE BOARD  
25 January 2017**

A meeting of the Board of the Educational Research Centre ("ERC"), was held on January 25<sup>th</sup> 2017 at the offices of the Organisation.

**Board Members Present:**

Professor Pauric Travers, Chairperson; Dr Denise Burns, Deputy Chairperson; Mr. Edward Murtagh, Prof Michael Martin (Via Skype Link);

**In Attendance:**

Peter Archer, CEO; Anne Comey, Senior Administrator who took the minutes.

**Absent:** Dr Jude Cosgrove

**Counsel Present:** N/A

**Call to Order**

Dr Travers called the meeting to order at 2 pm.

The Agenda was adopted (Appendix I).

**1. Minutes BMin 2 – 1216**

The minutes of the last meeting were adopted (Appendix II)

It was agreed that Board meeting minutes would be published on the ERC website but any commercially sensitive information as well as sensitive personal matters would be removed from the minutes before publishing.

**2. Matters Arising from previous minutes**

**Professional Development (B2-16-2):** It was agreed to circulate the revised CPD policy for adoption at the next meeting unless further additional issues are raised.

**Outstanding transition issues:** The CEO contacted the former President of St Patrick's College who advised that responsibilities for future relation with DCU have passed to the Chief Operations Officer Declan Raftery. It was suggested that the CEO of the ERC organises a meeting with Mr Raftery subsequent to getting legal advice.

**3. Evaluation of DEIS – Staff presentation and discussion**

Presentation by Dr Susan Weir and Dr Luran Kavanagh.

**4. Report on developments since previous meeting**

- The DEIS evaluation is with the DES for review. Ongoing difficulties with the identification of schools means it is difficult to predict how much work the ERC will be involved in, in 2017.
- The Drumcondra Online Testing System (DOTS) is now live.
- The ERC met with the United Arab Emirates representatives who are looking at ways to improve their system of evaluation and are interested in the DOTS.

- Official presentation of the system is hoped for Feb 2017.
- Annual report comments received back from DES.

#### **5. IFUT Proposal (B1-17-1)**

A detailed submission was considered from IFUT in relation to staffing. In the ensuing discussion, there was agreement with many of the points raised in the IFUT document. It was decided that the general issue of staffing would best be addressed in the context of a new strategic plan for the Centre but that deficiencies in Senior staffing should be prioritised. The Chairman and CEO will bring a proposal in relation to senior staffing to the next meeting and will revert IFUT outlining the Board's initial response to its document.

#### **6. Draft Policy Document – Procurement (B1-17-2)**

Policy approved subject to a Template PO to be added to the policy.

#### **7. Draft Policy Document – Career Break (B1-17-3)**

Policy approved subject to the following changes/clarifications: application process, "substantive" to be clarified, can people on career break apply for promotions?

#### **8. Appointment of auditors**

Mazars  
Harcourt Centre, Block 3,  
Harcourt Road,  
Dublin 2, Ireland.

Appointment approved by the Board for the audit of 2015/2016 accounts.

#### **9. Code of Governance update**

The CEO and Office Administrator will be meeting with DES on February 8<sup>th</sup> to discuss current status of implementation of the new code of governance.

Requirement for Audit Committee: the Chairman will draft a proposal for discussion at the next meeting.

#### **10. AOB**

A review of Data Protection processes is underway in the ERC for analysis of compliance with the new Directive coming into effect in May 2018.

#### **10 Recruitment of CEO**

Peter Archer withdrew from the meeting at this point. *It was noted that any board members considering applying for the position should not participate in Board discussions on this matter.*

The Chairman reported on a a discussions with DES arising from a submission on behalf of the Board in relation to the proposed CEO salary. A draft job description had also been sent to the DES which must now present a business case to DPER. The process for handling the CEO competition remained to be finalised. A response from the DES is awaited. The duration of the appointment also remains to be clarified.