

**Educational Research Centre
MEETING OF THE BOARD
22nd March 2017**

A meeting of the Board of the Educational Research Centre (“ERC”), was held on March 22nd 2017 at the offices of the Organisation.

Board Members Present:

Professor Pauric Travers, Chairperson; Dr Denise Burns, Deputy Chairperson; Prof Michael Martin (Via Skype Link), Dr Jude Cosgrove;

In Attendance:

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

Absent: Edward Murtagh

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 – 0317

The minutes of the last meeting were adopted.

It was agreed to reschedule the meeting of May 24th to May 30th at 2pm to facilitate members other commitments.

2. Matters Arising from previous minutes

Professional Development (B2-16-2): It was agreed that the issue of copyrights would be dealt with via a separate policy and therefore the CPD policy was adopted. A cross reference to the copyright should be added to the CPD policy once finalised.

Data protection: Following an audit from an external consultant the ERC is awaiting confirmation from the DES that there are no issues with continuing to work with these consultants to ensure readiness for the 2018 General Data Protection Regulation (DGPR). DES is currently checking that there are no Office of the Government Procurement (OGP) frameworks in place to cover similar work.

Governance meeting took place and ERC is awaiting document finalising the Code of Practice status for the ERC.

3. Report on developments since previous meeting

The board acknowledged the passing of Dr Thomas Kellaghan and recognised the impact of his work on the ERC and his legacy.

In relation to an item in PA’s report it was decided that:

- the model needs to be redone

- the involvement of the ERC in work on resource allocation should be considered at a future meeting.

4. Audit and Risk Committee (B2-17-1)

Draft text adopted. It was agreed that all Board members would be part of the Audit and Risk Committee. The Chairman of the Board will check if Edward Murtagh will agree to be chairman of the Committee. A risk register will need to be developed. The possibility of inviting external members will be considered in the future.

5. Accounts

The Board reviewed the draft accounts issued to the DES on 28 February 2017. The accounts are due to be audited by an external consultant in the week of March 27th. The Board was made aware of a number of remaining uncertainties included in the accounts relating mostly to fixed assets and the value of a potential beneficial use of the centre.

6. Legal advice on transition

PA, PT and AC met with Cormac Brennan solicitor Re the Richmond Road Trust. Despite what SPD and ERC had expected it appears that ownership of Richmond Road currently lies with DCU. The ERC will try to organise meeting with Declan Rafferty to alert him to the issue which needs resolving and discuss the transfer of Richmond Road to the ERC.

7. CBT

The ERC tests need to be included on the list of DES approved tests. The request was made in May 2016.

A number of proposals have been suggested to DES Re tests issues.

The Board has been notified of the potential liability and the value of same.

8. Draft policy document - Code of conduct for the Board and employees of the ERC (B1-17-2)

Reference needed to data protection in the document. Need to separate duties of the board and the staff members in the disclosure section. AC to make changes and circulate to the board members and staff for adoption at the next meeting.

9. Draft Policy document 2 – Claiming payments and expenses (B1-17-3)

Distinction to be made between policy and procedures to avoid Board having to review document for procedural changes. To be adopted at next meeting if changes approved.

10. National Assessment

Dr Gerry Shiel and Dr Lauren Kavanagh presented the planned structure for the National Assessment 2019 to the Board members for discussion and advice. The planning for the NA 2019 is due to start with DES after Easter 2017. Board noted that only 10% of the items were to be replaced and questioned whether this should be increased to avoid the risk of falling behind in the overall evolution of the curriculum.

Issue of feasibility of computer-based tests was raised and all agreed that it would not be feasible at this stage. Oversampling of DEIS schools or Irish language schools is being considered by the DES.

11.AOB

Issue of the absence of a lift within the centre was raised following previous refusal by SPD to allow work for the installation of same. Currently the 1st floor of the ERC is not wheelchair accessible.

Dates of meetings after July 2017 should be discussed at the next board meeting.

10 Recruitment of CEO

PT sent email to DES which is supportive of the grading issue which has been included in the business case. The business case has now been sent to DPER. The chairman also raised the issue with the Minister and with the Chief Inspector. .

Pamela Linn
30 May 2017