

**Educational Research Centre
MEETING OF THE BOARD
3.30pm, 22nd October 2024
Online**

A meeting of the Board of the Educational Research Centre (ERC) was online 22nd October 2024.

Board Members Present:

Edward Murtagh (EM), Chairperson, Dr. Eilish Broderick (EB), Paula Fyans (PF) and Orla Barry (OB).

In Attendance:

John Regan (JR), Chief Executive Officer (CEO), Damian Downes (DD), Principal Officer (PO) and Secretary, who took the minutes.

Absent: Dr. Sharon Feeney (SF), Deputy Chairperson.

Others Present: n/a

Call to Order

The Chair called the meeting to order at 3.30 pm. Board members were reminded of the need for confidentiality of board matters.

The agenda was adopted (Appendix 1).

1. Minutes of meeting of 10 September 2024

The minutes of the meeting as circulated were approved.

2. Conflict of Interest

There were no conflicts of interest reported either before or during the meeting.

3. Matters arising from previous minutes

There were no matters arising.

4. Report on developments since previous meeting

- The CEO's report was circulated for discussion.
- The CEO informed the meeting of the situation regarding the Chair's imminent retirement and that the notice is live with the Public Appointments Service since yesterday, 21st October. The Chair has agreed to stay in situ until a replacement is appointed.
- The TIMSS Report is on track for publication in December.
- Meeting with CPU planned for late November.
- CPU comments on the Strategic Plan due by mid-November.
- The Head of Research PO post has been filled by Dr Rachel Perkins. The Board expressed its good wishes to Dr Perkins and looks forward to working with her.
- Management have engaged with CPU regarding the national pay agreement.

5. Governance and Internal Matters

- New Chair recruitment – dealt with under item 4.
- Unified Branding – the board expressed some concern with the unified branding. Management to discuss further with CPU.
- Test Department move update – the internal audit of the test department was completed and will be reviewed in the context of the logistics review of the

department and its building needs. Any move will be after the department's busy period (March – June)

- DCU Lease/Building Plans – DCU informed management that they have given their solicitors the approval to move forward with the contract. ERC solicitor has yet to receive any communication.
- CPU Governance meeting – this has been rescheduled to November
- Strategy 2025 - verbal update from JR. The Board will come back with further comments following feedback from the Department of Education.
- Annual Report 2023 – the document is completed with thanks for Chair's introduction. Will be published on receipt of translation which is expected this week.
- Board Self-assessments - to be circulated at December meeting to allow for a review prior to year-end.
- Update on the assessment of the ARC by the Board (Following on Board / ARC effectiveness review) – format to be confirmed but the ARC Self-assessments to be circulated at December meeting to allow for review prior to year-end.
- CEO appraisal by Chair – Procedure for the appraisal of the CEO by the Chair to be agreed.

6. Finance

- Income & Expenditure report circulated for information.
- Expected underspend especially in the Pay budget given the timeline for new appointments.
- Budget 2025 expected to be confirmed by CPU by November.

7. Policies

Shared documents:

The following documents were circulated for approval but were not approved due to time constraints:

- Terms of Reference – Board
- Terms of Reference – ARC
- Code of Conduct
- Customer Charter

These will be before the December board for approval.

Board members to provide feedback offline on the Blended Working Policy.

8. Risk Management and Internal Audits (Recurring item)

- ARC minutes circulated for information
- Risk Management – there was no time for a discussion on Risk Management. To be included in the December meeting.
- Test Department Audit – to be discussed at the December meeting.

9. Staffing & HR

- Irish Language recruitment + update from DoE Plans –R Fellow and Assoc with Irish shortlisting ongoing/completed and interviews expected by end October. R Assistant completed with 3 appointments pending.
- HEO Gov and Logistics closing 18/10 and 25/10 respectively. AP operations to follow.
- Interviews PO Research on 21/10 – update to be provided to the Board.
- October pay increase

10. AOB

- 2025 dates to be agreed with the Chair and circulated to members

- December onsite ARC and Board 10/12/2024

Appendix 1

EDUCATIONAL RESEARCH CENTRE

Board Meeting Agenda

3.30pm, 22 October 2024

ONLINE

1. Minutes of meeting of 10 September 2024 (BMin – 092024)

2. Conflict of Interest

- ✓ *Conflict Register Board and ARC*

3. Matters arising from previous minutes

4. Report on developments since previous meeting

Shared documents:

- ✓ *Update document circulated by CEO (B-5-24-1 – for descision)*

5. Governance and Internal Matters

Shared documents:

- ✓ *Unified Branding (B-5-24-2 – for discussion)*
- ✓ *Process for the Development of the Strategic Plan (B 5-24-3 – for approval)*

For discussion from the Chair:

- ✓ *Procedures in the appraisal of the CEO by the Chair*

6. Finance

Shared documents:

- ✓ *I&E report – Q3 2024 (B-5-24-4 – for information)*

7. Policies

Shared documents:

- ✓ *Terms of Reference – Board (B-5-24-5 – for approval)*
- ✓ *Terms of Reference – ARC (B-5-24-6 – for approval)*
- ✓ *Code of Conduct (B-5-24-7 – for approval)*
- ✓ *Customer Charter (B-5-24-8 – for approval)*
- ✓ *Procurement Policy (B-5-24-9 – for approval)*
- ✓ *Blended Work Policy (B-5-24-10 – for approval)*

8. Risk Management and Internal Audits (Recurring item)

Shared documents:

- ✓ *ARC Minutes (B-5-24-11 – for information)*

9. Staffing & HR

10. AOB

Edward Murtagh

Apr 1, 2025

edmurtagh@gmail.com

Signature: 
Edward Murtagh (Apr 1, 2025 09:35 GMT+1)

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BM 102024 - FINAL

Final Audit Report

2025-04-01

Created:	2025-03-31
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-  Signer edmurtagh@gmail.com entered name at signing as Edward Murtagh
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