



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

CHILD AND FAMILY AGENCY		
MINUTES OF BOARD MEETING HELD ON THE 30 <sup>th</sup> August 2018		
The Norman Suite, Clontarf Castle, DUBLIN 3		
Present via teleconference	Norah Gibbons	Chair
Present	Rory O'Ferrall	Deputy Chair
Present via teleconference	Sean Holland	Board Member
Apologies	Liam Irwin	Board Member
Present	Deirdre Kiely	Board Member
Present via teleconference	Teresa Kilmartin	Board Member
Present	Avril McDermott	Board Member
Present	Paul White	Board Member
Vacancy	Vacancy	Board Member
<b>Quorum – 3 Ordinary Members And Chair or Deputy Chair</b>		

<b>In Attendance</b>	Fred McBride Jim Gibson Cormac Quinlan Pat Smyth Brian Lee  Emma Dodrill	Chief Executive Chief Operations Officer Director of Transformation & Policy Director of Finance Director of Quality Assurance  Administrative Support
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SIGNED: Norah Gibbons DATE: 21/09/2018

CHAIRPERSON

1	<b>Apologies</b>
1.1	Apologies received from Liam Irwin.
1.2	<b>Declarations of Interest</b>
	None
2.	<b>HIQA Action Plan - update</b>
2.1	The Board reviewed the updated HIQA action plan and acknowledged the risks and dependencies as outlined by the Executive in relation to its implementation. The Board requested a prioritisation matrix to be included as part of the plan.
2.2	The Board approved the governance structure for the execution and monitoring of the action plan and noted the next steps in the process.
3.	<b>Estimates 2019</b>
3.1	The Board reviewed the update on the Estimates submission 2019/2020. The Board expressed concern at the feedback from the Department for the scope of the budget for 2019. The SMT were asked to emphasis the risks contained in any cut backs necessary.  <i>JG; PS; CQ and BL left the meeting</i>
4	<b>School Completion Programme Update</b>
4.1	The CEO informed the Board there had been no progress on the reform of the SCP governance and Tusla's Education Welfare Services (EWS) had to proceed with the planning process for the SCP programme for the 2018/19 school year in order to have SCP's in contract before September 1 <sup>st</sup> . It was agreed Board members would raise this matter with the Minister at the next quarterly meeting.
5	<b>AOB</b>
5.1	The CEO circulated a paper concerning an anonymous protected disclosure received by the CEO and Chairperson earlier in the year. Internal Audit, following a preliminary evaluation of the protected disclosure recommended the Agency undertake an investigation into the matters raised. The Board requested the Chair of the Governance Committee to oversee the protected disclosure and progress the investigation.  <i>FMcB left the meeting</i>
6.	
6.1	<b>Board Vacancy</b> The Chair of the Governance Committee, on behalf of the Chair, attended a meeting of the Public Appointments assessment panel to consider candidates shortlisted for the current vacancy on the Board. The assessment panel submitted their recommendations to the Minister. The Board will be informed of the Minister's a decision in due course

6.2	<b>CEO Stepping down</b>  The Board accepted with regret the decision of Fred McBride to step down from his post of Chief Executive at the end of September 2018. The Board thanked the CEO sincerely for his contribution to the organisation over the past five years and wished him well for the future. The Board will consider the interim measures necessary in due course.
6.3	The Board noted the Board Effectiveness Review would commence in the coming week.