

## Bulletin on the Board of Management Meeting held on Thursday 21<sup>st</sup> September 2023

1.	<b>Board Membership</b>	New Staff Nominee Board Members, Fergal Reynolds and Emma Shanahan, were welcomed to their first meeting. Both new members agreed to join Board Committees – Sustainability (Fergal Reynolds) and Strategy (Emma Shanahan).
2.	<b>Chair's Business</b>	The Chair updated the Board on correspondence received from Forsa expressing concern around staffing levels. The Chair discussed staffing levels with the Director. The correspondence was circulated to all Board members.
3.	<b>Director's Report</b>	<p>Director, Damien Hernon, presented his report to the Board, in his report he highlighted:</p> <p><b>Occupancy:</b> There was a consistent population of 46 young people on the campus in July and 51 in August. Throughout the summer period there were no bed refusals and occupancy has typically been at low to mid-thirties.</p> <p><b>Single Separation:</b> Throughout July and August there were a total of 95 single separations with 62 taking place in July and 34 taking place in August. This is a significant improvement on a month on month basis and a 31% decrease on an annual basis compared to July and August of 2022.</p> <p><b>Director's Update:</b> The campus was inspected by the Health and Safety Authority on 19/07/23 and received a very comprehensive positive report whereby Oberstown received no enforcement, prohibition or improvement notices.</p> <p>On August 17<sup>th</sup> the Director delivered a presentation to the YAP Annual National Conference in Croke Park on the theme of sustainability within the environment, friendships, families and communities from an Oberstown perspective.</p> <p><b>Decision making re Permitted Absences:</b> The Director presented an overview of permitted absences, which included the policy on the management of permitted absences.</p>
4.	<b>Young People Matters</b>	<p>Deputy Director, Michelle G, spoke to this item</p> <p>The Board looked at Single Separation data, welcoming the decrease in separations. MG advised that the Summer School timetable had been adjusted this year; this could have contributed to the decrease. After some discussion, the Board requested that the restrictive practice group review the categories for single separation.</p> <p>In her presentation MG highlighted the following:</p>

		<ul style="list-style-type: none"> <li>• There were a number of celebratory events on the campus including Leaving Cert results for 3 young people, Gaisce Awards Ceremony and an end of summer school event.</li> <li>• Some young people who are on long term Individual Recovery Programmes had individual Case Conferences with all the relevant professionals in attendance. This is a very supportive tool to the teams working with the complex young people. There are further case conference scheduled for these 3 young people.</li> <li>• 2 young people transferred to the IPS following their successful engagement in the Solas Prison Transfer programme which resulted in a smooth transition.</li> <li>• 1 young person successfully completed the NIAPP (National Inter Agency Prevention Programme) following 18 months of engagement.</li> <li>• The Board noted the Advocacy Officer's report which provided an outline of advocacy and complaint activity for the young people on Campus for the month of July and August 2023.</li> </ul>
5.	<b>People Matters</b>	<p>The staffing report, previously circulated, was noted, with the following highlighted by the Director:</p> <ul style="list-style-type: none"> <li>• The Board looked at the reported staffing levels and there was discussion around optimum staffing levels and future planning.</li> </ul>
6.	<b>Audit &amp; Risk</b>	<p>The Board noted the minutes of the Audit &amp; Risk Committee meeting of 11<sup>th</sup> September 2023 with the following highlighted:</p> <ul style="list-style-type: none"> <li>• <b>Budget Submission 2024:</b> The Committee considered the draft budget estimate submission for 2024. Further information was requested and the budget submission will come to the October Board meeting.</li> <li>• The Terms of Reference for the Audit &amp; Risk Committee were approved by the Board.</li> <li>• The Internal Audit Charter was approved by the Board.</li> <li>• The Board reviewed the Corporate Risk Register.</li> </ul>
7.	<b>Strategy</b>	<p><b>Business Plan 2023:</b> The Board reviewed the progress made in the implementation of the Business Plan 2023. The Chair of the Strategy Committee advised that the committee had comprehensively reviewed each item in the plan and were happy with the progress made.</p> <p><b>Terms of Reference:</b> The Board approved the updated Terms of Reference for the Strategy Committee.</p>

8.	<b>Review of Participation</b>	Anne O'Donnell presented the final report on the Review of Participation. In her presentation AO'D highlighted the commitment and passion of all staff consulted to the young people in their care. She acknowledged the great progress made in Oberstown and outlined a strategic approach for further development. The report set out the findings from consultations with young people and staff. An action plan to implement recommendations out of the review will be developed.
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**Koulla Yiasouma**  
Chairperson