

Caranua Board minutes 20<sup>th</sup> June 2019

**Present:** David O’Callaghan, Frances Harrington, Tom Daly, Patricia Carey, Francis Treanor, Katherine Finn, Richard Heeneey

**Apologies:** Damian Casey, Phyllis Morgan Fann

**In attendance:** Rachel Downes, Saragh Fitzpatrick (Secretary), Sinead Dwyer, Jane Merrigan, Ross Carmody

Item	Discussion	Decision Action	Update from last meeting
1. Quorum, Apologies and Conflicts of Interest Declarations	The Chair noted that there was a quorum present and that apologies had been received from two members who were unable to attend. No member had declared an interest in the Agenda.		
2. Minutes	Minutes of the last Board meeting were agreed. Action points from the last meeting were reviewed and discussed.  Minutes proposed by: Frances Harrington Seconded by: Tom Daly	DOF will pass Board minutes from the last meeting to Head of Communications to publish on the website.	
3. Report on applications and spend	CEO presented a report in relation to the status of applications on hand at 14 <sup>th</sup> June 2019, covering the following: <ul style="list-style-type: none"> <li>• Status of current open applications;</li> <li>• Summary of post (incoming and outgoing);</li> <li>• Telephone calls received, telephone calls outgoing from application advisors;</li> <li>• Progress of submission of documentation by applicants under the timeline process;</li> <li>• Completed applications to date in 2019;</li> </ul>		

Item	Discussion	Decision Action	Update from last meeting
	<ul style="list-style-type: none"> <li>• Appeals, complaints, feedback and freedom of information requests.</li> </ul> <p>A discussion was held in relation to staff support. There is intense pressure on staff to achieve an ambitious workload. This is being achieved, through a delicate balance by staff. Staff are ensuring that all timelines are adhered to, in order to manage an orderly wind down of operations and to maximise the funds available to survivors.</p>	Executive will continue to update the Board at each meeting.	
4. Report from Executive	<p>An Executive Report was presented by the CEO, covering the following:</p> <ol style="list-style-type: none"> <li><b>1. Staffing update</b> An update was provided on the overturn of staff in 2019. Staff training will take place later in June in relation to managing conversations in light of the wind-down of Caranua and the impact that may have on survivors.</li> <li><b>2. Department of Education and Skills</b> The Board was informed that Minister for Education and Skills has written to the Head of the Congregation of the Christian Brothers in Ireland in relation to the receipt of the outstanding contributions.</li> <li><b>3. Appeals update</b> [CONTENT REDACTED UNDER LEGAL PRIVILEGE]</li> <li><b>4. Conference update from attendees</b></li> </ol>		

Item	Discussion	Decision Action	Update from last meeting
	<p>A conference and celebration event for survivors in conjunction with the Christine Buckley Centre, Right of Place, Towards Healing, One in Four, Barnardos Origins and the HSE National Counselling Service was held on 11<sup>th</sup> May in the Edmund Burke Theatre in Trinity College.</p> <p>The conference was well received by those in attendance. The final version of a speech by a Caranua Board member will be circulated.</p> <p><b>5. Outreach</b></p> <p>An outreach event for survivors was held in the Caranua offices in conjunction with the Christine Buckley Centre.</p> <p>Prisoner outreach was also held by Caranua. We are working with a number of survivors who are in prison, to devise ways in which they could be supported. There are prison rules around what can be supported by Caranua for prisoners.</p> <p>On 5<sup>th</sup> July, the final outreach event in London will be held. There are a number of appointments from survivors who have limited or no access to funding supports to date. This will also be a social occasion for survivors to meet each other as well as the staff of Caranua.</p>	<p>Board were impressed by the conference and expressed their congratulations to all involved.</p>	
<p>5. Governance Matters</p>	<p>DOF presented a proposal from the Audit and Risk Committee in relation to the market testing approach to be taken to existing contracts rather than putting them out to tender at this stage of the wind up of the organisation.</p>	<p>Board approved this proposal.</p>	
<p>6. Finance and Risk Matters</p>	<p><b>Chair of the Audit and Risk Committee and the Director of Finance gave an update to the Board in relation to:</b></p>		

Item	Discussion	Decision Action	Update from last meeting
	<ol style="list-style-type: none"> <li>1. The last ARC meeting dated 13<sup>th</sup> June 2019, and discussions on:               <ol style="list-style-type: none"> <li>a. Internal Audit</li> <li>b. Risk Management</li> <li>c. Out of date cheques</li> <li>d. External Audit</li> <li>e. Management Accounts and Financial Projections</li> </ol> </li> <li>2. Finance report to end May, in relation to expenditure on both operational costs and payments to survivors;</li> <li>3. Financial Analysis and projections to end May. The current projection, should the outstanding funds be received from the Christian Brothers, shows that there are sufficient funds on hand to meet all projected expenditure on applications for funding support. However, if the funding is delayed, this will result in an increase in operational costs, and therefore a deficit would arise. As the fund has a statutory maximum, there will be no additional funds forthcoming – therefore there can be no deficit. The potential for the reduction of the overall monetary limit or other reductions will need to be discussed at the next meeting unless we are in receipt of these outstanding contributions.</li> </ol>	<p>There may be a requirement for an extraordinary Board meeting in the first week in July to discuss this, following the meeting between DES and Caranua on Tuesday 25<sup>th</sup> June.</p>	
7. Subcommittee on wind down of Caranua	A meeting will be held of this subcommittee prior to the next Board meeting.		
8. Correspondence	Correspondence was reviewed as follows:		

Item	Discussion	Decision Action	Update from last meeting
	<ol style="list-style-type: none"> <li>1. Outgoing correspondence from Caranua to Ned Costello in the Department of Education and Skills in relation to the remaining outstanding contributions.</li> <li>2. Correspondence from the Department of Education and Skills dated 6<sup>th</sup> June 2019.</li> <li>3. Parliamentary Questions and Dáil Debates referencing Caranua for the period 9<sup>th</sup> May to 20<sup>th</sup> June.</li> </ol>		
9. Outstanding contributions	<p>Recommendation from the Audit and Risk Committee to the Board in relation to the decisions that may need to be taken in relation to the potential shortfall in funding caused by the outstanding contributions.</p> <p>A meeting will be had in the DES on Tuesday 25<sup>th</sup> June, to include Chair, CEO, and DOF, with representatives of DES, to discuss the outstanding contributions and continued concern of the Board and Executive.</p>	<p>The Board have decided that following the meeting with the DES there will be an extraordinary Board meeting on 4<sup>th</sup> July in order to discuss outcome of this meeting and finalise Caranua's approach to the financial situation.</p> <p>Briefing note to be drafted by DOF / CEO to set out the financial position of the organisation in the strongest possible terms.</p>	
10.AOB	A request was made by the CEO on behalf of the Chair of the Audit and Risk Committee for a volunteer to join the audit and risk committee.	Board member Richard Heeney volunteered for the role, and this was approved by the remaining Board members.	

Caranua Board minutes 20<sup>th</sup> June 2019

Item	Discussion	Decision Action	Update from last meeting
11. Next meeting	<p>Meeting concluded at 12:30. The next ordinary Board meeting is scheduled for 25<sup>th</sup> July. Audit and Risk Committee meeting is scheduled for 15<sup>th</sup> July.</p> <p>An extraordinary Board meeting will be held on Thursday 4<sup>th</sup> July to discuss the financial situation and update following DES meeting.</p>	DOF will send confirmation to all Board members, including those not present to advise the date of this extraordinary meeting.	