



A meeting of Laois and Offaly Education and Training Board was held on Monday 24 January 2022 at 4:30pm via Microsoft Teams.

**PRESENT**

Cllr Catherine Fitzgerald (Vice Chairperson)  
Cllr Willie Aird  
Cllr John Carroll  
Ms Mary Cotter-Bracken  
Cllr Clare Claffey  
Mr Shane Flesk  
Mr John Mollin

Mr Eddie Fitzpatrick  
Ms Evelyn Dunne  
Cllr Caroline Dwane-Stanley  
Cllr Pdraig Fleming  
Mr Frank Smith  
Mr Niall Tully  
Ms Molly Buckley

**IN ATTENDANCE**

Mr Joe Cunningham, Chief Executive  
Ms Marie Bracken, Director OSD  
Mr Rory Connolly, Corporate Services,  
Ms Rebecca Preston, Corporate Services

**WELCOME AND INTRODUCTIONS**

In the absence of the Chairperson, Catherine Fitzgerald, vice Chairperson, chaired the Meeting. The Chair welcomed new staff member, Rory Connolly, and wished him well in his new role in Corporate Services.

**1. APOLOGIES**

Apologies were received from Cllr Robert McDermott, Mr Dave Cullen, Cllr Neil Feighery, and Cllr Frank Moran.

**2. MINUTES OF PREVIOUS LOETB MEETING**

The minutes of the previous meeting, which took place on 22 November 2021 were circulated to members. Members approved the minutes and they will be signed at a later date by the Chairperson.  
  
Proposed: Molly Buckley  
Seconded: Caroline Dwane Stanley

Chairmans Initials

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### 3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

### 4. GOVERNANCE

#### Risk Management

Marie Bracken, Director of OSD, informed members that the Risk Management Committee will be meeting in the coming weeks to review and update the Risk Register. It will be brought to the next meeting of the Audit and Risk Committee in February.

#### Conflict of Interest

As per Schedule 3, Paragraph 10, Section 3 of the (ETB) Act 2013 and the Agenda Notice, no conflicts of interest were declared.

### 5. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details	Comments
1. <small>Kalamazoo - 32576.0001</small>	Department of Education	CL0057-2021	Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2022/2023 School year	Noted by Members
2.	Department of Education	CL0058-2021	Payment of Tool Allowance to Craft Workers - 2021	Noted by Members
3.	Department of Education	CL0059-2021	Arrangements for the implementation of the Framework for Junior Cycle with particular reference to the School year 2021/22	Noted by Members
4.	Department of Education	CL0060-2021	Grant scheme for EU NRRP funding to Schools to address the digital divide, and learners at risk of educational disadvantage	Noted by Members
5.	Department of Education	CL0061-2021	Study and examination leave for staff other than persons employed as Teachers and SNA's employed in Education and Training Boards	Noted by Members
6.	Department of Education	CL0062-2021	Appeal System for Permanent Principal and Deputy Principal Appointments	Noted by Members
7.	Department of Education	CL0063-2021	Final closing date of 30 April 2022 for receipt of eligible qualification allowance applications (as a Result of the Findings of the Adjudicator under Claim 447/19)	Noted by Members

Chairmans  
Initials

8.	Department of Education Skills	CL0064-2021	Changes to the Domestic Subsistence Rates Effective from 1 December 2021 Payable to Staff in Education and Training Boards (ETBs) and members of ETBs and of ETB Statutory Committees	Noted by Members
9.	Department of Education	CL0065-2021	Enhanced Minor Works Grant Funding for Primary Schools Exceptional Minor Works Grant Funding for Post-Primary Schools with a particular focus on supporting enhanced ventilation	Noted by Members
10.	Department of Education		A request from the Department of Education to identify state owned vacant properties suitable for housing, as per Section 19.9 of the Housing for All Programme was received.  LOETB identified the LSU Building as a vacant property.	Noted by Members

## 6. Draft Policies

No Draft Policies for this Meeting.

## 7. MINUTES OF COMMITTEES OF THE BOARD

The following minutes of the Committees of the Board were circulated to members prior to the meeting. Members noted same.

Audit and Risk Committee Minutes 10 December 2021

Finance Committee Minutes 10 December 2021

Clonaslee College BOM Minutes 9 December 2021

Colaiste Naomh Cormac BOM Minutes 9 December 2021

Special BOM Minutes St Fergal's College 22 November 2021

## 8. LEASE/LICENCE AGREEMENTS

### Leases:

Additional Accommodation – Portlaoise Institute Lease

Proposed: Caroline Dwane Stanley

Seconded: Catherine Fitzgerald

Additional Accommodation – Portlaoise Adult Literacy

Proposed: Caroline Dwane Stanley

Seconded: Catherine Fitzgerald



**Licences:**

Marie Bracken informed members of the following Licence Agreements for noting:

METAC Mountrath Plumbing: 01/01/2022 – 31/12/2022

Storage facilities at Stradbally for Portlaoise College gym equipment and furniture:  
01/01/2022 – 31/12/2022

**9. Site for Ard Scoil Chiarain Naofa**

The Department of Education (DoE) informed LOETB of its agreement in principle to the purchase of 11 acres of a greenfield site at Drayton Villas for a new building for Ard Scoil Chiarain Naofa. They advised that full site investigations and a property valuation should be carried out. The Board agreed to the purchase of the site once the investigations, valuations, and final approval to purchase from DoE has been received. This was agreed by members.

Proposed: John Carroll

Seconded: Molly Buckley

**10. Board Effectiveness Evaluation**

The CE discussed the Board Effectiveness Evaluation, which is to be completed by members. The evaluation will be converted into a form to be completed online form . Corporate Services will issue an email and the form for completion.

**11. CHIEF EXECUTIVE'S REPORT****Schools Directorate****Schools:**

All of our schools reopened as scheduled on 6 January. There were some challenges arising in initial days due predominantly to Covid-19 related absences with staff and students. Staffing and student attendance rates are improving, of significant concern is clarity around planning for examinations and maintaining staffing levels due to national difficulties with availability of substitute and subject specific teachers. I would like to acknowledge the ongoing commitment of all school staff for the enormous efforts in keeping our schools operating and prioritising supporting students during these difficult times.

- Leadership Advisory Group- LOETB in collaboration with Laois Education Centre, are hosting an Optimising Middle Leadership Webinar Series facilitated by Joe O'Connell for school leaders holding API and APII positions in our schools. The webinar series commences on Monday 31 January (online, evening). The 3-part webinar series will unpack the current policy in terms of developing leadership and management practices outlines in the Looking at our School (LAOS) document.

- Our LOETB Teacher CPD in conjunction with Laois Education Centre takes place Monday 24 January. Terrence O'Brien from Banagher College will facilitate this event covering "Schools Authentic learning and Digital learning". This is the final webinar of the 3-part webinar series.
- ETBI will host their Annual Principals and Deputy Principal Conference for 2022 with the main focus on the learner, on Tuesday 8 February 2022 via Zoom. All school principals and deputy principals will be in attendance.
- Our third Ethos Professional Learning Network meeting takes place Wednesday 19 January. The focus of this meeting is about supporting schools to raise awareness of ETB school core values (excellence in education, care, equality, community and respect) amongst all staff.
- Dr. Johanna Fitzgerald, Head of Department of Educational Psychology, Inclusive and Special Education, Mary Immaculate College, Limerick has scheduled visits to our 2 Inclusion pilot schools recently. On Thursday 13 January Dr. Fitzgerald visited Tullamore College and Thursday 27 January is confirmed for Clonaslee College. This Provision Mapping in Schools Pilot Initiative project is an ETBI and MIC Collaboration. It is a significant programme for our schools in prioritising and supporting inclusive education for all of our students. All nine LOETB schools have participated in training with Dr. Johanna Fitzgerald and will continue to benefit through the development of our LOETB Inclusion professional learning network.
- Banagher College and Ard Scoil Chiarain Naofa, Clara completed a Plastic Free Programme with Susan Adams of Education for Sustainability. The programme was aimed at Transition Year students.
- VsWare training took place last Thursday 20 January for all of our schools. The training included school specific training to facilitate schools with fully utilising timetabling and attendance supports.
- JCT Leadership Session for principals and deputy principals took place on Tuesday 18 January via Teams.
- LOETB & Wriggle Connect provided Teacher CPD with a Shaping your Focus webinar on Tuesday 25 January on available subject specific courses for LOETB teachers with Wriggle Connect.
- Our third virtual partner meeting for our PEDL • (Programme for Enhancing Digital Literacy for Parents) Erasmus+ programme took place on Tuesday 11 January. The next activity for this programme is an exchange of practice in February.

### Youth Services:

#### DCEDIY - UBU Your Place Your Space 2022:

The Minister for Children, Equality, Disability, Integration and Youth (DCEDIY), Mr Roderic O Gorman TD has approved the 2022 grant funding for youth services and **€382,287** has been allocated to LOETB in its capacity as a grant administering body.

UBU Funded Organisation	2022 Funding allocation
Offaly Traveller Movement / Youth Project	€53,103
Youth Work Ireland – Midlands / Tullamore Youth Project	€102,328
Youth Work Ireland – Laois.	€103,255
Foroige / Portlaoise UBU Youth Service	€123,600
<b>Total</b>	<b>€382,287</b>

**DCEDIY and Creative Ireland (CI) – Summary of Funding 2021 administered by LOETB**



<b>DCEDIY Funding for LOETB Youth Service Function 2021</b>	<b>€119,609.00</b>
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<b>DCEDIY Youth Funding 2021 for Laois and Offaly</b>	<b>No of Awarded Applicants</b>	<b>Total Awarded Amount</b>
UBU Your Place Your Space 2021	4	€ 227,952.00
Local Youth Club Grant Scheme 2021	26	€ 72,973.30
Resilience & Effectiveness Initiative 2021	3	€ 5,833.00
Local Youth Club Equipment Grant Scheme 2021	25	€ 15,315.79
LGBTI+ Youth Service Scheme 2021	1	€ 5,000.00
Targeted Youth Employability Support Initiative 2021-2022	1	€ 6,039.96
Youth Capital Founding Scheme 2021	2	€ 16,986.44
Covid-19 Minor Grant Scheme for Youth Services and Youth Clubs 2021	22	€ 14,000.00
<b>Total</b>		<b>€ 364,100.49</b>

<b>Creative Ireland Funding in 2021:</b>	<b>No of beneficiary's</b>	<b>Allocation Amount</b>
Local Creative Youth Partnership Scheme		€100,000.00
Local Creative Youth Partnership Scheme Stimulus Package	16	€49,866.78
<b>Total</b>		<b>€ 149,866.78</b>

### **Music Generation:**

- The Impossible Dream** is a new suite of music, composed by Martin Tourish in collaboration with the Music Generation Laois Trad Orchestra, directed by Siobhan Buckley with percussion directed by Dale McKay, and premiered on Sunday 19 December on the grounds of Laois Music Centre, supported by the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media LPSS 2021, via Laois County Council and Laois Arts.

'The Impossible Dream' celebrates the life of Portlaoise Aviator James Fitzmaurice, and was commissioned in 2019 with the support of Creative Ireland Laois, part of the Creative Ireland Programme 2017-2022.
- Through funding received from the Live Performance Support Scheme in 2021 from the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media LPSS 2021, via Laois County Council and Laois Arts, Music Generation Laois programmed 28 concerts across 24 days from 28 Nov to 22 Dec, in locations throughout Laois. Performances featured many well-known Irish musicians including John Spillane and The Henry Girls, and also a range of local musicians. Funding of €64,000 was secured for this project. A highlight was a tour of secondary schools participating in our LYCP funded secondary schools' music

programme by Irish Trad band MOXIE and MG Laois' own youth band, Paper Planes (Dunamase College, Portlaoise College, Mountmellick Community School).

- Paper Planes and musicians and singers from the Music Generation Laois Trad Orchestra were featured on the Home School Hub: A Christmas Cracker on Christmas Day, RTÉ2 at 5.25pm.  
Paper Planes, directed by MG Laois' James O'Connor, recorded their performances in Crumlin Children's Hospital. Members of the MG Laois Trad Orchestra under the direction of Siobhan Buckley performed from Barretstown in Co. Kildare.  
In addition, young singers from Rath NS and Paddock NS, part of our Singing programme under the direction of Nuala Kelly, were featured on the RTÉ Kids YouTube Channel.

## **FET Directorate**

### **2022 FET Provision Areas**

#### **Inclusion**

##### ***Community Education: Access to FET***

LOETB engaged with over 1,100 learners through Community Education in our Communities, in our Further Education and Training Centres and online in 2021. Building on the work to improve access for all communities that has already taken place in the Peatland Communities, we will identify eight communities across Laois and Offaly in 2022, starting with Stradbally, Rathdowney, Cloneyhurke and Moneygall.

This approach is based on providing intensive engagement with these communities and raising awareness of all FET services available to them including our Adult Guidance Services with the aim of supporting progression to FET courses and/or employment for those who wish to do so.

This approach proved to be very successful in 2021, allowing community groups to identify relevant programmes and access them locally. LOETB provided follow on programmes, both certified and uncertified, as well as access to the LOETBs Adult Guidance Service to all learners, linking those who wanted to progress further with our local Further Education and Training Centres. This targeted initiative received positive feedback from the many learners who attended with clear evidence of learner progression.

##### ***Adult Literacy for Life, 2021***

As part of LOETBs response to the new National Adult Literacy Strategy, *Adult Literacy for Life* and bridging the digital divide, we will prioritise digital Teaching and Learning professional development for all staff at QQI levels 1-4 in 2022. This will be coupled with introductory programmes for learners focusing on learning platforms and remote teaching and learning. It is not our intention to replace on-site delivery at these levels but to supplement what is already happening.

#### **Pathways**

LOETBs FET Centres will continue to provide a range of full and part time programmes with multiple learner supports onsite. The management and staff teams in each Centre have identified strategic actions under the following headings:

- FET for Everyone
- Visible Pathways
- Sustainability for Laois and Offaly
- Excellence FET Provision
- Stakeholder Collaboration



Each team will present progress to the FMT as part of the Mid-Year Review and the final annual report (late November).

### ***FET Centre Branding & Launch***

All FET Centre branding will be complete by the end of Q1. It is our intention to launch the Centres collectively across the region outlining their provision and supports, and the various pathways to education and employment available.

In line with the *'FET College of the Future'* concept, LOETB will launch the **LOETB Tullamore FET Campus** in Q3. The campus will consist of:

- Tullamore FET Centre
- Midlands Skills Centre
- Tullamore Community Training Centre
- Tullamore National Learning Network

The process of integration of provision across these Centres is well underway. The managers and staff will work with the FMT to further develop learning pathways, and identify cross campus initiatives to benefit both staff and learners.

Learners on the campus will be able to avail of **LOETBs new Tullamore Information Hub**. The hub will open in Q2 providing access to guidance, research and library facilities and private study space.

LOETB will continue our brand development throughout 2022. We will renew our sponsorship agreement with Laois GAA, and look at other similar options available to us to make the brand more recognisable and increase our reach to individuals and communities across the region.

### **Skills**

2022-2025 will see LOETB place a significant emphasis on Green Skills provision. This is in line with the new FET Strategy (Transforming Learning), The Climate Action Plan, 2030 and the Skills for Zero Carbon Report published last year.

These skills will include courses across a number of sectors including Construction, Hospitality, Engineering and Bio-Pharma. LOETB is one of the lead ETBs in the Green Skills area, contributing significantly to the 2025/30 targets in areas such as:

- NZEB & Retrofit
- Solar PV & Micro Generator
- Heat Pump Installation
- Thermal Insulation Installation
- Ventilation & Air Tightness
- LEAN Manufacturing Processes
- Remote Working & Leading Remote Teams

The National Construction Training Centre, Mount Lucas will play a key role in LOETBs Green Skills offering. We are currently in talks with SOLAS, Dept. of Public Expenditure and Reform, Enterprise Ireland, and DFHERIS to further develop the Mount Lucas site with a view to providing accommodation, a modern methods of construction training site, and expanding our current NZEB programme.

### ***Services to Employers***

**LOETBs 'Enterprise Hub' will open in Q2.** This will significantly enhance our services to employers providing conference facilities, IT training suites and lecture facilities.



## **OSD Directorate:**

### **Human Resources**

#### **The following posts have been filled since the last ETB meeting**

1 APII	Coláiste Naomh Cormac
1 Acting APII	Coláiste Naomh Cormac
2 API	Ard Scoil Chiarain
1 APII	Ard Scoil Chiarain
1 Acting APII	Ard Scoil Chiarain
1 APII	Oaklands Community College
2 Acting APII	Oaklands Community College
1 Programme Co-ordinator /	Dunamase College
3 APII	Dunamase College
3 API	Portlaoise College
1 APII	Midlands Prison
1 APII	Portlaoise Prison / in the appeal stage
1 API	St Fergal's College, Rathdowney
1 Acting Principal -	Banagher College
1 Acting Deputy Principal -	Banagher College
1 Electrical Instructor	
1 Plumbing Instructor	
Substitute teacher panel	
Attendant/cleaner panel	
1 teaching post	
Substitute SNA panel	
Community Training Officer	
Grade III posts	
Caretaker (Tullamore College)	
1 Grade IV (corporate)	

#### **Posts advertised**

Substitute teacher panel  
Attendant/cleaner Coláiste Naomh Cormac

#### **Report on Pensions to date since 01/01/2022**

Pension Description No.

Members Retired/Pensions issued 1

Widow/Widower Pensions issued 0

Members/ Widows to return pension forms 0

Total Estimated Pensions issued by end of Dec 2022: 1

Pension Department are continuing to update service on our new Core system for members aged 55+.

We continue to process previous service that is being transferred over to LOETB.

#### **Payroll Figures since last meeting**

26/11/2021	1,110,736.62	938
10/12/2021	1,189,186.59	957
24/12/2021	1,227,421.26	968
07/01/2022	1,161,774.62	957

## Finance Report

### Budgets

Working with schools and centres to balance out 2021 budgets on a cash basis.

### Finances

Current summary of finances to end of November 2021.

## Summary of Workings to End November 2021

ITEM	Opening Grant Cash Balance	Adjustment to Opening Balance	Receipts	Payments	Closing Grant Cash Balance
Main Scheme Pay Grant	1,304,431	0	24,091,649	(27,003,218)	(1,607,138)
Main Scheme ONP Grant	750,038	0	1,784,822	(2,120,661)	414,199
Associated Main Scheme Grants	1,192,841	(824)	1,657,048	(1,549,104)	1,299,961
Capital Schedule	1,115,258	0	3,731,368	(2,631,100)	2,215,526
Further Education & Training	1,431,540	0	33,348,352	(30,671,933)	4,107,959
Youth Affairs	793	0	644,254	(528,200)	116,847
Agency	855,769	824	1,523,166	(1,308,667)	1,071,092
Self Financing	197,322	0	689,978	(1,043,701)	(156,401)
Third Party Funds	2,598	0	5,770	0	8,368
<b>Totals</b>	<b>6,850,590</b>	<b>0</b>	<b>67,476,407</b>	<b>(66,856,584)</b>	<b>7,470,413</b>

### Creditor Payments

4,403 invoices, amounting to €9,024,620.04 were paid in the fourth quarter of 2021.

Of these, 46% were paid within 15 days of receipt of invoices, and a further 42% were paid within 30 days.

47 purchase orders for €20,000 or above, totalling €2,971,598.30 inclusive of VAT, were paid in the fourth quarter of 2021.

### NTMA

In November 2021 surplus funds were invested with NTMA for a period of 30 days at 0% interest rate saving approximately €600 negative interest. At time of reinvestment NTMA were offering less favourable rates than the 0.5% negative interest rate offered by AIB so no funds were re-invested. NTMA are again offering 0% interest rate and €3.5 million has been invested.

### Corporate Services

#### **ICT**

- New devices being configured and rolled out under latest MAEDF funding.
- ICT fit out of Midland Skills Lecture Hall to be completed week starting 17 January
- Review underway to determine best strategy for utilising latest digital grant within the schools.
- Cyber security phishing campaigns and awareness training to begin in the coming weeks
- New phone system ordered for Banagher FET
- New phone system due to be installed in Portlaoise College before the end of this month



- Equipment procured using ICT Grant for the reconfiguration of classrooms Portlaoise College
- Regular maintenance, prevention and replacement requests on an ongoing basis across schools, centres and offices.

### **Land & Buildings**

A request from the DoE to identify state owned vacant properties suitable for housing under the Housing for All, Action 19.9 was received. LOETB identified the LSU Building as a vacant property.

### **Capital Projects and Buildings Works**

KSN Project Management Group have been appointed to project manage three major capital projects on behalf of LOETB; Portlaoise College & Institute; Dunamase College; Oaklands College.

#### Clonaslee College

Application re ASD Room sent to DoE. Awaiting approval from DoE  
Works on the school extension continuing.

#### St Fergal's Community College

Approval for roof works under the Summer Work Scheme (SWS), received a grant of approx. €58,000 plus VAT and fees.

Application re Gym Facility sent to DoE. Awaiting approval from DoE.

#### Portlaoise College – Phase 1 Reconfiguration Classrooms

Works underway. Design team meeting later this week.

#### Dunamase College – Tower Hill

Application re Accommodation for 2022/2023 sent to DoE. Awaiting approval from DoE.

#### Oaklands Community College, Edenderry

Final Stage 2A Report currently being prepared. Design team meeting on Friday 28 January.

#### Ard Scoil Chiaráin Naofa, Clara

Agreement in principle to proceed with the site assessment and valuation for a new greenfield site. ASD Room works to commence end January/early February 2022.

#### Coláiste Naomh Cormac Kilcormac

Approval received from the DoE for the reconfiguration works to the car park. Approval received from DoE re Works for disability facilities - €61,000 – Invitation to Tender for Consultants response date 21/01/2022

#### St Mary's Primary School, Edenderry

Currently at standstill stage of Procurement of Consultants.

### Further Education Projects

- Mount Lucas – Scaffolding Rig – Works completed December 2021
- Mountmellick, Banagher and Edenderry FET Centre minor projects ongoing
- Axis Business Park Unit 24e, works ongoing, possible finish date and handover end January 2022.

### **Procurement**

Plumbing Equipment & Class materials for Apprenticeship

- ~~D & S Hardware – Contract from 22.12.2021 to 21.12.2023~~

### New OGP Frameworks

- Supply of Multi-purpose Office Paper
- Framework Panel for provision of Mock Exam Papers and Correction Service
- Media Buying Services for Recruitment & Advertising Notices
- Supply of Learner Books, School Books and Exam Papers for all LOETB Schools and FET Centres
- Gen II Legal Services Framework
- Occupational Health Services

### **Corporate Services (General)**

One new staff member has joined the Corporate Services team.

We continue to support schools and centres in responding to Covid-19. A particular focus in the last number of weeks has been in the area of ventilation for schools to including reports for DoE to analyse the potential of HEPA filters to improve safety in classrooms.

Dealing with minor remedial issues for the new Administration Office in Portlaoise.

Addressing annual reports, demands, and requirements with regard to FOI, GDPR, SIPO and other returns, SIC reviews, Statutory Inspections, Fire Safety etc.

Auditing and reviewing defibrillator status across the organisation to maintain and/or improve availability of equipment, and the required training for personnel for same.

Communications Officer continues to progress social media advertising for FET, development of video briefs for Mount Lucas, communications advice to schools, rebranding for Mountmellick and Banagher FET Centres.

### **Joe Cunningham Chief Executive**

24 January 2022

Members commended all staff in schools and centres for their dedication during these difficult times. Members also commended staff of Music Generation Laois on the fantastic performance which was held recently – “The Impossible Dream”.

In response to queries from members, the CE provided an update on the progress of the Dunamase College development and the proposed development of Ard Scoil Chiaráin Naofa at the Drayton Villas site.

A member enquired if the grounds and building of the former Sacred Heart primary school had been considered for temporary accommodation for Dunamase College. In response, the CE explained that it had been considered but was deemed unsuitable as it would still lead to the school operating on four sites which is not feasible from a school management perspective.

In response to a query on youth funding, the CE informed members of the eligibility criteria for certain organisations to apply for funding under the various programmes operated by LOETB.

## **12. VOTES OF SYMPATHY**

A vote of sympathy was passed to:

- To Helena Kirwan, teacher at Portlaoise Prison, on the passing of both her aunts

Chairmans  
Initials



- To Yvonne Geagan, teacher at Oaklands Community College, on the passing of her father-in-law
- To Roger Geagan, Principal at Ard Scoil Chiaráin Naofa, on the passing of his father
- To Brid Brady, teacher at Ard Scoil Chiaráin Naofa, on the passing of her mother
- To Deirdre Collins, teacher at Coláiste Naomh Cormac, on the passing of her aunt
- To Cllr. Pádraig Fleming and Sean Fleming TD on the passing of their sister
- To Elizabeth Kinahan, Acting Principal at Banagher College, on the passing of her aunt
- To Therese Glennon, Adult Education Guidance Counsellor Portlaoise, on the passing of her uncle
- To Jonathan Buckley, teacher at Oaklands Community College, on the passing of his uncle
- To June Roche, teacher at Abbeyleix FET Centre, on the passing of her mother
- To Cllr. Robert McDermott, on the passing of his mother-in-law
- To the family of Ashling Murphy
- To Angela Kavanagh on the passing of her aunt
- To Aoife Duffin, teacher at Portlaoise Prison, on the passing of her aunt

### 13. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to:

- Joe Cunningham, on his appointment to Laois GAA as Chairperson of Coiste na nÓg
- Camógie Team, Mountrath Community School
- Coláiste Naomh Cormac on winning the North Leinster Hurling on Thursday and the Leinster Camogie on Saturday
- St Rynagh's on winning the All-Ireland Camógie title

### 14. AOB

- **SIPO Returns**  
Marie Bracken reminded all Board to complete their SIPO returns by 31 January.
- **Nomination to Board of Management of Dunamase College**  
Pádraig Hennessy, Teacher Representative  
  
Proposed: Caroline Dwane Stanley  
Seconded: Catherine Fitzgerald
- **Online Travel claims training** – Marie Bracken informed Board Members that a step-by-step guide is being prepared on how to input travel and subsistence claims. Members can also contact the Finance team regarding training which is to be offered on site in either the Portlaoise or Tullamore offices.

### 15. DATE AND VENUE OF NEXT LOETB MEETING

The dates for the year 2022 were circulated to members in advance of the meeting. The next meeting will take place on 28 February 2022. Venue to be confirmed. A hybrid approach of in-person and online was agreed.

Signed: Robert McDermott

Date: 28/2/22

Chairmans  
Initials

Chairperson

Kalamazoo - 32576.00C