



A meeting of Laois and Offaly Education and Training Board was held on Tuesday 26 July 2022 at 4:30pm in LOETB Enterprise Hub, Unit 25 Axis Business Park, Tullamore, Co. Offaly and via Microsoft Teams.

PRESENT

Cllr Robert McDermott (Chairperson)
Cllr John Carroll
Ms Mary Cotter-Bracken
Ms Molly Buckley
Cllr Eddie Fitzpatrick
Cllr Clare Claffey
Ms Evelyn Dunne

Mr Shane Flesk
Mr Frank Smith
Cllr Caroline Dwane-Stanley
Cllr Neil Feighery
Cllr Pdraig Fleming
Cllr Barry Walsh
Mr Jim Cashen
Mr Niall Tully

IN ATTENDANCE

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

1. WELCOME

The Chair welcomed new member, Jim Cashen, and wished him well in his position on the Board.

2. APOLOGIES

Apologies were received from Cllr Catherine Fitzgerald, Ms. Maura Brophy, Cllr Frank Moran.

3. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 24 May 2022 were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed: Frank Smith
Seconded: Mary Cotter-Bracken

4. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

5. GOVERNANCE

Risk Management

Marie Bracken, Director of OSD informed members that the Risk Committee met on the 22 June to review and update the Risk Register. Members of the Audit and Risk Committee went through the Corporate Risk Register in detail at a meeting on 8 July.

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.

6. FINANCE

Marie Bracken, Director of OSD informed members that the C&AG audit for 2021 is currently taking place.

7. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details	Comments
1.	Department of Education and Skills	CL0019.2022	DEIS identification: Appeals process for schools	Noted by Members
2.	Department of Education and Skills	CL0021.2022	Special Education Teaching Allocation 2022/2023 (post primary)	Noted by Members
3.	Department of Education and Skills	CL0024.2022	Staffing arrangements in ETBs for the 2022/23 school year	Noted by Members
4.	Department of Education and Skills	CL0027.2022	Grant Scheme for ICT infrastructure – 2021/2022 School Year	Noted by Members
5.	Department of Education and Skills	CL0030.2022	Arrangements for Inspectorate Engagement with Post-Primary Schools – April – June 2022	Noted by Members
6.	Department of Education and Skills	CL0031.2022	Recruitment of SNAs – Supplementary Assignment Arrangements for the 2022/2023 school year	Noted by Members
7.	Department of Education and Skills	CL0032.2022	Prescribed Material for the Junior Cycle Examinations in 2024 and the Leaving Certificate Examinations in 2024	Noted by Members
8.	Department of Education and Skills	CL0033.2022	Permanent extension of the Employee Assistance Service (EAS) to all school staff employed in recognised primary and post-primary schools	Noted by Members

9.	Laois Sports Partnership		Laois Sports Partnership Annual Report 2021	Noted by Members
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8. Draft Policies

The following draft policies were circulated to members prior to the meeting. Members approved the draft policies as follows:

Data Processing Policy

Proposed: Mary Cotter-Bracken

Seconded: Molly Buckley

Sponsorship Policy

Proposed: Neil Feighery

Seconded: Padraig Fleming

ICT Policy

Proposed: John Carroll

Seconded: Frank Smith

9. 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.

Clonaslee College 25 April 2022

Portlaoise College 9 March 2022

Tullamore College 15 December 2021

Tullamore College 27 April 2022

Audit and Risk Committee 25 March 2022

10. ETBI

ETBI Annual General Meeting

The Chairperson informed members that the ETBI Annual General Meeting 2022 will take place online on Wednesday 28 September 2022 at 12.30pm. The CE will circulate further information on the meeting upon receipt of same.

Molly Buckley, Neil Feighery, Caroline Dwane Stanley, Evelyn Dunne and Maura Brophy shall be attending as voting delegates.

11. APPOINTMENT TO THE YOUTH WORK COMMITTEE

The Chairperson informed members that Offaly Comhairle na nÓg has nominated Jamila Mokrani to the Youth Committee.

Proposed: Neil Feighery

Seconded: Eddie Fitzpatrick

12. LSU BUILDING BANAGHER

The CE informed the members that the sale of the LSU Building Banagher has been completed. Contracts have been agreed and the funds from the sale are on deposit in the ETB Account. A brief discussion took place regarding future plans for the building.

13. CHIEF EXECUTIVES RPORT

Schools Directorate

Schools

Newly appointed Principals - Dympna Kelly at Dunamase College and Lily Kinahan at Banagher College.

Deputy Principal interviews are currently taking place for Banagher College and St. Fergal's College.

Our final Principals' Meeting for this academic year took place in the Midlands Park Hotel on Thursday 9 June.

SNA Training Programme with Shaun Grenville June 2022- 51 attended the 5-part webinar series.

Leadership Advisory Group met Wednesday 15 June to plan Leadership Training for individual LOETB schools by Dr. Joe O'Connell.

Terence O'Brien from Banagher College is our newly appointed LOETB Digital Technology Schools' Support Coordinator.

Youth Services

UBU New Projects National Launch 2021 (new UBU Your Place Your Space Services) Minister for DCEDIY is launching the 2021 UBU New Services on Wednesday 27 July 2022 at the Townhall Room, DCEDIY Building, Dublin. Young people, staff from the new Foróige UBU Service in Portlaoise, and LOETB representatives will attend.

LCYP Update

Crinniú na nÓg: 21 June, with support from Creative Ireland Laois. LCYP enabled young people from Midlands Down syndrome to work with Paul Timoney specialist artist in the Dunamase Arts Centre. In celebration of Crinniú na nÓg, the LCYP made available to Makerspace Portarlinton 8 Oculus Virtual Reality Headsets so that young people could try the latest rift headsets and understand how technology works.

Two Family Resource Centres in Laois and two in Offaly are carrying out extra creative activities as part of Summer Camp with funding through LO LCYP.

The PPAI photographer of the year 2021 & 2022 James Crombie is working with young people who are part of Offaly Down Syndrome association. The aim of the project is to show through photography that the members are regular members of society who have the same rights and abilities as everyone else.

Young people under the Young Adult Mental Health Service have taking part in creative taster programmes in ceramics and a sensory art experience under the supervision of their Occupational Therapist.

Children from CAMHS – the Child and Mental Health Services – are engaging in a programme called Living My Best Life supported through storytelling & future vision storyboards. Under the supervision of the Senior Occupational Therapist.

July is Traveller Pride month with events organised by Youth Work Ireland Midlands Offaly Traveller Movement, Laois Traveller Action Group. Creative activities and engagement funded through LO LCYP

Youth Diversion Project - Sub Project in Birr delivering a STEM Summer Programme in Kilcormac targeting rural young people.

Mountmellick FEC creating a Mosaic piece for the sensory garden supported by LCYP & Arts Office Laois.

Children & young people within the Laois Domestic Abuse Services are putting together a zine or book based on their experiences of witnessing domestic abuse and violence. This will be under the supervision of the Child and Youth Development worker.

Forrest Festival Emo – again the VR Oculus headsets will be on loan to Makerspace helping young people understand how technology work. This will form part of the Youth Village within the festival.

Music Generation

Laois-Franklin partnership: Eight young musicians and 3 adults from Franklin, Tennessee were hosted by MG Laois and Laois School of Music from 18-20 June 2022; events included a gala concert with special guest Steve Cooney in The Malthouse, Stradbally.

Ireland Funds Conference, Killarney: The MG Laois Trad Orchestra performed with MG Waterford, at a gala dinner in Killarney on Thursday 16 June, alongside Sharon Shannon and for an audience that included Adam Clayton of U2.

MG Laois Musician Educator Dale McKay travelled to Newcastle on a site visit to observe the work of Musician, Rob Kitchen, supported by the Music Generation/ Arts Council Partnership Creativity and Collaboration Fund.

MG Laois hosted a Youth Music Gathering on Sunday 26 June as part of the Old Fort Quarter Festival, featuring rock and pop bands from all over Ireland, funded by the Music Generation/ Arts Council Partnership Creativity and Collaboration Fund.

Two Summer Schools took place in June/July, a 2-week Summer School of Rock and Pop, and a 3-day Trad Summer School.

Large scale renovation works have commenced in Laois Music Centre (June 2022).

Nine musicians from MG Laois travelled to France to take part in the Breizh Pan Celtic Festival in Tremélin, Brittany (5 July-11 July).

FET Directorate

Expansion of facilities at NCTC, Mount Lucas

LOETB welcomed Minister Simon Harris to the National Construction Training Centre at Mount Lucas on Monday 18 July. Minister Harris was on site to make a number of announcements relating to provision at Mount Lucas:

1. Mount Lucas has been selected as the site for the National Modern Methods of Construction (MMC) Demonstration Park. The Governments Housing for All (HfA) Strategy provides a commitment to promoting a culture of compliant, good quality sustainable innovation in residential construction through development of Modern Methods of Construction (MMC).

HfA sets out a number of measures which will support and promote the development of MMC in Ireland, including the establishment of a National Demonstration Park for MMC. The MMC Demonstration Park will be an accessible and interactive built resource for applied research, training and demonstration.

Phase One of the Demonstration Park will consist of a street of 10 building 'pads' with additional space available for future development. An Open competition will be held inviting Construction companies to build on the pads exhibiting the latest construction technologies and innovative methods in residential construction.

2. Minister Harris officially launched the new QQI Level 5 Scaffolding Apprenticeship and opened the new Scaffolding training unit on site. The new apprenticeship is a two-year programme with 2 x 10 weeks blocks of off the job training with the remainder used for on-site experience.

The aim of the Apprenticeship is to provide a National standard for the Construction Industry, Improve Health and Safety and recognise Scaffolding as a craft. Modules cover all elements of Scaffolding from design to dismantling. Elements included range from BIM for Scaffolders to Toolbox talks and working on Complex structures

3. LOETB FET Service has been approved for the expansion of existing Mount Lucas facilities under DFHERIS new Strategic Infrastructure Upgrade Fund (SIUF). LOETB is the first ETB in the country to receive this funding, and it will provide for a doubling of capacity in NZEB/Retrofit provision (2000 to 4000 places annually) and provide new programmes in Modern Methods of Construction including site simulation, BIM, Modelling, Passive House and Modular Installation.

These announcements represent a significant investment in the region and place the National Construction Training Centre at Mount Lucas firmly at the centre of the national skills strategy for construction. Minister Harris was joined by members of the SOLAS team, the National Apprenticeship Office, CIF, Board members and local representatives.

LOETB National Programme Development

LOETB FET Services are currently developing a number of National programmes on behalf of SOLAS. These include:

Green (Nature) SafePass: The course is aimed at:

- Contractors who undertake works in and around sensitive environments (SAC, SPA, NHA)

- Managers in State Agencies and Local Authorities who design tenders and procurement processes for works on such sites
- The course will set out the legal requirements for works in a sensitive environment, explore pragmatic solutions to common challenges and raise awareness of best practice for the protection and enhancement of biodiversity.

Blue Cert (ISME): ISME and other trade associations have identified key skills and learning gaps within the small enterprise sector.

- Essential components of company, employment, taxation and commercial law.
- Adjustment to and exploitation of the low-carbon economy.
- Adoption to the digital economy, technology absorption and software packages.
- Lean sigma tools for manufacturing and services.
- Market Research and Marketing skills.
- Financial management and treasury skills.
- Research and Development, innovation, and the protection of intellectual property.
- Leadership and development.

Retrofit Programmes: LOETB and TUS are collaboratively developing a suite of programmes to meet the needs of new entrants to the Construction sector, and to provide a clear pathway for new and current employees in the sector. These programmes range from introductory courses at QQI Levels 4 and 5 to co-developed and co-delivered Special Purpose Awards at Level 6. These Level 6 'micro-credentials' will allow learners to build credits towards a Retrofit Co-ordinator award at Level 7 and a Retrofit Manager award at Level 8. These Level 6 Special Purpose Awards are the first example in the country of an ETB and a TU co-developing and co-delivering programmes. It is our intention to replicate this model across other disciplines within our portfolio of courses. Other partners involved in this collaboration include CIF, SEAI, NSAI and the HSA.

LOETB / SOLAS Strategic Performance Agreement 2022–24

Target	2022	2023	2024
Supporting Jobs			
Jobs: Return employment outcomes to 2019 levels and grow by a further 10% by 2024	1,188	1,283	1,386
Skills to Compete: Deliver 50,000 places to support those who lost their job as a result of COVID find a pathway back to sustainable work	1,066	1,098	1,150
Creating Pathways			
Progression within FET: Return progression movements within FET to 2019 levels and grow by a further 10% by 2024	2,380	2,452	2,525
Progression from FET-HE: Grow levels of progression from FET-HE by 10% by 2024	185	191	200
Fostering Inclusion			
Transversal Skills: Return certification at NFQ levels 1-3 to 2019 levels and grow by a further 10% by 2024	1,600	1,700	1,800
Widening Participation: Return participation levels by key target groups to 2019 levels and resume growth	1,101	1,175	1,250
Adult Literacy for Life (ALL): Increase provision for literacy and numeracy	6,371	6,562	6,780
Upskilling Through Lifetimes & Careers			
Lifelong Learning: Return engagement in lifelong learning to 2019 levels and grow by a further 10% by 2024	4,600	4,800	5,000
Skills to Advance: Continue to grow workforce upskilling enrolments	1,350	1,650	2,000
Targeting Key Skills Needs			
Key Skills Needs: Grow the number of places addressing key skills needs	550	600	660
Retrofitting Skills: Expansion of reskilling provision to meet retrofitting needs	1,150	1,500	2,000
Green Skills for All: Embedding of core green skills module across FET courses (new category)	2,178	3,000	4,000

OSD Directorate

Human Resources

Appointments

- 58 x Teaching posts
- 1 x Principal Banagher College
- 1 x Acting Programme Co-ordinator Oaklands Community College
- 1 x APII Dunamase College

FET Tutor Panel

- 3 x Adult Educators

Electrical Instructor cover panel

- 1 x Schools Support Co-ordinator
- 1 x Resource Worker Academy of Music
- 1 x Resource Worker Music Generation
- 1 x Scaffolding Instructor

Posts advertised

- 1 x Youthreach Resource person
- 1 x Deputy Principal Banagher College
- 1 x Deputy Principal St Fergal's College

Teaching posts

Bus Escorts

SNA posts

Tutor Panels

Salaries Paid

<u>Date</u>	<u>Amount €</u>	<u>Number of staff</u>
7/05/2022	1,188,694.85	984
10/06/2022	1,203,289.50	977
24/06/2022	1,229,300.03	989
08/07/2022	1,236,440.28	1035

Corporate Services:

ICT

- New phone system for Tullamore Info Hub to be installed week starting 25 July
- New phone system for ASCN Clara to be installed after August bank holiday
- First stage of onboarding of new SIEM\SOC system to begin week starting 18 July
- Wifi upgrades scheduled for Banagher College and Tullamore College before schools reopen
- New computers ordered for Oaklands, Portlaoise Institute, St Fergal's & Tullamore FET with delivery imminent and installation planned to take place in the next few weeks
- Equipment ordered for new classrooms in Dunamase College
- Equipment ordered for new classrooms in Clonaslee College

- Server hardware upgrades ongoing for several sites
- Computer room (Room 11) decommissioned in Abbeylax FET Centre to allow for 3 classrooms to become new large art room
- Fit out of new classrooms for Portlaoise Institute to occur in coming weeks
- New computer room for Mountmellick FET Centre
- Reconfiguring of offices to classrooms in Portlaoise FET Centre
- Regular maintenance, prevention, and replacement requests on an ongoing basis across schools, centres and offices.

Capital Projects and Buildings Works

Clonaslee College

Additional Accommodation ASD 2022 & 2023 - Approval received from DoE.

Additional Permanent Accommodation Classrooms 2023 – Approval received by DoE. RFT Design Team will be put up on eTenders shortly.

Science Room/Classrooms work on schedule to finish Aug 2022

St Fergal's College

Summer Works Scheme 2022 approval received from DoE – Awaiting Tender Report from MCOH

All Weather Pitch – Consultant appointed. Consultant preparing Tender Documents

Portlaoise College

Phase 1 Reconfiguration Classrooms – Works Completed

Athletic Track – Contractors on site Accommodation to be delivered 18 July 2022

Soccer Pitch Development – Letters Intent/Regret sent out waiting on reply

Dunamase College – Tower Hill

Reconfiguration Classrooms – Works started 7/07/2022

Modular Accommodation – meeting held with consultant on 15 July.

New Site – Stage 1 report gone to DoE. Meeting scheduled for 11 August.

Oaklands Community College, Edenderry

New School - Stage 2A Report reply to queries sent to DoE. Waiting on meeting to be set with DoE to review Stage2a

Additional Accommodation ASD – Reconfiguration Classrooms Costs analysis being done – RFT for Additional Accommodation up on eTenders – response date 29 July 2022

Ard Scoil Chiarain Naofa, Clara

4 surveys for Drayton Villas site received

Coláiste Naomh Cormac Kilcormac

Traffic Calming Works – completed end May 2022

OT Student Works – commenced 7 July 2022

Tullamore College

Render Works started 4 July 2022

S.N. na Fraoich (The Heath), Portlaoise, Co. Laois

Project Completed – Contracts with Consultants signed by Principal, Form of Acceptance to be sent to DoE

Emo NS

Evaluation completed – currently working on Letters Intent/Regret

FET Centres

- Mountmellick, Banagher and Edenderry FET Centre Projects - Mountmellick/Edenderry completed. Banagher to be completed end July 2022

- Axis Business Park Unit 24e, Axis Business Park Unit 23e, works completed – waiting on final account to be agreed

- Birr OEC - Refurbishment of toilets completed – Final site inspection to be held

- 2 Park Villas, Portlaoise – Plumbing issue to be resolved by Landlord

- Lyster Square – A few snags remain to be sorted – Final Account being prepared

- Abbeyleix – Painting works to be started late July 2022

Procurement

Procurement Section are currently working on the following projects for tendering:

- Electrical Apprenticeship Materials – Contract Awarded

- Equipment Kilcormac/Clonaslee – Contracts awarded

- Building Materials - currently reassessing Prices to be awarded this week

- Website- 6 responses received – Pre-Qualification – all passed

- Pest Control – currently working on specification for Tender

- Working on Digital Data/School Books New Library Resources

Corporate Services (General)

- Health & Safety focus continues in administration offices to include equipment checks, development of hazard reporting logs, updating of Health & Safety Statement.

- Continued review of policies, procedures on an on-going basis, coupled with development of new policies and/or procedures where necessary.

- IT system review with Gartner Technical Services commenced.

- Ongoing review of GDPR / Data Processing, Data Sharing/Processing Agreements, Records of processing Activities.

- Insurance premises valuation review with IPB commencing 20 July. (CNC Kilcormac, Banagher FET, Portlaoise College & Portlaoise Institute)

- Additional cybersecurity awareness and training being provided to administrative staff. Phase 3 (of 5) cybersecurity phishing campaigns complete, resulting in improved recognition of potentially malicious attacks.
- Continued brand alignment across centres and/or schools, working with Mount Lucas National Construction Training Centre, Abbeylax FET and Birr OEC over recent weeks.
- Preparation of documentation for forthcoming IAU and C&AG audits.

Finance:

Summary Finances:

Current Summary of finances to end of June 2022.

Summary of Workings to End June 2022						
ITEM	Opening Grant Cash Balance	Adjustment to Opening Balance	Receipts	Payments	Closing Grant Cash Balance	% of Overall Total
Main Scheme Pay Grant	182,617	(3,273)	14,963,367	(15,858,888)	(716,178)	-19%
Main Scheme ONP Grant	323,089	(9,041)	992,486	(1,144,851)	161,683	4%
Associated Main Scheme Grants	1,707,895	9,041	1,247,355	(911,264)	2,053,026	55%
Capital Schedule	2,361,653	0	1,450,501	(1,627,996)	2,184,159	59%
Further Education & Training	486,415	0	18,836,119	(20,359,452)	(1,036,919)	-28%
Youth Affairs	17,942	0	298,819	(301,768)	14,993	0%
Agency	1,152,383	1,125	971,266	(864,887)	1,259,887	34%
Self Financing	(6,443)	2,148	399,477	(583,883)	(188,701)	-5%
Third Party Funds	0	0	7,031	(7,031)	0	0%
					0	
Totals	6,225,551	0	39,166,421	(41,660,020)	3,731,950	

Budgets:

Monthly monitoring of expenditure to Budget Allocations continues for all schools and centres.

Creditor Payments – Quarter 2 2022

3,924 invoices, amounting to €7,933,316.52 were paid in the second quarter of 2022. Of these, 51% were paid within 15 days of receipt of invoices, and a further 41% were paid within 30 days.

70 purchase orders for €20,000 or above, totaling €4,004,010.13 inclusive of VAT, were paid in the second quarter of 2022.

The CE addressed all queries on the report to the satisfaction of members.

14. VOTES OF SYMPATHY

A vote of sympathy was passed to:

- To Margaret Daly, Teacher in Abbeylax FET/Midlands and Portlaoise Prison, on the passing of her mother
- To Bernadette Moran, Teacher in Portlaoise Prison, on the passing of her uncle
- To Myra Kennedy, Teacher in Tullamore College, on the passing of her father-in-law
- To Mary O'Connor, Teacher in Tullamore College, on the passing of her father

- To Claire Dooley, SNA in Ard Scoil Chiarain Naofa, on the passing of her mother-in-law
- To James Duffin, Teacher in ASCN on the passing of his uncle
- To Helen Rogers, Teacher in Abbeyleix FETC, on the passing of her father-in-law
- To James Palmer, Caretaker in Portlaoise College, on the passing of his sister
- To John Gleeson, Teacher in Portlaoise Prison, on the passing of his mother
- To Ann Shields, Adult Literacy Organiser, on the passing of her uncle
- To Linda Tynan, Director of Schools, on the passing of her sister
- To Paddy Scales, retired Principal of Banagher College, on the passing of his son-in-law

15. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to:

- Congratulations to Tony Dalton FET Director on his daughter Aoife Dalton being selected for Irelands Women's Senior Rugby Squad on their tour of Japan.
- Congratulations to all LOETB Students that were involved in the All-Ireland Minor Hurling Final against Tipperary.
- Board members congratulated all those involved in the visit of Minister Simon Harris to Mount Lucas. The members believed it was a successful event and a very positive move forward for LOETB.

16. AOB

The Annual Report 2021 (English & Irish version) is now available on SharePoint and the LOETB website.

17. DATE AND VENUE OF NEXT MEETING

The next meeting of the Board will take place on Tuesday 27 September 2022 at 4.30pm at The Information Hub, Lyster Square, Portlaoise, Co. Laois

Signed: *Catherine Fitzgerald*
 Catherine Fitzgerald (Sep 27, 2022 16:27 GMT+1)

Sep 27, 2022
 Date: _____

Chairperson

Item 2. LOETB Board Meeting Minutes 26 July 2022

Final Audit Report

2022-09-27

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