



A meeting of Laois and Offaly Education and Training Board was held on Tuesday 23 May 2023 at 4:30pm at the National Construction Training Centre, Derrycricket, Co. Offaly.

Members were taken on a tour of the premises before the meeting, followed by a PowerPoint presentation given by the Director of FET, Tony Dalton. Members congratulated LOETB on a great facility in Mount Lucas.

**PRESENT**

Ms. Evelyn Dunne (Chairperson)  
Ms. Molly Buckley  
Cllr. John Carroll  
Ms. Mary Cotter Bracken  
Mr. Dave Cullen  
Cllr. Caroline Dwane Stanley  
Cllr. Neil Feighery

Cllr. Eddie Fitzpatrick  
Cllr. Padraig Fleming  
Mr Shane Flesk  
Cllr. John King  
Cllr. Robert Mc Dermott  
Mr. Frank Smith  
Mr. Niall Tully

**IN ATTENDANCE**

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

**1. APOLOGIES**

Apologies were received from Cllr Frank Moran and Cllr Barry Walsh.

**2. MINUTES OF LOETB BOARD MEETING**

The minutes of the previous meeting, which took place on 28 March 2023 were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed: John Carroll  
Seconded: Molly Buckley

**3. MATTERS ARISING FROM THE MINUTES**

The Chair expressed the view that the minutes from the Finance Committee meetings could be more expansive. In response, the CE said that the minutes are an accurate record of key points discussed at the meeting but that he would bring the matter to the attention of the committee at its next meeting.

#### 4. GOVERNANCE

##### **Update on Risk Management**

Marie Bracken highlighted to members that there was nothing new to report at present, and that the next Audit and Risk meeting will take place in 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.

#### 5. CORRESPONDENCE

<b>Item No</b>	<b>Correspondence From</b>	<b>Date / Ref No.</b>	<b>Details</b>	
1.	Department of Education	CL 0018.2023	Special Needs Assistant Allocation	Noted by members
2.	Department of Education	CL 0019.2023	Prescribed Material for Leaving Certificate English Examinations 2025	Noted by members
3.	Department of Education	CL0020.2023	Prescribed Material for the Leaving Certificate Examinations in 2025	Notes by members
4.	Department of Education	CL 0022.2023	Information in relation to Standardised Testing and Other Matters – Academic Year 2022/23 and Subsequent Years	Noted by members
5.	Department of Education	CL 0023.2023	Scheme for the Award of Incremental Credit to Post Primary Teachers who have prior service as a Youthreach Resource Person or a Youthreach Co-Ordinator	Noted by members
6.	Department of Education	CL 0025.2023	Voluntary Search and Rescue Leave for Registered Teachers employed in Recognised Primary and Post Primary Schools	Noted by members

## 6. DRAFT POLICIES

### **Disposal of Assets Policy**

Proposed: Neil Feighery

Seconded: John King

### **ICT Security Framework Policies**

The ICT Security Framework Policy is made up of 14 sub policies.

Proposed: Caroline Dwane Stanley

Seconded: Padraig Fleming

## 7. MINUTES OF COMMITTEES OF THE BOARD

The following minutes of the Committees of the Board were circulated to members prior to the meeting for noting.

Audit and Risk Committee Minutes 9 December 2022

Finance Committee Minutes 16 September 2022/9 December 2022

Youth Work Committee Minutes 6 December 2022

Birr OETC Committee Minutes 23 February 2023

### **School BOM Minutes:**

Banagher College – 22 June 2022, 21 September 2022, 22 February 2023

Clonaslee College – 6 October 2022, 6 December 2022, 13 February 2023

Coláiste Naomh Cormac, Kilcormac – 19 December 2022

Dunamase College – 25 August 2022

Portlaoise College – 21 September 2022, 7 December 2022

The Chair queried the length of time it takes for minutes to be brought to the Board. In response, the CE explained that this may be due to the timing of Committee meetings but that every effort would be made to ensure that approved committee minutes are available for review at the next subsequent Board meeting.

The CE asked members if they would prefer a report from the Audit and Risk and Finance Committee meetings. Members agreed that no additional report is required and that they are happy for the minutes to be brought forward from meetings as an accurate record of work of the committees. Members noted that a report is provided annually as part of the end-of-year governance requirements.

## 8. CHIEF EXECUTIVE'S REPORT



### Chief Executives Report May 2023

#### Schools Directorate

All schools are preparing for final examinations as well as many other education and extracurricular events for the end of the year. 2023 is the first year for Leaving Certificate examinations in Dunamase College.

**Computer Science course for teachers in LOETB schools**, facilitated by Atlantic Technological University, Letterkenny in co-operation with Offaly and Laois County Councils, commenced on 4 February. The six modules will be completed over the next two years.

**Programme to Enhance Digital Literacy (PEDL) Phase 4** for parents: Graduation takes place on 29 May in Trinity College Dublin.

**Vocabulary Enrichment Programme** – all schools have nominated teachers to attend this training provided by the National Council for Special Education in Kilkenny Education Centre on 21 September. This will support the work of Inclusion Coaches participating in the ETBI/Mary Immaculate College Provision Mapping Project currently operating in schools.

**LOETB/Laois Education Centre Leadership Webinar series** for LOETB Schools' Middle Leaders confirmed for the new academic year: Workshop topics to include: Dealing with Difficult Conversations, Day to Day Practicalities of the API and APII Position, and the role of the Year Head and Vision for School Development.

**LOETB/Laois Education Centre SNA Training:** Training to be provided on 6 and 13 of June 2023 focusing on 'A skills-based approach to managing behaviour'.

**Youth Services: DCEDIY – UBU Your Place Your Space: 2024 – 2026** (Cycle 2) LOETB Youth Service Unit have now completed and submitted revised Area Profile Needs Analysis and Service Requirement (APNASR) to DCEDIY. The revised report will help to support decisions in relation to funding applications and subsequent allocations under the UBU, which will commence in 2024.

**DCEDIY – Local Youth Club Grant Scheme 2023:** The Department of Children Equality Diversity Inclusion and Youth (DCEDIY) have allocated **€82,544** to LOETB to administer under Grant Scheme for 2023.

**DCEDIY – Integration Grant Supports to Ukraine (Migrant) Young People Youth Organisation / Youth Clubs 2023:** The Department of Children Equality Diversity Inclusion and Youth (DCEDIY) have allocated **€24,000** to LOETB to administer under Grant Scheme for 2023.

**DCEDIY – Youth Capital Funding Scheme 2022 for Youth Services and Clubs/Groups:** The Department of Children Equality Diversity Inclusion and Youth (DCEDIY) have allocated **€33,783** to LOETB to administer under Grant Scheme 2022.

**Laois Offaly Local Creative Youth Partnership:** The Department of Education through the Creative Ireland Programme have commitment to allocate **€100,000** to LOETB/Laois Offaly Local Creative Youth Partnership to administer under Grant Scheme for 2023.

The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media (DTCAGSM) through the Creative Ireland Programme the LCYP have commitment to allocate **€50,000** to LOETB / Laois Offaly Local Creative Youth Partnership to administer under Grant Scheme for 2023.

**Music Generation Laois: Music at the Malthouse** took place from 4-6 May 2023 featuring unique musical collaborations between young musicians from Music Generation Laois and guest musicians.

**Europe Day, Laois 2023:** Laois School of Music and Music Generation Laois celebrated Europe Day on Tuesday 9 May. Over 180 singers and musicians performed EU Anthem Beethoven's 'Ode to Joy' in Irish, Ukrainian and English. The performance streamed live from the Dunamase Arts Centre, Portlaoise, Co. Laois.

Music Generation Laois' annual **Summer School of Rock and Pop** will take place from 26 June to 7 July and the **Trad Summer School** will take place from 28 -30 June.

**Bicycles, Boomerangs, and Blue Macaws** - Paddock, Rath, and Cloneyhurke primary schools in Co. Laois have been working with Composers Lorna McLaughlin and Sarah Murphy to create a suite of original songs. 6 new songs have been composed as a result of this project entitled, 'Bicycles, Boomerangs, and Blue Macaws'. The songs will be premiered on 1 June at 1pm in The Malthouse, Stradbally, Co Laois.

**Laois Le Chéile, Criunniú na nÓg scheduled for Saturday 10 June:** Laois Together to mark Criunniú na nÓg 2023 on Saturday 10 June. Laois Le Chéile is a Community Arts festival for children and young people, and their families, supported by Creative Ireland Laois, Laois County Council and presented by Music Generation Laois, Laois Partnership and Laois Integration Network.

**Music Generation Offaly** programmes are continuing in schools and community settings, with plans to expand into additional schools in Birr from September 2023. Summer programme confirmed with a music summer camp in Clara Family Resource Centre and weekly provision continuing in the Fusion Project in Youth Work Ireland, Tullamore.

The songwriting/instrument tuition programme funded by Offaly County Council Youth Arts Commission has commenced in Banagher College with a small group of TY students over a period of 6 weeks during April and May.

SingOUT! 2023 in partnership with Music Generation Westmeath – a day of choral workshops for 8 secondary schools from Offaly and Westmeath (Ardcoil Chiarain Naofa Clara, Killina Secondary School, Sacred Heart Secondary School and Colaiste Cholm) taking place in Esker Arts Centre on Tuesday 16 May 2023.

### **Regional Education and Language Team (REALT) Co-ordinator**

Current situation nationally regarding Ukrainian refugees (all data as of 05/05/2023 - source Department of Education)

- 15,458 Ukrainian pupils enrolled (increase of 527 since March report)
- 9,987 of these in primary (increase of 337)
- 5,471 of these in post-primary (increase of 190)

### Local Enrolments in primary and post-primary schools

Laois has 135 Ukrainian children enrolled in primary and 88 in post-primary  
Offaly has 121 Ukrainian children enrolled in primary and 43 in post-primary

For new arrivals from Ukraine, school capacity in post primary will be an issue for September, particularly in Edenderry, Mountmellick, Portlaoise, Portarlington and Tullamore. Capacity in primary schools will be an issue in Portlaoise, where all schools are full, as are many of the surrounding schools. Many of the Tullamore primary schools are also at capacity.

## FET Directorate

### FET Strategic Performance Agreement Targets:



The dashboard outlines the performance of the FET Service for the first quarter of 2023 against the targets that were agreed with SOLAS under the various categories of provision. We are projecting over 18,250 beneficiaries in 2023 and the first quarter figures support that projection. To date we have:

- Placed 683 learners directly into employment (62% of annual target)
- Progressed 737 learners within our FET Service (42%)
- Upskilled 3807 (79%) learners and delivered training to 877 (53%) employees in our region
- Provided Access (Literacy/Community Education & Training) programmes to 2479 learners entering our service (40%)
- Provided 348 (58%) places in Key Skills needs provision within our region
- Delivered NZEB & Retrofitting training to 344 (23%) to the Construction sector

The FET Service has experienced considerable growth in the past 18-24 months, with significant increases in our Access and Skills provision in particular.

- 12,075 beneficiaries in 2021
- 17,200 beneficiaries in 2022 (+42%)
- 18,250 beneficiaries (projected) in 2023 (8%)
- 

This growth has also been a result of LOETB's role in the development and delivery of a number of national projects. Currently, we are acting as the National Lead (ETB) in:

#### Future Construction Skills Pathway:

- Construction Skills forum to be established, which will ensure a single sectoral response to future Construction Skills Needs.
- Construction Pathway will consist of modular stackable micro credentials for new entrants to the sector and employees wishing to upskill or reskill from Levels 3 through to Level 8.
- LOETB have received validation for the QQI Level 5 Special Purpose Award which includes Retrofit Insulation Skills, External Wall Insulation and Air Tightness and Vapour Control. The Special Purpose Award will be officially launched by Minister Simon Harris on 14 June.

- First pilot of the retrofit Assistant programme commenced on the 15 May in St. Andrews. This programme has been developed as a direct response to the “Skills for Residential Construction & Retrofitting, 2023 to 2030 report.

### **Biodiversity/Sustainable Agriculture Pathway:**

- LOETB are working in collaboration with GRETB and TETB to develop a pathway in Agriculture, Horticulture and Food Production.
- Agreement with Teagasc to extend the Sustainable Agriculture programme to the Just Transition Region
- Modularisation of the Sustainable Agriculture programme, which will make it more accessible for those working in the Agriculture sector.

### **National Tertiary Project:**

- LOETB will deliver Years’ 1 and 2 of SETU Degree programmes in Portlaoise Institute in Computer Science and Business in September.
- We are also co-developing Special Purpose Awards (micro-credentials at Level 6) in Modern Methods of (Digital) Construction with TUS (Limerick) as part of the new Construction Pathway.

### **Nature Skills Training Programme:**

Working in collaboration with SOLAS, NPW and OPW in developing a Nature Skills programme. The aim of the programme is to support biodiversity conservation in and around sensitive environments. The programme will be piloted initially with NPW and OPW staff on 17 May. The programme is aimed at:

- Contractors undertaking works in and around sensitive environments.
- Managers in State Agencies and Local Authorities who design tenders and procurement processes for works on such sites.

### **National Demonstration Park for MMC**

The Phase One planning application will be submitted at the end of May. The submission will include the following Housing Units:

- Semi-detached (metal-frame and timber)
- Terraced Housing units
- Apartment Block
- Volumetric Modular homes
- Affordable Housing unit (timber frame)

Through the EOI process, we have identified preferred contractors and are currently working with them on final design, MMC methodologies and costs.

### **National Response to BNM and Just Transition (workers and communities)**

LOETB has led the response to the upskilling and reskilling needs of Bord Na Mona workers, their families and communities from the announcement of the company’s ‘Brown To Green’ Strategy. LOETB has engaged over 450 Bord Na Mona starters on 50 programmes including Peatland Rehabilitation and Sustainable Agriculture Traineeships, Retrofit and NZEB training, CSCS and Renewable Energy provision. LOETB is also leading a ‘New Beginnings’ Start Your Own Business Programme, with inputs from DSP and Offaly LEO, for Bord Na Mona employees seeking to transition to self-employment, primarily aimed at those facing redundancy from Derrinlough Briquette when it ceases operations in June. This programme begins on 26 June.

### **Remote Working & Lean Management**

LOETB’s focus on enhancing the sustainability had resulted in the development of a suite of Remote Work initiatives in collaboration with the not-for-profit organisation, Grow Remote. When the pandemic hit LOETB was then well positioned to partner the IDA and SOLAS in leading national programmes for those managing staff who are working remotely, Leading Remote Teams, and those transitioning to remote or hybrid work environments, Remote Work Ready. To date, over 900 learners have undertaken the training. With 33 companies achieving combined savings of approximately €9m.

## OSD Directorate

### **Human Resources**

The following posts have been filled since the last ETB meeting:

- Adult Educator - Mount Lucas Training Centre
- Principal, Portlaoise Institute
- Regional Literacy Co-Ordinator
- Contract Training Officer
- Instructor Birr OETC
- APII Dunamase College (3)
- Grade III Panel
- Musician Educator panel
- Substitute teacher panel
- NZEB Cover Instructor panel

We have advertised the following posts:

- Teaching posts (28)
- Schools' Support Co-ordinator
- Plumbing Instructor Cover panel

### Payroll Figures

<b>Pay-run Date</b>	<b>Totals</b>
03/03/2023	€1,297,431.65
17/03/2023	€1,271,342.04
31/03/2023	€1,402,186.46
14/04/2023	€1,333,334.61
28/04/2023	€1,269,990.38

### Report on Pensions to date since 01/01/2023

<b>Pension Description</b>	<b>No.</b>
Members Retired/Pensions issued	3
Widow/Widower Pensions issued	0
Members/ Widows to return pension forms	2
<b>Total Pensions issued to date:</b>	3

<b>Leaver Statements Report for 2023</b>	<b>Total Numbers</b>
How many staff members have left since 1 Jan 2023	9
How many Leaver Statements we have issued since 1 Jan 2023	9

<b>Leaver Statements Report 2013 - 2023</b>	<b>Total Numbers</b>
How many Total staff members have left since 1 Jan 2013	459
How many Leaver Statements we have issued since 2013	120
How many not able to issue (as they are Time sheeted)	304
Currently processing members who left in 2020	60



<b>Benefit Statements up to 31-Dec-2022 issued 30 June 2023</b>	<b>Total Numbers</b>
Total active Single Pension Scheme members on 31/12/2022	<b>576</b>
Benefit statements to be issued on 30 June 2023	101 in progress
How many not able to issue (as they are Time sheeted or not matching with DPER)	475
How many processed but not able to issue due to error in CORE	In progress

In 2023, we have requested service to be transferred to LOETB for 14 members, 5 of which are complete. In 2023, we received 21 requests to transfer out service, 11 of which are complete. We have emailed instruction to the National Shared Service Office (NSSO) to apply pension increases to all LOETB retirees up to and including 1 Oct 2021 increases, (details submitted 14/09/2022). NSSO have informed us that 2022 pay increases will commence Q1 of 2023.

#### **Service Project - updating service on Core system:**

Year Started with LOETB	Number of Employees	Number Service Updated on Core
2019	<b>15</b>	<b>15</b>
2018	<b>16</b>	<b>16</b>
2017	<b>6</b>	<b>5</b>
2016	<b>11</b>	<b>11</b>
2015	<b>6</b>	<b>6</b>
2014	<b>5</b>	<b>5</b>
2013	<b>6</b>	<b>6</b>
2012	<b>14</b>	<b>13</b>
2011	<b>14</b>	<b>10</b>
2010	<b>24</b>	<b>16</b>
2009	<b>16</b>	<b>8</b>
2008	<b>23</b>	<b>2</b>
2007	<b>38</b>	<b>4</b>
2006	<b>27</b>	<b>0</b>
2005	<b>15</b>	<b>3</b>
2003 – 1990		<b>5</b>

So far, we have completed service for 125 members on Core System.

#### **Finance**

##### **Budgets**

School and centre budgets for 2023 issued and monthly monitoring being completed.

Draft summary of finances to end of March 2023.

<b>Summary of Workings to End March 2023</b>						
<b>ITEM</b>	<b>Opening Grant Cash Balance</b>	<b>Adjustment to Opening Balance</b>	<b>Receipts</b>	<b>Payments</b>	<b>Closing Grant Cash Balance</b>	<b>% of Overall Total</b>
<b>Main Scheme Grant</b>	985,570	0	8,359,389	(10,178,599)	(833,640)	-5.08%
<b>Associated Main Scheme Grants</b>	1,484,582	0	331,925	(276,933)	1,539,574	9.38%
<b>Capital Schedule</b>	12,992,896	0	1,051,851	(1,587,343)	12,457,404	75.88%
<b>Further Education &amp; Training</b>	687,463	0	13,496,666	(11,493,836)	2,690,293	16.39%
<b>Youth Affairs</b>	60,670	0	0	(188,434)	(127,764)	-0.78%
<b>Agency</b>	807,524	0	659,893	(790,069)	677,348	4.13%
<b>Self Financing</b>	52,327	0	158,425	(196,216)	14,536	0.09%
<b>Third Party Funds</b>	0	0	2,132	(2,132)	0	0.00%
<b>Totals</b>	<b>17,071,032</b>	<b>0</b>	<b>24,060,281</b>	<b>(24,713,562)</b>	<b>16,417,751</b>	

## **NTMA**

On Investment		€7,000,000
Interest Earned To Date		€28,918
Interest Rate		1%
Investment Term	7 day	€7,000,000
	30 day	0

### **Creditor Payments**

4,402 invoices, amounting to €9,783,760 were paid in the first quarter of 2023. Of these, 46% were paid within 15 days of receipt of invoices, and a further 43% were paid within 30 days. 50 purchase orders for €20,000 or above, totalling €3,124,661 inclusive of VAT, were paid in the first quarter of 2023.

### **Bank Overdraft**

Approval from the Department of Education received to renew overdraft facilities for 12 months. The application to renew is with AIB for review.

### **Corporate Services**

#### **ICT Department**

- SOC SIEM solution commissioned and active.
- FET Centre and Services App is up and running for all FET staff
- New student information and study room for Portarlinton FET completed.
- Upgrading of server backup solution still in progress.
- Next phase of phishing campaign is live.
- Staff training for previous phishing campaign ongoing.
- Preparation is ongoing for Grow Remote Summit Conference that will be held on the 8-9 of June on the grounds of School of Music in Portlaoise.
- Plans for removal of IT equipment from Portlaoise College to Portlaoise Institute as part of site separation have been devised and new hardware purchased to ensure site will be fully and independently operational for September.
- Preparation has commenced to remove the physical servers from Clara FET Centre and Birr OETC. This will take place during the summer. They will operate using cloud technology going forward.
- 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 – currently with Project Management Team/LOETB in discussions with DE.
- Main Project – Masterplan for site completed by Design Team

##### **St Fergal's College, Rathdowney**

- Summer Works Scheme 2022 approval received from DoE – roof repair works to commence early June 2023
- All Weather Pitch – tender documents prepared for eTenders
- Approval received for Timber –Framed modular Accommodation through the Department Framework. Drawings/Location prepared by MCOH and submitted to DE.

##### **Portlaoise College**

- All Weather Pitch – formal approval received from Sports Capital section; Letter of Intent issued to successful tenderer
- Application sent to DE regarding additional accommodation.

##### **Dunamase College**

- Modular Accommodation for Tower Hill – 6 classroom Modular Accommodation proposal with DE for approval and expected on site for new academic year
- New Site – Stage 2a commenced hope to have completed end June.

##### **Oaklands Community College, Edenderry**

- New School – Stage 2 (a) completed – approval to proceed to next Stage 2 (b) statutory approvals.

#### Ard Scoil Chiarain Naofa, Clara

- Design Team completing Stage 1 and a further meeting with Offaly County Council will be held on 19 May 2023.

#### Coláiste Naomh Cormac, Kilcormac

- Additional accommodation – ASA Unit 1002m Approved – with project management team. LOETB are in discussions with DE.
- Science Rooms – report and costings completed and sent to DE.

#### Tullamore College

- Render Works ongoing.
- Guttering Works ongoing.
- Additional accommodation – new brief proposed by DoE, waiting on approval from Department of Education – with Project Management Team/LOETB in discussions with DE.

#### Gaelscoil NS Birr

- LOETB is the project executive for this project. KSN appointed as Project Manager. A number of meetings were held with DE.

#### Banagher FET Centre

- Banagher to be completed early June 2023 – snags/gas issues to be completed.

#### Abbeyleix FET Centre/Mountmellick FET Centre

- Refurbishment of toilets – Abbeyleix FETC works completed – Works to be completed in both centres by end May 2023.

#### Portlaoise Information Hub - Lyster Square

- Meeting was held 4 May 2023, a few snags to be sorted – final account being prepared.

#### National Construction Training Centre - Mount Lucas

- Expression of interest Stage 3 and Stage 4 on eTenders
- Mountlucas Project 2022 – Design Team Appointed

#### Kilcruttin Electrical Apprenticeship

- Consultant appointed and planning permission received. Tender for works received and currently under review.

#### Mountmellick FET Centre

- Proposed Car Park – consultant appointed – planning permission is due on 6 June 2023
- Tender to be put up on eTenders following receipt of planning.
- Upgrade Classroom to Science Room – consultants appointed – responses from Contractors received from eTenders – Tender Report being prepared by Kenny Lyons

### **Procurement**

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

- Portable Fire Equipment – Office of Government Procurement (OGP) framework a new Supplier appointed from 1 March 2023 for a period of 2 years with option to extend.
- Fire Alarm Maintenance Framework – Horizon Safety appointed new Framework starting 1 May 2023.
- Science/Home Economics equipment – tender competition currently on eTenders
- Catering Schools – Tender Competition currently up on eTenders
- School Books (Library Resources Grant) – purchasing details sent to schools
- Print & Design – documentation agreed, currently with OGP to run Mini-Competition.
- Supply of Electricity – New framework from 1 May 2023 for 18 months with OGP Electric Ireland have been appointed.

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

- Working with schools/centres/offices in developing responses and taking necessary remediation actions required as a result of recent Health & Safety Authority Inspections. Continuing support to all other facilities in delivering improvements in this area.
- Retirement function for former employees held on 16 May.
- Working with schools/centres/offices in delivering improvements in this area of stock and asset management.
- Closing out Internal Audit Unit (IAU)/ KOSI audit on Governance & Risk Management. Work commenced on IAU/KOSI IT Audit.
- Phased review of CCTV systems and associated Data Protection Impact Assessment (DPIA).
- Supporting schools and centres with freedom of information requests, and data subject access requests as necessary.
- Insurance valuation (IPB) with Ard Scoil Chiaráin Naofa, Clonaslee College, Birr OETC and Abbeyleix FET now complete and awaiting report.

### **Communications:**

- Continued brand development for Modern Methods of Construction Demonstration Park at Mount Lucas.
- Brand identity for Portlaoise Institute and new Information Hub in Portarlington.
- Liaising with SOLAS on development of green skills initiatives.
- Production of construction and digital construction pathways video
- Planning for launch of Enterprise Hub and One More Job Initiative from the National Apprenticeship Office.
- Development of bank of social media posts as Gaeilge.
- Working with FET Centres on advertising and promotional material for open days.
- Planning for Green Skills week (June) and Inclusion Week (October).

### **Joe Cunningham Chief Executive**

23 May 2023

Members thanked the CE and Director of OSD for the detailed report and a discussion took place after each section.

**Schools:** The CE highlighted the concern regarding places in local Primary Schools based on LOETB information and that he had written to DoE on the matter. A member mentioned the Primary School in Rathdowney have a shortage of students at present.

A member mentioned that she would fully support a new Primary School in Portlaoise due to the shortage of available places. There is also a shortage of autistic units in certain secondary schools in the catchment area as well.

**FET:** SETU Degree Programme – a member queried the entry requirements for the new programmes. The CE explained that the process is currently being finalised and that this information will be circulated to schools once available.

**OSD:** A member queried if a person had been appointed to manage the media advertisements ‘as Gaeilge’ in compliance with the Official Languages Act. Marie Bracken explained there has been no sanction for this post, but that a submission has been made to the DE.

## 9. VOTES OF SYMPATHY

The Board extends its sympathy to the following staff members on their recent family bereavements:

- Hazel Delaney – St Fergal’s College
- Shane Molloy – Portlaoise Prison
- Geraldine Campbell – Ard Scoil Chiaráin Naofa
- Catriona Montgomery – Tullamore Administrative Offices
- Shane Culleton – Portlaoise College
- Maria Doorly – Banagher College
- Eve Clarke – Banagher College
- Evelyn Lynch – Oaklands Community College
- Patricia Frayne – Midlands Prison
- Eoin Larkin – Midlands Prison
- Lloyd Kerrigan – Oaklands Community College
- Marguerite Gooney – Dunamase College
- Nettie Emmerson – Portlaoise Prison
- Jane Mealy – Portlaoise Prison

## 10. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to:

- HR & Corporate Services on hosting a successful Retirement function for LOETB staff on 16 May 2023
  - Ard Scoil Chiaráin Naofa – U15 soccer team
  - Offaly U20 Hurlers on winning the Leinster final
  - Offaly Ladies U14 footballers on progressing to the All-Ireland semi-final
- The CE notified members that LOETB are contributing towards LGFA through sponsorship in both Laois and Offaly. Members acknowledge that this is a very worthy contribution.

## 11. YOUTH WORK COMMITTEE NOMINATION

A replacement for Laois Comhairle na nÓg was received, Anna – Maria Sahaidac (2<sup>nd</sup> year student Coláiste Íosagáin).

Proposed: Pdraig Fleming

Seconded: Caroline Dwane Stanley

## 12. AOB

- **Vision 85 lease**

Marie Bracken discussed the requirement for an additional 1,686 square feet to the Vision 85 lease for the next academic year to provide accommodation for FET students displaced from Portlaoise College.

Proposed: Caroline Dwane Stanley

Seconded: John King

- **Birr OETC Committee**

John Carroll, Chair of Birr OETC Committee, raised a query as to whether it would be possible for a school representative to attend meetings when John Kennedy, Principal at St. Brendan's Community School (and Birr OETC Committee member) cannot attend. He mentioned there is a difficulty in reaching a quorum at certain times during the year, and at the last Birr OETC Committee meeting, this was a suggestion.

The CE approved same, highlighted the importance of maintaining a link with local Schools. He also advised members that funding and governance for the OETC has transferred to SOLAS.

- **Day of Board Meetings**

Caroline Dwane Stanley mentioned that Maura Brophy was having difficulty attending Board meetings on Tuesdays due to work commitments and queried whether this day suited other Board members. The Chair pointed out that meetings were moved from Mondays to Tuesdays to accommodate the Laois and Offaly County Council meetings. It was decided to continue with Board meetings on Tuesdays.

- **Board Retiree**

The Chair notified Board members that Mary Cotter Bracken will be resigning from the LOETB Board and Committees at the end of the school year. All present joined with the Chairperson and CE in thanking Ms Cotter-Bracken for her contribution to the Board.

### 13. DATE & VENUE OF NEXT LOETB BOARD MEETING

The next LOETB Board meeting will take place on Tuesday 25 July, in the Portlaoise Administrative Offices, Mountrath Road, Portlaoise.

The Chair suggested having refreshments with the staff in the Portlaoise office before the meeting commences.

It was suggested to rotate meetings between the schools and centres in the Autumn.

John Carroll mentioned Birr OETC can also be organised as a meeting venue later in the year, and a tour can be arranged for the Board members.

Signed: *Evelyn Dunne*  
Evelyn Dunne (Jul 26, 2023 22:30 GMT+1)

Date: Jul 26, 2023

Chairperson