



A meeting of Laois and Offaly Education and Training Board was held on Tuesday 26 November 2024 at Midland Skills Centre, Axis Business Park, Tullamore, Offaly.

Present

Cllr Neil Feighery (Chairperson)	Cllr Ollie Clooney
Cllr John King	Mr Clive Davis
Cllr Vivienne Phelan	Ms Serena Fitzpatrick
Cllr Hugh Egan	Mr William Flanagan
Ms Tara Carty	Mr Seamus Bennett
Ms Valerie O'Connell	
Mr Gareth Stanley	

In Attendance

Joe Cunningham, Chief Executive
Pam Nolan, Director of OSD
Frank Walsh, Head of Corporate Services
Nicole Doyle, Corporate Services

1. Welcome and Apologies

The Chairperson, Neil Feighery, welcomed members and thanked them for their attendance. Apologies were received from Claire Murray, Claire Murray Smale, Caroline Dwane Stanley, Tommy Mulligan, Aoife Masterson, Eddie Fitzpatrick, Myra Kennedy, and Catherine Fitzgerald.

2. Minutes of LOETB Board meeting

The minutes of the previous meeting, which took place on 22 October 2024, were circulated to members. Members approved the minutes.

Proposed: John King

Seconded: Clive Davis

3. Matters arising from the Minutes

There were no matters arising from the minutes.

4. Travel and Subsistence Training

Veronica Phelan and Ruaidhrí Treacy from the Finance department gave a detailed presentation to the members on our Travel and Subsistence procedure. They also provided a live demonstration of the claim process.

5. Governance

Corporate Risk Register

Frank Walsh informed the members that the Audit and Risk Committee is scheduled to meet on 28 November and will review the Risk Register as part of their meeting. Members were informed that there are currently 18 risks identified on the Risk Register and that the Register had been uploaded to the Board Shared Drive for their information.

Declaration 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. Nominations to Youth Work Committee

A nomination was received from the following organisation:

Organisation	Nomination	Proposed	Seconded
Offaly Traveller Movement	Monica Daly	Hugh Egan	John King

7. Nomination of LOETB nominee to Boards of Management

The Chairperson informed members of the following nominations for Schools Board of Management:

School	Nomination	Proposed	Seconded
Ard Scoil Chiaráin Naofa	Richard Murphy	Vivienne Phelan	Ollie Clooney

8. Correspondence

Item No.	Correspondence From	Date/Ref No.	Details	
1.	Dept. of Education and Skills	CL43.2024	Revision of Teacher Salaries under The Public Service Agreement 2024 - 2026 effective from 01 June 2024	Noted by Members
2.	Dept. of Education and Skills	CL44.2024	Revision of Salaries for Special Needs Assistants (SNAs)	Noted by Members

3.	Dept. of Education and Skills	CL45.2024	Revision of Salaries and Allowances of Certain Grades	Noted by Members
4.	Dept. of Education and Skills	CL46.2024	Revision of Salaries of Clerical Officers and Caretakers employed under the 1978.1979 Scheme	Noted by Members
5.	Dept. of Education and Skills	CL47.2024	Revision of Salaries of School Secretaries and School Maintenance Staff	Noted by Members
6.	Dept. of Education and Skills	CL48.2024	Revision of Salaries for School Secretaries Previously Grant Funded Effective from 01 June 2024	Noted by Members
7.	Dept. of Education and Skills	CL49.2024	Special Needs Assistant Allocation 2024/25	Noted by Members
8.	Dept. of Education and Skills	CL50.2024	Home Tuition Grant Scheme 2024-2025	Noted by Members
9.	Dept. of Education and Skills	CL51.2024	Prescribed material for Junior Cycle English	Noted by Members
10.	Dept. of Education and Skills	CL52.2004	Leave for Candidates in General and Local Elections for Special Needs Assistants	Noted by Members
11.	Dept. of Education and Skills	CL53.2024	Recruitment of Special Needs Assistants (SNAs) Supplementary Assignment Arrangements for the 2024.2025 school year	Noted by Members
12.	Dept. of Education and Skills	CL54.2024	Maintenance guidance for all schools	Noted by Members
13.	Dept. of Education and Skills	CL55.2024	Publication of Bí Cineálta Procedures to Prevent and Address Bullying behaviour	Noted by Members
14.	Dept. of Education and Skills	CL56.2024	Revision of Capitation Grant Rates for Recognised Primary Schools in 2024	Noted by Members
15.	Dept. of Education and Skills	CL58.2024	Parent's Leave Scheme for Registered Teachers employed in Recognised Primary	Noted by Members

16.	Dept. of Education and Skills	CL59.2024	Parent's Leave Scheme for Special Needs Assistants	Noted by Members
17.	Dept. of Education and Skills	CL60.2024	Home Tuition 2024-25	Noted by Members
18.	Dept. of Education and Skills	CL61.2024	Home Tuition-Maternity Related Absence (MRA) 2024-25	Noted by Members
19.	Dept. of Education and Skills	CL62.2024	Home Tuition- Children in Care (CIC) 2024-25	Noted by Members
20.	Dept. of Education and Skills	CL63.2024	Revised Sick Leave Arrangements for all staff in Education and Training Board	Noted by Members
21.	Dept. of Education and Skills	CL65.2024	Arrangements for the election of staff to Education and Training Boards	Noted by Members
22.	Dept. of Education and Skills	CL66.2024	Teacher Supply Post Primary Teaching Hours Extension Scheme for 2024/2025	Noted by Members
23.	Dept. of Education and Skills	CL67.2024	Voluntary Search and Rescue Leave for Registered Teachers	Noted by Members
24.	Dept. of Education and Skills	CL69.2024	Professional Master of Education (PME) Fee Refund Scheme	Noted by Members
25.	Dept. of Education and Skills	CL71.2024	Revision to Supervision and Substitution (S&S) Scheme	Noted by Members
26.	Dept. of Education and Skills	CL72.2024	Parent's Leave Scheme for all other staff other than those persons employed as SNA and Teachers in ETBs	Noted by Members
27.	Dept. of Education and Skills	CL73.2024	Revision of Teacher Salaries under the Public Service Agreement 2024	Noted by Members
28.	Dept. of Education and Skills	CL74.2024	Revision of Salaries for Special Needs Assistants (SNAs)	Noted by Members
29.	Dept. of Education and Skills	CL75.2024	Revision of Salaries and Allowances of Certain Grades	Noted by Members
30.	Dept. of Education and Skills	CL76.2024	Revision of Salaries of Clerical Officers and Caretakers	Noted by Members

			employed under the 1978.1979 Scheme	
31.	Dept. of Education and Skills	CL78.2024	Revision of Salaries for School Secretaries	Noted by Members
32.	Dept. of Education and Skills	CL77.2024	Revision of Salaries of School Secretaries and School Maintenance	Noted by Members
33.	Dept. of Education and Skills	CL80.2024	New measures to support the Forward Planning for Special Education Provision	Noted by Members
34.	Dept. of Education and Skills	CL81.2024	Payment of Tool Allowance to Craft Workers 2024	Noted by Members
35.	Dept. of Education and Skills	CL83.2024	Code of Practice for the Governance of ETBs 2024	Noted by Members

Joe Cunningham drew members attention to CL83.2024, the updated Code of Practice for the Governance of ETBs, which came into effect on Monday 25 November.

9. Minutes of Committees of the Board

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

Ard Scoil Chiaráin Naofa

- 31 January 2024
- 14 May 2024
- 18 June 2024

Banagher College

- 21 February 2024
- 12 June 2024

Clonaslee College

- 15 April 2024
- 20 May 2024

Coláiste Naomh Cormac

- 18 June 2024
- 23 April 2024
- 9 September 2024

Dunamase College

- 4 March 2024

Oaklands Community College

- 22 April 2024
- 20 June 2024

Portlaoise College

- 13 May 2024
- 12 June 2024

St Fergal's College

- 22 August 2023
- 19 September 2023
- 21 March 2024
- 12 June 2024

Tullamore College

- 20 March 2024

10. Licence Agreement

Sragh Industrial Estate – storage for the apprenticeship materials.

Proposed: Ollie Clooney

Seconded: Vivienne Phelan

Clara GAA Club – additional classroom space for Clara FET Centre.

Proposed: Seamus Bennet

Seconded: Valerie O'Connell

11. Draft Policies

The following draft policies were circulated and shared on the LOETB Board shared drive to members prior to the meeting.

- Prevention and Resolution of Bullying at Work Policy
- Email Policy
- Technology Acceptable Use Policy

12. Chief Executive's Report

Schools Directorate

SEN Provision Mapping LOETB Schools

Ard Scoil Chiaráin Naofa, Clara presented at the National Induction for schools new to Provision Mapping on 1 October. LOETB Schools attended the third Provision Mapping Workshop on Multi-Modal Methods for Capturing Parental and Student Participation in Decision Making on 26 September.

Cross-Sectoral Pilot

LOETB are one of two host ETBs for a Cross-Sectoral Provision Mapping Pilot. LOETB will support five schools from JMB and ACCS management bodies with access to the Induction programme, workshops, and Community of Practice events.

Ethos: Identity Multi-Beliefs and Values (IMBV) Education:

Online teacher professional learning events will take place throughout the year on 14 October, 30 January, 20 March and 8 April. A Teacher Resource booklet will be available for teachers taking on IMBV. The resource will have a sample three-year plan with units of learning.

Inclusion: LOETB All Stars

An Inclusive Sport initiative aimed at students enrolled in special classes in LOETB schools will take place over the course of the academic year. Students from across the nine LOETB Post-Primary schools will come together on four occasions over the school year (19 November, 16 January, 20 March, and 8 May). Each session will focus on a different sport. The format of the sessions will include group warm up activities and a mini league. The year will end with a celebration and sports day. The initiative was the idea of Portlaoise College teacher, James Moloughney, and will be hosted in Portlaoise College.

Community of Practice

Community of Practice groups are working on Inclusion, Ethos, and School Planning and involve leaders and school staff from the nine LOETB post-primary schools.

LOETB Junior Maths Competition/Inter-ETB Final

The LOETB Junior Maths Competition was held on 15 October in the Midlands Park Hotel. All 9 schools were represented on the day with 42 teams competing. Congratulations to Tullamore College who came in 1st and 2nd place and Banagher College who came in third

place on the day. The top eight teams will go on to the Inter-ETB final on 28 November in Mullingar competing against teams from Longford and Westmeath ETB and Cavan and Monaghan ETB. Five LOETB schools will compete in the final, Banagher College, Clonaslee College, Oaklands Community College, Portlaoise College and Tullamore College.

TY Agri-Aware Module

LOETB schools have been availing of a TY Programme 'Intro to Ag'. This programme is a collaboration between LOETB and Agri Aware. This is an 8-week module-based course which takes an inter-disciplinary approach to explore agricultural science.

STEAM Programme

The STEAM Programme, a digital technologies initiative, in partnership with Offaly and Laois County Councils, is now well underway for a second year. All nine LOETB schools are involved in the programme, with approximately 300 students getting the opportunity to develop 21st century skills through engagement with different aspects of digital technology. The four original strands of the programme (Vex Robotics, Lego League Coding, Minecraft Design and Podcasting) are this year joined by two optional strands - Filmmaking and the STEAM Lab, which this year sees students creating school resources using VR (Virtual Reality.) The students' work, created through the programme, will be on display for all to see at the STEAM Showcase event, which this school year will take place in Banagher College on 10 April.

School Support – other digital technologies initiatives

LOETB Schools Support runs a regular Digital Community of Practice (Dig-CoP) meeting, where digital leaders in LOETB schools are facilitated to develop and share effective practice on digital technologies in schools. The most recent Dig-CoP took place on 7 October at Midlands Skills Centre, where digital leaders helped create guidelines for the ethical use of Artificial Intelligence (AI) in our schools.

LOETB has also partnered with Laois and Offaly County Councils to support and fund teachers interested in completing modules in the area of digital technology, through Atlantic Technological University (ATU). Based on the previous cohort, a number will complete six modules and go on to become fully qualified Computer Science teachers, ready to teach the subject at Leaving Cert level.

Youth Services:

Dept. Of Children, Equality, Disability, Integration and Youth (DCEDIY) - Minor Grant Scheme 2024

DCEDIY has allocated €50,000 to LOETB to administer under the Grant Scheme. The purpose of this grant is for organisations to focus on Universal Provision (Personal and Social Development), providing support and creating opportunities for all young people in the community. In total there were 4 applicants that collectively received €50,000.

DCEDIY – Resilience and Effectiveness Initiative 2024

The DCEDIY allocated €16,000 to LOETB to administer under the Resilience and Effectiveness Initiative. This is a 'UBU Your Place Your Space' initiative to support UBU Funded Organisations to deliver a more efficient and comprehensive service to young people, while ensuring that they have sufficient resilience to operate effectively in the medium to long term. In total there were 2 Applicants that collectively received €16,000.

Meeting with the Minister Roderic O’Gorman

Joe Cunningham and Linda Tynan met with Minister O’Gorman and the Principal Officer for Youth Affairs on 21 October to discuss youth service provision and funding based on the unprecedented growth population and the identified on-going and needs of young people in Laois and Offaly.

Laois and Offaly Local Creative Youth Partnership (LCYP)

The Partnership has three new members joining their Steering Group. The Laois Creative Communities Engagement Officer, the Offaly Creative Communities Engagement Officer, and Music Generation Development Officer Offaly.

Some of the projects, programmes and events supported and funded through Laois and Offaly Local Creative Partnership since May 2024

- **The Foróige Youth Citizenship Programme:** an event to celebrate the achievements of young people held in the Dunamais Arts Centre.
- **Laois Africa Day:** an annual event celebrating the diversity of African Culture.
- **Mountrath Youth Theatre:** Ceramics and a 'reuse repurpose' clothing workshops
- **Laois Arch Club:** Button and Clay Art in Liscannor as part of their respite weekend away.
- **Music Generation Offaly Music Camp:** Ukulele Programme Rhode Summer Programme
- **Electric Youth:** in association with Electric Picnic performances on the Hazelwood stage Electric Picnic.
- **Dyslexia Support through Creative Engagement:** cooking programme Acorn Project Edenderry.
- **Science Week:** Bear Planetarium Immersive Experience using Fulldome 360-degree 3D digital projection technology Holy Family Senior School.
- **Early Years Pilot Initiative with Portlaoise Family Resource Centre:** The twenty-five-week initiative has come to an end and was deemed very successful by the staff, the artist, and the Local Creative Youth Partnership.
- **Offaly Down Syndrome Choir and Simon Casey:** produced a single, War is Over, (the John Lennon classic) along with a heart-warming video to celebrate 40th Anniversary of Offaly Down Syndrome.
- **Dagogo Hart:** A Portlaoise based poet, writer, performer, and spoken word artist worked with ten young people over eight weeks. The result a showcase of their work performed in Kavanagh's comedy club to a large audience.

Regional Education and Language Teams (REALT)

- 110,554 Ukrainian arrivals in Ireland as of 11 November 2024
 - 7-day rolling average – 21 per day.
 - The number of Ukrainian citizens in Laois is remaining stable at around 1,570 for the county overall
 - The numbers of Ukrainian citizens in Offaly is remaining stable at around 1,070 for the county overall
- Movement of Ukrainian families has been significant and will continue over the coming months. This influences school places and transport.
- The GIS system has been updated from a Ukrainian enrolment perspective which will help to identify where school places may be available.
- Ukrainian will be examinable as a non-curricular Leaving Certificate examination in June 2025.

IPAS: International Protection Accommodation Services

- 32,649 arrivals as of 13 November 2024.
 - Total Number of IPAS citizens in Laois: 458 (drop of 15% since July 2024)

- Total Number of IPAS citizens in Offaly: 487 (increase of 20.5% since July 2024)
- 7-day rolling average – 24 arrivals per day (19% children).

Music Generation Laois

- **Tionól Harp + Pipes 2024:** Over 130 Young people from across Ireland including a guest group of harpers from Glasgow took part in the MG Laois annual Tionól, a residential weekend for harpers and pipers from 1-3 November.
- **Creative Connexions Sitges Live:** Young trad musicians from MG Laois took part in Creative Connexions - Sitges Live in Spain from 24-27 October, including performances and workshops.
- **'We Are Music Generation' Musician Educator Day:** Laois Resource Workers Nuala Kelly and Siobhan Buckley presented 'Rath NS - Portrait of a Music Rich School' at a national day for Musician Educators in Galway on 30 October.
- **MG Laois and MG Offaly Secondary Schools Showcase:** MG Laois and Offaly presented a showcase concert of their LOETB music programme in secondary schools, in Esker Arts Centre, Tullamore on 21 October 2024 featuring Portlaoise and Dunamase College students.

Music Generation Offaly

- Music Generation Offaly is now working in 24 primary schools and 6 secondary schools.
- In October we hosted our 'Céilúradh Mór' events, which were part of the 10-year 'We Are Music Generation' celebrations and consisted of three very successful "Big Gigs", the first of which took place on 16 October in Birr Theatre, followed by St. Mary's Primary School in Edenderry on 17 October, and finished up on 23 October in Esker Arts in Tullamore. We invited students from our partner schools to come along and take part in the celebrations through singing and performing, and each event ended with a grand finale – our reworking of the T-Rex classic 'Children of the Revolution' which our musician team changed to 'We Are Music Generation'. Over the course of the three events, we had 535 children take part, supported by teachers and staff, and we have had very positive feedback since. MG Offaly musician educators were very heavily involved in these events; from planning and teaching the shared repertoire, to performing as part of the live band on the day and singing with the children.
- MG Offaly was successful in a grant application from DCEDIY to expand on the current intergenerational ukulele programme and we recently launched a new community initiative EC'KO (Esker Community 'kulele Orchestra) with weekly rehearsals in Esker Arts in Tullamore. This group is open to all members of the community and is working towards performances at Christmas and during the Bealtaine Festival in May.
- We also received funding from Laois and Offaly CYPSC (Children and Young Persons Services Committee) to continue delivering programmes to children living in IPAS in Banagher, Birr and Tullamore through a variety of ways, including school programmes, after school hubs, and visits to IPAS centres.

- The Academy of Music are hosting their very first Christmas Concert in Tullamore Church on Sunday 1st of December and will feature performances by Academy students and staff, The Academy String Ensemble, and Chamber Choirs.

FET Directorate

Demonstration Park for MMC, National Construction Training Campus, Mount Lucas

LOETB has completed the Groundworks tender as part of Phase 1 of the Demonstration Park for the Modern Methods of Construction at Mount Lucas. This contract consists of the construction of access roads, a new sub-station, and the installation of the housing pads.

We are continuing to work with the preferred contractors for the Phase One housing units and it is our intention to agree contracts in principle before the end of the year.

We are also in the process of developing a management strategy for the park, identifying target audiences, and park functions in Years 1-3 of the development.

LOETB Climate Solutions Summit, 2025

LOETB is the lead FET provider nationally in Construction (incl. MMC), Agriculture (Sustainable Ag and Bio-Diversity) and Green Skills. As part of our promotional strategy, we will host a Climate Solutions Summit in Q1 2025. The summit will target various audiences including the Community and Voluntary sector, Industry, Local Authorities and Government Departments and will provide a forum for discussing key challenges and some of the solutions that we have collaboratively developed with our partners.

LOETB Strategic Performance Agreement 2025-2027

LOETB will meet with SOLAS on 27 November to plan our next Strategic Performance Agreement. The agreement will set out a series of targets for the FET Service under a range of headings. These include:

- Delivery of Transversal Skills
- Widening Participation (Inclusion)
- Delivery of Key Skills needs
- Workforce Transformation
- Progression within/from FET
- Delivery of Green Skills

LOETB continues to be one of the highest performing ETBs in the FET sector. Throughout the period of our last Strategic Performance Agreement, our FET beneficiary figure has grown by 86%, meaning that approximately 23,000 FET beneficiaries will be supported by LOETB in 2024.

FET Estates Strategy

As part of our commitment under the Climate Action Plan, we have developed a FET Estates Strategy. This strategy outlines our building stock and prioritises works that will be required to improve the energy rating of our FET buildings. These significant works will include retrofitting, Mechanical and Electrical, windows, doors and roof works. New funding streams have become available to LOETB to support these works including a Minor Capital Works scheme and a new Devolved Green Capital scheme. The upgrade works will commence in 2025 in Birr Outdoor Education and Training Centre as it is one of the highest energy consumers across our FET Estate.

New Provision 2025

As part of our national role cross various sectors, LOETB will develop the following new programmes in 2025:

Construction

- MMC Traineeship: MMC Operative (Level 5)
- MMC Technician Apprenticeship (Level 6)
- MMC Project Manager Apprenticeship programme (Level 7)

These programmes will be delivered using a modular entry/exit model, providing both new entrants and existing employees in the construction sector a visible accredited learning pathway.

In 2025, LOETB will launch a range of new accredited micro-credentials in MMC to include:

- ZEB Awareness
- Overheating Awareness
- District Heating
- SOLAR PV System Design
- MMC Awareness
- How Digital Technologies Are Used in MMC (Including BIM)
- Sustainability in MMC and the Impact on Construction and the Environment
- MMC Awareness – Local Authority focus

We also plan to further broaden our training provision in 2025 by incorporating established qualifications into our construction portfolio. These include:

- NVQ Diploma (Level 4) in Construction using Off-Site Manufactured Assemblies,
- NVQ Diploma (Level 5) in Occupational Work Supervision
- NVQ Construction Site Supervisor Diploma (Level 6)

Agriculture

Community Education and Adult Literacy for Life

- Digital Help Hubs established in local Marts.
- Workshops within the community on Succession and Inheritance, Accounting, Financial, Bookkeeping, and Grant and Scheme Application

Schools to FET/Schools to Employment

- “Intro to Ag” Transition Year programme rolled out nationally in 2025. LOETB is developing resources for 5th and 6th year Ag Science students.

Tertiary (Levels 4-6)

- Animal Welfare and Handling and Postpartum Management and Disease.
- Level 4 Certificate in Agricultural Foundations to supplement current offerings from TEAGASC.
- Form Tertiary pathways with SETU & TUS for current LOETB Sustainable Agri Programmes.
- Biodiversity programmes in conjunction with OCC, NPWS, and Dept of Housing, Local Government and Heritage

Green Skills

LOETB will develop a suite of user-friendly accredited micro-credentials in Green Skills in 2025. These include:

- Green Skills for a Sustainable Future (Full Programme)
 - Carbon Literacy
 - Introduction to Climate Awareness in the Workplace
 - Green Skills for Business- 1 Day - LEAN for Public Sector (pilot in 2025 with LCC, OCC & LOETB staff)
 - Carbon Literacy Awareness
 - Sustainable Living Skills
 - Carbon Reporting
 - Green Procurement

Tertiary: Pathways to Higher Education:

LOETB is planning a co-developed Tertiary Green Engineering Programme with our HE partners. This programme will provide Level 5 FET Engineering learners with a pathway into smart sustainable manufacturing, renewable energy systems and smart infrastructure.

OSD Directorate

Human Resources

Recruitment:

The following posts have been filled since the last ETB meeting

- 1 x Attendant - Dunamase College
- 1 x AP1 - Clonaslee College
- 1 x AP1 - Coláiste Naomh Cormac
- 1 x Adult Educator - Mountmellick FET Centre
- 1 x Nursing Studies Teacher Fixed Purpose - Abbeyleix FET Centre
- 1 x Art and Craft Teacher Fixed Purpose - Birr FET Centre
- 1 x Grade III - Clara
- 1 x Acting AP1 post - Portlaoise College
- 1 x Fixed Purpose Geography and Irish and Geography Teacher - Portlaoise College
- 1 x Grade IV - Mount Lucas
- 3 x Birr OEC Part-time instructors
- 3 Competitions for Substitute Teachers
- 1 x Grade III - Tullamore College
- 2 Bus Escort Panel
- 1 x Fixed Purpose English and Geography - Banagher College
- 2 x Early Learning and Care Teacher - 1 Fixed Purpose at Portlaoise Institute and 1 Pro Rata at Edenderry FET Centre
- 1 x Pro Rata PE - St Francis
- 1 x PWT Grade V - Finance
- 1 x PWT Grade IV in IT
- 1 x AP1 - Dunamase College
- 1 x Pro Rata Offaly Special School
- 2 x AP2 - Ard Scoil Chiaráin Naofa, Clara
- 1 x Acting Deputy Principal - Coláiste Naomh Cormac
- Post Primary Teaching Posts 24/25
- FET Teaching Posts 24/25

Advertised post:

- Sub Teachers
- Sub SNA
- Bus Escort Panel
- Kolbe Special School - Music Fixed Term 19 hours
- St Francis School - Home Economics Fixed Term 22, Music Fixed Term 21 hours
- Clonaslee College - Fixed Purpose Religion, Music and SPHE 22 hours
- Tullamore FET Centre - Irish Fixed Term 4 hours pw
- Admin - Grade IV Finance PWT

Posts for interview in the next two weeks:

- AP2 - Portlaoise College and Coláiste Naomh Cormac
- Grade VII in Corporate Services
- 2 x Maternity leave posts in Dunamase College
- Sub Teacher Panel
- Sub SNA Panel
- Bus Escorts
- AP2 - Oaklands Community College and Clonaslee College
- Grade IV in Finance

Pensions Report – February 2024:

Pension Description	No.
Members Retired/Pensions issued	21
Widow/Widower Pensions issued	2
Members/ Widows to return pension forms	1
Supplementary Pensions issued	1
Total Pensions issued to date:	25
Estimates of Service Requests	39
Estimates Complete (incl. Pension Adjustment Orders)	27
Estimates to be completed awaiting service transfer and sign off	12

In 2024, we have requested service to be transferred to LOETB for 19 members with 10 complete and 9 outstanding. In 2024, we have received 31 requests to transfer out service with 14 complete and 17 outstanding.

Pensioner Increases:

New scales for 1 October 2024 increases have been circulated and NSSO have applied all pension increases for LOETB pensioners. LOETB pension files are fully cleansed, and we have no outstanding queries with NSSO.

Single Pension Scheme Remediation Project:
All Benefit Statements for 2023 have been issued.

Service Project

LOETB has an Agreement in place with ESBS to progress this Project. To date, we have compiled service for 347 employees – 139 (40%) employees service remains to be signed off and updated on CORE before 23 December 2024 (see table below).

Row Labels	Count of Date Started	Completed	Awaiting Sign Off	Prepared
1978	3	2	0	1
1981	2	2	0	0
1983	1	1	0	0
1984	1	1	0	0
1985	2	2	0	0
1986	2	1	0	1
1987	1	0	0	1
1988	2	1	0	1
1989	1	0	0	1
1990	4	2	0	2
1991	13	3	0	10
1992	6	2	0	4

1993	4	0	0	4
1994	9	0	0	9
1995	6	1	0	5
1996	8	1	0	7
1997	6	1	0	5
1998	14	3	0	11
1999	13	3	0	10
2000	21	8	0	13
2001	23	4	0	19
2002	30	10	0	20
2003	31	22	0	9
2004	22	15	0	7
2005	15	14	0	1
2006	26	21	2	3
2007	38	31	7	0
2008	23	21	2	0
2009	16	16	0	0
2010	24	22	2	0
2011	14	12	2	0
2012	14	14	0	1
2013	6	6	0	0
2014	5	5	0	0
2015	6	6	0	0
2016	11	11	0	0
2017	6	5	0	1
2018	16	7	0	9
2019	10	10	0	0
2020	9	8	0	1
2021	21	21	0	0
2022	1	1	0	0
Grand Total	486	316	16	154

Payroll:

DATE	AMOUNT	NUMBER OF EMPLOYEES
24/05/2024	1,494,718.45	1144
07/06/2024	1,531,287.86	1119
21/06/2024	1,537,166.74	1126
05/07/2024	1,438,612.66	1084
19/07/2024	1,623,085.41	1172
02/08/2024	1,382,305.99	960
16/08/2024	1,453,985.39	1005
30/08/2024	1,404,303.66	1036

13/09/2024	1,334,672.77	948
27/09/2024	1,591,800.84	1105
11/10/2024	1,552,144.25	1127
25/10/2024	1,565,588.75	1129
08/11/2024	1,567,126.50	1131

Finance

Budgets

Schools and Centre budgets continue to be monitored monthly.

Finances

Summary of finances to end of May 2024.

Summary of Workings to End October 2024								
ITEM	Opening Grant Cash Balance	Adjustment to Opening Balance	BUDGET / RECEIPTS	Credits Transfer	Receipt Targets	Payments	Closing Grant Cash Balance	% of Overall Total
Main Scheme Grant	1,132,064	(2,494)	37,665,901	0	198,958	(34,425,843)	4,369,629	16.47%
Associated Main Scheme Grants	1,174,542	(8,529)	2,119,596			(1,796,738)	1,488,871	5.61%
Capital Schedule	7,236,603	(4,492)	15,419,814			(9,455,453)	13,196,471	49.74%
Further Education & Training	1,842,154		49,280,478			(44,766,799)	6,355,833	23.96%
Youth Affairs	73,513	(37,442)	698,508			(683,006)	51,573	0.19%
Agency	307,491	5,607	3,586,495			(2,999,712)	899,880	3.39%
Self Financing	93,285	47,330	583,307			(616,746)	107,177	0.40%
Third Party Funds	0	20	36,926			23,041	59,987	0.23%
Totals	11,859,652	0	109,391,026	0	198,958	(94,721,257)	26,529,420	

Note: Main Scheme Grant and Further and Education & Training based on approved budget allocation. All others based on funding as received.

Difference between closing cash balance per financial systems and amount on investment documented below equals amount due to externals that is drawn in June.

Investment

NTMA

On Investment at end of October 2024		€7,47,867.21
Interest Earned to end of October 2024		€86,725.80
Interest Rate		1%
Investment Term	7 day	€7,47,867.21
	30 day	0

AIB

On Investment in Deposit Account at end of October 2024	€4,761,363.70
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Interest Earned to end of October 2024	€7,959.21
Interest Rate	0.25%

Creditor Payments

Third Quarter 2024

2,931 invoices, amounting to €8,801,494.60, were paid in the third quarter of 2024. Of these, 72% were paid within 15 days of receipt of invoices, and a further 20% were paid within 30 days. 61 purchase orders for €20,000 or above, totalling €3,563,173.44 inclusive of VAT, were paid in the third quarter of 2024.

Buildings

Capital Projects and Buildings Works

School/Centre	Project	Status
Clonaslee College	Additional Accommodation – Modular Accommodation for ASD unit	Final Account being agreed
	Additional Accommodation – permanent build	
St. Fergal’s College	All Weather Pitch	Certificate of Completion Received
	Additional Accommodation-Modular	Task Order 2
	EWS- gas proving	Approved
Portlaoise College	Additional Accommodation-permanent build	Stage 1
	All weather pitch	Completed
	Additional Accommodation-Modular	Task Order 2
	Refurbishment of HE Room	Application Lodged
Dunamase College	Additional Accommodation-Modular 6 classrooms	Completed
	New School	Stage 2(b) – application for planning permission
Oaklands Community College	New School	Stage 2(b) - Planning Permission granted Tender documents being prepared

Ard Scoil Chiaráin Naofa, Clara	New School	Stage 2a – Developed Design for full costing
Coláiste Naomh Cormac, Kilcormac	Pathfinder project	Works ongoing
	Additional Accommodation - 4 rooms	Tender for consultant
Tullamore College	Additional Accommodation - Modular (3 classrooms and 2 SEN Units)	Task Order 2
	Additional Accommodation - Permanent Build	Brief preparation for procurement of consultants
Information Hub Portlaoise	Extension to space	Works ongoing
Mountmellick FET Centre	Carpark	Completed
Portlaoise Institute	Additional Accommodation - permanent build	Stage 1
	Solar panels	Completed
Abbeyleix FET Centre	Additional Accommodation - classroom	Works commencing
Apprenticeships	Phase 2 of expansion at Kilcruttin	Works to commence in 2025
National Construction Training Campus	MMC	Contract stage with contractors
	Groundwork	Tender Complete
Tullamore College, Oakland Community College, Ard Scoil Chiaráin Naofa, Clara	Solar panels	Completed
Laois Schools	Solar panels	Commencing 2025
Gaelscoil na Laochra, Birr (non-ETB school)	Additional Accommodation	Handover

Corporate Services

Procurement

The Procurement Section is currently working on the following projects for Tendering:

- Contract Cleaning documents sent to OGP for review.
- IT Computer Support and Maintenance – letter of intent issued.
- Plant and Machinery at Mount Lucas – tenders to be evaluated in December.
- Metalwork/Engineering Class materials – tender now advertised on e-tenders.
- Woodwork Class materials – tender now advertised on e-tenders.
- SharePoint Development – contract now complete.
- Engineering Equipment Portlaoise College – approved by DoE, orders placed with suppliers.
- Managed Print Services – tender documents to be sent to OGP for review.
- Provision of Waste Collection Permit Course – contract to be issued.

General

- Formation of, and preparation for new Board and Committees of LOETB
- Staff training (Lean Green Belt and other)
- Continued development of Information Security Management System (ISMS)
- Preparation for first ISMS Audit
- Ongoing policy and procedure document review
- Development of compliance controls and checks
- Completion of CCTV DPIAs
- Preparation for FOI/GDPR Audit
- Processing data access requests, Section 41(b) requests, Oireachtas enquiries, legal queries

ICT

- New phone systems installed in Oaklands College and Edenderry FET Centre.
- New phone system is to be installed in Tullamore FET Centre presently.
- New QA Office setup in Vision 85 site in Portlaoise complete.
- New NZEB facility in Ferbane now operational.
- Email scanning solution provided by Darktrace implemented.
- ICT continually liaising with building contractors and architects for the additional classrooms at Portlaoise College and St Fergal's College.
- Oaklands Community College, Edenderry FET Centre, and Clara FET Centre are now fully cloud-based using Microsoft Intune with no server on site.
- Work has commenced on securing our Office 365 tenancies to the level set out by the National Cyber Security Centre.
- Regular maintenance, prevention, and replacement requests are on an ongoing basis across schools, centres, and offices.

A wide-ranging discussion took place on the operations of LOETB including building projects, provision, youth services, FET funding, staffing and procurement.

13. Vote of Sympathy

The Board extends its sympathy to the family of former staff members who passed away recently:

- Nuala White (RIP) - Tullamore College
- Germaine Cahill (RIP) - Adult Literacy Organiser

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

- Deirdre Collins – Coláiste Naomh Cormac
- Muireann Doyle – Coláiste Naomh Cormac
- Corey Kirwan – Administrative Offices
- Sandra Doyle – Midland Skills Centre
- Patricia Wallis – Administrative Offices
- Kim Murphy – Midland Skills Centre
- Póilín Hooban – Administrative Offices
- Aoileann Nic Dhonnacha – Dunamase College
- Clodna Kelleher – Banagher College
- Deirdre Larkin – Birr FET Centre
- Sharon Hyland – Portlaoise Prison
- Theresa Ryan – Adult Guidance
- Eileen Dunne – FET Manager (Inclusion)
- Nikki Burke – Adult Literacy Service
- Sinead Higgins – Administrative Offices
- Elaine Sheridan – Tullamore FET Centre

14. Vote of Congratulations

The Board wishes to extend their congratulations to:

- Keith McClearn, Principal at Portlaoise Institute, on completion of his PhD
- St. Brigid's Camogie team on their victory in the AIB Leinster Intermediate Final
- Kilcormac Killoughey GAA Club on reaching the Leinster Senior Hurling Final

15. AOB

The Chairperson informed members that Jim Cashen is resigning from the Board due to work commitments and wished the Board well for the duration of the term. The Chairperson thanked Mr Cashen for his contribution to the Board and asked that a note of thanks be sent to Mr Cashen on behalf of the Board.

Joe Cunningham informed members that the appropriate nominating body would be contacted to provide a replacement.

16. Date of next meeting

The next meeting is scheduled to take place on 10 December at 4:30pm at the Tullamore Court Hotel, Tullamore.

Signed: Niall Fayden

Chairperson

Date: 10/12/24

