



A meeting of Laois and Offaly Education and Training Board was held on Tuesday 25 February 2025 at Ard Scoil Chiaráin Naofa, Fredrick Street, Clara, Offaly.

Present

Cllr Neil Feighery (Chairperson)	Cllr Catherine Fitzgerald
Cllr Eddie Fitzpatrick	Clive Davis (online)
Cllr Aoife Masterson	Serena Fitzpatrick (online)
Cllr Hugh Egan	William Flanagan
Cllr Claire Murray	Seamus Bennett
Myra Kennedy	Tara Carty
Cllr Caroline Dwane Stanley (online)	
Cllr Claire Murray Smale (online)	

In Attendance

Joe Cunningham, Chief Executive
Pam Nolan, Director of OSD
Linda Tynan, Director of Schools
Tony Dalton, Director of FET
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 Vivienne Phelan, Valerie O Connell, and Gareth Stanley.

2. Minutes of LOETB Board meeting

The minutes of the previous meeting, which took place on 28 January 2025, were circulated to members. Members approved the minutes.

Proposed: Catherine Fitzgerald

Seconded: Eddie Fitzpatrick

Matters arising from the Minutes

There were no matters arising from the minutes.

3. Governance

Update on Risk Register

Mr Frank Walsh, Head of Corporate Services, provided an update on the corporate risk register, the results of the ISMS audit and associated material, and piloting of a new asset tracking system.

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.

4. Reports from Committees of the Board

The reports from the last Audit and Risk Committee and Finance Committee on the 25 February 2025 were circulated to members for noting.

5. Minutes of Committees of the Board

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

Ard Scoil Chiaráin Naofa

- 17 September 2024
- 10 December 2024

Clonaslee College

- 3 December 2024

Dunamase College

- 29 May 2024

Oaklands Community College

- 10 December 2024

Tullamore College

- 10 June 2024
- 25 September 2024
- 18 October 2024
- 5 November 2024
- 8 December 2024

6. Office of the Comptroller and Auditor General

The following documents were noted by members from the Office of the Comptroller and Auditor General (C&AG):

- LOETB Financial statement 2023
- Management Letter
- LOETB Audit Completion Memorandum 2023
- Audit Planning Memorandum 2024

Pam Nolan took members through the documents and members were satisfied with the information provided.

7. Service Plan 2025

The Senior Management Team presented the Service Plan 2025 to members. Joe Cunningham, Linda Tynan (Director of Schools), Tony Dalton (Director of FET), Pam Nolan (Director of OSD) provided a comprehensive presentation outlining the goals and priorities set out in the Service Plan.

The members thanked the Senior Management Team for their hard work and detailed presentation.

Proposed: Catherine Fitzgerald

Seconded: William Flanagan

8. Lease Agreement

Lease extension at Park Villas (Portlaoise) for the Adult Literacy Learning Hub where Adult Literacy, ESOL and Community Education programmes are provided.

The lease amount is €40,000 per year for 3 years with option to extend further for 1 year 9 months. The building is 375 m²

Proposed: Seamus Bennett

Seconded: Claire Murray

9. Nomination to Youth Work Committee

Organisation	Nomination	Proposed	Seconded
TUSLA	Deirdre Phelan	Aoife Masterson	Claire Murray
Foróige	Bernie Meally	Aoife Masterson	Claire Murray

10. Correspondence

Item No.	Correspondence From	Date/Ref No.	Details	
1.	Dept. of Education	CL4.2025	Special Education Teacher allocation for 2025/26 school year	Noted by Members

2.	Dept. of Education	CL5.2025	Special Education Teacher allocation for 2025/26 school year	Noted by Members
3.	Dept. of Education	CL6.2025	Staffing Arrangements in Voluntary Secondary Schools for the 2025/26 school year	Noted by Members
4.	Dept. of Education	CL7.2025	Staffing Arrangements in Educational and Training Boards for the 2025/26 school year	Noted by Members
5.	Dept. of Education	CL8.2025	Staffing Arrangements in Community and Comprehensive Schools for the 2025/26 school year	Noted by Members
6.	Dept. of Education	CL9.2025	Gaeltacht School Recognition Scheme: Continued Implementation of the Scheme (2025/26) in Post-Primary Schools	Noted by Members
7.	Dept. of Education	CL10.2025	Gaeltacht School Recognition Scheme: Continued Implementation of the Scheme (2025/26) in Primary Schools and Special Schools	Noted by Members
8.	Dept. of Education	CL11.2025	Staffing Arrangements in Primary Schools for the 2025/26 school year	Noted by Members
9.	Dept. of Education	CL14.2025	Revised Domestic Subsistence Allowances effective from 29th January 2025 payable to Staff in Education and Training Boards (ETBs) and Members of ETBs and of ETB Statutory Committees	Noted by Members

11. Vote of Sympathy

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

- Ann Marie Larkin – Clonaslee College

- Jennifer Bowe – LOETB Administrative Offices
- Laura Booth – Portarlington FET Centre

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

- Pat Harnett (RIP) – Tullamore College

12. Vote of Congratulations

There were no votes of congratulations noted.

13. Any other Business

The Code of Practice for the Governance of Education and Training Boards 2024, previously discussed at the meeting in November 2024, was approved by members.


Proposed: Hughie Egan

Seconded: Seamus Bennett

Joe Cunningham informed members that Frank Walsh will be retiring from LOETB in mid-March. The Chairperson and members thanked Frank for his dedicated service to LOETB and wished him well on his retirement.

14. Date of next meeting

The next meeting is scheduled to take place on 25 March at LOETB Administrative Offices, Mountrath Road, Portlaoise, Laois. R32XWY1.

Signed: 
Neil Feighery (Apr 1, 2025 11:27 GMT+1)

Chairperson

Date: 01/04/2025