



A meeting of Laois and Offaly Education and Training Board was held on Tuesday 8 December 2020 at 4:30pm at the Dunamaise Arts Theatre.

PRESENT

- | | |
|-----------------------------|------------------------|
| Cllr Willie Aird | Cllr Eddie Fitzpatrick |
| Ms Molly Buckley | Cllr Pdraig Fleming |
| Cllr John Carroll | Mr Shane Flesk |
| Cllr Clare Claffey | Cllr. John King |
| Mr Dave Cullen | Cllr Robert McDermott |
| Ms Evelyn Dunne | Mr John Mollin |
| Cllr Caroline Dwane-Stanley | Cllr Mary Sweeney |
| Cllr Catherine Fitzgerald | Mr Niall Tully |

IN ATTENDANCE

- Mr Joe Cunningham, Chief Executive
- Ms Marie Bracken, Director OSD
- Ms Jean Keating, Corporate Governance

Vice-Chairperson Cllr Catherine Fitzgerald chaired the initial part of the meeting.

1. APOLOGIES

Apologies were received from Mr Frank Smith, Ms Maura Brophy, Cllr Neil Feighery, and Mary Cotter-Bracken.

2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 28 September 2020 were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed: Evelyn Dunne

Seconded: Willie Aird

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

4. ELECTION OF CHAIRPERSON

Cllr Neil Feighery informed the Chief Executive on xx November of his intention to resign as Chairperson of the Board forthwith. The Vice-Chairperson asked members for their nominations for the position of Chairperson. The following member was nominated:

Nomination: Cllr Robert McDermott

Proposed by: Cllr Eddie Fitzpatrick

Seconded by: Cllr Willie Aird

Cllr Robert McDermott was appointed as Chairperson of LOETB and took over the Chair of the meeting. He thanked members for electing him and also thanked the outgoing Chairperson Cllr Neil Feighery for all his hard work during his term.

5. GOVERNANCE

Risk Management

The CE informed members that a new format had been devised for the risk register that reflected the risks to the organisation and also included a rating system. The risk register was reviewed by the Audit and Risk Committee at its meeting on 7 December and was recommended to the Board for approval.

Proposed: Padraig Fleming

Seconded: John King

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. CHIEF EXECUTIVES REPORT

The CE presented the following report to members.

Schools

Current Regulations

Schools are continuing to respond to changed learning environments and a significant amount of work has taken place to support students and staff in ensuring that schools have stayed fully open. It has been a very busy term with a wide range of activities taking place in all schools while adhering to Covid 19 guidelines. The dedication and efforts of all school staff, students, boards of management and parents is acknowledged and appreciated.

Training for Chairpersons and Secretaries of school Boards of Management

Training has taken place this week (Monday December 7). Additional training for all board members to support them in their roles will take place in the New Year. Board of Management Agenda and Minutes of Meetings templates have also been updated.

Circular No. 0069/2020

New Arrangements and Procedures for Appeals under Section 29 of the Education Act 1998 are effective from 12 November 2020 onwards. These new appeal provisions in sections 29 to 29F are designed to work alongside the wider admissions framework in the 2018 Act. The new arrangements mean that there will no longer be an appeal to the ETB, following a review by the school Board of Management, where applicable; appeals will now go directly to the Department of Education. The appeals process includes:

- Procedures for appeals in relation to refusal to admit a student to a school, where the decision to refuse admission is due to the school being oversubscribed.
- Procedures for appeals in relation to refusal to admit a student to a school where the decision to refuse admission is due to a reason other than the school being oversubscribed

- Procedures for appeals in relation to permanent exclusion of a student from a school or suspension of a student from attendance at a school for a period or periods totalling not less than 20 school days in a school year

All LOETB schools are aware of the new procedures which are available on the Department's website along with a Frequently Asked Questions (FAQ) document to assist with queries in relation to the new procedures.

Circular Letter 0073/2020

Updated Guide to Child Protection and Safeguarding Inspections (CPSI) in Primary and Post-Primary Schools has issued to all schools. This revised Guide provides greater clarity on the provision of a Child Protection and Oversight Report (CPOR) to Boards of Management in Centres for Education (Youthreach) and on the review of the school's Acceptable Use Policy (AUP) for Information and Communications Technology (ICT). It also removes a very small number of ambiguities from the original CPSI framework. All new CPSIs commenced after 3 November 2020 are being conducted in accordance with the new revised Guide.

Circular 0077/2020

Grant Scheme for ICT Infrastructure – 2020/2021 School Year. As part of the implementation of the Digital Strategy for Schools 2015-2020 Enhancing Teaching Learning and Assessment, there was a commitment for grant funding of €210m for ICT Infrastructure to be distributed to schools over the five years of the Strategy. €160m has issued over the lifetime of the strategy to date, with this representing the final tranche of funding.

€40m is issuing now in the form of a grant payment to all eligible schools. A further €10m in grant funding is also issuing now based on specific criteria. Schools can prioritise spending plans for this grant, if required, to address ICT needs identified in the context of the current public health crisis. This can include the purchase of ICT devices that can be shared with students who do not have access to devices to enable the continuity of learning during the public health crisis. The Department also recently issued Circular 0074/2020, requiring schools to put in place a communication and learning platform that supports schools to respond in the event of a partial or full school closure in the future. This funding can be utilised to support the implementation of the requirements of that circular.

Music Generation

With the closure of schools and education centres in March, Music Generation Laois (MGL) moved online, delivering programmes via live internet teaching using zoom and pre-recorded video tuition. The uptake was very positive, with engagement from around 75 percent of students across schools and Laois Music Centre participants. The Musician Educators (tutors) of MGL are commended for their adaptability, energy, and commitment to continue their work during this period.

The new academic year in September brought challenges, re-enrolment in Laois Music Centre was sustained as per the previous year, however 55% of participating schools postponed MGL programmes until 2021. However, this drop-off was then offset with an increased interest in new schools and youth settings, in many cases to counter the difficulties young people were facing, due to the extent of cancelled extra-curricular activities.

Since September, with the support of Creative Ireland Laois in Laois County Council, the Laois Offaly Local Youth Creative Partnership in LOETB and general supports from LOETB and Music Generation National Development Office, new programmes have commenced in a number of locations: St. Fergals College Rathdowney, Dunamase College Portlaoise, The Rock National

School in Mountmellick, Cloneyhurke National School, Mountrath Youth Theatre, Rathdowney Youth Café, Portarlinton Youth Garda Diversion Project and Portlaoise Youthreach as well as extending current provision in Rath National School and Barnashrone National School.

In addition to weekly programmes, Music Generation Laois presented a socially distanced Music Network concert in Stradbally in September, the first of its kind in the county. The annual Tionól for Harps and Pipes at the October midterm was primarily online, and a resounding success, the first Music Generation funded Creativity and Collaboration event to go ahead during the Covid-19 Pandemic. The festival included a professional live-streamed performance from the Dunamaise Arts Centre.

Further responding to the needs of the current climate, MGL, supported by the Creative Ireland Laois Positive Aging and Well-Being Challenge Fund, developed Musical Memories, an intergenerational song project with Mountmellick, Abbeyleix and Shaen Community Hospitals and Paddock National School. Residents and children are forging connections through songs and letter-writing. The Bandwagon, mobile performance stage, with partners Laois School of Music, is preparing to tour the 3 participating hospitals in December, with a festive themed programme of music for residents to enjoy outside their windows.

DCEDIY (Dept. of Children, Equality, Disability, Inclusion, and Youth) - UBU Your Place Your Space (formerly Targeted Youth Funding Scheme)

The new UBU Your Place Your Space scheme began on 1 July 2020. LOETB were allocated €113,977 for the 3 successful funded organisations for Q3 and Q4 of 2020. LOETB Youth Services managed the successful transition of the 3 funded organisations from the extended TYFS funding in Q1 and Q2 of 2020 over to the new UBU Your Place Your Space scheme in Q3 and Q4 of 2020. As per UBU guidelines, LOETB was obliged to conduct Performance and Oversight reviews of each funded organisation. These Planning and Progress Review meetings were completed by 5 November 2020.

Offaly Traveller Movement / Youth Project	05.11.2020
Youth Work Ireland – Midlands / Tullamore Youth Project	22.10.2020
Youth work Ireland – Laois	02.10.2020

Following reviews, all funded organisations were required to submit confirmation of renewal of UBU funding for 2021. This application was submitted to DCYA on 30 November 2020.

Youth Capital Funding Scheme 2020 for Targeted Staff Led Youth Services

The DCEDIY allocated €20,000 for this Grant Scheme. The grant was oversubscribed by €11,050.00, however LOETB applicants were successful in securing full funding of €31,050.00 to Offaly Traveller Movement, Youth Work Ireland – Midlands and Youth Work Ireland – Laois. COVID restrictions have caused delays in general across the board in getting works carried out as per approved application. It is expected however that all works will be completed and supporting documents submitted by week ending, 11 December 2020.

Local Youth Club Grants Scheme 2020

The Dept. allocated €69,150 to LOETB for this Grant Scheme in 2020. 38 applications were received and awards were made to 35 successful Youth Clubs/Groups across the two counties.

LGBTI+ Youth Service Grant Scheme 2020

The Dept. allocated €5,000 to LOETB for this Grant Scheme in 2020. The initiative is intended to provide for additional youth worker hours dedicated specifically to supporting young LGBTI+ people. The award was made to one successful applicant:

- Youth Work Ireland – Midlands/Tullamore Youth Project € 5,000.00

Youth Services Covid-19 Minor Grant Scheme and ICT Investment Grants

In November, awards of €4,000 were made to 21 successful applicants under the Covid-19 grant scheme and €12,088.64 was awarded to 16 successful applicants under the ICT Investment grants.

Local Creative Youth Partnership (LCYP)/Creative Arts Programme

The LCYP was successful in securing further funding of €100,000 for 2021. The LCYP steering committee and coordinator identified key thematic areas that informed and developed the work plan, which was based on the identified needs of young people. The 2020 work plan was revised 4 times due to COVID-19. In response to COVID-19 restrictions, the work plan was continuously adapted to ensure successful delivery of 2020 work plan.

Overall, there were 38 initiatives funded through the LCYP. 19 of these creative programmes were awarded through an application process. 19 were funded through a partnership programme approach. One third of all current year funded youth services/clubs and groups benefited directly through additional non-duplicated creative activities.

Local Creative Youth Partnership (LCYP) Creative Ireland July Stimulus Pack Further funding of €50,000 was allocated to LCYP through the Government Stimulus Package. Awards of €46,950 were made to 16 successful applicants in December 2020.

- 5 x Youthreach Centres and 1 CTC) - €26,722.86
- 4 School Completion Programmes - € 9,098.25
- Creative Activation Package 2020 - €11,128.89 awarded to 6 Youth Clubs/Groups in Laois and Offaly

Youth Work Committee (YWC)

Following the establishment of a new YWC in September 2020, an online meeting was held on 25 November 2020. The meeting included updates and information sharing of youth service provision on a local and national level. Strategic development and collaborative opportunities with other youth service key stakeholders, e.g., Creative Ireland/DES - Local Creative Youth Partnership network. The planning, development and time-frame for a new Youth Work Plan.

Further Education and Training

Mitigating against Educational Disadvantage Fund

The Dept. of Further and Higher Education and SOLAS announced a fund in November to support learners and communities who may be experiencing some form of disadvantage in accessing Further Education and Training.

LOETB undertook to contact and support Community Education groups to apply for the fund despite the considerable challenge presented by the timeframe (all applications must be completed and processed before 31 December 2020). Alongside this, LOETB used the fund to allow individual learners to purchase a device that would benefit their learning.

Through the fund, LOETB has supported 24 Community Groups and approximately 300 FET learners leading to a total drawdown of approximately €475,000.

FET Service 2020 & 2021 bid

The FET Service is currently preparing the 2021 bid and finalising 2020 figures. Despite the considerable challenge presented by Covid-19, the FET service worked with approximately 12,000 beneficiaries (with a retention rate of over 85%), whilst progression rates improved to 75%.

The 2021 bid will see a further increase in our integrated FET Centre model of provision and, in line with our new Strategic Performance Agreement (draft), target new areas including:

- NZEB and Retrofitting
- Digitalisation and Remote Working
- The Green Economy and Sustainable Development (as part of our commitment to Just Transition this will focus on both Skills and Inclusion in the Peatland Communities)
- Medtech/Biopharma

FET Brand Awareness

The FET Service is developing a marketing strategy to heighten awareness of our provision and services. This will include a coordinated and sustained approach to promote the services locally and regionally through the various media channels.

A promotional video was launched recently outlining the services available on the Tullamore FET Campus including:

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

It is our intention to produce similar promotional videos for all of our FET Campuses and services across the LOETB region.

Developing the FET Service: Update

This year, the FET Service took on a number of projects to further develop the service, increasing accessibility for learners and visibility in our communities.

The fit out of the *FET Information Centre in Portlaoise* has commenced. This centre will have a very positive impact on our FET Service providing learners with a single access point for all LOETB FET provision.

The new *FET Centre in Birr* is nearly complete and we plan to move into it in early January. This new facility will provide a comprehensive suite of full and part time programmes for learners in Birr and South Offaly.

The *new extension in the Midlands Skills Centre in Tullamore* has commenced and will provide a custom-built training facility for employers and employees. This development will form a key part of our services to employers and employees.

The *expansion of our facilities in Mount Lucas* is nearly complete providing a custom-built facility for the new scaffolding apprenticeship. This development has also allowed us to repurpose the existing facilities into an NZEB/Retrofitting training site. This site will form part of the national NZEB delivery strategy in partnership with SOLAS.

Organisational Support and Development

Human Resources

Appointments

- 1 * CSCS Instructor – Mount Lucas
- 1 * Acting Deputy Principal Clonaslee College
- 1 * Acting API Clonaslee College
- 1 * API St Fergal’s College
- 1 * Acting API Ard Scoil Chiaráin Naofa
- 1 * API Dunamase College
- 1 * Acting API Dunamase College
- 2 * API Oaklands Community College
- 1 * Acting Programme Co-ordinator Oaklands Community College, (in appeal stage)
- 1 * Acting APII Coláiste Naomh Cormac
- 1 * Caretaker Oaklands Community College
- 1 * Caretaker (Technical Support) Mount Lucas
- 2 * Adult Education Guidance Counsellors
- 1 * Youthreach Resource Person
- 1 * Grade III Admin
- 2 * Scaffolding Instructors, Mount Lucas
- 1 * Community Education Facilitator
- 24 Teaching posts
- Sub teacher panel and ongoing interviews
- Bus Escort panel
- FET Electrical Instructor Panel
- FET Tutor Panels
- FET Healthcare Teacher Panel
- FET Construction Studies Panel
- SNA Panel and ongoing interviews
- Advertised posts and interviews to be held
- 1 * Programme co-ordinator Dunamase College
- 2 * APII Dunamase College
- 1 * API Portlaoise College
- 1 * Communications Officer
- 1 * Youth Development Officer
- 1 * FET Centre Manager, Portlaoise
- 1 * Schools Support Co-ordinator

Report on Pensions to date since 01/01/2020

Pension Description	No.
Members Retired/Pensions issued	11
Widow/Widower Pensions issued	7

Members/ Widows to return pension forms	2
Total Estimated Pensions issued by end of Dec 2020	20

We are currently experiencing increased volume of queries from teachers that have previous service with LOETB and would like that service transferred over as well as the cost for purchasing same calculated.

We are updating our new Core system for members aged 60+ (total number is 76) and we have completed service for 19 members. We have written to ETBs for previous service to be transferred over to LOETB for 28 members. We have also started to review service for members aged 55+ where total number is 94. We have applied pension increases to all LOETB retirees who are currently in receipt of Annual Pension Payment (264 retirees).

Payroll Information

02-Oct	1,037,492.38	792
16-Oct	1,017,604.61	839
30-Oct	1,033,530.17	850
13-Nov	1,055,560.04	858
27-Nov	1,013,510.82	870

Finance

Budgets

Ongoing monthly monitoring of all school and centre budgets is being carried out. Expenses related to Covid-19 are being tracked and monitored.

Finance Shared Services

LOETB are on schedule to migrate to the new financial management system on 1 January 2021. Staff training was completed in November with additional training days in December for anyone who could not attend in November. Testing of the system is near completion and no major issues identified.

Summary Finances

Summary of finances to end of October 2020:

Creditor Payments – Quarter 3 2020

1,452 invoices, amounting to €3,473,087.20, were paid in the third quarter of 2020. Of these, 71.49% were paid within 15 days of receipt of invoices, and a further 27.06% were paid within 30 days.

18 Purchase Orders for €20,000 or above, totalling €2,189,628.74 inclusive of VAT (includes purchase of site for new school, Dunamase College), were paid in the third quarter of 2020.

Corporate Services

Capital

Mount Lucas Training Centre

Works currently ongoing, due for completion December 2020 with retention held until 2021.

Clonaslee College

Stage 1 & 2 Reports issued to the Dept. of Education for approval which was received on 27 November.

Oaklands Community College, Edenderry

A number of site meetings have been held to date. Various design options prepared by Design Team. It is expected that a Stage 1 report will be prepared and submitted in Q1 2021.

Ard Scoil Chiaráin Naofa, Clara

A proposal for a new building on a site acquired by Offaly County Council has been submitted to DES. A Stage 1 report has been submitted and we await a response.

Portlaoise College and Portlaoise Institute

Site meetings have been held and the next site meeting will take place in January 2021. Work is ongoing in the background by MCOH in preparation for Stage 1 report. Geographical/Topographical Surveys started on site November 2020.

Tullamore College

Lots 1 and 2 completed. Acoustics works to be completed by mid-December 2020.

Dunamase College - Tower Hill

Refurbishment works commenced in October 2020 and are ongoing until 17 March 2021. Site meetings are held every two weeks. Works are currently on schedule.

Portlaoise Information Centre

Design team and contractor appointed; works will commence on 7 December 2020.

Midlands Skills Centre, Axis Business Park

Site meetings have been held and contractor appointed; works will commence in early December 2020.

Refurbishment at Banagher FET Centre

Work is underway to upgrade the toilet facilities and the expected completion date is 11 December 2020.

Dunamase College – New School

Design Team mini competition posted on eTenders; closing date for responses is 10 December 2020.

ProcurementMulti Supplier Framework for the provision of Bus Hire Services

Currently finalising tender documentation.

General Printed Matter (School journals and yearbooks)

Tender currently on etenders; response date is 10 December 2020.

Electrical Goods (White Goods and Small Appliances)

DID Electrical is the successful tender on the OGP framework with effect from April 2020.

Soundproof Office Booths

Currently posted on eTenders; response date 1 December 2020.

Provision of Tower Crane and CSCS Training

Currently on Etenders – response date 8 December 2020.

ICT

Scheduled maintenance and upgrades across the wider network infrastructure are ongoing.

Continued support for migration of services between Dunamase College and additional sites as well as support for migration of FET programmes to Laois Music Centre.

IT advice and support ongoing for facilities development.

Ordered and commissioned 500+ devices for the provision of continuity support across FET centres and all Schools.

Commissioning 150 devices for FET disadvantaged programme (MAED).

Corporate Services

Health and Safety

The Safe Check conducted by Health and Safety Consultants, Peninsula, has recommenced and is due to be concluded presently. Reports will be issued to Principals/Managers post-inspection.

Risk Management

The Risk Register and Risk Management function has undergone a review and is currently in a transition phase to a new model of analysis and reporting. This was brought to the recent Audit and Risk Committee for approval. The migration to the new model should be finalised by Q1 2021.

Communications

A Customer Service Charter has recently been completed and the Customer Service Action Plan is currently being drafted. In addition, the digital communications policy and procedures have been finalised.

COVID-19 Update

The working group continues to monitor the evolving situation. An additional €55m has recently been announced as a further support in the area of minor works, while a further €40m has been allocated under the Digital Strategy for schools 2015– 2020, with an additional of €10m provided specifically for measures to provide for the continuity of teaching and learning using digital technology.

Dunamase College and Oaklands Community College have recently had Covid-19 Inspections.

The Government recall of ViraPro had no immediate impact on our schools/centres. In early September, due to delayed delivery of orders by certain suppliers a small number of our schools took delivery of a small quantity of ViraPro sanitiser, as a “stop-gap” measure. These supplies were depleted quite quickly and subsequently replaced by the sanitiser on the original order. The supplier of aforementioned sanitiser has now been removed from the official list of suppliers.

Freedom of Information

Two additional freedom of information requests have been received. One has just been finalised and one is currently being processed. One member of staff has completed FOI training in recent weeks.

Data Protection

One data breach was reported in October 2020. It was deemed to be a moderate risk involving a small number of subjects. Mitigation steps were followed and the situation was controlled. A report issued to the Data Protection Commissioner on same. A subsequent response indicated that they considered the matter contained and no further action was required.

Members thanked the CE for his comprehensive report. A discussion took place thereafter.

Members raised concerns regarding CLO069-2020 and the moving of Section 29 Appeal Hearings from LOETB level directly to the Department of Education and Science. Members felt that access to the Hearings at LOETB level was convenient for families as they were held locally. Members asked the CE to seek clarification from the DES regarding the location of the S29 Hearings going forward. In response to a query from a member, the CE explained that the new system was in response to the Admissions legislation and ensures consistency across all school sectors.

A member asked if the additional youth work funding will create extra posts for youth workers in staff-led projects. The CE explained that the funding was not for additional staffing but would consolidate existing staffing and provide additional capacity for services.

A member asked the CE how groups will be identified for the Mitigating against Educational Disadvantage Fund. The CE explained that LOETB contacted all local community and youth groups and advertised for applications on local press, social media, and the LOETB website.

A discussion took place on the members' participation on LOETB interview Boards. The CE informed members that HR will contact each member directly to check their availability to sit on future interview Boards to ensure that all members interested in participating on Interview Boards have the opportunity to do so.

A member suggested that Laois would greatly benefit from a centre similar to the National Construction Training Centre in Mount Lucas. The CE confirmed that LOETB has commenced research for a proposal that may lead to the establishment of a Centre for education and training in the area of Climate Action and Sustainable Development. Given the identification of Portlaoise as a designated centre by Government as part of its Climate Action Plan, it is likely that any submission for a new centre would identify Laois as its location.

7. FINANCE

Summary of Workings to End October 2020

ITEM	Opening Grant Cash Balance	Adjustment to Opening Balance	Receipts	Payments	Closing Grant Cash Balance	% of Overall Total

Chairmans Initials

Main Scheme						
Pay Grant	(40,477)	0	22,963,325	(22,465,795)	457,053	7%
Main Scheme ONP Grant	555,700	0	1,582,091	(1,834,186)	303,605	5%
Associated Main Scheme Grants	656,925	109	1,381,725	(651,801)	1,386,958	21%
Capital Schedule	1,203,841	0	5,104,507	(5,610,976)	697,372	10%
Further Education & Training	537,650	(7,033)	23,645,137	(21,974,086)	2,201,668	33%
Youth Affairs	2,445	0	538,074	(369,177)	171,342	3%
Agency	353,353	(109)	1,777,359	(809,704)	1,320,899	20%
Self-Financing	295,434	7,033	714,525	(845,104)	171,888	3%
Third Party Funds	0	0	67,200	(61,126)	6,074	0%
Totals	3,564,871	0	57,773,943	(54,621,955)	6,716,859	

8. CORRESPONDENCE

Item No.	Correspondence From	Date / Ref No.	Details	
1.	Department of Education and Skills	9 October 2020	Publication of ETB Annual Report for the period ended 31 December 2019	Noted by members
2.	Department of Education and Skills	CL 0067/2020	Advice on the use of assessment instruments/tests for Guidance or for additional and special educational needs (SEN) in post-primary schools	Noted by members
3.	Department of Education and Skills	CL 0068/2020	Emergency Works Grant Scheme - Migration to On-Line Applications and Minor Revisions of Scheme	Noted by members
4.	Department of Education and Skills	CL 0069/2020	New Arrangements and Procedures for Appeals under Section 29 of the Education Act 1998 effective from 12 November 2020 onwards	Noted by members
5.	Department of Education and Skills	CL 0070/2020	Curriculum and assessment related developments at Senior Cycle with particular reference to school years 2020/21 and 2021/22 and the postponement of implementation of revised specifications	Noted by members

6.	Department of Education and Skills	CL 0071/2020	Arrangements for the Election of Staff to Education and Training Boards (ETBs) (2020)	Noted by members
7.	Department of Education and Skills	CL 0073/2020	Updated Guide to Child Protection and Safeguarding Inspections in Primary and Post-primary Schools	Noted by members
8.	Department of Education and Skills	CL 0074/2020	Arrangements for schools to have in place appropriate contingency measures to ensure that schools are prepared to continue to support teaching and learning in the event of a partial or full closure of schools arising from Public Health advice	Noted by members
9.	Department of Education and Skills	CL 0075/2020	Provisional Results of Calculated Grades for Leaving Certificate Applied Year 1 2020	Noted by members
10.	Department of Education and Skills	CL 0076/2020	Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school year 2020/21	Noted by members
11.	Department of Education and Skills	CL 0077/2020	Grant scheme for ICT infrastructure – 2020/2021 school year	Noted by members

9. DRAFT POLICIES FOR ADOPTION

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

LOETB Policies

Secondment Policy

Proposed: Evelyn Dunne

Seconded: John Mollin

Digital Communication Policy

Proposed: John Carroll

Seconded: John King

Corporate Procurement Plan and Final Mapp 2020

Proposed: Molly Buckley

Seconded: Caroline Dwane-Stanley

Customer Service Charter

Proposed: John King

Seconded: Evelyn Dunne

10. MINUTES OF COMMITTEES OF THE BOARD

The following minutes of the committees of the Board were circulated to members prior to the meeting. Members approved the minutes as follows: .

Birr OEC, 15 October 2019

Proposed: John Carroll

Seconded: Molly Buckley

Ard Scoil Chiaráin Naofa, Clara, 25 August 2020, 29 September 2020

Proposed: Shane Flesk

Seconded: John Mollin

Banagher College, 28 November 2019

Proposed: John Mollin

Seconded: Clare Claffey

Portlaoise College, 27 May 2020

Proposed: Evelyn Dunne

Seconded: Mary Sweeney

Oaklands Community College, Edenderry, 3 March 2020, 16 June 2020

Proposed: Eddie Fitzpatrick

Seconded: Robert McDermott

Dunamase College, 9 March 2020, 20 May 2020, 19 August 2020, 21 September 2020

Proposed: Catherine Fitzgerald

Seconded: Caroline Dwane-Stanley

Clonaslee College, 27 August 2020

Proposed: Molly Buckley

Seconded: Niall Tully

11. CONFIRMATION OF BOM MEMBERSHIPS

The CE received nominations for the following BOM Memberships:

Clonaslee College; BOM Nominee, John Cusack

Proposed: Molly Buckley

Seconded: Eddie Fitzpatrick

Clonaslee College; Male Staff Rep, Kevin Callaghan

Proposed: Molly Buckley

Seconded: Niall Tully

Youth Work Committee; Laois Comhairle na nÓg, Cúán Tilson

Proposed: Willie Aird

Seconded: Catherine Fitzgerald

12. NOMINATION TO BOM AT CLONASLEE COLLEGE

A discussion took place regarding nominations to the BOM at Clonaslee College. On a member's recommendation the CE agreed to contact another Board Member to ascertain interest in becoming a member of the BOM at Clonaslee College.

13. Birr OEC BOM

Terms of Reference (TOR)

The TOR was reviewed by the Board of Management of Birr OEC at their first meeting on 8 October. Members approved same and recommended to the Board for approval.

Proposed: Evelyn Dunne

Seconded: Molly Buckley

Appointment of Chairperson of Birr OEC BOM

As per section 44(4) of the Education & Training Board Act 2013, the Board must elect the Chairperson of the Board of Management at Birr OEC.

Nominee: John Carroll

Proposed: Caroline Dwane-Stanley

Seconded: Clare Claffey

14. NOMINATION TO THE MANAGEMENT COMMITTEE OF OFFALY SPORTS PARTNERSHIP

The CE received correspondence from Eamonn Henry, Coordinator at Offaly Sports Partnership, seeking a nomination from LOETB to their Management Committee.

Nominee: Eddie Fitzpatrick

Proposed: Catherine Fitzgerald

Seconded: John Mollin

15. DISPOSAL OF THE FORMER LA SAINTE UNION BUILDING

Marie Bracken informed members that she received a letter from the DES confirming formal approval in principle for LOETB to proceed with the proposed disposal of the former La Sainte Union Buildings in Banagher. The CE informed members that, in line with our purchasing and tendering procedures, a request for quotation was issued to five auctioneers to act on behalf of LOETB in the sale of the buildings. Mollin Estates was the successful party and are now working in consultation with LOETB to proceed with the sale of the former La Sainte Union building. An update will be provided at the next meeting.

16. LEASE AND LICENCE AGREEMENTS

Licence Agreement Laois GAA

Marie Bracken informed members that a Licence Agreement has been put in place with Laois GAA for the use of two rooms at the Centre of Excellence for Further Education and Training classes because of the need for additional space due to Covid-19.

Licence Agreement Portlaoise Leisure Centre

Marie Bracken informed members that a Licence Agreement has been put in place with Portlaoise Leisure Centre for the use of three rooms for Dunamase College because of the need for additional space due to Covid-19 and ongoing refurbishment works at Tower Hill.

A member informed the meeting that a number of parents at Dunamase College have raised concerns regarding the students having to use three different buildings/locations for classes. The CE informed members that it is challenging to provide sufficient accommodation given the current town centre location but that school management is satisfied with current arrangements. He also said that the multiple-building solution is likely to continue until the permanent school building is complete. A meeting with officials from the Dept. of Education will be held on 9 December to discuss additional accommodation needs for September 2021.

17. SECTION 29 APPEAL HEARINGS

Members noted the outcome of two section 29 Appeal Hearings which took place on 30 September and 9 November.

18. ANNUAL SELF EVALUATION QUESTIONNAIRE

The CE informed members that the Code of Practice for the Governance of ETBs requires board members to undertake a self-assessment annual evaluation of its own performance. A copy of the evaluation questionnaire was circulated to members to complete. Feedback on the outcome of self-assessment forms will be presented at the February Board meeting.

19. VOTES OF SYMPATHY

- Paul Fields, former Director of Schools, on the passing of his father.
- Aoife Elster, Principal at Dunamase College, on the passing of her mother.
- Sean Conroy, Deputy Principal at St. Fergal's College, Rathdowney, on the passing of his mother.
- Rory Treacy, staff member in the Portlaoise office, on the passing of his uncle William, a former staff member at Portlaoise College.
- The family of Mary Murphy, former staff member at Birr Outdoor Education and Training Centre.
- Martin Keating, staff member in Portlaoise Prison, on the passing of his uncle.

20. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to the following:

- Transition Year students in Banagher College on their 'Miles4MsH' campaign, which raised €14,500 for Breast Cancer Ireland.

21. AOB

Licence Agreement – Additional Accommodation for Tullamore FET Centre

The CE informed members that additional accommodation is required at Castle Buildings, Tullamore, partly to accommodate staff for Covid-19 social distancing purposes and also for additional services. The landlord is making the space available to LOETB under a licence agreement for a nominal fee until August 2021, at which point the position can be reviewed in line with existing lease agreements in place at the building.

21. DATE AND VENUE OF NEXT MEETING

The next meeting of the Board will take place on Monday 22 February 2021 at 4.30pm, the venue for which will be confirmed in due course.

Signed: Robert Mc Dermott

Date: 22/2/21

Chairperson

Kalamazoo - 32576.000

Chairman's
Initials