



A meeting of Laois and Offaly Education and Training Board was held on Monday 22 February 2021 at 4:30pm via Microsoft Teams.

PRESENT

Cllr Willie Aird
 Ms Molly Buckley
 Cllr John Carroll
 Mr Dave Cullen
 Ms Evelyn Dunne
 Cllr Caroline Dwane-Stanley
 Mr Frank Smith

Cllr Eddie Fitzpatrick
 Cllr Padraig Fleming
 Mr Shane Flesk
 Cllr Robert McDermott
 Mr John Mollin
 Mr Niall Tully

IN ATTENDANCE

Mr Joe Cunningham, Chief Executive
 Ms Marie Bracken, Director OSD
 Ms Jen Tonge, Corporate Governance

1. APOLOGIES

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Apologies were received from Cllr Neil Feighery, Cllr Mary Sweeney, Mary Cotter-Bracken and Cllr Frank Moran

2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 8 December 2020 were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed: Caroline Dwane Stanley
 Seconded: Molly Buckley

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

4. GOVERNANCE

Marie Bracken informed members that work is continuing on the Risk Register. It was agreed that more analysis of the Risks, particularly in relation to the different Directorates within LOETB is required. A review of risks is currently being undertaken and new potential risks are being analysed. Members were informed that the next meeting of the Risk Committee is scheduled for 15 March and, accordingly, an updated Risk Register will be brought before the next meeting.

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Conflict of Interest

As per Schedule 3, Paragraph 10, Section 3 of the (ETB) Act 2013 and the Agenda Notice.

John Mollin declared that he had a conflict with an item under AOB – The Sale of LSU Buildings in Banagher.

5. SERVICE PLAN 2021

The draft Service Plan was prepared following receipt of the Letter of Determination from the Department of Education and SOLAS funding 2021. The Draft Service Plan was reviewed by the Finance Committee at a meeting on the 18 February. The Finance Committee recommended the draft Service Plan to the Board for approval.

The CE took members through the document and explained the format of the Service Plan. Under the terms of the Performance Delivery Agreement between the Department of Education and Skills and LOETB, goals and priorities were identified along with performance indicators for the targets to be achieved. The CE informed members that the Service Plan also incorporates the strategic goals and priorities as outlined in LOETB's Statement of Strategy 2018-2022.

Members reviewed and discussed the projected receipts and expenditure for 2021 and the CE clarified any significant change in figures from the previous year. Members were satisfied with the figures presented.

Members adopted the draft Service Plan for 2021.

Proposed: John Carroll
Seconded: Padraig Fleming

6. CHIEF EXECUTIVES REPORT

The CE presented the following report to members.

Schools

All Schools have continued to implement Emergency Remote Teaching and Learning for students since 11 January. Schools had plans in place to support all students during the period of school closure. Ongoing ICT training courses are being provided for all staff on the use of Teams by LOETB and at individual school level. Schools have also issued some devices to students where required.

Schools with special classes will re-open for face-to-face teaching on 22 February. Schools are currently preparing for this return and updating their Covid-19 Response plans accordingly.

Certificate examinations 2021. The minister has announced that planning for both the Leaving Certificate Examination 2021 and a corresponding calculated grade process is ongoing. Intensive and confidential meetings are currently taking place with the stakeholders. Leaving Certificate Applied and Junior Cycle examinations also form part of these discussions. The State Examinations Commission has issued guidance in relation to exceptional arrangements for the completion and authentication of coursework for 2021.

Credit is due to all school staff for their enormous efforts in supporting students during this period of remote learning. Schools have worked tirelessly to ensure student engagement in learning and general wellbeing activities as well as supporting parents and families at this time.

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Declan Qualter has been appointed as Schools' Support Coordinator. Declan will work with the Director of Schools to support schools in the areas of learning, teaching, and assessment, student supports, and school ethos.

The ETBI national conference (remote) took place for Principals and Deputies on 29 January attended by many of the LOETB Principals and Deputies Principals.

Teacher allocation meetings for schools for the next academic year will take place over the coming weeks. We await the Circular Letter in relation to the specific arrangements for this year.

Training for all Boards of Management will continue in March. Training is designed to support board members in their role and all BOM members are encouraged to attend. Specific details to follow presently.

Music Generation

Currently building connections online with young musicians from Williamson County, Tennessee and Laois – Laois County Council have asked us be part of the revival of the twinning between Laois and Williamson County.

Musical Memories has been funded for a second phase (Keep Well Campaign, through Healthy Ireland) - new schools and voluntary groups from across Laois are now part of this online singing project, as well as partners from 2020 from community nursing units in Shaen, Mountmellick, and Abbeyleix continuing to take part.

All bar two primary schools currently enrolled with Music Generation are now participating in live online tuition under current restrictions (e.g., whole class tuition on zoom)

MG Laois and MG Offaly Westmeath have partnered with LOETB Community Education to deliver: 'Introduction to Teaching Traditional Music' a six-week free online course for traditional musicians in Laois and Offaly that commenced on Saturday 13 Feb. The course is fully subscribed.

Youth Services

Funding Allocated to LOETB Youth Work Function for 2021

An overall amount up to a maximum of €119,609 had been allocated to LOETB to carry out its responsibilities regarding youth work functions in 2021.

UBU Your Place Your Space 2021 – funded projects

LOETB has been allocated €233,653 for 2021 to administer to funded youth services (Offaly Traveller Movement, Youth Work Ireland – Midlands; Tullamore Youth Project and Youth Work Ireland – Laois). There has been a 2.5% increase in allocation over 2020.

UBU Your Place Your Space 2021 – Greenfield Projects

The DCEDIY have confirmed that annual budget of €120,000 has been made available for each of six new Greenfield Projects in 2021. The purpose of this budget is to allow for the development of one new service in the LOETB catchment area to meet the needs of young people as identified.

Local Youth Club Grants Scheme 2021

The DCEDIY allocated €73,991 to LOETB for this Grant Scheme in 2021. There has been a 7% increase in allocation over 2020. Subject to Covid-19 and the lifting of Level 5 restrictions, we plan to launch the LYCGS 2021 in late May with a closing date of the end of June.

Local Creative Youth Partnership (LCYP) / Creative Arts Programme

We were successful in securing further funding of €100,000 for 2021. The Coordinator is currently developing creative programme plans in collaboration with young people and creative practitioners. The key priorities for year three include the strategic direction, current structures and sustainability.

Youth Work Committee (YWC)

Following the last online meeting on 25 November 2020, it was proposed that the new YWC meet three times in 2021. A key priority for 2021 is the planning and development of a new Youth Work Plan.

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Further Education and Training

QQI Inaugural Review

LOETB met with the QQI Self Evaluation chairperson and secretary on Friday 19th February. This planning day was used to arrange the comprehensive schedule of meetings during the official visit of the QQI SE Team commencing Monday 12 April. In all, there will be over 30 different sessions meeting staff and learners from across the organisation.

SOLAS FET Funding Model Pilot

LOETB has been asked by SOLAS to participate in the new FET funding pilot process. The model will review how FET services in ETBs are funded with a focus on WTEs and full and part time provision. The pilot will conclude before the end of 2021 with a view to a new model being in place for ETBs in 2022.

Sustainable Development

In line with the Governments Climate Action Plan, LOETB is developing an integrated Sustainable Development model of provision focused on increasing awareness of Climate issues. The model will be implemented in every FET Centre, with a particular focus on the peatland communities and Portlaoise (identified as Irelands first Low Carbon town).

LOETB FET 2021-24

The Further Education and Training Management team are currently developing high level Strategic Priorities for the next three years. These priorities will focus in large part on the following sectors:

- NZEB & Retrofitting
- Bio-Pharma & Medtech
- Digitalisation
- Sustainable Development & the Green economy
- Healthcare
- Construction
- Engineering
- Services (retail & hospitality).

Each strategic priority will have clear performance indicators based on outputs and outcomes.

LOETB FET Budget bid 2021

LOETB FET Service submitted a budget bid of approximately €34m for 2021. This provides for further expansion of provision including scaffolding, cleanroom operations, Skills to Advance programmes (for employers and employees), NZEB and retrofit and increased traineeship options.

Organisational Support and Development

Human Resources

Recruitment

The following staff appointments have been made during the period November 2020 – January 2021:

- 1 * Programme co-ordinator Dunamase College
- 2 * APII Dunamase College
- 1 * API Portlaoise College
- 2 * APII & 1 Acting APII Oaklands Community College
- 1 * API St Fergal's College
- 1 * HSCL Co-ordinator Portlaoise College
- 1 * Communications Officer
- 1 * Youth Development Officer

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- 1 * FET Centre Manager, Portlaoise
- 1 * Schools Support Co-ordinator
- 2 * Electrical Instructors
- 4 teachers
- 1 * Grade III post St Fergal's College
- FET panel
- Sub teacher panel

To be advertised

- 2 * APII posts St Fergal's College
- 1 * APII & 2 Acting APII posts Tullamore College
- 2 * APII posts Portlaoise College

Payroll/Personnel

Number of staff paid each pay run

11-Dec-20	1,055,531.65	881
25-Dec-20	1,038,028.58	880
08-Jan-21	1,078,766.45	899
22-Jan-21	1,037,857.74	878
05-Feb-21	1,024,636.30	874

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Finance

Budgets

Reconciliation of 2020 expenditure to Budget Allocations taking place.

Summary Finances

Current Summary of finances to end of December 2020

Summary of Workings to End December 2020

ITEM	Opening Grant Cash Balance	Adjustment to Opening Balance	Receipts	Payments	Closing Grant Cash Balance	% of Overall Total
Main Scheme Pay Grant	(40,477)	0	28,245,381	(26,900,448)	1,304,456	19%
Main Scheme ONP Grant	555,700	0	2,029,936	(1,982,025)	603,611	9%
Associated Main Scheme Grants	636,703	(1,712)	1,717,782	(1,009,354)	1,343,419	20%
Capital Schedule	1,203,841	33,479	6,273,049	(6,391,241)	1,119,128	16%

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Further Education & Training	557,872	(12,319)	29,308,563	(28,382,062)	1,472,054	21%
Youth Affairs	2,445	0	604,162	(603,815)	2,792	0%
Agency	353,353	(31,767)	1,963,793	(1,472,903)	812,476	12%
Self-Financing	296,569	12,319	1,012,509	(1,131,476)	189,921	3%
Third Party Funds	0	0	65,449	(62,716)	2,733	0%
TOTAL	3,566,006	0	71,220,624	(67,936,040)	6,850,590	

Shared Services

LOETB have successfully migrated to the new financial management system (P2P & SUN) as of 1 January 2020. Issues, which are expected with any new system, are being worked through and resolved, however, there are clear advantages for both the Finance unit and school, centre, and service managers.

Apprentice & Other Learners Payroll

Learner payments for Apprentices and other learners on Training Courses migrated to Core Payroll in 2020. Work is now being completed to migrate VTOS and Youthreach learner payments to the shared service payment platform.

Creditor Payments – Quarter 4 2020

4,181 invoices, amounting to €7,492,128, were paid in the fourth quarter of 2020. Of these, 71% were paid within 15 days of receipt of invoices, and a further 27% were paid within 30 days.

39 Purchase Orders for €20,000 or above, totalling €2,423,052 inclusive of VAT, were paid in the fourth quarter of 2020.

Financial Statements

The 2020 template for the Annual Financial Statements has been received from DoE. Work has started on collating required information for completion. The Draft AFS 2020 to be submitted to the C&AG and DoE no later than 31 March 2021.

Corporate Services

Capital

Ard Scoil Chiaráin Naofa, Clara

Stage 1 report submitted to DoE. This process is paused as discussions continue with Offaly County Council regarding a greenfield option. Approval received for additional accommodation for 1 – 100m2 SEN Classroom, Sensory Room and Staff Toilet and a Staff Room.

Clonaslee College

Approval received to proceed to Tender for Works – Tender documentation being prepared and will be on Etenders Mid-February 2021.

Dunamase College, Portlaoise

Design Team evaluated. End of standstill period 15th February. Refurbishment works commenced in October 2020 and are ongoing until 17 March 2021. Site meetings are held every two weeks. Three additional classrooms have been setup with wifi, whiteboards, projectors and speakers.

Oaklands Community College, Edenderry

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A number of site meetings have been held to date. Various design options prepared by Design Team and a preferred design agreed on 17 February. A Stage 1 report will now be prepared.

Portlaoise College & Portlaoise Institute

Work is ongoing in the background by MCOH in preparation for Stage 1 report. An application has been submitted for internal refurbishment works and costings are currently being prepared by the Design Team. A phased upgrade of Wi-Fi is taking place and a new phone system ordered.

Tullamore College

Works completed. Some minor snags to be finalised. The only remaining item for review are the ball courts.

Abbeyleix FET Centre

A new phone system specification finalised, ordered, and waiting on delivery.

Banagher FET Centre

Ordering a new phone system as part of continued upgrade of legacy systems. A new computer rooms specification being developed.

Birr FET Centre

Final locations for all associated power and data requirements have been agreed and are currently being completed. It is planned to begin the IT fit out in the next 4-6 weeks.

Midlands Skills Centre

Final Design layout for IT at Unit 3 on hold due to Level 5 restrictions.

Mount Lucas Training Centre

Works nearing completion. All associated cabling for communications cabinet completed. Computers currently being setup for three computer rooms and office. Whiteboard, projectors, speakers, Wi-Fi, photocopier and phones installed.

Tullamore FET Centre, Axis Business Park

Design team and contractor appointed. Refurbishment works commenced in early December 2020 but now on hold with new Covid-19 restrictions. Costs for refurbishment €150,000.

Portlaoise Information Centre

Site meetings have been held and contractor appointed. Works commenced in early December 2020 but now on hold with new Covid-19 restrictions.

Procurement

Multi Supplier Framework for the provision of Bus Hire Services

New EPS/LOETB Bus Hire Framework in place from 2021 – 5 areas details sent to schools/centres early January 2021.

General Printed Matter (School journals and yearbooks)

Tenders evaluated on 2 February 2021 – contracts to be awarded asap

Soundproof Office Booths

Contract awarded – booths delivered and operational

Provision of Tower Crane and CSCS Training

Tenders evaluated – Contract award early February 2021.

Provision of Construction Skills, Deep Retrofit Training and NZEB Courses

Tender responses received currently being evaluated

Provision of Training Services in Engineering & Renewable Energy

Tender responses received currently being evaluated

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ICT

Continued rollout of student and staff devices

Microsoft Teams

Additional security measures added to Microsoft Teams platform to prevent unwanted intrusions

Enhanced Email Security

Multi factor authentication for Office 365 is being rolled out to management personnel throughout the organisation as part of first phase.

Data Recovery Project

Currently researching the implementation of third party backup of all Office 365 and G Suite tenancies as part of data recovery project

Corporate

Freedom of Information

Two freedom of information requests have been received and are currently being processed.

Data Protection

One potential data breach reported to DPC Office on 7 February 2021 as a result of an email account being hacked. Analysis by our IT Team, with assistance from Microsoft being undertaken at present. The DPC Office will be notified of results in due course and any remedial action required will be undertaken at that point.

Health and Safety

Covid interruption has delayed post-inspection H&S audit follow-up actions at school and centre level. Corporate services team working with schools on risk assessment templates.

Statutory Engineering Inspections

The corporate team have been working with IPB to streamline and codify statutory inspections for LOETB facilities. We now regularly liaise with the inspectors and visits to schools and centres are now being undertaken where restrictions allow.

Corporate Risk Register

A new structure for risk assessment and inclusion on the corporate risk register has been developed and the process for same was approved at the last Audit and Risk committee meeting in December. Risk Officers in each of the three sectors have been established, with meetings held quarterly. Formal procedures for corporate risk assessment are currently being drawn up and will be submitted for approval in due course.

Internal Audit & C&AG Audit

A review of C&AG and IAU audits from 2013 to 2019 has been completed by our Compliance Officer. A recommendation to archive audits from 2013 to 2018 was presented to the Audit and Risk committee on 18 February requesting approval to archive. A further review of recommendations for 2019 will take place in Q2 2021.

Assurance/Compliance for Schools, FET Centres & OSD

Statement of Internal Control (SIC) assurance documents for school and centres have been disseminated and returned. SIC assurance documents for OSD are currently being redesigned and will issue in the coming days. Compliance visits to schools and centres remain on hold due to Covid restrictions.

IPB – Code Compliance Analysis

We are currently working on the IPB compliance tool for the Code of Practice for the Governance of Education & Training Boards.

Communications

A Communications Officer has recently joined the Corporate Service team and is currently undertaking a desk-based audit of existing communications channels to develop corporate knowledge and oversight of activity across all facilities. Included in this process is a review of the existing LOETB

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brand and the development of new brand identity guidelines for the organisation. This will allow us streamline processes and procedures to ensure a cohesive structure for impactful development.

COVID-19

We continue to support and assist schools, centres and office facilities where required, although most requests now concern additional signage or requirements for PPE supplies.

Members thanked the CE for his comprehensive report. A discussion took place thereafter. A member inquired as to range of courses that will be on offer in the newly refurbished FET Centre in Birr. The CE informed members that LOETB is hoping to take possession of the building within the next 4-6 weeks. Eileen Kenna-Quinn will be the Centre Manager and a suite of taster programmes will be run initially as part of a plan to raise awareness of the new FET Centre. The aim is to launch a mixture of part-time provisions before the summer, which will feed into full-time provision after the Summer. The CE committed to presenting a detailed course programme to the Board once finalised.

7. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details		
1.	Department of Education and Skills	TC 0004/2021	COVID-19: Temporary Changes to the Parental Leave Scheme and Unpaid Leave and other temporary arrangements For Special Needs Assistants employed in recognised Post Primary Schools	Noted by members	
2.	Department of Education and Skills	TC 0003/2021	COVID-19: Temporary Changes to the Parental Leave Scheme and Unpaid Leave Scheme and other temporary arrangements For Registered Teachers employed in recognised Post Primary Schools	Noted by members	
3.	Department of Education and Skills	CL 0081/2020	Revised Procedures For The Upgrading Of Grade III Secretary Posts In Schools To Grade IV Posts (Revision To Section 7 Of Circular F39/1997)	Noted by members	
4.	Department of Education and Skills	CL 0080/2020	Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder)	Noted by members	
5.	Department of Education and Skills	CL 0011/2021	Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder)	Noted by members	
6.	Department of Education and Skills	CL 0010/2021	Teacher Fee Refund Scheme 2020	Noted by members	

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7.	Department of Education and Skills	CL 0009/2021	Post-Graduate Diploma Programme of Continuing Professional Development For Special Education Teachers, 2021/2022	Noted by members
8.	Department of Education and Skills	CL 0008/2021	New Arrangements and Procedures for Appeals under Section 29 of the Education Act 1998 effective from 12 November 2020 onwards Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2021/2022	Noted by members
9.	Department of Education and Skills	CL 0004/2021	Prescribed Material for the Leaving Certificate English Examination in 2023	Noted by members
10.	Department of Education and Skills	CL 0003/2021	Waiver of Abatement of Public Sector Pensions under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.	Noted by members
11.	Department of Education and Skills	CL 0002/2021	Arrangements For Inspectorate Engagement With Post-Primary Schools And Centres For Education January – June 2021	Noted by members

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8. DRAFT POLICIES FOR ADOPTION

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

School Policies

Dunamase College, Teacher Wellbeing Policy
 Proposed: Caroline Dwane-Stanley
 Seconded: Padraig Fleming

Dunamase College, SEN and Inclusion Policy
 Proposed: Caroline Dwane-Stanley
 Seconded: Molly Buckley

Dunamase College, Remote Learning Policy
 Proposed: Caroline Dwane-Stanley
 Seconded: Willie Aird

Dunamase College, New Teacher Induction Policy
 Proposed: Caroline Dwane-Stanley
 Seconded: John Carroll

Dunamase College, ICT Tablet Acceptable Usage Policy
 Proposed: Caroline Dwane-Stanley
 Seconded: Willie Aird

St Fergal's College, School Response Plan

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Proposed: Padraig Fleming
Seconded: Willie Aird

St Fergal's College, Remote Teaching and Learning Policy
Proposed: Padraig Fleming
Seconded: Willie Aird

9. MINUTES OF COMMITTEES OF THE BOARD

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

Audit and Risk Committee Meeting 7 September 2020
Proposed: John Carroll
Seconded: Padraig Fleming

Finance Committee Meeting 7 September 2020
Proposed: Molly Buckley
Seconded: John Carroll

Banagher College, 26 August 2020 and 22 September 2020
Proposed: John Mollin
Seconded: John Carroll

Oaklands Community College, 24 September 2020
Proposed: Willie Aird
Seconded: Caroline Dwane-Stanley

Portlaoise College, 23 September 2020, 22 October 2020
Proposed: Frank Smith
Seconded: Caroline Dwane-Stanley

St. Fergal's College, 12 October 2020
Proposed: Padraig Fleming
Seconded: Willie Aird

The CE informed members that in line with the Code of Practice for the Governance of ETBs, minutes of Committees of the Board only require noting by the Board. It was recommended that going forward, these minutes will only be noted. Members approved this recommendation.

10. LEASE AND LICENCE AGREEMENTS

Lease of Office Space in Portlaoise

The CE informed members that since LOETB was established in 2013, there have been efforts made to move the administrative accommodation to one location in accordance with the designation of Portlaoise as Head Office. LOETB has no sanction for a sub-office in Tullamore as it is less than 45km from Portlaoise but, due to the lack of suitable accommodation in Portlaoise, both site have been maintained to date. While the Organisation Support and Development Directorate has worked well across the two offices in the intervening years, it is less than ideal. LOETB has grown significantly in recent years to meet our statutory obligations and, as a temporary measure, we have had to reconfigure storage prefabs into office accommodation at our Portlaoise office to accommodate staff. This is neither efficient nor effective and certainly not a sustainable position. The CE informed members that due to the growth of Dunamase College, we have had to displace our FET provision from its building at Tower Hill to Laois Music Centre to cater for increased school

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~~enrolments while we wait for the school's permanent home and buildings to be constructed.~~

We now need to source new accommodation for our FET programmes, as its current temporary location (Laois Music Centre) will be required for the continued growth of Dunamase College in September 2021 given its proximity to existing buildings used by the school. The CE informed members that LOETB issued a public call for expressions of interest for the provision of c. 10,000sq. ft. of accommodation. An analysis of tenders showed no suitable or cost-effective accommodation available in and around the town centre. One suitable building was identified but its distance from the town centre was deemed prohibitive for access to FET programmes as well as the fact that its current designation is for office accommodation. The CE informed members that the decision was made to move the Portlaoise FET Centre into the accommodation at Ridge Road, as it is a town-centre location and therefore an ideal location for students as well as offering access to public services and transport which is a critical concern for FET management. The new office accommodation identified in LOETB's public call would be the new Head Office for all OSD staff. The CE informed members that LOETB are taking the opportunity to gain new office accommodation for OSD staff and in doing so, it also solves the need for both school and FET accommodation. Members were informed that the office accommodation identified in our public call would be an ideal Head Office for LOETB. It is located in the IDA Business and Technology Park on the Mountrath road, adjacent to the ring road, which enhances accessibility for all staff. The CE informed members that moving to new office accommodation will now allow all OSD staff to work together on a single site, which brings benefits in terms of the efficiency and effectiveness of operations. It also creates office space in Castle Buildings into which our FET services staff can come together. SOLAS has approved the funding to maintain the lease on the office accommodation at Castle Buildings. The CE informed members that a meeting had been held that morning with OSD staff to inform them of the plan. The CE assured members that they will facilitate staff with the move and highlighted that the forthcoming Government remote working policy as a measure that will be of benefit to staff in this regard.

A member inquired as to the time frame for this move. The CE informed members that the space for school and FET accommodation is required for September 2021, so progress will be made as quickly as possible with the view to being in the new office by the end of the summer.

A member inquired as to the impact on some of the OSD staff due to longer journey times to the new office. The CE informed members that they are understanding of this matter and they will work with staff to help facilitate the move.

A member praised LOETB on their progress to date and supported the move to new accommodation noting the point made by the CE regarding facilitating staff with the move in terms of offering remote working in line with Government policy and the opportunity to apply for transfers within the organisations when suitable positions arise.

A member inquired as to the ownership of the new building, explaining that the building was sold by IDA to a private company, and questioned the cost of the rent. The CE confirmed that the building is owned by a private company (CBSSAP Trustees Limited) but that the IDA have given their approval for LOETB to lease the office accommodation required. The CE informed members that the rent is €12 per sq. ft. along with €1 management and that all particulars on the proposed lease are set out in the meeting documentation on the matter. Members welcomed this proposal.

Proposed by: Caroline Dwane-Stanley
 Seconded by: John Carroll

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11. FEEDBACK ON THE BOARD EFFECTIVENESS EVALUATION

A copy of the feedback on the self-assessment evaluation questionnaire was circulated to members prior to the meeting. Marie Bracken took members through the evaluation and informed members that if they would like further training to enhance their role on the Board then the required training would be readily provided. Members were advised to discuss any specific training needs with the Chairperson.

12. NOMINEE TO THE BOARD OF MANAGEMENT AT CLONASLEE COLLEGE

A discussion took place regarding a Board nomination to the BOM at Clonaslee College. The CE informed members that he will consult with the school community to seek a Board nominee for the Board of Management and will report back at the March meeting. Members welcomed this proposal.

13. VOTES OF SYMPATHY

A vote of sympathy was passed to:

- Patricia Hynes, Teacher at Oaklands College, on the passing of her father
- Patricia Finn, Teacher at Oaklands College, on the passing of her father
- Patricia O'Brien, staff member at Midlands Prison, on the passing of her mother
- William Flanagan, Teacher in Portlaoise College, on the passing of his mother
- Maura Brid Gallagher, Teacher at Clonaslee College, on the passing of her mother
- Jane Whelan, staff member at Portlaoise Prison, on the passing of her niece
- Petrina Loughrey, Secretary at Banagher FET Centre, on the passing of her sister
- Brian Davis, staff member at Portlaoise Prison, on the passing of his father
- William Kiernan, Teacher at St Fergal's College, on the passing of his father in law
- Jen Tonge, staff member in the Tullamore Office, on the passing of her grandmother
- Mary Ahern, Teacher at Portlaoise College, on the passing of her aunt
- Florence McLoughlin, Bus Escort at Ard Scoil Chiarain Naofa, on the passing of her husband
- Yvonne Foy, staff member in Training Services, on the passing of her father in law
- Padraig Boland, Training Services Manager, on the passing of his mother in law
- Noel Daly, Principal at Portlaoise College, on the passing of his father in law
- Tina Farrell, Caretaker at Portlaoise Admin Office, on the passing of her sister
- Joyce Mahon, Teacher at Portarlinton FET Centre, on the passing of her uncle
- Aileen Moylan, Secretary at Banagher College, on the passing of her uncle

14. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to:

- The staff and students of LOETB for continuing to work effectively and efficiently over the past year.
- All students who sat exams in November under difficult circumstances.

15. AOB

Sale of LSU Building in Banagher

The CE informed members that Mollin Estates is acting on behalf of LOETB regarding the sale of the LSU building in Banagher. Bidding has been completed and they are now at the point where they will be requesting the preferred bidder to make a formal offer in writing and to provide proof of funds. Members were informed that the final offer received was €160,000, which the Auctioneer believes is a very good offer considering the condition of the building. It is hoped that a full report and recommendation will be brought before the Board in March.

A member inquired as to the number of bidders, in the event the bid falls through, and was informed that there was significant interest in the building with around five or six parties making offers on the buildings.

16. DATE AND VENUE OF NEXT MEETING

The next meeting of the Board will take place on Monday 29 March 2021 at 4.30pm, via Microsoft Teams.

Signed: Robert Mc Dermott

Date: 29/3/21

Chairperson

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