



A meeting of Laois and Offaly Education and Training Board was held on Monday 25 November 2019 at 4:30 pm at Portlaoise College.

PRESENT

Cllr. Willie Aird	Cllr. Catherine Fitzgerald
Ms. Maura Brophy	Cllr. Eddie Fitzpatrick
Ms. Molly Buckley	Cllr. Pdraig Fleming
Cllr. John Carroll	Mr. Shane Flesk
Cllr. Clare Claffey	Cllr. John King
Ms. Mary Cotter Bracken	Mr. John Mollin
Mr. Dave Cullen	Mr. Frank Smith
Ms. Evelyn Dunne	Cllr. Mary Sweeney
Cllr. Caroline Dwane-Stanley	Mr. Niall Tully
Cllr. Neil Feighery (Chairperson)	

IN ATTENDANCE

Mr. Joe Cunningham, Chief Executive
 Ms. Marie Bracken, Director of OSD
 Ms. Jean Keating, Clerical Officer

Noel Daly, Principal at Portlaoise College, gave members a brief outline of recent events at the school. He also gave members an overview of the programmes and services on offer at Portlaoise Institute.

The Chairperson welcomed new board member John Mollin to the meeting and welcomed back Cllr. Eddie Fitzpatrick who was nominated by Offaly County Council to replace Cllr. Pippa Hackett on the Board.

1. APOLOGIES

Apologies were received from Cllr. Robert McDermott and Cllr. Frank Moran.

2. MINUTES OF PREVIOUS LOETB MEETING

The following minutes were circulated to members prior to the meeting. Members approved the minutes and they were signed by the Chairperson.

13 May 2019

Proposed by: Evelyn Dunne
 Seconded by: John Carroll

27 August 2019 (Meeting 1)

Proposed by: Willie Aird
 Seconded by: Catherine Fitzgerald

22 August 2019

Proposed by: John King
 Seconded by: Mary Sweeney

27 August 2019 (Meeting 2)

Proposed by: Clare Claffey
 Seconded by: Molly Buckley

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7 October 2019

Proposed by: Frank Smith

Seconded by: John Carroll

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

4. GOVERNANCE

Risk Management

Marie Bracken, Director of OSD, informed members that the LOETB Safety Statement is updated and will be implemented presently. A company by the name of Peninsula has been appointed to carry out a Safety Audit of all our schools and centres.

Conflict of Interest

The Chairperson informed the Board that if a member has a conflict of interest to declare pertaining to any of the agenda items they may do so under this section.

5. REPORT FROM THE CHAIRPERSON OF THE AUDIT COMMITTEE

The Chairman of the Audit Committee, Mr. Oliver McCormack, prepared a report for the Board, outlining the items discussed at the Audit Committee Meeting which took place on the 1 July 2019 as follows;

Report from the Chairman of the Audit and Risk Committee to LOETB Board

To: Chairperson of LOETB

Dear Chairperson,

I wish to report that the LOETB Audit and Risk Committee held a meeting on Monday 1 July 2019 at 2.30pm in the LOETB Administrative Offices, Castle Buildings, Tara Street, Tullamore, Co. Offaly.

The following was considered:

- Matters for discussion in the absence of the Executive
 - Risk Register Summary Report
- Conflict of Interest: none to report
- Adoption of minutes of Audit and Risk Committee Meeting (1 May 2019)
- Chairman's report from the Audit and Risk Committee Meeting 1 May 2019 to LOETB Meeting
- The following minutes were examined and noted;
 - Finance Committee Meetings 27 May 2019
 - LOETB Meetings 13 May 2019

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- Risk Register:
 - The updated Risk Register and summary document were examined by the Audit and Risk Committee and recommended to the Board for approval.
- Updated list of Procurement Frameworks up to 21 June 2019 was noted
- LOETB Draft Procedures were examined and approved:
 - Procedures for Severe Weather
 - ETB Complaint Procedures and Guidance Notes
 - Procedures for Write-off Bad Debts and Irrecoverable Overpayments
 - Procedures for Setting up Staff Email Accounts and Epayslips
 - VTOS Run Procedures
 - Youthreach Run Procedures
 - FET Procedures Manual
- The Chairperson thanked the committee members for their cooperation throughout the year. He thanked the CE and the administrative staff of LOETB for their support and hard work during the year, and for being very helpful and available to clarify issues when required.

Oliver Mc Cormack

Oliver Mc Cormack
Chairman Audit and Risk Committee

Date: 1 July 2019

6. REPORT FROM THE CHAIRPERSON OF THE FINANCE COMMITTEE

The Chairperson of the Finance Committee, Mr Peter Scully, prepared a report for the Board, outlining the items discussed at the Finance Committee Meeting which took place on the 27 May 2019 as follows:

To: Chairman LOETB

Dear Chairman,

I wish to report that the Finance Committee met on Monday, 27th May 2019.

We considered the following:

Details of finances to 30/4/2019

Capital Expenditure and Balances at 30/4/2019

Monthly Balancing Statement for April 2019

Bank Overdraft

Updated list of procurement frameworks at 10th May 2019

PLEASE SEE TARGET FACILITIES AT YOUTHREACH CLON

We were satisfied with all of the above and with the answers to our queries.

We recommend acceptance of the accounts as presented for the above period.

Yours sincerely,

Peter Scully
Peter Scully.

Chairman, Finance Committee. 27th May, 2019

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7. FINANCE

A copy of the monthly financial statement for October 2019, analysis of the capital account as at 31/10/2019 and a summary of workings to the end October 2019 were circulated to members for information.

8. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details	Comments	
1.	Department of Education and Skills	CL0030/2019	Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2019/20 school year	Noted by members	
2.	Department of Education and Skills	CL0031/2019	Languages Connect - Ireland's Strategy For Foreign Languages In Education 2017-2026	Noted by members	
3.	Department of Education and Skills	CL0034/2019	Revision of Capitation Grant Rates for recognised Primary Schools in 2019	Noted by members	
4.	Department of Education and Skills	CL0035/2019	Changes to the Career Break Scheme for Special Needs Assistants employed in recognised Primary and Post Primary Schools - Employment while on Career Break	Noted by members	
5.	Department of Education and Skills	CL0036/2019	Guidelines on access to PLC for certain participants in the asylum process for the 2019/20 academic year.	Noted by members	
	Department of Education and Skills	CL0037/2019	Payment of the Special Educational Needs allowance to current holders who commence Job-sharing Change to conditions – Amendment to Circular 0135/2006	Noted by members	
7.	Department of Education and Skills	CL0038/2019	Changes to the Domestic Subsistence Rates Effective from 1st July 2019 Payable to Staff in Education and Training Boards (ETBs)	Noted by members	

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	Department of Education and Skills	CL0039/2019	Changes to the Domestic Subsistence Rates Effective from 1st July 2019 Payable to Members of Education and Training Boards (ETBs) and Statutory Committees.	Noted by members	
9.	Department of Education and Skills	CL0040/2019	Fair Processing Notice to explain how the personal data of students in post primary schools on the Post-Primary Online Database (P-POD) will be recorded, processed and shared.	Noted by members	
10.	Department of Education and Skills	CL0041/2019	Public Service Stability Agreement 2013 – 2020 (Haddington Road Agreement/ Lansdowne Road Agreement) and the Public Service Pay and Pensions Act 2017	Noted by members	
11.	Department of Education and Skills	CL0043/2019	Home Tuition Grant Scheme 2019/2020 – Special Education Component	Noted by members	
12.	Department of Education and Skills	CL0046/2019	Revision Of Salaries For Special Needs Assistants (SNAs) With Effect From 1 September 2019	Noted by members	
13.	Department of Education and Skills	CL0049/2019	Revision Of Salaries In Respect Of All Staff Other Than Teachers	Noted by members	
14.	Department of Education and Skills	CL0050/2019	Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 September 2019	Noted by members	
15.	Department of Education and Skills	CL0051/2019	Recruitment and Appointment Procedures for Special Needs Assistants (SNAs)	Noted by members	
16.	Department of Education and Skills	CL0054/2019	Leave Schemes For Registered Teachers Employed In Recognised Primary And Post Primary Schools	Noted by members	
17.	Department of Education and Skills	CL0055/2019	Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school year 2019/20	Noted by members	
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18.	Department of Education and Skills	CL0058/2019	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
19.	Department of Education and Skills	CL0060/2019	Sick Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools	Noted by members
20.	Department of Education and Skills	CL0061/2019	Curriculum-related developments at Senior Cycle with particular reference to school years 2019/20, 2020/21, 2021/22	Noted by members
21.	Department of Education and Skills	CL0062/2019	Payment of Tool Allowance to Craft Workers	Noted by members
22.	Department of Public Expenditure and Reform	DPE202-005-2017	Maternity leave to cover premature births in the Civil Service	Noted by members

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9. DRAFT POLICIES FOR ADOPTION

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

LOETB Policies

Corporate Procurement Plan

Proposed by: John Carroll

Seconded by: John King

Smoke and Vape Free Policy

Proposed by: Mary Cotter-Bracken

Seconded by: Molly Buckley

Code of Conduct for Staff

Proposed by: Frank Smith

Seconded by: Dave Cullen

Code of Conduct for Board Members

Proposed by: Eddie Fitzpatrick

Seconded by: Clare Claffey

School Policies

Coláiste Naomh Cormac, Code of Behaviour

Proposed by: Mary Cotter-Bracken

Seconded by: Clare Claffey

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Portlaoise College, Admissions Policy

Proposed by: Mary Sweeney

Seconded by: Caroline Dwane-Stanley

10. MINUTES OF COMMITTEES OF THE BOARD

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

Birr OEC BOM: 30 April 2019, 11 June 2019

Proposed by: John Carroll

Seconded by: Clare Claffey

Youth Work Committee: 04 March 2019

Proposed by: Molly Buckley

Seconded by: Mary Cotter-Bracken

Banagher College: 4 April 2019, 18 June 2019

Proposed by: Willie Aird

Seconded by: Clare Claffey

Clonaslee College: 9 April 2019

Proposed by: Pdraig Fleming

Seconded by: Caroline Dwane-Stanley

Oaklands Community College: 4 April 2019, 13 June 2019

Proposed by: Eddie Fitzpatrick

Seconded by: Frank Smith

Portlaoise College: 11 March 2019, 13 May 2019

Proposed by: Willie Aird

Seconded by: Maura Brophy

St. Fergals College: 4 December 2018, 5 February 2019

Proposed by: John King

Seconded by: Evelyn Dunne

Tullamore College: 1 October 2018, 22 October 2018

Proposed by: Molly Buckley

Seconded by: Clare Claffey

11. NOMINATIONS TO THE FINANCE AND AUDIT AND RISK COMMITTEES

Prior to the meeting the CE circulated a list of nominees for external members to the Finance and Audit and Risk Committees. The Chairperson asked members for nominations to the Finance and Audit and Risk Committees.

Members of the Committees were appointed as follows;

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Finance Committee

External Nominee

Peter Scully

Proposed by: Catherine Fitzgerald

Seconded by: Willie Aird

LOETB Nominee

Neil Feighery

Proposed by: Catherine Fitzgerald

Seconded by: Willie Aird

John Mollin

Proposed by: Molly Buckley

Seconded by: Mary Sweeney

Clare Claffey

Proposed by: Molly Buckley

Seconded by: Catherine Fitzgerald

Molly Buckley

Proposed by: Evelyn Dunne

Seconded by: Catherine Fitzgerald

Mary Sweeney

Proposed by: Willie Aird

Seconded by: Pdraig Fleming

Caroline Dwane-Stanley

Proposed by: Willie Aird

Seconded by: Pdraig Fleming

The members of the Finance Committee are; Peter Scully, Neil Feighery, John Mollin, Clare Claffey, Molly Buckley, Mary Sweeney, Caroline Dwane-Stanley.

The Chairperson asked for nominations for the position of Chairperson of the Finance Committee.

Nominee: Peter Scully

Proposed by: Mary Sweeney

Seconded by: Catherine Fitzgerald

Peter Scully was appointed as Chairperson of the Finance Committee.

Audit and Risk Committee

External Nominee

Oliver McCormack

Proposed by: Molly Buckley

Seconded by: Catherine Fitzgerald

Anne O'Keeffe

Proposed by: Willie Aird

Seconded by: Mary Sweeney

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Declan Kirrane

Proposed by: Eddie Fitzpatrick

Seconded by: Molly Buckley

Martin Byrne

Proposed by: Catherine Fitzgerald

Seconded by: Pdraig Fleming

Hughie Egan

Proposed by: Neil Feighery

Seconded by: Clare Claffey

LOETB Nominee

Frank Smith

Proposed by: John King

Seconded by: Catherine Fitzgerald

Pdraig Fleming

Proposed by: Molly Buckley

Seconded by: Willie Aird

The members of the Audit and Risk Committee are; Oliver McCormack, Anne O’Keeffe, Declan Kirrane, Martin Byrne, Hughie Egan, Frank Smith and Pdraig Fleming.

The Chairperson asked for nominations for the position of Chairperson of the Audit And Risk Committee.

Nominee: Oliver McCormack

Proposed by: Caroline Dwane-Stanley

Seconded by: Dave Cullen

Nominee: Martin Byrne

Proposed by: Catherine Fitzgerald

Seconded by: Pdraig Fleming

The nominations went to a vote count (by secret ballot) resulting in Martin Byrne being appointed as Chairperson of the Audit and Risk Committee.

12. NOMINATIONS TO BOARDS OF MANAGEMENT OF SCHOOLS

The Chairperson asked members for nominations to the Boards of Management (BOM) of our schools. A discussion took place on the importance of attending all BOM meetings and members were advised to only consider membership of a BOM if they are able to commit to attending the meetings. Members were appointed as follows;

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School	Nominee 1	Nominee 2	Nominee 3
Portlaoise Collège	Nominee: Willie Aird	Nominee: Maura Brophy	Nominee: Evelyn Dunne
	Proposed by: Catherine Fitzgerald	Proposed by: Caroline Dwane-Stanley	Proposed by: Catherine Fitzgerald
	Seconded by: Molly Buckley	Seconded by: Willie Aird	Seconded by: Mary Sweeney
Dunamase Collège	Nominee: Caroline Dwane-Stanley	Nominee: Catherine Fitzgerald	Nominee: Mary Sweeney
	Proposed by: Dave Cullen	Proposed by: Willie Aird	Proposed by: Molly Buckley
	Seconded by: Maura Brophy	Seconded by: Caroline Dwane-Stanley	Seconded by: Catherine Fitzgerald
St Fergal's Collège	Nominee: John King	Nominee: Evelyn Dunne	Nominee: Pdraig Fleming
	Proposed by: Molly Buckley	Proposed by: John King	Proposed by: Willie Aird
	Seconded by: Willie Aird	Seconded by: Catherine Fitzgerald	Seconded by: Catherine Fitzgerald
Banagher Collège	Nominee: Clare Claffey	Nominee: John Carroll	Nominee: John Mollin
	Proposed by: Molly Buckley	Proposed by: Molly Buckley	Proposed by: Neil Feighery
	Seconded by: Catherine Fitzgerald	Seconded by: Eddie Fitzpatrick	Seconded by: Eddie Fitzpatrick
Clonsilla Collège	Nominee: Niall Tully	Nominee: Molly Buckley	Nominee: Pdraig Fleming
	Proposed by: Catherine Fitzgerald	Proposed by: Mary Sweeney	Proposed by: Willie Aird
	Seconded by: Willie Aird	Seconded by: John King	Seconded by: Mary Sweeney
Coláiste Naomh Cormac	Nominee: Mary Cotter-Bracken	Nominee: Neil Feighery	Nominee: Clare Claffey
	Proposed by: Dave Cullen	Proposed by: Mary Cotter-Bracken	Proposed by: Neil Feighery
	Seconded by: Neil Feighery	Seconded by: Willie Aird	Seconded by: Eddie Fitzpatrick
Oaklands Community Collège	Nominee: Robert McDermott	Nominee: Frank Smith	Nominee: Eddie Fitzpatrick
	Proposed by: Catherine Fitzgerald	Proposed by: Molly Buckley	Proposed by: Molly Buckley
	Seconded by: Neil Feighery	Seconded by: Eddie Fitzpatrick	Seconded by: Catherine Fitzgerald
Ard Scoil Chiaráin Naofa	Nominee: Neil Feighery	Nominee: Frank Moran	Nominee: Shane Flesk
	Proposed by: Molly Buckley	Proposed by: Neil Feighery	Proposed by: Mary Cotter-Bracken
	Seconded by: Catherine Fitzgerald	Seconded by: Eddie Fitzpatrick	Seconded by: Catherine Fitzgerald
Tullamore Collège	Nominee: Neil Feighery	Nominee: Frank Moran	Nominee: Molly Buckley
	Proposed by: Molly Buckley	Proposed by: Neil Feighery	Proposed by: Catherine Fitzgerald
	Seconded by: Mary Sweeney	Seconded by: Eddie Fitzpatrick	Seconded by: Mary Sweeney

13. REVIEW OF STANDING ORDERS

Members were provided with a copy of LOETB's Standing Orders as requested at the last meeting. The CE asked members to review the document and to inform Jean Keating of any proposed amendments which will be brought to the next meeting for consideration.

14. NOMINATION TO THE BOARD OF OFFALY SPORTS PARTNERSHIP

The Chairperson informed members that Offaly Sports Partnership have requested LOETB to nominate a representative to their management committee.

Nominee: Eddie Fitzpatrick
Proposed by: Molly Buckley
Seconded by: Pdraig Fleming

15. SITE ACQUISITION AT BIRR

At a meeting of the Board on 24 September 2018, the CE informed members that an approximate 5 acre site at Townspark, Birr, Co. Offaly was acquired by FAS a number of years ago. When FAS dissolved, the land transferred to SOLAS. SOLAS were looking to transfer the land to LOETB for a nominal fee, as it is not in their remit under the Further Education and Training Act to hold lands. The CE confirmed that

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LOETB would carry out the required due diligence tests and the Board approved in principle the transfer of the land to LOETB.

The CE presented a report from Conway Kearney Solicitors who had carried out due diligence on the proposed transfer of said lands. The report raised a number of concerns for LOETB and, after a discussion, members unanimously agreed not to proceed with the transfer of lands.

Proposed by: John Carroll
Seconded by: Clare Claffey

16. VOTES OF SYMPATHY

There were no votes of sympathy passed.

17. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to:

- The ladies football club Naomh Ciarán on winning the All-Ireland Intermediate Club Final
- LOETB Staff on their hard work in preparing for moving payroll to Education Shared Business Services (ESBS).
- Liam Brady on winning the All Ireland Senior Cross Country Championship
- LOETB schools on their Junior Certificate results

18. DATE & VENUE OF NEXT MEETING

The next meeting of the Board of LOETB will take place on Tuesday 10 December 2019 at 4.30pm at the Tullamore Court Hotel.

Signed: Neil Feely
Chairperson

Date: 10th December 2019

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