



A meeting of Laois and Offaly Education and Training Board was held on Monday 7 October 2019 at 4:30 pm at Tullamore FET Centre, Castle Buildings, Tara Street, Tullamore.

### **PRESENT**

Cllr. Willie Aird

Ms. Molly Buckley

Cllr. John Carroll

Cllr. Clare Claffey

Ms. Mary Cotter Bracken

Mr. Dave Cullen

Ms. Evelyn Dunne

Cllr. Caroline Dwane-Stanley

Cllr. Neil Feighery

Cllr. Catherine Fitzgerald

Cllr. Pdraig Fleming

Mr. Shane Flesk

Cllr. Pippa Hackett

Cllr. John King

Cllr. Robert McDermott

Cllr. Frank Moran

Mr. Frank Smith

Cllr. Mary Sweeney

Mr. Niall Tully

### **IN ATTENDANCE**

Mr. Joe Cunningham, Chief Executive

Ms. Marie Bracken, Director of OSD

Ms. Jean Keating, Clerical Officer

### **APOLOGIES**

Apologies were received from Ms. Maura Brophy.

### **1. CHIEF EXECUTIVES WELCOME**

Joe Cunningham, Chief Executive, thanked members for their attendance and welcomed new board members Maura Brophy, Molly Buckley, Frank Smith and Niall Tully to the Board.

### **2. BRIEFING ON THE ROLE OF CHAIRPERSON**

The CE explained the role of the Chairperson as per the 2019 Code of Governance.

### 3. ELECTION OF CHAIRPERSON

The CE asked members for their nominations for the position of Chairperson to LOETB. The following member was nominated:

**Nomination:** Neil Feighery

Proposed by: Clare Claffey

Seconded by: Robert McDermott

Neil Feighery was appointed as Chairperson of LOETB and took over the chairing of the meeting.

### 4. ELECTION OF VICE-CHAIRPERSON

The Chairperson asked members for their nominations for the position of Vice-Chairperson to LOETB. The following member was nominated:

**Nomination:** Catherine Fitzgerald

Proposed by: Willie Aird

Seconded by: Mary Sweeney

Catherine Fitzgerald was appointed as Vice-Chairperson of LOETB.

### 5. APPOINTMENT OF BOARD MEMBER – CASUAL VACANCY

The CE explained that the appointment of a board member (casual vacancy) has arisen as Sinead Dooley cannot take up her appointment as a board member. The regulations issued by the Dept. of Education and Skills to nominating bodies included the provision that, essentially, a nominee cannot be related to an employee who holds a management position with the ETB. LOETB was required to ask the five members appointed at the recent Board meeting to complete a declaration form to confirm their appointment and it was at this point that Sinead brought the matter to our attention as her brother is Training Manager with LOETB. On the advice of the Dept. of Education and Skills, AONTAS have been permitted to re-submit a female nominee for members' consideration. The Board may decide to replace the AONTAS nominee directly but also has the option to appoint a member from any category on the nominations list provided and for that nominee to be either male or female.

The Chairperson asked members for nominations.

**Nomination:** Siobhán Uí Chuinn (Conradh na Gaeilge)

Proposed by: John Carroll

Seconded by: Caroline Dwane-Stanley

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**Nomination:** John Mollin (IPAV)  
Proposed by: Neil Feighery  
Seconded by: Robert McDermott

The nominations went to a vote count (by secret ballot) resulting in John Mollin being appointed to the Board of LOETB.

## 6. NOMINATION TO THE RESERVE FORUM OF ETBI

The CE informed members that ETBI are seeking the appointment of one LOETB Board member to serve on the ETBI Reserve Members Forum for a period of either two or three years. The Chairperson asked members for nominations:

**Nomination:** Mary Sweeney  
Proposed by: Catherine Fitzgerald  
Seconded by: Willie Aird

**Nomination:** Caroline Dwane-Stanley  
Proposed by: John Carroll  
Seconded by: Dave Cullen

The nominations went to a vote count (by secret ballot) resulting in Mary Sweeney being appointed to serve on the ETBI Reserve Members Forum for a period of three years.

## 7. NOTIFICATION OF NOMINATION TO IPB INSURANCE MEMBERS REPRESENTATIVE

The CE informed members that a decision was made to nominate John Carroll as the IPB Insurance Members representative for LOETB. The decision was made in line with LOETB's Standing Orders 'process for making decisions between meetings'.

A discussion took place on the process for making decisions between meetings. The CE informed members that the process for making decisions between meetings is outlined in LOETB's Standing Orders which was adopted by the Board of LOETB in February 2018. A member requested that the Standing Orders be brought as an agenda item to the next meeting of the Board so the new Board can review the document.

A member suggested that the CE writes to IPBMI requesting that they wait until the new Board is established before they seek such nominations in the future.

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**8. TERMS OF REFERENCE FOR THE FINANCE AND AUDIT AND RISK COMMITTEES**

A copy of the Terms of Reference (TOR) of the Finance and Audit and Risk Committees as per the 2019 Code of Governance was circulated to members for their information. The CE informed members that he will bring a list of nominees of external members to the November meeting for members' consideration. He asked members to study the TOR, and invited members to nominate candidates with suitable expertise and experience to sit on either Committee by contacting Jean Keating with the name and a short biography outlining the suitability of the candidate(s).

A discussion took place on the fees paid to external members of Finance and Audit and Risk Committees and a member requested the CE to provide members with details of the fees paid to the external members of the Finance and Audit and Risk Committees.

**9. PRESENTATION ON LOETB OPERATIONS BY SENIOR MANAGEMENT TEAM**

The Senior Management Team comprising Marie Bracken, (Director of Organisation Support and Development), Tony Dalton, (Director of Further Education and Training) and Paul Fields, (Director of Schools) made a presentation to members on LOETB operations.

Members praised the ongoing work and achievements of LOETB and thanked the SMT for their presentation.

**10. AOB (WITH THE PERMISSION OF THE CHAIRPERSON)**

**Gerry Connolly**

Members wished to express their sympathy at the recent passing of Gerry Connolly, Principal, Oaklands Community College, Edenderry. Members requested the CE to write a letter to Gerry's family on behalf of the Board conveying their sympathy.

**Official Opening of Midlands Skills Centre**

The Minister for Education and Skills will be attending the official opening of the Midlands Skills Centre, Axis Business Park on Friday 18 October 2019 at 12.30pm. Members are invited to attend the opening and an invitation for same will be sent to members in the coming days.

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**Board Meetings**

A member proposed that the Board Meetings rotate between the schools and centres in Laois and Offaly for the term of the Board. Members were in agreement with this proposal.

**11. DATE & VENUE OF NEXT MEETING**

The next meeting of the Board of LOETB will take place on Monday 25 November 2019 at 4.30pm at Portlaoise College. There will be a training session for members on the new 2019 Code of Governance directly after the Board meeting.

Signed: Neil Feighan

Date: 25<sup>th</sup> November 2019

Chairperson

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