



etb

**Bord Oideachais agus Oiliúna
Laoise agus Uíbh Fháilí**
*Laois and Offaly
Education and Training Board*

A meeting of Laois and Offaly Education and Training Board was held on Monday, 14th April 2014 in Castle Buildings, Tullamore, in pursuance of notice.

PRESENT:

Eamon Dooley, Chairman

Molly Buckley

Tom Feighrey

Vivienne Keenan

Denis Magner

Caroline Dwane-Stanley

Miriam O'Callaghan

Sinead Dooley

Liam Quinn

Joe Cunningham, Chief Executive

Paul Mitchell

Tony McLoughlin

Noel Bourke

Eddie Fitzpatrick

Winifred Champ-Cox

Irene Murray

Sheila Maloney

Mary McLoughlin

Sinead Moylan-Ryan

In attendance

Sadie Aherne

Marie Bracken

Kathleen Donnellan

Jean Keating

Patrick Bennett

1. APOLOGIES:

Apologies for unavoidable absences were received from:

- Mary Sweeney
- Emma Dunne
- Kathleen O'Brien
- William Aird
- John Carroll
- Gerry Quinn
- Linda Bergin
- Matthew Keegan

2. MINUTES OF LAST MEETING:

The minutes of the previous meeting held on Monday 10th March 2014, copies of which were circulated, were taken as read and signed.

Proposed by: Molly Buckley **Seconded by:** Tom Feighrey

3. MATTERS ARISING FROM MINUTES:

There were no matters arising from the minutes.

4. CHIEF EXECUTIVE'S REPORT:

Joe Cunningham, Chief Executive of the Board, read the following report to members:

Education Services

Staffing

Ms Linda Tynan has been appointed to the temporary post of Director of Education Services; this is a six-month secondment to the grade of Education Officer and, among other duties, will provide support to our schools.

Applications for Posts Of Responsibility (PORs) in four of our schools have been received and interviews will be organised in the coming weeks.

Tullamore College

Tenders have been being evaluated by the Design team and details of the most economically advantageous tender have been forwarded to the Department for review prior to a letter of intent being issued. Applications for the post of Clerk of Works for the duration of the construction are currently being short-listed and interviews will be held presently.

Oaklands College, Edenderry

Following a tender process, consultants have been appointed to manage the installation of temporary accommodation for the forthcoming school year 2014/15.

Progress has been made in relation to the redevelopment of the school facilities as a whole. Following consultation with the Design Team, the Senior Technical team from the Department are finalising a preferred design for the Schools Capital Appraisal Section

and we expect to meet with Department officials presently to discuss the proposal and funding for same.

Further Education and Training Services

Further Education and Training Service Plan

SOLAS have prepared a draft Service Plan for 2014 incorporating the programmes previously delivered by the VECs and FÁS. This Plan sets out course provision, beneficiaries, funding allocation, certification rates, and progression to employment and education. We are currently reviewing the plan in relation to the proposed provision in Laois and Offaly ETB and a response will be made to SOLAS.

Youthreach Audit

A follow-up audit of Youthreach programmes in the BMW region will take place shortly to examine progress on the implementation of management recommendations made in previous audits. This is to ensure compliance with ESF directives in order to maintain eligibility for EU funding.

Administrative Services

Procedures

Work is continuing on the restructuring of our Admin services, with particular focus at present on Human Resources, Procurement, and IT. I would like to acknowledge the cooperation and contribution of all staff to this process.

Staffing

Further to my request for sanction to appoint additional administrative staff (currently 14.6 WTE below our original Employment Control Framework), the Department have now requested a detailed business case be made for proposed posts.

Members discussed the above mentioned items and thanked Joe for his report.

5. REPORT FROM THE CHAIRMAN OF THE AUDIT COMMITTEE:

Mr. Noel Bourke, Chairman of the Audit Committee, informed members that the Audit Committee met prior to the VEC meeting. He mentioned the key points of this meeting:

- The Office of the Comptroller and Auditor General send a letter confirming the completion of Co. Laois VEC financial statements for year ending 31st December 2012. This letter confirms that in the opinion of the Comptroller and Auditor

General Proper books of account have been kept by the Committee. The financial statements are in agreement with the books of account.

- Sadie Aherne, APO informed members that we received a letter from Matthew Ryan stating that the accounts of Co. Laois VEC together with the Certificate of the Comptroller and Auditor General for the year ended 31st December 2012 were laid before both houses of the Oireachtas. Permission was granted to publish the accounts.
- A document was circulated to members outlining the recommendations made by Comptroller and Auditor General from their audit in Co. Laois VEC. Members discussed each recommendation in detail and were satisfied with response to each finding.

6. REPORT FROM THE CHAIRMAN OF THE FINANCE SUB-COMMITTEE:

Sadie Aherne, APO explained the financial report up to the end of March 2014 in detail. Members discussed the figures in detail and thanked Sadie for her report.

7. FINANCE:

A copy of the working papers for January 2014 were circulated to members for their information.

8. CORRESPONDENCE:

Circulars for noting only

- CL0004 / 2014 Limited alleviation of moratorium on filling posts of responsibility at Assistant Principal level for the duration of the Haddington Road Agreement
- CL0005 / 2014 Implementation of the Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement) and the Financial Emergency Measures in the Public Interest Act 2013 (Teachers)
- CL0006 / 2014 Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement) Supervision and Substitution Scheme
- CL0008 / 2014 Revised Annual Leave Arrangements for Staff Employed by Education and Training Boards other than Teachers, Tutors, SNAs and Youthreach Resource

Persons

- CL0010 / 2014 Revised Annual Leave Arrangements for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme
- CL0011 / 2014 Application of sections 2.24 and 2.25 of the Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement)- Caretakers and Secretaries
- CL0013 / 2014 Application of sections 2.24 and 2.25 of the Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement) – Education and Training Boards
- CL0014 / 2014 Application of sections 2.24 and 2.25 of the Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement)- Special Needs Assistants
- CL0016 / 2014 Standardisation of the School Year in respect of Primary & Post-Primary Schools for the years 2014/15, 2015/16 and 2016/17

9. BOARDS OF MANAGEMENT:

- Portlaoise College 21st May 2013 & 21st November 2013
Proposed by: Paul Mitchell **Seconded by:** Winifred Champ-Cox
- Tullamore College 10th March 2014
Proposed by: Sheila Maloney **Seconded by:** Molly Buckley
- Banagher College – Colaiste na Sionna 18th December 2013
Proposed by: Tony McLoughlin **Seconded by:** Denis Magner

10. VOTES OF SYMPATHY:

- Alexandra Longiewko on the death of her Grandmother
- Anne Malone on the death of her father
- Eileen Mullaney on the death of her uncle
- Declan Costello on the death of his mother in law
- On the death of Joe Matthews whose son is in Leaving Cert in Tullamore College
- Angela Walsh on the death of her mother in law

11. VOTES OF CONGRATULATIONS:

- To Tullamore College, junior rugby team who won the Leinster Final
- Joe Caslin, Art Teacher in Tullamore College for his art work which will go outside Trinity college
- Team of students in Tullamore College who came 2nd in the All Ireland Final of the Euro Generation Competition.
- A team of students in Tullamore College who came 2nd in the National Final of the Schools Quiz through Irish organised by Og-fheachtas.
- Senior Girls Football team in Tullamore College who were runners up in the Leinster Final.
- The 3 staff members in Head Office on the birth of their baby girls.

12. DATE & VENUE OF NEXT ETB MEETING:

The next meeting of Laois and Offaly Education and Training Board will take place after the local elections. A provisional date of Wednesday 23rd July 2014 was agreed by members.

13. AOB:

As it is the last meeting of the current Board of Laois and Offaly ETB, Joe Cunningham, Chief Executive took the opportunity to thank members for their dedication and cooperation. He thanked both Eamon Dooley and Mary Sweeney for their work as Chairperson to the Committee and also thanked the Administrative Staff in both offices. Members also joined Joe in expressing their thanks to Committee members and staff in both the Laois and Offaly offices.

Signed: 
Chairperson

Date: 3-11-14

Chairman
Initials