



loetb

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 22nd June 2015 at 4.30pm in Castle Buildings, Tara Street, Tullamore, Co. Offaly.

PRESENT:

Maura Brophy
Molly Buckley
Cllr. John Carroll
Declan Costello
Mary Cotter-Bracken
Cllr Eamon Dooley
Cllr Sinead Dooley
Cllr Caroline Dwane-Stanley
Cllr Catherine Fitzgerald
Cllr Eddie Fitzpatrick

Vivienne Keenan
Cllr John King
Cllr Jerry Lodge
Cllr Paschal McEvoy
Cllr Carol Nolan
Cllr Liam Quinn
Anne Starling
Cllr Mary Sweeney
Joe Thompson

Kilbrannigan - 02776.000

In attendance

Joe Cunningham, Chief Executive
Sadie Aherne, Assistant Principal Officer
Jean Keating, Clerical Officer

Eamon Dooley acted as Chairperson for the meeting in the absence of Denis Magner.

1. APOLOGIES:

Denis Magner and Frank Smith sent their apologies.

2. MINUTES OF LOETB MEETING:

27th April 2015:

The minutes of the meeting which took place on the 27th April 2015, were circulated to members, taken as read and signed by the Chairperson.
Proposed by: Eddie Fitzpatrick
Seconded by: John Carroll

Chairman
Initials

Special Meeting 25th May 2015:

The minutes of the previous special meeting which took place on the 25th May 2015, were circulated to members, taken as read and signed by the Chairperson.

Proposed by: Catherine Fitzgerald

Seconded by: Molly Buckley

3. MATTERS ARISING FROM MINUTES:

There were no matters arising from the minutes.

4. CHIEF EXECUTIVES REPORT:

Joe Cunningham, Chief Executive presented a report to members as follows;

Education Services

Principal of Coláiste Naomh Cormac, Kilcormac

Following a selection campaign, Mr Brian Kehoe has been appointed as the new Principal for Coláiste Naomh Cormac. Brian will take up the position officially on 1 September but has had a number of meetings with school and ETB staff in preparation for the new school year. We wish him every success.

Portlaoise College Projects:

Transition Year History Project:

On Tuesday 19th May, the Portlaoise College TY class handed over a historic collection of documents to Laois County Council, Library Service. The students had taken workshops in archive preservation, handling, and description. The documents relate to the building of Portlaoise Technical School on Tower Hill. The collection and the descriptive list will add enormously to our knowledge of the history of technical education in Laois.

Creative Writing Project:

Portlaoise College TY students Ava Hearn and Kerry Carroll-Talbot, and first year student Amber Dalton won a place in this year's 'Fighting Words: Young Irish Writing' published as a supplement of the Irish Times on 29 April 2015. The competition is a national competition and the school is proud to be the only school in the country to have more than one short story writer and a poet included in this year's collection.

Leaving and Junior Certificate Examinations

This year's Leaving and Junior Certificate examinations are now complete. This year's results will be available on 12 August.

Further Education and Training Services

Provision for Employees

A Graduation ceremony was attended recently by Joe Cunningham and Tony Dalton for successful participants on the 'Elverys Intersport' Trainee Manager course. The course was collaboratively developed by LOETB and Elverys as a distance learning programme, and is accredited at QQI Level 5 (Retail Practice). 12 employees successfully participated on the course, and have all been assigned to Assistant Manager/Manager roles in the company. A second course has commenced with 11 current Elverys employees.

Strategic Performance Expectations Initiative

Meetings with SOLAS are at an advanced stage and a draft set of targets have been developed for 2015/16. These targets are based on the goals outlined in the FET strategy, and are a result of consultation with LOETB management and staff and SOLAS representatives.

Transfer of Training Services

Phase three of the transfer of training services to ETBs will commence with a meeting of the Implementation Group in Athlone this Wednesday 25 June. Of the five remaining ETBs, three will transfer first and Laois and Offaly ETB is part of this group. The training services and resources at Mount Lucas will transfer as part of this process as well.

Youth Services

Value For Money Report

Significant changes are on the way to Youth Work nationally as a result of Value For Money Report and the new National Policy Framework for Children and Young People 2014-2020; *Better Outcomes: Brighter Futures*. Some of the recommendations in the VFM Report would see all youth programmes funded under one funding scheme most likely being administered by each ETB. Youth Officers are to be granted a far greater role in governance on behalf of the Department. There is to be a completely revamped evaluation tool to measure youth work at all levels – based on outcomes that correlate with the report.

Administrative Services

HR

We are currently in the middle of a recruitment process for posts in our schools for the new school year. This follows the implementation of Circular Letter 24/2015 based on the Ward Report. Recruitment to our FET service will commence presently and it is expected that a final round of recruitment will take place in August.

Capital

The work at Tullamore College is progressing well and has advanced to the first floor.

Tenders are being sought for the additional accommodation at Oaklands Community College and, all going well, the classrooms should be on-site in time for the new school year. With the approval of DES an offer for the lands adjoining the school has been made to Fr McEvoy and I await a response to same.

Following a recent meeting with DES, drawings and site layout plans for Ard Scoil Chiaráin Naofa, Clara have been requested in advance of a site visit by a DES Technical Team. At the same meeting a case was made for the building of a gym at St. Fergal's College, which would complete the re-development of the school.

Procurement

An expression of interest has been advertised for the supply of school books for the 2015/2016 academic year. Three bookshops (AllBooks and News, Portlaoise; Midland Book, Tullamore; and Book Haven, Co. Meath) expressed an interest and are on a list circulated to schools and centres based on meeting a minimum percentage reduction on the Recommended Retail Price.

Energia won the national contract for electricity. Contract in place from 1 May 2015 to 30 April 2017.

Bord Gáis won the national contract for Gas. Contract in place from 1 May 2015 to 31 May 2018.

The national contract with Topaz for the supply of Oil/Kerosene has been extended to 31 July 2016.

Following a tender process, Kenny Lyons has been appointed to manage the installation of temporary accommodation at Ard Scoil Clara.

Tenders are currently being sought for the provision of IT support and maintenance with a closing date of 26 June.

Finance

ESF audits on Youthreach (years 2009, 2010 and 2011) and BTEI (year 2014) in respect of Co. Laois VEC are to take place. Dates of these audits are not yet known.

The C&AG has outsourced the audit of the LOETB accounts for the 18 month period July 2013 to December 2014 to DHKN Chartered Accountants. The audit is to take place in September.

Discussions are ongoing between the DES, C&AG and representative ETBs with regard to re-designing the V15. Once finalised, the ETB accounts for the 18 month period can be completed in either the old or the new format.

LOETB received the consent of the Minister for Education and Skills to put in place an overdraft facility in the amount of €3,300,000 for the period 17 June 2015 to 16 June 2016. AIB will put LOETB's application to their credit committee on 9 July.

Corporate Services

Work is currently underway to finalise policies and procedures for the management and administration of requests under the Freedom of Information Act and Data Protection Act.

Training for Boards of Management will take place in early September

Information Technology

Funding has been received for the upgrading of DCG machines in post-primary schools.

Members thanked the CE for his report. In particular, members welcomed the developments in relation to Oaklands Community College, Árd Scoil Chiaráin Naofa, Clara and St. Fergals College, Rathdowney. There was praise for the success of students in Portlaoise College and the CE was asked to write to the school on behalf of the Board to acknowledge their fine achievements.

Members suggested that perhaps a delegation could seek a meeting with Father McEvoy in order to progress the matter re Oaklands Community College, if required by the Chief Executive.

5. FINANCE REPORT – MONTHLY RETURN:

A summary of workings of Laois and Offaly ETB up to the end of May 2015 was presented to members. Members approved same.

A copy of the Comptroller and Auditor General's C&AG Audit Report January to June 2013 Co. Laois VEC was circulated to members.

The report stated that:

- *the financial statements properly present the income and expenditure of the Committee for the six month period ended 30 June 2013*
- *the statement of balances properly presents the state of affairs of the Committee at 30 June 2013*
- *the financial statements are in accordance with the accounting policies laid down by the Minister for Education and Skills*

Members welcomed this news.

6. CORRESPONDENCE – CIRCULAR LETTERS:

The following circular letters were emailed to members, prior to the meeting, for noting only.

CL0026/2015 - Advance preparation for the commencement of statutory requirements for Garda vetting under the National Vetting Bureau

CL0028/2015 - Public Service Pension Reform

CL0031/2015 - Attendance by members and employees of ETBs at courses, conferences, seminars etc. abroad

CL0032/2015 - Use of live animals for scientific, educational or other purposes in schools

- CL0034/2015** - Assessment Instruments approved for use for guidance and/or learning support in post-primary schools
- CL0035/2015** - Revision to Assessment Arrangements for Leaving Certificate Art for first examination in 2018
- CL0036/2015** - Revised assessment arrangements for the practical coursework for Leaving Certificate Home Economics
- CL0037/2015** - Leaving Certificate Music for the cohort commencing study in August 2015 and presenting for examination in 2017
- CL0040/2015** - Cost Limits for Post-primary School Buildings
- CL0041/2015** - Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2015/16 school year

Letter to the Minister O'Sullivan re adoption of the Code of Practice for the Governance of ETBs by Laois and Offaly ETB

A copy of the letter sent to Minister O'Sullivan, on the request of members and the acknowledgement of receipt of same was circulated to members.

Code of Practice for the Governance of Laois and Offaly ETB

A copy of the Code of Practice for the Governance of Laois and Offaly ETB including the amendment to Section 3.17 as requested by members, was circulated to members for their information.

BOARDS OF MANAGEMENT MINUTES:

The following Boards of Management minutes were circulated to members prior to the meeting for their consideration

Árd Scoil Chiaráin Naofa, Clara: 25th March 2015

Proposed by: Sinead Dooley

Seconded by: John Carroll

Coláiste Naomh Cormac Kilcormac: 10th February 2015

Proposed by: Liam Quinn

Seconded by: Eddie Fitzpatrick

Oaklands Community College: 16th April 2015

Proposed by: Molly Buckley

Seconded by: Eddie Fitzpatrick

Portlaoise College: 19th March 2015 – includes admissions policy

Proposed by: Mary Sweeney

Seconded by: Caroline Dwane-Stanley

St Fergals Rathdowney: 18th March 2015 & 26th May 2015

Proposed by: John King

Seconded by: Paschal McEvoy

8. CONFIRMATION OF NOMINEES OF STAFF AND PARENT REPRESENTATIVES:

Clonaslee College	<p>* (The CE explained that Clonaslee College made every effort to recruit 1 male and 1 female parent representative but were unable to do so and now recommend the 2 female parent representatives. The ETBI confirmed that the school may have 2 female parent representatives, once they can show they were unable to get a male representative).</p> <p>Staff Reps: Pamela Cummins & John Lee Parent Reps: Caitriona Ryan & Martina O'Donovan</p> <p>Proposed by: Vivienne Keenan Seconded by: Mary Sweeney</p>
Ard Scoil Chiaráin	<p>Staff Reps: Angela Egan & Larry Mockler Parent Reps: Nina Fitzpatrick & Dominic Fleming</p> <p>Proposed by: Sinead Dooley Seconded by: Anne Starling</p>
Tullamore College	<p>Staff Reps: Elaine Howlin & Michael Doolan Parent Reps: Patsy Griffin & Declan Harvey</p> <p>Proposed by: Anne Starling Seconded by: Sinead Dooley</p>

CONFIRMATION OF THE NOMINEES OF COMMUNITY REPRESENTATIVES:

Oaklands Community College	<p>Community Rep: Noel Bourke</p> <p>Proposed by: Eddie Fitzpatrick Seconded by: Molly Buckley</p>
St Fergals College, Rathdowney	<p>Community Rep: Reverend Seymour Whiteley</p> <p>Proposed by: John King Seconded by: Mary Sweeney</p>
Portlaoise College	<p>Community Reps: Andrew Shaw & Damien Bowe</p> <p>Proposed by: Mary Sweeney Seconded by: Catherine Fitzgerald</p>
Birr OEC	<p>Community Reps: Padraig Boland, Connie Hanniffy and Ming Loughnane</p> <p>Proposed by: Liam Quinn Seconded by: Vivienne Keenan</p>

* New – circulated in members folders

Tullamore College	<p>Community Reps: Paddy Mitchell, Diarmuid O'Neill and Sheila Maloney</p> <p>Proposed by: Sinead Dooley Seconded by: Molly Buckley</p>
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10. APPOINTMENT OF ETB NOMINEE TO THE BOM OF CLONASLEE COLLEGE:

Nominee: Reverend Ruth Noble
Proposed by: Mary Sweeney
Seconded by: John King

11. APPOINTMENT OF CHAIRPERSON TO FINANCE COMMITTEE:

Nominee: Peter Scully
Proposed by: Molly Buckley
Seconded by: Mary Sweeney

12. APPOINTMENT OF CHAIRPERSON TO AUDIT COMMITTEE:

Nominee: Oliver McCormack
Proposed by: Sinead Dooley
Seconded by: Eddie Fitzpatrick

13. MEMBERSHIP TO LAOIS THIRD LEVEL:

The Chief Executive informed members that he will seek further clarification on this membership. Members agreed to defer this item to the next meeting of LOETB.

14. MEMBERSHIP TO ST MARY'S YOUTH CENTRE COMMITTEE:

Nominee: Denis Magner
Proposed by: Molly Buckley
Seconded by: Vivienne Keenan

15. MEMBERSHIP TO LAOIS SCHOOL OF MUSIC LTD:

Nominee: Jerry Lodge
Proposed by: Mary Sweeney
Seconded by: John King

Chairma
Initials

16. NOMINATION OF DELEGATES (VOTING AND NON-VOTING) TO THE ETBI ANNUAL CONFERENCE 2015:

The ETBI Annual Conference 2015 will take place on the 23rd and 24th September 2015 in the Radisson Blu Hotel, Lough Atalia Road, Galway. The following members were nominated to attend the AGM:

Voting Delegate

1. Chairperson Denis Magner
2. John King
Proposed by: Mary Sweeney
Seconded by: Jerry Lodge
3. Catherine Fitzgerald
Proposed by: Paschal McEvoy
Seconded by: Jerry Lodge
4. Sinead Dooley
Proposed by: Eddie Fitzpatrick
Seconded by: Anne Starling
5. Molly Buckley
Proposed by: Liam Quinn
Seconded by: Vivienne Keenan

Non-Voting Delegate

1. Vice Chairperson Eamon Dooley
2. Vivienne Keenan
Proposed by: Molly Buckley
Seconded by: Liam Quinn
3. Mary Sweeney
Proposed by: John King
Seconded by: Jerry Lodge
4. Eddie Fitzpatrick
Proposed by: Sinead Dooley
Seconded by: John Carroll
5. Caroline Dwane-Stanley
Proposed by: Jerry Lodge
Seconded by: Mary Sweeney
6. Carol Nolan
Proposed by: Liam Quinn
Seconded by: Caroline Dwane-Stanley

17. MEMBERSHIP OF YOUTH WORK COMMITTEES

Nominee: Joe Thompson

Proposed by: John King
Seconded by: Catherine Fitzgerald

Nominee: Liam Quinn

Proposed by: Sinead Dooley
Seconded by: Anne Starling

18. CO. OFFALY VEC 6 MONTH REPORT FROM 1.1.2013 – 30.06.2013

Members adopted Co. Offaly VEC's 6 month report from 1.1.2013 to 30.06.2013.

Proposed by: Sinead Dooley
Seconded by: Eddie Fitzpatrick

19. DRAFT POLICY ON ATTENDANCE AT CONFERENCES

At the April meeting of members requested the Chief Executive to draft a policy regarding conferences and bring it to the next meeting of LOETB.

DRAFT POLICY ON ATTENDANCE AT CONFERENCES

1. Each member of the Board will have the opportunity to attend a conference on behalf of the ET B.
2. Members may have the opportunity to attend additional conference once point one has been satisfied.
3. Members may attend the ETBI annual conference in addition to conferences covered by points one and two above.
4. All conferences should have an educational component and members should report to the Board following attendance.

Members adopted the draft policy.

Proposed by: Catherine Fitzgerald

Seconded by: Liam Quinn

20. DATA PROTECTION POLICY / CCTV POLICY / DATA BREACH MANAGEMENT POLICY:

Draft copies of the Data Protection Policy, CCTV Policy and Data Breach Management Policy were circulated to members for their consideration at the April meeting of LOETB. The Chief Executive informed members that the policies were based on nationally agreed templates. Members requested that a short presentation be made on the implications of the Data Protection legislation for the ETB. The CE will organise for this to take place at a future meeting.

Members adopted the draft policies.

Proposed by: Liam Quinn

Seconded by: John Carroll

21. SCHOLARSHIP:

A member proposed that members donate half their travelling expense payments to a scholarship fund of the school in which they are a member of the BOM. Members discussed this matter and decided not to proceed with the proposal.

22. VOTES OF SYMPATHY:

A vote of sympathy was passed to the following:

- To Mary Sweeney on the death of her Mother-In-Law Breda.
- To Michelle Griffin, teacher in Tullamore college, on the death of her Grandmother.
- To Noreen Savage, on the death of her sister.

23. VOTES OF CONGRATULATIONS:

A vote of congratulations was passed to the following:

- Brian Keogh on his appointment as Principal of Coláiste Naomh Cormac, Kilcormac
- To student Thep Fitzpatrick, St Fergals College, on winning the Féile All-Ireland Skills Competition

24. AOB:

Members enquired of the Chief Executive if the position of Chairperson would be an item on the agenda of the next meeting, as the Chairperson had previously indicated that his term would be until June 2015. The CE informed members that he would contact the Chairperson in advance of the next meeting and raise the matter with him.

25. DATE AND VENUE OF NEXT ETB MEETING:

The next meeting of Laois and Offaly ETB will take place on Monday 27th July 2015 at 4.30pm in Portlaoise Further Education Centre, Tower Hill, Portlaoise, Co. Offaly.

Signed: 
Chairperson

Date: 27-7-15

Chairman
Initials

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