



loetb

Bord Oideachais agus Oiliúna
Laoise agus Uibh Fháili
*Laois and Offaly
Education and Training Board*

A meeting of Laois and Offaly Education and Training Board was held on Monday 27th April 2015 at 4.30pm in the Portlaoise Further Education Centre, Tower Hill, Portlaoise, Co. Laois.

PRESENT:

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

Vivienne Keenan
Cllr John King
Cllr Jerry Lodge
Denis Magner
Cllr Paschal McEvoy
Cllr Liam Quinn
Anne Starling
Cllr Mary Sweeney

In attendance

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

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1. APOLOGIES:

Cllr Eamon Dooley, Cllr Carol Nolan and Frank Smith sent their apologies.

2. MINUTES OF LOETB MEETING – 23rd February 2015:

The minutes of the previous meeting which took place on the 23rd February 2015, were circulated to members, taken as read with the amendment and signed by the Chairperson.

Proposed by: Molly Buckley
Seconded by: John King

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3. MATTERS ARISING FROM MINUTES:

Scholarship Fund

Members agreed to defer this item until the next meeting of LOETB.

4. CHIEF EXECUTIVES REPORT:

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

Education Services

Principal of Coláiste Naomh Cormac, Kilcormac

Ms Eileen Mullaney has informed the ETB of her intention to retire from her post as Principal of Coláiste Naomh Cormac, Kilcormac this summer. The post is currently advertised with a closing date for receipt of applications of Wednesday 6 May.

Teacher Allocation

Work is ongoing in conjunction with HR in relation to appeals for curricular concessions as well as considering requests for career breaks, job shares, and staff transfers. To date, we have received our allocation based on projected enrolments only.

Further Education and Training Services

Strategic Performance Expectations Initiative

Laois and Offaly are one of 3 ETBs in the pilot study led by SOLAS. We have had a series of meetings with SOLAS in relation to the agreement of appropriate measures of success regarding delivery of the FET strategy. Goal 1: Skills for the Economy & Goal 2: Active Inclusion are the current topics of discussion.

Hospitality Traineeship

Meetings with hoteliers in Laois and Offaly underway. We are targeting 16-20 young people (aged 18-25 – LOETB Youth Guarantee measure) as part of a college/workplace based programme for 12-18 months. This is very much an Employment-focused project.

Transfer of Training Services

We received communication from DES indicating a transfer target date of 01 September 2015. Working groups in HR, Finance, IT, and QA being formed at present as part of an overall Implementation Group. The programmes and resources at Mount Lucas are to transfer alongside the training services.

Youth Services

Value For Money Report

Significant changes coming within Youth Work nationally as a result of Value For Money Report and the new National Policy Framework Policy for Children and Young People

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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.

Youthreach – consultative process underway with Youthreach stakeholders in preparation for new FET Strategy. It aims to involve all key players in determining interventions that can meet both the needs of young people and the expectations being set nationally for Youthreach, which may not always appear compatible. We are also currently finalising common policies and procedures for all Youthreach Centres and agreeing, with Youthreach Coordinators, a common approach to implementation of these.

Administrative Services

HR

We have received communication from DES sanctioning two Principal Officer post for the ETB (one of which is to replace the existing temporary Education Officer post). Discussions are ongoing between ETBI and DES in relation to the funding, nature of the posts, and recruitment procedures. This comes as part of a DES response to the Organisation Design needs for ETBs and as part of a transition to a Delegated Sanction Agreement for the management of administrative staffing.

A business case for any critical vacancy has still to be made to the Dept. of Public Expenditure & Reform (D/PER) through DES (Project Management Office) and a case has been made on our behalf.

Following on from the Peter Ward Report DES have issued a Circular, with immediate effect, governing the issuing of CIDs and new recruitment procedures. This will place a significant additional burden on our Admin resources.

Capital

The rate of progress of the Tullamore College development has improved in recent weeks which has reduced the time lost due to bad weather and technical delays.

Approval has been given for additional accommodation at Árd Scoil Clara and Oaklands Community College and tenders for the management of the projects are currently being evaluated.

Procurement

An RFT for mobile phones has been issued. Closing date for tenders is 6 May, and it is expected to have the contract in place from 1 June.

Finance

The DES-Project Management Office is implementing a Payroll Shared Service. It is expected that it will be based in South West Dublin. An IT system is currently being investigated and a Request for Tender is to issue by the end of June. Seventy staff are needed in the Shared Service; expressions of interest to transfer will be circulated to

current ETB staff. Existing ETB staff will provide support to the shared service. It is planned to have one payroll or an element of one payroll transferred to the Shared Service by the end of 2015.

Corporate Services

DES has issued the Code of Practice for the Governance of ETBs which will require consideration and adoption by the Board

ETBI has issued a new handbook and booklet for Boards of Management and training will take place on a 'Train the Trainer' basis commencing in May.

Information Technology

Training on a new school information system (VS Ware) for all our schools is nearing completion and feedback in relation to the user-friendliness and functionality of the system has been extremely positive.

A school-wide IT Working Group is currently being established to maximise the use of IT for teaching and learning and to share expertise across the ETB.

A Wireless network has been installed in Árd Scoil Chiaráin Naofa, Clara and automatic back-ups of all data and software is now in place across all of our buildings.

Members requested that a letter be sent on their behalf to Eileen Mullaney thanking her for her contribution to Offaly VEC and Laois and Offaly ETB.

Members asked that LOETB continue to make a case for a new school and green field for Oaklands Community College in Edenderry. The CE informed members that he had a meeting with the Department in recent times regarding this and also sent other correspondence in relation to same. The CE hopes to provide further information on this matter at the next meeting.

Members also noted that the Administration Staff have all had a lot of change and commended them on taking on new roles. The CE thanked members for their comments and agreed that every individual has had a change to their duties and roles and were very willing to take on new work.

Members thanked the CE for his report.

5. FINANCE REPORT – MONTHLY RETURN:

A summary of workings of Laois and Offaly ETB up to the end of March 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. Offaly VEC was circulated to members.

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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.

Proposed by: Vivienne Keenan

Seconded by: Anne Starling

6. CORRESPONDENCE – CIRCULAR LETTERS:

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

CL 0011/2015 Notice to Employers regarding a Further Extension to the 'Grace Period' for Superannuation Benefits for all staff, other than Teachers and Special Needs Assistants employed by Education and Training Boards, who are members of a public service pension scheme

CL 0012/2015 Further Extension to the 'Grace Period' for Superannuation Benefits in respect of 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

CL 0013/2015 Further Extension to the 'Grace Period' for Superannuation Benefits in respect of Special Needs Assistants

CL 0014/2015 Further Extension to the 'Grace Period' for Superannuation Benefits in respect of Teachers

CL 0015/2015 Revised Payment Mechanism for Casual and Non-Casual Teachers with effect from the Commencement of the 2015/16 School Year - Cessation of "Rolled-up Holiday Pay"

CL 0016/2015 Prescribed Material for the Junior Certificate Examination in 2017 and Leaving Certificate Examination in 2017

CL 0018/2015 Code of Practice for the Governance of Education and Training Boards

CL 0020/2015 ESF Aided Operations Human Capital Investment Operational Programme 2007 – 2013

CL 0024/2015 Recommendations of the Expert Group on Fixed-Term and Part-Time Employment in Primary and Second Level Education in Ireland

- *Christy Duffy, Chief Executive of Longford and Westmeath ETB re Governing Body of AIT*
The Chief Executive received correspondence from Christy Duffy stating that from the nominees submitted by Laois and Offaly ETB, Denis Manger has been selected by Longford and Westmeath ETB to the Governing Body of Athlone Institute of Technology. The Minister for Education and Skills has duly confirmed this appointment.
- *Cynthia Deane, Chief Executive of Kilkenny and Carlow ETB re Governing Body of IT Carlow*
The Chief Executive received correspondence from Cynthia Deane stating that the Minister for Education and Skills has appointed Mary Sweeney as an ordinary member of the Governing Body of the Institute of Technology Carlow for a period of five years with effect from 1st April 2015.
- *Grant of site for ESB Sub-Station – Tullamore College*
Marie Bracken, APO informed members that Laois and Offaly ETB need to resolve and agree to grant the rights, privileges and easements to the ESB in respect of a sub-station at Tullamore College. This is subject to the approval of the Department of Education and Skills. Members approved the grant of site for ESB Sub-Station.

Proposed by: Molly Buckley
Seconded by: Sinead Dooley

7. 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: 13th November 2014 / 29th January 2015

Proposed by: Vivienne Keenan

Seconded by: Denis Magner

Banagher College: 28th January 2015

Proposed by: John Carroll

Seconded by: Denis Magner

Portlaoise College: 20th November 2014 / 5th February 2015

Proposed by: Mary Sweeney

Seconded by: Maura Brophy

St. Fergals College: 3rd February 2015

Proposed by: John King

Seconded by: Paschal McEvoy

Tullamore College: 23rd June 2014 / 8th October 2014 / 3rd December 2014 / 29th January 2015

Proposed by: Molly Buckley

Seconded by: Liam Quinn

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8. CODE OF PRACTICE FOR THE GOVERNANCE OF ETBS (CL 0018/2015):

A copy of the Code of Practice for the Governance of ETBs was circulated to members. The Chief Executive proposed to members that two special meetings take place in May whereby he will explain the document in detail at the first meeting and discussions and approvals etc. on same can take place at the second meeting.

Members agreed to hold the meetings as follows:

1st Special Meeting: Monday 11th May 2015 at 4.30pm in LOETB Administrative Offices, Castle Buildings, Tullamore

2nd Special Meeting: Monday 25th May 2015 at 4.30pm in Portlaoise FEC Offices, Tower Hill, Portlaoise

9. 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. The Chief Executive informed members that the policies are nationally agreed templates and asked members to read the documents and bring any comments or issues forward to the next meeting of LOETB.

10. DRAFT POLICY ON CONFERENCES:

At the last meeting of LOETB it was suggested that members only go to conferences of an educational content and that all members get the opportunity to attend at least one conference (not including the ETBI conference). Members agreed with same and the Chief Executive agreed to draft a policy regarding conferences and bring it to the next meeting of LOETB.

11. BOARD OF MANAGEMENT NOMINEES FOR ST FERGALS COLLEGE & CLONASLEE COLLEGE:

The nominations were made as follows;

St Fergals College Nominee: Irene Murray

Proposed by: John King

Seconded by: Mary Sweeney

Clonaslee College Nominee: Deferred to the next meeting of LOETB.

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12. STAFF AND PARENT REPRESENTATIVES – SCHOOL BOARDS OF MANAGEMENT:

Coláiste Naomh Cormac, Kilcormac	Staff Reps: Ide Mullane & Eoin Dunbar Parent Reps: Sylvia Sweeney & PJ Hayden
St Fergals College, Rathdowney	Staff Reps: Stella Herke & Alan Fogarty Parent Reps: Anne Marie Brown & Robert Jones
Oaklands Community College, Edenderry	Staff Reps: Kenneth Crann & Sharon Rush Parent Reps: Mary Moore & Seamus Finn
Banagher College – Coláiste na Sionna	Staff Reps: Laura McDowall & Francis Forde Parent Reps: Barbara Feeney & Derek Treacy
Portlaoise College	Staff Reps: Alexandra Longiewko & Shane Kelly Parent Reps: Ger Whelan & Margaret Fitzpatrick
<p>Members approved all of the above appointments.</p> <p><i>Proposed by:</i> Eddie Fitzpatrick <i>Seconded by:</i> Vivienne Keenan</p>	

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13. VOTES OF SYMPATHY:

<p>Oaklands Community College, Edenderry Sharon Rush on the death of her husband</p> <p>Midlands prison Catherine White on the death of her mother-in-law Ray Butler on the death of his aunt Aidan Hogan on the death of his Aunt</p> <p>Portlaoise College Joe Gleeson on the death of his Uncle Catriona Walsh on the death of her Grandmother Aileen Phelan on the death of her Uncle Oliver Hally on the death of his partners Father</p> <p>Declan Costello, LOETB Member, on the death of his father Paddy Mitchell, on the death of his wife The family of Tom Feighery, former Member of Co. Offaly VEC, on the death of Tom Ann Scanlon on the death of her husband Sean</p>

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14. VOTES OF CONGRATULATIONS:

A vote of congratulations was passed to the following:

- Shíofra Ryan from Birr Community School on winning a Student Enterprise Award with her project 'An Toinchar'

15. AOB:

A member proposed that Laois and Offaly ETB prepare for and participate in the 1916 Commemoration which will take place next year. The Chief Executive confirmed that all suggestions are welcome regarding this and Laois and Offaly ETB will be very willing to participate.

16. DATE AND VENUE OF NEXT ETB MEETING:

There will be two special meetings in May;

Monday 11th May 2015 at 4.30pm in the Administrative Offices, Castle Buildings, Tullamore.

Monday 25th May 2015 at 4.30pm in Portlaoise FEC, Tower Hill Portlaoise.

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Signed: 
Chairperson

Date: 29th June 2015

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