

loetb

Bord Oideachais agus Oiliúna
Laioise agus Uíbh Fhailí
*Laois and Offaly
Education and Training Board*

A meeting of Laois and Offaly Education and Training Board was held on Tuesday 20th December 2016 at 5pm in the Heritage Hotel, Portlaoise.

PRESENT

Ms. Maura Brophy
Ms. Molly Buckley
Cllr Eamon Dooley
Cllr Sinead Dooley
Cllr Caroline Dwane-Stanley
Cllr Catherine Fitzgerald
Cllr Eddie Fitzpatrick

Mr. William Flanagan
Cllr John King
Ms. Vivienne Keenan
Cllr. Jerry Lodge
Cllr Liam Quinn (Chairperson)
Joe Thompson
Cllr. Mary Sweeney

IN ATTENDANCE

Joe Cunningham, Chief Executive
Marie Bracken, Director of OSD
Sadie Aherne, Assistant Principal Officer
Pam Nolan, Assistant Principal Officer
Jean Keating, Clerical Officer

The Chairman welcomed William Flanagan to the meeting. William is the new male staff representative on the Board.

1. APOLOGIES

Frank Smith, Anne Starling, Sean Maher, Paschal McEvoy and Mary Cotter Bracken sent their apologies.

2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting which took place on 28 November 2016, were circulated to members and signed by the Chairman.

Proposed by: Caroline Dwane-Stanley
Seconded by: Eamon Dooley

3. MATTERS ARISING FROM THE MINUTES

New Post Primary School in Portlaoise

The CE informed members that the post for Principal of the new Post Primary School in Portlaoise has been advertised and the closing date is the 6th January 2017. It is hoped that we will be in a position to appoint the Principal towards the end of January.

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The CE informed members that Portlaoise Youth Education Centre, Railway Street (the former Vocational School building) has been chosen as the temporary accommodation for the new school. A tender process is currently underway for Architectural Consultancy Services to manage the refurbishment of the building for use as a post-primary school.

LOETB and An Foras Pátrúnachta are currently preparing a submission for the Dept. of Education and Skills on the required level of resources for the new school. The Dept. of Education and Skills are currently identifying suitable sites for the building of a permanent school building.

It is planned to hold an information session for parents in early 2017, after the new School Principal is appointed. Parents/Guardians who have completed an expression of interest form will be contacted directly by LOETB.

A member asked what the composition of the Board of Management will be for the new School. The CE confirmed that there will be a maximum of 12 members;

- 3 members of Laois and Offaly ETB
- 3 members of An Foras Pátrúnachta
- 2 staff representatives
- 2 parent representatives
- 2 community representatives

The CE confirmed to members that Laois and Offaly ETB is the Patron of the new Post Primary School and An Foras Pátrúnachta is a Trustee partner.

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4. CHIEF EXECUTIVE'S REPORT

Organisation Support and Development Services

Human Resources

Ms Anne Marie Keane has been appointed as QA Manager (temporary post) and will commence on the 01/01/2017.

We are currently recruiting a:

- Supervising Teacher for the Midlands Prison
- Senior Training Advisor for the Training Services
- Principal for the New Community College Portlaoise

There are currently 850 staff members on our payroll.

All senior managers from the Admin Offices received two days Management Development Training delivered by the IPA.

The Final Utilisation of teaching/co-operation hours have been balanced and returned to the DES.

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Corporate Services

Freedom of Information:

Our Publication Scheme on the LOETB website is updated. We also have received one FOI request since the last meeting.

Health and Safety:

Health and Safety Statement and Policy for each Centre is complete. Also, Health and Safety Audits have been completed for all centres for 2016. Reports are finalised and sent to each school principal and centre manager, as appropriate.

Finance

SOLAS have notified LOETB that they propose a funding allocation of €15,060,000 for Further Education and Training Services in 2017. LOETB will have to prepare a funding allocation request by 20 February 2017. In preparation for this exercise, a SOLAS representative will meet with staff in LOETB on 9 January 2017.

Final payments have been processed for 2016 and the end of year process is underway. Early in 2017, work will begin on completing the financial statements in respect of 2016.

Procurement

Approval has been given by the DES for the conversion of existing rooms to a new Science Laboratory for Agricultural Science at Portlaoise College. A tender process has been completed and BCB was the successful contractor.

A tender process was undertaken for the supply of Campus Licences for IT. Micromail won the tender, which is for the 2017 year.

Meetings held in 2016:

Board Meetings: 8 inclusive of 1 meeting which was held for Data Protection and FOI Training.

25th Jan 2016

22nd Feb 2016 (Data Protection & FOI Training)

4th April 2016

23rd May 2016

14th June 2016

26th Sept 2016

28th Nov 2016

20th Dec 2016

Finance Committee Meetings: 4

7th March 2016

23rd May 2016

26th Sept 2016

5th Dec 2016

Audit Committee Meetings: 4

- 14th March 2016
- 18th May 2016
- 16th Sept 2016
- 12th Dec 2016

Members thanked the CE for his report.

5. FINANCE REPORT

Summary of workings to end of August 2016

Sadie Aherne, APO, circulated a summary of workings to the end of November 2016 to members for noting.

6. REPORT FROM CHAIRMAN OF THE FINANCE COMMITTEE

The Chairman 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 Monday 5th December 2016 as follows:

Mountrath Road,
Portlaoisc.
5/12/2016.

To: Chairman LOETB

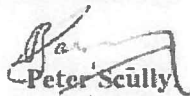
Dear Chairman,

I wish to report that the Finance Committee met on Monday, 5th December 2016.

We considered the following:

- Details of Finances to 31/10/2016
 - Capital Expenditure and Balances to 31/10/2016
 - Monthly Balancing Statement for October 2016 (V4)
 - Additional equipment for Tullamore College as per Agenda
 - Current Building and Equipment Projects as per Agenda
 - Updated list of procurement frameworks at 21/11/2016
 - Proposed lease agreements as per Agenda
- 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

Chairman, Finance Committee. 5th December 2016.

A copy of the report was circulated to members for their information.

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7. REPORT FROM CHAIRMAN 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 Monday 12th December 2016 as follows;

Report from the Chairman of the Audit Committee to LOETB Board

I wish to report that a meeting of the Audit Committee took place on Monday 12th December 2016 at 2pm.

- Minutes of the last Audit Meeting (16th September 2016) were adopted.
- Minutes of the Finance Committee Meetings (26th September 2016 and 5th December 2016) were reviewed and noted by members
- Minutes of LOETB Meetings (26th September 2016 and 28th November 2016) were reviewed and noted by the Committee.
- Risk Management Report
 - a) An update on the Corporate Risk Register was given to the meeting.
 - b) An update on the Risk Register for Further Education and Training.

The Committee approved and recommend the Report.

- Capital Projects Report – members were satisfied with the progress to date on Capital Projects.
- C & AG Report - The committee is happy to accept and recommend the C&AG's report and opinion that the accounting records of LOETB were sufficient to permit the financial statements for year ending 31/12/15 to be readily and properly audited.
- Publication of LOETB accounts

For the 18 month period ended 31st December 2014

The committee was advised that the accounts of Laois and Offaly ETB together with the report of the Comptroller and Auditor General for the 18 month ended 31/12/14, were laid before each House of the Oireachtas. Accordingly LOETB may now proceed with the publication of accounts.

For the year ended 31st December 2015

The committee was advised that the accounts of Laois and Offaly ETB together with the report of the Comptroller and Auditor General for year ended 31/12/15, were laid before each House of the Oireachtas. Accordingly LOETB may now proceed with the publication of accounts.

Oliver McCormack

Oliver McCormack
Chairman of the Audit Committee

A copy of the report was circulated to members for their information.

Chairman:
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8. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details	Comment / Notes	
1	Avril Whitney, Chairperson, Longford & Westmeath ETB	18th November 2016	Concern regarding how national procurement processes are increasingly a feature of how ETBs conduct their business.	Noted by members. A discussion took place about the main contractor for the new school building for Tullamore College. A member asked if there is a mechanism in place where by a contractor can be excluded from future projects if LOETB is not happy with their performance. The CE informed members that the Department of Education and Skills is aware of challenges LOETB has faced in progressing the project but that tendering procedures for major capital projects is a matter for the DES. Members expressed concern that LOETB may face reputational damage as a result of the contractor not paying their sub-contractors on time.	
2	Martin Egan	6 th December 2016	28 th Colmcille Winter School 24 th / 25 th February 2017. Theme: Ireland and European Union post British Withdrawal	Noted by members.	
3	Jill Fannin, APO, ETB Financial and Administrative Personnel, DES	5 th December 2016	Advising LOETB that the Annual Report for the period ended 31 st December 2015, was laid before each House of the Oireachtas on 5 th December 2016 and LOETB may now proceed with the publication of the Annual Report.	Noted by members.	
4	Department of Education and Skills	CL0076/2016	Withdrawal from Supervision and Substitution (S&S) Duties by ASTI Members on 7 November 2016. Notification to Department of Education and Skills' Payroll Section.	Noted by members.	Chairman's Initials

5 Minute Book	Department of Education and Skills	CL0077/2016	Revision Of Pension-Related Deduction With Effect From 1 January 2017	Noted by members.
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9. RESOLUTION FOR THE LEASE OF PREMISES AT CLARA

Members of the Finance Committee, at their meeting on 5 December 2016, proposed the following resolution to the Board of LOETB:

“The members of the Board of Laois and Offaly ETB agree to request the Minister for Education and Skills to approve the leasing of the following premises in accordance with Section 28 of the 1930 Vocational Education Act updated by Section 53 of the Education and Training Board Act 2013:

- Premises at Clara, Co. Offaly, Landlord William and Mary Hiney – Lease from 16th September 2016 to 15th September, 2019 at an amount of €18,000 per annum”.

Proposed by: Caroline Dwane Stanley
Seconded by Paschal McEvoy

The Chief Executive confirmed to members that the premises houses Youthreach Clara. Members accepted the resolution.

Proposed by: Molly Buckley
Seconded by: Sinead Dooley

10. CONFIRMATION OF COMMITTEE MEMBERSHIPS

The Chairman informed members that Denis Magner is currently a nominee of the ETB on the following Boards:

- Árd Scoil Chiaráin Naofa, Clara
- Banagher College – Coláiste na Sionna
- Birr Community School
- St Mary’s Youth Centre
- Mountmellick Community School

Denis retired from his post as male staff representative on the Board on 31 August 2016. The Chairman informed members that Denis can remain on the above Boards of Management as LOETB’s nominee if the members decide to reaffirm that they are happy for him to do so. Members agreed to reaffirm Denis as LOETB’s nominee to the above mentioned Boards of Management.

Proposed by: Molly Buckley
Seconded by: Vivienne Keenan

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11. BOARD SELF-ASSESSMENT

The Chief Executive informed members that under the Code of Practice, members of the Board are required to complete an annual Board self-assessment form. The CE clarified all the points on the form and members completed the form. The CE informed members that he will provide feedback on the self-assessment forms in due course.

12. SECTION 29 APPEAL HEARING

The Chairman informed members that a Section 29 Appeal Hearing took place on 7 December 2016 against the BOM of Tullamore College on the grounds of refusal to enrol.

Outcome of Appeal: The Appeals Sub-Committee upheld the decision of the BOM of Tullamore College.

Members approved the outcome of the Appeal.

Proposed by: Caroline Dwane-Stanley

Seconded by: Mary Sweeney

13. POLICIES FOR ADOPTION

- **LOETB's Draft Policy on Retirement on Age**

The CE informed members that a Policy on Retirement Age was needed for the organisation. For the vast majority of staff, a retirement age is stated either on their contract or in their Pension Scheme, which forms part of their terms and conditions. However, a small number of staff are not covered by either scenario and to protect the ETB it is necessary to introduce a Policy on Retirement Age. The members were satisfied with the draft policy as presented and explained by the CE and adopted the policy.

Proposed by: Mary Sweeney

Seconded by: Liam Quinn

14. VOTES OF SYMPATHY

A vote of sympathy was passed to the following:

- Geraldine Farrell – Abbeyleix FET Centre, on the passing of her Uncle

15. VOTES OF CONGRATULATIONS

A member congratulated the Brosna Centre in Ard Scoil Chiaráin Naofa, Clara, who launched a CD recently. Members thanked parents and teachers for all their hard work on the night.

Members congratulated the Chairman Liam Quinn on his recent marriage.

16. AOB (with permission of the Chairperson)

CL0079/2016

Revised salary scale from 1 January 2017 for post - 1 February 2012 entrant teachers covered by the Lansdowne Road Agreement was circulated to members at the meeting as it was released after the agenda was circulated. Members noted CL0079/2016.

Youth Work Committee

The Chairman informed members that the following nominees submitted an expression of interest in becoming members of the Youth Work Committee:

Statutory Sector

- Georgina Ireland, Laois County Council
- Niamh Dowler, Offaly County Council
- Eamon Farrell, TUSLA

Voluntary Sector

- Clive Davis, Youth Work Ireland Laois
- Ger Lacy, Youth Work Ireland Midlands
- Eric O'Brien, Foróige
- Caroline Healy, Scouting Ireland

Members adopted the nominees as members of the Youth Work Committee.

Proposed by: Sinead Dooley

Seconded by: Eddie Fitzpatrick

Note from the Chairman and CE

The Chairman thanked members for their continued dedication as members of the Board of Laois and Offaly ETB throughout the year. He also thanked the CE and administration staff for all their assistance during the year.

The CE thanked the Chairman and members for their service during 2016 and complimented members on their dedication to the Board.

17. DATE AND VENUE OF NEXT LOETB MEETING

The next meeting of Laois and Offaly ETB will take place on Monday 23rd January 2017 at 4.30pm in Tullamore Court Hotel. A training session on Section 29 Appeal Hearings will be provided on the day.

The CE informed members that LOETB has the option of co-opting additional nominees to a Sections 29 Appeal Panel in line with the updated regulations. If any member would like to nominate a candidate to the Panel, please contact the Administrative office with their details.

Signed: 
Chairperson

Date: 23-Jan-2017

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