



# loetb

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

A meeting of Laois and Offaly Education and Training Board was held on Monday 23<sup>rd</sup> May, 2016 in Portlaoise College.

## PRESENT:

Maura Brophy  
Molly Buckley  
Cllr. John Carroll  
Mary Cotter-Bracken  
Cllr Sinead Dooley  
Cllr Catherine Fitzgerald  
Cllr Eddie Fitzpatrick  
Cllr John King

Vivienne Keenan  
Denis Magnier  
Cllr Paschal McEvoy  
Cllr Liam Quinn  
Frank Smith  
Cllr Mary Sweeney  
Joe Thompson  
Sean Maher

## *In attendance*

Joe Cunningham, Chief Executive  
Marie Bracken, Assistant Principal Officer  
Sadie Aherne, Assistant Principal Officer  
Ann Denmead, Administrative Officer

## APOLOGIES:

Cllr Eamon Dooley, Cllr Caroline Dwane-Stanley and Anne Starling sent their apologies.

## 2. MINUTES OF LOETB MEETING:

The minutes of the previous meeting which took place on the 4<sup>th</sup> April, 2016, were circulated to members and signed by the Chairman.

Proposed by: Molly Buckley  
Seconded by: Sinead Dooley

## 3. MATTERS ARISING FROM THE MINUTES:

The Chairman confirmed that Sean Maher has replaced Cllr Carol Nolan on the Board as Offaly Co Council had no female candidate to replace Ms Nolan.

## 4. CORRESPONDENCE:

### Circular Letters for noting only

Clo030\_2016 Expiry of increment measures under the terms of the Haddington Road Agreement  
Clo031\_2016 Commencement of Statutory Requirements for Garda Vetting from 29<sup>th</sup> April 2016 and FAQs Post

Chairman  
Initials

## 5. CHIEF EXECUTIVES REPORT :

### Education Services

#### School Patronage Application

LOETB is applying for patronage of the new second-level school which the DES has announced for Portlaoise. The application is being made in partnership with An Foras Patrúnachta. The new Community College will be co-educational, multi-denominational and provide for an Aonad (a unit with provision through Irish) with the aim of opening a separate Gaelcholáiste once sufficient enrolments are secured.

The proposed new Community College will offer an educational experience that meets the needs of the evolving wider community which is becoming increasingly more diverse. The patronage application must be submitted by 8 June. At present, expression of interest forms are being distributed widely and the total number of parental preferences received will be considered by DES when making their decision.

#### College for Everyone

Portlaoise College is one of the first schools outside of Dublin to be granted the title of '21st Century School of Distinction' by Trinity College Dublin and the US organisation College for Every Student. This award has been given to us as the school excelled in the introduction of the 'College for Every Student' (CFES) model into school this year. This programme is designed to increase college awareness throughout the whole school. CFES activities are all categorised under three headings; leadership, mentoring, college awareness.

### Further Education and Training Services

#### Construction Traineeship

The FET Service is currently developing a Construction Traineeship for new entrants. This is a collaborative project with CIF, City & Guilds, SOLAS and the DSP. LOETB will act as the lead partner with two other ETBs to develop a regional approach to provision. The project will provide access into employment in the Construction sector.

#### FET Survey

The FET Service has developed a survey for all FET Learners. The survey has been distributed via text and e-mail with a closing date of 31 May. The data will provide a baseline data on current provision, and will act as a benchmark of performance going forward.

#### Integration of FET Services

1. Introductory Construction courses have been developed for Youthreach participants using Contracted Training.
2. Progression options in Healthcare will be provided as an option for Level 5 VTOS and PLC students at Abbeyleix FET Centre.

### Youth Services

#### Youth Club Grants

The Local Youth Club Grant Application form is available on our website and all group that received funding in 2015 have also been notified. The closing date for receipt of application is 17 June.

### Administrative Services

#### Human Resources

We currently have placed advertisements for 30 teaching posts on Educationposts.ie and on our own website. The closing date for applications is 30 May.

~~Garda Vetting Training and Health and Safety Training was rolled out to Further Education staff on Thursday 19 May.~~

Corporate Services

We met with DES officials regarding accommodation needs for Oaklands Community College and received a positive response to a proposal for alternative accommodation in the town.

A Risk Register is currently being prepared for our school in association with IPB.

Finance

We have received approval for rental of accommodation for Ard Scoil Chiaráin Naofa Clara for the next school year. This will facilitate additional students with special education needs as part of our ASD unit.

KOSI Corporation has been appointed by the C&AG to conduct an audit of our operations for the 2015 financial year. We expect the audit to commence in the coming weeks.

Procurement

The analysis of tenders received for furniture and equipment for the new Tullamore College has been completed and recommendations are being forwarded to DES for approval.

We received approval from DES to furnish and equip a new Art room and Music room at Oaklands Community College and tenders are being sought presently.

Joe Cunningham  
23 May 2016

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**6. FINANCE REPORT:**

**Report:**

Details of incoming balances, receipts and payments up to the end of April 2016 was presented to members. Members approved same.

Proposed by: John King  
Seconded by: Mary Sweeney

**Overdraft Facility:**

Laois and Offaly ETB's overdraft facility, per sanction received from the DES, is due to expire on 16 June 2016. The overdraft facility currently in place is for €3.3 million, but as LOETB has taken over training services from LWETB since 1 March 2016, the overdraft facility needs to be increased to €4 million.

In this regard, as CE of Laois and Offaly ETB, I propose that the Board should borrow an amount of up to €4 million for the purposes of carrying out the Board's functions; this overdraft facility to be put in place for one year.

Accordingly, two meetings of the Board are necessary; one to first consider the proposal and, if it is decided in principle that the proposal should be accepted, a second to accept the proposal, having obtained the consent of the Minister.

Members agreed that the proposal should be accepted.

Proposed by: John King  
Seconded by: Mary Sweeney

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**7. REPORT FROM CHAIRMAN OF THE FINANCE COMMITTEE:**

A report from the Chairman of the Finance Committee was read to members for their confirmation.

Proposed by: Molly Buckley  
Seconded by: John Carroll

**8. REPORT FROM THE CHAIRMAN OF THE AUDIT COMMITTEE:**

A report from the Chairman of the Audit Committee was read to members for their confirmation.

Proposed by: Mary Cotter Bracken  
Seconded by: Catherine Fitzgerald

**9. FINANCIAL STATEMENT FOR THE YEAR ENDED 31 DECEMBER 2015:**

The Board considered and reviewed the above Financial Statement, expressed satisfaction with the contents, and recommended that it be formally approved.

The Board also considered and reviewed the Statement of Internal Control and the Chairperson's Report to the Department of Education and Skills pursuant to Section 19.1 of the Code of Practice for the Governance of Laois and Offaly Education and Training Board.

The Board recommended the adoption of the Financial Statement for the year ended 31<sup>st</sup> December 2015.

Proposed by: Molly Buckley  
Seconded by: John King

The Board also recommended the adoption of the Statement of Internal Control and the Chairperson's Report to the Department of Education and Skills pursuant to Section 19.1 of the Code of Practice for the Governance of Laois and Offaly Education and Training Board.

They also recommended that the Statement of Internal Control be signed by the Chairman.

**10. DRAFT MINUTES OF BOARD OF MANAGEMENT OF SCHOOLS:**

- Clonaslee College: 3<sup>rd</sup> December 2015 and 4<sup>th</sup> February 2016

*Proposed by:* Vivienne Keenan  
*Seconded by:* John Carroll

- Portlaoise College: 28<sup>th</sup> January 2016

*Proposed by:* Mary Sweeney  
*Seconded by:* Maura Brophy

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Initials

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**Banagher College: 16<sup>th</sup> December 2015**

*Proposed by:* Denis Manger  
*Seconded by:* Vivienne Keenan

**Tullamore College: 20<sup>th</sup> April 2016**

*Proposed by:* Molly Buckley  
*Seconded by:* Sinead Dooley

**Coláiste Naomh Cormac: 5<sup>th</sup> October 2015 and 21<sup>st</sup> April 2016**

*Proposed by:* Liam Quinn  
*Seconded by:* Mary Cotter Bracken

**11. POLICIES FOR ADOPTION:**

The following policies were circulated to members prior to the meeting for their information. Members approved the policies as follows:

**LOETB Admin Policies/Procedures**

**LOETB's Print Policy**

*Proposed by:* Mary Cotter Bracken  
*Seconded by:* Catherine Fitzgerald

**ESF Procedures**

*Proposed by:* Denis Magner  
*Seconded by:* John King

**Schools Policies**

Tullamore College: Development Education Policy  
*Proposed by:* Sinead Dooley  
*Seconded by:* Molly Buckley

**12. NOMINATION FOR ETBI ANNUAL CONFERENCE 2016**

The Chairman has requested nominees from LOETB for the ETBI Annual Conference which will be held on the 21, 22 September, 2016. Voting delegates will be elected at the June meeting of LOETB.

**13. VOTES OF SYMPATHY:**

A vote of sympathy was passed to the following:

- Dolores McCabe, Banagher College, on the death of her Aunt.
- Stella Fitzgerald Herke, St Fergal's College, on the death of her brother.
- Members passed a vote of sympathy to the family of Joe McDonagh, former CE of Mayo, Sligo & Leitrim ETB.

**14. VOTES OF CONGRATULATIONS:**

A vote of congratulations was passed to the following:

- Tullamore College Leinster Final Rugby
- Colaiste Naomh Cormac, 1<sup>st</sup> and 2<sup>nd</sup> year Camogie Final
- Oaklands Community College U/14 football victory
- Tullamore College 1<sup>st</sup> year girls basketball team
- Colaiste Naomh Cormac, Farm Safety competition winners, Dublin Castle

**15. AOB:**

**NOMINEES FOR HEYWOOD COMMUNITY SCHOOL**

The following were nominated to the Board of Management:

Frank Smith, Mary Sweeney, Paschal McEvoy

Proposed by: John King

Seconded by: Catherine Fitzgerald

**16. DATE AND VENUE OF NEXT LOETB MEETING:**

The next meeting of Laois and Offaly Education and Training Board will take place on Monday 13<sup>th</sup> June, 2016 at 3.30 p.m. in Birr Outdoor Education Centre.

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Signed: \_\_\_\_\_

*Ray Quinn*  
Chairperson

Date: 14/6/16

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