



# loetb

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

A meeting of Laois and Offaly Education and Training Board was held on Monday 28<sup>th</sup> November 2016 at 5pm in Birr Outdoor Education Centre.

**PRESENT:**

Ms. Maura Brophy  
Ms. Molly Buckley  
Cllr. John Carroll  
Ms. Mary Cotter-Bracken  
Cllr. Eamon Dooley  
Cllr. Caroline Dwane-Stanley  
Cllr. Catherine Fitzgerald  
Cllr. John King

Ms. Vivienne Keenan  
Cllr. Jerry Lodge  
Cllr. Sean Maher  
Cllr. Paschal McEvoy  
Cllr. Liam Quinn  
Mr. Frank Smith  
Cllr. Mary Sweeney  
Mr. Joe Thompson

***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

**APOLOGIES:**

Cllr Eddie Fitzpatrick, Cllr Sinead Dooley and Ann Starling sent their apologies.

**2. MINUTES OF PREVIOUS LOETB MEETING:**

The minutes of the previous meeting which took place on the 26<sup>th</sup> September 2016, were circulated to members and signed by the Chairman.  
**Proposed by:** Frank Smith  
**Seconded by:** Caroline Dwane-Stanley

**3. MATTERS ARISING FROM THE MINUTES:**

There were no matters arising from the minutes.

Chairman  
Initials

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#### 4. CHIEF EXECUTIVES REPORT :

##### Schools

##### School Patronage Application:

DES has confirmed Laois and Offaly ETB as the patron of the new post-primary school for Portlaoise. We look forward to working with our trustee partner, An Foras Pátrúnachta, on the project. The school will open in September 2017 and we are currently reviewing our accommodation for a temporary facility. A Principal can be appointed from 1 February 2017 and we hope to advertise the post this weekend. DES has recently appointed a firm to support the site acquisition for a new building.

##### Careers and College Exhibition Portlaoise College:

Portlaoise College, supported by LOETB, hosted a very successful Career & College Exhibition last Tuesday (22 November). Universities, IoT's, PLC and Agricultural Colleges were in attendance. Information was available on further education and training programmes including apprenticeships and The Defence Forces, ESB, Garda Síochána, BOI also had stands at the event. Financial advice was available as well as grant information from SUSI. Well done to Declan Qualter (Careers Guidance Teacher), management and staff for their great work.

##### Student Enrolment:

There has been an increase of 175 students across our 8 post-primary schools for the current school year; I would like to congratulate management and staff of all schools for their continued dedication and commitment.

##### Tullamore College:

Work is progressing well at present and the Contractor is working towards substantial completion of phase 1 by 16 December.

##### Oaklands Community College:

An offer for lands at the town centre has been turned down by the landowner and we await developments on the matter from DES.

##### Further Education and Training:

##### LOETB FET Strategy 2017-2019:

The Director of FET and the FET Management team are developing a strategic plan for FET Services. This plan will focus on the integration of Services, identifying priority areas of provision and the development of new and existing services and programmes. The FET Strategic plan will be in line with the national FET Strategy.

##### Appointment of Further Education (FE) Manager:

Colin Flaherty has been appointed as FE Manager (AEO) and commenced in his new role on 8<sup>th</sup> November. Colin is responsible for the operational management of all FE programmes reporting to the Director of FET.

**Workforce Development:**

Workforce Development (Provision for Employers and Employees) is a key feature of the Pathways to Work 2015-2017 strategy. Jolene Hall, LOETB Services to Employers Officer is currently working with a number of employers in the region identifying training programmes for staff. These include Team working, Supervisory Management, IT, Health & Safety, and General Maintenance.

**LOETB Formwork Programme:**

The LOETB / SOLAS / CIF Formwork programmes (4) commenced in August and October with 80 students. The Training team are currently working with SOLAS, CIF and City and Guilds to develop similar programmes in Steel Fixing and Curtain Walling. These programmes will commence in late 2017 and early 2018.

**Organisation Support and Development Services**

**Human Resources**

**Appointments:**

Paul Fields, Director of Schools will take up duty on the 1<sup>st</sup> December 2016. Colin Flaherty took up duty as FE Manager (AEO) on the 8<sup>th</sup> November, 2016.

We have appointed the following staff this academic year:

- 70 teachers and 27 teacher on our substitute panel
- 20 tutors on our Further Education Panel
- 13 Special Needs Assistants on our substitute Panel
- 7 Bus Escorts on the panel
- We have held 48 days of interviewing for academic year 2016/2017 commencing in mid-June 2016.

**Recruitment:**

Campaigns are currently underway for the following posts:

- Supervising Teacher for the Midlands Prison
- Quality Assurance Manager (Internal)
- Senior Training Advisor for the Training Services.

**Corporate Services**

**Protected Disclosures:**

LOETB has put in place a policy which, in tandem with the legislation, will encourage workers to report potential wrongdoing in the knowledge that their concerns will be taken seriously and investigated, where appropriate, and that their confidentiality will be respected. In accordance with the provisions of the Protected Disclosures Act 2014, LOETB has appointed an official to receive protected disclosures. To date no protected disclosures have been received.

**Freedom of Information:**

Our Publication Scheme on the LOETB website has been further updated.

**Data Protection:**

2 requests for Personal Data received and these have been fully processed.

**Health and Safety:**

A Health and Safety Statement and Policy for each Centre is complete. In addition, 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.

**Garda Vetting:**

The new on-line system of Vetting as operated by the National Vetting Bureau is working well and to date 331 Garda Vetting applications have been processed.

**Risk Management:**

To date we have prepared:

- the LOETB Risk Management Policy
- Corporate Risk Register
- Risk Register for schools
- Risk Register for Further Education Centres

We have met and assessed our progress in line with the Code of Governance Self Audit Workbook

**Finance:**

The ESF Financial Control Unit carried out an audit of the Adult Literacy programme for the 2012 and 2013 years. The audit took place from 17 to 21 October.

Refurbishment work is continuing in Portlaoise FET. Works are expected to be completed on 20 December 2016.

Holden Plant compiled a detailed feasibility report on Mount Lucas plant and machinery. The report compared the costs of repairing existing plant and machinery to buying new plant and machinery to leasing. The conclusion was that it would be best to dispose of existing plant as it is out of date, and to use the funds to procure new plant and machinery on a lease basis.

**Procurement:**

The following is a list of tendered projects undertaken since the last ETB meeting:

<b>Project</b>	<b>School/Centre</b>	<b>Successful Tenderer</b>	<b>Status of Project</b>
Windows	Banagher FET Centre	Larkin Aluminium	In Progress
Windows	Abbeyleix FET Centre	Larkin Aluminium	In Progress
Removal of Prefabs	Mountmellick FET Centre	IE Environmental	In Progress
Computers	Further Education Centres		In standstill
Formwork	Mount Lucas	Contec Specialist Building Products	In Progress

Classroom Refurbishment	Mount Lucas	Michael Bracken & Sons	In Progress
School Books	All 2 <sup>nd</sup> Level Schools		RFT currently on Etenders. Bidders briefing held in ETBI on 24 November. All LOETB's current suppliers of books informed of briefing session.

Joe Cunningham  
28 November 2016

Members welcomed the news that Laois and Offaly ETB has been confirmed as the patron of the new post-primary school for Portlaoise. Members congratulated the CE on the news and expressed their thanks to the CE, staff and to the Board members who were involved in the campaign. Members noted that Linda Tynan played a great role in the campaign and asked that the CE send a letter to Linda on their behalf, thanking her for her contribution to the campaign and for her work to date. The CE and Chairman also thanked staff and members for their huge support regarding the patronage process. A member asked if there is a site in mind for the new school and the CE confirmed that the Department of Education and Skills have identified a number of sites and have taken on a site acquisition company to look at further sites. It is still at the feasibility stage. The CE stated that we are looking to see if we can use our own resources for temporary accommodation for September. One option being considered is the former Vocational School Building at Railway Street Portlaoise.

Members discussed the new staff appointments made this academic year and complimented staff in HR for their hard work. The CE also acknowledged the work done by the HR staff and he also thanked the Board members who sat on the Interview Boards during the recruitment process.

A member asked the CE if the lands at the town centre in Edenderry is still an option for a new site for Oaklands Community College. The CE confirmed that it is the only option being considered at present and the Council is supporting us with the matter. The CE will meet the Council and the Department to consider the next steps in the process.

A member spoke about the delays in the new school building for Tullamore College and asked if there is any way to feed back to the Department about the problems with the contractor. The CE confirmed that the Department are fully aware of the issues with the contractor.

**5. FINANCE REPORT :**

<p><u>Details of Finances to 31 October 2016</u> Sadie Aherne, APO, circulated a summary of workings to the end of October 2016 to members for noting. The Department have issued LOETB with a letter of</p>	<p>Chairman: Initials</p>
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comfort to confirm that 2016 expenditure can exceed the 2012 allocation. The letter of comfort was given subsequent to LOETB completing a DES template analysing per capita spending in schools, which proved that the additional allocation was warranted.

Members discussed the figures and Sadie informed members that Laois and Offaly ETB have put in an appeal for additional Non-Pay funding.

#### Publication of LOETB Accounts

ETB Financial and Administrative Personnel, Department of Education & Skills, have advised that the accounts of Laois and Offaly ETB together with the reports of the C&AG for the eighteen month period 31 December 2014 and year ended 31 December 2015 were laid before each House of the Oireachtas on 10 February 2016 and 9 November 2016 respectively. Laois and Offaly ETB can now proceed with the publication of the accounts as outlined in Section 7 (6) of the C&AG Act 1993. The advertisement will be published in local press.

### 6. CORRESPONDENCE:

<b>Item No</b>	<b>Correspondence From</b>	<b>Date / Ref No.</b>	<b>Details</b>	<b>Comment / Notes</b>	
1	Bill Delaney, AIT	13 <sup>th</sup> October 2016	Board Member of AIT	Members noted that Denis Magner is eligible to continue to serve as a member of the Board of AIT.	
2	Department of Education and Skills	<b>CL0062/2016</b>	Experience, Qualifications and Eligibility Requirements for the Recruitment of Adult Education Officers	Noted by members	
3	Department of Education and Skills	<b>CL0063/2016</b>	Re: Revised procedure for October Returns of Post-Leaving Certificate (PLC) students to the Department of Education and Skills for 2016/17 and future years.	Noted by members	
	Department of Education and Skills	<b>CL0065/2016</b>	Adoptive Leave For All Staff Other Than Persons Employed As Teachers And Special Needs Assistants In Education And Training Boards	Noted by members	
5	Department of Education and Skills	<b>CL0066/2016</b>	Paternity Leave For All Staff Other Than Persons Employed As Teachers And Special Needs Assistants In Education And Training Boards	Noted by members	
6	Department of Education and Skills	<b>CL0070/2016</b>	Work Stoppages by ASTI Members	Noted by members	Chairman: Initials

7 Minute Book	Department of Education and Skills	<b>CL0071/2016</b>	Withdrawal from Supervision and Substitution (S&S) Duties by ASTI Members	Noted by members
8	Department of Education and Skills	<b>CL0072/2016</b>	Minor adjustment to the Leaving Certificate Chemistry Syllabus	Noted by members
9	Department of Education and Skills	<b>CL0073/2016</b>	Arrangements for the Election of Staff to Education and Training Boards (ETBs) (2016)	Noted by members
	Department of Education and Skills	<b>CL0074/2016</b>	Payment of Tool Allowance to Craft Workers	Noted by members

## 7. DRAFT MINUTES OF BOARD OF MANAGEMENT OF SCHOOLS:

A draft copy of the minutes of the BOM Meeting for the following schools were circulated to members in advance of the meeting. Members approved the minutes as follows:

### **Portlaoise College: 5<sup>th</sup> May 2016**

*Proposed by:* Caroline Dwane-Stanley

*Seconded by:* Maura Brophy

### **St Fergal's College, Rathdowney: 9<sup>th</sup> May 2016**

*Proposed by:* John King

*Seconded by:* Paschal McEvoy

### **Oakland's Community College: 8<sup>th</sup> September 2016**

*Proposed by:* Molly Buckley

*Seconded by:* Frank Smith

### **Coláiste Naomh Cormac, Kilcormac: 12<sup>th</sup> September 2016**

*Proposed by:* Liam Quinn

*Seconded by:* Mary Cotter-Bracken

## 8. POLICIES FOR ADOPTION:

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

### **Schools:**

- Tullamore College: Anti-Bullying Policy

*Proposed by:* Molly Buckley

*Seconded by:* John Carroll

Chairman's  
Initials

- **Tullamore College: Admissions Policy**  
*Proposed by:* Molly Buckley  
*Seconded by:* Sean Maher
- LOETB:**
- LOETB's Draft Bullying Prevention Policy – Complaint Procedure for ETB Staff & Guidance Notes  
*Proposed by:* Vivienne Keenan  
*Seconded by:* John King
  - LOETB's Draft Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff & Guidance Notes  
*Proposed by:* Vivienne Keenan  
*Seconded by:* Jerry Lodge
  - LOETB's Draft Grievance Procedure for Staff and Draft Memorandum of Understanding for the Grievance Procedure  
*Proposed by:* Eamon Dooley  
*Seconded by:* John King
  - LOETB's Draft Vetting Policy and Procedures  
*Proposed by:* Liam Quinn  
*Seconded by:* Joe Thompson
  - LOETB's Draft Policy and Procedure for the Management of Lone Working  
*Proposed by:* John Carroll  
*Seconded by:* Mary Cotter-Bracken
  - LOETB's Draft Continuous Professional Development Policy – Administrative Staff  
*Proposed by:* Eamon Dooley  
*Seconded by:* Jerry Lodge
  - LOETB's Draft Fraud Policy  
*Proposed by:* John King  
*Seconded by:* Liam Quinn

**9. NOMINATIONS TO BIRR OEC BOM**

The CE received a letter from Mary Clarke, Centre Manager at Birr Outdoor Education Centre, nominating 3 new Board Members to the BOM of Birr OEC as follows;

- Sandra Nolan
- Raymond Leonard
- Barry Loughnane

Members approved the nominations.

*Proposed by:* John Carroll  
*Seconded by:* Liam Quinn



**10. ANNUAL REPORT FOR 2015:**

A copy of Laois and Offaly ETB's Annual Report for 2015 was circulated to members for approval. Members approved the Annual Report for 2015.

*Proposed by:* Paschal McEvoy

*Seconded by:* Molly Buckley

**11. VOTES OF SYMPATHY:**

A vote of sympathy was passed to the following;

- PJ McEvoy in Portlaoise College on the passing of his Brother-in-Law and his Sister.
- Majella O'Connor in Oaklands Community College on the passing of her Grandmother.
- Aidan Harte in Oaklands Community College on the passing of his Aunt.
- Maire Hegarty in Clonaslee College on the passing of her husband Donal.
- Áine Geoghegan in Tullamore College on the passing of her Uncle.
- Martin Finnerty in Tullamore College on the passing of his Uncle.
- The family of Joe Kenny, Deputy Principal in Tullamore College from 1968 – 1992 on his recent passing.
- Mary Kelly in Oaklands Community College on the passing of her Aunt.
- David Fitzgerald in Portarlington FETC on the passing of his Brother-in-Law.
- Katherine Kinsella in Tullamore College on the passing of her Uncle.
- Jillian Browne in Tullamore College on the passing of her Grandmother.
- Gerry Connolly, Principal of Oaklands Community College on the passing of his Mother.
- The family of Vincent Clarke on his recent passing.

**12. VOTES OF CONGRATULATIONS:****Coláiste Naomh Cormac**

Coláiste Naomh Cormac past pupil Mary Nevin received a UCD academic scholarship for 2016/17, the award ceremony took place on November 16<sup>th</sup>, (Coláiste Naomh Cormac was one of only 2 Offaly schools represented at these awards). The school had notable successes at the Regional Engineering Technology Teachers Association State exams Projects Competition. Shane Mannion's model aeroplane and Eoin Kilmartin's model trike came first and second in the junior cycle categories. Another past pupil, Connor Hayden, was a National award winner at the ETTA projects competition for his Leaving Cert Engineering project.

**Youthreach Mountmellick**

Congratulations to Marguerita Nevin, Mountmellick Further Education Centre, who won a Gold Medal in Junior Boxing at the Queens Cup Stralsund, Germany on 28th of October 2016.

**Tullamore College***National Final – 1<sup>st</sup> Place*

Lucy Leonard and Michelle Mann received the Boston Scientific Medical Devices Grand Award at the SciFest National Final. Well done again to the girls and their teacher Ms Elaine Howlin. They are busy preparing for the BT Young Scientist now. 4 teams have qualified for the BT Young Scientist this year.

*Irish Junior Science Olympiad*

The State Examinations Commission identified Cian O'Mahoney as a high achiever based on his excellent results in both Maths and Science in the Junior Cert this year. Cian has been selected to participate in the Irish Junior Science Olympiad. His Science Teacher was Ms Jillian Browne, Ms Colette Lee was his Maths teacher.

*Irish Man of the Year*

Mr Joe Caslin, Tullamore College Art teacher, recently received the Man of the Year Award for his work in promoting mental health through the medium of Art.

**13. AOB (with permission of the chairperson)****ETBI Autumn 2016 Magazine**

- A copy of the ETBI Autumn 2016 Magazine was given to members.

**Youth Work Committee**

The Chairman informed members he received an email from Joe Thompson regarding the Youth Work Committee. Mr. Thompson feels there is a conflict of interest in his role as Member of the LOETB Board (representing the Youth Sector) and his employment status with LOETB as Co-ordinator of Mountmellick FET and Acting Youth Officer for LOETB and being a member of the LOETB Youth Work Committee. Mr. Thompson would like to withdraw his name as a nominated member of LOETB to sit on the Youth Work Committee and proposes that he will act in the capacity of Secretariat to the Youth Work Committee instead.

The Chairman asked members to nominate a member to replace Joe on the Youth Work Committee. Catherine Fitzgerald was nominated to sit on the Board of the Youth Work Committee.

*Proposed by:* Paschal McEvoy

*Seconded by:* Mary Sweeney

**BOM of Clonaslee College**

The Chairman informed members that the CE received a letter from Noreen Sweeney, Principal of Clonaslee College, informing him that Mary Higgins has been nominated by the staff to be the female staff representative on the BOM of Clonaslee College. Members approved the nomination.

*Proposed by:* Vivienne Keenan

*Seconded by:* Jerry Lodge

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

Minute Book

The next meeting of Laois and Offaly ETB will take place on Tuesday 20<sup>th</sup> December 2016 at 5pm in the Heritage Hotel Portlaoise.

Signed: Liam Quinn Date: 20/12/16.  
Chairperson

Kalamazoo - 32576.000

Chairman:  
Initials