



# 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 27<sup>th</sup> February 2017 at 4.15pm in Clonaslee College.

## PRESENT

Ms. Maura Brophy  
Ms. Molly Buckley  
Cllr. John Carroll  
Ms. Mary Cotter Bracken  
Cllr. Sinead Dooley  
Cllr. Caroline Dwane-Stanley  
Cllr. Catherine Fitzgerald  
Cllr. Eddie Fitzpatrick  
Mr. William Flanagan

Ms. Vivienne Keenan  
Cllr John King  
Cllr. Jerry Lodge  
Cllr. Sean Maher  
Cllr. Paschal McEvoy  
Cllr. Liam Quinn  
Mr. Frank Smith  
Ms. Anne Starling  
Cllr. Mary Sweeney

## IN ATTENDANCE

Mr. Joe Cunningham, Chief Executive  
Ms. Marie Bracken, Director of OSD  
Ms. Sadie Aherne, APO  
Ms. Pam Nolan, APO  
Ms. Jean Keating, Clerical Officer

## 1. CHAIRPERSON'S WELCOME

Mr. Liam Quinn, Chairperson, welcomed members to the meeting and thanked Ms. Noreen Sweeney, Principal at Clonaslee College for facilitating the Board in the school for the meeting. Mr. Quinn referred to the letter which he submitted at the last meeting, informing the Board of his intention to step down as Chairperson of Laois and Offaly ETB. Mr. Quinn thanked the members for their ongoing commitment and dedication to Laois and Offaly ETB. He also thanked the Chief Executive, Mr. Joe Cunningham and staff at Laois and Offaly ETB for being so helpful and efficient. The members commended Mr. Liam Quinn on his excellent work as Chairperson of Laois and Offaly ETB over the last year.

## 2. APOLOGIES

Apologies were received from Mr. Joe Thompson and Cllr Eamon Dooley.

## 3. ELECTION OF CHAIRPERSON

The Chairperson asked members for their nominations for the position of Chairperson to Laois and Offaly Education and Training Board. The following members were nominated:

Chairman's  
Initials

**Nominee:** Jerry Lodge  
*Proposed by:* Catherine Fitzgerald  
*Seconded by:* Eddie Fitzpatrick

**Nominee:** Caroline Dwane-Stanley  
*Proposed by:* Sean Maher  
*Seconded by:* Maura Brophy

The nominations went to a vote count (by a show of hands) resulting in **Caroline Dwane-Stanley** being appointed as Chairperson of Laois and Offaly Education and Training Board.

Members congratulated Ms Dwane-Stanley on her appointment as Chairperson. Ms Dwane-Stanley took over the meeting as the new Chairperson.

**4. MINUTES OF PREVIOUS LOETB MEETING**

The minutes of the previous meeting which took place on 23 January 2017, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

**Proposed by:** Molly Buckley  
**Seconded by:** John King

**5. MATTERS ARISING FROM THE MINUTES**

Mr. Frank Smith asked that the minutes of the last meeting be amended to include him in attendance, as he was present at the meeting.

**6. CHIEF EXECUTIVES REPORT**

**Schools**

**Tullamore College**

- Students and staff began a new chapter today in their new building
- Recent success at Young Scientist Competition – 4 teams, 3 of who were highly commended, one group won an Irish Patent Award

**Árd Scoil Chiaráin Naofa, Clara**

- A recent WSE has been completed: Positive verbal feedback received from Inspectorate. Written report to follow
- Set down area for cars and buses currently being discussed with Offaly County Council

**St. Fergal's College, Rathdowney**

- Group of Students going to Austria at end of month
- School recently completed the 'Mannequin Challenge'-10k hits on Face Book

Kalamazoo - 32576.000

Chairman:  
Initials

- Book Fair this week for primary schools, post primary school and community

### **Oaklands Community College, Edenderry**

- NASA Trip – 6 Fifth year students along with their teacher Ms Laura Guinan went to Florida to take part in the NASA Astronaut Challenge for High school students. They did extremely well coming in with an overall third place. They took first place in the Landing Simulation Challenge, second place in the Laboratory Challenge. The NASA Scientist judging the event was highly complimentary of their presentation, knowledge, and graphics.
- Football - The school Senior Football team are contesting the Top Oil Leinster Senior Football Final, against Marion College, Ballsbridge, this evening at 6pm in Abbotstown.
- STEM - Helena Bonner, from STEM Careers, is giving a talk to TY and all 3<sup>rd</sup> Year students this week on careers available in the Science, Technology, Engineering and Maths areas.

### **Coláiste Naomh Cormac, Kilcormac**

- Recent success in Music – School Musical *Back to the 80s* and also our traditional group were the only Offaly school to make it into the finals of the prestigious Siamsa Gael Linn music competition.
- Two Transition Year modules of note: 1) A robotics module in conjunction with Athlone IT. A cross curricular module involving DCG, Engineering and Maths where TY pupils get a chance to design, build and programme a robot which then competes in Robot Wars against each other. 2) A Log On Learn module where TYs teach members of the community basic computer skills.
- Preparations for a 5km run in aid of Offaly Hospice. A whole school event involving staff, pupils and parents, encouraging physical and mental wellbeing. Pupils train at lunchtime with external special guests coming in each week, in advance of the 5km run around Kilcormac on March 16th. Presentation and speeches from Elma Walsh (Donal Walshs mother) and Michael Duignan.

### **Clonaslee College**

- Art Collaboration currently underway: Exhibition and Installation to take place later in school year
- Leaving Certificate Project work for Engineering and Home Economics currently at completion phase

### **Banagher College - Coláiste na Sionna**

- Banagher College Coláiste na Sionna Junior B Camogie Team play St. Angela's Ursuline Convent Waterford in the All-Ireland semi-final on Saturday 18th March.
- Trip to Strasburg European Capital Cities in 1916 Poster Competition - 24 students and two teachers are awarded an opportunity to represent Ireland at Euroscola in 2017.

- **Certified Irish Angus Beef Schools Competition 2017 – Shane Kearns, Diarmuid Gannon & Ciarán Corcoran**, three Transition Year students who are through to the final which be held on 15th March in Croke Park. They have an opportunity to win five Angus calves if they are successful in this competition.

### **Dunamase College**

- New principal appointed: Aoife Elster
- Successful Information Evening held on 16 February
- Enrolment forms currently being accepted
- Discussions underway regarding redevelopment of current Railway Street school

### **Further Education and Training**

#### **Budget 2017**

LOETB FET Service has been allocated €16.41m for 2017. This represents an increase of 7% on the funding received in 2016. The additional resources will be committed to the expansion of provision in Construction and the development of new evening/night provision for new entrants and employees.

#### **Mount Lucas: National Construction Training Centre Strategic Plan**

The process of developing a strategic plan for our centre at Mount Lucas has begun. The process is currently being driven by the FET Senior Management Team and will include a series of interviews and meetings with relevant stakeholders including SOLAS, City and Guilds, CIF, Offaly County Council, local employers and learners. A broader group of stakeholders will be invited to a Consultation meeting in Mount Lucas in March.

#### **Provision 2017**

Planning for provision in 2017 is complete. The FET service will focus on aligning services at QQI Levels 1-4 to provide appropriate progression pathways for learners at QQI Levels 5 and 6. Progression to Higher Education will continue to focus on STEM provision with the addition of Social Studies/Care in AIT from September. In terms of employment opportunities FET will continue to focus on provision in Construction, Healthcare, Services, Engineering, Retail and the MedTech sectors.

#### **PLC Provision**

In line with the strategic pilot project between SOLAS and LOETB, PLC provision in Offaly will be further centralised in September. QQI Level 6 Business Management, QQI Level 5 Applied Social Studies and QQI Level 5 Legal and Medical Admin will all be provided in Tullamore FETC.

### **Organisation Support and Development Services**

#### **Human Resources**

##### **Recruitment**

We are currently recruiting for an Assistant Principal Post for Portlaoise College. We have completed the recruitment process for an Assistant Principal Post for

Ard Seoil Chiaráin Naofa, Clara and we are currently working with the Principal of Tullamore College in order to advertise the vacant Assistant Principal post in the coming weeks.

We have commenced a recruitment competition for Clerical Officers (temporary posts).

We have received Sanction for an extra Deputy Principal for Oaklands College and we are awaiting confirmation for an extra Deputy Principal for Portlaoise College.

Ms. Aoife Elster has been appointed Principal of Dunamase College and will take up duty on 20 March.

Two staff members from HR have been provided with training in respect of their roles as Designated Contact Persons for our Grievance/Bullying and Harassment policies and procedures

### **Corporate Services**

#### Risk Management

The Senior Management Team met on Monday 6th February 2017 to review the Corporate Risk Register. The Schools Risk Register was examined and updated by School Principals at their meeting on Friday 10th February, 2017

#### Health and Safety:

A seminar on Managing Health and Safety in the Workplace has been organised by IPB for Wednesday 1st March, 2017 to be held in the Tullamore Court Hotel for Senior Management Team, School Principals, Centre Managers and Senior Administrative staff.

#### Garda Vetting

We are putting in place a timeline for retrospective vetting, this must be completed by 31st December, 2017. The Teaching Council will vet all teaching staff and LOETB will need to vet all other relevant staff.

#### Freedom of Information

A Freedom of Information request was answered in January 2017 and a further FOI request has been received and the reply is due by 9th March, 2017.

#### Data Protection

All Data Protection requests to date have been answered. 2 staff members to attend Data Protection training to prepare for the EU General Data Protection Regulation which will apply from 25 May 2018.

#### Capital

Discussions are on-going with a landowner regarding the proposed purchase of a site for Oaklands Community College in Edenderry. I met with DES officials this morning, along with Marie Bracken, to seek clarification on the terms and conditions of a proposed sale and await their response.

Chairman:  
Initials

## Finance

The Letter of Determination in respect of the year ending 31 December 2017 was received from the Department of Education and Skills on 16 February 2017. The ONP allocation is up 0.92% on the initial allocation for 2016, but is down 12.25% on the final allocation for 2016.

The DES will be engaging with ETBI in 2017 in relation to the development of standard templates for ETBs to use for Strategy Statements, Service Plans and Annual Reports.

Terms and Conditions of Funding received from SOLAS on 8 February 2017. The application of these Terms and Conditions commenced on 1 January 2017 and will continue until SOLAS decides, at its sole discretion, to replace, amend or terminate them.

## Procurement

Project	School/Centre	Successful Tenderer	Status of Project
Recruitment of Agency Staff	Various centres and Admin Offices		Tender placed on OJEU and Etenders on 24 February 2017; closing date is 7 April 2017.
School Books	All 2 <sup>nd</sup> Level Schools		On 20 February 2017, an Evaluation team in LOETB evaluated Order and Supply, Contract Management and Innovation and Value criteria on tenders submitted, and forwarded their findings to the Education Procurement Service (EPS). The EPS are evaluating eligibility and price. We await their findings.
Contract Cleaning	Schools, Centres and Offices	ECO Group Services	Contract will commence on 6 March 2017.
Advertising in the Print Media	Schools, Centres and Offices	Mediavest	Government Framework – contract extended to 1 December 2020.
Bus/Coach Services	Schools and Centres	Various	Deadline to receive expressions of interest

Kalamazoo - 02576.000

Chairman:  
Initials

			extended to end of February 2017.
Conversion of Rooms to Agricultural Science Classroom	Portlaoise College	Contractor: BCB Contracting  Consultant: Kenny Lyons Associates	Work Commenced on 20 February 2017. Tender currently on eTenders for furniture and equipment. Closing date for receipt of tenders is 10 March 2017.
Window Replacement	Portarlinton FEC	Contractor: McCarthy O'Hora	Work tender will be placed on eTenders in the next few weeks.
Refurbishment of Accommodation for use as new Post-Primary School	Portlaoise Youth Education Centre, Railway St.	Consultant: McCarthy O'Hora	Planning and development work currently being done by McCarthy O'Hora.

Members discussed the CE's report in detail. Members welcomed the news of the opening of the new school building at Tullamore College. Members praised the CE, Joe Cunningham, the Principal Edward McEvoy and all of the staff in Tullamore College for their hard work over the years and noted that, in spite of the difficulties faced, the standard of education was always of the highest standard. Members also paid tribute to the very dedicated parents council in the school and in particular to the Chairperson of the Board of Management of the School Ms. Sheila Maloney.

Members also discussed the proposed purchase of a site for a new school building for Oaklands College, Edenderry. Members agreed that LOETB needs to keep the pressure on to progress the matter. The CE informed members that the Department of Education and Skills and Offaly County Council have been very supportive and are working hard on the matter.

A discussion took place on the National Construction Training Centre in Mount Lucas. Members welcomed the increased activity at the Centre and agreed the important role the Centre has in meeting the needs of the region. The CE emphasised the importance of strong working relationships with the Construction Industry both locally and nationally.

## 7. FINANCE REPORT

Minute Book

### Details of Finances to 31 January 2017

Sadie Aherne, APO, circulated a summary of workings to the end of January 2017 to members for their information.

## 8. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details	Comment / Notes
	Department of Education and Skills	CL 0079/2016	Revised salary scale from 1 January 2017 for post-1 February 2012 entrant teachers covered by the Lansdowne Road Agreement	Noted by members
2	Department of Education and Skills	CL 0001/2017	Grant scheme for ICT infrastructure– 2016-2017 school year	Noted by members
3	Department of Education and Skills	CL 0002/2017	Combined post-graduate diploma programme of CPD for teachers involved in learning support and special educational needs – 2017/2018	Noted by members
4	Department of Education and Skills	CL 0003/2017	Graduate certificate in the education of pupils on the autism spectrum (as) for teachers working with pupils on the as in special schools, special classes or as resource teachers in mainstream primary and post-primary schools 2017 2018	Noted by members
5	Department of Education and Skills	CL 0004/2017	Post-graduate certificate/diploma programme of continuing professional development for teachers working with students with special educational needs (autism spectrum disorders)	Noted by members
6	Department of Education and Skills	CL 0005/2017	Teacher Fee Refund Scheme 2016	Noted by members
	Department of Education and Skills	CL 0006/2017	Prescribed Material for the Leaving Certificate English Examination in 2019	Noted by members
8	Department of Education and Skills	CL 0008/2017	Eligibility Criteria for Recruitment Promotion for Administrative Staff in Education and Training Boards	Noted by members
9	Department of Education and Skills	CL 0009/2017	Standardisation of the School Year in respect of Primary & Post-Primary Schools for the years 2017/18, 2018/19 and 2019/20	Noted by members

Chairman's  
Initials



10 Minute Book	Department of Public Expenditure and Reform	CL 0002/2017	Single Public Service Pension Scheme – Notification of Position on Consumer Price Index (CPI) Uprating of Referable Amounts and Pensions	Noted by members
11	Michael Moriarty, General Secretary, ETBI	25 <sup>th</sup> January 2017	Memorandum of Understanding between Education & Training Board Ireland (ETBI) and Department of Children and Youth Affairs (DCYA)	Noted by members
12	Marie Bracken, Director of Organisation Support & Development, LOETB	15 <sup>th</sup> February 2017	Letter to Rosemary Callan, Secretary, NPAETBS, re appointment of a male parent representative on the Board of LOETB	Noted by members
13	Eamon Dooley	24 <sup>th</sup> January 2017	Resignation from the Board of Management of Gallen Community School, Ferbane	Noted by members
14	Department of Education and Skills	30 <sup>th</sup> January 2017	Press Release: 30 January, 2017 - Minister Bruton announces new plans to accelerate provision of multi- and non-denominational schools	Noted by members

Killemacnoo - 32576.000

**9. DRAFT MINUTES OF SCHOOL BOARD OF MANAGEMENT MEETINGS FOR CONFIRMATION**

Banagher College – Coláiste na Sionna: 26<sup>th</sup> October 2016

*Proposed by:* Vivienne Keenan

*Seconded by:* John Carroll

Clonaslee College: 20<sup>th</sup> October 2016

*Proposed by:* Vivienne Keenan

*Seconded by:* Jerry Lodge

Coláiste Naomh Cormac, Kilcormac: 26<sup>th</sup> January 2017

*Proposed by:* Liam Quinn

*Seconded by:* Sean Maher

Árd Scoil Chiaráin Naofa Clara: 28<sup>th</sup> September 2016, 23<sup>rd</sup> November 2016, 11<sup>th</sup> January 2017

*Proposed by:* Vivienne Keenan

*Seconded by:* John Carroll

Oakland's Community College, Edenderry: 29<sup>th</sup> September 2016

*Proposed by:* Eddie Fitzpatrick

*Seconded by:* Molly Buckley

Chairman:  
Initials

**Tullamore College: 26<sup>th</sup> October 2016**

*Proposed by:* Molly Buckley  
*Seconded by:* Anne Starling

**Portlaoise College: 17<sup>th</sup> November 2016**

*Proposed by:* Maura Brophy  
*Seconded by:* Caroline Dwane-Stanley

**St Fergal's Community College: 17<sup>th</sup> October 2016, 5<sup>th</sup> December 2016, 30<sup>th</sup> January 2017**

*Proposed by:* John King  
*Seconded by:* Paschal McEvoy

**10. POLICIES FOR ADOPTION**

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

**Schools:**

Coláiste Naomh Cormac, Kilcormac:

- Policy on School Tours
- Acceptable User Policy
- Anti-Bullying Policy
- Student iPad Policy

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

**LOETB:**

LOETB's Draft Hospitality Policy

*Proposed by:* John King  
*Seconded by:* Frank Smith

**11. ETHICS IN PUBLIC OFFICE ACT 1995 & STANDARD IN PUBLIC OFFICE ACT 2001**

In complying with the requirements of the Ethics in Public Office Act 1995 and the Standards in Public Office Act 2001, members in their role as designated directorships, were asked to complete a statement of interest form **or** a statement of nil interest form. A form was circulated to members for signing to confirm that they have been advised of and understand their obligations under the terms of the Ethics in Public Office Act and Standards in Public Office Act 2001.

Kalamazoo - 32576.000

Chairman's  
Initials

**12. SELF-ASSESSMENT EVALUATION FEEDBACK**

Under the Code of Practice, members of the Board are required to complete an annual Board self-assessment form. At the meeting on the 20<sup>th</sup> December 2016, the CE circulated a self-assessment evaluation form and clarified all the points on the form to members. Members completed the form.

The CE presented an analysis on the feedback from members and highlighted the 3 areas Laois and Offaly ETB will be working on in 2017; strategy statement, annual report and service plan. ETBI will be issuing templates and guidance for completion to all ETBs presently.

**13. NOMINEE FOR LOETB YOUTH WORK COMMITTEE**

The Chairperson informed members that the following nominee submitted an expression of interest in becoming a member of Laois and Offaly ETB's Youth Work Committee:

*Nominee:*

Cian McGearilth, on behalf of Laois Comhairle na nÓg.

Members adopted the nomination.

*Proposed by:* Paschal McEvoy

*Seconded by:* Catherine Fitzgerald

**14. NOMINEE FOR BOM OF GALLEN COMMUNITY SCHOOL, FERBANE**

The CE informed members that Cllr. Eamon Dooley has resigned as Laois and Offaly ETB's nominee on the Board of Management of Gallen Community School, Ferbane. The CE asked members for a nominee to replace Cllr. Dooley on the Board of Management.

Mary Cotter Bracken was nominated to replace Cllr. Dooley on the Board of Management of Gallen Community School, Ferbane.

*Proposed by:* Molly Buckley

*Seconded by:* Vivienne Keenan

**15. SCHOOL RECONFIGURATION**

A copy of Minister Brutons announcement on new plans to accelerate provision of multi and non-denominational primary schools was circulated to members. The CE informed members that part of the process involves ETBs carrying out research on behalf of the Department of Education and Skills to see how it might be best progressed. A briefing for ETBs will be provided in the coming weeks on the nature of the research to be carried out. The CE sees a strong case for ETBs in the implementation phase through the Community National School model. He

informed members that Seamus Conboy, ETBI Primary Support Officer with ETBI has offered to present to members on the Community National School model managed by ETBs. Members agreed to invite Seamus Conboy to a future meeting of the Board.

**16. VOTES OF SYMPATHY**

A vote of sympathy was passed to the following:

- Anita Broderick, teacher in Banagher College, on the passing of her Mother
- Ursula Wrafter, Admin Staff in Portlaoise Office, on the passing of her Aunt
- Mairead McIntyre, teacher in Banagher College, on the passing of her Aunt
- Catherine Bergin, SNA in Portlaoise College, on the passing of her Aunt
- Kevin Jordan, teacher in Banagher College, on the passing of his Father-in-law
- Claire Corley, teacher in Banagher College, on the passing of her Uncle
- Emily McAuley, Admin Staff in the Portlaoise Office, on the passing of her Uncle
- Michael Doore, teacher in Oaklands Community College, on the passing of his Grandmother
- Liam Quinn, teacher in Oaklands Community College, on the passing of his Grandmother

**17. VOTES OF CONGRATULATIONS**

A vote of congratulations was passed to the following:

- To the Chairperson Caroline Dwane-Stanley on her election
- Principal, Staff and students in Tullamore College on their move into the new school building
- To the 6 students in Oaklands Community College in Edenderry and their teacher Ms Laura Guinan, who travelled to the Kennedy Space Centre in Florida participate in the Student Astronaut Challenge. Members requested the CE to write a letter to Ms Guinan and the 6 students on their behalf congratulating them on their successful at NASA.

**18. AOB (WITH PERMISSION OF THE CHAIRPERSON)**

Ms Anne Starling informed members that she is currently undertaking studies and may not be able to attend all meetings. She conveyed her apologies for her non-attendance at some meetings. Members wished Anne the best with her studies.

**ETBI Spring 2017 Magazine**

A copy of the ETBI Spring 2017 Magazine was circulated to members for their information.

Chairmans  
Initials

**19. DATE & VENUE OF NEXT LOETB MEETING**

The next meeting of Laois and Offaly ETB will take place on Tuesday 25<sup>th</sup> April 2017 at 4.30pm in Tullamore College.

Signed: Caroline Duane Stanton Date: 26/4/17  
Chairperson

Kalamazoo - 32576.000

Chairmans  
Initials