



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 24 September 2018 at 4.30pm at Abbeyleix FET Centre.

PRESENT

- | | |
|----------------------------------|-----------------------|
| Ms. Molly Buckley | Cllr. Padraig Fleming |
| Cllr. John Carroll (Chairperson) | Ms. Vivienne Keenan |
| Cllr. Eamon Dooley | Cllr. John King |
| Cllr. Caroline Dwane-Stanley | Cllr. Paschal McEvoy |
| Cllr. Catherine Fitzgerald | Mr. Derek Scully |
| Cllr. Eddie Fitzpatrick | Mr. Frank Smith |
| Mr. William Flanagan | |

IN ATTENDANCE

- Mr. Joe Cunningham, Chief Executive
- Ms. Sadie Aherne, APO
- Ms. Pam Nolan, APO
- Ms. Jean Keating, Clerical Officer

Helen Kavanagh, Centre Manager at Abbeyleix FET Centre, welcomed members and gave an overview of the programmes and services on offer at the Centre.

1. APOLOGIES

Apologies were received from Ms. Maura Brophy, Ms. Mary Cotter-Bracken, Cllr. Sean Maher and Ms. Anne Starling.

2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 12 July 2018, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed by: Eamon Dooley
Seconded by: Molly Buckley

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

4. GOVERNANCE

Risk Management

The Chairperson informed members that the Senior Management Team (SMT) met

Kalamazoo - 32576.000

Chairmans
Initials

on the 28 August and updated the Risk Register. The Audit Committee will be examining this document at their meeting on the 1 October, and it will be brought to Board for approval thereafter.

Conflicts of Interest

The Chairperson informed members that if they have a conflict of interest to declare pertaining to any of the agenda items they may do so under this section. No conflicts of interest were declared.

5. CHIEF EXECUTIVES REPORT

Schools

Board of Management Training

There will be BOM training for our schools as follows:

14 November in Tullamore College (7-9pm)

15 November in Portlaoise College (7-9pm)

Board members will be invited by LOETB nearer to the time.

New Teachers

New teachers in LOETB will be invited to an information evening in LOETB on 15 October from 5-7pm. The purpose of the session is to advise new staff about the various services and supports available within LOETB. In addition, we will explore what it is to be a teacher in an LOETB school.

Jack McCann Soccer Tournament

The rescheduled Jack McCann Soccer Tournament will take place before the mid-term break.

Aspiring Leaders Programme

LOETB will run a programme for Aspiring School Leaders on 2 Saturdays and one evening over the course of the school year for interested teachers (24 participants).

Whole School Evaluation

LOETB will run 3 advice clinics, aimed at supporting schools in addressing school improvement issues, during the school year.

Departing and Arriving

- Rathdowney: We wish Áine O'Neill well in her retirement from her position as principal at St. Fergal's College. Dominic McEvoy has been appointed as principal and we look forward to working with him in the years ahead.
- Clonaslee: We wish Noreen Sweeney well in her upcoming retirement from her position as principal at Clonaslee College. A recruitment process is currently underway.

Report from Schools

- The second annual Student Awards will take place on Friday, 12 October at Tullamore College. The special guest is Dr. Jennifer Byrne, the 2017 Rose of Tralee.
- Microsoft Office Specialist usage review commenced with schools.
- Banagher College received €30,000 as lead school from Schools Excellence Fund (Digital) for the development of a MoJo (Mobile Journalism) programme; training a cohort of students and teachers how to use mobile technology (mobile phones/tablets) to develop content rich videos suitable for teaching, learning and assessment.

- Social media policy review scheduled for the coming weeks: this will have a particular focus on the use of school social media accounts as tools for teaching, learning, assessment, and promotion/marketing of the school. In tandem with this, the review provides the opportunity for training of staff in the use of social media platforms with within a school context.
- It is planned to publish an LOETB E-zine in advance of the mid-term break.

Youth Services

An application lodged for funding under Creative Ireland Youth Partnership Initiative. This is an inter-agency proposal (led by LOETB Youth Services) to access funding to put in place a framework for sustained development of youth services across the two counties.

Applications for local Youth Club grants have been evaluated and it is hoped to make payment to the clubs in October.

Further Education and Training

Employee Development Policy

The national FET Employee Development Policy was launched on Tuesday 11th September by Minister Richard Bruton. This policy is focused on upskilling employees particularly up to NFQ Level 5.

Padraig Boland, Training Manager and Ted Dunican, CEO, Primoworks (Ferbane) gave a presentation at the launch on LOETBs Services to Employers department and how it has benefited small companies like Primoworks.

Third-Level Links

LOETB staff met recently with Athlone IT and IT Carlow. It has been agreed that the current agreements with both Institutions will be reviewed with a focus on further expanding the disciplines in which we provide access courses. These will include Social Care, Humanities, and additional STEM courses.

FET Governance

As part of LOETBs re-engagement with QQI and in line with our Executive Self Evaluation, LOETB is developing a formal FET Governance structure. This structure will formalise aspects such as programme and policy development, Assessment, and Results Approval. ,

Strategic Performance Agreement (SPA) National Launch

The SPA recently agreed with SOLAS will be officially launched before the end of this year. This will be a SOLAS/ETB event and it is intended that the agreements will be launched by the Minister. The programmes, services, enrolments, and certification agreed by LOETB in the SPA are underway and a monitoring plan against the targets has commenced across the FET service.

Organisation Support and Development Services

Corporate Services

Risk Management

The Corporate Risk Register has been updated to become one all-inclusive Risk Register extended to include the risks in schools and FET centres. A Risk Management meeting was held on 28 August where the risks were examined in great detail. Currently there are 18 Risks on the Register; 5 Red (High), 11 Amber (Medium) and 2

Green (Low). This Risk Register will be presented to the Audit Committee at their meeting on 1 October.

Health and Safety

LOETB is involved with a Pilot Project with Quadra Consultants for a Health and Safety Management System. Two schools in LOETB have participated in the Project; Portlaoise College and Tullamore College. It is hoped that we will have the Safety Management System for LOETB in place by January/February 2019.

Insurance

All policies have been renewed. Specific letters of indemnity are issued on request. Engineering inspections are currently underway.

Freedom of Information

Freedom of Information requests to date have been answered. In 2018 we have received 6 FOI requests to date.

Protected Disclosures

No Protected Disclosure have been received to date.

Human Resources

Recruitment

140 posts have been advertised since 18 May and 120 appointments have been made to date.

Appointed

- Principal St Fergal’s College, Rathdowney
- Supervising Teacher Portlaoise Prison
- Acting Youthreach Co-ordinator Banagher FET Centre
- Acting Quality Assurance Manager
- Assistant Principal Officer (Human Resources)

We have also put in place the following panels;

- Substitute Teachers
- SNAs
- Bus Escorts
- Further Education Tutors

Interviews to be held for the following;

- Principal at Clonaslee College

Advertisement & Interviews for the following posts API & APII

- Ard Scoil Chiaráin Naofa
- Dunamase College
- Oaklands CC
- Clonaslee College
- Coláiste Naomh Cormac
- Portlaoise College
- Tullamore College

Payroll

In the month of August & September we had eight pay runs paying a total of 2,536 payees amounting to €3,352,232.30.

Pensions

16 employees retired from LOETB at the end of academic year 2017/2018.

Finance

Budgets

A summary of finances to 31 August 2018 is included in members' folders. Monthly monitoring of all school and centre budgets is being carried out.

Audit of 2017 Annual Financial Statements

The C&AG has issued his report on his audit of the 2017 Annual Financial Statements. His opinion is as follows:

- The financial statements properly present the income and expenditure of the Board for the year ended 31st December 2017.
- The financial statements are in accordance with the accounting policies laid down by the Minister for Education and Skills.

SOLAS Funding

SOLAS has approved additional funding of €313,000 following submission of the mid-year review. This funding will be used for Further Education and Apprenticeship training.

Work has commenced on the Quarter 3 expenditure return which is due in to SOLAS on 19 October.

School Online Payments System

This system is now set up and will be beneficial in reducing the amount of cash in schools.

ICT

- The roll-out of new printers & photocopiers under managed print services (Bryan S Ryan) was completed last week with the removal of Xerox equipment on-going.
- Over half of sites now have USB ban in place, remainder to be completed within next 2 weeks
- All sites now have offsite (cloud) backups.
- New server installed for Tullamore FET Centre
- New computer room designed and completed for Tullamore FET Centre
- New server installed for Oaklands Community College
- New computer room designed and completed for Oaklands Community College
- Office 365 Global Address Book now separated into individual domains
- loetbstudent.ie due for release in the next 2 weeks

Procurement and Buildings

Procurement Frameworks/Projects

Project	School/Centre	Successful Tenderer	Status of Project
School Books Framework – OGP Framework	All 2 nd level Schools	Book Haven	Contract for 12 months commencing on 18 June 2018 with an option to extend for a further 12 months only. Now in place.

Waste Management	Schools, Centres and Offices	Greyhound Waste	Contract for 2 years from 1/07/2018 now in place
Print Managed Services – OGP Framework	Schools, Centres and Offices	Bryan S Ryan	Contract from 3/09/2018 for a period of 3 years with an option to extended for a further 24 months – Xerox in the process of removing machines from Schools and Centres changeover
School Catering	Portlaoise College/St Fergals College Rathdowney Tullamore College/Oaklands Edenderry/Ard Scoil Chiarain Naofa Clara/Coláiste Naomh Cormac Kilcormac	Get Fresh Catering School Food Company	Contract for 3 years with an option to extend for a further 2 12 month periods – Starting 20/08/2018 now in place
Online Payments System	Schools	Way 2 Pay	Laois and Offaly ETB are involved in the pilot of this system. Contract from 16/05/2018 to 15/05/2020 (period of 2 years)
Pest Control Framework – OGP	Schools/Centres	To be evaluated	One response received from Rentokil – to be evaluated Friday 21 st September 2018
Portable Fire Equipment Maintenance – OGP	Schools/Centres		Specification Information sent to OGP 7/09/2018 – to be in place mid-January 2019
Fire Alarm Maintenance - OGP	Schools/Centre		Currently compiling information for OGP Framework

Security/Night Class Caretaking	Portarlington FET Centre	P&J Security	Contract from 1/09/2018 to 31/08/2019
New proposed Warehouse	Mount Lucas	Kenny Lyons Architects	Kenny Lyons Architects to issue Work Schedule – proposed RFT on ETenders by end September 2018
Fire Exit Works	Portlaoise FET Centre	McCarthy O’Hora Architects	Section 5 Planning Application lodged with Laois County Council. Tender documents being prepared
School Signage	Dunamase College	McCarthy O’Hora Architects	Planning for signs lodged with Laois County Council
Upgrade Access Facilities for Special Student	Coláiste Naomh Cormac Kilcormac		Application sent to Department to upgrade Access facilities for Special Student. Waiting on meeting with Occupational Therapist
Additional Accommodation	Clonaslee College		Application sent to Department for additional accommodation. Waiting on reply from DES
ASD Unit	Portlaoise College		Application sent to Department for ASD Unit. Department require a proposed drawing/schedule of accommodation for PLC Building to quantify grant
Electrical Upgrade	Abbeyleix FET Centre	Consultant – Jerry Geaney – Moroney Electrical	Work completed 24 August 2018. Commissioning 27 August 2018 with handover few days later. 1 st Cert due to be paid October 2018
Guttering/Downpipe replacement	Banagher FET Centre	Consultant – Kenny Lyons	Work completed 27 August 2018.

		Associates – CS Construction	Waiting on Cert from CS Construction
Electrical Apprenticeship Design and Fit Out	Axis Business Park, Tullamore	McCarthy O’Hora Architects	Following ETenders RFT - McCarthy O’Hora successful Consultants – Letter of Acceptance sent 20/09/2018

The Chairperson thanked the CE for his comprehensive report. A discussion took place and members complimented the Human Resources (HR) Department on the excellent recruitment drive over the summer and noted that the HR team were very professional in their dealings with the Interview Boards and candidates.

A member asked if HR can put pressure on the schools and centres to identify their recruitment needs prior to the summer, to ensure that there are no gaps in teaching time at the start of the academic year. The CE informed members that HR currently meets with the School Principals in March each year to identify their recruitment needs and these are agreed before the summer break.

A member asked for an update on the grounds work at Tullamore College. The CE informed members that the Design Team are finalising the specification of outstanding works and defects. The next step will be to meet with the Bondsman and decide how we tender for the completion of works. The CE will update members on the progress of same at the next meeting.

A member asked how much funding will be required for the proposed ASD Unit at Portlaoise College. The CE confirmed that approval for 436sq² of accommodation has been granted. The Department of Education and Skills (DES) is in the process of qualifying the budget for the project. The displaced accommodation will be provided by way of an extension to the adjoining Portlaoise Institute building to accommodate students on PLC programmes. It is hoped that additional funding will be secured from SOLAS to meet the needs of the PLC programmes. It is estimated that the project will cost up to €1.3 million.

6. REPORT FROM THE CHAIRPERSON OF THE AUDIT COMMITTEE

27 Whitehall Estate
Tullamore
Co. Offaly

Report from the Chairman of the Audit Committee to LOETB Board

To: Chairperson of LOETB

Dear Chairperson,

I wish to report that the LOETB Audit Committee held a meeting on Monday 3rd September 2018 at 2.30pm in the LOETB Administrative Offices, Castle Buildings, Tara Street, Tullamore, Co. Offaly.

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Initials

The following was considered:

- Matters for discussion in the absence of the Executive
- Adoption of minutes of Audit Committee Meeting (2 July 2018)
- Chairman's report from the Audit Committee Meeting 2 July 2018 to LOETB Meeting
- The following minutes were examined and noted:
 - Finance Committee Meeting 25 June 2018
 - LOETB Meeting 12 July 2018
- Conflict of Interest: none to report.
- Report from Office of Comptroller and Auditor General including Audit Certificate was examined and it was decided to recommend it to the Board.
- Risk Register: an update will be given at the October meeting.
- Members noted all ongoing Procurement Frameworks up to 24 August 2018
- LOETB Annual Report 2017 was noted.

Oliver Mc Cormack

Oliver Mc Cormack
Chairman Audit Committee

Date: 3 September 2018

7. REPORT FROM THE CHAIRPERSON OF THE FINANCE COMMITTEE

**Mountrath Road,
Portlaoise.
21/9/2018**

To: Chairman LOETB

Dear Chairman,

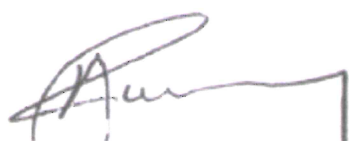
I wish to report that the Finance Committee met on Friday, 21st September 2018.

We considered the following:

**Details of finances to 31/8/2018
Capital expenditure and Balances at 31/8/2018
Monthly balancing statement for August 2018
Updated list of procurement frameworks at 24/8/2018
Proposed Lease at Tower Hill, Portlaoise
Acquisition of former Solas site at Townspark, Birr
LOETB 2017 Annual Report**

**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. 21st September 2018

8. FINANCE

There were no matters to report under Finance.

9. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details	Comments
1.	Department of Education and Skills	CL0041/2018	Home Tuition Grant Scheme 2018/2019 – Special Education Component	Noted by members
2.	Department of Education and Skills	CL0043/2018	Best practice guidance for post primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice	Noted by members
3.	Department of Education and Skills	CL0045/2018	HSE Post-Primary School Vaccination Programme 2018/2019	Noted by members
4.	Department of Education and Skills	CL0046/2018	Home Tuition Grant Scheme 2018/2019 (for children without a school place other than children with Special Educational needs)	Noted by members

5.	Department of Education and Skills	CL0047/2018	Arrangements for the Election of Staff to Education and Training Boards (ETBs) (2018)	Noted by members	
6.	Department of Education and Skills	CL0048/2018	Revised Procedures for Suspension and Dismissal of Teachers and Principals	Noted by members	
7.	Department of Education and Skills	CL0051/2018	Public Service Stability Agreement 2013 – 2020 (Haddington Road Agreement/ Lansdowne Road Agreement) and the Public Service Pay and Pensions Act 2017	Noted by members	
8.	Department of Education and Skills	CL0052/2018	Statistical Returns in respect of part-time courses in ETB Schools/Colleges in the 2017/2018 School Year	Noted by members	
9.	Department of Education and Skills	CL0053/2018	Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 October 2018	Noted by members	
10.	Department of Education and Skills	CL0056/2018	Revision of Salaries in Respect of all Staff Other Than Teachers and SNAs Employed by ETBs with effect from 1 October 2018	Noted by members	
11.	Department of Education and Skills	CL0057/2018	Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 October 2018	Noted by members	

10. DRAFT LOETB POLICIES FOR ADOPTION

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

- Bring Your Own Device Policy
Proposed by: Molly Buckley
Seconded by: John King
- Remote Access Policy
Proposed by: Eddie Fitzpatrick
Seconded by: Eamon Dooley

- Staff Transfer Policy
Proposed by: Frank Smith
Seconded by: Caroline Dwane-Stanley

11. BOARD OF MANAGEMENT MINUTES

The following Board of Management Minutes were circulated prior to the meeting. Members confirmed the minutes as follows;

- Youth Work Committee, 4 July 2018
Proposed by: Molly Buckley
Seconded by: Caroline Dwane-Stanley
- Dunamase College, 18 January 2018, 5 March 2018
Proposed by: Caroline Dwane-Stanley
Seconded by: John King
- St. Fergals College Rathdowney, 8 May 2018
Proposed by: John King
Seconded by: Paschal McEvoy
- Clonaslee College, 7 February 2018
Proposed by: Vivienne Keenan
Seconded by: Caroline Dwane-Stanley
- Banagher College, 22 March 2018
Proposed by: Eamon Dooley
Seconded by: Vivienne Keenan
- Tullamore College, 28 September 2017, 16 November 2017, 4 December 2017, 17 January 2018, 7 February 2018, 18 April 2018, 16 May 2018
Proposed by: Molly Buckley
Seconded by: Eddie Fitzpatrick

Kalamazoo - 32576.000

12. NOMINATION TO THE GOVERNING BODY OF THE INSTITUTE OF TECHNOLOGY CARLOW

The Chairperson informed members that correspondence had been received from the Secretary of the Governing Body of the Institute of Technology Carlow on the 5 September, confirming that LOETB's nominee previously ceased to be a member, and that they are excluded for the remainder of the term of office for this nomination process, as it is still within the original term of office.

They requested LOETB to nominate an alternative member of a local authority to replace Cllr. Jerry Lodge (RIP).

Members nominated Catherine Fitzgerald.

Proposed by: Paschal McEvoy
Seconded by: Eddie Fitzpatrick

13. NOMINATION OF FEMALE STAFF REPRESENTATIVE TO THE BOM AT OAKLANDS COMMUNITY COLLEGE

The Principal at Oaklands Community College wrote to the Chief Executive to inform him that a vacancy for a female staff representative on the Board of Management became available due to the transfer of a staff member. Caroline Groome was nominated to fill the vacancy.

Members confirmed the nomination.

Proposed by: Molly Buckley
Seconded by: Eddie Fitzpatrick

14. NOMINATION TO THE BOARD OF MANAGEMENT AT CLONASLEE COLLEGE

The Chairperson informed members that there is a vacancy on the Board of Management at Clonaslee College, due to the passing of Cllr. Jerry Lodge (RIP).

Members nominated Cllr. Pdraig Fleming to fill the vacancy.

Proposed by: Eddie Fitzpatrick
Seconded by: John King

15. NOMINATION TO LOETB's AUDIT COMMITTEE

The Chairperson informed members that there is a vacancy on the Audit Committee of LOETB due to the passing of Cllr. Jerry Lodge (RIP).

Members nominated Cllr. Pdraig Fleming to fill the vacancy.

Proposed by: John King
Seconded by: Eddie Fitzpatrick

16. NOMINATION TO LAOIS SCHOOL OF MUSIC LTD.

The Chairperson asked members to nominate a representative to the Board of Laois School of Music Ltd, to replace Cllr. Jerry Lodge (RIP).

Members nominated Cllr. Pdraig Fleming as LOETB's representative.

Proposed by: Catherine Fitzpatrick
Seconded by: John King

17. SITE ACQUISITION AT BIRR

The CE informed members that an approximate 5 acre site at Townspark, Birr, Co. Offaly was acquired by FAS a number of years ago. When FAS dissolved, the land transferred into the ownership of SOLAS. However, SOLAS are looking to transfer the land to LOETB for a nominal fee, as it is not in their remit to hold lands. The CE confirmed that LOETB's solicitor is currently working on the legal

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terms of the transfer. Members of the Finance Committee recommended the transfer of the land at their meeting on the 21 September.

The Board approved the transfer of land to LOETB.

Proposed by: John Carroll
Seconded by: Molly Buckley

18. PROPOSED LEASE AT TOWER HILL, PORTLAOISE

The CE informed members that the current lease at Portlaoise FET Centre, Tower Hill, is coming to an end. LOETB had a very favourable lease since taking over the building six years ago, as the terms of the lease involved LOETB completing necessary refurbishments at the centre. A recent valuation of the Centre indicated that the current market rate of leasing the Centre would be between €140-€180k per annum. A fee of €125k per annum for 15 years was agreed with the landlord. The proposed lease includes two break out clauses at 5 years and 10 years. At present LOETB’s solicitor is reviewing the terms of the agreement. LOETB will seek funding from SOLAS for the rental costs. Members of the Finance Committee recommended the proposed lease at their meeting on the 21 September.

The Board approved the proposed lease at Portlaoise FET Centre.

Proposed by: John King
Seconded by: Vivienne Keenan

A discussion took place on the rent that LOETB is currently paying for leasing property and in particular at Castle Buildings. A member asked the CE if the Department of Education and Skills (DES) are looking at a permanent site for Tullamore FET Centre. Members discussed a vacant property in Tullamore and the CE confirmed he would investigate the matter.

19. SCHOOLS RECONFIGURATION PROCESS

At the May meeting of the Board, the CE informed members that LOETB was charged by the DES with the responsibility of identifying an area in which to conduct a survey seeking the views of pre-school parents on the choice of school patronage available to them. Based on census data, LOETB identified Edenderry as the town to conduct this survey and Offaly County Childcare Committee distributed and collected the surveys and verified same on behalf of LOETB. The CE has met with Rev. Denis Nulty, Bishop of Kildare and Leighlin and colleagues on two occasions to discuss the outcome of the survey. The CE confirmed that approximately 90% of the parents surveyed are happy with the choice of school patronage available to them and only 10% want a greater choice of school provision. The CE informed members that the final report will be issued to members after it has been submitted to the DES.

20. VOTES OF SYMPATHY

A vote of sympathy was passed to:

- Bernadette Doyle, staff member in the Tullamore Administrative Offices, on the recent passing of her sister, RIP.

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Kalamazoo - 32576.000

- Jerome Molloy, Birr Outdoor Education and Training Centre, on the passing of his sister-in-law, RIP.
- Patricia Harrington, teacher at Oaklands Community College, on the passing of her mother, RIP.

21. VOTES OF CONGRATULATIONS

Members requested the CE to send Marie Bracken, Director of OSD, their best wishes and a speedy recovery, on their behalf.

22. AOB

Set up of LOETB email accounts for Board Members

The CE informed members that in line with GDPR all Board members will be issued with an LOETB email account in due course. This will enable the agenda and supporting documentation to be shared with members via SharePoint.

23. DATE & VENUE OF NEXT LOETB MEETING

The next meeting of LOETB will take place on Monday 5 November 2018 prior to the LOETB retirement function in Tullamore. A time and venue will be issued to members in due course.

Kalamazoo - 32576.000

Signed: Sen J Beal Date: 5/12/18
Chairperson