



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 Tuesday 26 March 2019 at 4:30 pm at Dunamase College, Portlaoise.

PRESENT

Cllr. John Carroll (Chairperson)
Ms. Molly Buckley
Cllr. Liam Quinn
Cllr. Caroline Dwane-Stanley
Cllr. Pádraig Fleming
Cllr. Eddie Fitzpatrick
Ms. Mary Cotter Bracken

Cllr. Eamon Dooley
Ms. Vivienne Keenan
Cllr. John King
Cllr. Sean Maher
Cllr. Mary Sweeney
Mr. William Flanagan
Mr. Clive Davis

IN ATTENDANCE

Mr. Joe Cunningham, Chief Executive
Ms. Marie Bracken, Director of OSD
Ms. Emily McAuley, APO

1. APOLOGIES

Apologies were received from Ms. Maura Brophy, Mr. Frank Smith, Cllr. Catherine Fitzgerald and Cllr. Tony McCormack.

2. MINUTES OF PREVIOUS LOETB MEETING

28 January 2019

The minutes of the previous meeting, which took place on 28 January 2019, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed by: Molly Buckley
Seconded by: Caroline Dwane-Stanley

28 February 2019

The minutes of the previous meeting, which took place on 28 February 2019, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed by: Caroline Dwane-Stanley
Seconded by: Vivienne Keenan

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3. MATTERS ARISING FROM THE MINUTES

A member raised the size of the site at Ard Scoil Chiaráin Naofa Clara for the proposed new development. The CE informed members that the Design team, once appointed, would propose options for consideration given the scale of development and size of existing site.

A member enquired as to the progress in securing a site for Dunamase College. The CE informed members that significant progress has being made and that negotiations are at an advanced stage.

A member asked about the developments at Oaklands Community School. The CE informed members that he had requested a review of the proposed enrolment capacity at the new site prior to completing a Service level Agreement with the Dept. Of Education and Skills.

A member requested an update on the works at Tullamore College. The CE updated members on the progress of the completion works for the project, informing members that roofing and soft landscaping works would commence presently.

4. GOVERNANCE

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.

Risk Management

The Summary Report was circulated to members at the meeting for their consideration. The Audit Committee reviewed the Draft Risk Register and Summary Report at their meeting on 4 March 2019 and recommended to the Board for approval. Members examined the document and approved same.

Proposed by: Molly Buckley

Secoded by: Caroline Dwane-Stanley

5. CHIEF EXECUTIVES REPORT

Schools

SCHOOL	HIGHLIGHT
Coláiste na Sionna, Banagher College	<p>1. Congratulations to the Irish Quiz Team of Jordan Dunican, Shane Kearns, Siobhán Nolan, Eimear Hughes and Aoife Mahony who came 2nd in the senior category in Ballinasloe on Monday 11 March.</p> <p>2. LCA Mosaic Art Project: Well done to the LCA classes, Ms. Hassett and artist Aidan Byrne on the production of the Mosaic Art Project depicting the journey through school; a segment representing each year of school life.</p>

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	<p>3. Congratulations to Mollie Yates (LCA2) & Daniel Daly (TY3) on winning Laois Offaly Garda Youth Awards. Mollie's project was to equip a multi-sensory room in the school and Daniel's project is an access study on Banagher.</p> <p>4. Congratulations to Meibh, Naoise, and Aoibhe Dooley who represented Offaly and won the All Ireland Scór na nÓg instrumental music competition in Castlebar.</p> <p>5. Students were recently commended in the Safer Internet Day (SID) Best Video category award. They are invited to attend the SID Awards to be held in Microsoft DreamSpace in Leopardstown on 28 March.</p>
<p>Ard Scoil Chiaráin Naofa, Clara</p>	<p>1. TY student Niamh McKeon claimed the overall prize in the county enterprise final earlier this month. Niamh's enterprise Dulce Chocolates will represent Offaly in the National Final in May at Croke Park. The TY Epoxyworks team of Stephen Roe, Patrick Phelan, Luke Kennedy, and Jack Reynolds won a Special Recognition for Craft Award</p> <p>2. Our "Raising the A Game" School Fashion Show was a great success and extremely well supported by the local community. Many local businesses have introduced autism-friendly practices to support the TY initiatives as part of a TY YSI project. The TY classes are busy preparing for the YSI Competition in Athlone this month.</p>
<p>Clonaslee College</p>	<p>Clonaslee College had medal winners at Junior Boys' level at a recent Laois Athletics event. 1st year Boys won the Football Blitz held recently in Portlaoise. 2nd year Basketball Girls beat the Presentation, Kilkenny for a place in the Regional Final, A Division. They won the final and are the A division champions. 1st years also had an impressive win against Bagnalstown.</p> <p>TY girls attended "The I Wish" Workshops in the STEM subjects at the RDS in Dublin In February. All of the TY students took part in "Conquer Your Fears" activities at Explorium in Dublin and attended "Motown" at the Bord Gais Theatre. 6th years had their Retreat at the De La Salle Retreat Centre in Castletown.</p> <p>The TY Trip to Paris took place from 12-14 March. It was a fun-packed few days and students had a fantastic time.</p>
<p>Coláiste Naomh Cormac, Kilcormac</p>	<p>1. Congratulations to the Senior hurling team who had great wins over Rochfortbridge, Wexford CBS and Castleknock to win the Leinster title.</p> <p>2. Congratulations to the musicians who had a great success at the Wesley College Interschool's Music Festival.</p>

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	<p>Niall Mahon, 1st in Unaccompanied Irish Song, Enda Callaghan Highly Commended Piano Solo, and the Trad Group, Claochlú, winning the Trad group trophy.</p> <p>3. As part of the Literacy programme in the school, TY & 2nd Year English students took part in Roddy Doyle's Fighting Words, a creative writing workshop at Fighting Words in Dublin.</p>
<p>Dunamase College, Portlaoise</p>	<ol style="list-style-type: none"> 1. The school hockey team has held a tournament, with medals & refreshments supplied by the Parents Council. 2. The Parents Council has arranged for a sponsored run as part of the Streets of Portlaoise Race on St Patrick's Day. 3. The staff have all completed the TL21 Teaching & Learning Course in conjunction with NUI Maynooth. 4. The Aonad is arranging a GAA blitz with other Gaelcholaistí/Gaelscoileanna in the region. 5. We had an incidental inspection, with very positive feedback from the Inspector, Ms Ramsbottom from the Dept. of Education and Skills.
<p>Portlaoise College</p>	<p>We launched our TY radio station in the school in early March On 8th March we staged our 2nd annual "Electric College" as part of Wellbeing/Positive Mental Health Week.</p>
<p>Youth Services</p>	<ol style="list-style-type: none"> 1. LGBTI+ Service Grant Scheme 2018: The DCYA allocated €5,000 for the LOETB to commission a report on the provision of services for LGBTI+ young people. The report is now complete and was submitted to DCYA on 28 February. 2. Youth Employability Initiative 2018/19: The specific aim of this initiative is to help young people 16-24 (focus on 16-18) years who are not currently in employment, education or training. The maximum grant payable to any one project is €50,000. LOETB received and evaluated 3 applications. All 3 applications met the criteria and subsequently sent to the DCYA for final assessment.

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Further Education and Training

ETB/IPS Joint Education Strategy

LOETB is currently working with the Irish Prison Service to develop an agreed joint strategy for Prison Education. This strategy will include the expansion of library and IT services to prisoners, and a focus on further developing a Quality-Assured service.

LOETB Programme Advisory Forum

The FET Service held the first meeting of the newly established Programme Advisory Forum. The role of the forum is to provide a platform for industry, employers, and other stakeholders to influence provision in LOETB. The forum focused on Healthcare provision with representatives from the HSE, Regional Skills Forum, ETBI, and industry.

Apprenticeship Awards Ceremony

LOETB hosted the regional Apprenticeship Awards on Monday 20 March. The ceremony was a huge success seeing over 150 apprentices from LOETB, CDET, DDLETB, KWETB and LWETB receive their full Level 6 Award.

Well Being Programme 2019

A Family 5km run/race will take place on Good Friday, 19 April in Mount Lucas. The run is an official Athletics Ireland event and is open to all LOETB staff, students and parents, and local athletics/running clubs. Each participant will be official timed and receive a specially commissioned LOETB T-shirt and medal. Refreshments will be provided on the day and Midlands Radio 3 will be in attendance. To date, over 120 participants have registered.

Organisation Support and Development Services

Corporate Services

Risk Management

The Risk Management Team met on 25 February to review the Corporate Risk Register. This Risk Register was approved by the Audit Committee at their meeting on 4 March and must now be approved by LOETB.

Health and Safety

Meetings have been held with Quadra regarding the new Safety Management System for schools and it is progressing well. It is hoped to extend this Safety Management System out to the FET centres later in the year, after it is implemented in the schools.

Training for Health and Safety Representatives took place on Friday 8 March at Tower Hill, Portlaoise. A total of 15 Representatives from schools and FET centres attended.

Training in Health and Safety for School Caretakers and Attendants took place on Thursday 21 February at Castle Buildings, Tullamore. A total of 20 staff attended this training.

Insurance

Engineering inspections have taken place in all the schools and inspections have commenced in the FET Centres.

Freedom of Information

To date in 2019, we have received 3 FOI requests, 2 have been answered and 1 is currently being processed.

Protected Disclosures

No Protected Disclosures have been received in LOETB to date.

6/11/2019 - 12:57:00

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Human Resources

Recruitment

Appointments:

- Youthreach Resource Person – Permanent in the Adult Literacy Service
- Youthreach Resource Person – Acting Banagher Youthreach
- Panel of Tutors FET Substitute Teachers
- Grave VII Finance - Permanent
- Birr OEC Instructors Panel
- Quality Assurance Manager - Permanent

API & APII posts

- Oaklands Community College – APII (1 permanent & 1 Acting)
- Portlaoise College – APII
- Ard Scoil Chiaráin Naofa – API & APII
- Coláiste Naomh Cormac – APII
- Clonaslee College – API & APII (2/5 posts filled)

Currently advertising:

- Portlaoise Prison – Deputy Supervising Teacher
- Banagher College – Maths and Biology
- Ard Scoil Chiaráin Naofa – APII
- Apprenticeship Electrical Instructor – fixed term contract (2 posts)

Ongoing Adverts:

- Instructors Birr OEC
- Substitute Panel

To be advertised before Easter:

- Home School Community Liaison: Tullamore College
- Home School Community Liaison: Ard Scoil Chiaráin Naofa
- Clonaslee College APII (3 posts not filled)
- Tullamore College API & AP II posts

Payroll:

Total Salaries paid in 2019 to date equals €5,057,304.60

Pensions:

LOETB's pre-retirement course was held on 21st March 2018 attended by 21 employees, it was a great success. Pensioner's increases submitted on the 14th March, 150 pensioner reviewed, increases will be paid by the PSSC in April.

Data for Single Pension Data Bank & SPS benefit statement, first batch of statements (60) will be issued by the 30/06, 3. New Retirement age – 70 new policy for March Meeting

Finance

Financial Statements

The 2018 Financial Statements and Working Papers are completed.

ESF

Preparation of Youthreach ESF returns for the years 2017 and 2018 have commenced. Returns are to be submitted by LOETB to e-cohesion by the end of April.

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ICT

New servers installed and operational in Clonaslee, Portarlington, and Abbeyleix.

A new departmental folder structure operational in both admin offices.

A phone system, Broadband and Analogue Line for security monitoring ordered for Axis Business Park.

Vulnerability scanning of both administrative offices and the LOETB website to begin at end of month and be subsequently conducted every quarter thereafter.

Process commenced to set up both administrative office servers in the cloud as part of Disaster Recovery Planning.

Procurement and Buildings

Procurement Frameworks/Projects as at 15 March 2019

Project	School/Centre	Successful Tenderer	Status of Project
Portable Fire Equipment Maintenance – OGP FRAMEWORK	Schools/Centres	Master Fire Safety	Contract for a period of 2 years starting 31/01/2019 with an option to extend of a period of 12 months subject to a maximum of 2 such extensions
Fire Alarm Maintenance – OGP FRAMEWORK	Schools/Centres		Tenders evaluated – Horizon Safety Tenderer designate – end of standstill period 18/03/2019
Contract Cleaning Services	Schools/Centres	MLCS Ltd	New Contract with MLCS Ltd will be issued for a term of 3 years starting 6th March 2019. With the option to extend the term for a period of up to 1 year with a maximum of 2 such extensions on the same terms and conditions.
New proposed Warehouse	Mount Lucas	Kenny Lyons Architects	Michael Bracken Ltd Successful Contractor. Work commenced on site Monday 21 st January 2019.
Fire Exit Works	Tower Hill	McCarthy O’Hora Architects	Garoon Construction Ltd - Final stage of works to be completed asap
Upgrade Access Facilities for Special Student	Colaiste Naomh Cormac Kilcormac	Fitzgibbons McGinley Architects	Tenders opened 13/03/2019 – 4 responses received – Tender Report to be prepared by Consultant

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Additional Accommodation – Science Room and Prep Area	Clonaslee College	McCarthy O’Hora Consultants	Approval received from DOES for Science Room and Prep Area. Revised proposal for Science Room, Shared Prep Area and Classroom sent to DOES for approval 13/03/2019
Additional Accommodation	Oaklands CC Edenderry		Consultant Tenders evaluated – McCarthy O’Hora Tenderer Designate
Roof Repair Works	Ard Scoil Chiarain Naofa, Clara	Kenny Lyons Architects	Kenny Lyons preparing the Works Documents for Tendering
Roof Replacement	St Fergals College, Rathdowney		Emergency Works Application sent to DOES 19/02/2019. Application turned down – Apply under the next Summer Works Scheme
Electrical Works	Ard Scoil Chiarain Naofa, Clara	Jerry Geaney M&E Consultants	Letter of Approval from Dept. Toro Electrical successful Contractor. Works ongoing hoping to be completed in a few weeks.
Extension to School	Ard Scoil Chiarain Naofa, Clara		Approval received from DOES re Extension to School. Next stage procurement of Design Team for the project. Tender sign in received from DOES for ETenders website
Additional Accommodation	Ard Scoil Chiarain Naofa, Clara		Application letter sent to DOES 8/03/2019
ASD Unit	Portlaoise College		Currently being assessed by DOES
Electrical Apprenticeship Design and Fit Out	Axis Business Park, Tullamore	McCarthy O’Hora Architects	Robert Quinn Ltd Successful Contractors to carry out the required work. Work commenced 17 th December 2018. Work to be completed end April/early May 2019
The Chairperson thanked the CE for his very comprehensive report.			

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6. REPORT FROM THE CHAIRPERSON OF THE FINANCE COMMITTEE

26/3/19.

To: Chairman LOETB

Dear Chairman,

I wish to report that the Finance Committee met on Tuesday, 26th March 2019.

We considered the following:

Annual Review from the Audit Committee for 2018

Annual Financial Statement for 2018

Letter of Determination from DES for 2019

SOLAS Funding for 2019

Bank Overdraft

Updated list of procurement frameworks at 15th March 2019

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, 26th March, 2019

7. REPORT FROM THE CHAIRPERSON OF THE AUDIT COMMITTEE

- Report from the Chairperson of the Audit Committee for Meeting held on 4 March 2019

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 4th March 2019 at 2.30pm in the Portlaoise FET Centre, Tower Hill, Portlaoise, Co. Laois.

The following was considered:

- Matters for discussion in the absence of the Executive
- Adoption of minutes of Audit Committee Meeting (3 December 2018)
 - The Audit Committee completed the Self Evaluation Check List
- Chairman's report from the Audit Committee Meeting 3 December 2018 to LOETB Meeting
- The following minutes were examined and noted:
 - Finance Committee Meetings 27 November 2018 and 28 February 2019
 - LOETB Meetings 11 December 2018, 28 January 2019 and 28 February 2019
- Conflict of Interest: none to report.

• Correspondence

Item No	Correspondence From	Date / Ref No.	Details
1.	Department of Education and Skills	CL0002/2019	Code of Practice for the Governance of Education and Training Boards
2.	Department of Education and Skills	CL0003/2019	Good Practice Guidelines in relation to: <ul style="list-style-type: none"> • Contracts for the Provision of Goods and/or Services • Requirement for Department Approval before: <ul style="list-style-type: none"> - providing Non-Core Services - for Legal Awards and Settlements and - Other Matters.
3.	C & AG	12/02/2019	Letter from C & AG re: Audit
4.	SIPO	January 2019	Copy of SIPO Documents for external Board Members for 2018

• Risk Register:

The updated Risk Register was examined by the Audit Committee and recommended to the Board for approval.

• Updated list of Procurement Frameworks up to 22 February 2019 was noted

• LOETB Draft Procedures examined and approved:

- Disposal of Assets Procedure
- Draft Conflict of Interest Procedures
- Purchasing Payment Procedures
- Financial Authority and Approval Levels
- Procedure for Compassionate Leave
- Procedure for Downloading DCS Files
- Procedure for Force Majeure
- HR New Employee Set up Procedures
- Procedure for Checking Increments
- Procedure for Maternity Leave
- Procedure for Paternity Leave
- Procedure for Payroll for New Employee Set up
- Procedure for Payroll Run Process
- Procedure for Unpaid Leave
- Pensions Procedure
- BTEI Conversion Procedure
- Transfer of Service Procedure
- Procedure for Marriage Leave

• Report on Review of Internal Audits and C & AG Audits since amalgamation were examined and noted

• Review of Internal Controls in LOETB were examined and recommended to the Board for approval

- Report on controls in place in LOETB as at 25 February 2019
- Statement from Chief Executive for financial period January – December 2018

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- Annual Report of the Audit Committee was presented at the meeting by the Chairperson, and was approved for recommendation to the Board

Oliver Mc Cormack

Oliver Mc Cormack
Chairman Audit Committee

Date: 4 March 2019

- Annual Report from the Chairperson of the Audit Committee

4 March 2019

Annual Review 2018 of Internal Controls in Accordance with Section 7.37 of the Code of Practice for the Governance of ETBs year ending 31/12/2018

The Audit Committee, at meetings on 5 March 2018, 2 July 2018, 3 September 2018, 1 October 2018 and 3 December 2018, examined and reviewed the following:

1. Minutes of the:

- Audit Committee meetings from 01/01/2018 to 31/12/2018
- Finance Committee meetings from 01/01/2018 to 31/12/2018
- LOETB meetings from 01/01/2017 to 31/12/2018

2. Reports

- Internal Audit Reports – Mr. Michael Mullarkey, Director, Internal Audit Unit-ETBs, dealt with two reports:
 - a. *Internal Audit Report and the Opinion Report of the effectiveness of I.T. system and network availability controls*
The IAU's opinion was that the LOETB did not have an adequate system of control pertaining to both IT systems and network management controls
The CE assured the Audit Committee that work was ongoing to meet the recommendations addressed in the report and acknowledged that more resources would be required to meet the recommendations of the report
 - b. *Internal Audit Report and the Opinion Report on procurement in the National Construction Training Centre, Mount Lucas*
The findings were that LOETB had an adequate system of controls in place to support the procedure and payments of goods and services for the National Construction Training Centre, Mount Lucas.
- Office of the Comptrollers and Auditors General Audit Completion Memorandum for year ending 31/12/2017 – Miss Mary Henry, Deputy Director of the Office of the Comptroller and Auditor General dealt with the C & AG document. Areas dealt with were;
 - a. Audit Report – Final Management letter issued to the executive for year ending 31/12/2017
 - b. Internal Audit Report – Audit Function in Mount Lucas Training Centre
 - c. IT Access Controls – I.A.U. Report into the IT function in LOETB
 - d. Fixed Assets – Oversight of assets in LOETB

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3. C & AG Correspondence

- C & AG letter re: Audit of LOETB Financial Statement 2017
- Report C & AG office
- Report for presentation of LEOTB 2017 accounts to the houses of the Oireachtas including Audit Controls

4. Corporate Risk Register and updates


5. Procedures

- LOETB Procurement Procedures
- Change of Bank Details Procedure
- Conflict of Interest Procedures for Board Members and Committees of the Board
- Internal Accruals Procedures for the ESI Accounting System
- Prompt Payments Procedures on the ESI Accounting System
- Financial Authority and Approval Levels Procedure
- Applying for Assistive Technology Equipment Procedures
- Purchasing and Payments Procedures

6. Confirmation by the Chief Executive that LOETB is operating an adequate and appropriate system of internal control.

The Audit Committee wish to report that there are no inconsistencies in the above documents and it is the Audit Committee's understanding that the CE has operated an adequate and appropriate system of internal control.

Signed:



Oliver McCormack
Chairperson of the Audit Committee

8. FINANCE

Emily McAuley, APO, presented to members the working papers and Annual Financial Statements for the year ended 31 December 2018.

Emily then took members through each page of the Annual Financial Statements in detail including the;

- Statement of Board Responsibilities
- Statement on Internal Controls
- Comptroller and Auditor General Report (will be inserted following completion of report from C&AG)
- Activities and Pay Costs
- Accounting Policies
- Operating Statement
- Statement of Current Assets and Current Liabilities
- Notes to the Financial Statements

Members reviewed and accepted the Annual Financial Statements for 2018, and

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recommended that the Chairperson sign the Statement of Board Responsibilities and the Statement on the System of Internal Controls.

Proposed by: Molly Buckley
Seconded by: Caroline Dwane-Stanley

Members thanked Emily and staff for their hard work in the preparation of same. The CE informed members that a huge effort was made by staff to ensure the Annual Financial Statements were completed for the 31 March 2019 deadline.

Chairpersons Comprehensive Report to the Department of Education and Skills

The Board accepted the Chairpersons Comprehensive Report to the Department of Education and Skills, pursuant to Section 6.8 of the Code of Practice for the Governance of LOETB. The Chairperson signed the Comprehensive Report.

Bank Overdraft

LOETB’s overdraft facility, per sanction received from the DES, is due to expire in June 2019. The current overdraft facility is €4 million and this will need to be extended for a further year.

In this regard, the CE proposed that the Board should borrow an amount of up to €4 million for the purposes of carrying out the Board’s functions and for this overdraft facility to be put in place for one year.

Members agreed in principle that the proposal should be accepted.

Proposed by: John King
Seconded by: Padraig Fleming

9. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details	Comments
1.	Longford and Westmeath Education and Training Board	4/02/2019	Letter regarding concerns around History as a subject - seeking LOETB’s support for the retention of History as a core subject	Discussed and supported by Board. Requested to write to the DES. <i>Proposed by:</i> Vivienne Keenan <i>Seconded by:</i> Caroline Dwane-Stanley
2.	Galway and Roscommon Education and Training Board	15/3/2019	Letter regarding concerns over the National Procurement Regulations and the impact on local suppliers	Discussed and supported by Board. <i>Proposed by:</i> John

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					King <i>Seconded by:</i> Padraig Fleming
3.	Department of Education and Skills	CL0003/2019	Good Practice Guidelines in relation to: <ul style="list-style-type: none"> • Contracts for the Provision of Goods and/or Services • Requirement for Department Approval before: <ul style="list-style-type: none"> - providing Non-Core Services - for Legal Awards and Settlements - Other Matters. 		Noted by members
4.	Department of Education and Skills	CL0004/2019	Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers, 2019/2020		Noted by members
5.	Department of Education and Skills	CL0005/2019	Graduate Certificate in the Education of Pupils with Autism Spectrum Disorder (ASD) for teachers working with Pupils with ASD in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2019/2020		Noted by members
6.	Department of Education and Skills	CL0006/2019	Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder)		Noted by members
7.	Department of Education and Skills	CL0008/2019	Special Education Teaching Allocation		Noted by members

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8.	Department of Education and Skills	CL0010/2019	Policy On Gaeltacht Education 2017-2022 Post-Primary Schools In Gaeltacht Language-Planning Areas Participating In The Gaeltacht School Recognition Scheme Next Implementation Phase (May 2019 – August 2020)	Noted by members
9.	Department of Education and Skills	CL0011/2019	Policy On Gaeltacht Education 2017-2022 Invitation To Primary And Post-Primary Schools In Gaeltacht Language-Planning Areas To Consider Joining The Gaeltacht School Recognition Scheme In 2019 Participation To Implementation (May 2019 - August 2020)	Noted by members
10.	Department of Education and Skills	CL0014/2019	Approved Allocation Of Teaching Posts 2019/20 School Year	Noted by members
11.	Department of Education and Skills	CL0015/2019	Scheme To Share Teachers Between Recognised Post-Primary Schools For The 2019/2020 School Year	Noted by members
12.	Department of Education and Skills	CL0016/2019	Home School Community Liaison Scheme: Assignment Of Home School Community Liaison Coordinators Within DEIS Schools	Noted by members
13.	Department of Education and Skills	CL0018/2019	Grant Scheme For ICT Infrastructure – 2018/2019 School Year	Noted by members
14.	Department of Education and Skills	CL0021/2019	Application Of Additional Increments Awarded In Relation To New Entrants Under The Public Service Stability Agreement 2013 –	Noted by members

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			2020 (Haddington Road Agreement/ Lansdowne Road Agreement)	
15.	Department of Education and Skills	CL0022/2019	Public Service Stability Agreement 2013 – 2020 (Haddington Road Agreement/ Lansdowne Road Agreement) Revision Of 2011 Entrant Teacher Salaries With Effect From 1 March 2019 - Application Of Additional Increments	Noted by members
16.	NALA	1/3/2019	Annual General Meeting on Saturday, 6 April, 2019 – Guest Speaker, Mairead McGuinness, MEP	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:

LOETB Policies

- Anti-Fraud and Corruption Policy
Proposed by: Molly Buckley
Secoded by: Caroline Dwane-Stanley
- Policy on Safe Guarding Vulnerable Adults
Proposed by: John King
Secoded by: Vivienne Keenan
- Retirement Policy
Proposed by: Sean Maher
Secoded by: Mary Sweeney

School Policies – Dunamase College

- Child Safeguarding Statement
Proposed by: Caroline Dwane-Stanley
Secoded by: Pdraig Fleming
- Health and Safety Policy
Proposed by: John King
Secoded by: Caroline Dwane-Stanley
- Anti-Bullying Policy
Proposed by: Caroline Dwane-Stanley
Secoded by: Mary Sweeney
- Restorative Practice Policy
Proposed by: Caroline Dwane-Stanley
Secoded by: Eddie Fitzpatrick

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11. REGISTER OF GIFTS/DONATIONS FOR 2018

Marie Bracken presented the Board with the Register of Gifts and Donations for 2018 and informed members that a register is being kept for gifts and donations received by LOETB and will be presented to the Board annually.

Members thanked Marie and noted the register.

12. BOARD OF MANAGEMENT MINUTES

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

- Birr Outdoor Education & Training Centre: 14 December 2018
Proposed by: Vivienne Keenan
Seconded by: Liam Quinn
- Youth Work Committee: 19 November 2018
Proposed by: Padraig Fleming
Seconded by: Liam Quinn
- Ard Scoil Chiarain Naofa: 20 November 2018 and 15 January 2019
Proposed by: Liam Quinn
Seconded by: Vivienne Keenan
- Portlaoise College: 26 November 2018, 5 December 2018 and 4 February 2019
Proposed by: Caroline Dwane-Stanley
Seconded by: John King
- Dunamase College: 19 November 2018, 21 January 2019 and 25 February 2019
Proposed by: Caroline Dwane-Stanley
Seconded by: Molly Buckley
- Banagher College: 25 October 2018
Proposed by: Vivienne Keenan
Seconded by: Sean Maher
- Clonaslee College: 10 January 2019
Proposed by: Padraig Fleming
Seconded by: Mary Sweeney

13. DRAFT ANNUAL REPORT 2018

The draft Annual Report for 2018 was circulated to members. The new format has been developed to report of the progress and achievements to date on the Goals and Actions of the Statement of Strategy 2018-2022.

Proposed by: Molly Buckley
Seconded by: John King

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14. VOTES OF SYMPATHY

A vote of sympathy was passed to:

15. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to;

- The Director of FET and the staff who hosted Regional Presentations for the Apprenticeship Awards
- Kilcormac U14 Badminton Team who competed in the All Ireland Championship
- Ireland's Special Olympics Team and all the past students who competed in the Games

16. AOB

Well Wishes

Correspondence

- A letter from the Chairperson of the Board of Management of Oaklands Community College, regarding a new school and LOETB's response was circulated to members. Members noted the correspondence.
- A letter from the Chairperson of the Parents' Association of Oaklands Community College, regarding a new school and LOETB's response was circulated to members. Members noted the correspondence.

17. DATE & VENUE OF NEXT LOETB MEETING

The next meeting of LOETB will take place on Monday 13 May 2019 at 4:30pm in Portlaoise FET Centre, Tower Hill, Portlaoise.

Signed: Sen J. O'Brien Date: 13/5/19

Chairperson

Chairmans
Initials