



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 January 2019 at 4:30 pm at Clara FET Centre, Co Offaly.

PRESENT

Cllr. John Carroll (Chairperson)
Ms. Molly Buckley
Cllr. Liam Quinn
Cllr. Caroline Dwane-Stanley
Cllr. Catherine Fitzgerald
Cllr. Eddie Fitzpatrick

Cllr. Padraig Fleming
Ms. Vivienne Keenan
Cllr. John King
Cllr. Sean Maher
Cllr. Mary Sweeney
Mr. William Flanagan

IN ATTENDANCE

Mr. Joe Cunningham, Chief Executive
Ms. Marie Bracken, Director of OSD
Ms. Pam Nolan, APO
Ms. Emily McAuley, APO
Ms. Jen Tonge, Clerical Officer

Finian Robbins, Centre Manager at Clara FET Centre gave members a brief overview of the programmes and services offered at the Centre. Members were brought on a tour of the Centre at the end of the meeting.

1. APOLOGIES

Apologies were received from Ms. Mary Cotter-Bracken, Ms. Maura Brophy, Mr. Frank Smith and Cllr. Paschal McEvoy.

2. WELCOME

The Chairperson welcomed Emily McAuley to the meeting and informed members that Emily has been appointed as Head of Finance (at APO grade).

3. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 11 December 2018, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed by: Caroline Dwane-Stanley
Seconded by: John King

4. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

5. 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.

6. CHIEF EXECUTIVES REPORT

Schools	
SCHOOL	HIGHLIGHT
Coláiste na Sionna, Banagher	<ol style="list-style-type: none"> 1. Congratulations to Shane O’Quigley (Leaving Cert) and Sarah O’Quigley (Third Year) on winning the Irish Karate Championships and will now represent Ireland in the European Karate Championships. 2. Congratulations to Sinainn Glynn (Leaving Cert student) on winning the Offaly Express Sports Star of the Year 2018. 3. A large number of TY students successfully completed their online Microsoft Office Specialist exams in PowerPoint. 4. Best of Luck to the Under 15 Soccer team competing in West Leinster Final and Under 19 Badminton team representing Offaly in Leinster Finals.
Ard Scoil Chiaráin Naofa, Clara	<ol style="list-style-type: none"> 1. Transition Year students are currently completing their Young Social Innovators (Y.S.I.) Project ‘Raise The A-Game’ to promote autism awareness. The campaign is being received very well locally and businesses have been particularly supportive by running autism awareness initiatives to support autism awareness. A Fashion Show ‘This Is Me’ will take place on 28 February. 2. Safer Internet Day Ambassadors: Two of our Transition Year students applied for, and were selected, to attend training at Google H.Q. on 10 January as part of a National initiative organised by Webwise. Students will co-ordinate school wide activities to celebrate Internet Safety Day on 5 February. 3. <i>Mangahigh</i> online maths IT platform - Chris Greene from <i>Mangahigh</i> visited the school on 22 January to provide teacher training for maths teachers on the continued use of <i>Mangahigh</i> to support learning.

<p>Clonaslee College</p>	<ol style="list-style-type: none"> 1. Clonaslee students will take part in a recorded 'vox-pop' show on Midlands Radio 103 who are coming to the school on 1 February during a Well Being coffee morning. 6th year students will engage in a discussion on Well Being and the impact of Brexit on their views on going to College in the UK next year. Also, a group of TY students will talk about challenges of social media and their own experience of not being allowed mobile phones in the school. 2. TY students produced a wide range of products which sold at Christmas Markets in Portlaoise and Mountmellick as well as at the Bridge Centre in Tullamore. 3. An 'Open house' is being held in the school on 9 February.
<p>Oaklands College, Edenderry</p>	<p>A trip to NASA in Florida due to take place in coming weeks; a number of students will be among a small select group of international schools invited to participate in the US space competition held by NASA.</p> <ol style="list-style-type: none"> 2. Successful return to Performing Arts by Oaklands players with a three-night sell out of their Pantomime 'Beauty and the Beast'. 3. Sixth Year student, Adam Hanlon, received 2nd place in the Senior Category of the prestigious and highly-contested PDST English Poetry competition. 4. Three students awarded Entrance Scholarships recognising their excellent LC results. Odhran Cully received his award at Trinity College Dublin where he is currently studying Theoretical Physics. Diarmuid Egan received his award at University College Dublin where he is studying Theoretical Physics. Adam Sheehan also had his excellent Leaving Certificate results acknowledged by University College Dublin, where he is currently studying Architecture. 5. First ever all-night event held in school – <i>AwakeAthon</i> for Focus Ireland raised in excess of €600.
<p>Coláiste Naomh Cormac, Kilcormac</p>	<ol style="list-style-type: none"> 1. Excellent extracurricular success for the Senior hurlers, winning the North Leinster Final against Rochfortbridge. U16 and U19 badminton teams are through to represent Offaly in Leinster finals. 2. 2nd Year student Sarah Fitzgerald won a Webwise Internet Safety competition and as part of the prize, she spent a day in Google HQ in Dublin. 3. As part of the induction process for the new ASD class in the school, Adam Harris, Founder of 'As I Am', gave an excellent workshop to all students, staff, and parents.

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<p>Dunamase College, Portlaoise</p>	<ol style="list-style-type: none"> 1. The school had a very successful Winter Concert. The hall was packed and significant funds were raised by the Parents' Council for various causes. 2. We are oversubscribed for next year following a very successful open night in October. 3. Hockey Ireland are involved in mentoring the new hockey team in the school and the school team travelled to Dublin for a Hockey Blitz with Kings Hospital on Thursday 24 January 4. The school Traditional Music group were highly commended in the recent Gael Linn Siamsa competition 5. The first two Assistant Principals have been recently appointed and have taken up their additional duties since December. 6. The school continues to be the lead school in the Digital Excellence Project which is operating with feeder schools in Laois, Kildare and Offaly.
<p>Portlaoise College</p>	<ol style="list-style-type: none"> 1. Upcoming Lip Sync Fundraiser in the Midlands Park Hotel on Friday 8 February in aid of our new All-Weather Pitch 2. 3 TY students participated recently in the BT Young Scientist competition with their project entitled 'Does heading the ball in football affect your memory and reaction speed?' 3. In December we staged a very successful production of the Wizard of Oz over 2 nights.
<p>St. Fergal's College, Rathdowney</p>	<ol style="list-style-type: none"> 1. The Senior Camogie team won the Leinster Senior D Final and are now in an All-Ireland Semi-Final. The Junior Camogie team play their Leinster Junior D Final on Saturday 26 January. The Junior Hurling team are in a North Leinster Final on Thursday 31 January and the 1st Year hurlers are in the final of the Laois Second Level Schools 1st Year Competition. 2. The 6th Year Leaving Cert Applied class ran a very successful no-uniform day in December to raise funds for Focus Ireland and highlight the issue of homelessness. 3. The College Choir and Musicians performed during the Midlands 103 broadcast from Rathdowney's Live Crib before Christmas. 4. Tomi Reichental, one of the few living survivors of a Nazi Concentration Camp living in Ireland, visited the school in late November and spoke to the students on his life and his mission to ensure that those who were victims of the Holocaust would never be forgotten.

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<p>Tullamore College</p>	<ol style="list-style-type: none"> 1. We had two teams in the BT Young Scientist Competition. Ms Elaine Howlin mentored the two teams during their preparation and looked after them during their stay in Dublin. 2. Our Cadette Girls' Basketball team have reached the All Ireland Semi Final which will take place in the National Basketball Arena on 30 January. Ms Aine Brady and Ms Karen Brady are the coaches. 3. For the first time in over 30 years, we will be presenting a school musical which will take place on the 25th, 26th and 27th February. Ms Aoife Gavin is preparing the cast along with Director Paul Norton. 4. Dylan Cuskelly, who scored maximum points in his Leaving Cert, was recently awarded an Entrance Exhibition Award to Trinity College where he is studying Physics.
<p>Youth Services</p>	<ol style="list-style-type: none"> 1. LGBTI+ Service Grant Scheme 2018: The DCYA have allocated €5,000 for the LOETB to commission a report on the provision of services for LGBTI+ young people. The LOETB have appointed Consultant Karen Thompson to complete the report, which is due to the DCYA in February 2019. 2. Youth Employability Initiative 2018/19: The DCYA has secured funding from the Dormant Accounts Fund for a Youth Employability Initiative. 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. The LOETB receive and appraised 3 applications. All 3 applications met the criteria and subsequently sent to the DCYA for final assessment.

Further Education and Training

FAR Planning 2019

LOETB FET Service is currently finalising the planning documents for 2019. These documents include financial projections, course scheduling, and learner intake projections, as well as a progress report of the LOETB/SOLAS Strategic Performance Agreement.

In 2019 the FET Service will use a budget of approximately €20 million to work with over 11,000 beneficiaries.

LOETB/QQI Quality Improvement Plan

The FET Service is undertaking an internal review of the agreed QQI Quality Improvement Plan. The findings of this review will inform the self-evaluation and statutory external review that will take place later in 2019 and early 2020. This process is being overseen by the Quality Assurance Department.

LOETB Apprenticeship/Traineeship provision

Work has commenced on the Electrical Apprenticeship/Cleanroom Traineeship premises in Tullamore. The proposed completion date for this project is May 2019. When complete, the centre will house two 'phase two' electrical apprenticeships (32 apprentices) and the cleanroom facility will capacity for two traineeships running concurrently.

The facility will also have capacity for the provision of a Refrigeration and Air Conditioning apprenticeship. Further Apprenticeship provision is planned in 2019 at Mount Lucas (Carpentry and Joinery, Scaffolding) as well as Electrical in Mountrath.

FET Technology Enhanced Learning

Using the Office 365 platform, the FET Service is currently piloting TEL (Technology-Enhanced Learning) techniques in three of our FET Centres. This involves in-service training for teachers to support them in using TEL to expand the level of provision for our FET learners. This pilot will be reviewed in June 2019 with the findings being used to roll out the TEL project to other FET centres in September.

FET Provision Review

The FET Service has commenced the process of reviewing all provision by discipline. A Healthcare Review Group was established in September, chaired by an external Healthcare expert and the QA Department. This group submitted a draft report of their findings in December, the report also provides a list of recommendations for future provision that will be considered by senior management with a view to rolling out changes for the 19/20 academic year.

The Healthcare Review group will be maintained to monitor the proposed changes and ensure that our provision remains relevant. Further groups will be established in the coming months for all disciplines.

LOETB Well Being Programme 2019

As part of our commitment to staff and student well-being, LOETB is organising a Family 5km run/race in late April to take place at Mount Lucas. The run will be an official Athletics Ireland event and will be open to all LOETB staff, students and parents. A small team has been put in place to organise the event.

Organisation Support and Development Services

Corporate Services

Risk Management

The current Risk Register was approved by the Audit Committee at their meeting on 3 December, 2018 and by LOETB at its meeting on 11 December 2018.

The Risk Register has been circulated to Senior Management Staff for their attention and a meeting will be held shortly to review the Register.

Health and Safety

We look forward to receiving the new Safety Management System for LOETB from Quadra Consultants soon. A new Health and Safety Statement has been produced for Tullamore College and it is now near completion.

Portable Appliance (PA) Testing is due to resume in schools and centres.

Training for school and centre Health and Safety Representatives has been scheduled for Friday 8 March, 2019, in Portlaoise. Training in Health and Safety for School Caretakers and Attendants is scheduled for Thursday 21 February in Tullamore.

Insurance

Insurance premiums in the sum of €365,824.03 have been paid to IPB Insurance in January 2019.

Engineering inspections have taken place in all the schools and inspections have commenced in the Further Education and Training Centres.

Garda Vetting

Garda Vetting is ongoing with the National Vetting Bureau and careful consideration must be given to ensure that only people working with children and vulnerable adults are vetted to comply with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012

to 2016. Applications for Garda Vetting are being carefully examined to ensure that they comply with this requirement.

Freedom of Information

All Freedom of Information (FOI) requests received in 2018 have been answered. There are no FOI appeals on hand.

We have received our first FOI request of 2019 on Monday 21 January.

Data Protection (GDPR)

Since 25 May, 2018, the General Data Protection Regulation and the Data Protection Act 2018 are in place. Training has been provided for employees and each employee must undergo a specific GDPR Test and obtain 100% to pass. To-date 580 employees have completed the GDPR test.

Protected Disclosures

No Protected Disclosure have been received to date.

Human Resources

Recruitment

Appointed:

- 1 APO Finance
- 13 PWT Grade III
- 3 Temporary Grade III
- 1 Adult Education Officer (Quality Assurance Manager)
- 1 API Acting Dunamase College
- 1 APII Dunamase College
- FET Panels
- Sub Teacher Panels

API & APII posts to be interviewed:

- Ard Scoil Chiarain Naofa – 1 APII post
- Oaklands CC – 2 APII posts 1 Acting, 1 PWT
- Colaiste Naomh Cormac – 3 APII posts
- Portlaoise College – 1 APII post

Currently advertising:

- 1 Grade VII Finance
- Teacher Posts – Maths & PE, Maths

To be advertised:

- Youthreach Resource Worker – 1 post (Acting)
- Literacy Resource Worker – 1 post PWT
- AP1 & AP11 Tullamore College
- Deputy Supervising Teacher – Portlaoise Prison

Payroll

Year-end was successfully completed in December with 948 staff on the P35. The new fortnightly pay frequencies have been successfully implemented. The first meeting with

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ESBS was held on 24 January; the process has started and the projected timeline for going live with payroll shared service for our staff is August 2019.

Total Salaries paid in December equals €1,904,522.61

Total Accruals paid in December equals €1,330,273.46

Pensions

LOETB's pre-retirement course is scheduled for the 21st March 2019

Finance

Budgets

A summary of finances to 31 December 2018 is included in members' folders.

SOLAS Funding

Preparatory work on the FAR 4 2019 (financial bid), for submission to SOLAS by 8 February is underway.

Financial Statements

Work has started on the 2018 Financial Statements and Working Papers.

C&AG Audit

The C&AG will start their audit of LOETB on 7 May, 2019 and it will take approximately three weeks. As part of the audit, at least two schools will be selected for an on-site audit.

Creditor Payments

2,574 invoices, amounting to €2,229,205.75, were paid in the fourth quarter of 2018. Of these, 67% were paid within 15 days of receipt of invoices, and a further 32% were paid within 30 days.

17 purchase orders for €20,000 or above, totalling €555,178.29 inclusive of VAT, were paid in the fourth quarter of 2018.

ICT

- A new server has been procured for Clonaslee.
- LOETB student email address roll-out has begun.
- Work is ongoing to redesign the file folder structure in administrative offices with a view to roll-out on Friday 8 February.
- The ICT Manager attended the Bett (IT in Education) show in London on 24 January.
- The centre at Mount Lucas is the only site left to install firewalls. All other FET centres are complete.
- 3 computer rooms have been upgraded at Portlaoise FET Centre
- 1 computer room has been upgraded at both Abbeyleix FET Centre and Portarlinton FET Centre.
- A new SharePoint site has been setup for all FET centres with training to begin in the coming weeks.
- A new SharePoint site has been setup for all staff

Procurement and Buildings

Procurement Frameworks/Projects as at 25 January 2019

Project	School/Centre	Successful Tenderer	Status of Project
Pest Control Framework – OGP FRAMEWORK	Schools/Centres	Rentokil Initial Ltd	Contract from 1 December 2018 to 30 November 2020 with an option to extend for a period or periods of up to 6 months with a maximum extension of 4 such extension or extensions
Portable Fire Equipment Maintenance – OGP FRAMEWORK	Schools/Centres		Letters Intent and Regret sent to OGP 15 January 2019. End of standstill period 22 January 2019. OGP to contact LOETB asap
Fire Alarm Maintenance – OGP FRAMEWORK	Schools/Centres		Letter of extension sent to Horizon to 30 April 2019. Specification document sent to OGP. Currently OGP is running Mini Competition. Response Tender Deadline – Friday 25 January 2019
Contract Cleaning Services	Schools/Centres		Tenders evaluated 18 December 2018. MLCS Ltd are the Tenderer Designate. Currently in discussion with Employees re TUPE
New proposed Warehouse	Mount Lucas	Kenny Lyons Architects	Michael Bracken Ltd is the Successful Contractor. Work to commence on site Monday 21 January 2019.
Fire Exit Works	Portlaoise FET Centre	McCarthy O’Hora Architects	Garoon Construction Ltd - Works completed.
School Signage	Dunamase College	McCarthy O’Hora Architects	Final Planning Permission received from Laois County Council.
Upgrade Access Facilities for Special Student	Colaiste Naomh Cormac, Kilcormac	Fitzgibbons McGinley Architects	Fitzgibbons McGinley Architects are the successful Consultant. Meeting held 16 January 2019 at the school. Audit of school to be carried out 24 January 2019.
Additional Accommodation	Clonaslee College		Approval received from DES for Science Room and Prep Area. Consultants Tendered

			for with responses due back Monday 28 January 2019.
Roof Repair Works	Ard Scoil Chiarain Naofa, Clara		Letter of Approval from DES. Invitation to Tender for Consultants due back on 1 Feb 2019
Electrical Works	Ard Scoil Chiarain Naofa, Clara	Jerry Geaney M&E Consultants	Letter of Approval from DES. Toro Electrical is the successful Contractor. Works ongoing with completion expected in a few weeks.
ASD Unit	Portlaoise College		Currently being assessed by DES.
Electrical Apprenticeship Design and Fit Out	Axis Business Park, Tullamore	McCarthy O'Hora Architects	Robert Quinn Ltd is the successful Contractor to carry out the required work. Work commenced 17 December 2018

The Chairperson thanked the CE for his comprehensive report.

The chairperson commended the schools for the vast amount of extracurricular activities that students are involved in and for all of their recent achievements.

Members congratulated the CE and all the staff at LOETB for the volume of work that has been completed since the December meeting of the Board.

A member raised concerns in relation to the amount of ASD units in post-primary schools compared to primary schools, and enquired as to whether there are further plans in place to roll out ASD units in the Laois area as the demand for it is there. The CE informed members that they are responding to requests from NCSE and are meeting that need where feasible. It is planned for a new ASD Unit to be open at Portlaoise College for the start of the new school year.

A member enquired as to the works to be carried out in Clonaslee College. The CE informed members that DES has approved a Science Room and Prep Area but that a professional opinion on the possibility of including a canteen area will be sought once an architect is appointed.

A member asked for an update on the development of a car park at Tullamore College. The CE informed members that the schedule of remaining works has now been completed and a meeting with the Bondsman is arranged for 6 February 2019, in order to progress the works.

A member raised concerns regarding the site access in the FET Centre in Clara and enquired as to whether or not wheelchair access would be made available in the building, to accommodate for all. The CE informed members that the work was still in progress and those concerns would be taken into account.

7. FINANCE

A summary of finances to the end of December 2018 was circulated to members. Members noted the finances and were satisfied with same.

8. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details	Comments
1.	Martin Egan	17/12/2018	30 th Colmcille Winter School	Noted by members
2.	Department of Education and Skills	CLO076/2018	Revision of Pay Rates in 2019 for School Secretaries, Caretakers and Cleaners employed by the Boards of Management of Recognised Primary Schools or by ETBs in Community National Schools using Ancillary Services Grant funding and Revised Rates of Ancillary Services Grant.	Noted by members
3.	Department of Education and Skills	CLO082/2018	Cost Limits for Post-primary School Buildings	Noted by members
4.	Department of Education and Skills	CLO084/2018	Replacement of Pension Related Deduction (PRD) by Additional Superannuation Contribution (ASC) and the Rates and Thresholds of the Additional Superannuation Contribution with Effect from 1 January 2019 for members of Standard Accrual Pension Scheme, Fast Accrual Pension Scheme and Single Pension Scheme.	Noted by members
5.	Department of Education and Skills	CLO085/2018	Payment of Tool Allowance to Craft Workers.	Noted by members
6.	Department of Education and Skills	CLO001/2019	Special Leave for teachers who are members of Voluntary Search and Rescue Organisations and are called-out on a Search and Rescue Operation.	Noted by members

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Chairman
Initials

9. DRAFT LOETB POLICIES FOR ADOPTION

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

- Mobile Phone Acquisition and Usage Policy
Proposed by: Molly Buckley
Seconded by: Caroline Dwane-Stanley
- Sponsorship Policy
Proposed by: John King
Seconded by: Vivienne Keenan
- Hospitality and Gifts Policy
Proposed by: Liam Quinn
Seconded by: Caroline Dwane-Stanley
- Disposal of Assets Policy
Proposed by: John King
Seconded by: Sean Maher
- Data Protection Policy
Proposed by: Sean Maher
Seconded by: Caroline Dwane-Stanley
- Privacy Notice
Proposed by: Sean Maher
Seconded by: Liam Quinn

10. 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: 27 September 2018
Proposed by: Vivienne Keenan
Seconded by: Sean Maher
- Ard Scoil Chiarain Naofa: 25 September 2018
Proposed by: Vivienne Keenan
Seconded by: Molly Buckley
- Coláiste Naomh Cormac: 1 October 2018
Proposed by: Liam Quinn
Seconded by: Sean Maher
- Oaklands Community College: 25 October 2018
Proposed by: Molly Buckley
Seconded by: Eddie Fitzpatrick
- Clonaslee College: 24 October 2018
Proposed by: Vivienne Keenan
Seconded by: Molly Buckley

11. NOMINATION TO THE BOARD OF LOETB FROM YOUTH WORK IRELAND

The Chair informed members that Youth Work Ireland nominated Clive Davis to replace Joe Thompson on the Board of LOETB.

Members confirmed the nomination.

Proposed by: Caroline Dwane-Stanley

Seconded by: Vivienne Keenan

12. NOMINATION TO THE BOARD OF MANAGEMENT AT CLONASLEE COLLEGE

The Principal at Clonaslee College wrote to the Chief Executive to inform him that a vacancy for a female Community representative on the Board of Management became available. Catriona Ryan was appointed to fill the vacancy at a recent BOM meeting.

Members confirmed the appointment.

Proposed by: Vivienne Keenan

Seconded by: Molly Buckley

13. FEEDBACK OF SELF-ASSESSMENT QUESTIONNAIRE

A copy of the feedback on the self-assessment evaluation questionnaire was circulated to members prior to the meeting. Members noted the feedback.

14. VOTES OF SYMPATHY

A vote of sympathy was passed to:

- To Noeleen Meleady, staff member in Tullamore college, on the recent passing of her parent in law, RIP.
- To Patricia Harrington, teacher at Oaklands Community College, on the recent passing of her uncle, RIP.
- To Majella Whelan, staff member in Tullamore FET Centre, on the recent passing of her brother, RIP.
- To Sarah Brophy, Secretary in St. Fergal's College, Rathdowney, on the recent passing of her Father, RIP.
- To John Donohoe, clerk of works in Tullamore College, on the recent passing of his brother, RIP.

15. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to;

- Jean Keating, staff member in the Tullamore Administrative Office, on the birth of her baby girl.

- St Fergal's Senior and Junior Camogie Teams on their Leinster wins.

16. AOB

There were no items for discussion under AOB.

17. DATE & VENUE OF NEXT LOETB MEETING

The next meeting of LOETB will take place on Tuesday 26 March 2019 at 4:30pm in Dunamase College, Railway Street, Portlaoise.

Signed: Seamus O'Connell Date: 26/3/19
Chairperson