

OBORD OIDEACHAIS AGUS OILIÚNA LAOIS & UIBH FHAILÍ
Laois & Offaly Education and Training Board

A meeting of the above Board was held on Monday, 11th November 2013 in Portlaoise College, in pursuance of notice.

Present:

**Clr. Noel Bourke, Cllr Molly Buckley, Mr. Declan Costello, Cllr. Eamon Dooley, Cllr Sinead Dooley, Mr. Tom Feighery, Cllr Eddie Fitzpatrick, Ms. Vivienne Keenan, Mr. Brendan Killeavy, Mr. Denis Wagner, Ms. Shelia Maloney, Ms. Mary McLoughlin, Cllr Tony McLoughlin, Ms. Miriam O'Callaghan, Cllr. Liam Quinn
Clr Mary Sweeney, Cllr Kathleen O'Brien, Cllr William Aird, Cllr John King, Cllr. Paul Mitchell, Cllr. Ben Brennan, Cllr. Rotimi Adebari, Cllr. Lisa Delaney, Ms. Irene Murray, Ms. Winifred Champ-Cox, Mr. Matthew Keegan, Ms Emma Dunne, Mr Declan Moore**

1. Apologies

Cllr Sinead Moylan Ryan, Cllr Lar Byrne, Cllr John Carroll, Cllr John Leahy, Eoin Maher, Gerry Quinn and Monsignor Byrne

2. Minutes from last ETB Meeting

The minutes of the previous monthly meeting held on 23 August 2013 were circulated, to be taken as read and signed.

Proposed by: Ben Brennan **Seconded by:** Kathleen O'Brien

3. Acting CEO's Report

Junior Certificate Results

The CEO congratulated all the students in both schools and centres who received their Junior Cert results recently and complimented the teachers for their hard work and dedication. It was agreed by the Board that a letter should go to the Schools/Centres congratulating them on their achievement.

Building Projects

Tullamore College

The Design Team, Buttler Moffat, are preparing a final debriefing on Contractors for the ETB which will then to be forwarded to the Buildings Unit. The Unit will then issue a Stage 2b Approval Letter to the ETB.

Oaklands College, Edenderry

Following a site visit by a DES Architect, a meeting was held in the Buildings Unit (Tullamore) on 24 September. A number of preferred designs were agreed and the DES is currently costing these designs. A final decision is expected before the end of the month.

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Youthreach Clara

The Youthreach programme in Clara has recently moved to a new building on the main street. The building is more suitable to educational needs and minor refurbishment is currently being carried out.

St. Fergal's College, Rathdowney

We have just received confirmation that an application under the Emergency Works Scheme to replace the gas heaters in the gym at St. Fergal's has been approved.

Education Inspections

Whole School Evaluations are currently being held at Colaiste Naomh Cormac, Kilcormac and Banagher College – Coláiste na Sionna. Inspections were also held recently at the Youthreach Centres in Edenderry and Clara. A Leaving Certificate Vocational Programme (LCVP) inspection is to be held at Ard Scoil Chiarán Naofa (Clara) on 20 November. A number of subject and incidental inspections have been held at schools in both counties since our last meeting.

Summer Works Scheme

The re-introduction of a Summer Works Scheme has just been announced. Proposals are now being invited from the 8 schools and will be submitted by the ETB together with necessary reports and documentation by 15 December.

Dissolution of FÁS/Establishment of SOLAS

The Minister for Education and Skills commenced the Further Education and Training Act on 27 October thereby establishing SOLAS and dissolving FÁS. All FÁS staff became SOLAS staff on that day. Seven Training Centres and their staff are transferring to four ETBs on 1 January. The remaining Training Centres and staff are due to transfer to the remaining ETBs on 31 May (provisional). We are meeting regularly with SOLAS (FÁS) management in Athlone and contributing to the development of the Training Plan for 2014. A request for a staff transfer protocol to the five ETBs without a main Training Centre is currently being considered by SOLAS and DES.

New Head Office

Design and engineering reports are currently being prepared in relation to the plans previously submitted to the DES on the refurbishment of the old vocational school, Railway Street, Portlaoise.

ETB organisation

Work is continuing to put in place appropriate structures and systems for the new organisation. A data connection has been put in place between Tullamore and Portlaoise which will support day-to-day operations and reporting. In line with Revenue requirements we will have one Employer number from 1 January and consequently work is on-going to

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merge our payroll systems. We are also consulting with staff representatives on this matter. We received notice of our Employment Control Framework staffing level to be achieved by the end of December. There are almost 6 Whole-Time Equivalents below this target currently which is placing pressure on our Administrative function and support services in schools and centres.

St. Rynagh's College of Further Education

A new theatre space at the Centre was launched recently in association with Banagher Drama Group. In addition to the theatre space, the heating system has been upgraded and new flooring laid. The project was jointly funded by the ETB and Banagher Drama Group (through Offaly Local Development Company). Special acknowledgement was given to the the commitment of Edward McEvoy, Marie Bracken, Padraig Boland, and John Carroll to ensuring the successful completion of the project and community involvement at the Centre.

4. Finance

Monthly Return

A copy of the Monthly Return for October 2013 was distributed to Board Members.

Resolution re Bank Overdraft Facility

That the Board, on the consent of The Minister for Education and Skills, do accept the offer of the facility mounting to EUR 1,500,000 made by Allied Irish Banks, p.l.c. ("the Bank") to the Laois and Offaly Education and Training Board subject to the terms and conditions referred to in the letter of sanction dated 29th October 2013 addressed by the Bank to the Board, and that Mary Sweeney and Joe Cunningham (Chairperson and Secretary) are hereby authorized to sign on behalf of the Board the letter of sanction and such other authorities, documents and instructions that the Bank shall require to be signed by the Board in connection with the facility.

Proposed by: Paul Mitchell ***Seconded by:*** Kathleen O'Brien

5. Finance Committee Meeting Report

The Finance Committee met prior to the Board Meeting. The CEO of LOETB & Chairman of the Finance Committee, Matthew Keegan, informed the Board of the changes to the number of Members on the Finance Committee. The board is now made up of 7 Members: Matthew Keegan (Chair), Denis Magner (Vice Chair), Brendan Killeavy, Tom Feighery, Ben Brennan, John King, Winifred Champ Cox

Proposed by: Sinead Dooley ***Seconded by:*** Vivienne Keenan

6. Audit Committee Meeting Report

The Audit Committee met prior to the Board Meeting. The CEO of LOETB & Chairman of the Audit Committee, Noel Bourke, informed the Board of the changes to the number of Members on the Audit Committee. The board is now made up of 7 Members: Noel Bourke (Chair), Monsignor Byrne (Vice Chair), John Carroll, Declan Costello, Molly Buckley, William Aird, Irene Murray

Proposed by: Emma Dunne **Seconded by:** Ben Brennan

7. Correspondence

Circulars for noting only

CL 0040/2013 - Leaving Certificate Vocational Programme (LCVP)

CL 0041/2013 - Junior and Leaving Certificate Mathematics syllabus for examination in 2015 and subsequent years

CL 0042/2013 - Timely submission of September and October Returns for 2013/14

CL0044/2013 - School Vaccination Programme 2013/2014 – Post Primary

CL0046/2013 - Allocation to schools for books

CL0047/2013 - Adjustments to the Leaving Certificate Chemistry Syllabus

CL048/2013 - Statistical Returns in respect of part-time courses in ETB (Vocational) Schools/Community Colleges in the 2012/2013 School Year

CL0049/2013 - Public Service Stability Agreement 2013 – 2016 (Haddington Road Agreement) and the Financial Emergency Measures in the Public Interest Act 2013 – Teachers

CL050/2013 - Changes to the Legend and Symbols on the 1:50,000 Discovery Series Ordnance Survey (OS) Maps used for Teaching, Learning and in Examinations

CL052/2013 - Procedures on the Commencement of Section 30 in Recognised Schools

CL053/2013 - Travel Pass 2014

CL055/2013 Transition Year Certificates - Revised arrangements 2013/2014

CL056/2013 Computer Studies Certificates - Revised arrangements 2013/2014

Procedures for adoption

Disciplinary Procedures for Staff employed by Laois and Offaly ETB

Proposed by Denis Magner **Seconded by:** Vivienne Keenan

Code of practice for dealing with complaints made by Parent/s, Guardian/s, of a Student of by a Student (who has reached the age of eighteen) currently enrolled in a school /centre against a Staff Member employed by Laois and Offaly ETB

Proposed by: Noel Bourke **Seconded by:** Mary McLoughlin

Bully Prevention Policy – Complaint procedure for ETB Staff

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

Harassment/Sexual Harassment Prevention Policy – Complain Procedure for ETB Staff

Proposed by: Ben Brennan

Seconded by: Emma Dunne

Grievance Procedures for Staff employed by the Education and Training Boards

Proposed by: Molly Buckley

Seconded by: Irene Murray

CL0045/2013 - Anti-Bullying Procedures for Primary and Post Primary Schools

Proposed by: Winifred Champ Cox

Seconded by: Rotimi Adebari

General Correspondence

Nomination of Acting Chief Executive Officer, Joe Cunningham to AIT Board of Management

Proposed by: Mary Sweeney

Seconded by: Denis Magner

The Chairperson read a letter from St Brendan’s Community School who are looking for the Boards support in Up-grading the All-weather Hockey Pitch to Astra Turf in the School. It was suggested that Laois and Offaly ETB draw their attention to the sports capital grant.

8. Boards of Management

Youthreach Board of Management 19th September 2013

Proposed by: Paul Mitchell

Seconded by: Kathleen O’Brien

Birr Outdoor Education Centre – 11th September 2013

Proposed by: Tony McLoughlin

Seconded by: Vivienne Keenan

9. VTOS Board of Management for Laois and Offaly ETB

The Chair and CEO informed the Board that Board of Management for Laois and Offaly ETB’s VTOS Centre’s is to be formed. The Board will include Members of the ETB – 2 Laois Members and 2 Offaly Members. The Board requested more information on this in terms of the new boards functions and requirements. It was agreed that this would be drawn up and made available to the Board. The CEO requested that any persons interested in being a Member of the VTOS Board should make their interest known to either offices in Portlaoise or Tullamore.

10. Schedule 3 – Regulation of Business of ETB

A copy if Schedule 3 was issued to all Members. The CEO reminded Members that the quorum for ETB meetings was 12. It was also agreed that Standing Orders should be drafted for the ETB meetings. All Members were clear on the details of this Schedule.

11. Ethics in Public Office 1995 and 2001

All Members were given the Ethics in Public Office Schedule 17 to be completed. Each Member is now required to complete and return, the enclosed ‘Statement of Interest’ or ‘Nil Interest’, whichever is applicable, directly to the Standards in Public Office Commission. Each Member was also asked to complete the acknowledgement of receipt of the documents to the Tullamore Office. The period comprehended by this statement is 01/01/2013 to 31/12/2013.

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12. Votes of Sympathy

- o Alexandra Longiewko, Portlaoise college, on the death of her Grandfather
- o Yvonne Quinn, Portlaoise College, on the death of her Grandfather
- o Pam Nolan, Head Office, on the death of her Uncle
- o Linda Tynan, Midlands Prison, on the death of her Brother
- o James Doyle, Portlaoise College, on the death of his Brother
- o Sean Scully, Abbeyliex FEC, on the death of his Mother
- o Alan Fogarty, St Fergal's College, on the death of his Grandmother
- o Rachel Dunne, St Fergal's College, on the death of her Grandaunt
- o Kathleen Donnellan & Margaret Cunningham, Tullamore Office, on the death of their Sister
- o Tracy Phelan, Mountmellick FEC, on the death of her Grandfather

13. Any Other Business

The Chairperson informed the Board that the Interviews for a permanent Chief Executive Officer will be held at the end of November. It is hoped that there will be a permanent appointment by the January meeting.

The Chairperson also wanted to thank the Principal and Staff for the use of Portlaoise College and the refreshments provided.

14. Date & Venue of next ETB Meeting

Monday 13th January 2014 Castle Buildings, Tara Street, Tullamore

Signed: 
Chairperson

Signed: _____
Chief Executive Officer

Date: 13.1.2014