

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

A meeting of the above Committee was held on Friday, 12 July 2013 in Portlaoise Adult Education Centre, in pursuance of notice.

**Present:** Cllr Mary Sweeney, Cllr Kathleen O'Brien, Cllr John King, Cllr Alan Hand, Mr Noel Bourke, Mr Lar Byrne, Mr John Carroll, Ms Sinead Dooley, Mr Eamonn Dooley,  
 Ms Bernadette Fanneran, Mr Eddie Fitzpatrick, Mr Brendan Killeavy,  
 Mr Tony McLoughlin, Mr Liam Quinn  
 Monsgrn John Byrne PP, Ms Emma Dunne, Mr Declan Moore, Ms Irene Murray,  
 Ms Linda Bergin, Ms Lisa Delaney, Ms Winifred Champ-Cox, Mr Gerry Quinn, Mr Matthew Keegan, Mr Tom Feighery, Ms Vivienne Keenan, Mr Denis Magner, Ms Sheila Maloney, Ms Mary McLoughlin

**Apologies:** Ms Molly Buckley, Ms Sinead Moylan-Ryan, Mr Eoin Maher, Mr Declan Costello, Ms Miriam O'Callaghan and Mr John Leahy.

**1. Welcome & Introduction**

**2. Message from the Minister**

**3. First Meeting – Date and Board Membership**

Section 9(5), Section 9(6) and Section 67 were circulated to the members.

**4. Election of Chairperson & Deputy Chairperson**

The CEO informed the meeting that the existing Chairpersons of the two VECs were willing to continue as Chairs – each Chair in place for 5 months between July 2013 and May 2014. However a member proposed that the position of Chairperson should be open to other members in the interest of fairness and therefore the position should be shared by each person for one third of the period until May 2014.

A lengthy discussion took place and a proposal to have a staff member elected as Chairperson for a tenure of one third of the period to May 2014 was put forward.

The CEO then stated that there would be a vote, by a show of hands and that the second proposal would be taken first i.e. "that a staff member would be elected as Chairperson for a third of the period until May 2014".

The first proposal i.e. "that the existing Chairpersons would share the position equally for a period of 5 months each" was passed on the basis of a vote of 19 for and 8 against. Therefore the nominations were passed as follows:

- (i) **Nominee Chairperson July – November 2013: Cllr Mary Sweeney**

**Proposed by: Mr Eamonn Dooley      Seconded by: Cllr John King**

- (ii) **Nominee Chairperson December 2013 – May 2014: Mr Eamonn Dooley**

**Proposed by: Cllr Mary Sweeney      Seconded by: Mr Noel Burke**

- (iii) **Nominee Deputy Chairperson July – November 2013: Cllr William Aird**

**Proposed by: Mr Eamonn Dooley      Seconded by: Cllr John King**

- (iv) **Nominee Deputy Chairperson December 2013 – May 2014: Ms Miriam O’Callaghan**

**Proposed by: Mr Eamonn Dooley      Seconded by: Ms Bernadette Fannernan**

- (v) **Nominee Deputy Chairperson December 2013 – May 2014: Cllr Brendan Killeavy**

**Proposed by: Mr. Alan Hand      Seconded by: Mr. Denis Magner**

As there was two nominees for the position of Deputy Chairperson for the period December 2013 – May 2014 a vote by show of hands was taken and Ms. Miriam O’Callaghan was duly elected on a count of 15 votes for and 7 against.

Member, Ms. Linda Bergin, stated that she wanted it noted that she observed such resistance to staff representation.

**Resolution: 001/2013**

That for the period July to November 2013 the Chairperson and Deputy Chairperson be Cllr Mary Sweeney and Cllr William Aird respectively, and for the period December 2013 to May 2014 the Chairperson and Deputy Chairperson be Mr Eamonn Dooley and Ms Miriam O’Callaghan respectively.

**5. Regulation of Business of an Education & Training**

Schedule 3 was circulated to the members and it was agreed to discuss same at the next Committee meeting.

**Reserved Functions & Executive Functions**

Section 12 & Section 13 were circulated to the members.

**Committees re: Continuation of existing BOMs etc.**

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Section 44 was circulated to the members. The CEO advised the members that current boards of management and sub-committee structures would remain in place until further guidance is received from the Department of Education & Skills.

**6. Circular Letters**

**Department of Education & Skills / Other Departments**

**For Adoption**

- (i) **Circular Letter 0031/2013** – Financial Emergency Measures in the Public Interest Act 2013 – Teacher Salaries
- (ii) **Circular Letter 0034/2013** – Public Service Stability Agreement 2013-2016 (Haddington Road Agreement) and the Financial Emergency Measures in the Public Interest Act 2013 – Special Needs Assistants
- (iii) **Circular Letter 0036/2013** – Application of Pay Adjustments and Related Measures in Accordance with the FEMPI Act 2013 and the PSSA 2013-2016 in respect of all Staff other than Teachers and SNAs employed by VECs/ETBs
- (iv) **Circular Letter 0037/2013** – Special Needs Assistants (SNAs) – Supplementary Assignment Arrangements for the 2013/2014 School Year

**Resolution No. 002/2013**

**Proposed by: Cllr John King**

**Seconded by: Ms Lisa Delaney**

*That the terms of Circular Letter Numbers 0031/2013, 0034/2013, 0036/2013 and 0037/2013 be implemented.*

***Passed***

It was agreed that in future Circular Letters would not be adopted by the Committee, just noted.

**7. Co. Laois VEC Business**

**7.1 Minutes**

**For Adoption**

- (i) The Minutes of the Monthly Meeting held in Abbeyleix Further Education Centre, on Monday, 17 June 2013, which had been circulated, were adopted.

**Proposed by: Cllr Kathleen O'Brien**  
**King**

**Seconded by: Cllr John**

**For Noting**

- (i) Minutes of the Monthly Meeting of Co Laois VEC held on 17 June 2013
  - (ii) Minutes of Coláiste Chluain na Slí BOM Meeting held on 7 February 2013
  - (iii) Minutes of St. Fergal's College BOM Meeting held on 20 March 2013
  - (iv) Minutes of Coláiste Chluain na Slí BOM Meeting held on 11 April 2013
  - (v) Minutes of St. Fergal's College BOM Meeting held on 28 May 2013
- Noted***

**7.2 Matters Arising**  
**None**

**7.3 Finance**

- (i) Details of Finances to the 30 June 2013 were circulated to members.
- Noted***

**7.4 Reports**  
**None**

**7.5 Communications**

- (i) Message from Paul Quinn, Chief Procurement Officer, dated 18 June 2013. Following on from recent communications he is keen to avail of opportunities to meet with staff working in procurement across the Public Sector for the purposes of updating them on progress to date in reforming and restructuring procurement across the public service and to outline the next steps in that process. He is arranging a series of cross-sectoral Information/Communications engagements to facilitate this.

**7.6 Nominees to Heywood Community School Board of Management**

- (i) **Nominee:** Ms Irene Murray

**Proposed by:** Clr Mary Sweeney    **Seconded by:** Clr John King

- (ii) **Nominee:** Ms Winifred Champ-Cox

**Proposed by:** Clr Mary Sweeney    **Seconded by:** Clr John King

- (iii) **Nominee:** Mr Matthew Keegan

**Proposed by:** Clr Mary Sweeney    **Seconded by:** Clr John King

**Resolution: 003/2013**

That Ms Irene Murray, Ms Winifred Champ-Cox and Mr Matthew Keegan are elected as members of Heywood Community School Board of Management.

**7.7 Any other business – with the permission of the Chairperson:**

1. The CEO advised the members that draft plans and costings for the new headquarters of Laois & Offaly ETB, have been submitted to the Department of Education & Skills for consideration. The Design Team is ready to submit detailed plans next week, and it is hoped work will commence in the next 5 – 6 weeks.

Members expressed their delight in another vacant building being restored and used.

Members also expressed how impressed they were with the renovation of the former CBS building, and that it was being used for adult education purposes was very appropriate.

Members noted that the new Portlaoise Adult Education Centre along with the new ETB headquarters would bring new life to the area.

**2. Votes of Sympathy**

Members requested that their sympathy be conveyed to:

- (i) Mr Trevor Brady, Teacher, Midlands Prison, on the recent sad death of his uncle.
- (ii) Mr Ray Butler, Teacher, Midlands Prison, on the recent sad death of his mother Mary.

3. The chairperson read out to the members a letter from the CEO advising of her intention to resign as and from 31 August 2013.

Members noted their disappointed at this news but praised the CEO for her hard work and commitment during her years with Co Laois VEC. They wished her a happy retirement and good health to her and her family.

Both Chairs and members asked the CEO to consider staying until the end of December 2013, if the Department of Education and Skills sanctioned same.

**Proposed by: Mr Eamonn Dooley    Seconded by: ClIr Mary Sweeney**

4. A member enquired who decided how many meetings would be held. To date it has been decided between the CEO and the Chairperson. It was advised that a minimum of 6 meetings would have to be held annually. Some members felt that this was not sufficient, and the current number of 11 should stand. It was agreed that for the moment no final decision would be made and that meetings would be held as

required. It will be discussed further at the next meeting, in conjunction with the times that meetings would be held at.

**8. Co. Offaly VEC Business:**

**8.1. Minutes**

**For Adoption**

(ii) The Minutes of the Monthly Meeting held in the Tullamore Court Hotel, Tullamore, on Thursday, 27 June 2013, which had been circulated, were adopted.

**Proposed by: Mr. Denis Magner**      **Seconded by: Ms. Vivienne Keenan**

Minutes of Ard Scoil Chiarain Naofa Clara BOM held on 21<sup>st</sup> March, 2013

**Proposed by Ms. Sinead Dooley**      **Seconded by Mr. Liam Quinn**

Minutes of Banagher College BOM held on 21<sup>st</sup> March, 2013

**Proposed by Mr. John Carroll**      **Seconded by Mr. Noel Bourke**

Minutes of Meeting of Adhoc Adult Education Board held on 2<sup>nd</sup> July, 2013

**Proposed by Mr. Denis Magner**      **Seconded by Mr. Liam Quinn**

Minutes of Birr Outdoor Education Centre BOM held on 5<sup>th</sup> June, 2013

**Proposed by Mr. John Carroll**      **Seconded by Mr. Tony**

**McLoughlin**

**8.2 Matters arising**

A member enquired if a late motion submitted by Co. Offaly VEC for the ETBI Congress had been accepted. It was agreed that this would be clarified with the ETBI.

**8.3 Finance**

Bills and Salaries amounting to €532,198.68 were examined and passed for payment.

**Proposed by: Mr. Liam Quinn**      **Seconded by Mr. Tom Feighery**

**8.4 New Appointments for Noting Only**

Ms. Aishling Conlon – Irish

Ms. Rosita McNerney – Irish

Mr. Paul Quirke – Geography

Ms. Fionnuala Finlay – Science with Chemistry

Mr. Conor Mahon – Materials Technology Wood

**8.5 Nominee to AIT Board of Governors**

It was agreed that the CEO would be nominated to the AIT Board of Governors

**Proposed by Mr. Noel Bourke Dooley**

**Seconded by Ms. Sinead**

**8.6 Any other business**

**Tullamore College – Major Building Project RN 72560C**

The Department of Education and Skills approved Stage 2(b) and confirmed that the Design Team may now commence pre-qualification of contractors using the current DTP-2012 Procurement of Contractors guidance documents.

*Members warmly welcomed this news and thanked everybody for their participation in getting to this stage of the building project.*

**Date of Next Meeting**

The next meeting of Laois & Offaly Education and Training Board is to be confirmed.

There being no other business, the Chairperson thanked the members for their attendance.

Signed: Mary Sweeney  
Chairperson

Signed: Anne O'Keefe  
Chief Executive Officer

Date: 23/8/13

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