

**etb**

Bord Oideachais agus Oiliúna  
Laoise agus Uíbh Fháilí  
*Laois and Offaly*  
*Education and Training Board*

A meeting of Laois and Offaly Education and Training Board was held on Monday, 13<sup>th</sup> January 2014 in Castle Buildings, Tullamore, in pursuance of notice.

**PRESENT:**

Eamon Dooley, Chairman

Molly Buckley

Lar Byrne

Declan Costello

Emma Dunne

Tom Feighrey

Vivienne Keenan

Denis Magner

Declan Moore

Caroline Dwane-Stanley

Mary Sweeney

Brendan Killeavy

Joe Cunningham, Chief Executive

Paul Mitchell

Tony McLoughlin

Liam Quinn

Noel Bourke

Eddie Fitzpatrick

Winifred Champ-Cox

Irene Murray

Sheila Maloney

Mary McLoughlin

Sinead Moylan-Ryan

Rotimi Adebari

Sinead Dooley

***In attendance***

Sadie Aherne

Marie Bracken

Kathleen Donnellan

Heather Delahunt

Jean Keating

Patrick Bennett

**WELCOME:**

Eamon Dooley welcomed Councillor Caroline Dwane Stanley to the Board. Caroline is replacing Councillor Alan Hand who resigned from Laois County Council.

**1. APOLOGIES:**

Apologies for unavoidable absences were received from:

- Monseigneur John Byrne
- John Carroll
- Bernadette Fanneran
- Lisa Delaney
- Linda Bergin
- Mathew Keegan
- Kathleen O'Brien
- Gerry Quinn
- John King
- William Aird

**2. MINUTES OF LAST MEETING:**

The minutes of the previous meeting held on the 11<sup>th</sup> November 2013 copies of which were circulated, were taken as read and signed.

**Proposed by:** Denis Magner      **Seconded by:** Eddie Fitzpatrick

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**3. MATTERS ARISING FROM MINUTES:**

Denis Magner asked if there has been any development in relation to Standing Orders as discussed at the last meeting. Marie Bracken, APO informed Denis that the issue of Standing Orders is a national issue and will be dealt with at national level.

**4. FORMAL APPOINTMENT OF CEO:**

Mary Sweeney read a letter to members dated the 3<sup>rd</sup> December 2013 confirming that the Public Appointments Service is satisfied that Joe Cunningham is suitable for appointment as Chief Executive of Laois and Offaly Education and Training Board. Mary congratulated Joe on his appointment. Members wished Joe the very best in his new role.

**Proposed by:** Mary Sweeney  
**Seconded by:** Eamon Dooley

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**5. CHIEF EXECUTIVE'S REPORT:**

Joe Cunningham, Chief Executive of the Board, read the following report to members:

**Education Services**

Schools have returned following the Christmas break and exam classes are busy preparing for mock exams. A number of schools will host enrolment and open nights for prospective first-year and PLC students over the coming weeks.

Draft reports have been received following a number of whole-school, subject, and Centre Inspections. The feedback has been extremely positive and I would like to complement the management and staff of the schools and centres involved. Once finalised, the reports will be published on the Dept. of Education and Skills website.

**Facilities Management**

Tullamore College

Tenders are now being sought from the approved contractors. The deadline for submission is 7<sup>th</sup> February. A Clerk of Works for the duration of the construction has been approved and the post will be advertised presently.

Oaklands College, Edenderry

Following communication from the Buildings Unit, a Senior Technical Team visited the school on Friday 6<sup>th</sup> December to carry out a further site investigation. Following the site visit, further correspondence was sent by the a/CE to the Buildings Unit outlining our wish for a radical solution that would consider all aspects in relation to the educational needs of our students and management of the facilities.

Emergency Works Scheme

Tenders have been received to supervise the installation of gas heaters in the gym at St. Fergal's College, Rathdowney following a successful application under the Emergency Works Scheme. A separate application is being made under the scheme for the installation of fire doors in Ard Scoil Chiarain Naofa, Clara.

Summer Works Scheme

Applications from 3 schools have been submitted by the ETB together with necessary reports and documentation.

**Administrative Services**

Work is continuing to put in place appropriate structures and systems for the new

organisation. Following a significant investment of time and effort by administrative staff, a number of positive developments has taken place which will improve operations, including the following:

1. Both offices are now working on the same admin system.
2. Payroll for the organisation is being managed from Head Office in Portlaoise.
3. Creditors, Trainee, and Travel payments are being managed from the Tullamore Office.

In addition, tenders are currently being sought for our banking business for a 3 year term and further consolidation policies and procedures are on-going.

#### **Transfer of former FAS Centres**

Seven Training Centres and their staff transferred to four ETBs on 1 January. The remaining Training Centres and staff are due to transfer to the remaining ETBs on 21 May (provisional). In the interests of business continuity the DES has decided against a staff transfer protocol to the five ETBs without a main Training Centre at present.

#### **Further Education and Training Services**

##### 2014 Further Education Plan

We are currently finalising our 2014 Further Education Plan for submission to SOLAS. This is an interim measure as funding for our programmes and services moves from the Further Education section of the Department of Education and Skills to SOLAS. Reporting requirements and templates have yet to be confirmed.

##### SOLAS

SOLAS will present their strategy to the Minister for Education in March as required under legislation. We have contributed to the strategy through representation on task groups. SOLAS, in conjunction with ETBs and other relevant partners, have also commenced the process of developing a national learner database and course calander.

##### **Youth Services**

A meeting will take place this week towards the development of a collaborative approach to meeting the non-formal educational needs of young people, particularly those who are unemployed. It is hoped that the experience of the youth sector agencies allied to the ETB's capacity and statutory responsibility will ensure a practical and effective response to the needs of young people in Laois and Offaly.

Members thanked Joe for his report and welcomed the news that the construction of the new Tullamore College building is due to commence soon.

**6. FINANCE:**

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

**7. CORRESPONDENCE:**

**Circulars for noting only**

- CL0058/2013 Assignment of Home School Community Liaison Coordinators within DEIS schools
- CL0059/2013 SUMMER WORKS SCHEME (SWS) 2014 - Scheme of Capital Grants for Small Scale Works
- CL0060/2013 Public Procurement
- CL0061/2013 Payment of Tool Allowance to Craft Workers under the Parallel Benchmarking Agreement for State Industrial Craft Workers
- CL0063/2013 Reducing Costs to Parents – School Uniforms
- CL0001/2014 Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers involved in Learning Support and Special Education – 2014/2015
- CL0002/2014 Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autistic Spectrum Disorders)
- CL0003/2014 Graduate Certificate in the Education of Students with Autistic Spectrum Disorders (ASDs) for teachers working with Students with ASDs in Special Schools, Special Classes or as Resource Teachers in mainstream Primary and Post-Primary Schools – 2014/2015

**8. BOARDS OF MANAGEMET:**

- Clonaslee College 22<sup>nd</sup> May 2013  
**Proposed by:** Irene Murray      **Seconded by:** Winifred Champ-Cox
- St Fergal's College, Rathdowney 18<sup>th</sup> June & 22<sup>nd</sup> October 2013  
**Proposed by:** Irene Murray      **Seconded by:** Winifred Champ-Cox
- Portlaoise College 3<sup>rd</sup> October 2013  
**Proposed by:** Mary Sweeney      **Seconded by:** Winifred Champ-Cox
- Árd Scoil Chiaráin Naofa 16<sup>TH</sup> May 2013  
**Proposed by:** Denis Mager      **Seconded by:** Vivienne Keenan
- Banagher College 21<sup>st</sup> March & 13<sup>th</sup> June 2013  
**Proposed by:** Sinead Moylan-Ryan      **Seconded by:** Denis Mager

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- **Oaklands Community College, Edenderry 16<sup>th</sup> May 2013**  
**Proposed by:** Eddie Fitzpatrick      **Seconded by:** Mary McLoughlin
- **Coláiste Naomh Cormac, Kilcormac 28<sup>th</sup> May 2013**  
**Proposed by:** Liam Quinn      **Seconded by:** Tom Feighrey
- **Audit Committee Meeting 20<sup>th</sup> December 2013 – noted by members.**

**9. PERSONAL ACCIDENT INSURANCE - MEMBERS:**

A policy document regarding personal accident insurance was circulated to members for information purposes. Members should inform Marie Bracken, APO if they wish to take out any of the policies outlined in the booklet.

**10. VOTES OF SYMPATHY:**

- Lisa Delaney, Committee Member, on the death of her father
- Jane Whelan, Teacher Portlaoise Prison, on the death of her father
- Yvette Murphy, staff member in Portlaoise College, on the death of her Uncle
- Aisling Phelan, staff member in St. Fergal's College, Rathdowney, on the death of her Grandmother
- Stella Herke, staff member in St. Fergal's College, Rathdowney, on the death of her Uncle

**11. VOTES OF CONGRATULATIONS:**

- To Lorcan O'Rourke, Gavin Mooney and Emma Kirwan, students of Tullamore College for their Display award at the Young Scientist Exhibition.
- To Daragh Fogarty, student of Tullamore College for his Chemistry Project which was highly commended at the Young Scientist Exhibition.

**12. CONFERENCES:**

- 25<sup>th</sup> Colmcille Winter School 2014, The Colmcille Heritage Centre, Gartan, Letterkenny - Friday 21<sup>st</sup> Feb to Sunday 23<sup>rd</sup> February 2014 "THE IRISH ECONOMY BAILOUT" – 2 Laois Members and 2 Offaly Members to attend
  - AMAI Spring Seminar 2014, Great Northern Hotel, Bundoran – 14<sup>th</sup> & 15<sup>th</sup> February 2014
  - LAMA Spring Seminar 2014, Four Seasons Hotel, Monaghan – 31<sup>st</sup> January to 1<sup>st</sup> February 2014 – 1 Laois Member and 1 Offaly Member to attend
- Any member interested in attending should contact Marie Bracken, APO in the Tullamore Office.

**13. AOB:**

**LSU Building in Banagher**

Sinead Moylan-Ryan asked if Laois and Offaly ETB could seek funding from the Department of Education and Skills in order for the old LSU Building in Banagher to be demolished. Joe Cunningham confirmed that he is aware of the issue and will provide an update when we receive news on the matter.

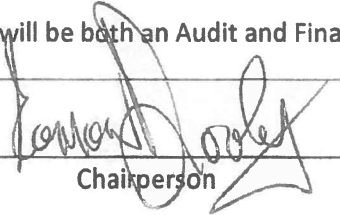
**Middle Management Structure**

Denis Magner asked the Board if we can put pressure on the Department regarding the filling of posts of responsibility within the middle management structure. The Haddington Road Agreement came into force last July and part of that was that these posts be filled immediately but as of yet nothing has happened. Joe Cunningham informed the Board that representations have been made to the Department on the matter.

**14. DATE & VENUE OF NEXT ETB MEETING:**

The next meeting of Laois and Offaly Education and Training Board will take place on Monday 10<sup>th</sup> March 2014, at 4.30pm in Castle Buildings, Tara Street, Tullamore.

- There will be both an Audit and Finance Meeting preceding the main Board meeting.

Signed:   
Chairperson

Date: 10<sup>th</sup> March 2014

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