



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 26th September 2016 at 4.30pm in Portarlinton Further Education and Training Centre.

PRESENT:

Cllr. John Carroll
Mary Cotter-Bracken
Cllr Eamon Dooley
Cllr Sinead Dooley
Cllr Caroline Dwane-Stanley
Cllr Catherine Fitzgerald
Cllr Eddie Fitzpatrick
Cllr John King

Vivienne Keenan
Cllr. Jerry Lodge
Cllr Sean Maher
Cllr Liam Quinn
Frank Smith
Cllr Mary Sweeney
Joe Thompson

In attendance

Joe Cunningham, Chief Executive
Marie Bracken, Director of OSD
Sadie Aherne, Assistant Principal Officer
Jean Keating, Clerical Officer

Margaret Morrin, Co-ordinator of Portarlinton Further Education and Training Centre, made a presentation to members outlining the services provided by the Centre. Members thanked Margaret for her presentation and complimented her on the great work being done at the Centre.

1. APOLOGIES:

Molly Buckley and Maura Brophy sent their apologies.

2. MINUTES OF PREVIOUS LOETB MEETING:

The minutes of the previous meeting which took place on the 14th June 2016, were circulated to members and signed by the Chairman.

Proposed by: John Carroll

Seconded by: Sean Maher

3. MATTERS ARISING FROM THE MINUTES:

There were no matters arising from the minutes.

4. CHIEF EXECUTIVES REPORT :

Schools

School Patronage Application

DES has confirmed that they are continuing to analyse the application data for patronage of new schools and expect a report to go to the New Schools Evaluation Group in the coming weeks. The Group will then make a recommendation to the Minister of Education & Skills.

Exam Results

All schools reported excellent Leaving and Junior Certificate results and Portlaoise College featured on the RTE Six One News.

New Autism Unit

A second Autism Unit (Brosna Centre 2) has opened in Ard Scoil Chiaráin Naofa, Clara with capacity for 6 students.

Career Exhibition Banagher College

Banagher College supported by LOETB are hosting their second Career & College Exhibition on Wednesday October 19th at 7pm in Banagher, Offaly. Universities, IT's, PLC and Agricultural Colleges will be in attendance. There will be information on further education, apprenticeships as well as The Defence Forces. Financial advice will be available as well as grant information from SUSI. All are welcome to this free event which was very successful last year.

LOETB Pilot Project with Trinity College access 21

LOETB have finalised details of a pilot project with Trinity Access 21 which will see the College for Every Student (CFES) Programme being delivered in all eight schools. This programme supports students to proceed to third level through mentoring programmes, targeted skills development activities and career workshops.

Alongside this programme, in excess of 20 teachers from the schools will also participate in a Post Graduate Certificate in 21st Century Teaching and Learning. The two programmes offers a unique opportunity to support and raise student aspirations as well as further developing the quality of teaching and learning in schools. This is a very exciting opportunity as it is the first such pilot project with any ETB.

Further Education and Training

SOLAS Implementation Plan

The Strategic Expectations Initiative with SOLAS has progressed to the Implementation stage. Meetings with all staff are currently taking place to discuss inputs, outputs, and outcomes by programme/service. The Implementation plan includes regular monitoring (LOETB & SOLAS) with a full project evaluation in 2017.

Training

The Director of FET and Training team are developing a strategic plan for Mount Lucas National Construction Training Centre. This plan will focus on enhancing provision, further developing centre facilities and increasing the profile of the Centre. Meetings with stakeholders have commenced and will continue to year end.

LOETB Formwork Programme

The LOETB / SOLAS / CIF Formwork programmes (2) commenced in August with 40 students. The students are currently getting ready for their first on-site work placement. Two additional programmes will commence in October and briefing sessions with potential participants are underway.

Staff Development

As part of LOETBs CPD Policy, the Director of FET has agreed a Managing People workshop for all FET Centre Managers / Directors with the IPA. This training will take place in early November.

Capital

The refurbishment work in Portlaoise FET Centre commenced in September with a completion date of December 2016. The works include refurbishment of the Sports Hall, construction of additional Toilet facilities, and upgrading the Science Lab.

Organisation Support and Development ServicesHuman Resources

Marie Bracken has been appointed as Director of Organisation Support & Development and Tony Dalton has been appointed as Director of Further Education & Training. We are finalising the appointment of a Director of Schools at present.

We processed in excess of 2,000 applications for posts during the summer months and the following appointments were made:

- 69 teachers including 20 to our Substitute Panel
- 17 tutors including 9 to our panel of tutors
- 3 Special Needs Assistants
- 2 Bus Escorts

Corporate Services

Discussions are ongoing with the Landowner regarding acquiring lands in Edenderry for future use by Oaklands Community College.

Phase 1 of the Tullamore College development is due for completion at the end of October with full completion of the project set mid-March 2017.

Finance

The ESF Financial Control Unit have notified LOETB that they will audit the Adult Literacy programme 2012 and 2013. The audit will be conducted in October or November this year.

Procurement

A tender process was undertaken for Art and Music equipment for Oaklands Community College. Tara Art Supplies and Shaw Scientific were the successful companies.

A tender process was undertaken for course equipment in Mount Lucas. McMahon Building Providers was the successful company.

A tender process has been undertaken for the repair and service of plant and equipment in Mount Lucas. One tender was received and is being evaluated presently.

A tender process was undertaken for repairs to the heating system in Portlaoise Youthreach centre. Tenders are being evaluated at the moment.

A tender process was undertaken for the upgrade of toilets in Portarlington FEC. Michael Bracken was the successful contractor.

Joe Cunningham
26 September 2016

Members discussed the Chief Executives Report in detail.

A member asked if teachers in Further Education can also participate in the Post Graduate Certificate in 21st Century Teaching and Learning. The CE confirmed that the course is tailored for students in second level education but it is hoped that LOETB can hold a number of sessions in Portlaoise which FET staff will be welcome to attend. The CE thanked Linda Tynan, Director of Schools, for her work in getting the Project in place.

Members noted the appointments made during the summer months. The CE thanked all members who participated on Interview Boards.

5. FINANCE REPORT :

Bank Overdraft

Members were given details of the Letter of Sanction received from AIB putting a €4 million overdraft facility in place until 15 June 2017. Members approved same.

Proposed by: Mary Sweeney
Seconded by: Caroline Dwane Stanley

Accounts for 2015

C & AG has passed LOETB's accounts for 2015. The balance of the accounts are the same as the figures present in the May Meeting of LOETB. The Chairman and the CE will sign 4 sets of accounts.

Members complimented staff in the Finance Department for their hard work.

Summary of workings to end of August 2016

Sadie Aherne, APO, circulated a summary of workings to the end of August 2016 to members for noting.

6. REPORT FROM CHAIRMAN OF THE FINANCE COMMITTEE :

The Chairman of the Finance Committee, Mr Peter Scully, prepared a report for the Board, outlining the items discussed at the Finance Meeting which took place on Monday 26th September 2016 at 9.30 a.m as follows;

Mountrath Road,
Portlaoise.
26/9/2016.

To: Chairman LOETB

Dear Chairman,

I wish to report that the Finance Committee met on Monday, 26th September, 2016.

We considered the following:

- Details of Finances to 31/8/2016
- Capital Expenditure and Balances to 31/8/2016
- Monthly Balancing Statement for August 2016 (V4)
- Procurement of Equipment and Furniture for Tullamore College
- Current Building and Equipment projects
- Summary of Procurement Frameworks at 31/8/2016
- Licence/Lease agreements in LOETB

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 September 2016.

A copy of the report was circulated to members for their information.

7. REPORT FROM CHAIRMAN OF THE AUDIT COMMITTEE :

The Chairman of the Audit Committee, Mr. Oliver McCormack, prepared a report for the Board, outlining the items discussed at the Audit Committee Meeting which took place on Friday 16th September 2016 at 2.30 p.m.

Report from the Chairman of the Audit Committee to Chairman of LOETB Board.

Kalamazoo-38576466

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Report from the Chairman of the Audit Committee to LOETB Board
Friday 16th September 2016 at 2.30pm

Michael Mullarkey

Michael Mullarkey, Director of IAU-ETB's gave a presentation to members on the Role and Functions of the Audit Committee prior to the meeting.

- **Minutes of last Audit Committee Meeting**
Members adopted the minutes of the last Audit Committee Meeting
- **Minutes of any Finance Committee Meeting held since the last Audit Committee Meeting**
Noted by members
- **LOETB Meetings held since the last meeting of the Audit Committee**
Noted by members
- **Purchasing and Procurement Procedures**
Members agreed that it is a very comprehensive document
- **Risk Management**
Members approved the draft Risk Register for Schools for adoption by the LOETB Board
- **Capital Projects Report**
Members were satisfied with the progress to date on Capital Projects

Oliver McCormack

Oliver McCormack
Chairman, Audit Committee

21/9/2016

Date

A copy of the report was circulated to members for their information.

8. CORRESPONDENCE:

Item No	Correspondence From	Date / Ref No.	Details	Comment / Notes
	Michael Moriarty, General Secretary, ETBI	29 th June 2016	Acknowledgement of receipt of correspondence dated 21 st June 2016 re personal counselling services.	Noted by members.
2	Office of the Minister for Education and Skills	30 th June 2016	Acknowledgement of letter in relation to funding for dedicated personal counselling service.	Noted by members.

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3 Minute Book	Caroline Myers, Laois Sports Partnership	5 th July 2016	Acknowledgement of LOETB's nominee Maura Brophy to the Board of Laois Sports Partnership.	Noted by members.
4	Denis Magner	11 th July 2016	Notice of intention to retire as teacher in Tullamore College.	Noted by members.
5	Paddy Scales, Principal, Banagher College – Coláiste na Sionna	14 th July 2016	Community Representative Nominees to the Board of Management of Banagher College – Coláiste na Sionna: Mr. Tom McGlacken Sr. Goretti Sweeney Mrs. Ann McGuckin Staff Representative Ms. Mary D'Alton (to replace Mr. Francis Forde)	Community Representative Nominees were adopted by members: Mr. Tom McGlacken Sr. Goretti Sweeney Mrs. Ann McGuckin <i>Proposed by:</i> John Carroll <i>Seconded by:</i> Eamon Dooley
6	Eamonn Henry, Offaly Sports Partnership	5 th September 2016	Seeking a nominee from LOETB to the Board of Offaly Sports Partnership for the coming year.	Members nominated Eddie Fitzpatrick as LOETB's nominee to the Board of Offaly Sports Partnership for the coming year. <i>Proposed by:</i> Frank Smith <i>Seconded by:</i> Mary Cotter – Bracken
7	Áine O'Neill, Principal, St Fergal's College, Rathdowney	8 th September 2016	Community Representative Nominees to the Board of Management of St Fergal's College, Rathdowney: Mrs. Geraldine Corby Mrs. Patricia Meagher Fr. Martin Delaney	Community Representative Nominees were adopted by members: Mrs. Geraldine Corby Mrs. Patricia Meagher Fr. Martin Delaney <i>Proposed by:</i> John King <i>Seconded by:</i> Catherine Fitzgerald
8	Brian Kehoe, Principal, Coláiste Naomh Cormac, Kilcormac	9 th September 2016	Community Representative Nominees to the Board of Management of Coláiste Naomh Cormac, Kilcormac: Ms. Mary Murphy Mr. David Feighery	Community Representative Nominees were adopted by members: Ms. Mary Murphy Mr. David Feighery <i>Proposed by:</i> Liam Quinn <i>Seconded by:</i> Mary Cotter Bracken

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0 Minute Book	Paddy Scales, Principal, Banagher College – Coláiste na Sionna	16 th September	Staff Representative on the BOM of Banagher College – Coláiste na Sionna Mary D'Alton	Staff Representative Mary D'Alton was adopted by members. <i>Proposed by:</i> Frank Smith <i>Seconded by:</i> Vivienne Keenan	
10	Department of Education and Skills	CL 0036/2016	Guidelines on access to PLC for certain participants in the asylum process for the 2016/2017 academic year	Noted by members	
	Department of Education and Skills	CL 0040/2016	Continuing Implementation Of School Self-Evaluation 2016-2020	Noted by members	
12	Department of Education and Skills	CL 0044/2016	Flexible Working Arrangements (FWAs)	Noted by members	
13	Department of Education and Skills	CL 0045/2016	Public Service Stability Agreement 2013 – 2018 (Haddington Road Agreement/ Lansdowne Road Agreement) and the Financial Emergency Measures in the Public Interest Acts 2013 and 2015	Noted by members	
14	Department of Education and Skills	CL 0046/2016	Home Tuition Grant Scheme 2016 /2017 – Special Education Component	Noted by members	
15	Department of Education and Skills	CL 0047/2016	Direct entry (recruitment) grades (other than Teachers & SNAs) in the Education Sector (Post 1 January 2011 Entrants)	Noted by members	
	Department of Education and Skills	CL 0049/2016	Post-1 January 2011 New Entrant Special Needs Assistants – Recognition of Previous Public Service in another EU Member State	Noted by members	
17	Department of Education and Skills	CL 0050/2016	Home Tuition Grant Scheme 2016 /2017 – Two Strands	Noted by members	
18	Department of Education and Skills	CL 0051/2016	Home Tuition Grant Scheme 2016 /2017 – Maternity Related Absences Component	Noted by members	Chairman Initials

19 Minute Book	Department of Education and Skills	CL 0053/2016	HSE Post-Primary School Vaccination Programme 2016/2017	Noted by members
20	Department of Education and Skills	CL 0055/2016	Revised Payment Mechanism for Certain Hourly-Paid Staff (other than Teachers and Special Needs Assistants) with effect from the Commencement of the 2016/17 Academic Year Cessation of "Rolled-up Holiday Pay"	Noted by members
	Department of Education and Skills	CL 0057/2016	Paternity Leave Scheme for Registered Teachers in Recognised Primary and Post-Primary Schools	Noted by members
22	Department of Education and Skills	CL 0058/2016	Paternity Leave Scheme for Special Needs Assistants in Recognised Primary and Post-Primary Schools	Noted by members
23	Department of Education and Skills	CL 0059/2016	Revised Procedure And Sequence For Filling Available Teacher Posts/Hours (Revision To Circular 34/2009)	Noted by members
24	Department of Education and Skills	CL 0060/2016	Statistical Returns in respect of part-time courses in ETB (Vocational) Schools/Community Colleges in the 2015/2016 School Year	Noted by members

9. DRAFT MINUTES OF BOARD OF MANAGEMENT OF SCHOOLS:

- Clonaslee College: 13th April 2016, 18th May 2016
Proposed by: Vivienne Keenan
Seconded by: Jerry Lodge
- Banagher College: 15th March 2016, 23rd June 2016
Proposed by: Vivienne Keenan
Seconded by: Eamon Dooley
- Árd Scoil Chiaráin Naofa Clara: 1st June 2016, 1st July 2016
Proposed by: Vivienne Keenan
Seconded by: Sinead Dooley
- Oakland's Community College: 16th June 2016
Proposed by: Eddie Fitzpatrick
Seconded by: Frank Smith

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Tullamore College: 1st June 2016, 22nd June 2016
Proposed by: Sinead Dooley
Seconded by: John Carroll

10. POLICIES FOR ADOPTION:

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

Schools:

St Fergal's College, Rathdowney, Co. Laois: Child Protection Policy
Proposed by: John King
Seconded by: Jerry Lodge

LOETB:

LOETB Customer Care Policy
Proposed by: Mary Sweeney
Seconded by: Liam Quinn

LOETB Compassionate Leave Policy and Unpaid Leave Guidelines for Registered Teachers
Proposed by: Catherine Fitzgerald
Seconded by: Eddie Fitzpatrick

LOETB Policy on Brief Absences for Special Needs Assistants
Proposed by: Sinead Dooley
Seconded by: Eamon Dooley

LOETB Policy Regarding Court Proceedings Which Relate To Pension Benefits
Proposed by: Jerry Lodge
Seconded by: Liam Quinn

LOETB Policy on Property Acquisition, Acquiring a Lease and Disposal of Surplus Property
Proposed by: Eddie Fitzpatrick
Seconded by: John Carroll

LOETB Policy on the Disposal of Assets
Proposed by: Caroline Dwane-Stanley
Seconded by: John King

11. NOMINATION OF LOETB MEMBER TO THE YOUTH WORK COMMITTEE

The Chairman informed members that currently both he and Joe Thompson are members of the Youth Work Committee. The Chairman informed members that another member from the Board was needed to replace Mr. Thompson who is currently carrying out duties in the Youth Work area. Members nominated Cllr. Sinead Dooley as a member to the Youth Work Committee.

Proposed by: Eddie Fitzpatrick
Seconded by: Catherine Fitzgerald

12. VOTES OF SYMPATHY:

A vote of sympathy was passed to the following:

- Bernadette Hayes, St. Fergal's Rathdowney, on the passing of her Father-in-law
- Aoife Doocey, St. Fergal's Rathdowney, on the passing of her Uncle
- John Casey, St. Fergal's Rathdowney, on the passing of his Mother
- Marcella Ryan, LOETB Admin Office, on the passing of her Uncle
- Mary Young, Midlands Prison, on the passing of her Father
- To the family of Martin Cahill retired Woodwork Teacher in Mountmellick Youthreach on his recent passing
- To the family of Geraldine Ryan, Deputy Principal in Heywood Community School on her recent passing
- To the families of the 2 students in Heywood Community School who recently passed away

13. VOTES OF CONGRATULATIONS:

A vote of congratulations was passed to the following:

- Nicole Turner of Garryhinch on reaching the Paralympic Games in Rio.
- Shane Ryan of Portarlington on his success in the Olympic Games in Rio.

14. AOB:**Community Representatives BOM Clonaslee College**

The Chief Executive received a letter on the 23rd September from Noreen Sweeney, Principal of Clonaslee College confirming the Community Representative Nominees to the Board of Management of Clonaslee College as follows:

Fr. Thomas O'Reilly
John Cusack
Fran Bates

Members adopted the Community Representatives.

Proposed by: Mary Sweeney

Seconded by: Vivienne Keenan

Section 29 Appeal Hearings

The Chairman informed members that there have been two Section 29 Appeal Hearings since the last meeting of LOETB. The Chairman read the determination of both Appeals to members.

Appeal 1:

Section 29 Appeal Hearing on 13th July 2016 against the BOM of Tullamore College on the grounds of refusal to enrol.

Outcome of Appeal: The Appeals Sub-Committee upheld the decision of the BOM of Tullamore College

The decision of the Appeals Sub-Committee for the Section 29 Appeal against Tullamore College on the 13th July 2016 was ratified by members.

Proposed by: Vivienne Keenan

Seconded by: John King

Appeal 2:

Section 29 Appeal Hearing on 17th August 2016 against the BOM of Tullamore College on the grounds of refusal to enrol.

Outcome of Appeal: The Appeals Sub-Committee upheld the decision of the BOM of Tullamore College

The decision of the Appeals Sub-Committee for the Section 29 Appeal against Tullamore College on the 17th August 2016 was ratified by members.

Proposed by: Liam Quinn

Seconded by: Eamon Dooley

ETBI Summer 2016 Magazine

A copy of the ETBI Summer 2016 Magazine is in members folders

Replacement of Staff Member on Board

A member asked when the Staff Member on the LOETB Board will be replaced due to the retirement of Denis Magner. The CE informed members that he has been in contact with the Department of Education and Skills regarding this and is awaiting a response from the DES on the process to elect a replacement. It is hoped that the successful candidate will be in place for the next meeting of LOETB.

Mental Health

A member suggested to the Board that LOETB should look at putting structures in place to ensure that compulsory modules on mental health are introduced to our schools. Programmes such as the Jigsaw peer mentoring scheme have well implemented. Members suggested that we make contact with Dr Tony Bates and ask him if he could give a talk around this area.

ETBI Conference

Following a talk on nutrition and healthy eating at the ETBI Conference, a member asked if LOETB has a cookery school. Joe Thompson informed members that a new one year culinary programme is commencing in Mountmellick FETC as a Local Training Initiative for students referred from the Department of Social Protection. Members welcomed this news.

15. DATE AND VENUE OF NEXT LOETB MEETING:

The next meeting of Laois and Offaly ETB will take place on Monday 28th November 2016 at 5pm in Birr Outdoor Education Centre.

Signed: Liam Quinn
Chairperson

Date: 28/11/16.

Chairman
Initials