



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 11 December 2017 at 5pm at the Midlands Park Hotel, Portlaoise.

PRESENT

Ms. Maura Brophy	Ms. Vivienne Keenan
Cllr. John Carroll	Cllr. John King
Cllr. Eamon Dooley	Cllr. Jerry Lodge
Cllr. Caroline Dwane-Stanley (Chairperson)	Cllr. Sean Maher
Cllr. Catherine Fitzgerald	Cllr. Tony McCormack
Cllr. Eddie Fitzpatrick	Mr. Derek Scully
Mr. William Flanagan	Mr. Joe Thompson

IN ATTENDANCE

Mr. Joe Cunningham, Chief Executive
Mr. Tony Dalton, Director of FET
Ms. Marie Bracken, Director of OSD
Ms. Sadie Aherne, APO
Ms. Pam Nolan, APO
Ms. Jean Keating, Clerical Officer

1. APOLOGIES

Apologies were received from Cllr. Paschal McEvoy, Cllr. Liam Quinn, Ms. Mary Cotter-Bracken, Ms. Anne Starling and Mr. Frank Smith.

2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 27 November 2017, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed by: John Carroll
Seconded by: Eamon Dooley

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

4. CORRESPONDENCE

Minute Book

<i>Item No</i>	<i>Correspondence From</i>	<i>Date / Ref No.</i>	<i>Details</i>	<i>Comment / Notes</i>
1.	Department of Education and Skills	CL0069/2017	Payment of Tool Allowance to Craft Workers	Noted by members
2.	Department of Education and Skills	CL0072/2017	Reminder to schools regarding the deadline of 31 December 2017 for the retrospective vetting of teaching staff, non-teaching staff and others	Noted by members

5. DRAFT MINUTES OF BOARD OF MANAGEMENT MEETINGS FOR CONFIRMATION

The following Board of Management minutes were circulated to members prior to the meeting. Members confirmed the minutes as follows:

Coláiste Naomh Cormac 2 October 2017

Proposed by: Eamon Dooley

Seconded by: John Carroll

Portlaoise College 4 May 2017, 21 September 2017

Proposed by: Maura Brophy

Seconded by: Caroline Dwane-Stanley

Clonaslee College 24 May 2017, 8 November 2017

Proposed by: Maura Brophy

Seconded by: Caroline Dwane-Stanley

St. Fergal's College, Rathdowney 16 May 2017, 18 October 2017, 26 October 2017

Proposed by: Maura Brophy

Seconded by: Caroline Dwane-Stanley

Banagher College – Coláiste na Sionna 28 June 2017

Proposed by: Vivienne Keenan

Seconded by: Eamon Dooley

Ard Scoil Chiaráin Naofa, Clara 24 August 2017

Proposed by: Vivienne Keenan

Seconded by: Eamon Dooley

Kalamazoo - 32576.000

6. DRAFT LOETB STRATEGY STATEMENT 2018-2022

A copy of the draft LOETB Strategy Statement 2018-2022 was circulated to members prior to the meeting. The CE presented a summary of the Strategy Statement to members and asked for feedback and comments on same. A discussion took place and a number of suggestions were made. The CE informed members that a copy of the draft Strategy Statement has been circulated to all staff members and published on the LOETB website for comment and feedback. Members unanimously adopted the Strategy Statement.

Chairman:
Initials

7. RISK MANAGEMENT

There were no new risks to report.

8. POLICIES FOR ADOPTION

The following policy and procedure was circulated to members prior to the meeting. Members approved the policies as follows:

Draft Purchasing Procurement Policy and Procedures

Proposed by: John Carroll

Seconded by: Jerry Lodge

9. PUBLICATION OF LOETB MINUTES

The CE informed members that four ETB's appeared before the Public Accounts Committee (PAC) recently. Following on, the PAC have asked that all ETBs publish the minutes of their board meetings on their website. The CE informed members that, as the minutes belong to the Board, the decision to do so rests with the Board. A discussion took place and members agreed to publish the minutes of the board meetings on the LOETB website.

Proposed by: Joe Thompson

Seconded by: Eamon Dooley

10. BOARD SELF-EVALUATION QUESTIONNAIRE

The CE informed members that under the Code of Practice, members are required to complete an annual board self-assessment form. The CE led members through the questionnaire, highlighting actions by the Board under the various headings. The CE informed members that he would provide feedback on the outcome of self-assessment forms at the January meeting.

11. VOTES OF SYMPATHY

A vote of sympathy was passed to:

- Deirdre Brennan, Portlaoise FET Centre, on the passing of her father, RIP.

12. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to:

- Tony Dalton, Director of FET, on his presentation to Laois County Council.

13. AOB (WITH PERMISSION OF THE CHAIRPERSON)

Youth Officer

The CE informed members that the post of Youth Officer has been advertised and that the closing date for receipt of applications is Wednesday 13 December.

Youth Club Grants

A member questioned the turnaround time for the Local Youth Work Grant Scheme and the Local Youth Work Equipment Grants. The youth clubs will receive the grant monies this week and must have the monies spent by the end of 2017. The CE informed members he will convey members concerns to the Department of Children and Youth Affairs who provide the funding. He noted that the grant agreements currently in place as a result of CL0013/2014 are making the administration of grants challenging.

Christmas Wishes

The CE, on behalf of all staff, thanked the board for their contribution in 2017. He wished the members a very happy Christmas and New Year.

The Chairperson also thanked members for their dedication during 2017. She also thanked the CE and staff for their hard work during the year.

14. DATE & VENUE OF NEXT LOETB MEETING

The next meeting of Laois and Offaly ETB will take place on Monday 29 January 2018 at 4.30pm. Venue to be confirmed.

Signed: Caroline Duane Stanton Date: 29/1/18.
Chairperson



Kalamazoo - 32576,000