



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 June 2017 at 5pm at Dunamase College.

PRESENT

Ms. Maura Brophy
Ms. Molly Buckley
Cllr. John Carroll
Cllr. Eamon Dooley
Cllr. Caroline Dwane-Stanley
Cllr. Catherine Fitzgerald
Mr. William Flanagan
Ms. Vivienne Keenan

Cllr John King
Cllr. Jerry Lodge
Cllr. Sean Maher
Cllr. Paschal McEvoy
Cllr. Liam Quinn
Cllr. Mary Sweeney
Mr. Joe Thompson

IN ATTENDANCE

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

Kalamazoo - 32576 000

1. APOLOGIES

Apologies were received from Ms. Mary Cotter Bracken, Cllr. Sinead Dooley, Cllr. Eddie Fitzpatrick, Mr. Frank Smith and Ms. Anne Starling.

2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 26 April 2017, were circulated to members. Members approved the minutes and they were signed by the Chairperson.
Proposed by: Molly Buckley
Seconded by: John Carroll

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

Chairman's
Initials

4. CHIEF EXECUTIVES REPORT

Schools

Clonaslee College

The senior hurlers are Leinster C hurling champions for the first time in the history of the school. The school has won its third Amber Flag for positive mental health.

Coláiste Naomh Cormac, Kilcormac

The school received its first Amber Flag at a ceremony in Cork recently. This flag is in recognition of work carried out during the school year around Positive Mental Health.

Ms Carroll's 1st Year English class were the winners of the Best Class entry in the Puffin books/RTE Guide Short Story competition, coming out on top of over 5,000 entries.

Tullamore College

A 2nd Year student, Ellen O'Brien, has won the National German Essay Competition which is organised by the Austrian Embassy. Ellen won the St Fergal's Trophy and also a 2-week German language Summer School in Salzburg. Ms Aine Stack is Ellen's Teacher.

The Transition Year Young Social Innovators team won their category in the national competition with an innovative project on Farm Safety and came 3rd overall in the Final. One of the team, Caitlyn Guinan did a live interview on the Saturday morning show on TV3 about their project. Paul Quirke is their Teacher.

Oaklands Community College

Oaklands Community College secured €47,580 Erasmus funding that allows teachers to avail of Continuous Professional Development in the EU either through Structured Courses or Job Shadowing.

Adam Cooper, 6th year student, won the Trócaire National Competition with his poem 'How to survive a storm'.

Banagher College

Congratulations to Muireann Nolan on winning the Irish Microsoft Excel Award and being part of the Microsoft Team Ireland at Microsoft headquarters in London on 13 June at the Four Nations' championship. Team Ireland competed with Team England, Wales, and Scotland in Excel, Word and Powerpoint. Muireann Nolan represented Banagher College and Ireland in Excel. Team Ireland won the team project on the day and each member received a Microsoft Surface Pro 4 as a prize.

Rian Claffey, TY student, took part in a week-long work experience in Google Headquarters in Dublin recently.

Two students, Sinead Harrington and Kevin Rigney from Leaving Cert 1, went to Lourdes on May 27th for five nights as youth helpers.

Further Education and Training

New Apprenticeship

LOETB is working in partnership with a CIF-led consortium of Scaffolding contractors to develop a 2 year QQI Level 5/6 apprenticeship in Basic and

Advanced Scaffolding. In line with the new apprenticeships this is an industry-led initiative funded by employers.

LOETB Apprenticeship and QA staff are working with the consortium to draft a proposal that will be forwarded to SOLAS before the 1 September deadline.

LOETB is also applying to SOLAS to offer Phase 2 of the current Electrical Apprenticeship. The application is in its final stages and will go to SOLAS before the end of July.

Traineeships

LOETB is further expanding the provision of Traineeships in the region in the Hospitality and MedTech sectors. Traineeships are employment-focused and designed to meet the specific needs of local and regional employers.

As a result of working closely with hoteliers in Laois, LOETB will offer a Hospitality traineeship in Portlaoise in September.

In partnership with the Regional Skills Forum, LOETB carried out a skills needs analysis with employers in the MedTech sector. As a result there is a demand for courses for new entrants and upskilling of the current workforce. LOETB is currently working with SOLAS to develop a traineeship in this area to commence in early 2018.

FET Risk Register

Following consultation with FET Senior Management, Centre Managers and staff the FET risk register has been completed. The document focuses on operational and management risks and identifies appropriate controls and those responsible for managing each risk at centre and senior management levels.

Organisation Support and Development Services

Recruitment

The following appointments were made:

- 2 x Deputy Principal posts: Oaklands Community College & Portlaoise College
- 2 x Resource Worker – Youthreach Portlaoise and Mountmellick
- Centre Manager – Edenderry FET Centre
- HSCL – Oaklands Community College
- 3 Assistant Principal Posts were appointed - Tullamore College (1 permanent, 1 Temporary Acting) and Portlaoise College (1 permanent)
- Deputy Supervising Teacher – Midlands Prison Education Centre
- 31 Teacher vacancies were advertised – 6 June (excluding Dunamase College), 20 posts filled to date
- Community Education Facilitator (Kathleen Dunne)
- Training Manager (Padraig Boland)

Competency-based Interview Training will be held for LOETB Board members on 30 June. This training will be given by Barbara Gilligan.

Risk Management

The FET Register has been updated and will be presented to Audit Committee at their next meeting in July. Meetings to examine the Corporate Risk Register and Schools Risk Register scheduled to be held next September.

Health and Safety

First Aid and Defibrillator Training was provided by Pulse Medical for LOETB staff on 19 and 20 June, and a total of 20 staff attended over the 2 days. All Defibrillators in schools and centres are now fitted with up to date batteries and pads. Manual Handling training for staff was held on Friday 23 June, 2017.

Garda Vetting

All applications are up to date. The Garda Vetting results have been sent out to the Garda Vetting subjects. Retrospective vetting of staff is currently being undertaken. School Principals are working very closely with Liaison Person to have all non-teaching staff in our schools vetted. The Teaching Council is retrospectively vetting the teaching staff, all of which must take place before end December 2017.

Freedom of Information/Data Protection

Freedom of Information requests to date have been answered and currently there are on hand. All Data Protection requests to date have been answered. 1 staff member attended Data Protection training to prepare for the EU General Data Protection Regulation.

Protected Disclosures

No Protected Disclosure received to date.

Capital

Negotiations are currently being finalised between legal representative of the landowner in Edenderry and LOETB.

Finance

The Annual Financial Statements have been completed and are being brought to the meeting today. The audit of the Annual Financial Statements took place over two weeks from 6 June to 16 June by KOSI Corporation on behalf of the Comptroller and Auditor General.

A new E-Cohesion system for completing ESF returns is being devised. There will now be two types of ESF returns, one financial and one statistical. LOETB may be a test centre for the new system.

Revised travel and subsistence circulars, effective from 1 April 2017, issued from the DES and have been circulated to members. Travel rates are now based on the cc of the car and there are four band levels. Insurance indemnity declarations have to be completed by all persons receiving travel payments.

Procurement

Project	School/Centre	Successful Tenderer	Status of Project
Recruitment of Agency Staff	Various centres and Admin Offices	Shortt Recruitment	Tenders have been evaluated and the new contract is in place since 1 June 2017.
School Books	All 2 nd Level Schools		As the Education Procurement Service had not finalised the process of setting up a national framework

			for school books, LOETB reverted to the method of procurement that was used in previous years, i.e. advertisements were placed in the local papers seeking expressions of interest for the provision of school books. Having received expressions of interest, LOETB have now sought a pricing schedule from the various bookshops. Closing date was today at 12.00 noon.
Electricity	Schools, Centres and Offices	Airtricity	A new national framework is in place from 11 May 2017 to 30 April 2020.
IT training	Offices, schools and centres	Seamus Ryan	Training to commence during the summer.
Training Services	Night Provision		Tenders were sought for the provision of training. Five tenders have been received and are being evaluated at present.
Paper	Schools, Centres and Offices	Antalis	A new national framework is in place from 8 May 2017 to 7 May 2018.
Online Payments System	Schools		Investigations are underway with regard to joining a tender process completed by LCETB and CETB.
Prefabs	Clara & Oaklands Edenderry	Consultant: McCarthy O'Hora	Consultant appointed. Tender to be completed for furniture and equipment.
Heating	Clara	Consultant: Gerry Geaney	Emergency works form and spec for

			tender to be completed.
Refurbishment, furniture & equipment	Dunamase College	Consultant: McCarthy O'Hora	Tender for refurbishment complete. Awaiting approval from the DES before proceeding. Closing date for furniture and equipment tenders was 21 June. Tenders have to be opened and evaluated.
Phase 2 Classrooms, HE, Science & Offices	Tower Hill	BCB Contracting	Work is expected to finish in the next couple of weeks.
Windows	Portarlinton	Consultant: McCarthy O'Hora Contractor: Portlaoise Windows	Work to commence at the end of July.
Painting of FEC's	Portarlinton; Abbeyleix; Mountmellick; Youthreach Banagher Edenderry	Contractor: Kevin O'Brien	Work will be carried out during the summer.
Refurbishment of Offices	Tullamore	Michael Bracken & Sons	Work will commence during the summer.
Industrial Unit & Offices	Tullamore	Consultant: McCarthy O'Hora Landlord: Flanagan	Additional accommodation being leased from September 2017 for Electrical Apprenticeship/Clean Room.
Classrooms & Offices	Tullamore	Consultant: McCarthy O'Hora Landlord: Kane & Carberry	Additional accommodation being leased from September 2017 for education and training.

Joe Cunningham
26 June 2017

.....
Members discussed the report in detail and thanked the CE for his very comprehensive report.

Chairman:
Initials

5. FINANCE REPORT

Details of Finances to 31 May 2017

Sadie Aherne, APO, circulated a summary of workings to the end of May 2017 to members for their information.

Bank Overdraft

The Board, at its meeting 26 April 2017, accepted in principle that the Board should borrow money for the purposes of carrying out the Board's function. The Minister for Education and Skills has, in a letter dated 6 June 2017, sanctioned the overdraft facility in the amount of €4,000,000 for the period 17 June 2017 to 16 June 2018.

The Board accepted the proposal, having obtained the consent of the Minister for Education and Skills.

Proposed by: Eamon Dooley

Seconded by: John King

Financial Statement for period ended 31 December 2016 including Statement of Internal Control

The Board considered and reviewed the above Annual Financial Statement, expressed satisfaction with the contents, and recommended the adoption of the Financial Statement for the year ended 31st December 2016.

The Board also recommended the adoption of the Statement of Internal Control and recommended that the Statement be signed by the Chairperson.

Proposed by: Vivienne Keenan

Seconded by: Mary Sweeney

Chairperson's Report to the Department of Education and Skills

The Board recommended the adoption of the Chairperson's Report to the Department of Education and Skills pursuant to Section 19.1 of the Code of Practice for the Governance of Laois and Offaly Education and Training Board.

Proposed by: Eamon Dooley

Seconded by: Joe Thompson

Draft Service Plan for 2017

A draft copy of the Service Plan for 2017 was circulated to members for approval. Members reviewed the document and approved same.

Proposed by: Mary Sweeney

Seconded by: Maura Brophy

6. REPORT FROM THE 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 Committee Meeting which took place on Tuesday 6 June 2017 as follows:

Mountrath Road
Portlaoise

6th June 2017

To: Chairman LOEIB

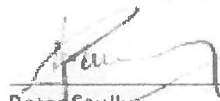
Dear Chairman,

I wish to report that the Finance Committee met on Tuesday 6th June 2017. We considered the following;

- Annual Review from the Audit Committee
- Details of Finances to 28/2/2017, 31/3/2017 and 30/4/2017
- Capital Expenditure and Balances to 30/4/2017
- Monthly Balancing Statements for February, March and April 2017 (V4)
- SOLAS FET approved funding for 2017
- Bank Overdraft
- Annual Financial Statement for 2016
- Service Plan for 2017
- Proposed Lease Agreements
- Updated list of procurement frameworks at 30/4/2017

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
6th June 2017

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

7. REPORT FROM THE 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 Tuesday 2 May 2017 as follows;

Kalamazoo - 32576.000

Chairman:
Initials

Blank box for Chairman's Initials

Report from the Chairman of the Audit Committee to LOETB Board

I wish to report that a meeting of the Audit Committee took place on Tuesday 2nd May 2017.

1. **Minutes of the last Audit Meeting** [13th March 2017] were adopted.

2. **An update on the following was given:**

- 1) Corporate Risk Register
 - 2) Schools Risk Register
 - 3) List of procurement frameworks at 31 March 2017
- All three were examined and recommended for acceptance by the Board.

3. **CLAG Management Letter** was examined and reviewed by the Committee.

- a) It was noted there was a mismatch between the accounting year and the academic year.
Management response: there would be an introduction of accrual accounting.
- b) Recording petty cash – balance on account was not properly accounted for in the statement of current assets and liabilities.
Management response: accrual accounting not yet in place but LOETB will not top up petty cash accounts in December unless absolutely necessary
- c) Procurement - it was noted that the contract for school meals was awarded without being tendered.
Management response: there was no cost to LOETB but LOETB will undertake procurement process in future.
- d) Fixed Asset Register - there is no fixed asset register in place.
Management response: LOETB has completed a proper register as per ETB/SOLAS project management set up by the DES to support the establishment of the ETB. While there is not currently a requirement for annual financial statement purposes it was part of the annual financial statement when accrual accounting is introduced.

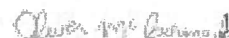
This letter was approved for recommendation to the LOETB.

4. **Written Statement from the CE**

A written statement from the CE as per section 15.2 of the Code of Governance to the Audit Committee [dated 1/1/2016] confirmed that an appropriate and adequate system of internal control had been instituted including risk management and corporate governance in LOETB. The statement was examined by the Audit Committee and the Committee is happy to recommend it's for approval by LOETB.

5. **The Audit Committee Annual Review of Internal Controls**

The Audit Committee's Annual Review of Internal Controls in accordance with section 15.4 of the Code of Practice for the Governance of LOETB was completed. It is the understanding of the Committee that the CE has operated an adequate and appropriate system of internal control. This report was approved by the Committee and will be forwarded to the Finance Committee and the LOETB Board.


 Oliver McCormack
 Chairman of the Audit Committee

Chairman
Initials

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

8. CORRESPONDENCE

Item No	Correspondence From	Date / RefNo.	Details	Comment / Notes
1.	Hubert Loftus, Principal Officer, Department of Education and Skills	2 May 2017	Quorum at Education and Training Board Meetings	Noted by Members
2.	Department of Education and Skills	Clo032/2017	Measures to be adopted by schools to reduce the cost of school uniforms and other costs	Noted by Members
3.	Department of Education and Skills	Clo034/2017	Policy on Gaeltacht Education 2017- 2022	Noted by Members
4.	Department of Education and Skills	Clo035/2017	Assessment instruments (including tests and web-based resources) approved for use for guidance and/or learning support in post-primary schools from May 2017 until further notice	Noted by Members
5.	Department of Education and Skills	Clo036/2017	Domestic travel and subsistence rates effective from 1st April 2017 payable to staff in education and training boards (ETBs)	Noted by Members
6.	Department of Education and Skills	Clo037/2017	Indemnity declaration form	Noted by Members
7.	Department of Education and Skills	Clo039/2017	Domestic travel and subsistence rates effective from 1st April 2017 payable to members of education and training boards (ETBs) and statutory committees.	Noted by Members
8.	Department of Education and Skills	Clo041/2017	Supervision and substitution scheme – opt-out and opt-in Lansdowne road agreement	Noted by Members
9.	Department of Education and Skills	Clo042/2017	Recruitment of special needs assistants (SNAs) - supplementary assignment arrangements for the 2017/18 school year	Noted by Members
10.	Department of Education and Skills	Clo044/2017	Cost limits for post-primary school buildings	Noted by Members

Kalamazoo - 92576.000

Chairman:
Initials

9. DRAFT MINUTES OF SCHOOL 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: 26th April 2017

Proposed by: Liam Quinn

Seconded by: Eamon Dooley

Oakland's Community College: 4th May 2017

Proposed by: Molly Buckley

Seconded by: Vivienne Keenan

St Fergal's Community College: 16th May 2017

Proposed by: John King

Seconded by: Paschal McEvoy

Portlaoise College: 26th January 2017, 9th March 2017

Proposed by: Maura Brophy

Seconded by: Caroline Dwane Stanley

Banagher College Coláiste na Sionna: 21st December 2016, 5th April 2017

Proposed by: John Carroll

Seconded by: Vivienne Keenan

Clonaslee College: 1st March 2017

Proposed by: Jerry Lodge

Seconded by: Vivienne Keenan

Tullamore College: 20th March 2017

Proposed by: Molly Buckley

Seconded by: Mary Sweeney

Kalamazoo - 32576.000

10. POLICIES FOR ADOPTION

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

Schools:

Oaklands Community College: Critical Incident Management Plan

Proposed by: Molly Buckley

Seconded by: Liam Quinn

Coláiste Naomh Cormac: Pastoral Care Policy, Homework Policy

Proposed by: Liam Quinn

Seconded by: Eamon Dooley

Clonaslee College: Child Protection Policy, Critical Incident Policy

Proposed by: Vivienne Keenan

Seconded by: John Carroll

St Fergal's College, Rathdowney: Anti Bullying Policy, Student Teacher Placement Policy, Teacher Induction Policy

Proposed by: Paschal McEvoy

Seconded by: John King

Chairman:
Initials

LOETB:**Draft Asset Management and Stock Taking Policy***Proposed by:* Molly Buckley*Seconded by:* Liam Quinn**Draft Recruitment and Selection Policy***Proposed by:* Joe Thompson*Seconded by:* Maura Brophy**Draft Dignity in the Workplace Charter***Proposed by:* John King*Seconded by:* Mary Sweeney**11. LAOIS AND OFFALY ETB STATEMENT OF STRATEGY**

The Chief Executive outlined to members the requirement under legislation to develop a Statement of Strategy and the process and timeline by which it is proposed to have it completed. He then presented the Vision, Mission, Values and Goals that have been identified following consultation with stakeholders. Members expressed satisfaction with the outcomes to date and the Chief Executive offered the opportunity to submit any further feedback or comment to the Administrative Offices.

12. LAOIS AND OFFALY ETB DRAFT ANNUAL REPORT 2016

A draft copy of the Annual Report for 2016 was circulated to members prior to the meeting for their consideration. Members adopted the Annual Report for 2016.

Proposed by: Liam Quinn*Seconded by:* Joe Thompson**13. CORPORATE RISK REGISTER AND SCHOOLS RISK REGISTER**

A draft copy of the Corporate Risk Register and the Schools Risk Register were circulated to members prior to the meeting for their consideration. Members adopted the Corporate Risk Register and Schools Risk Register.

Proposed by: Eamon Dooley*Seconded by:* Molly Buckley**14. NOMINEE TO THE ETBI RESERVE MEMBERS FORUM**

The Chairperson informed members that Mary Sweeney's term on the ETBI Reserve Members Forum is due to conclude upon the conclusion of the Annual General Meeting in September 2017. The Chairperson asked members to nominate a member to serve on the ETBI Reserve Members Forum thereafter. Members nominated Mary Sweeney to continue as Laois and Offaly ETB's nominee on the ETBI Reserve Members Forum for a period of three years.

Nominee: Mary Sweeney
For a period of: 3 years

Proposed by: Liam Quinn
Seconded by: John King

15. NOMINATIONS TO THE BOARD OF MOUNTRATH COMMUNITY SCHOOL

The Chief Executive informed members that the term of the current Board of Management of Mountrath Community School is coming to an end in August 2017. The CE asked members to nominate 3 nominees to the Board of Management of Mountrath Community School.

Nominee 1: Joe Thompson
Proposed by: Vivienne Keenan
Seconded by: Molly Buckley

Nominee 2: Vivienne Keenan
Proposed by: Molly Buckley
Seconded by: Mary Sweeney

Nominee 3: Paul Fields
Proposed by: Joe Thompson
Seconded by: Molly Buckley

Kalamazoo - 32576 000

16. PROPOSED LEASE/PURCHASE OF LAND AGREEMENTS

Marie Bracken, Director of Organisation Support and Development, informed members of the following proposed agreements;

- **Proposed purchase of land at Mount Lucas**
 9.06 hectares of land at Mount Lucas, on which the National Construction Training Centre is built. Following independent valuations the vendor, Bord na Móna, agreed to a purchase price of €240,000 for the lands. Following a discussion on the matter, members approved the proposal to purchase the land at Mount Lucas.

Proposed by: Mary Sweeney
Seconded by: Liam Quinn

- **Proposed leases**
 - a) Classrooms (135 sq. mt) and Office Space (40 sq. mts) for education and training purposes in Tullamore.
 - b) Industrial unit with Office Space (929 sq. mts) for education and training purposes in Tullamore.

Proposed by: Joe Thompson
Seconded by: Vivienne Keenan

- **Proposed leases**
 Franking machines; one in St Fergal's College, Rathdowney, and one in Portlaoise College

Chairmans
 Initials

--

*Proposed by: Vivienne Keenan
Seconded by: John King*

17. VOTES OF SYMPATHY

A vote of sympathy was passed to:

Kelly Geraghty, teacher in Oaklands Community College, on the recent passing of her Grandfather.

18. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to:

Cllr. Liam Quinn on his recent appointment as Chairperson of Offaly County Council. Members wished Liam the best in his new role.

19. AOB (WITH PERMISSION OF THE CHAIRPERSON)

Competency Based Interview Training

Members were reminded that training for the role of the Chairperson in competency based interviews will take place on Friday 30th June 2017 at 9a.m. in Castle Buildings, Tullamore.

ETBI Summer 2017 Magazine

A copy of the ETBI Summer 2017 Magazine was circulated to members for information.

Laois and Offaly ETB's Further Education and Training Services Booklet

A copy of Laois and Offaly ETB's Further Education and Training Services Booklet for 2017/2018 was circulated to members for information.

20. DATE & VENUE OF NEXT LOETB MEETING

The next meeting of Laois and Offaly ETB will take place on Monday 25th September 2017 at 4.30pm. Venue to be confirmed.

Signed: Caroline Dwyer Stanley

Chairperson

Date: 25/9/17.

Kalamazoo: 92576.000

Chairman's
Initials