



# 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 13 May 2019 at 4:30 pm at Portlaoise FET Centre, Tower Hill, Portlaoise.

## PRESENT

Cllr. John Carroll (Chairperson)  
Ms. Maura Brophy  
Ms. Vivienne Keenan  
Cllr. Caroline Dwane-Stanley  
Mr. Derek Scully  
Ms. Mary Cotter Bracken

Cllr. Sean Maher  
Cllr. Pdraig Fleming  
Cllr. Paschal McEvoy  
Cllr. Mary Sweeney  
Mr. William Flanagan  
Mr. Clive Davis

## IN ATTENDANCE

Mr. Joe Cunningham, Chief Executive  
Ms. Marie Bracken, Director of OSD  
Ms. Pam Nolan, APO  
Ms. Emily McAuley, APO  
Ms. Jen Tonge, Clerical Officer

### 1. APOLOGIES

Apologies were received from Ms. Molly Buckley, Mr. Frank Smith, Cllr. Catherine Fitzgerald, Cllr. Tony McCormack, Cllr. Liam Quinn, Cllr. Eddie Fitzpatrick, Cllr. Eamon Dooley, Ms. Anne Starling and Cllr. John King

### 2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 26 March 2019, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

*Proposed by:* Caroline Dwane-Stanley  
*Seconded by:* Mary Cotter Bracken

### 3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

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#### 4. GOVERNANCE

##### Conflicts of Interest

A new Conflict of Interest Disclosure was circulated to members to sign. The Chairperson informed members that if they have a conflict of interest to declare pertaining to any of the agenda items they may do so under this section. No conflicts of interest were declared.

##### Risk Management

The updated Risk Register and Summary Report was circulated to members at the meeting for their consideration. The Audit Committee reviewed the Draft Risk Register and Summary Report at their meeting on 1 May 2019 and recommended to the Board for approval. Members examined the documents and approved same.

*Proposed by:* Caroline Dwane-Stanley

*Seconded by:* Mary Sweeney

#### 5. CHIEF EXECUTIVES REPORT

##### Schools

SCHOOL	HIGHLIGHT
Coláiste na Sionna, Banagher College	<ol style="list-style-type: none"> <li>1. Daniel Daly and Isobel Dempsey represented the school in the “Inclusion Karate Global World Cup” that took place in Dublin on 26 April. Daniel finished 2nd in the Kumite Competition and finished 4th in the Kata Competition. Congratulations to our two excellent students and to their coach Mr Patrick Beaumont who teaches Karate to the TY class in the school.</li> <li>2. Juvenile Hurlers who won the North Leinster B Final and go through to the Leinster semi-final in mid-May.</li> <li>3. Well done to Jacob Noyce, Naoise, Meibh, Aoife Dooley, Lisa Killeen, Bonnie Stephenson, Emily Daly and Maja Jadownicki who will attend the LOETB Inaugural Arts Awards Ceremony on Monday 13 May.</li> <li>4. Well done to Labhaoise Glynn, 3rd year student on being chosen for a boxing training camp trip to France over Easter.</li> </ol>
Ard Scoil Chiaráin Naofa, Clara	<ol style="list-style-type: none"> <li>1. Junior Boy Footballers are North Leinster Champions, defeating Gormanstown on a scoreline of 6-17 to 3-6</li> <li>2. Girls’ Footballers are Junior Leinster Ladies Post Primary School Champions, defeating Ardgillan on a scoreline of 5-6 to 3-10</li> <li>3. Parents Association ran a very successful Golf Classic in Esker Hills on 4 May</li> </ol>

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<p>Clonaslee College</p>	<ol style="list-style-type: none"> <li>1. Clonaslee College TY students are putting on their annual play. This year's play is a modern twist on Shakespeare's classic a "Midsummer's Night Dream". The play is by Terence Patrick Hughes and will take place from 15 – 17 May inclusive from 8pm.</li> <li>2. End of year Awards ceremony takes place on 30 May and Clonaslee College are looking forward to welcoming Evelyn Cusack as their honoured guest.</li> <li>3. The annual sports day with lots of fun activities takes place for all staff and students on Friday 17 May.</li> </ol>
<p>Oaklands College, Edenderry</p>	<ol style="list-style-type: none"> <li>1. Congratulations to 6<sup>th</sup> year student Jade Moore who claimed first place in the Trócaire Poetry Ireland Competition 2019 with her poem "Tree". Phenomenally, this is the second year in a row that Jade has won the very highly contested and well recognised National poetry competition and the third year in a row that the prize has been won by a student from Oaklands Community College.</li> <li>2. Second year student, Megan Murrin's short story 'Losing Neverland' has been shortlisted for inclusion in Volume 7 of Wild Words-the publication for teenage writers that forms part of the Wild Words Children's Book Festival at the Dock, Carrick on Shannon on Saturday 29 and Sunday 30 June. The book will be launched during this festival. As a selected contributor to the book, Megan has been awarded a place in a two-day masterclass programme during the festival with award winning authors Colm Keegan, Anna Carey, Tom Swift and Sarah Maria Griffin.</li> <li>3. Molly Kane, 5<sup>th</sup> year student was shortlisted for the final of the Mental Health Ireland Art Competition. Following a successful exhibition in Dublin, her work was placed as highly commended against strong national competition.</li> <li>4. Well done to our Student Council who had a very successful visit to Áras an Uachtaráin and met with President Michael D. Higgins recently. The visit included witnessing some diplomatic duties being carried out, as four foreign ambassadors were officially welcomed into their respective offices by the President. The visit was recorded by officials from the President's office and video footage of their welcome and visit were posted to the President's twitter account, receiving over 5,000 views.</li> </ol>
<p>Coláiste Naomh Cormac, Kilmacmac</p>	<ol style="list-style-type: none"> <li>1. Coláiste Naomh Cormac held a very successful TY show, The Tales of Cinder Eile.</li> <li>2. Annual 5km run took place in aid of Jigsaw Offaly and Youth Mental health services in Offaly.</li> <li>3. Coláiste Naomh Cormac was awarded a Health Promoting School flag from the HSE, the Health Promoting School programme is a long-term initiative aimed at improving the</li> </ol>

	<p>school community and making it a positive place for all who visit, learn and work in Coláiste Naomh Cormac.</p>
<p>Dunamase College, Portlaoise</p>	<ol style="list-style-type: none"> <li>1. Dunamase College is holding a talent show on 21 May.</li> <li>2. A Hockey Blitz was held in early April between Dunamase College and Abbeyleix hockey club.</li> <li>3. A Team from Dunamase College travelled to Croke Park for the finals of the Student Enterprise Awards</li> </ol>
<p>Portlaoise College</p>	<ol style="list-style-type: none"> <li>1. We recently launched our newly redesigned website <a href="http://www.portlaoisecollege.ie">www.portlaoisecollege.ie</a></li> <li>2. The Portlaoise College Junior Debating team were recently crowned county champions; this is the 7th county title in a row.</li> <li>3. TY students have just returned from their annual overseas trip to Belgium where they visited WW1 battlements. 2nd Year students visited Paris.</li> <li>4. In conjunction with the CSL and Laois Education Centre, we were appointed as the lead school in a Leadership Cluster with Heywood Community School and St Colman's NS, Stradbally. The theme of the project is enhancing reflective learning practices.</li> </ol>
<p>St. Fergal's College, Rathdowney</p>	<ol style="list-style-type: none"> <li>1. St Fergal's entered the 2019 Walton's Music for Schools Competition. This is a National Competition and Celebration of Music in Irish Schools. While not making it as one of the 6 finalists, St Fergal's were one of only six schools that were singled out as highly commended entries.</li> <li>2. Wellbeing Week: We held a very successful week focussing on all aspects of students' wellbeing. This included activities, trips and a very important presentation on Cyber Bullying and Internet Safety by Jeremy Pagden from Lurtel Ltd. in Co. Galway. This talk was also repeated at night for parents from St Fergal's and from neighbouring primary schools.</li> <li>3. St Fergal's is completing its first year of a Department of Education and Skills/Education Centre project called the Schools Excellence Fund – Creative Clusters. This project has a creative/artistic focus and, working with the Laois Education Centre, encourages cross-sectoral engagement between primary and post-primary schools.</li> <li>4. St Fergal's will compete in the North Leinster Juvenile Hurling Final against Cistercian College Roscrea on Wed 8 May.</li> </ol>
<p>Tullamore College</p>	<ol style="list-style-type: none"> <li>1. TY students have been working hard the past number of weeks on their Young Economist of the Year 2019 projects. Tullamore College had 3 entries. All entries were successful in making it to the final, which was held in UCD on Thursday 2nd May.</li> </ol>

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	<p>2. A cohort of females from both class groups created a project on STEM storytelling - Representing Important Women who were Airbrushed from the Narrative of Economic History. The group who received a gold medal went on to come first overall in their category receiving the Equality Diversity and Inclusion Award. Aoife Redmond received the silver medal for her project on The Economic Effect of Swapping Single Use Plastic for a more Sustainable Alternative. The TY boys did a project on the 20th Anniversary of the Euro and picked up a silver award. An award ceremony will also be held in the school next week. Congratulations to all those involved and to their teachers Ms Griffin and Mr Dalton.</p> <p>3. Ms Fiona Mitchell, RTE London Editor and Tullamore College Past Pupil, recently received the Alumni Award for Arts, Literature and Celtic Studies from NUIG for her coverage of Brexit. Fiona's father Mr Paddy Mitchell who passed away last year was a member of Offaly VEC, Chairperson of the Tullamore College Parents' Council and a long-standing member of the Board of Management.</p>
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Kalamazoo - 32576,000</p> <p>Youth Services</p>	<p><u>Youth Employability Initiative 2018/19</u>          The specific aim of this initiative is to help young people 16-24 (focus on 16-18) years who are not currently in employment, education or training. Foróige Youth Skills Laois were awarded €49,994 to complete the programme.</p> <p><u>Local Creative Youth Partnership/ Creative Arts Programme</u>          The Laois and Offaly Local Creative Youth Partnership (LCYP) steering Committee invited Tenders to research the contemporary picture of current youth creative participation and engagement provision in Laois and Offaly. Karen Thompson Consulting Limited was awarded €14,850.00 (ex VAT) to complete the contract.</p> <p><u>Local Youth Club Grants Scheme 2019</u>          The DCYA have allocated €65,197.00 for this Grant Scheme. The Scheme supports voluntary youth club activities for young people; with priority being given to young people between the ages of 10 and 21. The closing date for receipt of applications is the 31 May 2019</p> <p><u>Local Youth Club Equipment Scheme 2019</u>          The DCYA have allocated € 28,735.63 for this Grant Scheme. The equipment grant has been made available to support the work of volunteers, enhance the experience of members, and provide vital equipment to local youth clubs/groups. The closing date for receipt of applications is the 28 June 2019</p> <p><u>Youth Capital Funding Scheme 2019 for Targeted Staff Led Youth Services</u></p>

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The DCYA have allocated € 20,000 for this Grant Scheme. The aim of the scheme is to support small to medium capital projects in the voluntary youth services. The Closing Date for receipt of Applications is the 16 May 2019.

**Further Education and Training**

**LOETB / QQI Annual Dialogue Meeting**

LOETB will meet with QQI on 27 May as part of the Annual Dialogue process. The discussions will focus on LOETBs Quality Improvement Plan and preparation for the Statutory Review process in 2020. LOETB FET Service is in the process of developing a Single Common QA system for all services.

**LOETB Apprenticeship/Traineeship provision**

The new Electrical Apprenticeship/Cleanroom Traineeship premises in Tullamore will be fully operational by 1 July 2019. The centre will house two 'phase two' electrical apprenticeships (32 apprentices) and the cleanroom facility will have capacity for two traineeships running concurrently. LOETB and the Regional Skills Forum are working in with a number of Med-Tech companies in the Region to discuss the upskilling of current employees.

Four new Apprenticeship programmes will commence (two in Tullamore and two in Mountrath) on 1 July 2019.

**LOETB Well Being Programme 2019**

As part of our commitment to staff and student wellbeing, LOETB organised a Family 5km walk/run on 19 April in Mount Lucas. The run was an official Athletics Ireland event and was attended by nearly 300 LOETB staff, students and parents, and members of local athletics/running clubs. The Minister for Education and Skills, Joe McHugh TD, and his family participated in the event.

**LOETB Pathways Conference**

LOETB will host a Conference in November 2019 to showcase Learner Progression Pathways from LOETB. The conference will coincide with National Skills week and will target our own staff and local and regional employers.

**HE Co-Operation Agreements**

LOETB have been working closely with Carlow IT on a revised Co-operation Agreement. This new agreement places a greater emphasis on the provision of access programmes through our full time provision in Portlaoise, Abbeyleix and Portarlinton. The agreement will be signed on 14 May and a FET oversight team has been established to manage the agreement going forward.

A similar agreement is already in place with Athlone Institute of Technology.

**LOETB Annual Allocation**

LOETB FET Service has been allocated an annual budget of €20.1m for 2019. We have also received a Capital allocation of €1m for the Mount Lucas development. This allocation represents a 7% increase on 2018 and a 25% increase since 2016.

**Organisation Support and Development Services**

**Corporate Services**

**Risk Management**

The newly extended Risk Management Team met in Tower Hill, Portlaoise on 18 April 2019 to review and update the Corporate Risk Register. The team discussed the risks in detail and made the necessary changes to the Risk Register. The up to date Risk Register

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and Progress Report were brought before the Audit and Risk Committee at their meeting on 1 May 2019 for approval. This updated Risk Register must now be approved by LOETB.

The Risk Management Team has received training on the Department of Education and Skills Circular Letter 0002/2019 entitled Code of Practice for The Governance of Education and Training Boards.

Health and Safety

A Working Group, comprising of staff members of LOETB and Cork ETB, ETBI, together with staff from Risk Management Unit of IPB Insurance are examining the newly drafted Safety Statement produced by Quadra. It is hoped to have this Safety Statement ready for the commencement of the new academic year, 2019/20. Training on this Safety Statement will be provided for the School Principals in August.

Training for Fire Marshalls and Fire Wardens is currently being organised for staff. PA Testing has resumed in schools and centres. The PA Testing Report has been received in respect of electrical items inspected to date and the results are very favourable.

Insurance

Engineering inspections, arranged through IPB Insurance, have taken place in all the schools and have commenced in the Further Education and Training Centres.

Garda Vetting

Garda Vetting is ongoing with the National Vetting Bureau and careful consideration must be given to ensure that only people working with children and vulnerable adults are vetted to comply with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016. Applications for Garda Vetting are being examined to ensure that they comply with this requirement.

Freedom of Information

To date in 2019, we have received 4 FOI requests and they have all been answered.

Protected Disclosures

No Protected Disclosures have been received in LOETB to date.

**Human Resources**

Recruitment:

Appointed:

- Oaklands CC – APII (1 permanent & 1 Acting)
- Ard Scoil Chiarain – 1 API & 1 APII
- Colaiste Naomh Cormac – 1 API & 3 APII & 1 Acting APII
- Clonaslee College – 1 API & 5 APII
- Portlaoise Prison – Deputy Supervising Teacher
- 2 Electrical Instructors
- 3 X Part Time Instructors Birr OETC
- 1 X Youthreach Resource Worker Banagher FETC

Advertised:

- HSCL Tullamore College
- HSCL Ard Scoil Chiarain
- HSCL Oaklands CC
- We have advertised 27 teaching posts and have started the interview process

**To be advertised:**

- Deputy Principal at Banagher College

**Ongoing adverts:**

- Sub Teacher Panel
- Instructor Panel Birr OETC

**Payroll:**

- Total Salaries paid in April to date equals €1,783,896.90
- Total Accruals paid in April to date equals €1,190,445.30
- Payroll Shared Service update – We have commenced the Data Mapping and Migration Stage.

**Pensions:**

All pension increases completed and submitted to PSSC. Decimal submitted for all pensioners and also submitted so that project is completed finished.

65 Pension Statements will be issued by 31 May.

**Finance**

**Budgets**

A summary of finances to 31 March 2019 is included in members' folders. Monthly monitoring of all school and centre budgets is being carried out.

**Audit of 2018 Financial Year**

The audit of the 2018 financial year is being carried out by the office of the Comptroller and Auditor General. Martin Byrne is the lead auditor and the audit is commencing on Monday 13 May, with a projected timeframe of three weeks. The two centres picked for onsite audit are Portlaoise College and Portlaoise Institute.

**ESF Returns**

The 2018 ESF return for Community Training Centre has been completed and uploaded onto eCohesion system.

The information for the 2017 Youthreach ESF return has been compiled with internal verification taking place. Once completed it will be ready for upload onto eCohesion system.

**ICT**

**Axis Business Park**

- Network equipment and cabling installed and new network created.
- Computers being delivered and installed this week.

**Procurement and Buildings**

**Procurement Frameworks/Projects as at 10 May 2019**



<b>Project</b>	<b>School/Centre</b>	<b>Successful Tenderer</b>	<b>Status of Project</b>
Portable Fire Equipment Maintenance – OGP FRAMEWORK	Schools/Centres	Master Fire Safety	Contract for a period of 2 years starting 31/01/2019 with an option to extend of a period of 12 months subject to a maximum of 2 such extensions
Fire Alarm Maintenance – OGP FRAMEWORK	Schools/Centres	Horizon Safety Ltd	Framework Contract Starting 1/05/2019 for a period of 2 years - to extend the Term for a period or periods of up to twelve (12) months with a maximum of two (2) such extensions
Contract Cleaning Services	Schools/Centres	MLCS Ltd	New Contract with MLCS Ltd will be issued for a term of 3 years starting 6 March 2019. With the option to extend the term for a period of up to 1 year with a maximum of 2 such extensions on the same terms and conditions.
New proposed Warehouse	Mount Lucas	Kenny Lyons Architects	Michael Bracken Ltd Successful Contractor. Work commenced on site Monday 21 January 2019. Site Investigations ongoing
Upgrade Access Facilities for Special Student	Colaiste Naomh Cormac Kilcormac	Fitzgibbons McGinley Architects – Joe Doolan Construction Ltd	Joe Doolan Construction successful Contractor. Site meeting held 9.05.2019 to discuss Works/Specialised Furniture. Works started and proposed the be completed mid-August 2019
Additional Accommodation – Science Room and Prep Area	Clonaslee College	McCarthy O’Hora Consultants	Approval received from DES for Science Room and Prep Area. Revised proposal for Science Room, Shared Prep Area and Classroom sent to DES for approval 13/03/2019
Additional Accommodation	Oaklands CC Edenderry	McCarthy O’Hora Architects	Planning Permission lodged 24/04/2019 – next stage to commence Tender documents
Roof Repair Works	Ard Scoil Chiarain Naofa, Clara	Kenny Lyons Architects	2 responses received – currently being evaluated
Roof Replacement	St Fergal’s College, Rathdowney		Emergency Works Application sent to DES 19/02/2019. Application turned down – Principal hopes to apply under the next Summer Works Scheme

Electrical Works	Ard Scoil Chiarain Naofa, Clara	Jerry Geaney M&E Consultants – Toro Security Ltd	Letter of Approval from Dept. Toro Electrical successful Contractor. Works ongoing waiting on ESB to connect supply to complete works.
Extension to School	Ard Scoil Chiarain Naofa, Clara		Approval received from DES re Extension to School. Request for Tender for Consultants on ETenders – responses due back 3/05/2019
Additional Accommodation	Ard Scoil Chiarain Naofa, Clara		9/05/2019 - Approval received for 1 – 100m2 Science Room and Prep Area
ASD Unit	Portlaoise College		Currently being assessed by DES
Dress Design	Portlaoise College		Tender responses due back for refurbishment of classroom 10/05/2019
Completion Works	Tullamore College		Acoustics – to go to Tender Landscaping – Healion Contractors appointed Roof Repairs – BFRS Ltd appointed Internal Works – currently up on ETenders – closing date 6/06/2019 for responses
Electrical Apprenticeship Design and Fit Out	Axis Business Park, Tullamore	McCarthy O’Hora Architects	Work completed – Snags/Commissioning/Certification to be completed. Looking at 24 May 2019 as a possible handover date.
ASD Base	St Brendan’s Community School Birr Co Offaly		LOETB currently in the process of procuring Consultants on behalf of St Brendan’s Community School – Documents to go up on ETenders 10/05/2019

The Chairperson thanked the CE for his very comprehensive report.

A member enquired as to the works at Dunamase College. The CE informed members that they are waiting on the Heads of Agreement in relation to the preferred site and will update members at the next meeting.

A member enquired as to why LOETB are working on St. Brendan’s Community School. The CE informed members that the LOETB have been asked by the Department to give support to St. Brendan’s School in the appointment of a design team for the building of a SEN Unit. The CE also explained that LOETB has been asked to assist three other primary schools and we have agreed to do so.

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A member enquired as to the length of time it would take before works began at both Oaklands Community College and Ard Scoil Chiarain Naofa. The CE informed members that they are currently awaiting the Service Level Agreement for Oaklands which had to be revised due to the increase in school size. Regarding Ard Scoil Chiaráin Naofa, the CE informed members that the appointment of a Design Team has commenced and, once completed, they will be in a better position to give a timeframe on the proposed works.

A member enquired as to the completion date for the works at Tullamore College. The CE informed members that work has commenced on the completion works and it is hoped that all works will be completed before September.

Members enquired about additional building works proposed at Mount Lucas. The CE confirmed that a Design Team has been appointed and site investigations were completed and revised sub-structure design is being prepared.

## 6. REPORT FROM THE CHAIRPERSON OF THE AUDIT COMMITTEE

### Report from the Chairman of the Audit and Risk Committee to LOETB Board

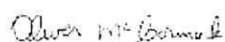
To: Chairperson of LOETB

Dear Chairperson,

I wish to report that the LOETB Audit and Risk Committee held a meeting on Wednesday 1 May 2019 at 2.30pm in the Portlaoise FET Centre, Tower Hill, Portlaoise, Co. Laois.

The following was considered:

- Matters for discussion in the absence of the Executive
  - Code of Practice for The Governance of Education and Training Boards
- Conflict of Interest: none to report – New disclosure form was explained
- Adoption of minutes of Audit and Risk Committee Meeting (4 March 2019)
- Chairman's report from the Audit and Risk Committee Meeting 4 March to LOETB Meeting
- The following minutes were examined and noted:
  - Finance Committee Meetings **26 March 2019**
  - LOETB Meetings **26 March 2019**
- Risk Register:
  - The updated Risk Register was examined by the Audit and Risk Committee and recommended to the Board for approval.
- Compliance Assessment Tool was discussed
- Updated list of Procurement Frameworks up to 24 April 2019 was noted
- LOETB Draft Procedures examined and approved:
  - Safeguarding Vulnerable Adults
- Final 2019 Register of Lease and Licence Agreements was circulated to members for information



Oliver Mc Cormack  
Chairman Audit Committee

Date: 1 May 2019

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## 7. FINANCE

A summary of finances to the end of March 2019 was circulated to members. Members noted the finances and were satisfied with same.

## 8. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details	Comments
1.	Department of Education and Skills	5 April 2019	Permission for Overdraft Facility	Noted by members
2.	AONTAS	3 April 2019	AONTAS Annual General Meeting (AGM) 2019: Celebrating 50 years	Noted by members
3.	City of Dublin Education and Training Board	2 April 2019	Correspondence from CDETБ issued to the Minister for Education and Skills regarding Payment of Expenses to Board Members	Noted by members
4.	Department of Education and Skills	CL0023/2019	Prescribed Material for the Leaving Certificate English Examination in 2021	Noted by members
5.	Department of Education and Skills	CL0024/2019	Revision Of Salaries In Respect Of Certain Staff (Other Than Teachers And SNAs) Employed By ETBs With Effect From 1 April 2019	Noted by members
6.	Department of Education and Skills	CL0026/2019	Information in relation to Standardised Testing and Other Matters Academic Year 2018/19 and Subsequent Years	Noted by members
7.	Department of Education and Skills	CL0027/2019	MULTI-ANNUAL SUMMER WORKS SCHEME (SWS) 2020 onwards Scheme of Capital Grants for Small/Medium Scale Works in recognised Primary and Post-Primary Schools	Noted by members
8.	Department of Education and Skills	CL0028/2019	Arrangements for the Election of Staff to Education and Training Boards (2019)	Noted by members

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9.	Department of Education and Skills	CL0029/2019	Prescribed Material for the Junior Certificate/Junior Cycle Examination in 2021 and Leaving Certificate Examination in 2021	Noted by members
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**9. DRAFT LOETB POLICIES FOR ADOPTION**

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

**LOETB Policies**

- Self-Financing Policy  
*Proposed by:* Caroline Dwane-Stanley  
*Seconded by:* Sean Maher

**School Policies – Dunamase College**

- Child Safeguarding Risk Assessment  
*Proposed by:* Caroline Dwane-Stanley  
*Seconded by:* Mary Sweeney
- Critical Incident Management Policy  
*Proposed by:* Vivienne Keenan  
*Seconded by:* Pdraig Fleming
- RSE Policy  
*Proposed by:* Mary Sweeney  
*Seconded by:* Caroline Dwane-Stanley
- School Attendance Strategy  
*Proposed by:* Caroline Dwane-Stanley  
*Seconded by:* Mary Sweeney

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**10. BOARD OF MANAGEMENT MINUTES**

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

- Birr Outdoor Education & Training Centre: 5 March 2019  
*Proposed by:* Vivienne Keenan  
*Seconded by:* Mary Cotter Bracken
- Dunamase College: 11 March 2019  
*Proposed by:* Caroline Dwane-Stanley  
*Seconded by:* Maura Brophy
- Banagher College: 20 December 2018  
*Proposed by:* Mary Cotter Bracken  
*Seconded by:* Vivienne Keenan
- Clonaslee College: 14 March 2019  
*Proposed by:* Vivienne Keenan  
*Seconded by:* Pdraig Fleming

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- Tullamore College: 21 January 2019, 25 March 2019  
*Proposed by:* Vivienne Keenan  
*Seconded by:* Sean Maher
- Coláiste Naomh Cormac: 10 December 2018  
*Proposed by:* Mary Cotter Bracken  
*Seconded by:* Vivienne Keenan

**11. LANGUAGE BURSARIES**

The CE informed members of the Language Bursary Allocations for 2019. They are as follows;

Banagher College	€4000
Ard Scoil Clara	€3000
Oaklands Edenderry	€4000
Kilcormac	€3000
Tullamore College	€4000
Clonaslee College	€3000
Portlaoise College	€3000
St. Fergal's College	€3000
Dunamase College	€2000
Gallen CS	€1600
Birr CS	€ 800

**Total Cost                    €31,400**

*Proposed by:* Caroline Dwane-Stanley  
*Seconded by:* Vivienne Keenan

**12. GOVERNANCE OF LAOIS SCHOOL OF MUSIC AND MUSIC GENERATION LAOIS**

The CE informed members that LOETB proposes to take responsibility for both the governance and operation of Music Generation Laois and Laois School of Music programmes. In such an event, the governance, management, staffing, and operations would be accountable to the Board of LOETB. The CE informed members that discussions are ongoing and clarity is still needed surrounding the proposal.

Members informed the CE that the matter had also been raised at a recent Council meeting and that further information had been requested.

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**13. ESTABLISHMENT OF AN ARTS COMMITTEE**

The CE informed members of a proposition that the Board establish an Arts Committee to oversee the contribution of LOETB to the development of the Arts across Laois and Offaly. This would lead to a clear focus and coherent approach to the development of the Arts across Laois and Offaly. The CE informed members that should Music Generation Laois and Laois School of Music transfer to LOETB, both programmes would report to the Arts Committee.

*Proposed by:* Vivienne Keenan  
*Seconded by:* Mary Cotter Bracken

**14. VOTES OF SYMPATHY**

A vote of sympathy was passed to:

- The family of Aoife Doocey, teacher at St. Fergal’s College, Rathdowney, on her recent passing, RIP
- Amanda Harkin, teacher at Clonaslee College, on the recent passing of her mother in law, RIP
- Emma Fitzgerald, teacher at Clonaslee College, on the recent passing of her grandmother, RIP
- The family of Tony McLoughlin, past member of the Board of LOETB, on his recent passing, RIP

**15. VOTES OF CONGRATULATIONS**

A vote of congratulations was passed to;

- The U/14 Cóláiste Naomh Cormac hurlers who were successful in the Leinster Final
- All of the teams competing in the upcoming Community Games

Members also expressed their well wishes to all students sitting exams in the coming months.

**16. AOB**

**Overdraft Facility**

Emily informed members that LOETB need the Board’s approval to sign a Letter of Offer.

*Proposed by:* Caroline Dwane-Stanley  
*Seconded by:* Vivienne Keenan

**Well Wishes**

The Chairperson thanked the Board members for their support and cooperation throughout the year. He also complimented the CE and the staff of LOETB for their fantastic work and on their progress with buildings and capital projects during the year.

Chairmans  
Initials

Kathmazoo - 32576.000

The CE also thanked the Board members for their support and commitment, especially the members that held the role of Chairpersons during the term of the Board. He expressed his gratitude and commended members for their contributions to LOETB's achievements throughout their time on the Board. The CE offered best wishes to members seeking re-election to both Councils at the forthcoming local elections.

**17. DATE & VENUE OF NEXT LOETB MEETING**

The next meeting of LOETB will take place on Thursday 22 August 2019 at 4:30pm. The venue will be confirmed at a later date.

Signed: Nal Taylor

Date: 25<sup>th</sup> November 2019

Chairperson

Kalamazoo - 30576 000

Chairmans  
Initials