



A meeting of Laois and Offaly Education and Training Board was held on Monday 27 January 2020 at 4:30 pm at Mountmellick FET Centre.

PRESENT

Cllr. Catherine Fitzgerald (Vice-Chairperson)
 Cllr. Willie Aird
 Ms. Maura Brophy
 Ms. Molly Buckley
 Cllr. John Carroll
 Cllr. Clare Claffey
 Ms. Mary Cotter Bracken
 Mr. Dave Cullen
 Ms. Evelyn Dunne

Cllr. Caroline Dwane-Stanley
 Cllr. Eddie Fitzpatrick
 Mr. Shane Flesk
 Cllr. John King
 Cllr. Robert McDermott
 Mr. John Mollin
 Cllr. Mary Sweeney
 Mr. Niall Tully

IN ATTENDANCE

Mr. Joe Cunningham, Chief Executive
 Ms. Marie Bracken, Director of OSD
 Mr. Tony Dalton, Director of FET
 Ms. Jean Keating, Corporate Governance

The Vice-Chairperson Cllr. Catherine Fitzgerald chaired the meeting in the absence of Cllr. Neil Feighery (Chairperson).

1. APOLOGIES

Apologies were received from Cllr. Neil Feighery (Chairperson), Cllr. Pdraig Fleming, and Mr. Frank Smith.

2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 10 December 2019 were circulated to members. Members approved the minutes and they were signed by the Chairperson.
Proposed by: John Mollin
Seconded by: John King

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

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4. GOVERNANCE

Risk Management

The Risk Register was reviewed and updated by the Audit and Risk Committee meeting at their meeting on the 13 December. The Audit and Risk Committee recommended the Risk Register to the Board for approval. A copy of same was circulated to members prior the meeting for consideration. Members approved the Risk Register as follows;

Proposed by: Molly Buckley

Seconded by: Mary Cotter-Bracken

Conflict of Interest

The Chairperson informed the Board that if a member has a conflict of interest to declare pertaining to any of the agenda items they may do so under this section.

5. CHIEF EXECUTIVES REPORT

Schools

BETT Conference (British Educational Training and Technology Show)

6 principals/deputy principals attended an IT Conference in London on Friday 24 and Saturday 25 January (funded by Léargas).

Aspiring Leaders Programme

31 participants taking part on our management programme over three Saturdays during the year.

Assessment Project

25 participants taking part in five after-school meetings with a focus on the theme of Assessment. Project in conjunction with DCU/Teaching Council/Junior Cycle Team (JCT) at the Dept. of Education and Skills (DES).

Deputy Principal Network

A meeting took place recently with a particular focus on JCT.

Youth Services

Department of Children and Youth Affairs (DCYA)

LOETB has been allocated an overall amount of up to a maximum of €104,920 to carry out its responsibilities with regard to youth work functions in 2020.

DCYA - UBU Your Place Your Space (formerly Targeted Youth Funding Scheme)

UBU Your Place Your Space was launched by Minister Katherine Zappone in December 2019. LOETB has been allocated €113,976.00 for January - June 2020.

Rollout of the new UBU scheme will begin in January 2020. Application clinics to take place to provide guidance to applicants on the application process. Applications to be submitted by mid-February. New applications will be appraised by LOETB co-ordination group using a Red Amber Green (RAG) system. Appraised applications to be submitted to DCYA by March 2020. Ministerial announcement of funds in May.

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Local Creative Youth Partnership (LCYP)/Creative Arts Programme

In 2019 DES/Creative Ireland allocated €100,000 to LOETB as Lead organisation on behalf of the Laois and Offaly LCYP. The programme proved hugely successful with 23 creative programmes taking place across Laois and Offaly and 720 young people participating. Karan Thompson Consulting Ltd is currently in the process of carrying out an evaluation. LOETB has been successful in securing further funding of €100,000 for 2020.

Youth Work Committee

LOETB are currently seeking nominations from Comhairle na nÓg (young people), statutory and non-statutory sectors for the new committee to be established in Quarter 1, 2020. A new Youth Work Plan will be developed by the incoming committee for development of Youth Work in the two counties.

Further Education and Training

LOETB supporting Bord na Móna

LOETB has continued to work with Bord na Móna (BnM) to prepare for the transition of its functions. To date approximately 80 staff have participated in upskilling and training provided by LOETB.

This training will continue with the following programmes:

NZEB/Retrofitting QQI Level 5 Award: This course will be delivered to employees who are due to finish with BnM on 31 March. The course is an introduction to retrofitting and offers the employees the opportunity of a full-time traineeship when they leave work.

Employed Traineeship: 210 current BnM employees will undertake a broad based traineeship allowing them to retain their positions for the next three years. The focus of this provision will be on peatland rehabilitation and associated services. In 2020, LOETB will provide training to approximately 400 BnM employees.

New FET Strategy 2020-2024 & LOETB FET Structure

SOLAS will launch the new FET Strategy later this year as the guiding document for FET provision for the next 5 years. The Directors of FET Forum has been working with SOLAS on the strategic priorities and objectives outlined in it. The focus going forward will be on three key areas:

- Pathways
- Skills
- Inclusion

Quality is the fourth key area underpinning provision within each of the key areas. To this end, LOETB has, under the guidance of the CE, restructured the management responsibilities of the FET Service in line with the FET Strategy which will provide an even more co-ordinated and integrated service for learners.

NZEB (Near Zero Energy Building) & Retrofitting

LOETB and three other ETBs have been working with SOLAS to establish NZEB/Retrofitting hubs around the country. Mount Lucas (National Construction Training Centre) will act as the NZEB site for the Midlands Region. This provision will focus on two areas at the outset:

- Current tradespeople who require short conversion courses in NZEB awareness and construction techniques
- New entrants undertaking longer term courses e.g. Traineeships etc. with an emphasis on long term work placement and progression to employment.

This 'Built Environment' provision will contribute to LOETB's annual targets and strategic priorities under our Strategic Performance Agreement with SOLAS.

FAR Reporting and Financial Bid 2020

The FET Service is preparing the financial bid and associated reporting documents presently. The projected budget for 2020 is approximately €24.5 million with an additional Capital allocation of €2 million. The Capital allocation will be used for the Portlaoise Institute extension and the completion of the scaffolding unit in Mount Lucas. The projected figure above shows a further increase of approximately 12% on the 2019 figure.

Strategic Performance Agreement targets 2019

LOETB and SOLAS outlined 6 key target areas within the Strategic Performance Agreement. These areas (below) provide a set of annual Key Performance Indicators for our FET provision. The table below provides a comparison of the projected targets and the actual figures for 2019:

Strategic Performance Agreement Targets - 2019	Projected Targets	Actual
Target 1 – Learners securing Employment	348	838
Target 2 – Learners progressing to FET or HET	1935	4617
Target 3 – Learners Certified	1070	1283
Target 4 – Learners engaging in Lifelong Learning	3794	7384
Target 5 – Learners accredited across in relevant skills sectors	1226	3403
Target 6 – Learners commenced on Traineeships	252	260

Organisation Support and Development Services

Human Resources

Recruitment for 2019/2020

Appointments

- APII Interviews – 5 Acting posts appointed, 2 permanent posts
- Acting Grade V appointment – 1 appointed
- Permanent Grade IV – 4 appointed
- Acting Grade IV – 2 appointed
- Adult Educator – 2 appointed
- Senior Training Advisor – 1 appointed
- Laois School of Music – 1 violin tutors
- Tullamore College – 1 Teaching appointment
- Substitute Panel – 3 appointed

For Interview

- Portlaoise College – English and Religion Teacher
- Bus Escort panel
- Substitute panel
- Panel of Tutors

Currently Advertised

- Substitute panel
- Community Education Facilitator
- Temporary Clerical Officers
- API Banagher College – 2 posts
- FET Manager (Inclusion) – AEO
- Training Officer – Grade VII
- Grade V – FET

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Pensions

LOETB are currently working on service details in order have benefit statements available on CORE HR

Finance

Budgets

Ongoing monthly monitoring of all school and centre budgets is being carried out.

SOLAS Funding

Submission date for the FAR4 has been extended to 14 February 2020.

On-line Travel System

The new on-line travel expense system through CoreHR is now up and running.

Service Plan

Work has begun on the Service Plan 2020 for submission to the Department of Education & Skills by 28 February 2020.

Annual Financial Statements

Work has begun on the Annual Financial Statements 2019 for submission to the Department of Education & Skills and the Comptroller & Auditor General by 31 March 2020

ICT

- Admin Office upgrade from Windows 7 to Windows 10 is in progress. New computers ordered to replace the oldest admin computers
- Rolling out new live server-health monitoring software to all servers
- New weekly reporting structure being created for server status
- New reporting structure being created for documenting server back-up success and failures
- Currently creating additional workstations for 2 new staff members in QA office
- New phone system for Coláiste Naomh Cormac Kilcormac procured and installed
- In the process of finalising Microsoft Campus agreement for 2020

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Buildings and Procurement

Capital Works

Project - Works	School/Centre	Successful Tenderer	Status of Project
New proposed Warehouse	Mount Lucas Training Centre	Kenny Lyons Architects / Michael Bracken & Sons Contractors	Works currently ongoing – June 2020 is the possible completion date
Upgrade the existing Train Road Crossing System	Mount Lucas Training Centre	Bluewall Technologies Contractor	Works to start 4 December 2019 – to be completed Thursday 30 January 2020
Resurfacing & Line marking to existing Car Park	Mountmellick FET Centre	Chancery Group Consultants / Toplay Tarmacadam Contractors	Works completed December 2019 – Ramps and sealing to be completed January 2020

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Painting & Decorating	Clara FET Centre	Michael Digan Contractors	Works completed December 2019
Additional Accommodation – Science Room and Prep Area	Clonaslee College	McCarthy O’Hora Consultants	Approval received from DES for Science Room & Prep Area/ Classroom and 2 WCs. MCOH currently working on Planning and Tender Documentation Planning Permission received
Additional Accommodation – Art & Craft Room	Oaklands Community College Edenderry	McCarthy O’Hora Architects Consultant / Instaspace Contractors	Approval for 1 only 100sqm Art & Craft Room – Works on installation to started mid-January 2020
New School Project	Oaklands Community College Edenderry	Design Team	Design Team appointed December 2019. First meeting held with Design Team
Roof Repair Works	Ard Scoil Chiaráin Naofa, Clara	Kenny Lyons Architects	Works Completed December 2020
Music Equipment	Ard Scoil Chiaráin Naofa, Clara		8/11/2019 Application to DES for funding for music equipment. Waiting on approval from Department.
Additional Accommodation	Ard Scoil Chiaráin Naofa, Clara	Kenny Lyons Consultants/ Roadmaster Contractor	Approval received from DES for 1 only 100sqm Science Room and Preparation Area with additional Ball Court. Works to start this week with Prefab to be installed midterm break
Extension Project	Ard Scoil Chiaráin Naofa, Clara		Design Team– First meeting held
ASD Unit	Portlaoise College		Currently being assessed by DES
Completion Works	Tullamore College		Acoustics – to go to Tender Landscaping – Healion Contractors appointed – Works ongoing Roof Repairs – BFRS Ltd appointed – Works Ongoing Internal Locks – Harney Locksmiths appointed – Works ongoing Internal Works – CS Construction appointed – Works ongoing Lot 2 Parking Area & Drainage – Healion Contractors appointed –

			work to start December 2019
Additional Accommodation & Office Space	Portlaoise		Submissions received – Unit in Lyster Square and National School
Additional Accommodation & Office Space	Birr		Submissions received – 1 property received
Additional Accommodation & Office Space	Tullamore		Submissions due 31 January 2020
LSU Building Banagher		Kenny Lyons Consultants	Site surveys carried out by Kenny Lyons Consultants – Drawings to be referred to pre planning meeting with Offaly County Council

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Procurement

Project - Works	School/Centre	Successful Tenderer	Status of Project
Legal Services Framework	7 Framework Lots		Contracts in place for all Lots
Printed Matter	Brochures/ Workbooks/ Journals etc		Currently in process of evaluations
Stationery			Currently preparing RFT for Tender
Sanitact Units		New Framework	Canon/Rentokil from 1 January 2020
Bus & Coach Services			Currently working with the Education Procurement Service to prepare a Multi Supplier Framework for the supply of Bus & Coach Hire services
Contractors Register			November 2019 - started the process of developing a database of Contractors for Minor & Small Works along with the required documentation – Insurances/Tax Clearance etc.

Corporate Services

Compliance

Internal Audits have been carried out on the following areas to date:

- Insurance
- ESI Package Access
- Drive Access
- Child Protection (schools only)

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Risk Management

The Corporate Risk Register as updated on 14 October 2019 was presented to the Audit and Risk Committee at their most recent meeting on 13 December 2019. Currently there are 15 Risks on the Corporate Risk Register of LOETB, 5 High Risk, 4 Medium Risk and 6 Low Risk.

Health and Safety

The newly drafted Safety Statement has been produced by a Working Group from ETBI. This Safety Statement is now awaiting National Trade Union approval and it will then be rolled out in LOETB. The appropriate training for School Principals and Centre Managers will then take place. Other staff members will then be trained, as appropriate. A Safety Audit of all our schools and centres is due to commence shortly, by Peninsula Business Services (Ireland) Ltd.

Freedom of Information

In 2019, we received 7 FOI requests. A statistical return, for 2019, must be made to the Government Reform Unit, Department of Public Expenditure and Reform before 31 January 2020. FOI request details to be published on LOETB website.

Data Protection (GDPR)

Since the 25 May 2018, the General Data Protection Regulation and the Data Protection Act 2018 are in place. Training has been provided for employees and each employee must undergo a specific GDPR Test and obtain 100% to pass.

Protected Disclosures

No Protected Disclosures have been received in LOETB to date. The necessary Report, under the Protected Disclosures Act 2014, has been placed on our website.

 A discussion took place following the CE's report. Members complimented the FET team on achieving and exceeding the 6 key target areas set out in the Strategic Performance Agreement between LOETB and SOLAS. Members thanked the CE for his report.

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6. DRAFT POLICIES FOR ADOPTION

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

LOETB Policies

- **Transfer Policy**
Proposed by: Caroline Dwane-Stanley
Seconded by: John King

- **Professional Development Policy for Employees**
Proposed by: Evelyn Dunne
Seconded by: John Carroll

School Policies

- **Dunamase College, Substance Misuse Policy**
Proposed by: Caroline Dwane-Stanley
Seconded by: Evelyn Dunne

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- Banagher College, Code of Behaviour Policy, Admissions Policy, RSE Policy
Proposed by: John Mollin
Seconded by: Niall Tully
- Coláiste Naomh Cormac, Kilcormac, Anti-Bullying Policy
Proposed by: John Carroll
Seconded by: John King
- St. Fergal's College, Rathdowney, Admissions and Enrolment Policy
Proposed by: John King
Seconded by: Evelyn Dunne

7. MINUTES OF COMMITTEES OF THE BOARD

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

Audit and Risk Committee, 13 December 2019

Proposed by: Mary Sweeney

Seconded by: Caroline Dwane-Stanley

Finance Committee, 13 December 2019

Proposed by: Molly Buckley

Seconded by: John Carroll

Coláiste Naomh Cormac, 25 February 2019, 10 June 2019, 16 September 2019

Proposed by: Mary Cotter-Bracken

Seconded by: John Carroll

Oaklands Community College, 13 December 2018

Proposed by: Robert McDermott

Seconded by: Eddie Fitzpatrick

Dunamase College, 8 October 2019

Proposed by: Caroline Dwane-Stanley

Seconded by: Dave Cullen

8. CONFIRMATION OF BOM MEMBERSHIPS

The Chief Executive received nominations for membership of the following boards of management;

Parent and teacher representatives to the BOM at Coláiste Naomh Cormac, Kilcormac

Parent reps: Margaret Lynch and James Buckley

Teacher reps: Ide Keating and Evin Milne

Proposed by: Mary Cotter-Bracken

Seconded by: Caroline Dwane-Stanley

Parent and teacher representatives to the BOM at Portlaoise College

Parent reps: Georgi Phipps and Owen Reynolds

Teacher reps: Catriona Walsh and Patrick Travers

Proposed by: Maura Brophy

Seconded by: Evelyn Dunne

Parent and teacher representatives to the BOM at St. Fergal's College Rathdowney

Parent reps: Ciara Carroll and Lorcan Dunne

Teacher reps: Stella Fitzgerald and Fergal Ryan

Proposed by: John King

Seconded by: Evelyn Dunne

Parent and teacher representatives to the BOM at Tullamore College

Parent reps: Rosemary Brown and Dermot Cuskelly

Teacher reps: Renee Gallagher and Declan Campbell

Proposed by: Molly Buckley

Seconded by: John Mollin

Parent representatives to the BOM at Oaklands Community College, Edenderry

Parent reps: Laura McMahon and Barry Maher

Proposed by: Robert McDermott

Seconded by: Eddie Fitzpatrick

9. REVIEW OF STANDING ORDERS

At the request of a member at the last meeting, section 5.2 of the Standing Orders document was amended as follows;

Any member of the Committee may request an item to be discussed under AOB, provided that the request, signed by another member, and details of the matter for discussion be submitted two working days before the date of the meeting.

In addition **very exceptional/urgent items may be dealt with on the day of the meeting with the permission of the Chairperson**

Members approved the amendment.

Proposed by: Eddie Fitzpatrick

Seconded by: Caroline Dwane-Stanley

10. STANDARDS IN PUBLIC OFFICE (SIPO) RETURNS

Members were informed that the Ethics in Public Office Act 1995 and the Standards in Public Office Act 2001 require that an annual return of registrable interested must be furnished by the Board Members of LOETB in respect of the period 1 January 2019 to 31 December 2019. Members were provided with a copy of documentation pertaining to the annual returns and completed same at the meeting.

11. TRAINING ON COREHR (ONLINE TRAVEL)

Training on the CoreHR including online travel will be provided for members at the February meeting. Training on Section 29 Appeal Hearings and Competency Based Interviews will also be provided at the meeting.

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12. VOTES OF SYMPATHY

A vote of sympathy was passed to:

- Maggie McDaid, staff member at Banagher College, on the passing of her mother
- Jim Nolan, staff member at Banagher College, on the passing of his mother
- Claire Nolan, staff member at Banagher College, on the passing of her mother-in-law
- Fola O'Grady, staff member at Portarlington FET Centre, on the passing of her uncle
- Carmel Hoolan, staff member at Portlaoise FET Centre, on the passing of her father
- Nicola Kelly, staff member at Oaklands Community College, on the passing of her mother
- To the family of Niall Mac Giolla Bháin, former Principal of Portarlington Vocational School
- To the family of Mary Troy, former teacher at Tullamore College

13. VOTES OF CONGRATULATIONS

There were no votes of congratulations passed.

14. AOB

Confirmation of BOM Memberships

The below nominations were submitted after the agenda was circulated.

Parent and teacher representatives to the BOM at Ard Scoil Chiaráin Naofa, Clara

Parent representatives: Joyce Lowry and Dominic Fleming

Teacher representatives: Eimear Grennan and Mark Lyons

Proposed by: John Carroll

Seconded by: Shane Flesk

Parent and teacher representatives to the BOM at Clonaslee College

Parent representatives: Mary Woulfe and Mark Cusack

Teacher representatives: Aisling Carroll and John Lee

Proposed by: Willie Aird

Seconded by: Caroline Dwane-Stanley

Lease of Premises

The following leases were brought to the Board for approval;

8,479sq foot at Birr – Education and Training Purposes

6,000sq foot approx. at Tullamore – Education and Training Purposes

3,850sq foot approx. at Portlaoise – Office Space

8,430sq foot approx. at Portlaoise – Education and Training Purposes

A discussion took place on the proposed leases and members approved same.

Proposed by: Caroline Dwane-Stanley

Seconded by: Willie Aird

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Lease of Tower Hill

The following lease was brought to the Board for approval;
Tower Hill – for use as a second level school by Dunamase College until new school is built. Rent p/a. €120,000.

Members approved the lease as follows;
Proposed by: Caroline Dwane-Stanley
Seconded by: Catherine Fitzgerald

15. DATE & VENUE OF NEXT MEETING

The next meetings of the Board will take place as follows;
- Monday 24 February 2020 at 4.30pm at Tullamore College

The March meeting of the Board has been rescheduled as follows;
- Monday 30 March 2020 at 4.30pm at Dunamase College

Signed: Neil Feeney Date: 24/2/20

Chairperson

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