



A meeting of Laois and Offaly Education and Training Board was held on Tuesday 29 November 2022 at 4:30 pm in the Tullamore Court Hotel.

PRESENT

Cllr Robert McDermott
Cllr Catherine Fitzgerald
Cllr Willie Aird
Mr Jim Cashen
Ms Molly Buckley
Cllr John Carroll
Cllr Neil Feighery
Ms Maura Brophy
Cllr John King

Mr Dave Cullen
Ms Evelyn Dunne
Cllr Caroline Dwane-Stanley
Cllr Eddie Fitzpatrick
Cllr Pdraig Fleming
Mr Frank Smith
Mr Niall Tully
Cllr Clare Claffey
Ms Mary Cotter Bracken

IN ATTENDANCE

Mr Joe Cunningham, Chief Executive
Ms Marie Bracken, Director OSD
Ms Rebecca Preston, Corporate Services

1. WELCOME

The Chairperson welcomed all present to the final meeting of 2022 and thanked members for their attendance.

2. APOLOGIES

Apologies were received from Cllr Barry Walsh and Mr Shane Flesk.

3. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 27 September 2022 were circulated to members.

Members approved the minutes and they were signed by the Acting Chairperson due to the absence of the Chairperson at the September meeting.

Proposed: Molly Buckley

Seconded: John Carroll

4. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

Chairmans
Initials

Kalamazoo - 32576.000

5. GOVERNANCE

Risk Management

Marie Bracken informed members the next Audit and Risk meeting will take place on Friday 9 December 2022, the Risk Register will be brought to this meeting.

Conflict of Interest

As per Schedule 3, Paragraph 10, Section 3 of the (ETB) Act 2013 and the Agenda Notice, no conflicts of interest were declared.

Charities Code

Marie Bracken informed members the Charities Code is completed annually. This code is in line with the Code of Practice for the Governance of ETBs.

Proposed: Evelyn Dunne

Seconded: Frank Smith

Members were also asked to complete the Charity Trustee Declaration forms in either English or Irish and return them at the end of the meeting.

6. Office of the Comptroller and Audit General (C&AG)

Audit Certificate from C&AG

Marie Bracken discussed the Certificate received from C&AG and referred to the following extract from the Certificate:

- the financial statements properly present the income and expenditure of the Board for 2021 and the state of affairs of the Board at 31 December 2021, and
- the financial statements are in accordance with the accounting policies laid down by the Minister for Education.

Letter to ETB from C&AG

This was presented for members' information.

Signed LOETB Financial Statements 2021

Marie Bracken informed members that the signed LOETB Financial Statements for 2021 were laid before the houses of the Oireachtas and can now be published in Irish and English on our website.

7. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details	Comments
1.	Department of Education and Skills	CL0063.2022	Joint Data Controller Arrangement between Payroll Division, Department of Education and The Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools and the Chief	Noted by Members

			Executives of Education and Training Boards	
2.	Department of Education and Skills	CL0064.2022	Revision of Teacher Salaries under Building Momentum – A New Public Service Agreement 2021-2022	Noted by Members
3.	Department of Education and Skills	CL0065.2022	Revision of Salaries for Special Needs Assistants (SNAs) under Building Momentum – A New Public Service Agreement 2021 – 2022	Noted by Members
4.	Department of Education and Skills	CL0066.2022	Revision of salaries of School Secretaries and School Maintenance Staff in Community and Comprehensive Schools under Building Momentum – A New Public Service Agreement 2021 - 2022	Noted by Members
5.	Department of Education and Skills	CL0067.2022	Revision of salaries for Clerical Officers and Caretakers employed in National Schools under the 1878/1979 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme under Building Momentum – A New Public Service Agreement 2021 - 2022	Noted by Members
6.	Department of Education and Skills	CL0068.2022	Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs under Building Momentum – A New Public Service Agreement 2021 - 2022	Noted by Members
7.	Department of Education and Skills	CL0070.2022	Enhancement to Irish Sign Language (ISL) Scheme provision	Noted by Members
8.	Department of Education and Skills	CL0071.2022	Teacher Supply Post Primary: Teaching Hours Extension Scheme for 2022/2023	Noted by Members
9.	Department of Education and Skills	CL0072.2022	Standardisation of the School Year in respect of Primary & Post-Primary Schools for the years 2023/24, 2024/25 and 2025/26	Noted by Members
10.	Department of Education and Skills	CL0073.2022	NFQ Level 9 Graduate Diploma in Social Personal and Health Education/Relationships and Sexuality Education (SPHE/RSE) Programme 2023	Noted by Members
11.	Department of Education and Skills	CL0075.2022	Commencement of the Education (Provision in respect of Children with Special Educational Needs) Act 2022 and Commencement of remaining sections of the Education (Admission to Schools) Act 2018	Noted by Members
12.	Department of Education and Skills	CL0076.2022	Payment of Tool Allowance to Craft Workers – 2022	Noted by Members

8. STATEMENT OF STRATEGY 2023-2027

The CE presented the draft Statement of Strategy for 2023-2027. Actions arising from the strategy will be set out in the Service Plan and reported on in the Annual Report.

Proposed: Evelyn Dunne

Seconded: Frank Smith

A discussion took place following the presentation.

9. DRAFT POLICIES

- 2022 Garda Vetting Policy

Proposed: Neil Feighery

Seconded: Willie Aird

- Remote Work Policy

Proposed: Maura Brophy

Seconded: John Carroll

10. MINUTES OF COMMITTEES OF THE BOARD

The following minutes of the Committees of the Board were circulated to members prior to the meeting. Members noted same.

Dunamase College BOM Minutes 15 November 2022

Oaklands Community College BOM Minutes 16 June 2022

Tullamore College BOM Minutes 8 June 2022

Birr OETC Committee Minutes 28 April 2022

Birr OETC Committee Minutes 6 October

11. Lease/Licence Agreements

Marie Bracken discussed the renewal of the lease for Clara FET Centre which expired in September. This lease has been renegotiated for €65,000 for a three-year period with effect from the 16 September 2022.

Proposed: Frank Smith

Seconded: Pdraig Fleming

12. BOM Nominations

Portlaoise College:

A nomination was received for community representative Bernadette Ryan.

Proposed: Evelyn Dunne

Seconded: Willie Aird

Coláiste Naomh Cormac:

A nominated was received for community representative Yvonne Martin.

Proposed: Mary Cotter Bracken

Seconded: Neil Feighery

Dunamase College:

A nomination was received for female teacher representative Rebekah Ní Throithigh to replace Aoife Quirke while she is on leave.

Proposed: Caroline Dwane Stanley

Seconded: Dave Cullen

13. CHIEF EXECUTIVE'S REPORT

Schools Directorate

Schools:

- Congratulations to all students who received their **Junior Certificate** Results on 23 November.
- **Offaly Schools' County Sports Day** hosted by Ard Scoil Chiaráin Naofa took place at the Harriers, Tullamore on Thursday 13 October 2022.
- **SELFIE Masterclass** – On 4 October Dr. Caroline Pulfrey of the EPFL Institute in Lausanne, Switzerland, facilitated an online webinar for school digital leaders on best practice in school digital planning. This webinar was held as part of our support programme for schools in developing a school digital learning plan based on their SELFIE survey results and to support the implementation of the Digital Strategy for Schools. All LOETB schools have completed the SELFIE survey.
- **Hackathon** -LOETB Schools' Support recently hosted the first ever Irish SELFIE 'Hackathon' at Laois Education Centre. The event, based on a model designed by the European Commission, saw students and teachers gather from LOETB schools to work collaboratively on developing initiatives to improve the use of digital technologies in their schools. The day culminated with the students successfully presenting their ideas to the group, as well as an online audience of European experts in digital technology in Education. The event was a key part of LOETB schools' efforts to be recognised with a European Digital Schools Award – a process that will conclude next April when the judges examine the digital progress of the respective schools.
- **COPILOT** -Representatives from LOETB schools recently attended a partner meeting in Veria, Greece as part of the ERASMUS CoPILOT programme. The meeting allowed LOETB teachers to visit several educational institutions in Greece, with the aim of identifying approaches and digital methodologies that could be used to support teachers and school leaders with digital transformation in their own schools. The trip was a significant success, with teachers returning with new initiatives planned for their schools; while there was agreement on a number of further partnerships and projects between the different CoPILOT partners (LOETB, UCD, IES Cristobal de Monroy and Akadimos.)
- **PEDL for Parents** – The Programme to Enhance Digital Literacy (PEDL) is underway in Ard Scoil Chiaráin Naofa Clara, Portlaoise College and Banagher College. PEDL is a five-week experiential programme aimed to foster the development of parents' digital skills so they can support their children with digital learning.
- **PEDL Erasmus exchange** took place from 2-6 October to Liceul Technologic Iorgu Varnav in Suceava, Romania – PEDL has also been granted funding under the Erasmus+ programme. Two representatives from LOETB attended an exchange to Romania to observe practices undertaken by schools to engage parents.

- **ICERI Conference** – school leaders from two LOETB schools and a member of the Schools' Support team attended the International Conference on Educational Research and Innovation in Seville from the 7-9 of November. Attendance at the conference was made possible by the Learning Links for Leaders Erasmus+ project. In addition, the LOETB team made a school visit to IES Cristobal de Monroy in Seville to observe educational practices.
- **ETB Ethos and Core Values** – The second Community of Practice meeting took place on 16 November. ETB Schools' Patrons Framework was officially launched on Wednesday 23 November in Kilashee House in Naas. Ard Scoil Chiaráin Naofa Clara and Dunamase College are participating in School Self Evaluation Pilot with DCU and ETBI.
- **First Lego League** – Ard Scoil Chiaráin Naofa Clara, St. Fergal's Rathdowney, Oaklands Community College are participating in Lego League with UCD. Tullamore College are a member of the league with Laois Education Centre
- **Webinars** – LOETB Schools' Support and WWETB are jointly hosting two webinars in November on teaching, learning and assessment. Tuesday 22 November focuses on Canva and SELFIE for teachers and Monday 28 November focuses on inclusive classroom practice.
- **Provision Mapping Pilot Project** with Mary Immaculate College (MIC) – Clonaslee College and Tullamore College continue to participate in provision mapping pilot led by Dr. Johanna Fitzgerald of MIC. All SENCOs also invited to attend training with MIC.

Youth Services:

- **Youth Work Plan:** Youth Services are currently working on the development of a Youth Work Plan for Laois and Offaly. The Youth Work Plan sets out legislative basis and policy context of youth service provision, underpinned by a detailed socio-economic profile LOETB region. Key Stakeholder consultations are now complete and Focus Group consultations with Young People are taking place. A survey with a wider group of Young People is delayed and will now place in December 2022.
- **DCEDIY – Local Youth Club Grant Scheme 2022:** The DCEDIY allocated €82,544 to LOETB to administer under Grant Scheme for 2022.
- **DCEDIY – Youth Capital Funding Scheme 2022 for Youth Services and Clubs/Groups:** The DCEDIY allocated €33,783 to LOETB to administer under Grant Scheme 2022.
- **Minor Grant Scheme for Youth Services and Youth Clubs 2022.** The DCEDIY allocated €25,589 to LOETB to administer under Grant Scheme for 2022.

Laois Offaly Local Creative Youth Partnership

- **The Creative Ireland Programme** has a partnership with Trinity College Dublin to conduct a systematic analysis of outcomes and trends in Phase One of the Creative Youth Plan (2017-2022). LO LCYP will take part in this process in November.
- **Youth Advisory Group (YAG)** -Under the guidance of Hub na nÓg, in November the LO LCYP will support 2 young people take an active role in the Youth Advisory Group. The purpose of the (YAG) is to collaborate on the creation of a youth friendly infographic to communicate the new Creative Youth Strategy 2023-27.
- **World Down Syndrome Month** In October, the LCYP supported Offaly Down Syndrome to put on A photographic exhibition portraying members as who they really are. The exhibition toured Co. Offaly libraries for the month of October Down Syndrome Awareness Month.
- **Ferbane will take part in a community project** in African Drumming Ireland, with 95 young people involved. They are also part of the development of a sensory garden seating area in a large housing estate in Gallen View Ferbane. This is a community arts project with Gallen Foroige taking place October – November.

- **10 Traveller boys from Laois Traveller Action Group** in November-December will undergo a taster programme. The programme will be an introduction to engineering, making, soldering, as requested by the Traveller boys with the hope it can be developed further next year and the introduction of STEAM programmes.

Music Generation:

- **Official Opening of Laois Music Centre, 21 October 2022:** Cathaoirleach of Laois County Council, Cllr. Thomasina Connell, officially opened the newly renovated Laois Music Centre on Friday 21 October. The opening event included performances from musician educators and young musicians from Laois School of Music and Music Generation Laois. This event was supported by the Live Performance Support Scheme via Laois County Council and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media. Laois County Council purchased Laois Music Centre (formerly Scoil Mhuire) in 2018 as a permanent home for both Music Generation Laois (MGL) and Laois School of Music (LSM) under the Urban Regeneration and Development Scheme.
- **Laois School of Music Birthday Celebrations, 22 and 23 October:** Laois School of Music celebrates 21 years in 2022. Two concerts took place in St Peter's COI, Portlaoise to mark the milestone, on the 22 and 23 October, featuring alumni, current students and Musician Educators. These concerts were supported by the Live Performance Support Scheme via Laois County Council and the Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media.
- **Tionól Harp + Pipes 2022:** Over 100 young harpers and pipers, along with their Musician Educators, descended on Portlaoise from the 4-6 November for the annual Music Generation Laois Tionól. This residential weekend, now in its seventh year, included workshops and concerts, and the premiere of a new suite of music by Áine McGeeney, performed by the Music Generation Laois Trad Orchestra. Tionól is supported by the Music Generation/Arts Council Partnership Creativity and Collaboration Fund.
- **Children's Song Project:** Music Generation Laois launched a Children's Song Project on Tuesday 8 November. This project will work with primary school children from Cloneyhurke NS, Rath NS and Paddock NS to compose a series of original songs supported by Creative Ireland Laois, Laois County Council, and the Art Council's Young People, Commissions and Education Award. Children and teachers from Cloneyhurke, Rath and Paddock National Schools will take part in creative workshops with Composers Sarah Murphy and Lorna McLaughlin alongside Music Generation Laois' Nuala Kelly, to develop a new suite of songs for County Laois. The project will culminate with a large-scale performance of the newly written songs in June 2023. The newly composed songs will then be disseminated as a resource for schools across Laois, through Laois Education Centre (LEC), to engage lots more children in this special music project.

FET Directorate

Provision at NCTC, Mount Lucas in 2022

Mount Lucas has provided NZEB & Retrofit to over 1000 learners this year on the following courses:

- NZEB Fundamental awareness – cohort includes suppliers/Installers/construction companies/Building Merchants/County Councils/Apprentices
- Certified Passive House
- NZEB Site Supervisor
- External Wall Insulation Installer
- Retrofit Insulation Skills
- NZEB Ventilation
- Air Tightness & Vapour Control* Launched on Thursday 17th November
- Build Tight Ventilate Right – Bespoke course for BAM

The cohort of learners range from certified training courses for companies (Kingspan/Extratherm/Chadwicks/Energlaze/Brooks BAM/SISK etc.) to training for County council officers (Laois/Offaly/Kildare/Louth)

The External Wall Insulation Installer (EWI) course and the newly launched Air Tightness and Vapour Control (AVC) go for QQI accreditation in February 2023 as Level 5 Special Purpose Awards. 2023 will also see the roll out of the LOETB Transition Year NZEB programme

Adult Literacy for Life Strategy

The Adult Literacy Team has been expanded in line with the Adult Literacy for Life (ALL) 10-year strategy which was launched by Minister Simon Harris on 8 September 2021.

This ambitious strategy makes a number of commitments including:

- Increasing the number of learners engaging with literacy and language support by 20,000 by expanding the range of courses available over the first half of the strategy's lifetime;
- Reduce the number of adults in Ireland with unmet literacy needs, from 18% to 7%.
- Reduce the number of adults in Ireland with unmet numeracy needs from 25% to 12%;
- Reduce the share of adults in Ireland without basic digital skills from 47% to 20%.

As part of the ALL Strategy, the Minister also committed to establishing a national ALL Programme Office and to provide each of the ETBs with the resources necessary to meet the targets outlined above in the form of an additional Adult Literacy Organiser and funding through the ALL Innovation & Collaboration Fund.

LOETB have appointed a second Adult Literacy Organiser and have already submitted 3 proposals as part of the pilot phase of the ALL Collaboration and Innovation Fund, each one in conjunction with an agency that we work in partnership with. We have also already begun work on a number of exciting projects including one in conjunction with Down Syndrome Ireland and another in conjunction with Laois Sports Partnership which will begin in 2023.

LOETB and SETU Tertiary Development

LOETB is collaborating with SETU (Carlow) on a project exploring the co-delivery of Third Level programmes affiliated with SETU in FET Centres, the first of which will be delivered in Portlaoise Institute.

This arrangement would see Portlaoise Institute hosting a Higher Certificate in Computing/Business enabling successful graduates to progress into their third year of a degree programme. This would be a very significant development for LOETB which offers learners in Laois a cost-effective means of accessing third level education in our region.

Digital Construction - Future MMC provision

LOETB is leading the development of a single, accessible skills pathway in Digital Construction through strategic partnerships with key stakeholders;

- TUS (DASBE),
- Construction Professional Skillnet,
- The Build Digital Project,
- And training providers BRE Academy and T3 Training.

Skills development will be offered to those wishing to join the sector at entry level, construction operatives wishing to upskill or reskill to develop sustainable career pathways

and construction professionals requiring support in updating skillsets to keep pace with technological advancements in the sector.

LOETB has initiated the development of programmes that enhance learner currency regardless of their current employment status; from modular, stackable micro-credentials that enhance career development to traineeship programmes that offer new employment opportunities and/or direct access to higher education options.

LOETB Skills to Advance & Green Skills Provision 2022

At the end of 2022, over 2,800 learners will have participated in training under Skills to Advance, a 107% increase on last year. This year, LOETB will achieve 20% of the national target for STA. Enterprise engagement has been very strong with 65% of companies reengaging with the service.

Green Skills Provision

LOETB is the lead ETB in Green Skills provision and have contributed significantly to the national targets set out in the Skills for Zero Carbon Report. This year we are on target to achieve 77% of the national target in Renewable Energy (Domestic Heat Pump Installer) and exceed the national target for Solar PV Installer. Provision in these areas will continue to expand in 2023, achieving 93% and 431% of the national targets, respectively.

Over the past two years 319 participants, representing 100 companies, have engaged in the Lean Management Green Belt programme achieving cumulative cost savings of €9.7 million. Next year, we will pilot a Lean Management Green Belt programme in the agriculture sector, which will improve farm safety, quality, resource efficiency, and manual labour.

Target	2022	2023	2024	2022
Supporting Jobs				
Jobs: Return employment outcomes to 2019 levels and grow by a further 10% by 2024	2,087	2,149	2,215	2,689
Skills to Compete: Deliver 50,000 places to support those who lost their job as a result of COVID find a pathway back to sustainable work	1,066	1,098	1,150	1,159
Creating Pathways				
Progression within FET: Return progression movements within FET to 2019 levels and grow by a further 10% by 2024	1,676	1,750	1,850	2,581
Progression from FET-HE: Grow levels of progression from FET-HE by 10% by 2024	185	191	200	206
Fostering Inclusion				
Transversal Skills: Return certification at NFQ levels 1-3 to 2019 levels and grow by a further 10% by 2024	1,600	1,700	1,800	964
Widening Participation: Return participation levels by key target groups to 2019 levels and resume growth	1,101	1,175	1,250	****
Adult Literacy for Life (ALL): Increase provision for literacy and numeracy	6,371	6,562	6,780	7,663
Upskilling Through Lifetimes & Careers				
Lifelong Learning: Return engagement in lifelong learning to 2019 levels and grow by a further 10% by 2024	4,600	4,800	5,000	5,802
Skills to Advance: Continue to grow workforce upskilling enrolments	1,350	1,650	2,000	2,189
Targeting Key Skills Needs				
Key Skills Needs: Grow the number of places addressing key skills needs	550	600	660	6,232
Retrofitting Skills: Expansion of reskilling provision to meet retrofitting needs	1,150	1,500	2,000	1,150
Green Skills for All: Embedding of core green skills module across FET courses (new category)	2,178	3,000	4,000	3,317

As part of our agriculture strategy, LOETB will work in partnership with the Agriculture Colleges and Higher Education in the development of a National Sustainable Agriculture programme which will include Biodiversity, Agriculture Science and Sustainability.

LOETB are working in partnership with National Parks Wildlife Services on the development of a Biodiversity Awareness programme, which is aimed at employees in local authorities and private contractors and construction companies.

In 2023, we expect to see a 30% increase in Remote Work provision as the “Right to Request Remote Working” is introduced. Over the next six months we plan to focus on and increase provision in the public and not-for-profit sectors.

FET Strategic Performance Agreement & Targets 2022

The table below provides a breakdown of LOETBs agreed annual targets as per our recently signed Strategic Performance Agreement 2022-24 with SOLAS.

LOETBs total FET beneficiaries in 2022 will be over 15,000 with a number of the 2024 targets already being achieved. This growth is due to substantial increases in every aspect of our FET provision.

OSD Directorate:

Human Resources

The following posts have been filled since the last ETB meeting

- 1 x APII Clonaslee College
- 1 x API Ard Scoil Chiaráin
- 1 x API Banagher College
- 1 x API Coláiste Naomh Cormac
- 1 x AEO
- 1 x Area Training Manager
- Sub teacher panel
- FET tutor panel
- 4 teaching posts
- 1 x bus escort
- 1 x Personal Academic Assistant
- 2 x Grade IV Officers
- 1 x Acting Grade V Officer

Interviews to be held for the following

Teaching posts

Youth Services Resource Worker

- 1 x APII Ard Scoil Chiarain
 - 6 x APII Tullamore College
 - 1 x APII Coláiste Naomh Cormac
 - 1 x Professional Development Co-ordinator
 - 1 x Grade VII Training Services
 - 1 x Grade VII Corporate
 - 1 x Grade V Corporate
 - 1 x Music Development Officer, Music Generation
- SNA sub panel
- 1 x Caretaker, Mount Lucas Training Centre

Salaries Paid since the last meeting

Date	Amount €	Number of Staff
16/09/2022	1,094,817.61	848
30/09/2022	1,232,907.38	965
14/10/2022	1,253,793.69	974
28/10/2022	1,216,312.74	1001
11/11/2022	1,271,190.79	1024

FinanceBudgets

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

Finances

Current Summary of finances to end of October 2022:

Summary of Workings to End October 2022

ITEM	Opening Grant Cash Balance	Adjustment to Opening Balance	Receipts	Payments	Closing Grant Cash Balance	% of Overall Total
Main Scheme Pay Grant	182,617	(3,273)	25,396,466	(26,597,830)	(1,022,020)	-39%
Main Scheme ONP Grant	323,089	35,959	1,606,184	(1,803,722)	161,510	6%
Associated Main Scheme Grants	1,707,895	9,041	1,741,871	(1,639,647)	1,819,161	69%
Capital Schedule	2,361,653	(45,000)	2,182,577	(3,065,760)	1,433,470	55%
Further Education & Training	513,925	0	31,796,681	(33,128,953)	(818,347)	-31%
Youth Affairs	17,942	0	516,126	(488,323)	45,745	2%
Agency	1,151,603	1,125	1,841,442	(1,776,025)	1,218,144	46%
Self Financing	(33,173)	2,148	798,840	(985,094)	(217,278)	-8%
Third Party Funds	0	0	17,368	(17,368)	0	0%
		0			0	
Totals	6,225,551	0	65,897,555	(69,502,722)	2,620,385	

Creditor Payments

3,432 invoices, amounting to €7,600,455.80 were paid in the third quarter of 2022. Of these, 51% were paid within 15 days of receipt of invoices, and a further 41% were paid within 30 days. 41 purchase orders for €20,000 or above, totalling €1,976,932.84 inclusive of VAT, were paid in the third quarter of 2022.

Corporate Services

Clonaslee College

Design Team Consultants appointed – Masterplan for site being completed by the Design Team

St Fergal's College

Summer Works Scheme 2022 approval received from DoE – Tender Report received from MCOH – waiting on Insurance check of Contractor
All Weather Pitch – Consultant preparing Tender Documents
Approval received for Additional Accommodation through the DoE Framework.

Portlaoise College

Phase 1 Reconfiguration Classrooms – Works Completed
Athletic Track – Mesh Guards to be installed
Soccer Pitch development – Works completed
Ball nets – Works Completed
Additional accommodation – Stage 1 report submitted to DoE.

Dunamase College – Tower Hill

Reconfiguration Classrooms – Works completed end August 2022
Modular accommodation – meeting held with consultant
New Site – Work on Stage 2a submissions has commenced

Oaklands Community College, Edenderry

New School – Stage 2a completed – query on playing pitch
Works on installation ASD Room completed – snags to finish

Coláiste Naomh Cormac, Kilcormac

Science Rooms – Report to be completed
Approval received for 100 sq. metres of additional accommodation for ASD provision

Tullamore College

Guttering works – ongoing

Additional accommodation – ASA application submitted to DoE

Emo NS

Procurement of consultants completed

Shanganamore NS, Barrowhouse, Co. Laois

Design team consultants evaluated and end of standstill 30 November 2022

Gaelscoil, Birr

Meeting held last week with DoE – LOETB to assist with payments

Further Education Projects

- Banagher FET Centre – project to be completed end November 2022
- Axis Business Park Unit 24e, Axis Business Park Unit 23e, works completed – final account agreed
- Abbeyleix FET Centre/Mountmellick FET Centre – Refurbishment of Toilets – Works starting 21 November
- National Construction Training Centre – Design Team Appointed
- Banagher FET Centre – Line Marking completed
- Kilcruttin Electrical Apprenticeship – Consultants appointed – drawings to be completed
- Mountmellick FET Centre – Proposed car park – Tender sent to consultants

Procurement

Procurement Section are currently working on the following projects for tender:

- Bottled Gas OGP Framework extended to March 2023
- Advertising in the print media OGP Framework extended to Dec 2023
- Irish Language translation – OGP Framework June 2022 to Jun 2026
- Purchasing Card Framework – new OGP Framework from Nov 2022 to Oct 2024
- Office Paper – OGP framework extended to Nov 2023
- Provision for Mock Examination Papers/Correction Services – EPS Panel set up from Nov 2022 to Nov 2025

ICT

- Installation of additional Wi-Fi points in Tullamore College completed.
- Additional Wi-Fi points for Portlaoise College to be installed last week of November.
- Procurement of equipment through MAEDF has commenced and devices requiring configuration should be completed by the end of the year.
- Onboarding of new SIEM & SOC system on-going and progressing well.
- Development of app for FET centres has commenced with trial expected in December before launching in the new year.
- Phishing Campaigns -- User interaction report due to be received soon on the last campaign conducted by Khipu. The next phishing campaign is due to commence in the coming weeks.
- Regular maintenance, prevention, and replacement requests on an ongoing basis across schools, centres and offices.

Corporate Services (General)

New Tender & Contract Management training for staff has just concluded, system planned to go live on Friday 25 November.

Ongoing Health & Safety training offered to staff in the following areas; Fire Warden, First Aid Responder, Manual Handling, Display Screen Equipment.

Assisting Internal Audit (KOSI) with a Governance and Risk Management review.

Supporting schools and centres with freedom of information requests, and data subject access requests as necessary

We continue the roll out of online GDPR training to schools and centres. Administration staff are now receiving additional training on Cybersecurity. Rollout of this online training to continue across the whole organisation on a phased basis.

Initial insurance premises valuation with IPB now complete with minor adjustments made to cover. Additional schools/centres being reviewed Q1 2023 (Ard Scoil Chiaráin, Clonaslee College, Birr OEC and Abbeyleix FET Centre).

Communications

- Weekend advertising campaign with local radio station
- Brand development for Modern Methods of Construction Demonstration Park at Mount Lucas
- Brand identity for LOETB Training Centre at Harbour Street, Tullamore
- New signage for welding and fabrication buildings in Banagher FET
- Initial upcycling of existing signage from one LOETB facility to another
- Liaising with SOLAS on development of video promotions
- Supporting Community Education in relation to Podcasting
- Undertaking a Certificate in ETB Strategic Communications with the PRII

Joe Cunningham
Chief Executive
 29 November 2022

Members thanked the CE for his detailed report and a discussion took place thereafter.

A member enquired about the proposed gym at St Fergal's College – CE advised that this was raised with DoE without success but that he would continue to make representations on the matter to DoE and Oireachtas members.

A member enquired about additional parking for Portlaoise College due to expanding numbers of students and staff. The CE advised that any additional car parking would be provided as part of the capital projects at the school and adjoining Portlaoise Institute in line with DoE guidelines and planning regulations.

A member suggested asking a representative from the Training Services to speak with students in our secondary schools about FET options and apprenticeships. The CE committed to following up on this proposal.

A member enquired if there is a possibility for hobby courses to be available in the evenings. The CE advised that if there is a community group interested in hobby or personal interest

courses, our Community Education Service would be more than willing to support the request.

14. VOTES OF SYMPATHY

A vote of sympathy was passed to:

- To Michelle Duggan, teacher in Portlaoise College, on the passing of her mother-in-law.
- To Denise Colbert, SNA in Ard Scoil Chiaráin Clara, on the passing of her uncle.
- To Sharon Julian, teacher in Banagher College, on the passing of her grandmother.
- To Molly Fox, teacher in Ard Scoil Chiaráin Clara, on the passing of her uncle.
- To Mary Kennedy, teacher in in Tullamore College, on the passing of her mother-in-law.
- To John Murphy, teacher in Portlaoise College, on the passing of his aunt.
- To Vincent Carroll, teacher in Portlaoise College, on the passing of his aunt.
- To Noreen Flynn, teacher in Tullamore College, on the passing of her uncle.
- To Helene Rouget, teacher in Tullamore FET Centre on the passing of her mother.
- To Ann Hardiman, teacher in Banagher College, on the passing of her father-in-law.
- To Danielle McCann, teacher in Portlaoise College, on the passing of her aunt.
- To Diarmuid Quinlan, SNA in Portlaoise College, on the passing of his uncle.
- To Adele Wilson, teacher in Portlaoise College on the passing of her uncle.
- To Amanda Cripps, teacher in Portlaoise College on the passing of her father-in-law.

15. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to:

- LOETB students on receiving their Junior Certificate results

16. Board Effectiveness Evaluation

A copy of the evaluation questionnaire was circulated to members to complete online via MS Forms.



Feedback on the outcome of the self-assessment forms will be presented at the January Board meeting.

17. Schedule of meetings for 2023

A schedule of planned 2023 LOETB Board meetings were uploaded to SharePoint for members attention.

18. AOB

The Chairperson mentioned the rotation of the role as Chair of LOETB Board. This will be on the Agenda for January 2023 when a new Chairperson will be elected. The Chair thanked all members for all their work and commitment during 2022.

The CE thanked members for all their hard work during 2022 and looks forward to working with members in the New Year for 2023.

19. DATE AND VENUE OF NEXT MEETING

The next meeting of the Board will take place on Tuesday 24 January 2023 at 4.30pm in Portlaoise, venue TBC.

Signed: 
Chairperson

Date: 24/1/23.

Kallamazzo - 32576 000