



A meeting of Laois and Offaly Education and Training Board was held on Tuesday 28 February 2023 at 4:30pm at the Enterprise Hub, Axis Business Park, Tullamore, Co Offaly and via Microsoft Teams.

**PRESENT**

Ms Evelyn Dunne (Chairperson)  
Cllr Robert McDermott  
Cllr John Carroll  
Ms Mary Cotter-Bracken  
Cllr Clare Claffey  
Cllr Frank Moran  
Mr Frank Smith  
Mr Niall Tully  
Ms Molly Buckley

Cllr Eddie Fitzpatrick  
Cllr John King  
Mr Jim Cashen  
Cllr Barry Walsh  
Cllr Willie Aird  
Cllr Caroline Dwane Stanley  
Cllr Pdraig Fleming

**IN ATTENDANCE**

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

**1. APOLOGIES**

Apologies were received from Mr Shane Flesk, Ms Maura Brophy, Mr Dave Cullen and Cllr Neil Feighery.

**2. MINUTES OF PREVIOUS LOETB MEETING**

The minutes of the previous meeting, which took place on 24 January 2023, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed: John King  
Seconded: Eddie Fitzpatrick

**3. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

#### 4. GOVERNANCE

##### **Update on Risk Management**

Marie Bracken informed members that the next Audit and Risk Committee meeting will take place on 23 March 2023. There are currently no amendments to the Risk Register.

##### **Declaration 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.

#### 5. SERVICE PLAN 2023

The CE discussed the Statement of Services section of the Service Plan 2023. Marie Bracken discussed the Receipts and Expenditure sections. Ms Bracken informed Board members that the Service Plan was recommended for approval by the Finance Committee on 23 February 2023.

The Service Plan for 2023 was approved by the Board:

Proposed: Molly Buckley  
Seconded: Frank Moran

#### 6. COMPTROLLER AND AUDITOR GENERAL (C&AG) AUDIT 2022

Marie Bracken discussed the Letter of Engagement which confirms C&AG will be conducting the 2022 audit and they will have more of a presence onsite this year. A commencement date has yet to be confirmed. It is anticipated that the audit will commence after 31 March 2023 once the Annual Financial Statements have been submitted to the DoE.

#### 7. CORRESPONDENCE

<b>Item No</b>	<b>Correspondence From</b>	<b>Date / Ref No.</b>	<b>Details</b>	<b>Comments</b>
1.	Department of Education	CL0002.2023	Staffing Arrangements in Voluntary Secondary Schools for the 2023/24 school year	Noted by Members
2.	Department of Education	CL0004.2023	Staffing arrangements in Education and Training Boards for the 2023/24 school year	Noted by Members
3.	Department of Education	CL0005.2023	Teacher Fee Refund Scheme 2022	Noted by Members

4.	Department of Education	CL0007.2023	Revision of Teacher Salaries under Building Momentum - A New Public Service Agreement 2021-2023 (“The Agreement”)	Noted by Members
5.	Department of Education	CL0008.2023	Revision of Salaries for Special Needs Assistants (SNAs) under Building Momentum - A New Public Service Agreement 2021-2023 (“The Agreement”)	Noted by Members
6.	Department of Education	CL 0009.2023	Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs under Building Momentum - A New Public Service Agreement 2021-2023 (“The Agreement”)	Noted by Members
7.	Department of Education	CL 0011.2023	Revision of salaries for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme under Building Momentum - A New Public Service Agreement 2021-2023 (“The Agreement”)	Noted by Members
8.	Department of Education	CL 0012.2023	Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2023/2024	Noted by Members
9.	Department of Education	CL 0013.2023	Post-Graduate Diploma Programme of Continuing Professional Development For Special Education Teachers, 2023/2024	Noted by Members

## **8. MINUTES OF COMMITTEES OF THE BOARD**

The following minutes of the Committees of the Board were circulated to members prior to the meeting for noting.

Audit and Risk Committee Minutes 16 September 2022

Coláiste Naomh Cormac, Kilcormac BOM Minutes 7 November 2022

Finance Committee Meeting Minutes 28 February 2022

St Fergal's College, Rathdowney BOM Minutes 08 November 2022

Youth Work Committee Minutes 25 April 2022

Birr OETC 24 November 2022

## **9. MUSIC GENERATION OFFALY**

The CE highlighted to the members that Music Generation Offaly has now fully transferred over to LOETB. A meeting was held last Friday 24 February 2023 to confirm the final transfer.

## **10. LEASE OF OFFICE ACCOMODATION**

The CE informed members that a ground floor unit at the Admin Offices on Mountrath Road, Portlaoise has become available for lease. LOETB plan to extend the existing lease to include this ground floor unit in order to transfer the remaining OSD staff from the FET Administration office in Tullamore to the Head Office in Portlaoise. The first step in this process is seeking Board approval to enter a lease from 01 June 2023 to 31 May 2031. On approval, an application will then be made to the Property Oversight Group. A member enquired about the option of remote working for the relevant staff. The CE explained that LOETB will facilitate this option in line with LOETB Remote Working Policy and Procedures. Members approved same.

Proposed: John Carroll

Seconded: John King

## **11. CHIEF EXECUTIVES REPORT**

### **Chief Executives Report February 2023**

#### **Schools Directorate**

##### **Schools:**

All schools have finished their mock examinations and are busy preparing for final examinations as well as many other education, sport, and extra-curricular events this term.

ETB Awareness Week takes place from 27 February to 3 March . Schools will be busy celebrating with various activities which will be available across all social media platforms.

As part of ETB Awareness week, a Student Workshop on Core Values will take place on 28 February at the Killeshin Hotel, Portlaoise from 10am to 12pm. The national ETB

Awards Day will take place on 2 March and a number of LOETB nominees have been shortlisted for awards.

An ETBI workshop on the Patrons Framework for schools will take place on 10 March. Portlaoise College will pilot the Patrons Curriculum Short Course in 2023/24.

**Digital Technologies:** The Digital Schools Awards National Ceremony takes place on 29 March at Banagher College.

A Computer Science course for teachers in LOETB schools, facilitated by Atlantic Technological University commenced on 4 February. The six modules will be completed over the next two years.

**PEDL Programme for Parents:** Graduation for parents who attended the PEDL programme from Ard Scoil Chiaráin Naofa, Clara, Portlaoise College, and Banagher College took place on 18 January at Trinity College. PEDL is a collaborative initiative between LOETB and Trinity Access to support parents' digital literacy. PEDL phase four will take place in April and May.

**SNA Training:** Programme of support with Laois Education Centre began in December 2022

- Shaun Greville and Dr. Alison Doyle facilitated an introduction to the Pathological Demand Avoidance (PDA) on 23 January.
- Shaun Greville and Angela Costelloe facilitated a webinar for SNAs around Basic IT skills on Tuesday 21st February.
- Additional training to be provided in June 2023 by Joe Lynch focusing on Managing Challenging Behaviour.

### **Youth Services:**

**UBU Your Place Your Space, (New Cycle):** LOETB Youth Service Unit are currently working on developing a revised Area Profile Needs Analysis and Service Requirement (APNASR) to support decisions in relation to funding allocation under the UBU (New Cycle). Closing date for submission of the APNARS to DCEDIY is early May 2023.

**DCEDIY – Local Youth Club Grant Scheme 2023:** The Department of Children Equality Diversity Inclusion and Youth (DCEDI) allocated €82,544 to LOETB to administer under Grant Scheme for 2023. The primary focus of the Scheme is to assist local, volunteer-led youth clubs/groups that provide a programme of youth work activities for young people. Information in relation to the Grant Scheme will be advertised on LOETB website, social media and local newspapers in late February with closing date in early April.

**Laois Offaly Local Creative Youth Partnership:** The Department of Education (DoE) through the Creative Ireland Programme have allocated €100,000 to LOETB/Laois Offaly Local Creative Youth Partnership to administer under Grant Scheme for 2023. The Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media (DTCAGSM) through the Creative Ireland Programme have allocated €50,000 to LOETB/Laois Offaly Local Creative Youth Partnership to administer under Grant Scheme for 2023 (a welcome increase of €20,000 over 2022 allocation). Laois Offaly LCYP, actively support creative youth providers and practitioners who work directly with young people considered hard to reach/seldom heard aged 10-24 years in out-of-school settings.

### **Music Generation Laois:**

Young musicians from the Music Generation Laois Trad Orchestra took part in the launch for St Patrick's Festival, Dublin on 30 January, and were featured on RTÉ News, Virgin Media News and on printed national press. The Music Generation Laois Trad Orchestra will perform as part of the 2023 St Patrick's Festival at Collins Barracks, Dublin, at 1pm on 17 March.

The Music Generation Harp Collective performed in St. Brendan's Church of Ireland Birr, on 12 February, featuring young harpers from Music Generation Laois with their Musician Educator, Siobhan Buckley.

22 young traditional musicians, and their Musician Educators, took part in Music at Mount Leinster 2023 (13-17 February), hosted by Music Generation Carlow. Music at Mount Leinster is a residential youth music festival for traditional ensembles in Borris, Co. Carlow.

### **Music Generation Offaly:**

January 2023 saw a continuation from Music Generation Offaly/Westmeath and has events planned for 2023.

#### **Kodaly Early Years/Access to Music programme**

4 Musician Educators delivering tuition in 8 schools in Tullamore, Rhode, Birr, Dromakeenan, Rath and Rashina, reaching just over 1,200 children each week.

#### **Play an instrument programme**

4 Musician Educators delivering tuition in guitar, violin and keyboards in 5 primary schools in Croghan, Killeigh, Birr, Durrow, and Edenderry, reaching almost 200 children each week.

A Musician Educator is working in Oaklands Community College, St. Mary's Secondary School in Edenderry and Ardscoil Chiaráin Naofa, Clara teaching guitar and song-writing to almost 40 students each week.

#### **Community programmes: Youth Work Ireland Tullamore**

1 Musician Educator is teaching guitar and song-writing to the LGBT group in Youth Work Ireland Tullamore (Eiscir Riada) working with 10 young people.

#### **Community programmes: Intergenerational Ukulele Programme**

A Musician Educator is teaching Uto adults in Tullamore Men's and Women's Sheds and a group of children and their parents/care givers from Scoil Eoin Phoil and St. Joseph's NS in Arden View Family Resource Centre. The same Musician Educator is also delivering Ukulele lessons to Tullamore National Learning Network participants for 8 weeks.

#### **Events planned for 2023**

- Song-writing/instrument tuition programme in Coláiste Naomh Cormac, Kilmacormac for 10 weeks (funded by Youth Arts Commission).
- Ukulele lessons in Clonlisk NS for 60 students for 6 weeks (funded by Creative Cluster).
- SingOUT! 2023 in partnership with Music Generation Westmeath – a day of choral workshops for 8 secondary schools from Offaly and Westmeath (Ardscoil Chiaráin Naofa, Clara, Killina Secondary School, Sacred Heart

Secondary School and Coláiste Choilm) taking place in Esker Arts Centre in May 2023.

- Songtails/Ceol Connected workshops for infants' classes in Esker Arts Centre (May 2023).
- Mairtín O'Connor masterclasses and concert Esker Arts Centre (May 2023).

### **Regional Education and Language Team (REALT) Co-ordinator:**

DoE has approved the continuation of the REALT for the current year (2023). They have agreed to fund the position of a REALT Co-Ordinator and an Administrator.

In a change to the role, at the end of 2022, DoE asked REALT Co-ordinators to support non-Ukrainian IPAS arrivals as well as Ukrainian children.

The current situation nationally regarding Ukrainian refugees is as follows:

- 14,482 Ukrainian pupils enrolled
- 9,334 of these in primary
- 5,148 of these in post-primary

### **Local Enrolments in primary and post-primary schools**

Laois has 125 enrolled in primary and 82 in post-primary

Offaly has 107 enrolled in primary and 36 in post-primary

In total, Laois and Offaly have 2.5% of all those enrolled in primary and 2.3% of all those enrolled in post-primary.

### **Accommodation Centres for Ukrainian refugees**

There has been a small and steady flow of Ukrainian refugees into the region over the past few months, with the Christmas period interrupting that flow. However, the following proposed accommodation centres may see more demands on school places:

- Kilcormac – 31 Ukrainians arrived in February 2023.
- Birr – a small number due to arrive over coming days.
- Pedigree Corner (Laois) – refurbishment underway and a number in the order of 100 Ukrainians due to arrive. Indications are that this will be before the end of March.
- Rathdowney – 42 modular units to be provided for about 120 Ukrainians over the coming months. It is expected that these will be operational and occupied before the beginning of the next school year.

### **Additional Challenges**

Transport will continue to be a challenge when children cannot be accommodated in the nearest school.

Capacity in First Year Post Primary will be an issue for September. This was predicted to be a challenge, even without the arrival of Ukrainian students, as a population bubble moves from primary to post-primary.

## **FET Directorate**

### **FET Strategic Projects: Sustainable Agriculture National Pilot**

Building on our successful Sustainable Agriculture Traineeship, LOETB is enhancing the partnership with Teagasc and the Agricultural Colleges at Gurteen and

Mountbellew to include GRETB and TETB as well as the Technological Universities in the Just Transition Region - ATU and TUS. The primary target audience for this pilot is (part time) farmers in rural communities in Laois, Offaly, Roscommon, Galway and Tipperary.

Its main aim is to support the farming community – including Bord Na Mona (former) employees and their families - in its transition to a lower carbon environment and provide smallholders with the skills to manage land in a way that is more favourable to biodiversity and thus avail of green incentives in the European Agricultural Guarantee Fund (EAGF) and the European Agricultural Fund for Rural Development (EAFRD).

In most cases our target audience will have off-farm income supplementation. This project will seek to ensure continuation of part time farming through the development of skillsets that enable farmers to fully harness their parcel of land and enhance its sustainability and viability for future generations.

The Sustainable Agriculture National Pilot incorporates, and expands, current LOETB provision in (Sustainable) Horticulture and Peatland Rehabilitation/Rewetting. It requires participating ETBs to assume a whole of FET integrated approach overseen by a cross-ETB Oversight Group (DFET, SOLAS, Teagasc).

### **FET Strategic Projects: Internal Staff Communications App**

The new FET Staff Communications App was officially launched this month. The App provides a user-friendly interface and a range of features that support communication, sharing and co-authoring, and enabling staff to work together to connect across the organisation. Over 90 FET staff have signed up to the app to date.

Key features of the App include a continually refreshed Newsfeed, simple Post Creation, and a FET Colleague Directory.

### **Pathways: Development of a FET Campus model**

The FET Service is piloting the development of a FET Campus model in Tullamore, whereby all centres providing FET Programmes and Services located in Tullamore under the remit of or funded by LOETB are now part of Tullamore FET Campus. The Campus is made up of Tullamore FET Centre (Castle Buildings), Midlands Skills Centre (Axis Business Park), Tullamore Community Training Centre (Kilcruttin and Castle Buildings), National Learning Network (Tanyard Lane) and the Guidance Service based at the Information Hub (Castle Buildings).

Management of the centres and services meet regularly to coordinate provision and plan events. A Campus-wide Open Day is planned for later in the year. Teaching staff from across the campus are facilitated to network and share resources, and a calendar of campus-wide events are in place such as Wellness Week, and College Awareness Week. Amongst the benefits of this FET Campus model approach is that learners will more seamlessly progress to other FET programmes within the Campus, as they will be familiar with buildings, teaching and support staff, and the range of programmes on offer.



## **Apprenticeship**

### **Inclusion of Building Information Modelling (BIM) for Phase 2 Apprentices**

All Electrical and Plumbers Phase 2 Apprentices, are offered fully funded BIM ISO 19650 Foundations training which has been designed and led by industry experts. This easy to follow course is provided online in two modules. It is fully updated in line with the latest BIM international standard (ISO parts 1 and 2).

### **Professional Development: Renewables Training for our Instructors**

To ensure our offering is up to date and current and in line with our commitment to ensuring our staff are continuously partaking in professional development, LOETB Electrical Instructors will all undertake Micro Solar Photovoltaic Systems Implementation training (5 x day course) designed to provide them with the skill and knowledge to implement micro scale solar photovoltaic projects.

In addition, they also complete *Micro-Generator Electrical Installations* to ensure they have the relevant knowledge, skills, and competence to perform electrical installation, connecting, testing, commissioning, and service of micro generators with type-approved network interfaces in accordance with applicable standards, manufactures instructions, guidelines, relevant legislation and standards.

### **Green Skills: Digital Construction Pathway**

LOETB is collaborating with the Construction Industry Federation (CIF) to develop a Digital Construction Pathway. The Pathway will consist of modular stackable micro credentials for new entrants to the sector and employees wishing to upskill or reskill. This modularised approach will attract greater buy in from the sector.

The programmes will focus on Construction Skills (L3), Retrofit Insulation Skills, External Wall Insulation and Air Tightness and Vapour Control (L5 Special Purpose Award) Construction Design & Build Technician (L6), Design & Draughting (L5), Construction Assembly and Installation Operative – Pre-Cast Concrete (L4) and timber frame with individual modules offered in BIM - AutoCAD, Revit, TEKLA.

New provision will include the development of a Retrofit Assistant programme (QQI Level 4 offering pathway to Level 5 programme).

LOETB and CIF will establish a Construction Skills Forum consisting of LOETB, CIF, SOLAS, DASBE, Construct Innovate, Build Digital & Construction Skillnet. This forum will ensure consistency of a single sectoral response to future Construction Skills Needs.

### **Inclusion: Adult Literacy for Life Strategy (ALL)**

LOETB submitted three applications to SOLAS under the ALL Collaboration and Innovation call for funding pilot and all three applications were approved. The projects submitted are:

- Start from the Heart to rethink opportunities for new learning in conjunction with Clara Family Resource Centre and Children and Young Peoples' Services Committee (CYPSC/TUSLA) Co-Ordinator for Laois/Offaly. Trauma Informed Tutors have been recruited to run this training which started last week with 14

learners. It is anticipated that this pilot will roll out to other Community and Family Resources Centres across Laois and Offaly.

- Funding the Circle of Life in conjunction with MABS (Money Advice and Budgeting Service) which will endeavour to support participants to learn for life with regard to their personal finances, incorporating numeracy and basic digital skills. It is anticipated that this pilot will roll out across Laois and Offaly and has also gained some national attention.
- Exercise your way to Literacy, Numeracy, and Digital Fitness in conjunction with Laois Sports Partnership. This project aims to highlight the importance of a healthy lifestyle, physical activity and wellbeing for adults while incorporating literacy, numeracy and basic digital skills.

### **Cross FET Initiatives: Skills & Inclusion**

The Adult Literacy Service are working in conjunction with the Enterprise Support Team to promote programmes for employees at lower levels, particularly focusing on the provision of courses that will upskill those who are in employment with unmet English language needs, literacy/numeracy difficulties, and digital skills gaps.

These programmes not only provide essential skills that will be used in everyday life, but can also incorporate a bespoke element to meet the needs of the organisation. An example of this is the successful programme started with the HSE to provide employees with the skills they require to navigate through the various platforms used internally for payroll or training purposes while simultaneously addressing digital skills deficits.

### **National Demonstration Park for MMC, Mount Lucas**

LOETB, as Contracting Authority, has completed Stage One of the Expression of Interest for construction contractors to participate in the construction of Phase One of the Demonstration Park for MMC.

The preferred contractors will be invited to Stage Two meetings to discuss final designs and funding. These meetings will take place in early March with a view to a planning application for Phase One in early April. The meetings will be chaired by LOETB and the Design Lead, and will be attended by members of the Project Management Group including officials from DETE, SOLAS, DFHERIS and DHLGH.

## **OSD Directorate**

### **Human Resources:**

The following posts have been filled since the last ETB meeting:

- Youth Services Resource Worker
- REALT Co-ordinator
- Acting Deputy Principal Ard Scoil Chiaráin Naofa, Clara
- Community Education Facilitator
- Acting APII - Colaiste Naomh Cormac, Kilcormac
- Attendant - Clonaslee College
- Adult Educator
- Bus escort panel
- SNA substitute panel
- Grade III panel

- Teaching posts
- FET tutor panel
- Substitute Teacher panel

### **Advertised and interviews to be held**

- Grade VI Finance
- Grade V Human Resources (2)
- APII St Fergal's College
- API Dunamase College (3)
- Programme Co-ordinator - Portlaoise College
- FET Strategic Project Lead
- Construction Skills Certification Scheme Instructor
- Adult Educator - Mount Lucas Training Centre

### **Report on Pensions to date since 01/01/2023**

<b>Pension Description</b>	<b>No.</b>
Members Retired/Pensions issued	3
Widow/Widower Pensions issued	0
Members/ Widows to return pension forms	2
<b>Total Pensions issued to date:</b>	<b>3</b>

<b>Leaver Statements Report for 2023</b>	<b>Total Numbers</b>
How many staff members have left since 1 Jan 2022	<b>76</b>
How many Leaver Statements we have issued since 1 Jan 2022	53

<b>Leaver Statements Report 2013 - 2023</b>	<b>Total Numbers</b>
How many Total staff members have left since 1 Jan 2013	<b>449</b>
How many Leaver Statements we have issued since 2013	114
How many not able to issue (as they are Timesheeted)	304
Currently processing members who started in 2020 and 2022	141

<b>Benefit Statements up to 31-Dec-2022 issued 30 June 2023</b>	<b>Total Numbers</b>
Total active Single Pension Scheme members on 31/12/2022	<b>576</b>
Benefit statements issued on 30 June 2023	101 in progress
How many not able to issue (as they are Timesheeted or not matching with DPER)	475
How many processed but not able to issue due to error in CORE	In progress

**Service Project - updating service on our Core system:**

<b>Year Started with LOETB</b>	<b>Number of Employees</b>	<b>Number Service Updated on Core</b>
2019	<b>15</b>	<b>15</b>
2018	<b>16</b>	<b>16</b>
2017	<b>6</b>	<b>5</b>
2016	<b>11</b>	<b>11</b>
2015	<b>6</b>	<b>6</b>
2014	<b>5</b>	<b>5</b>
2013	<b>6</b>	<b>4</b>
2012	<b>15</b>	<b>0</b>
2011	<b>14</b>	<b>10</b>
2010	<b>24</b>	<b>3</b>
2009	<b>16</b>	<b>0</b>
2008	<b>23</b>	<b>0</b>

So far, service has completed for 75 members on Core System.

In 2023, service has been requested to be transferred to LOETB for 4 members and these are being progressed.

In 2023, 7 requests to transfer out service was received, two of which are complete.

Instruction has been given to the National Shared Service Office (NSSO) to apply pension increases to all LOETB retirees up to and including 1 Oct 2021 increases, (details submitted 14 September 2022). NSSO have informed us that 2022 pay increases will commence Q1 of 2023.

Payroll Figures Since Last Meeting

20/01/2023	1,302,684.01	1028
03/02/2023	1,240,172.22	1000
17/02/2023	1,321,336.07	1055

**Finance**

Budgets

School and centre budgets for 2022 reconciled on a cash basis.

## Finances

Draft summary of finances to end of December 2022.

<b>Summary of Workings to End December 2022</b>						
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)	32,376,057	(32,519,300)	36,100	0%
Main Scheme ONP Grant	323,089	35,959	2,679,186	(2,086,583)	951,651	6%
Associated Main Scheme Grants	1,707,895	7,393	1,874,604	(2,108,325)	1,481,567	9%
Capital Schedule	2,361,653	(32,786)	15,405,350	(4,741,320)	12,992,897	76%
Further Education & Training	513,925	(20,760)	41,442,784	(41,248,486)	687,463	4%
Youth Affairs	17,942	0	815,072	(772,343)	60,671	0%
Agency	1,151,603	11,319	2,347,407	(2,511,306)	999,023	6%
Self Financing	(33,173)	2,148	1,093,322	(1,202,890)	(140,593)	-1%
Third Party Funds	0	0	19,965	(19,965)	0	0%
Totals	6,225,551	(0)	98,053,747	(87,210,518)	17,068,780	

## NTMA

On Investment		€12,500,000
Interest Earned To Date		€11,350
Interest Rate		1%
Investment Term	7 day	€5,500,000
	30 day	€7,000,000

## Corporate Services

### ICT

SOC SIEM solution planned to go live on 21 February.

FET App has gone live and is currently being tested by FET managers with a view to roll out to all staff.

Upgrade of computer room 4 completed for Portarlington FET Centre.

Upgrade of Clonaslee College comms cabinet cabling completed.

New room 7 computer room now operational for Portarlington FET Centre.

Upgrading of server backup solution for all sites progressing well.

New computer room installed in Mountmellick FET Centre and several other computers upgraded also.

Staff training for latest phishing campaign ongoing.

Regular maintenance, prevention, and replacement requests on an ongoing basis across schools, centres and offices.

### Capital Projects and Buildings Works

#### Clonaslee College

- Additional Accommodation ASD 2022 & 2023 – approval received from DoE.
- Additional Accommodation Classrooms 2023 – Approval received from DoE.
- Masterplan for site currently being prepared by MCOH – presentation to management on 1 March.

#### St Fergal's College, Rathdowney

- Application regarding Gym Facility sent to DoE.
- Summer Works Scheme 2022 – approval received from DoE. Currently with DoE for clarification.
- All Weather Pitch – consultant is preparing Tender Documents.
- Approval received for Permanent Timber-Framed Accommodation – masterplan and design being prepared by MCOH.

#### Portlaoise College

- Additional Accommodation – awaiting a date for Stage 1 meeting with DoE.
- All Weather Pitch – Tender documents being prepared.
- Application sent to DoE for additional accommodation

#### Dunamase College

- Modular Accommodation at Tower Hill – work is currently ongoing between the Design Team and suppliers of the temporary accommodation. It is expected that the accommodation will be delivered before summer.
- New Site – Stage 2a has commenced.

#### Oaklands Community College, Edenderry

- New School - Stage2a completed and submitted to DoE.
- A proposal regarding the playing pitch submitted to DoE.

#### Ard Scoil Chiaráin Naofa, Clara

- New School– Design Team proposals presented to Offaly County Council and LOETB - Stage 1 to be completed for submission to DoE.

#### Coláiste Naomh Cormac, Kilcormac

- Additional accommodation (1002m approved) – Kenny Lyons Architects have prepared initial site plan and drawings.
- Science Rooms – report and costings completed and sent to DoE.

#### Tullamore College

- Render Works ongoing.
- Guttering Works ongoing.
- Additional accommodation – new brief proposed by DoE and accepted by LOETB. Awaiting revised brief and Service Level Agreement from DoE.

#### Gaelscoil NS Birr

Working with the Design Team and DoE on this project. Planning application submitted.

#### Mountmellick FET Centre

Works to commence on new car park, consultant appointed, drawings being prepared.

#### Mount Lucas

Expression of Interest evaluation completed for Demonstration Park – letters of intent/regret issued.

#### Kilcruttin Electrical Apprenticeship

Drawings prepared and planning application submitted.

#### Tullamore FET Centre

Upgrade of classroom to Science room – consultants appointed. Site meeting held and drawings being prepared.

## **Procurement**

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

- Portable Fire Equipment – new supplier appointed from Office of Government Procurement (OGP) framework on 1 March for a period of 2 years with an option to extend.
- Fire Alarm Maintenance Framework – tender details sent to OGP to run Mini-Competition
- Way to Pay – framework contract activated and a new contract in place from February.
- Science/Home Economics equipment – tender competition to be posted on eTenders.
- Schools Catering– tender competition to be run in March 2023 on eTenders.
- School Books (Library Resources Grant) – purchasing details sent to schools.
- Print & Design – Tender details to be sent to OGP to run Mini-Competition.
- Bus & Coach Hire Services – tender to be analysed for future competition.

## **Corporate Services (General)**

We continue the roll out of online GDPR training to schools and centres. Administration staff are now receiving additional training on Cybersecurity.

## **Communications**

- 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 (Public Relations Institute of Ireland).

## **Celebrating 10 years since the establishment of Education and Training Boards**

A week-long celebration of heroes and learners in the 16 Education and Training Boards throughout Ireland, showcasing the services they provide to learners in local communities throughout the country: from community national schools to community colleges, youth, adult and further education and training.

Joe Cunningham  
28 February 2023

Members thanked the CE and the Director of OSD for the detailed report and a discussion took place thereafter.

A member complimented the facilities in Mount Lucas and it was agreed that the LOETB Board meeting in May will take place at this location.

A member queried the interest in relation to the provision of modular buildings. The CE explained that demand in this area is increasing and the site in Mount Lucas will have homes using different construction methods on display for interested parties to view.

Marie Bracken informed to members that a brief was received from DoE in relation to additional accommodation for Tullamore College to include a double SEN room and four classrooms.

A member queried the operation of the Core system. Ms Bracken explained that Core is used for payroll and Sun Financial is used for finance.

## 12. VOTES OF SYMPATHY

The Board extends its sympathy to the following staff members on their recent family bereavements:

- Karen Dolan – Banagher College
- Padraig Hennessy – Dunamase College
- Lorraine Smyth Searson – Coláiste Naomh Cormac, Kilcormac
- Elma Phelan – Portlaoise College
- Emily Jane Lloyd – Banagher College
- Ann Mac Mahon – Banagher College
- Annette Parkes – Oaklands Community College
- Póilín Hooban – Admin Office, Portlaoise
- Emma Casey – Tullamore College
- Helen Dunne – Clonaslee College

The Board also wishes to extend their sympathy to Butler Moffat Architects on the recent passing of Geoff Butler, Architect and also to his family.

## 13. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to:

- Coláiste Naomh Cormac, Kilcormac on taking part in the Girls All Ireland Junior C Camogie final and the boys participating in the All Ireland B hurling final on 19 March.
- Ard Scoil Chiaráin Naofa, Clara on wining the Leinster final and progressing to the All-Ireland Senior C Football Final.
- Offaly Combined Schools who won the Leinster Senior A Hurling championship for the first time.

## 14. AOB

- **Language Bursaries:**

A list of language bursary allocations for 2023 was discussed at the meeting with total proposed expenditure of €40,000, the same amount as 2022. Members approved same.

Proposed: John Carroll  
Seconded: John King

- **Use of Eircodes for Travel Expenses:**

A member requested that eircodes are included when emails are circulated to Board members notifying them of the venue for the next meeting.

- A member informed all present that a meeting had taken place with the school Board of Management and public representatives in relation to the progress of the proposed new gym at St Fergal's College, Rathdowney.



## 15. DATE AND VENUE OF NEXT LOETB MEETING

The next meeting of the LOETB Board will take place on 28 March 2023 at the Information Hub, Lyster Square, Portlaoise, Co Laois, R32 D268 at 4.30pm.

Signed: *Evelyn Dunne*  
Evelyn Dunne (Apr 4, 2023 01:28 GMT+1)

*Evelyn Dunne*  
Evelyn Dunne (Apr 4, 2023 01:28 GMT+1)  
Date: \_\_\_\_\_

Chairperson