



loetb

Bord Oideachais agus Oiliúna
Laoise agus Uíbh Fháilí
*Laois and Offaly
Education and Training Board*

A meeting of Laois and Offaly Education and Training Board was held on Monday 23rd February 2015 at 4.30pm in the Portlaoise Further Education Centre, Tower Hill, Portlaoise, Co. Laois.

PRESENT:

Maura Brophy
Molly Buckley
Cllr. John Carroll
Cllr. Eamon Dooley
Cllr. Caroline Dwane-Stanley
Cllr. Catherine Fitzgerald
Cllr. John King
Cllr. Jerry Lodge
Cllr. Sinead Dooley
Cllr. Paschal McEvoy

Vivienne Keenan
Denis Magner
Cllr. Carol Nolan
Cllr. Mary Sweeney
Declan Costello
Mary Cotter Bracken
Frank Smith
Joe Thompson
Cllr. Eddie Fitzpatrick

In attendance

Joe Cunningham, Chief Executive
Marie Bracken, Assistant Principal Officer
Sadie Aherne, Assistant Principal Officer
Jean Keating, Clerical Officer

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1. APOLOGIES:

Anne Starling and Cllr. Liam Quinn sent their apologies.

2. MINUTES OF LOETB MEETING – 27th JANUARY 2015:

The minutes of the previous meeting which took place on the 27th January 2015, were circulated to members, taken as read with the amendment and signed by the Chairperson.

A member asked for an amendment to be made to the minutes of the last LOETB Meeting under AOB in relation to a proposal regarding Selection Boards for recruitment.

The member informed the Board that information on the proposal had been brought before them at the previous meeting as follows:

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'That the Board adopts the policy we had up to now regarding the interview board; one member from agreed TUI panel and one member from agreed ETB panel and an ETB member as chair and for this position to be rotated as much as possible'. Another member informed the Board that she had seconded this proposal.

The Chief Executive informed the Board that the original minute reflected a request from a member for further information and in no way sought to suggest that the proposal had not been presented formally. He then confirmed for the Board that, under the ETB legislation, staffing is an Executive function and therefore not a function of the Reserved side and, as Chief Executive, he had an obligation to support the Board in carrying out their functions as set out in the legislation.

He explained to members that the practice agreed in Co. Offaly VEC was that a member of a TUI panel was part of the selection boards for recruitment. There was no such practice in Co. Laois VEC. Since the establishment of the ETB there had been a number of meetings between management and TUI to formulate an agreed panel for selection boards for Posts of Responsibility as set out in DES Circular 42/2010. The panel was agreed with TUI at a meeting in late November 2014.

The Chief Executive then went on to say that, in a spirit of partnership, he decided that this format (the CE or his nominee, a Board member, a member of the agreed panel) would be used for all recruitment across the ETB as appropriate, that the choice of member from the agreed panel would be varied based on the nature of the post, and that both sides would meet and review matters in 12 months. The TUI representatives acknowledged this decision which, again, was made at the meeting with TUI in late November 2014.

The Chief Executive informed members that recruitment of staff is one of the most important functions of the ETB and that it was crucial to have a transparent and robust recruitment system in place. To that end, he informed the Board that training for members would take place on 23 March on Interview Skills and S.29 Hearings and that it was essential for members to attend in order to be considered for selections boards.

The members thanked the Chief Executive for his clarification on the matter and welcomed the proposed training.

3. MATTERS ARISING FROM MINUTES:

There were no matters arising from the minutes.

4. CHIEF EXECUTIVES REPORT:

Joe Cunningham, Chief Executive presented a report to members as follows;

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This year's scheme will be advertised nationally in late February with a 17th April closing date. Successful applicants will be informed of their allocation in May but funding will not be disbursed until mid-September when it is confirmed that all recipients have returned to activity after their summer break.

National Quality Standards for Volunteer-led Youth Groups

Information meetings were held with Regional Development staff of all Youthwork Ireland staff, Foroige in Offaly (Laois position currently vacant), Scouts in both counties as well as voluntary leaders in youth clubs and scout troop volunteers in both counties. Youth Clubs are expected to submit the required Annual Plan and Progress Report by 17 April.

Triple P Parenting Programme

The Midlands Area Parenting Partnership (MAPP) has been delivering the Triple P parenting programme to parents with children 7 years and younger across Longford Westmeath, Laois and Offaly. The independent evaluation of the work has been very positive and MAPP now have a programme targeted at children in 6th class, first and second year. We will now be in a position to make this training available to our schools and centres through our Youth Services Manager, Pdraig Boland.

Administrative Services

Capital

A meeting was held with Jan O'Sullivan TD, Minister of Education and Skills, and DES officials on 2 February in relation to the redevelopment of Oaklands Community College, Edenderry. We are now awaiting correspondence from DES on the matter.

HR

At the meeting with the Minister I also took the opportunity to raise the low levels of administrative staffing at our ETB. The Minister committed to reviewing the matter with DES officials. In a related matter, a new organisational design for ETBs is expected to be approved by DES in the coming weeks and this, together with a commitment to examine critical vacancies, should result in a slight alleviation of our situation.

Procurement

A tender has been completed for a School Management Information System – VSWare was the successful company.

Finance

A SOLAS Funding Allocation Request (FAR), detailing amounts being spent by LOETB under all Further Education Programmes, is to be completed by 6 March.

Corporate Services

The provisions of the Freedom of Information Act 2014 will apply to ETBs from 14 April 2015. We are currently making preparations to manage this process and training and support is also being provided by ETBI.

Information Technology

A review of our infrastructure and applications is currently being carried out by Colin Boyle (IT Manager). We are currently reviewing use of ICT in our schools and centres to

support teaching and learning so that best practice can be shared and replicated across the ETB. Yvonne Foy is managing this review.

Members thanked Joe for his report.

5. FINANCE REPORT – MONTHLY RETURN:

A summary of workings of Laois and Offaly ETB up to the end of January 2015 was presented to members. Members approved same.

Proposed by: John Carroll

Seconded by: Eamon Dooley

6. CORRESPONDENCE – CIRCULAR LETTERS:

The following circular letters were emailed to members, prior to the meeting, for noting only.

CL 0006/2015 Parental Leave Entitlements 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

CL0007/2015 Prescribed Material for the Leaving Certificate English Examination in 2017

CL0008/2015 Teacher Refund Scheme 2014

Letter from Matthew Ryan re Appointments to Boards of Management of schools (and other centres of education) operated by Education and Training Boards.

A letter from Matthew Ryan, Principal Officer in the Department of Education and Skills was circulated to members, advising that the Minister has directed that Boards of Management of schools and other centres of education established by an ETB under Section 44 may consist exclusively of members who are not members of the ETB by which they were established.

Minister's response to letter regarding administration staffing levels

At the January meeting of LOETB members requested the CE to write to the Department on their behalf regarding the need for additional administration staff. The CE received a response from the Office of the Minister for Education and Skills confirming that existing moratorium arrangements will stay in place until such a time as the Department of Public Expenditure and Reform further clarify their announcement, following Budget 2014, in relation to the announcement that the moratorium on recruitment in the public sector is to end.

Colmcille Winter School Conference 27th & 28th February 2015

The Chairman stated to members that the theme of the Conference is 'The future of local government in Ireland under the new system', and he feels that the conference is not aimed at education. Members did not nominate a representative to attend the conference. A member asked what the policy is in relation to attending conferences under the new structure. The CE reminded members that attendance at conferences is a reserved function of the Board and confirmed that LOETB have no policy at present but can prepare a draft policy for members consideration.

7. BOARDS OF MANAGEMENT MINUTES:

The following Boards of Management minutes were circulated to members prior to the meeting for their consideration

Ard Scoil Chiarain Naofa: 18.9.2014 / 19.11.2014

Proposed by: Vivenne Keenan

Seconded by: Eamon Dooley

Banagher College: 22.10.2014

Proposed by: Carol Nolan

Seconded by: Eamon Dooley

Clonaslee College: 17.10.2013 / 5.12.2013 / 8.4.2014 / 27.02.2014

Proposed by: Frank Smith

Seconded by: Paschal McEvoy

Oaklands Community College: 11.12.2014

Proposed by: Eddie Fitzpatrick

Seconded by: Molly Buckley

Portlaoise College: 2.10.2014 *(A new set of minutes for Portlaoise College was circulated to members for their consideration following amendments to the minutes)

Proposed by: Mary Sweeney

Seconded by: Joe Thompson

St. Fergals College: 23.9.2014 / 25.11.2014 / 9.12.2014

Proposed by: John King

Seconded by: Paschal McEvoy

A member asked what role the Board has in proposing and seconding minutes of the School Boards of Management e.g. if members approve the minutes, are the Board confirming the decision of the School BOM or approving the decision. The CE informed members that this matter has been raised with the Department of Education and he is hopeful it will be resolved under the Code of Governance Procedures.

8. NOMINATIONS TO BOARDS OF MANAGEMENT OF LOETB SCHOOLS AND THE 5 TRUSTEE SCHOOLS:

Nominations to School Boards of Management – LOETB Meeting 23.02.2015

School	Nominee 1	Nominee 2	Nominee 3
Portlaoise College	Nominee: Maura Brophy Proposed by: Catherine Fitzgerald Seconded by: Caroline Dwane-Stanley	Nominee: Caroline Dwane-Stanley Proposed by: Maura Brophy Seconded by: Jerry Lodge	Nominee: Mary Sweeney Proposed by: Maura Brophy Seconded by: Caroline Dwane-Stanley
St. Fergals College	Nominee: John King Proposed by: Catherine Fitzgerald Seconded by: Mary Sweeney	Nominee: Paschal McEvoy Proposed by: Jerry Lodge Seconded by: John King	
Coláiste Chluain na Sli - Clonslee College	Nominee: Jerry Lodge Proposed by: Catherine Fitzgerald Seconded by: Mary Sweeney	Nominee: Vivienne Keenan Proposed by: Molly Buckley Seconded by: Mary Sweeney	
Birr Community School	Nominee: John Carroll Proposed by: Declan Costello Seconded by: Caroline Dwane-Stanley	Nominee: Carol Nolan Proposed by: Sinead Dooley Seconded by: Caroline Dwane-Stanley	Nominee: Denis Magner Proposed by: Caroline Dwane-Stanley Seconded by: Molly Buckley
Gallen Community School	Nominee: Eamon Dooley Proposed by: Molly Buckley Seconded by: Sinead Dooley	Nominee: Liam Quinn Proposed by: Vivienne Keenan Seconded by: Molly Buckley	Nominee: Mary McLoughlin Proposed by: Eamon Dooley Seconded by: Sinead Dooley
Banagher College - Coláiste na Stoma	Nominee: Denis Magner Proposed by: Molly Buckley Seconded by: Mary Sweeney	Nominee: Vivienne Keenan Proposed by: Molly Buckley Seconded by: Caroline Dwane-Stanley	Nominee: Eamon Dooley Proposed by: Sinead Dooley Seconded by: Mary Sweeney
Tullamore College	Nominee: Molly Buckley Proposed by: Vivienne Keenan Seconded by: Sinead Dooley	Nominee: Sinead Dooley Proposed by: Eamon Dooley Seconded by: Paschal McEvoy	Nominee: Anne Starling Proposed by: Molly Buckley Seconded by: Sinead Dooley
Oaklands Community College, Edenderry	Nominee: Eddie Fitzpatrick Proposed by: Vivienne Keenan Seconded by: Molly Buckley	Nominee: Frank Smith Proposed by: Sinead Dooley Seconded by: Eddie Fitzpatrick	Nominee: Molly Buckley Proposed by: Vivienne Keenan Seconded by: Eddie Fitzpatrick
Coláiste Naomh Cormac, Kilmacnac	Nominee: Liam Quinn Proposed by: Molly Buckley Seconded by: Vivienne Keenan	Nominee: Mary Cotter-Bracken Proposed by: Declan Costello Seconded by: Sinead Dooley	Nominee: Carol Nolan Proposed by: Sinead Dooley Seconded by: Declan Costello
Árd Scoil Chiaráin Naofa, Clara	Nominee: Sinead Dooley Proposed by: Mary Cotter-Bracken Seconded by: Eddie Fitzpatrick	Nominee: Vivienne Keenan Proposed by: Molly Buckley Seconded by: Mary Sweeney	Nominee: Denis Magner Proposed by: Molly Buckley Seconded by: John King
Heywood Community School	Nominee: Paschal McEvoy Proposed by: Catherine Fitzgerald Seconded by: Caroline Dwane-Stanley	Nominee: Mary Sweeney Proposed by: Catherine Fitzgerald Seconded by: John King	Nominee: Frank Smith Proposed by: Sinead Dooley Seconded by: Mary Sweeney
Mountrath Community College	Nominee: John King Proposed by: Catherine Fitzgerald Seconded by: Joe Thompson	Nominee: Joe Thompson Proposed by: Catherine Fitzgerald Seconded by: Vivienne Keenan	Nominee: Linda Tynan Proposed by: Mary Sweeney Seconded by: Catherine Fitzgerald
Mountmellick Community School	Nominee: Caroline Dwane-Stanley Proposed by: Catherine Fitzgerald Seconded by: John King	Nominee: Catherine Fitzgerald Proposed by: Jerry Lodge Seconded by: Paschal McEvoy	Nominee: Eddie Fitzpatrick Proposed by: Molly Buckley Seconded by: Mary Sweeney

9. APPOINTMENT OF NOMINEE TO OFFALY COUNTY CHILDCARE COMMITTEE LTD:

Molly Buckley was nominated to the Board of Offaly County Childcare Committee Ltd.

Proposed by: Vivienne Keenan

Seconded by: Jerry Lodge

10. APPOINTMENT OF NOMINEE TO OFFALY SPORTS PARTNERSHIP:

Liam Quinn was nominated to the Board of Offaly Sports Partnership.

Proposed by: Molly Buckley

Seconded by: Vivienne Keenan

11. APPOINTMENT OF 3 NOMINEES TO THE BOM OF BIRR OUTDOOR EDUCATION CENTRE:

The three nominations were made as follows;

Nominee: John Carroll

Proposed by: Sinead Dooley

Seconded by: Declan Costello

Nominee: Vivienne Keenan

Proposed by: Molly Buckley

Seconded by: Catherine Fitzgerald

Nominee: Peter Ormond

Proposed by: Eamon Dooley

Seconded by: Catherine Fitzgerald

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12. VOTES OF SYMPATHY:

A vote of sympathy was passed to the following:

- Maura Gallagher, Clonaslee College on the death of her Father
- Gemma Farrell, Administration Office, on the death of her Uncle

13. VOTES OF CONGRATULATIONS:

A vote of congratulations was passed to the following:

- To Tullamore College on reaching the North Leinster Senior Football Final
- To the Coláiste Naomh Cormac Badminton Team who won the Under 19 tournament
- To the Staff and Students in Oaklands on their trip to NASA

14. AOB:

A copy of the new ETBI magazine is in member's folder for their information.

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15. DATE AND VENUE OF NEXT ETB MEETING:

There will be training for members on Interview Skills and Section 29 Appeals on Monday 23rd March 2015 in the Tullamore Court Hotel at 5pm.

Signed:

Duis Maguire

Chairperson

Date: 27/4/2015

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