



loetb

Bord Oideachais agus Oiliúna
Laoise agus Uibh Fháili
*Laois and Offaly
Education and Training Board*

A meeting of Laois and Offaly Education and Training Board was held on Monday 25th January 2016 in the Court Hotel, Tullamore.

PRESENT:

Molly Buckley
Cllr. John Carroll
Mary Cotter-Bracken
Cllr Eamon Dooley
Cllr Sinead Dooley
Cllr Caroline Dwane-Stanley
Cllr Catherine Fitzgerald
Cllr Eddie Fitzpatrick
Vivienne Keenan
Cllr John King

Cllr Jerry Lodge
Denis Magner
Cllr Paschal McEvoy
Cllr Carol Nolan
Cllr Liam Quinn
Frank Smith
Anne Starling
Cllr Mary Sweeney
Joe Thompson

In attendance

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

1. APOLOGIES:

Maura Brophy sent her apologies.

2. MINUTES OF LOETB MEETING – 23rd November 2015:

The minutes of the previous meeting which took place on the 23rd November 2015, were circulated to members and signed by the Chairperson.

Proposed by: John Carroll
Seconded by: Molly Buckley

Chairman
Initials

3. MATTERS ARISING FROM MINUTES:**New Post Primary School, Portlaoise**

Members asked Joe Cunningham, Chief Executive, if there are any updates regarding the newly proposed Post Primary School in the Portlaoise area. The CE confirmed that he spoke to the Department of Education and Skills and was informed that they will commence the process to determine patronage at the end of 2016. All interested parties will be invited to an information session prior to this process.

4. ELECTION OF CHAIRPERSON:

Denis Magner informed members of his intent to resign from his position as Chairperson to Laois and Offaly ETB. Members thanked Denis for his endeavours during his time as Chairman and commended him for his great work. Denis proposed that the CE take over the role of Chairman for the purpose of electing a new Chairperson and all members agreed.

The CE asked members for their nominations for the position of Chairperson to Laois and Offaly Education and Training Board. The following members were nominated:

Nomination: Liam Quinn

Proposed by: John King

Seconded by: Molly Buckley

Nomination: Jerry Lodge

Proposed by: Paschal McEvoy

Seconded by: Catherine Fitzgerald

The nominations went to a vote count (by a show of hands) resulting in **Liam Quinn** being appointed as Chairperson of Laois and Offaly Education and Training Board.

5. CORRESPONDENCE:

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

0059/2015 ESF Aided Operations - ETB/VEC Sector –2014 to 2015 – Adult Literacy Information Booklet and Instructions for Beneficiaries

0060/2015 ESF Aided Operations - ETB/VEC Sector 2015 – Youthreach & BTEI Information Booklet and Instructions for Beneficiaries

0063/2015	Revised Sick Leave Arrangements for all staff in Education and Training Boards other than Teachers and Special Needs Assistants
0064/2015	Revised Sick Leave Arrangements in respect of 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
0065/2015	Special Needs Assistants - Cessation of "Rolled-up" Holiday Pay
0066/2015	Revision of Salaries for Teachers with Effect from 1 January 2016 and Revision of Pension-Related Deduction with Effect From 2015
0067/2015	Revision of Salaries for Special Needs Assistants (SNAs) With Effect from 1 January 2016 and Revision of Pension-Related Deduction with Effect From 2015
0068/2015	Revision Of Salaries With Effect From 1 January 2016 And Revision Of Pension-Related Deduction With Effect From 2015 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
0069/2015	Revision Of Salaries In Respect Of All Staff Other Than Teachers And SNAs Employed By ETBs With Effect From 1 January 2016 And Revision Of Pension-Related Deduction With Effect From 1 January 2015 And 1 January 2016
0070/2015	Public Service Stability Agreement 2013 – 2018 (Lansdowne Road Agreement) and the Financial Emergency Measures in the Public Interest Act 2015
0073/2015	Revision of Salaries of All Staff Paid Directly by a recognised school or ETB with effect from 1 st January 2016
0074/2015	Payment of Tool Allowance to Craft Workers
0075/2015	Job Sharing Scheme for Registered Teachers in recognised Primary and Post Primary Schools
0078/2015	Carer's Leave for All Staff Other Than Persons Employed as Teachers/Special Needs Assistants Employed in Education and Training Boards
0079/2015	Career Break Scheme for All Staff Other Than Persons Employed As Teachers and Special Needs Assistants in Education and Training Boards

- 0080/2015** Maternity Protection Entitlements for All Staff Other Than Persons Employed As Teachers/Special Needs Assistants in Education and Training Boards
- 0082/2015** Revised Employment and Pension Arrangements for Staff in the Education and Training Sector who are elected or appointed to the Oireachtas
- 0083/2015** Revision Of Salaries and Revision Of Pension-Related Deduction In Respect Of Adult Education Guidance Information Officers And Youthreach Resource Persons Employed By ETBs With Effect From 1 January 2016

6. CHIEF EXECUTIVES REPORT:

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

Education Services

BT Young Scientist and Technology Exhibition

Two projects from Portlaoise College and six projects from Tullamore College successfully qualified for the exhibition which was held in the RDS in early January. Annie Browne and Katie Rabbitte from Tullamore College were highly commended for their project on storing gum shields to prevent bacterial infection.

Easter 1916

Schools are finalising programmes for their Easter 1916 commemoration. Scheduled events include guest speakers, museum visits, flag raising ceremonies and students writing new versions of the proclamation. More details will be made available when events are confirmed.

UCD Entrance Scholarship

Portlaoise college student Laura Shanahan received a UCD Entrance Scholarship recently. The scholarship recognises first year students for their academic achievement and who achieved over 560 points in their Leaving Certs. The school Principal was also presented with a commemorative plaque for the school to mark this achievement.

St Fergal's Rathdowney Mental Health Week

A number of events were run last week to deal with mental health awareness, stress and anxiety and suicide prevention. There were daily events which included guest speakers Elma Walsh, mother of the late Donal Walsh and a presentation from AWARE.

Further Education and Training Services

Training Services

The transfer of training services (finance and administration) will take place on 26 February. Training for LOETB staff commenced in Athlone on Tuesday 19 January and will continue until the end of February.

Training Services staffing

Following sanction from the Dept. of Education & Skills and a subsequent internal recruitment process Padraig Boland was appointed Training Manager with LOETB. In addition, four Training Officers have been appointed as follows: John Kelly (Mount Lucas), Yvonne Foy (Contracted Training), Sandra Doyle (Employer and Apprenticeship Services), and Lisa McEvoy (Community Services).

Mount Lucas

Mount Lucas Training Centre (including staff and resources) transferred to LOETB on 1 January 2016.

Youthreach Coordinator

Joe Thompson was appointed Coordinator of the Youthreach programme at Mountmellick Further Education Centre and commenced his new role on 6 January.

Strategic Expectations Pilot

A final draft will be submitted to SOLAS this week (as part of a pilot with three other ETBs) with agreed strategic targets in place for all programmes for 2016.

Youth Services

Youth Club Grants

Applications are currently being processed at present and it is hoped to notify successful groups in the coming weeks.

Administrative Services

Training on the Administrative Access Policy was held last week and a total of 87 staff attended this training, including Admin staff, Principals, Deputy Principals and Centre Managers.

First Aid and Defibrillator Training will commence on the 8th February, 2016 and will run over two weeks. Two staff from each Admin Office, School and Centre are being invited to attend the training.

Ms. Rosemary Ryan, IPBM, will be providing training on Risk Management to Principals and Centre Managers on 12th April, 2016.

Recruitment for staff in Birr OEC will begin next week prior to the commencement of the busy season on 1st March, 2016. It is hoped to have a panel of instructors available to the Centre.

We are currently preparing a Records Retention Policy for submission to the LOETB for approval at the next meeting.

Additional ONP

The DES has requested that LOETB makes a case for additional ONP. Areas where we have reduced costs will form part of this exercise.

Bank of Ireland Bank Account

At the ETB meeting in November, the Board approved the opening of a Bank of Ireland bank account in order to process payments for training services. The necessary documents are now being prepared to open that account.

18 month Set of Accounts (V15) for LOETB

The Comptroller and Auditor General has certified the accounts of LOETB for the period 1 July 2013 to 31 December 2014.

Internal Audit Unit - ETB

The internal audit plan for the first part of 2016 consists of an internal audit on Teacher Allocation & Cooperation hours.

Procurement

- The closing date for receipt of tenders for furniture and equipment for Tullamore College was 13 January. Arrangements are being made to open and evaluate these tenders.
- Tenders were sought for the following:
 1. Service and Maintenance of Fire Alarms for a two year period to December 2017 – Horizon Safety Systems was successful.
 2. Service and Maintenance of Fire Equipment for a two year period to December 2017 – Protec Fire Services were successful.
 3. Catering Service in Birr OEC for one year to December 2016 – Emma's Café was successful.
 4. Agency staff: administrative, caretaking, and cleaning staff for one year to December 2016 – Shortt Recruitment was successful.
- A national framework has been put in place for Cleaning Supplies and Equipment. The company involved is Bunzl and the contract is to 14 June 2018.

Members thanked the CE for his report and welcomed the news that the Mount Lucas Training Centre has been transferred to LOETB.

7. FINANCE REPORT – MONTHLY RETURN:

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

8. BOARDS OF MANAGEMENT MINUTES:

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

Coláiste Naomh Cormac: 24th November 2015

Proposed by: Mary Cotter-Bracken

Seconded by: Liam Quinn

Banagher College:

30th June 2015

Proposed by: Denis Magner

Seconded by: Vivienne Keenan

22nd October 2015

Proposed by: Denis Magner

Seconded by: Vivienne Keenan

Árd Scoil Chiaráin Naofa:

27th May 2015

Proposed by: Vivienne Keenan

Seconded by: Sinead Dooley

7th October 2015

Proposed by: Vivienne Keenan

Seconded by: Sinead Dooley

2nd December 2015

Proposed by: Vivienne Keenan

Seconded by: Sinead Dooley

13th January 2016 (Draft)

Proposed by: Sinead Dooley

Seconded by: Denis Magner

St. Fergals College:

29th September 2015

Proposed by: John King

Seconded by: Paschal McEvoy

19th October 2015

Proposed by: Paschal McEvoy

Seconded by: John King

30th November 2015 (Draft)

Proposed by: Paschal McEvoy

Seconded by: John King

Portlaoise College: 1st October 2015

Proposed by: Caroline Dwane-Stanley

Seconded by: Mary Sweeney

9. NOMINATION OF THE REPLACEMENT MALE PARENT REPRESENTATIVE BY THE NPC:

The Chairman read a letter to members from the National Parents Council (Post Primary) with the nomination of the replacement male Parental Nominee for appointment to Laois and Offaly ETB, following the resignation of Declan Costello.

The new male nominee is Shane Hand.

Members adopted the nomination.

Proposed by: Frank Smith

Seconded by: Anne Starling

Chairman
Initials

10. POLICIES FOR ADOPTION:

The following Policies were circulated to members in advance of the meeting for their consideration:

Draft Policy on Job-sharing for Teachers and SNAs for Laois Offaly ETB

Proposed By: Molly Buckley *Seconded By:* John Carroll

Draft Policy on Career Break for Teachers for Laois Offaly ETB

Proposed By: Denis Magner *Seconded By:* Anne Starling

Draft Travel Policy for Laois Offaly ETB

Proposed By: Mary Cotter-Bracken *Seconded By:* Jerry Lodge

Draft Travel and Subsistence Procedures for Laois Offaly ETB

Proposed By: Jerry Lodge *Seconded By:* John King

Draft LOETB Administrative Access Policy (Policy for responding to Requests for Records)

Proposed By: John Carroll *Seconded By:* Molly Buckley

School Policies

St Fergal's Rathdowney Attendance Strategy

Proposed By: John King *Seconded By:* Frank Smith

St Fergal's Rathdowney Managing Chronic Illness Policy and Procedure

Proposed By: John King *Seconded By:* Paschal McEvoy

St Fergal's Admission and Enrolment Policy and Procedures

Proposed By: John King *Seconded By:* Paschal McEvoy

Coláiste Naomh Cormac Critical Incident Policy

Proposed By: Mary Cotter-Bracken *Seconded By:* Anne Starling

Coláiste Naomh Cormac Critical Incident Management Plan

Proposed By: Liam Quinn *Seconded By:* Mary Cotter-Bracken

11. VOTES OF SYMPATHY:

Kathleen Gleeson, Banagher College, on the death of her Aunt
Clodna Kelleher, Banagher College, on the death of her Uncle
Miriam Conway, Midlands Prison Education Centre, on the death of her Father
Eamonn Whelan, Clonaslee College, on the death of his Father
Helen Delaney, Youthreach Mountmellick, on the death of her Mother
Michael Doolan, Tullamore College, on the death of his Mother
Aisling Cullen, Coláiste Naomh Cormac, on the death of her Grandfather
Roy Francis on the death of his Father

Chairma
Initials

12. VOTES OF CONGRATULATIONS:

A vote of congratulations was passed to the following:

- To the Tullamore College students who participated in the Young Scientist Exhibition and to all the teachers involved
- Conor Dunne from Tullamore College for participating on the Irish Schools and Youths Rugby Team
- To the Coláiste Naomh Cormac U16 Camogie team who won against St Fergals College, Rathdowney
- To the U16 girls badminton in Coláiste Naomh Cormac

13. AOB:

Ethics and Standards in Public Office Acts 1995 & 2001

Members received a copy of the Ethics and Standards in Public Office Acts 1995 & 2001 Statement of Interest and Statement of Nil Interest forms. The forms are to be completed for the period 29th January 2015 to the 31st December 2015. Members were asked to complete the forms and return the *Statement of Interest* forms directly to SIPO and the *Statement of nil Interest* forms to LOETB.

1916 Commemoration

On the proposal of Cllr. John King, members agreed that LOETB should present a trophy in commemoration of 1916 towards a prize for a history project to celebrate the centenary. The CE welcomed the initiative and informed members he would put a competition in place.

14. DATE AND VENUE OF NEXT LOETB MEETING:

There will be Data Projection training for Members of Laois and Offaly ETB on Monday 22nd February 2016 at 4.30pm in the Boardroom, Tower Hill, Portlaoise, Co. Laois.

The next meeting of Laois and Offaly ETB will take place on Monday 4th April 2016 at 4.30pm in the Mount Lucas Training Centre, Daingean, Co. Offaly.

Signed: Liam Quinn
Chairperson

Date: 4/4/16

Chairman
Initials