

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 4th April 2016 in the National Construction Training Centre, Mount Lucas.

PRESENT:

Maura Brophy	Vivienne Keenan
Molly Buckley	Cllr Jerry Lodge
Cllr. John Carroll	Denis Magner
Mary Cotter-Bracken	Cllr Paschal McEvoy
Cllr Eamon Dooley	Cllr Liam Quinn
Cllr Sinead Dooley	Frank Smith
Cllr Caroline Dwane-Stanley	Anne Starling
Cllr Catherine Fitzgerald	Cllr Mary Sweeney
Cllr Eddie Fitzpatrick	Joe Thompson

In attendance

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

Padraig Boland (Training Manager) and John Kelly (Centre Manager) provided members with a presentation on the new training services function in Laois and Offaly. The training services function in LOETB now delivers an extensive range of training to a diverse range of clients including those entering the labour market for the first time, those seeking re-entry into the labour market, job changers, persons wishing to up-date or acquire new skills, those changing careers, persons with a disability and early school leavers.

Members thanked Padraig and John for their presentation.

1. RESIGNATION OF CLLR CAROL NOLAN AS MEMBER OF LOETB:

The Chairman informed members that Cllr Carol Nolan has resigned as a member of LOETB following her election to Dáil Eireann.

2. RATIFICATION OF CLLR SEAN MAHER AS A MEMBER OF LOETB:

The Chairman informed members that Offaly County Council nominated Cllr Sean Maher as their nominee to Laois and Offaly ETB following the election of Cllr Carol Nolan to Dáil Eireann, at their meeting on the 21st March 2016.

3. APOLOGIES:

Cllr Sean Maher sent his apologies.

4. MINUTES OF LOETB MEETING:

The minutes of the previous meeting which took place on the 25th January 2016, were circulated to members and signed by the Chairperson.

Proposed by: Molly Buckley

Seconded by: Anne Starling

The minutes of the Data Protection and Freedom of Information training which took place on the 22nd February 2016, were circulated to members and signed by the Chairperson.

Proposed by: Mary Sweeney

Seconded by: Denis Magner

5. MATTERS ARISING FROM THE MINUTES:

A member asked if there has been an update regarding the new Post Primary School Patronage. The CE informed members that the Department of Education and Skills are still finalising the process and expect an announcement on the matter presently.

A member asked for an update on the Youth Club Grant Scheme and the CE informed members that the Youth Club Grants for 2015 have been processed but that no information on the 2016 scheme had been received to date.

6. CORRESPONDENCE:

Circular Letters for noting only

cl0002_2016

Approved Allocation of Teaching Posts for 2016 2017 School Year

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Chairman
Initials

cl0004_2016	Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers Involved in Learning Support and Special Education – 2016/2017
cl0005_2016	Graduate Certificate in the Education of Students with Autistic Spectrum Disorders
cl0006_2016	Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autistic Spectrum Disorders)
cl0008_2016	Teacher Refund Scheme
cl0011_2016	Cost Limits for Post-primary School Buildings
cl0014_2016	Prescribed Material for the LC English Exams in 2018
cl0016_2016	Remote Area Boarding Grant Scheme
cl0017_2016	Indemnity Declaration Form
cl0018_2016	Further Extension to the Grace Period for Superannuation Benefits in respect of Teachers
cl0019_2016	Further Extension to the Grace Period' for Superannuation Benefits in respect of SNAs
cl0020_2016	Further Extension to the Grace Period for Superannuation Benefits in respect of Clerical Officers and Caretakers
cl0022_2016	Notice to Employers regarding a Further Extension to the Grace Period for Superannuation for staff employed by ETBs
cl0023_2016	Student data required to be returned to the DES by schools from 2016-17
cl0024_2016	Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school years 2015/16 and 2016/2017
cl0025_2016	Promotion and Appeal Procedures for appointment to Assistant Principal Special Duties and Programme Coordinator
cl0026_2016	Prescribed Material for the Junior Certificate and Leaving Certificate Examinations in 2018
cl0027_2016	Post-1 January 2011 and Post-1 February 2012 New Entrants to Teaching Recognition of Previous Public Service in another EU Member State

cl0004_2016

7. CHIEF EXECUTIVES REPORT :

Education Services

Junior Cycle:

Departmental Circular 0024/2016, on *Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school years 2015/16 and 2016/2017* was issued on 2 March. Schools are now planning and making arrangements for the three year programme. School principals will also be discussing the programme at their upcoming meeting to ensure a coordinated and supportive approach to implementation.

Proclamation Day Events:

All eight schools organised event for Proclamation Day on March 15th. Students read the original 1916 Proclamation as well as student's writing a new version of the proclamation in their school. A variety of history, drama musical and other events took place in the schools to mark the occasion.

Many students from the schools and Youthreach centres entered the Laois and Offaly ETB Ireland 2016 Centenary Competition. The standard was very high and it was great that we had such a large number of entries. Congratulations to the winners Grace and Verona Lynch, students from Coláiste Naomh Cormac, Kilcormac for their winning entry which was a ballad entitled, 'Uncle Jim -1916' (based on a true story). Courtney Walsh, a student from Banagher Youthreach, received a 'Highly Commended' award for her poem entitled 'Look Around'

School Fundraising Events:

On 11th March students from Portlaoise College's student council, the 5A LCVP class and 2nd Year College for Everyone Leaders organised a 5km Run/Walk in aid of the Donal Walsh Foundation. There was a great turnout on the day and the school raised €1600 for this worthy cause.

Students of Coláiste Naomh Cormac organised a very successful 5km run on February 26th. Students committed to training for a number of weeks in advance of the event. They raised €520 for Teach Fáilte, the Acquired Brain Injury clinic in Mountbolus.

School Awards

Erik Plat, a student from Portlaoise College has been recognised for his top Junior Certificate grades in Business Studies, in a recent ceremony at Maynooth University. Erik was awarded certificates by representatives of the Department of Economics, Finance and Accounting, School of Business and Department of Law.

5th Year Agricultural Science class at Coláiste Naomh Cormac have created a Multimedia Farm Safety presentation which has been selected as one of the 10 finalists in the HSA Farm Safety competition. Finals take place in Dublin Castle at the end of April.

Congratulations to Jacob Noyce (3rd Year) and David Kennedy (2nd Year), students at Banagher College on winning the Midlands Radio 3 Undercover 2016 Competition which

was run on The Afternoon Show with Carl James. This competition was open to all secondary schools from Offaly, Westmeath and Laois. The boys' successful entry was a cover of 'Set Fire to the Rain' by Adele. As part of the prize, the students took to the Main Stage at 'Teen Aware' on Good Friday as well as claiming a day's recording session at the world famous Grouse Lodge Studios in Rosemount.

Rachel Reilly, a student at Oaklands Community College is one of the National Winners in the recent Mental Health Ireland Art Competition. Rachel's' picture will appear on the front cover and month of December page of the 2017 Mental Health Ireland calendar.

Further Education and Training Services

Quality Assurance/Learner Information Team

LOETB has established a Quality Assurance (QA)/Learner Information Administrative team for all FET services. The team will manage and co-ordinate all QA activities, DES and SOLAS returns, statistical reports, TEL and further develop our PR (Social Media) strategy.

Services to Employers (Employer Engagement)

LOETB FET Service is now working on a number of collaborative projects with local and national employers including:

Staff Training programmes for Bord Na Mona, Covidean and Elverys sports. Training programmes have been developed with CIF (Construction Industry Federation) for new entrants and existing employees.

The Hospitality Traineeship will conclude in early June, with all participating Hoteliers requesting a second course in September. Specific Skills Training for existing staff in two of the hotels will be delivered by LOETB in the coming weeks.

Currently, 125 employers in the region are actively engaging with LOETB through the Apprenticeship programme. Our intention is to meet each of these to discuss any other requirements they have and the services available to them through LOETB.

City & Guilds Agreement

LOETB and City & Guilds will sign a QA agreement in the Second Quarter of 2016. This will provide LOETB with access to a suite of Industry-focused skills courses and will provide a platform for the development of new industry-led programmes. A new 'Steel fixing' programme currently being developed for Mount Lucas is the first example of this process.

Training Services

LOETB took responsibility for all Training activities (Management, Delivery and Administration) in Laois and Offaly on 29 February. This amounts to an Annual budget of circa. €6 million and provides for Apprenticeship, Community, and Contracted Training and the National Construction Training Centre at Mount Lucas.

Strategic Delivery

LOETB will develop an Integrated FET service. As part of this an internal Programme Review commenced in 2015. To date this strategic review has provided for new courses and programmes in Youthreach, VTOS, BTEI and PLC, and increased collaboration with a number of Third Level Institutes including CIT, AIT, LIT, NUIM and DIT.

Administrative Services

Capital

Despite many months of discussion no significant progress has been made to date on securing part/all the lands adjacent to the school site at Oaklands Community College. The Dept. of Education and Skills are currently assessing an alternative site and we await a report on its suitability presently.

Tullamore College is currently progressing well and the Contractor has given a tentative completion date of the end of June for Phase 1. The completion of the remaining section of roofing will impact on the likelihood of this completion date being achieved.

Tenders are currently being reviewed by Design Teams for works at Portlaoise Further Education Centre (renovation of hall and toilets), Portlaoise College (Ag. Science room). Tenders are also being reviewed for the upgrade of toilets at Portarlinton FEC. Works on refurbishment of Edenderry Youthreach have completed and the windows have been replaced on the main building at Ard Scoil Chiarain Naofa, Clara.

Human Resources:

Training Services:

Sanction has been received and the following appointments have been made to 31st December, 2016:

- Grade VII Finance Officer
- Grade VII Quality Assurance Officer
- Grade IV Quality Assurance Administrator

Finance

ESF audits are scheduled to take place on 19/20 April on the following programmes:

1. BTEI – Co Laois VEC – January to October 2015
2. Youthreach – Co Offaly VEC – January to October 2015
3. VTOS – Co Laois VEC – January to December 2015 and /or January to October 2015

The Service Plan for 2016 has been received from the Department of Education and Skills. The General and Post Primary non-pay allocation shows an increase of almost

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9.5% on the initial allocation for 2015, and a decrease of 3.2% on the final allocation for 2015.

The Internal Audit Unit (IAU) informed LOETB, by email on 7 March, that the IAU-ETBs Steering Committee approved the following internal audits.

1. ICT Audit – Backup and Recovery of Systems – The pilot audit will commence once specialist resource is procured and completion of all 15 audits is expected to run into 2017.
2. ETB (former FAS) Training Centres & activities managed under same - The scope and timing of this audit will be finalised once additional resource is in place to carry out same.

Joe Cunningham
4th April 2016

8. FINANCE REPORT:

A summary of workings of Laois and Offaly ETB up to the end of February 2016 was presented to members. Members approved same.

9. REPORT FROM CHAIRMAN OF THE FINANCE COMMITTEE:

A report from the Chairman of the Finance Committee was circulated to members for their confirmation.

10. REPORT FROM THE CHAIRMAN OF THE AUDIT COMMITTEE:

A report from the Chairman of the Audit Committee was circulated to members for their confirmation.

11. DRAFT MINUTES OF BOARD OF MANAGEMENT OF SCHOOLS:

- Clonaslee College: 30th April 2015
Proposed by: Vivienne Keenan
Seconded by: Jerry Lodge
- Portlaoise College: 19th November 2015
Proposed by: Caroline Dwane-Stanley
Seconded by: Maura Brophy

- Oakland's Community College: 10th December 2015, 21st January 2016
Proposed by: Frank Smith
Seconded by: Molly Buckley

- Tullamore College: 27th January 2016
Proposed by: Sinead Dooley
Seconded by: Molly Buckley

- St Fergal's Rathdowney: 8th February 2016
Proposed by: Paschal McEvoy
Seconded by: Joe Thompson

- Coláiste Naomh Cormac: 9th March 2016
Proposed by: Liam Quinn
Seconded by: Mary Cotter Bracken

12. POLICIES FOR ADOPTION:

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

LOETB Admin Policies

- Health and Safety Policy Statement
Proposed by: John Carroll
Seconded by: Denis Magner

- Draft Risk Management Policy (Risk Register was circulated to members)
Proposed by: Eddie Fitzpatrick
Seconded by: Molly Buckley

- Draft Employment Equality Policy
Proposed by: Sinead Dooley
Seconded by: Denis Magner

- Confidentiality Policy
Proposed by: Molly Buckley
Seconded by: Joe Thompson

- Policy for making of Protected Disclosures by Laois and Offaly ETB Workers
Proposed by: Denis Magner
Seconded by: John Carroll

- Policy on corrective appliances required for working with VDUs
Proposed by: Anne Starling
Seconded by: Joe Thompson

Draft Clean Desk / Clear Screen Policy

Proposed by: Sinead Dooley

Seconded by: Liam Quinn

Schools Policies

Tullamore College: Critical Incident Plan

Proposed by: Molly Buckley

Seconded by: Anne Starling

Tullamore College: Healthy Eating Policy

Proposed by: Sinead Dooley

Seconded by: Molly Buckley

Tullamore College: Admissions Policy

Proposed by: Sinead Dooley

Seconded by: Molly Buckley

Tullamore College: Code of Behaviour

Proposed by: Anne Starling

Seconded by: Sinead Dooley

St Fergal's Rathdowney: Policy on Admission of Students to Subject Levels & Subject Choices

Proposed by: Paschal McEvoy

Seconded by: Joe Thompson

St Fergal's Rathdowney: Critical Incident Management Plan

Proposed by: Paschal McEvoy

Seconded by: Joe Thompson

St Fergal's Rathdowney: Learning Support & Special Education Needs Policy

Proposed by: Joe Thompson

Seconded by: Paschal McEvoy

Clonaslee College: Admissions and Enrolment Policy

Proposed by: Vivienne Keenan

Seconded by: Jerry Lodge

Oakland's Community College: School Attendance Strategy

Proposed by: Eddie Fitzpatrick

Seconded by: Frank Smith

Oakland's Community College: Child Protection Policy

Proposed by: Eddie Fitzpatrick

Seconded by: Molly Buckley

Coláiste Naomh Cormac: School Attendance Strategy

Proposed by: Mary Cotter-Bracken

Seconded by: Liam Quinn

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13. NOMINATION TO LAOIS SPORTS PARTNERSHIP:

The Chairman informed members that Laois Sports Partnership has requested a nominee from LOETB to replace Padraig Boland.

Nominee: Maura Brophy
Proposed by: Mary Sweeney
Seconded by: Caroline Dwane-Stanley

14. NOMINATION TO BOARD OF MANAGEMENT OF MOUNTMELICK COMMUNITY SCHOOL:

The Chairman informed members that Cllr Eddie Fitzpatrick informed the CE of his intentions to resign from the Board of Management of Mountmellick Community School. The Chairman asked members for a nominee to replace Eddie Fitzpatrick.

Nominee: Denis Magner
Proposed by: Molly Buckley
Seconded by: Vivienne Keenan

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15. NOMINATION TO BOARD OF MANAGEMENT OF ST. BRENDANS COMMUNITY SCHOOL, BIRR:

The Chairman informed members that LOETB need a nominee to replace Cllr. Carol Nolan on the Board of Management of St. Brendan's Community School, Birr.

Nominee: Sean Maher
Proposed by: Denis Magner
Seconded by: John Carroll

16. NOMINATION TO BOARD OF MANAGEMENT OF COLAISTE NAOMH CORMAC, KILCORMAC:

The Chairman informed members that LOETB need a nominee to replace Cllr. Carol Nolan on the Board of Management of Coláiste Naomh Cormac, Kilmacmac.

Nominee: Sean Maher
Proposed by: Denis Magner
Seconded by: Sinead Dooley

17. LOETB 18 MONTH REPORT FROM 01/07/2013 TO 31/12/2014:

An 18 month Report for LOETB for the period 1/7/2014 to 31/12/2014 was circulated to members prior to the meeting for their consideration. Members approved the report.

Proposed by: Joe Thompson

Seconded by: Anne Starling

18. VOTES OF SYMPATHY:

A vote of sympathy was passed to the following:

- Stephen Wynne, Tullamore College, on the death of his Grandmother.
- Gerard Donnelly, Banagher College, on the death of his Aunt.
- Peter Guinan, St. Fergal's Rathdowney, on the death of his Uncle.
- Sheila Dowling, Abbeyleix FEC, on the death of her Brother-in-Law.
- Joanne Weir, Banagher College, on the death of her Father.
- Claire Corley, Banagher College, on the death of her Uncle.
- Ailbhe Martyn, Tullamore College, on the death of her Husband.

19. VOTES OF CONGRATUALIONS:

A vote of congratulations was passed to the following:

- Rachel Reilly, Oaklands CC, on winning the title of National Winner in the Mental Health Ireland Art Competition.
- The debate team in Oaklands CC for their win in the Concern Debates.
- Visit of Tomi Reichental, survivor of the Holocaust who gave a talk to students in Oaklands Community College at his experience in the Bergen-Belsen concentration camps.
- Conor Dunne, student in Tullamore College, who got a place on the Irish Schools Rugby Team
- Cllr Liam Quinn on his engagement.
- Denis Magner on his election as Teacher Representative for the Leinster area to the Teaching Council.
- Gallen Community School, Ferbane who won the schools All Ireland Senior Football Championship.

Ms Emma Coyne, Teacher of English and Geography in Tullamore College who captained the Edenderry Ladies Rugby team to victory in the Leinster League.

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20. AOB:

AONTAS AGM

The Chairman informed members that the AONTAS AGM will take place on the 11th May 2016. Members agreed to send the relevant personnel from Adult Literacy to attend.

Proposed by: Mary Sweeney

Seconded by: Anne Vivienne Keenan

NALA AGM

The Chairman informed members that the NALA AGM will take place on the 16th April 2016. Members agreed to send the relevant personnel from Adult Literacy to attend.

Proposed by: Denis Magner

Seconded by: Anne Starling

School Budgets

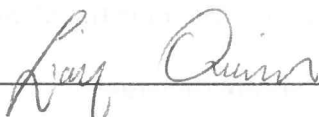
A member asked if the school budgets are based on capitation. The CE informed members that LOETB's non-pay allocation provides for school and general administration expenditure. LOETB generates a budget for the year and calculates school capitation accordingly.

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21. DATE AND VENUE OF NEXT LOETB MEETING:

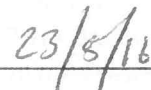
The next meeting of Laois and Offaly ETB will take place on Monday 23rd May 2016 at 4.30pm in Portlaoise College.

Signed: _____



Chairperson

Date: _____



Chairman
Initials

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