



loetb

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

A meeting of Laois and Offaly Education and Training Board was held on Wednesday 26th April 2017 at 4.30pm in Tullamore College.

PRESENT

Ms. Maura Brophy
Ms. Molly Buckley
Cllr. John Carroll
Ms. Mary Cotter Bracken
Cllr. Eamon Dooley
Cllr. Sinead Dooley
Cllr. Caroline Dwane-Stanley
Cllr. Catherine Fitzgerald
Cllr. Eddie Fitzpatrick
Mr. William Flanagan

Ms. Vivienne Keenan
Cllr John King
Cllr. Jerry Lodge
Cllr. Sean Maher
Cllr. Paschal McEvoy
Cllr. Liam Quinn
Ms. Anne Starling
Cllr. Mary Sweeney
Mr. Joe Thompson

IN ATTENDANCE

Mr. Joe Cunningham, Chief Executive
Ms. Marie Bracken, Director of OSD
Ms. Sadie Aherne, APO
Ms. Pam Nolan, APO
Ms. Jean Keating, Clerical Officer

Kalamazoo - 32575 000

1. APOLOGIES

Apologies were received from Mr. Frank Smith.

2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 27 February 2017, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed by: Paschal McEvoy

Seconded by: John Carroll

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

Chairman's
Initials

4. CHIEF EXECUTIVES REPORT

Schools

Kilcormac: Coláiste Naomh Cormac

Amber Flag

The school has been nominated to receive an Amber Flag in recognition of activities and services available in the school which promote an ethos of positive mental health. The school will receive the flag at a ceremony in Cork on 25 May.

Build a Bank

The Transition Year 'Build a Bank' team was successful at the Regional finals in Athlone and have qualified for the National Finals of the AIB 'Build A Bank' competition which takes in the RDS on Tuesday 25 April.

Oaklands Community College

All Ireland Football

Oaklands Community College reached the final of All-Ireland Post-Primary Schools Senior D Football. In a closely-contested match only 3 points separated the teams at the final whistle. The match was played in Carrick on Shannon on Saturday 18 March. A very large crowd of supporters from Edenderry attended. The team was coached and trained by teachers Gary Kiernan and Aidan Harte. Final score: Our Lady's Belmullet 1-07 Oaklands Community College 0-07.

Transition Year Tour to Barcelona

Transition year students from Oaklands Community College travelled to Barcelona on 5 April 2017 for a four day tour. 48 students accompanied by 6 teachers travelled to Barcelona and enjoyed the sites and culture of the city.

Equestrian Club

2017 saw the success of the newly-established equestrian club in Oaklands Community College. With so many equestrian enthusiasts entering the school over the last few years, the decision was taken to establish an equestrian club in 2016 with a view to entering the TRI Equestrian inter-schools Ireland league in 2017. Oaklands Community College achieved commendable success in their first two outings of 2017 with teams placing 2nd and 5th in the novice competition on March 12th in Mullingar Equestrian Centre and the Oaklands red team attaining an overall position of 6th out of 14 teams in the league final which was held on Saturday 8 April.

Portlaoise College

Leadership Congress

On 5 April 2017 Portlaoise College staged the 1st Annual Leadership Congress for secondary school students of the Midlands and North Tipperary. 8 different schools attended with 250 students showcasing 15 leadership initiatives from YSI, Student Councils, Cycle against Suicide to their Prefect system. The vision behind the foundation of this annual congress at Portlaoise College came about as teachers at the school noticed the enormous leadership initiatives undertaken by students at Portlaoise College such as the Prefects, Meitheal Leaders, Student Council, YSI and the School bank.

Debating Finals

Laois County Council Library Junior Debating Cup: Portlaoise College won the best individual speakers through Kayleigh McGrath and Kevin Dillon. Portlaoise College also won the team competition.

Tullamore College

Essay Competition

Ellen O'Brien 2nd Year has won a National German Essay Competition sponsored by the Austrian Embassy. She wins her award and a 2 week trip to a summer school in Salzburg in the summer. Ms Aine Stack is her Teacher.

Young Economist of the Year

At the National Final of the Young Economist of the Year, the following students were awarded medals: Gold award winner Cian O'Mahoney. Silver award winners Mia O'Mahoney and Liadhan Murray. Bronze award winners Katie Hayes, Siobhan Greene, Rebekah Egan, Cillian Fogarty, Deimante Kozamekinaite, Enda Healion and Jakob Stanley. Their Teachers are Mr John Lowndes, Mr Richard Dalton and Mr Paul Quirke.

School Exchange Trips

Two successful Exchange trips before Easter with our twin schools in France and Germany. Teachers, Ms Magali Rougerie and Ms Áine Stack organised the trips.

College Awareness Week

Tullamore College has won overall post primary national award for 'College Awareness Week' (1200 events in 27 counties) and awards are given to 6 sectors, (primary, secondary, community etc.), Ann Mac Namara is the Guidance Counsellor.

Dunamase College

Meeting for parents of incoming students takes place on 26 April at 7.30pm. Information meetings held recently in Dunamase College and in Stradbally. A meeting between LOETB and the trustee partner, An Foras Pátrúnachta, took place in early April. Uniform, tablet device, website, school day, are currently at advanced planning stage. Building schedule and costings at Railway Street site currently with DES for approval

Ard Scoil Chiarain Naofa, Clara

Developing the Arts

Students have had the opportunity to experience an 'Author in Residence' through workshops over a number of weeks. The students worked with Oisín McGann, an Irish writer and Illustrator who writes in a range of genres for children and teenagers (mainly science fiction and fantasy) and illustrates many of his own short story books. On the 30th & 31st March students worked with Artist Dee Deegan through 'Artist in the Classroom' workshops on the craft of Batik – a craft that involves dying cloth with a wax resistant technique. It was a fantastic opportunity to try a new craft and be creative and was thoroughly enjoyed by all involved.

Leinster Soccer Success

Ard Scoil Chiarain Girls Achieve Leinster Glory – The Girls soccer team won the Post Primary Schools Leinster Junior B Cup with a very convincing 4-0 win over Coláiste Abbain of Wexford. The final was played in Leixlip. Well done to all involved with the team.

Pitch & Putt Success

Ard Scoil entered a number of teams in the Leinster Schools Pitch & Putt Competition organised by the Pitch and Putt Union of Ireland. Our team of Sean Fleming, Mark Doorley and Christopher Rabbette who also put in a strong performance but a very impressive display by Ciarain Doyle, Conor Egan and Mark Newman saw them crowned Leinster champions. Both teams now qualify for the All-Ireland finals in May.

St Fergals College, Rathdowney

St Fergal's received a very positive draft report from our WSE 'follow through' inspection. We have made "very good progress" on all four recommendations from the WSE 2014 and there are no further recommendations.

The school has also just been awarded our Green Flag for bio-diversity thanks to the hard work of the Green Schools Committee and Ms Hayes.

Banagher College – Coláiste na Sionna

24 students and two teachers were awarded an opportunity to represent Ireland at Euroscola in Strasburg April 2017. Greg Healy, TY Student was the winner of the competition.

TY students are currently on a school trip to Italy. Best of luck to Ciaran Corcoran who qualified for the All Ireland Final in the Senior Enterprise Competition taking place in May 2017.

Further Education and Training

Bespoke Training with Local Employers

LOETB is working in partnership with local employers, DSP, Regional Skills Forum, City and Guilds and employer representative bodies to design, develop, pilot and mainstream training programmes across a diverse range of sectors - construction, engineering, beauty therapy, healthcare support and vehicle conversion to date. The aim of these partnerships is to develop bespoke training that responds specifically to local skill deficits and offers opportunities for employment to unemployed people in Laois and Offaly. In 2017 these partnerships will result in new community-based programmes in Construction - in Banagher with Banagher Concrete and Inland & Coastal Marina Systems and one with Laois employers at Mountrath, if numbers permit, or in Portlaoise.

There is a Vehicle Conversion Programme starting in May with a small cluster of employers, with Primo Coachworks in Ferbane and Wilker Group, Clara leading sectoral involvement. Significant changes have been made to Beauty and Healthcare provision that specifically responds to employer needs in those sectors with a programme for 2018 currently being developed in partnership with

Ballard Nursing Home, Portlaoise that takes cognisance of their planned development for June of next year.

Programme Learner Support System (PLSS)

All FET centres and services are now operating the PLSS to schedule all course provision and to manage all learners in one central database. Training has been provided to centre/service managers and relevant administrative staff. The information provided on the PLSS aims to satisfy all SOLAS statistical reporting requirements and marks the beginning of a new outcomes-based approach to funding.

Organisation Support and Development Services

Recruitment

The following appointments were made:

- PWT Assistant Principal Post to Ard Scoil Chiarain
- 6 new teachers appointed for substitute teacher panel
- 2 days of interviews were held for clerical officer posts and appointments made and a panel was formed

The following interviews are being held in the coming weeks:

- 2 x Deputy Principal posts Oakland's College & Portlaoise College
- 2 x Assistant Principal Posts Portlaoise College and Tullamore College
- 2 x Resource Worker – Youthreach Portlaoise and Mountmellick
- Centre Manager – Edenderry Further Education Centre

Competency-Based Interview Training was held for Selection Board Members on the 11 and 12 April 2017. Chairpersons training is currently being organised. LOETB's Recruitment and Selection Policy and Procedure is being updated and will be brought to the next ETB meeting.

Payroll

There was 705 employees paid on the 31/03/2017. Salaries have been revised to include the increase from the 01/04/2017

Risk Management

A series of Workshops entitled 'Managing Risk in the Education and Training Sector' were held in Castle Buildings, Tullamore over 2 days, 27th and 28th March, 2017. These Workshops were facilitated by Risk Advisors from Irish Public Bodies Insurances and were specifically designed for:

- Woodwork and Metalwork teachers
- Science/Home Economics teachers
- Ancillary Staff
- Safety Representatives

The objective of these Workshops is to train staff to integrate the practice of managing risk and working safely into the day to day LOETB business activities.

A total of 54 staff attended these Workshops.

Health and Safety

The Fire Safety Management Plan was finalised for Tullamore College and Joe O'Connor, Cornamona Health and Safety Ltd. provided training for the staff before the students occupied the new building.

First Aid and Defibrillator Training was provided by Tony Redmond of Pulse Medical, for staff from Ridge Road, Portlaoise and Castle Buildings, Tullamore. As a result of this training there are now an additional 11 staff trained.

A full service of all Defibrillators in schools and centres was carried out by Pulse Medical. All Defibrillators are now fitted with up to date batteries and pads.

Garda Vetting

All applications are up to date. The Garda Vetting results have been sent out to the Garda Vetting subjects. Preparations are being put in place for retrospective vetting of staff, which must take place before end December 2017.

Freedom of Information

A Freedom of Information request was answered in March 2017 and there are no FOI requests at present.

Data Protection

All Data Protection requests to date have been answered. 1 staff member attended Data Protection training, to prepare for the EU General Data Protection Regulation.

Protected Disclosure

No protected disclosures were received to date.

Administrative Staff Training

Staff attended the following training courses Corporate Governance, IPASS Payroll, IPASS VAT, Procurement, Training for Contact Persons and training on Finance/Audit Committees.

Capital

Discussions are on-going with a landowner regarding the proposed purchase of a site for Oaklands Community College in Edenderry.

We are awaiting DES approval for additional temporary accommodation for both Oaklands CC and Ard Scoil Chiarain Naofa, Clara.

Approval has also been sought for funding to upgrade Dunamase College (Portlaoise Youth Education Centre).

An Emergency Works Application has been submitted to DES in respect of the set down area at Ard Scoil Chiarain Naofa, Clara.

Finance

Revised travel and subsistence rates, coming into effect on 1 April 2017, are to issue from the DES. All members and staff are asked to submit any outstanding claims, for travel made up to 31 March 2017, to the office by Friday 28 April 2017, in order that they are paid before our computer system is updated with the new rates.

An examination of ONP allocation versus expenditure is being carried out in order to support a case to the DES for additional funding.

Work is progressing in order to complete the Annual Financial Statements for 2016. It is anticipated that the accounts will be completed by mid-May.

Procurement

Project	School/Centre	Successful Tenderer	Status of Project
Recruitment of Agency Staff	Various centres and Admin Offices		Tenders being evaluated at present.
School Books	All 2 nd Level Schools		On 20 February 2017, an Evaluation team in LOETB evaluated Order and Supply, Contract Management and Innovation and Value criteria on tenders submitted, and forwarded their findings to the Education Procurement Service (EPS). The EPS are evaluating eligibility and price. We expect to have their findings in the next two to three weeks.
Bus/Coach Services	Schools and Centres	Various	Panel set up for 2017 and sent to all schools and centres.
Electricity	Schools, centres and offices	SSE Airtricity	SSE Airtricity have won the new Government Framework and will take over from Energia on 11 May 2017.
ICT Consumables	Schools, centres and offices	Datapac	Government Framework extended to 13 June 2017.
Heating Oil/Bulk Fuels	Schools, centres and offices	Topaz	Government Framework extended to 31 July 2017.

Conversion of Rooms to Agricultural Science Classroom	Portlaoise College	Contractor: BCB Contracting Consultant: Kenny Lyons Associates	Building work has been completed. Tenders for furniture and equipment have been evaluated. Shaw Scientific won the tender for equipment and Morgans won the tender for furniture.
Window Replacement	Portarlington FEC	Consultant: McCarthy O'Hora	Tenders currently being sought. Closing date for receipt of tenders is 12 May 2017.
Refurbishment of Accommodation for use as new Post-Primary School	Portlaoise Youth Education Centre, Railway St.	Consultant: McCarthy O'Hora	Planning and development work, including tender drawings and finalisation of tender pack, currently being done by McCarthy O'Hora.

Joe Cunningham
26 April 2017

Members discussed the report in detail.

A member asked if the Jack McCann Soccer Tournament will take place this year. The CE confirmed that it is intended to hold the tournament in the autumn.

A member asked that a letter be sent to St. Fergal's College Rathdowney on behalf of the Board, commending them on the success of the WSE report.

A discussion took place on the bespoke training with local employers that is provided by the Training Services section. The CE clarified how the training is organised with local employers to up-skill their employees.

Members thanked the CE for his very comprehensive report.

5. FINANCE REPORT

Details of Finances to 31 March 2017

Sadie Aherne, APO, circulated a summary of workings to the end of March 2017 to members for their information.

Bank Overdraft

Laois and Offaly ETB's overdraft facility, per sanction received from the DES, is due to expire in June. The current overdraft facility is €4 million and this will need to be extended for a further year.

In this regard, the CE proposed that the Board should borrow an amount of up to €4 million for the purposes of carrying out the Board's functions and for this overdraft facility to be put in place for one year.

Members agreed in principle that the proposal should be accepted.

Proposed by: Mary Sweeney

Seconded by: Vivienne Keenan

6. REPORT FROM THE CHAIRMAN OF THE FINANCE COMMITTEE

The Chairman of the Finance Committee, Mr Peter Scully, prepared a report for the Board, outlining the items discussed at the Finance Committee Meeting which took place on Monday 6th March 2017 as follows:

**Mountrath Road,
Portlaoise.
6/3/2017**

To: Chairman LOETB

Dear Chairman,

I wish to report that the Finance Committee met on Monday, 6th March 2017.

We considered the following:

Details of Finances to 31/11/2016

Details of Finances to 31/12/2016

Details of Finances to 31/1/2017

Capital Expenditure and Balances to 31/1/2017

Monthly Balancing Statement for November 2016 (V4)

Monthly Balancing Statement for December 2016 (V4)

Monthly Balancing Statement for January 2017 (V4)

Updated list of procurement frameworks at 31/1/2017

Determination Letter from Department of Education and Skills for 2017

We were satisfied with all of the above and with the answers to our queries.

We recommend acceptance of the accounts as presented for the above period.

Yours sincerely,


Peter Scully

Chairman, Finance Committee. 6th March 2017

A copy of the report was circulated to members for their information.

7. REPORT FROM THE CHAIRMAN OF THE AUDIT COMMITTEE

The Chairman of the Audit Committee, Mr. Oliver McCormack, prepared a report for the Board, outlining the items discussed at the Audit Committee Meeting which took place on Monday 13th March 2017 as follows;

Report from the Chairman of the Audit Committee to LOETB Board

I wish to report that a meeting of the Audit Committee took place on Monday 13th March 2017 at 2pm.

- **Minutes of the last Audit Meeting** (12th December 2016) were adopted.
- **Minutes of the Finance Committee Meetings** (6th March 2017) were reviewed and noted by members
- **Minutes of LOETB Meetings** (20th December 2016, 23rd January 2017 and 27th February 2017) were reviewed and noted by the Committee.
- **Risk Management Further Education and Training Services (FET) Register**
A short discussion took place and it was decided to defer this item to the next meeting until such a time as the register is updated.
- **Self-Audit Workbook**
The workbook is a breakdown of the requirements under the Code of Practice for the governance of ETBs. Members examined the workbook which is an internal workbook devised to assist ETBs.
- **Updated list of Procurement Frameworks at 31/1/2017**
Members discussed the updated procurement list and following a discussion members were satisfied with the progress to date on all the projects.
- **Draft Management Letter**
A copy of a letter from the Office of the Comptroller and Auditor General was circulated to members prior to the meeting, regarding the audit of Laois and Offaly ETBs Financial Statements for 2015. Members were informed that Laois and Offaly ETB have given a management response to this letter and are awaiting a response back.

Oliver McCormack

Oliver McCormack
Chairman of the Audit Committee

A copy of the report was circulated to members for their information.

8. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details	Comment / Notes	
1.	Avril Whitney, Chairperson, Longford and Westmeath ETB	20 March 2017	Letter to Mr. Hubert Loftus, PO, ETB Financial & Administrative Personnel re the Internal Audit Unit (IAU).	Noted by members	
2.	Department of Education and Skills	Clo012/2017	Approved allocation of teaching posts 2017/18 school year	Noted by members	Chairman's Initials

Minute Book	Department of Education and Skills	Clo014/2017	Special education teaching allocation	Noted by members
4.	Department of Education and Skills	Clo015/2017	Arrangements for the implementation of the framework for Junior Cycle with particular reference to school years 2017/18 and 2018/19	Noted by members
5.	Department of Education and Skills	Clo016/2017	Statutory requirements for the retrospective vetting of teaching staff, non-teaching staff and others	Noted by members
	Department of Education and Skills	Clo016/2017	FAQ on clo016/2017 for schools, centres for education, teachers and non-teaching personnel	Noted by members
7.	Department of Education and Skills	Clo018/2017	Prescribed material for the Junior Certificate/Junior Cycle examination in 2019 and Leaving Certificate examination in 2019	Noted by members
8.	Department of Education and Skills	Clo020/2017	Revision of teacher salaries with effect from 1 April 2017	Noted by members
9.	Department of Education and Skills	Clo022/2017	Revision Of Salaries For Special Needs Assistants (SNAs) With Effect From 1 April 2017	Noted by members
10.	Department of Education and Skills	Clo023/2017	Revision of salaries with effect from 1 April 2017 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	Noted by members
11.	Department of Education and Skills	Clo027/2017	Revision of Salaries in Respect of all staff other than Teachers and SNAs employed by ETBs with effect from 1 April 2017	Noted by members
12.	Department of Education and Skills	Clo028/2017	Revision of salaries of all staff paid directly by a recognised school or ETB with effect from 1 April 2017	Noted by members
	Department of Education and Skills	CLO030/2017	Parental leave entitlements for all staff, other than teachers and SNAs, in Education and Training Boards	Noted by members
14.	Department of Education and Skills	CLO031/2017	Prescribed Material for the Junior Cycle Profile of Achievement (JCPA) English for Students Commencing Junior Cycle in September 2017 Only	Noted by members

Chairman's
Initials

9. DRAFT MINUTES OF SCHOOL BOARD OF MANAGEMENT MEETINGS FOR CONFIRMATION

The following Board of Management minutes were circulated to members prior to the meeting. Members confirmed the minutes as follows:

Coláiste Naomh Cormac: 7th November 2016

Proposed by: Liam Quinn

Seconded by: Mary Cotter-Bracken

Árd Scoil Chiaráin Naofa Clara: 16 February 2017, 22nd March 2017

Proposed by: Vivienne Keenan

Seconded by: Sinead Boland

Oakland's Community College: 17th November 2016, 23rd March 2017

Proposed by: Eddie Fitzpatrick

Seconded by: Molly Buckley

St Fergal's Community College: 21st March 2017

Proposed by: John King

Seconded by: Paschal McEvoy

10. POLICIES FOR ADOPTION

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

Schools:

Oaklands Community College:

- Draft Critical Incident Management Plan

Proposed by: Molly Buckley

Seconded by: Eddie Fitzpatrick

LOETB:

LOETB's Draft Purchasing and Procurement Procedures

Proposed by: Mary Sweeney

Seconded by: John King

LOETB's Draft Self-Financing Classes Policy

Proposed by: Eamon Dooley

Seconded by: John King

11. MANAGEMENT LETTER – LAOIS AND OFFALY ETB FINANCIAL STATEMENTS 2015

A copy of the final management letter from the Office of the Comptroller and Auditor General regarding the audit of the Laois and Offaly ETB Financial Statements for 2015, was circulated to members for their information.

12. NOMINEE FOR THE GOVERNING BODY OF IT CARLOW

The Chairperson informed members that a vacancy has arisen on the Governing Body of the Institute of Technology Carlow and asked for a nominee for same.

Nominee: Jerry Lodge

Proposed by: Catherine Fitzgerald

Seconded by: Mary Sweeney

13. NOTICE OF ETBI ANNUAL CONFERENCE 2017

A notice of the ETBI Annual Conference and AGM 2017 which will take place in the Lyrath Estate Hotel on the 20 & 21 September 2017 was circulated to members. The Chairperson asked for the nomination of the 5 Voting Delegates for same. The following members were nominated as Laois and Offaly ETB's Voting Delegates:

1. Caroline Dwane Stanley
2. Molly Buckley
3. Catherine Fitzgerald
4. Maura Brophy
5. Vivienne Keenan

Members were informed that if they were interested in attending as a non-voting delegate, they should contact Jean Keating in the Administrative Office, Tullamore.

14. VOTES OF SYMPATHY

A vote of sympathy was passed to:

- Tommy Grogan, teacher in Ard Scoil Chiaráin Naofa, Clara, on the death of his Sister.
- Margaret Fitzpatrick, member of the Board of Management in Portlaoise College, on the death of her Mother.

15. VOTES OF CONGRATULATIONS

There were no votes of congratulations.

16. AOB (WITH PERMISSION OF THE CHAIRPERSON)

Nominee for LOETB Youth Work Committee

Nominee for Offaly Comhairle na nÓg: Rian Claffey

Proposed by: John Carroll

Seconded by: Sean Maher

Protocol for the provision of information to members of the Oireachtas

Members were informed that Laois and Offaly ETB now have a dedicated email address to deal with Oireachtas Members queries as set out in the protocol for the provision of information to members of the Oireachtas. The email address is: oireachtasenquiries@loetb.ie.

All Oireachtas Members have been informed of the new email address and it is also on the Laois and Offaly ETB website www.loetb.ie.

17. DATE & VENUE OF NEXT LOETB MEETING

The next meeting of Laois and Offaly ETB will take place on Monday 26th June 2016 at 5pm in Portlaoise.

Kalamazoo - 33575-000

Signed: Caroline Duane Stanton
Chairperson

Date: 26/6/14