



# 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 Monday 27 November 2017 at 5pm at St. Fergal's College, Rathdowney.

## PRESENT

Ms. Maura Brophy	Cllr. John King
Ms. Molly Buckley	Cllr. Jerry Lodge
Cllr. John Carroll	Cllr. Sean Maher
Cllr. Eamon Dooley	Cllr. Tony McCormack
Cllr. Caroline Dwane-Stanley (Chairperson)	Cllr. Paschal McEvoy
Cllr. Catherine Fitzgerald	Mr. Derek Scully
Cllr. Eddie Fitzpatrick	Cllr. Mary Sweeney
Mr. William Flanagan	Mr. Joe Thompson
Ms. Vivienne Keenan	

## 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

Sean Conroy, Deputy Principal at St. Fergal's College Rathdowney welcomed members to the school and outlined recent developments at the school.

## 1. APOLOGIES

Apologies were received from Ms. Mary Cotter-Bracken and Mr. Frank Smith.

## 2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 25 September 2017, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

**Proposed by:** Sean Maher  
**Seconded by:** Molly Buckley

## 3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

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#### 4. CHIEF EXECUTIVES REPORT

<b>Schools</b>	
<b>SCHOOL</b>	<b>HIGHLIGHTS</b>
Coláiste na Sionna, Banagher	<ol style="list-style-type: none"> <li>1. Student, (CD) was awarded the Naughton Scholarship (awarded to students who want to study Science, Engineering, Technology and Maths at Third Level) of €20,000 for the duration of his degree programme. The school also received €1,000 towards the science laboratory.</li> <li>2. A talk on Cyber Bullying, Sexting and Internet Safety was hosted in the school on 21<sup>st</sup> November.</li> <li>3. Transition year students will be staging a Christmas Panto 'Beauty &amp; the Beast' on 13<sup>th</sup> and 14<sup>th</sup> December.</li> </ol>
Ard Scoil Chiaráin Naofa, Clara	<ol style="list-style-type: none"> <li>1. School Open Night, Tuesday 28<sup>th</sup> November</li> <li>2. Four additional classrooms are in the process of being commissioned for use.</li> <li>3. Very successful Science Week took place</li> <li>4. Second Year Students returned from a trip to Barcelona.</li> </ol>
Clonaslee College	<ol style="list-style-type: none"> <li>1. One student was short-listed for National Award in honours Leaving Cert Metalwork project.</li> <li>2. One student was shortlisted for National Award in Ordinary level Leaving Cert Metalwork project.</li> <li>3. One student received a Scholarship Award to UCD.</li> <li>4. One student received a Scholarship Award to Trinity College for exceptional Leaving Certificate results.</li> <li>5. We have been awarded our fourth Amber Flag for Positive Mental Health.</li> </ol>
Oaklands College, Edenderry	<ol style="list-style-type: none"> <li>1. Oaklands has been provided with extra temporary accommodation – seven classrooms and two office spaces. The Home Economics room has been fully renovated following summer incident.</li> <li>2. Third year student (AB) was Winner of the National Pollinators Poetry Competition in Leaves Literature Festival, Laois.</li> <li>3. NL was highly recommended in PDST National Poetry Competition</li> <li>4. AW, fifth year student, reached the semi-final of the Poetry Aloud Competition in the National Library on 17<sup>th</sup> November.</li> <li>5. Very successful Enrolment evening, hope to achieve enrolment of 150 first year students.</li> </ol>
Coláiste Naomh Cormac, Kilcormac	<ol style="list-style-type: none"> <li>1. Two students from the LC class 2017 received an Entrance Scholar Award in UCD on 15<sup>th</sup> November</li> <li>2. First year student, ER won the Laois County Council Leaves Festival Poetry competition</li> </ol>

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	<ol style="list-style-type: none"> <li>3. Eighteen, fifth year students received their Gaisce Bronze Award from Miriam O'Callaghan on 25<sup>th</sup> September.</li> </ol>
<p>Dunamase College, Portlaoise</p>	<ol style="list-style-type: none"> <li>1. Science Week was celebrated in Dunamase College with the commissioning of the Science Room. We also had a visit from a research scientist, who gave a very engaging talk on her own scientific research for the Irish Cancer Society and other careers available in science, from Forensics to Astrophysics.</li> <li>2. A campaign has commenced to obtain the Amber Flag for the school. This is a mental health initiative which encourages positive attitudes and supports for mental health within the school community.</li> <li>3. An international culture will be organised presently.</li> <li>4. A student council is being established.</li> </ol>
<p>Portlaoise College</p>	<ol style="list-style-type: none"> <li>1. A very successful Careers Expo on Tuesday 24<sup>th</sup> October.</li> <li>2. Portlaoise College received their 2<sup>nd</sup> School of Distinction award 2017 from Trinity College.</li> <li>3. JCT Filmed on Monday 13<sup>th</sup> in Portlaoise College for the AT'S2020 project for use at their conference.</li> <li>4. Student (EP) received an Entrance Scholarship in UCD on Wednesday 15<sup>th</sup> Nov for High Academic Achievement</li> </ol>
<p>St. Fergal's College, Rathdowney</p>	<ol style="list-style-type: none"> <li>1. St Fergal's College Rathdowney is progressing very well in both Junior and Senior hurling competitions.</li> <li>2. A successful LGBT Week was held in the school recently involving the social club.</li> </ol>

**Further Education and Training**

**QQI Executive Self Evaluation and Quality Improvement Plan**

LOETB met with QQI in October in the first of a number of meetings relating to LOETBs Executive Self Evaluation (ESE) and Quality Improvement Plan (QIP).

The ESE is an examination of the Governance structures in FET and the reporting and approval mechanisms for Quality Assurance policies and procedures. The ESE and QIP will identify the strengths of the service at present and outline any areas for improvements. These improvements will be actioned over the next 12 months. LOETB will submit these documents to QQI in December with a view to presenting them to the Board and publishing them in January 2018.

**FARR Planning 2018**

The FET Services has commenced the official planning process with SOLAS for provision in 2018.

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This provision will be in line with the FET Strategy and will see an increase in the provision of Apprenticeships and Traineeships in 2018. Our focus will remain on the key growth areas for the region including Construction, Engineering, Bio-Pharma, Healthcare, Manufacturing, and Retail.

### **FET Programme Review**

Following on from the PLC evaluation, a number of FET programmes will be reviewed in the coming months. These reviews will include Youthreach, VTOS, BTEI and others

These reviews include an in-depth analysis of each programme including interviews with Senior Management, Centre Management, all staff and learners, culminating with a report and recommendations relating to the future of the programme.

The Youthreach review is underway and will be completed in early 2018. The Director of FET is a member of the National Advisory Group responsible for the delivery of the project.

### **Organisation Support and Development**

#### **Recruitment**

#### **The following appointments were made:**

- A substitute teacher panel
- A panel of FET tutors
- 10 teachers to the Main Scheme
- A Centre Manager for our Youthreach Centre in Edenderry
- Deputy Principal for Dunamase College

#### **We have advertised the following Assistant Principal posts with interviews to be held at the end of November/December**

2 x Oaklands CC  
1 x Clonaslee College  
1 x Programme Coordinator – Tullamore College

#### **Posts to be advertised in December**

1 x Youth officer  
1 x Adult Literacy Resource Worker  
1 x Resource Worker

#### **Payroll**

There was 692 employees paid on the 15<sup>th</sup> November 2017.

#### **Freedom of Information**

We currently have an FOI request to hand and the appropriate documents will be released within the designated time frame

#### **Data Protection**

One request for Personal Data has been received and this has been fully processed.

Training for the GDPR which will be effective from 25<sup>th</sup> May, 2018 has commenced. Early preparations are also taking place. New Policies are being prepared for Data Protection, Data Breaches and also CCTV Policy to reflect the

changes necessary for GDPR.

**Health and Safety**

Work is continuing with IPB Insurances to complete the Safety Management System for ETBs.

**Garda Vetting**

The new on line system of Vetting as operated by the National Vetting Bureau (NVB) is working well. LOETB has been selected to complete the NVB's self – assessment form which is mandatory and we may be selected by the Bureau for an inspection.

**Risk Management**

A sub-committee from Administrative staff have been working together to combine the existing three Risk Registers into one Corporate Risk Register. The risks will continue to be monitored very closely.

**Protected Disclosures**

To date no protected disclosures have been received.

**Insurance**

All Insurance policies are up to date

**Budgets**

A summary of finances to 31<sup>st</sup> October 2017 is included in members' folders.

Meetings have been held with the Principals and Centre Managers of all schools and centres with regard to examination and monitoring of budgets and planned expenditure to year end.

**Internal Audit**

An internal audit on procurement in Mount Lucas National Construction Training Centre commenced on 21<sup>st</sup> November and is expected to conclude this week.

**Audit of 2016 Annual Financial Statements**

The C & AG has issued his report on his audit of the 2016 Annual Financial Statements. His opinion is:

- The financial statements properly present the income and expenditure of the Board for the year ended 31<sup>st</sup> December 2016.
- The statement of balances properly presents the state of affairs of the Board at 31 December 2016.
- The financial statements are in accordance with the accounting policies laid down by the Minister for Education and Skills.

In his opinion, the accounting records of the Board were sufficient to permit the financial statements to be readily and properly audited. The financial statements are in agreement with the accounting records.

The C & AG reports by exception if he has not received all the information and explanations required for the audit;

- Any material instance where money has not been applied for the purposes intended or where the transactions did not conform to the authorities governing them, or
- The statement on internal control does not reflect the Board's compliance with the Code of Practice for the Governance of Education and Training Boards, or

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- There are other matters relating to the manner in which public business has been conducted.

He states that he has nothing to report in regard to those matters upon which reporting is by exception.

The DES, in a letter dated 17<sup>th</sup> November 2017, stated that the accounts of LOETB together with the report of the C & AG for the year ended 31<sup>st</sup> December 2016 were laid before each House of the Oireachtas on 17<sup>th</sup> November 2017. Accordingly, LOETB may proceed with the publication of the accounts as outlined in Section 7 (6) of the C & AG Act 1993. The advertisement will be in this week's local paper.

### ESF

Training for ETB users of the new e-cohesion system is being organised by the DES. Three staff from LOETB will be attending.

### Payments

A total of 3,112 invoices were paid in the quarter ended 30<sup>th</sup> September 2017. The total amount of these invoices was €5,107,707.

A total of 1,694 payments, amounting to €292,665, were made to trainees on VTOS, Youthreach, Contracted Training and Community Training courses in the month of October 2017.

### Procurement Update

Project	School/Centre	Successful Tenderer	Status of Project
Paper	All Schools/Centres	Antalis	Government Framework extended to 7/05/2018
ICT Support and Maintenance	Schools, Centres and Offices	NIS Ltd	Contract from 1 <sup>st</sup> October 2017 for a maximum of 3 years with a review at the end of each year
Additional Accommodation - Prefabs	Ard Scoil Clara & Oaklands Edenderry	Consultant: McCarthy O'Hora  Contractors: Instaspace Ltd - Edenderry  McAvoy Group - Clara	Prefabs installed October 2017
Additional Accommodation - Furniture	Ard Scoil Clara & Oaklands Edenderry	Peter Walshe	Approval for furniture received from Department

		Furniture Ltd	All furniture has been delivered
Heating Upgrade	Clara	Consultant: Gerry Geaney  Contractor:- Offaly Plumbing Services Ltd	Work completed end October 2017
Refurbishment Phase 1 and Phase 2	Dunamase College	Consultant: McCarthy O'Hora	Phase 1 of refurbishment completed 28/08/2017. Phase 2 currently progressing
ICT	Dunamase College		ICT requirements to be sent to Department for approval as soon as possible
Phase 2 Classrooms, HE, Science & Offices	Tower Hill	Consultant: McCarthy O'Hora  Contractor:- BCB Contracting	Work is expected to finish in the next couple of weeks or by end November 2017
Classroom Partition	Portarlinton	Consultant: Kenny Lyons  Contractor: Michael Bracken	Work completed end October 2017. Painting only to be completed
Windows/Doors	Portarlinton	Consultant: McCarthy O'Hora  Contractor: Portlaoise Windows	Work on Windows completed. Doors to be fitted before end November 2017
Painting of FEC's	Portarlinton; Abbeyleix; Mountmellick; Youthreach Banagher Edenderry	Contractor: Kevin O'Brien	All Centres completed
Industrial Unit & Offices	Tullamore	Consultant: McCarthy O'Hora	Letter of Acceptance sent to Glade Properties. Sean

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		Supplier:- Glade Securities	Aherne appointed specialist consultant for Clean Room
Upgrade CCTV System	Banagher FEC	Netwatch	Upgrade of CCTV completed early November 2017
CCTV Managed Services	National Construction Centre Mount Lucas	Netwatch	Work on installation of CCTV Managed Service started on 22 <sup>nd</sup> November 2017
Roof Repair	Edenderry Youthreach Centre	Reid Roofing	Repair of roofing problems starting 2 <sup>nd</sup> December 2017
Managed Print Services	All Schools/Centres	Xerox/IBS	Contract due to finish 30/04/2018. Getting together information to proceed with new Tender/Contract
Catering Services	Birr Outdoor Education Centre	Emma's Café	The contract is from the 1 <sup>st</sup> January 2018 to 31 <sup>st</sup> December 2018 with an option to extend for 2 more years
Fire Alarm Maintenance	All Schools/Centres	Horizon Safety Ltd	Contract extended to 31/12/2018
Fire Extinguishers/ Equipment	All Schools/Centres	Protec Fire Ltd	Contract extended to 31/12/2018
School Books	All Schools	Government Framework	Government Framework now complete. 5 Companies in LOETB lot. Mini competition to be held. Result to be in place for 2018/2019 year
ICT Framework for PC's for ETBs	All Schools/Centres	Datapac	A one year Government Framework, from September 2017 to 27 September

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			2018, is in place for the supply of standard specification desktop computers, laptops etc. There will be an option to extend this contract by 6 months
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**Capital Projects**

*Ard Scoil Chiaráin Naofa:*

Four additional temporary classrooms have been provided, together with the furniture for same, by DES. Students commenced using these classrooms week-ending 24<sup>th</sup> November, 2017.

Work on the heating system was completed during the Mid-Term break.

*Oaklands CC:*

Seven additional temporary classrooms and two offices, together with furniture for same, have been provided by the DES. Students and staff commenced using the offices and classrooms week-ending 24<sup>th</sup> November, 2017.

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*Dunamase College:*

Phase II of the refurbishment is under way and will be completed by end of December, 2017.

Negotiations are continuing with DES regarding a permanent site for the school.

*Tullamore College:*

Phase II is almost complete. Substantial completion will take place when all pre-substantial completion observations/omissions and snagging is carried out to the satisfaction of the Design Team and LOETB.

Joe Cunningham  
27 November 2017

Members thanked the CE for his very comprehensive report.

A member asked if the shared services for payroll will have an impact on staff in the administrative offices. The CE informed members that the payroll shared services will be based in Blanchardstown and will be rolled out on a phase by phase basis. In terms of Laois and Offaly ETB staff moving to shared services, while the opportunity for positions may arise, geographically it may not suit staff to move. It is envisaged that staff that currently work in the payroll area will be redeployed within our structure to meet additional demands in other functions.

A member raised concern over the delay in advertising promotional posts for teaching staff. Members were informed that posts could not be advertised until the new Circular Letter issued from the Department of Education and Skills. Some of the posts have now been advertised and the remaining posts will be

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advertised after Christmas. The CE also informed members that Paul Fields, Director of Schools has put a professional development framework in place for Year Heads within our schools.

A member asked if a company is unsuccessful in a tendering process, can they appeal. Sadie Aherne confirmed that they may appeal. Once the successful person is notified and the unsuccessful candidates are informed, there is a stand-still period during which an appeal can be made.

**5. FINANCE REPORT**

A summary of workings to the end of October 2017 was circulated with the CE's Report for information.

**6. CORRESPONDENCE**

<i>Item No</i>	<i>Correspondence From</i>	<i>Date / RefNo.</i>	<i>Details</i>	<i>Comment / Notes</i>
1.	Offaly County Council	<b>Re: Nomination to the Board of LOETB</b>	Letter received from Offaly County Council nominating Cllr. Tony McCormack to the Board of LOETB, following the resignation of former member Cllr. Sinead Dooley.	Noted by members
2.	Department of Public Expenditure and Reform	<b>CL 0018/2017</b>	Single Public Service Pension Scheme – Cost Neutral Early Retirement	Noted by members
3.	Department of Education and Skills	<b>CL0064/2017</b>	Prescribed material for Junior Cycle English for students commencing Junior Cycle in September 2017	Noted by members
4.	Department of Education and Skills	<b>CL0065/2017</b>	Protection of Employees (Fixed-Term Work) Act 2003 – Implementation of Agreement in respect of Tutors employed by Education and Training Boards (ETBs)	Noted by members
5.	Department of Education and Skills	<b>CL0067/2017</b>	Leaving Certificate Computer Science	Noted by members

**7. DRAFT MINUTES OF 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:

**Birr Outdoor Education Centre: 27<sup>th</sup> October 2017**  
*Proposed by:* Vivienne Keenan  
*Secoded by:* Sean Maher

**●aklands Community College: 15<sup>th</sup> June 2017, 28<sup>th</sup> September 2017**

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*Proposed by:* Eddie Fitzpatrick

*Seconded by:* Molly Buckley

**Banagher College – Coláiste na Sionna** 28<sup>th</sup> June 2017, 26<sup>th</sup> October 2017

*Proposed by:* Eamon Dooley

*Seconded by:* Vivienne Keenan

**8. RISK MANAGEMENT**

In line with Section 13 of LOETB's Code of Practice for the Governance of Education and Training Boards, risk management will be a standing item on the agenda going forward. Section 13 of the code states that key elements of the Board's oversight role would include *making the management of high level risk a standing meeting agenda item.*

**9. PROPOSED LEASE AGREEMENTS**

Marie Bracken, Director of Organisation Support and Development, informed members of the following proposed lease agreements, which were approved by the Finance Committee;

**Proposed lease of franking machine, Mount Lucas**

*Proposed by:* Jerry Lodge

*Seconded by:* John King

**Proposed lease of 529 sq. metres of industrial and office space, Axis Business Park, Tullamore to the value of €21,851.33 + VAT**

This item was previously brought to the Board and was proposed and seconded at the June meeting, but that lease did not transpire.

*Proposed by:* Joe Thompson

*Seconded by:* Molly Buckley

**10. MOTION FROM CLLR. JERRY LODGE**

Cllr. Jerry Lodge proposed the following motion;

*That Laois and Offaly ETB calls on IT Carlow to enter into immediate discussions with us with a view to establishing a Third Level Outreach Centre in Co. Laois.*

Cllr. Lodge informed members that he would like LOETB to enter into discussion with Laois County Council to put a forward a proposal to IT Carlow, with the aim to provide an Outreach Centre for IT Carlow at a Centre in Laois.

Members adopted the motion.

*Proposed by:* Jerry Lodge

*Seconded by:* Mary Sweeney

The CE confirmed he is happy to progress this proposal in consultation with Laois County Council. He did sound a note of caution that due to blended learning

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options, many third level institutions are moving away from a physical outreach model.

**11. AN FORAS PÁTRÚNACHTA NOMINEES TO THE BOM OF DUNAMASE COLLEGE**

An Foras Pátrúnachta nominated the following members to the Board of Management of Dunamase College:

- Nominee 1: Tomás Ó Póil
- Nominee 2: Doiminic Ó Braonáin
- Nominee 3: Melinda Uí Cheallaigh

Members adopted the nominees.

*Proposed by:* Jerry Lodge  
*Seconded by:* Vivienne Keenan

**12. NOMINATION TO THE BOM OF ARD SCOIL CHIARÁIN NAOFA**

The Chairperson informed members that a nominee is required to replace Sinead Dooley on the Board of Management of Ard Scoil Chiaráin Naofa, Clara.

Members nominated Tony McCormack.

*Proposed by:* Eamon Dooley  
*Seconded by:* Eddie Fitzpatrick

**13. NOMINATION TO THE YOUTH WORK COMMITTEE**

The Chairperson informed members that a nominee is required to replace Sinead Dooley on LOETB's Youth Work Committee.

Members nominated Tony McCormack.

*Proposed by:* Eddie Fitzpatrick  
*Seconded by:* Eamon Dooley

**14. VOTES OF SYMPATHY**

A vote of sympathy was passed to:

- Maire O'Brien Hackett, teacher in Ard Scoil Chiaráin Naofa, Clara, on the recent passing of her father, RIP
- Johnathan Buckley, teacher in Oaklands Community College, Edenderry, on the recent passing of his grandmother, RIP
- Mary Cotter-Bracken, member of the Board of LOETB, on the passing of her mother-in-law, RIP

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Mary Leech, administrative staff at the Portlaoise Office, on the passing of her father, RIP

Caroline Meyers, Laois Sports Partnership, on the passing of her mother, RIP

**15. VOTES OF CONGRATULATIONS**

A vote of congratulations was passed to:

- Sinead Dooley on the great service she gave as a member of the board of LOETB. Members wished Sinead the very best in her new role.
- Liam Quinn on the birth of his baby daughter.

**16. AOB (WITH PERMISSION OF THE CHAIRPERSON)**

There were no items for discussion under AOB.

**17. DATE & VENUE OF NEXT LOETB MEETING**

The next meeting of Laois and Offaly ETB will take place on Monday 11<sup>th</sup> December 2017 at 4.30pm at the Midlands Park Hotel, Portlaoise.

Signed: Caroline Duane Stanton

Date: 11/12/17

Chairperson

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