



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 26 February 2018 at 4.30pm at Mountmellick Further Education and Training Centre.

PRESENT

Ms. Maura Brophy	Cllr. John King
Ms. Molly Buckley	Cllr. Sean Maher
Cllr. John Carroll	Cllr. Tony McCormack
Ms. Mary Cotter-Bracken	Cllr. Paschal McEvoy
Cllr. Caroline Dwane-Stanley	Cllr. Liam Quinn
Cllr. Catherine Fitzgerald	Mr. Derek Scully
Cllr. Eddie Fitzpatrick	Mr. Frank Smith
Mr. William Flanagan	Cllr. Mary Sweeney
Ms. Vivienne Keenan	Mr. Joe Thompson

IN ATTENDANCE

Mr. Joe Cunningham, Chief Executive
Mr. Paul Fields, Director of Schools
Mr. Tony Dalton, Director of FET
Ms. Sadie Aherne, APO
Ms. Pam Nolan, APO
Ms. Jean Keating, Clerical Officer

Joe Thompson, Centre Manager at Mountmellick FET Centre (up to his new appointment as Youth Officer) gave members a brief overview of the programmes and services offered at the Centre. Three students informed members about their positive experience at the Centre.

1. APOLOGIES

Apologies were received from Ms. Anne Starling.

2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 29 January 2018, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed by: Mary Sweeney
Seconded by: Liam Quinn

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

4. GOVERNANCE

Risk Management

The CE informed members that work has been carried out on combining the three risk registers (Schools, Further Education and Training and Corporate) into one composite register as there was significant overlaps across the three registers). The risk register will be brought before the Audit Committee in March and will then be brought to the next meeting of the Board.

Training

The Director of FET, Tony Dalton, and the Director of Schools, Paul Fields, gave a presentation to members on the ongoing work in their respective sections. The CE gave an update on behalf of the Director of Organisation Support and Development (OSD), Marie Bracken, on developments in the OSD section.

A discussion took place on the developments in all sections and member expressed their satisfaction at the great work being carried out. Members complimented the Directors' and all staff on the progress made to date.

The CE informed members that further training will be provided at the March meeting on Governance including legislative changes in Child Protection and Data Protection.

5. CHIEF EXECUTIVES REPORT

Schools

Banagher College - Coláiste na Sionna, Banagher	<ol style="list-style-type: none"> 1. Congratulations to Saoirse Nevin-Kenny who has qualified for the European Championships in Under 16 Kettle Bells Competition, which will be held in Lithuania in July.
Ard Scoil Chiaráin Naofa, Clara	<ol style="list-style-type: none"> 1. Debbie Thomas from Poetry Ireland is doing a 6-week 'Writer in Residence' series of workshops with our TY students as part of the 'Worldwide Global Schools Residency'. 2. The school has reached the All-Ireland Final in the Bank of Ireland FAI Schools Junior B Girls National Cup, to be played on 7th March.
Dunamase College, Portlaoise	<ol style="list-style-type: none"> 1. A Parents Committee has been formed and are planning fundraising and social events, including a presence in the 'Streets of Portlaoise' 5K race on St. Patrick's Day. 2. Fencing lessons are continuing and we are hoping to have an inter-schools competition with students from Glenstal Abbey, Limerick. 3. Phase 2 of the building work has been completed to an excellent standard and is currently being kitted out with furniture before classes can begin.
Portlaoise College	<ol style="list-style-type: none"> 1. Sixteen students and four Teachers travelled to Gambia to work in a local primary school at the end of January. 2. Student Leadership Congress takes place on Wednesday 28th February in Portlaoise College 3. Portlaoise Institute open evening takes place on 8th March.

Tullamore College	<ol style="list-style-type: none"> 1. Two teams have qualified for the Junk Kouture finals with teachers Mary Dunstan and Kelly Doolan. 2. For the second year running, our 'Build a Bank' team have got through to the National Final of the competition run by AIB. Their teacher is Mr. John Lowndes. 3. Mia O'Mahoney won the Junior Leargas Competition 'My Dream Job'. Pupils were invited, with the help of their language teacher (Ms Áine Stack) to apply for their dream job in the country where the language they are learning is spoken. They had to put together a covering letter and Europass CV in that language and one entry per class was submitted. The winning entries – one from Junior Cycle and one from Senior Cycle were selected – get the chance of a trip to a European country to explore their dream career path. Mia wants to study medicine and will be going to Germany to shadow a German doctor for a week. She gets to bring a number of her classmates along also.
St. Fergals College, Rathdowney	<ol style="list-style-type: none"> 1. Winners of Leinster /senior hurling final 2. Recipient of Silver Ticket, straight into the regional final of Fashion Recycling Competition , Junk Kouture

Further Education and Training

Apprenticeship Provision

LOETB and SOLAS have agreed the provision of Phase Two Electrical Apprenticeships in Tullamore and Mountrath. Both sites will host two groups of apprentices, with Mountrath provision commencing in June and Tullamore provision starting in Q4 2018.

LOETB is also exploring the provision of Apprenticeships in Metal Fabrication and Air Conditioning/Refrigeration.

Traineeship Provision

In line with the national Traineeship targets to 2020, and the growing employment trends in our region, LOETB will significantly expand our Traineeship provision in 2018. The FET Service is currently working with employers in the following sectors:

Construction, Engineering, Hospitality, Healthcare, Bio-Pharma (Manufacturing), Logistics and Business Administration. 2018 will see a minimum of 250 participants on Traineeship programmes in LOETB.

City and Guilds Agreement

LOETB is in process of initiating an agreement with City and Guilds in order to expand on the range and variety of programmes we can offer, particularly in Construction-related areas. The first site visit at Mount Lucas will take place in late March.

FET Statistics for 2017

10,461 beneficiaries

1,011 courses

670 major awards, 3,181 component certs, 1,962 Special Purpose certificates

Strategic Performance Agreement

LOETB will sign a Strategic Performance Agreement with SOLAS in 2018. This agreement will provide a plan for provision over the next three years with agreed targets by service/programme. SOLAS will meet with our FET Management Team in March to discuss and agree the targets in line with the commitments in the SOLAS Corporate Plan and the National Skills Strategy. These will include:

A 10% increase annually in:

- Learners progressing to employment in relevant sectors
- Learners achieving certification on FET programmes
- Learners progressing onto FET/HE programmes
- Learners participating in Lifelong Learning (Employees)

Organisation Support and Development Services

Corporate Services

Freedom of Information

Freedom of Information requests are on-going and are being answered within the designated time frames. To date 2 FOI requests have been received in 2018. Currently, we also have a request for a review by the Information Commissioner.

Health and Safety

Currently we are seeking quotations from consultants to carry out the necessary Health and Safety Audits in schools and centres during 2018.

Data Protection

Preparations are on-going for the forthcoming General Data Protection Regulation (GDPR). Training for GDPR for staff was held over 2 days, Tuesday 30th January and Wednesday 7th February, 2018. This training was for administrative staff in schools and Further Education Centres, LOETB Management, School Principals, Deputy Principals and Centre Managers. The course provider was Sinead Byrne from AllOne Corporate Solutions, Kilkenny. A total of 104 staff attended the training.

The interim Data Protection Officer has attended for training for GDPR at the Institute of Public Administration, Dublin.

Protected Disclosures

To date no protected disclosures have been received.

Insurance

Irish Public Bodies Insurance (IPB Insurance) is the insurance provider for LOETB. Premiums due are being paid as presented.

Information Communications Technology (ICT)

The installation of a wireless system at Banagher College was completed during the mid-term break.

A complete overhaul of the network at Portlaoise College has also taken place as well as a re-wire of the Comms rooms and the installation of 13 new network switches.

The Phase 2 ICT equipment is currently being procured for Dunamase College.

Human Resources

Recruitment

The following staff members have been appointed since our last ETB meeting;

- 1 x CSCS Instructor Mount Lucas
- 1 x Programme Co-ordinator Oaklands Community College
- 1 x Centre Manager, Youthreach Programme, Mountmellick FET Centre
- 1 x Resource Worker Student Support
- 1 x Assistant Principal, Portlaoise College
- Panel of Tutors for Further Education
- Additional Teachers for the substitute panel

Posts to be advertised:

- AP I (9 posts) & AP II (19 posts) in schools
- 2 x Instructors (Mount Lucas)
- Panel of Instructors for Birr OETC

Four staff members received training by IPASS in Employment Law.

One staff member received training for their role as Access Officer.

LOETB is organising a pre-retirement course. The course is being delivered by "New Beginnings" and it will be held on the 15 March 2018.

Finance

Annual Financial Statements

Fortnightly reports, giving a brief overview of progress on the preparation of the Annual Financial Statements for 2017, are being sent to the DES. The current progress report dated 23 February states that:

- Work is continuing on bank reconciliations, and it is expected to have them completed by the end of next week
- Pay liabilities and non-pay accruals are compiled
- All coding has been checked to ensure it is accurate
- Social Protection records completed
- DES pay record is reconciled to LOETB receipts
- Sundry debtors are being compiled
- Details of Board Members under the various headings being compiled
- DES Working Paper up to Cash balance stage has been completed, accruals and liabilities to be entered

Letter of Determination and Service Plan

The Letter of Determination giving general and post-primary allocations in respect of the year ending 31 December 2018 has been received from DES. Pay allocations for administration, instruction and maintenance have increased by 11% compared to the initial allocation in 2017, and 10% compared to the final allocation in 2017. The non-pay allocation for 2018 has increased by 4% compared to the initial allocation in 2017, but is 6% less than the final allocation received for 2017. LOETB has been given an overall spending limit of €1,873,580 for non-pay, which is almost 8% higher than the allocation LOETB will receive.

LOETB has now to prepare a Service Plan outlining the services that it proposes to provide in 2018, and the estimate of income and expenditure for 2018.

SOLAS Funding for 2018

A proposed funding figure of €16,280,000 has been made available by SOLAS for the 2018 financial year. LOETB has to prepare a Funding Allocation Request for this amount, and make a case if it needs additional funding to enhance FET provision.

Correspondence from the Office of the Comptroller and Auditor General

The Comptroller and Auditor General has written to LOETB re the Audit of LOETBs Financial Statements for 2017. The audit will be conducted by Sharon Greaney, Senior Auditor, and Sadie Aherne is the nominated LOETB contact for the audit. Part of the audit of the 2017 accounts will include a visit/visits to schools/centres.

Creditor Payments

2,713 invoices, amounting to €3,341,981, were paid in the final quarter of 2017. Of these, 80% were paid within 15 days of receipt of invoices, and a further 19% were paid within 30 days.

Procurement and Buildings

Update on Procurement Frameworks/Projects at 16th February 2018

Project	School/Centre	Successful Tenderer	Status of Project
School Books Framework – OGP Framework	All 2 nd Level Schools	5 Companies	Book Lists from Schools due back Tuesday 13 th March 2018. Visiting all schools week after mid Term.
Bus/Coach Services – 2018/2019	Schools, Centres and Offices	LOETB Panel	Panel of Bus Companies being finalised this week. 19 Companies replied to Tender
Consultants Small Capital Projects – 2018/2019	Schools, Centres and Offices	LOETB Panel	Panel of 43 Consultants finalised January 2018 for LOETB for Small to Medium Capital Projects
National Health and Safety Training, Consultancy and Advisory Services – OGP Framework	Schools, Centres and Offices	Direct Drawdown	Government Framework to 15/02/2018. An option to extend for one or more fixed period(s) of up to twelve (12) months cumulatively. The term will not exceed 4 years in aggregate.
Waste Management	Schools, Centres and Offices	AES Ltd/Ray Whelan Ltd	Waste Management Technical Requirements sent to OGP Friday 9 th February 2018
Print Managed Services – OGP Framework	Schools, Centres and Offices	XEROX Ltd	The SRFT (Supplementary Request for Tender) submitted to OGP on 9 th February 2018. Received confirmation that the competition has gone live on OGP.
Online Payments System	Schools	Way 2 Pay	LOETB are part of the pilot stage which we hope will start within the next few weeks.
Mobile Voice and Data Products And Services	All Schools/Centres	eir	OGP Framework from 26/10/2017 to 25/10/2019. The initial term for this Framework Agreement is for 2 years with an option to extend for 2 twelve month periods.

Additional Accommodation - Prefabs	Ard Scoil, Clara & Oaklands, Edenderry	Consultant: McCarthy O'Hora Contractors:- Instaspace Ltd - Edenderry McAvoy Group - Clara	Installed October 2017. Both schools currently using Prefabs. Furniture delivered.
Refurbishment Phase 1 and Phase 2	Dunamase College	Consultant: McCarthy O'Hora	Proposed handover and demo day Monday 19 th February 2018.
Boiler Replacement	Portlaoise College		Tenders due back Monday 19 th February 2018.
Electrical Upgrade	Abbeyleix FET Centre	Consultant - Jerry Geaney	Tenders opened 9 th February 2018. 8 Request for Tender received. Letters Intent/Regret going out next week.
Guttering/Downpipe replacement	Banagher FET Centre	Consultant - Kenny Lyons Associates	Tenders opened 12 th February 2018. 4 Request for Tender received. Letters Intent/Regret going out this week.
Phase 2 Classrooms, HE, Science & Offices	Portlaoise FET Centre	Consultant: McCarthy O'Hora Contractor:- BCB Contracting	Work is complete. Retention due only. Waiting on Final Account from McCarthy O'Hora
Industrial Unit & Offices	Tullamore	Consultant: McCarthy O'Hora Supplier:- Glade Securities	Work to commence on Industrial Space from February 2018. Site meeting arranged for Thursday 15 th February 2018.

Members thanked the CE for his comprehensive report.

6. FINANCE

There were no matters to report under Finance.

7. CORRESPONDENCE

Item No	Correspondence From	Date / RefNo.	Details	Comments
1.	Department of Health	Article 5.3 of the WHO Framework Convention	Reminder of obligations under Article 5.3 of the WHO Framework Convention on Tobacco Control (FCTC) in relation to the Tobacco Industry	Noted by members

2.	Department of Education and Skills	CL006/2018	Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder)	Noted by members
3.	Department of Education and Skills	CL009/2018	Approved Allocation of Teaching Posts 2018/19 School Year	Noted by members
4.	Department of Education and Skills	CL0011/2018	Grant Scheme for ICT Equipment – 2017/2018 School Year	Noted by members
5.	Department of Education and Skills	CL0013/2018	Religious instruction and worship in certain second level schools in the context of Article 44.2.4 of the Constitution of Ireland and Section 30 of the Education Act 1998	Noted by members
6.	Department of Public Expenditure and Reform	CL003/2018	Single Public Service Pension Scheme – Notification of Position on Consumer Price Index (CPI) Uprating of Referable Amounts and Pensions	Noted by members

8. 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:

Coláiste Naomh Cormac, Kilcormac: 11 December 2017

Proposed by: Mary Cotter Bracken

Seconded by: Liam Quinn

Ard Scoil Chiarain Naofa, Clara: 31 May 2017, 21 November 2017, 16 February 2018

Proposed by: Vivienne Keenan

Seconded by: John Carroll

9. POLICIES FOR ADOPTION

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

LOETB Policies

Draft Procurement Policy

The CE informed members that the Audit Committee will review the above policy at their March meeting, and it will go before the Board upon their approval.

Draft Policy on Grant Funding

Proposed by: Liam Quinn

Seconded by: Molly Buckley

School Policies

Coláiste Naomh Cormac, Kilcormac; *Special Education Needs Policy*

Proposed by: Liam Quinn

Seconded by: Sean Maher

St. Fergals College, Rathdowney; *Code of Behaviour 2017/2018*

Proposed by: John King

Seconded by: Paschal McEvoy

10. NOMINATION OF PARENT REPRESENTATIVES, STAFF REPRESENTATIVE AND COMMUNITY REPRESENTATIVE TO THE BOM AT ST. FERGAL'S COLLEGE, RATHDOWNEY

The following representatives were nominated to the Board of Management at St. Fergals College, Rathdowney;

Nominee: James Conway (Male Parent Representative)

Proposed by: Molly Buckley

Seconded by: John Carroll

Nominee: Mary Groarke (Female Parent Representative)

Proposed by: Vivienne Keenan

Seconded by: Liam Quinn

Nominee: Kathleen Tynan (replaced Mary Groarke as Female Parent Representative)

Proposed by: John King

Seconded by: Frank Smith

Nominee: Fergal Ryan (Male Staff Representative)

Proposed by: Mary Sweeney

Seconded by: John King

Nominee: Eimear Delaney (Community Representative)

Proposed by: Mary Sweeney

Seconded by: John King

11. NOMINATION OF LOETB MEMBER TO THE BOM AT PORTLAOISE COLLEGE

Mr. Noel Daly requested a replacement for Cllr. Mary Sweeny on the BOM at Portlaoise College.

Members nominated Paschal McEvoy.

Proposed by: Eddie Fitzpatrick

Seconded by: John King

12. DRAFT STANDING ORDERS FOR LOETB

A draft copy of the Standing Orders for LOETB was circulated to members prior to the meeting for their consideration. The CE highlighted the section on special meetings/process for making decisions between meetings which states;

“Should there be a need for decisions to be made between meetings, (e.g. in relation to members’ attendance at meetings, nominations to boards/ committees etc.), the CE will confer with the Chairperson. Such decisions agreed with the Chairperson shall be recorded and taken as agreed. All such decisions will be notified to the Board at the next Board meeting”.

Members approved the Standing Orders for LOETB.

Proposed by: Eddie Fitzpatrick

Seconded by: John King

13. VOTES OF SYMPATHY

A vote of sympathy was passed to:

- Marie Bracken, Director of OSD, on the death of her mother, RIP
- Colin Boyle, ICT Manager, on the death of his aunt, RIP
- Rosita McNerney, staff member at Banagher College, on the death of her grandfather, RIP
- Sarah Delaney, staff member at Clonaslee College, on the death of her grandmother, RIP
- The Walsh family, on the death of Des Walsh, former Vice Principal at Tullamore College

14. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to:

- St. Fergal’s College, Rathdowney, on winning the Leinster senior hurling final.

15. ELECTION OF CHAIRPERSON

At the last meeting of the Board, the Chairperson Caroline Dwane-Stanley informed members of her intention to stand down at today’s meeting as Chairperson. Ms. Dwane-Stanley thanked members for their support during her term as Chairperson. She also thanked the CE and staff at LOETB for their help during the year. Ms. Dwane-Stanley spoke of the highlights of her year as Chairperson, which included the opening of Dunamase College and chairing a meeting at the new school building at Tullamore College.

Members complimented Ms. Dwane-Stanley for the manner in which she carried out the role of Chairperson and the CE thanked Ms. Dwane-Stanley on behalf of staff for her commitment and dedication over the last year.

The Chairperson asked for nominations for the position of Chairperson at LOETB.

Nominee: John Carroll

Proposed by: Liam Quinn

Seconded by: Vivienne Keenan

John Carroll was duly elected as the new Chairperson of LOETB. Members congratulated Mr. Carroll on his appointment as Chairperson. Mr. Carroll assumed the role of Chairperson, thanking his proposer and seconder and, indeed, all members for their good wishes.

16. AOB (WITH PERMISSION OF THE CHAIRPERSON)

Oaklands Community College

A member asked the CE if the Department of Education and Skills has carried out any preparatory work in terms of developing an autism unit for the proposed new building at Oaklands Community College, Edenderry. At present there are a lot of children in feeder schools that will require a place in an autism unit. The CE confirmed that a case has been made to the Department of Education and Skills (DES) regarding the matter and a response is awaited.

A member expressed concern on behalf of the Board of Management at Oaklands Community College, Edenderry, regarding the progress on the new school building for Oaklands Community College. The CE confirmed that pressure is being kept on with the Department of Education and Skills regarding the matter. He informed members that the transfer of the hotel site into the name of LOETB has been causing a delay. It is hoped that the formal document for same will be signed in the coming week. He also confirmed that the schedule of accommodation has been agreed and gone to the Forward Planning section of the DES for review.

17. DATE & VENUE OF NEXT LOETB MEETING

The next meeting of LOETB will take place on Tuesday 27 March 2018. Time and venue to be confirmed. (The meeting will be arranged prior to the Board of Management Training on that date).

Signed: Sean O'Connell

Date: 27/3/2018

Chairperson