



# 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 Tuesday 27 March 2018 at 4.30pm at the Conference Room, Castle Buildings, Tara Street, Tullamore.

## PRESENT

Ms. Maura Brophy  
Ms. Molly Buckley  
Cllr. John Carroll  
Ms. Mary Cotter-Bracken  
Cllr. Caroline Dwane-Stanley  
Cllr. Catherine Fitzgerald  
Cllr. Eddie Fitzpatrick

Mr. William Flanagan  
Cllr. John King  
Mr. Frank Smith  
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

Michelle Shanahan, Centre Manager at Tullamore FET Centre and Eileen Kenna Quinn, VTOS Co-ordinator at Tullamore FET Centre, gave members a brief overview of the programmes and services offered at the Centre. Members were brought on a tour of the Centre.

## Training

Pamela Keegan (Manager, ETB Legal Services Support Unit) provided training on governance to members prior to the meeting. The training covered data protection, child protection and the role and responsibilities of board members.

## 1. APOLOGIES

Apologies were received from Cllr. Eamon Dooley, Mr. Derek Scully, Cllr. Paschal McEvoy, Cllr. Tony McCormack.

## 2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 26 February 2018, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

*Proposed by:* Molly Buckley  
*Seconded by:* Eddie Fitzpatrick

### 3. MATTERS ARISING FROM THE MINUTES

The CE informed members that the contracts for the new site for the new school building for Oaklands Community College, Edenderry, are signed.

### 4. GOVERNANCE

#### **Risk Management**

The risk register was circulated to members prior to the meeting for their consideration. The risk register has 22 risks in total, 16 amber risks and 6 red risks. The Audit Committee reviewed the risk register in detail at their meeting on the 12 March 2018 and recommended the approval of the risk register to the Board. Members approved the risk register.

*Proposed by:* Frank Smith

*Seconded by:* Mary Sweeney

#### **Conflicts of Interest**

Conflicts of Interest will be a standing item on the agenda going forward. If a member has a conflict of interest to declare pertaining to any of the agenda items they may do so under this section.

### 5. CHIEF EXECUTIVES REPORT

#### **Schools**

Coláiste na Sionna, Banagher	<ol style="list-style-type: none"> <li>1. Callum Dempsey secured first place in Chemistry in Ireland (Higher Level) in the 2017 Leaving Certificate examination.</li> <li>2. Shane Kearns and Rían Claffey, Leaving Cert Year 1 students have been selected to represent the school at the 21<sup>st</sup> National Session of European Youth Parliament Ireland in Cork. They will participate in a four day event (25 – 28 March) which will conclude in an EU Debate.</li> <li>3. Banagher College has been chosen as an ambassador school for the EPAS Programme (European Parliament Ambassador School).</li> </ol>
Clonaslee College	<ol style="list-style-type: none"> <li>1. The Senior Boys hurling team won North Leinster Final on 22 March.</li> <li>2. First year Girls basketball team are in the All-Ireland Quarter Finals.</li> <li>3. TY Students put on a very successful Variety Show which sold out over three nights.</li> <li>4. TY students are going on school trip to Rome.</li> </ol>
Oaklands College, Edenderry	<ol style="list-style-type: none"> <li>1. Health and Happiness Week took place from 26-30 February, where the school concentrated on all</li> </ol>

	<p>aspects of wellbeing across the whole school community.</p> <ol style="list-style-type: none"> <li>Celebration of World Book Day took place on 1 March as part of the Literacy Strategy of the school. Students and staff were invited to dress as a character from a novel/story book. There was a DEAR (Drop Everything and Read) also. Students were invited to bring in their favourite book and carry it with them to each class. Midlands Books ran a Book Shop in the hall and all students received a Book Token.</li> <li>Sarah Bull, a 5<sup>th</sup> Year student, was the Winner of the Provincial Mental Health Art Competition.</li> </ol>	
Coláiste Naomh Cormac, Kilmormac	<ol style="list-style-type: none"> <li>The school is working with the Athlone Institute of Technology, Engineering Department for the 3D printing of the Mini Sumo Robot Prototypes, part of the TY Robotics module.</li> <li>Three 5<sup>th</sup> year groups took part in the Young Social Innovators Speak Out. Groups were researching and presenting projects on Drug Awareness, Mental Health and LGBT awareness.</li> <li>First year student, Joanne Cushen, won the Junior category in the Offaly Enterprise awards to represent Offaly in Croke Park at the National Finals on 4<sup>th</sup> May.</li> </ol>	
Dunamase College, Portlaoise	<ol style="list-style-type: none"> <li>The Parents Association organised a sponsored run as part of the Streets of Portlaoise Road Race held on St. Patrick's Day. This was done to raise funds for the school library.</li> <li>Students took part in <i>Rith 2018</i>, a nationwide running event held as part of Seachtain na Gaeilge.</li> <li>The Amber Flag Committee organised a Happiness Day on 20 March, focusing on wellbeing and mental health.</li> <li>Our building works are now complete and we are kitting out our new classrooms.</li> </ol>	
Portlaoise College	<ol style="list-style-type: none"> <li>The Donal Walsh 5k run took place on behalf of school.</li> <li>STEM Conference took place.</li> <li>The Open Night for FET took place.</li> </ol>	
Ard Scoil Chiaráin Naofa	<ol style="list-style-type: none"> <li>The school has developed its arts-related activities and a new traditional music group has been established.</li> </ol>	
St. Fergal's College, Rathdowney	<ol style="list-style-type: none"> <li>Successful fundraiser night with singer Rebecca Storm.</li> <li>Leinster Senior C Hurling Champions (beaten in All Ireland Final).</li> </ol>	
Tullamore College	<ol style="list-style-type: none"> <li>Huge congratulations to 6<sup>th</sup> Year student, Dylan Cuskelly, who has been invited to represent Ireland as part of the Irish team in the upcoming Benelux Math Olympiad. This takes place in Luxembourg</li> </ol>	Chairmans Initials

from 27<sup>th</sup>-29<sup>th</sup> April and involves teams from Belgium, The Netherlands and Luxembourg as well as invited teams from Ireland, France and Switzerland. It is a huge honour to be invited to take part in this prestigious Maths competition and we wish Dylan the very best of luck. The school and his maths teacher, Patricia Callanan, are extremely proud of his hard work and dedication throughout his 6 years with them.

2. One of our TY Junk Kouture entries, 'Dawn til Dusk', has qualified for the National Final. Mary Dunstan and Kelly Doolan are the teachers involved.
3. The Junior Girls Football team defeated Piper's Hill, Naas and are now through to the Final.

## **Further Education and Training**

### Strategic Performance Agreement

LOETB met with SOLAS on 12<sup>th</sup> and 13<sup>th</sup> March in relation to the Strategic Performance Agreement. This agreement provides a plan for provision over the next three years with agreed targets by service/programme.

The FET SMT are currently meeting with Centre and Service managers to agree targets for the next three years. These targets will focus in the first instance on enrolment, retention, certification and progression to FET/HE and/or employment.

All FET teaching staff will be invited to meetings in August to discuss the final targets and the further integration of FET services.

### QQI Executive Self Evaluation (ESE) and Quality Improvement Plan (QIP)

LOETB met with QQI on 22<sup>nd</sup> March as a follow up to the initial dialogue meeting and to review the draft ESE and QIP. QQI stated that LOETBs ESE and QIP were very strong and outlined realistic and achievable actions for 2018.

LOETB FET Services will now move to finalise and publish these documents along with our Quality Assurance policies and procedures. It is intended that these will be ready for publication before 6<sup>th</sup> June 2018.

### Third Level Agreements

LOETBs FET Director recently met with Athlone IT and IT Carlow to explore enhancing our current Third Level Agreements. These agreements provide enhanced access and progression options for LOETB FET learners.

In both institutions, LOETB has agreed to strengthen the current STEM links and introduce new access/progression options in some of the other disciplines on offer (for example Social studies, Digital Media).

## **Organisation Support and Development Services**

### **Corporate Services**

#### Risk Management

The Corporate Register has been updated to become one all-inclusive Risk Register extended to include the risks in schools and further education and training centres. This new amalgamated Corporate Risk Register was presented to the Audit Committee at their meeting

on Monday 12<sup>th</sup> March, 2018 and the Audit Committee recommended the Corporate Risk Register for approval by Laois and Offaly ETB.

### Health and Safety

Currently research is being undertaken to appoint Health and Safety Consultants to undertake the necessary Health and Safety Audits in schools and Further Education Centres during 2018.

### Garda Vetting

Retrospective vetting of staff is now complete. The Teaching Council is retrospectively vetting the teaching staff, all which must take place before end April 2018.

### Freedom of Information

Freedom of Information requests to date have been answered and there is one request currently on hand. This request is due to be answered before 30<sup>th</sup> March, 2018.

### Data Protection

All Data Protection requests to date have been answered. Preparations are currently taking place for the EU General Data Protection Regulation which will apply from 25 May, 2018. Staff training has been provided.

### Protected Disclosures

No Protected Disclosure received to date.

## **Human Resources**

### Posts currently advertised

- Panel of instructors for Birr OETC
- 2 x AP I Posts St Fergal's College, Rathdowney

### Posts to be advertised

- 2 x Electrical Instructors (Mount Lucas)
- 1 x Clerical Officer – CSCS, Portlaoise
- 7 x AP I Posts
- 18 x AP II Posts
- 42 teaching posts to be advertised in May (1<sup>st</sup> round)
- This summer we are introducing an online application system, applications will be submitted online and shortlisting will also be carried out using this online system.

### Payroll

In the month of February we had four pay runs paying a total of 1,428 payees amounting to €1,774,641.27. There was one accrual run paying a total of 46 payee amounting to €1,366,587.67.

## **Finance**

### Comptroller and Auditor General Management Letter

The management letter in respect of the audit of the 2016 Annual Financial Statements was received on 22 March. The letter stated that "there are no issues that the audit wishes to bring to your attention".

### SOLAS Funding for 2018

SOLAS proposed a funding allocation of €16,280,000 for the 2018 financial year. LOETB has made a case to SOLAS for funding of €18,608,000 to enhance FET provision, and is awaiting the outcome of same.

### Annual Financial Statements

The Annual Financial Statements for the 2017 financial year have been completed, and are to be reviewed by the Board at this meeting.

### Internal Audit

A draft internal audit report on procurement in Mount Lucas has been received. Management has to provide responses to the issues raised.

### Procurement and Buildings

Update on Procurement Frameworks/Projects at 23<sup>rd</sup> March 2018

Project	School/Centre	Successful Tenderer	Status of Project
School Books Framework – OGP Framework	All 2 <sup>nd</sup> Level Schools	5 Companies in competition	Book Lists received from schools. Working with OGP regarding the Supplementary Request for Tender.
Bus/Coach Services – 2018/2019	Schools, Centres and Offices	LOETB Panel	Panel of Bus Companies sent out to all Schools and Centres. 19 Companies on Panel.
Waste Management	Schools, Centres and Offices	AES Ltd/Ray Whelan Ltd	Supplementary Request for Tender with OGP dates as follows:-  Publication: 26/03/2018 Close of Queries : 11/04/2018 Tender Closing: 24/04/2018
Print Managed Services – OGP Framework	Schools, Centres and Offices	4 Companies in competition	The evaluation of Tenders completed Wednesday 21 <sup>st</sup> March 2018. Results to be forwarded to OGP by Tuesday 27 <sup>th</sup> March 2018.
Online Payments System	Schools	Way 2 Pay	Laois and Offaly ETB are part of the pilot stage which we hope will start within the next few weeks.
Refurbishment Phase 1 and Phase 2	Dunamase College	Consultant: McCarthy O'Hora	Phase 2 completed. Letter sent to Department drawing down the final 20% of Grant. Furniture and Equipment delivered.
Boiler Replacement	Portlaoise College	Portlaoise Gas and Oil	Waiting on confirmation approval from Department 23 <sup>rd</sup> March 2018.
Contract Cleaning	Schools and Centres	ECO Group Ltd	Contract extended for 1 year to 5 <sup>th</sup> March 2019.

Upgrade Access Facilities for Special Student	Coláiste Naomh Cormac, Kilcormac		Application sent to Department to upgrade Access facilities for Special Student. Waiting on reply.
Additional Accommodation	Clonaslee College		Application sent to Department for additional accommodation. Waiting on reply.
Electrical Upgrade	Abbeyleix FET Centre	Consultant: Jerry Geaney	End of standstill period for Tenders 30 <sup>th</sup> March 2018.
Guttering/Downpipe replacement	Banagher FET Centre	Consultant: Kenny Lyons Associates	End of standstill period for Tenders 30 <sup>th</sup> March 2018.
Industrial Unit & Offices	Tullamore	Consultant: McCarthy O'Hora Supplier: Glade Securities	Work to commence on Industrial Space from February 2018. Waiting on report from Consultants.

Members thanked the CE for his comprehensive report.

## 6. REPORT FROM THE CHAIRPERSON OF THE FINANCE COMMITTEE

The Chairperson 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 the 20 March 2018 as follows:

**To: Chairman LOETB**

Dear Chairman,

I wish to report that the Finance Committee met on Tuesday, 20<sup>th</sup> March 2018.

We considered the following:

- Annual review from the Audit Committee 2017
- Annual Financial Statement 2017
- Letter of Determination from DE.S 2018
- Solas Funding 2018
- Service plan 2018
- Bank Overdraft
- Updated list of procurement frameworks at 16/2/2018
- Lease of franking machines:
  - Banagher College
  - National Construction Training Centre Mount Lucas

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. 20<sup>th</sup> March 2018

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## 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 the 12 March 2018 as follows;

### Report from the Chairman of the Audit Committee to LOETB Board

To: Chairperson of LOETB

Dear Chairperson,

I wish to report that the LOETB Audit Committee held a meeting on Monday 12 March 2018 at 2.30 pm. The following was considered by the Committee;

1. Matters for discussion in the absence of the Executive
2. Minutes of last Audit Committee Meeting (11 December 2017)
3. Chairman's Report from Audit Committee Meeting (11 December 2017) to LOETB Meeting
4. Minutes of any Finance Committee meeting held since last Audit Committee Meeting
  - Finance Committee Meeting 18 December 2017
5. Minutes of any LOETB meetings held since last Audit Committee Meeting
  - LOETB Meeting 11 December 2017
  - LOETB Meeting 29 January 2018
6. Conflict of Interest
7. Risk Register – recommended to the Board for approval.
8. Self-Audit Workbook
9. Updated list of Procurement Frameworks up to 16 of February 2018
10. Draft LOETB Procurement Policy - recommended to the Board for approval.
11. Change of Bank Details Procedures
12. Annual Review of Internal Controls - recommended to the Board.
13. Statement from Chief Executive for financial period January – December 2017
14. Annual Review of the Audit Committee for 2017
15. C&AG Letter re Audit of LOETB Financial Statements 2017

*Oliver McCormack*

Oliver Mc Cormack  
Chairman Audit Committee

Date: 12 March 2018

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The Chairperson of the Audit Committee also prepared an Annual Review of the Audit Committee for presentation to the Board, in line with Section 15.4 of the Code of Practice for the Governance of LOETB as follows;



**Annual Review of Internal Controls in Accordance with Section 15.4 of the Code of Practice for the Governance of LOETB**

The Audit Committee, at meetings on 13 March 2017, 2 May 2017, 10 July 2017, 11 September 2017, 11 December 2017, examined and reviewed the following;

1. Minutes of the;
  - Audit Committee meetings from 01/01/2017 to date
  - Finance Committee meetings from 01/01/2017 to date
  - LOETB meetings from 01/01/2017 to date
2. Risk management procedures and updates
3. C&AG Management Letter 2015  
C&AG Report for the year ended 31/12/2016
4. Policies and Procedures
  - Procurement Policy and Procedures
  - Credit Card Policy
  - Asset Management and Stocktaking
  - Procedures manual for Contracted Training
  - DCYA Grant Template
  - Change of Bank Details Procedures
5. Confirmation by the Chief Executive that LOETB is operating an adequate and appropriate system of internal control.

The Audit Committee wish to report that there are no inconsistencies in the above documents and it is the Audit Committee's understanding that the CE has operated an adequate and appropriate system of internal control.

Signed: Oliver McCormack

Oliver McCormack  
Chairperson of the Audit Committee

## 8. FINANCE

### Annual Financial Statements 2017

Sadie Aherne, APO, presented to members the working papers and Annual Financial Statements for the year ended 31 December 2017.

Sadie then took members through each page of the Annual Financial Statements in detail including the;

- Statement of Board Responsibilities
- Statement on Internal Controls
- Comptroller and Auditor General Report (will be inserted following completion of report from C&AG)
- Activities and Pay Costs
- Accounting Policies
- Operating Statement
- Statement of Current Assets and Current Liabilities
- Notes to the Financial Statements

Members reviewed and accepted the Annual Financial Statements for 2017, and recommend that the Chairperson sign the Statement of Board Responsibilities and the Statement on the System of Internal Controls.

*Proposed by:* Molly Buckley

*Seconded by:* John King

Members thanked Sadie and staff for their hard work in the preparation of same. The CE informed members that a huge effort was made by staff to ensure the Annual Financial Statements were completed for the 31 March 2018 deadline.

### **Chairpersons Comprehensive Report to the Department of Education and Skills**

The Board accepted the Chairpersons Comprehensive Report to the Department of Education and Skills, pursuant to Section 19.1 of the Code of Practice for the Governance of LOETB. The Chairperson signed the Comprehensive Report.

*Proposed by:* Frank Smith

*Seconded by:* Mary Sweeney

### **Draft Service Plan 2018**

The Finance Committee reviewed Draft Service Plan for 2018 at their meeting on the 20 March 2018 and recommended the approval of same to the Board.

Sadie took members through each section of the Draft Service Plan for 2018 in detail. Members reviewed the Draft Service Plan for 2018 and approved same.

*Proposed by:* John King

*Seconded by:* Anne Starling

### **Bank Overdraft**

LOETB's overdraft facility, per sanction received from the DES, is due to expire in June 2018. 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:* Anne Starling  
*Seconded by:* Mary Sweeney

### **Bank Account for Dunamase College**

Sadie Aherne informed members that a bank account is required for Dunamase College. Approval is sought for the opening of the bank account.  
Members approved same.

*Proposed by:* Mary Sweeney  
*Seconded by:* William Flanagan

## **9. CORRESPONDENCE**

<b>Item No</b>	<b>Correspondence From</b>	<b>Date / Ref No.</b>	<b>Details</b>	<b>Comments</b>
1.	Department of Education and Skills	<b>CL0014/2018</b>	Application of measures in accordance with Public Service Stability Agreement 2018–2020 (Extension of Lansdowne Road Agreement) in respect of all Staff other than Teachers and SNAs employed by ETBs – Option to revert to Pre-Haddington Road Agreement (HRA) Working Hours.	Noted by members
2.	Department of Education and Skills	<b>CL0018/2018</b>	Management of Safety & Health, including Fire Safety, in Primary and Post Primary schools	Noted by members
3.	Department of Education and Skills	<b>CL0019/2018</b>	Scheme for the awarding of incremental credit in recognition of previous equivalent or relevant experience for Youthreach Resource Persons and Youthreach Co-Ordinators	Noted by members
4.	Department of Public Expenditure and Reform	<b>CL002/2018</b>	Pension increase policy in the public service until end-2020	Noted by members

## **10. POLICIES FOR ADOPTION**

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

### **LOETB Policies**

- *Draft Procurement Policy*

The Audit Committee reviewed the Draft Procurement Policy at their meeting on the 12 March 2018, and recommend approval of same. Members adopted the Draft Procurement Policy.

*Proposed by:* Mary Cotter-Bracken

*Seconded by:* Anne Starling

- *Draft Bullying Prevention Policy - Complaint Procedure For ETB Staff*

Guidance Notes to accompany Draft Bully Prevention Policy - Complaint Procedure for ETB Staff

*Proposed by:* Frank Smith

*Seconded by:* Molly Buckley

- *Draft Harassment/Sexual Harassment Prevention Policy - Complaint Procedure for ETB Staff*

Guidance Notes to accompany Draft Harassment/Sexual Harassment Prevention Policy - Complaint Procedure for ETB Staff

*Proposed by:* Caroline Dwane-Stanley

*Seconded by:* Mary Sweeney

## **11. PROPOSED LEASE AGREEMENTS**

Marie Bracken informed members of the following proposed lease agreements;

- Franking machine at National Construction Training Centre, Mount Lucas
- Franking machine at Banagher College

The Finance Committee considered both leases at their meeting on the 20 March 2018 and recommend the approval of same.

Members approved the leases as follows;

Franking machine at National Construction Training Centre, Mount Lucas

*Proposed by:* Anne Starling

*Seconded by:* Joe Thompson

Franking machine at Banagher College

*Proposed by:* Joe Thompson

*Seconded by:* Molly Buckley

## **12. NOMINATION TO THE BOARD OF MANAGEMENT OF BIRR OUTDOOR EDUCATION CENTRE**

John Carroll, Chairperson of BIRR Outdoor Education Centre, informed the CE that Pdraig Boland has stepped down as a member of the Board of Management at

Birr OEC. The members of Birr OEC BOM, at their meeting on the 27 February 2018, nominated Joe Thompson to replace Padraig,

Members confirmed the nomination.

*Proposed by:* John King

*Seconded by:* Mary Sweeney

### 13. NOMINATION OF PARENT REPRESENTATIVES, STAFF REPRESENTATIVE AND COMMUNITY REPRESENTATIVE TO THE BOM AT DUNAMASE COLLEGE

The Principal and Secretary of the Board of Management at Dunamase College, Aoife Elster, informed the CE that the following representatives were nominated to the Board of Management at Dunamase College;

- Parent Representatives: Dave Cullen and Paul Levy  
*(all efforts were made to get a gender balance for the parent representatives to no avail, therefore two male parent representatives were nominated)*
- Teacher Representatives: Aoife Uí Choirc and Tomás Ó Murchú
- Community Representatives: Liam Ó Neill (Gaelscoil Thromaire) and Jim Enright (Laois Education Centre)

Members confirmed the nominations.

*Proposed by:* Molly Buckley

*Seconded by:* Joe Thompson

### 14. NOMINATION OF LOETB MEMBER TO THE AUDIT COMMITTEE

The Chairperson informed member that the Terms of Reference of the Audit Committee states that "*The Chairperson of the ETB may not be a member of the Audit Committee*". Therefore, John Carroll (who was elected Chairperson of LOETB at the February meeting), must stand down as a member of the Audit Committee.

Members nominated Frank Smith to replace John Carroll on the Audit Committee.

*Proposed by:* Molly Buckley

*Seconded by:* Eddie Fitzpatrick

### 15. VOTES OF SYMPATHY

A vote of sympathy was passed to:

- Sean O'Neill, teacher at Portlaoise College, on the death of his grandfather, RIP
- Amy Mullally, teacher at Portlaoise College, on the death of her grandfather, RIP
- Aoife Elster, Principal at Dunamase College, on the death of her brother, RIP

- Tina Farrell, staff at the Portlaoise Administrative Office, on the death of her brother, RIP

**16. VOTES OF CONGRATULATIONS**

Votes of congratulations were expressed to all of the students and teachers mentioned under the Schools section of the CE's report.

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

**Nomination Of Male Staff Representative to the Board of Management at Ard Scoil Chiarain Naofa, Clara**

The Principal and Secretary of the Board of Management at Ard Scoil Chiarain Naofa, Clara, Roger Geagan, informed the CE that Paul McConway has replaced Larry Mockler as the male staff representative to the Board of Management at Ard Scoil Chiarain Naofa, Clara. Members confirmed the nomination.

*Proposed by:* Molly Buckley  
*Seconded by:* Eddie Fitzpatrick

**Statement of Strategy 2018-2022**

A printed booklet of the Statement of Strategy 2018-2022 was circulated to members for their information.

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

The next meeting of LOETB will take place on Monday 28 May 2018 at 4.30pm at Ard Scoil Chiarain Naofa, Clara.

Signed: Sean J Geaney Date: 28/5/2018  
Chairperson