



A meeting of Laois and Offaly Education and Training Board was held on Monday 28 September 2020 at 4:30pm at the Tullamore Court Hotel.

PRESENT

Cllr Neil Feighery (Chairperson)
Cllr Willie Aird
Ms Maura Brophy
Ms Molly Buckley
Cllr John Carroll
Cllr Clare Claffey
Ms Mary Cotter-Bracken
Mr Dave Cullen
Ms Evelyn Dunne

Cllr Caroline Dwane-Stanley
Cllr Catherine Fitzgerald
Cllr Eddie Fitzpatrick
Cllr Padraig Fleming
Mr Shane Flesk
Cllr Robert McDermott
Mr John Mollin
Cllr Mary Sweeney
Mr Niall Tully

IN ATTENDANCE

Mr Joe Cunningham, Chief Executive
Ms Marie Bracken, Director OSD
Ms Jean Keating, Corporate Governance

Before the meeting commenced the Chairperson offered a vote of sympathy to Cllr Mary Sweeney on the recent loss of her partner Jim McDonald.

1. APOLOGIES

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Apologies were received from Mr Frank Smith.

2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 27 July 2020 were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed: Evelyn Dunne
Seconded: Clare Claffey

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

Chairmans
Initials

4. GOVERNANCE

Risk Management

The risk committee group will meet in October to update the risk register and it will be presented at the December meeting of the Audit and Risk Committee for review. Thereafter, it be presented to the Board for approval.

Conflict of Interest

The Chairperson informed members that there are two additional items on the agenda which will be covered under AOB as follows;

- ESB Cable easement re Oaklands Community College
- Sale of LSU site Banagher

As per Schedule 3, Paragraph 10, Section 3 of the (ETB) Act 2013, John Mollin informed the Chairperson that he has a conflict of interest with an item covered under AOB and he will excuse himself from the meeting when that item is being discussed.

5. CHIEF EXECUTIVES REPORT

The CE presented the following report to members.

Schools

Leaving Certificate

Congratulations to all students in LOETB on their recent Leaving Certificate results. We wish them well as they progress to Further Education and Training, Higher Education, Apprenticeships or employment. Congratulations also to all school staff for their consistent and ongoing support of students. All schools completed the Calculated Grades Process. A huge amount of work was undertaken by Principals, Deputy Principals, and staff in ensuring this process ran smoothly. LOETB schools provided online career guidance and support for students when results were received.

School Re-opening

All LOETB Schools have opened in full for all students. An extraordinary amount of work took place in August after Guidelines were published on 27 July. A large number of documents were published in order to support schools to open safely and in full and schools are continuing to respond as ongoing clarity is received from DES. Schools also received minor works grants, additional allocation, the help of a school reopening aide, additional supervision, and cleaning grants. Each school also has a Lead Worker Representative.

Inspectorate

The Inspectorate in the DES has engaged with the Health and safety Authority to evaluate the compliance with the Covid-19 Response Plans for the safe and sustainable reopening of schools. These inspections will take place from Sept-Dec 2020.

COVID-19 Cases

LOETB has received notification that there has been confirmed cases of Covid-19 associated with some of our schools. All necessary hygiene, health and safety protocols are in place at the school

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for the prevention and containment of the virus, which is a community-based public health issue. Over the past number of months, LOETB has established in-depth protocols and procedures for all of our services. These protocols anticipated the possibility of cases arising in our education facilities and, as such, there is a high state of preparedness among our school communities where prescribed plans and protocols have been implemented and followed in full.

Professional Development

CPD for Teachers- online teaching and learning support for staff in schools and centres is being finalised by LOETB. Current indications of interest demonstrates the interest teachers have in CPD and upskilling.

Admissions Policies

All Schools have had their Admissions Policy returned with modifications by LOETB. This is a statutory requirement following the Admissions ACT 2018. Consultations with BOM, staff, and parents were completed as part of this process. Schools now have to have a BOM meeting within 2 weeks (September 29 final date) to adopt the Policy and publish it along with Admissions Notice.

Youth Services

DCYA - UBU Your Place Your Space (formerly Targeted Youth Funding Scheme)

UBU Your Place Your Space was launched in December 2019. Under the new UBU Your Place Your Space scheme, LOETB were allocated €113,977 for Q3 and Q4 of 2020 (starting 1 July 2020).

In preparation for the rollout of this scheme, LOETB ran application clinics with applicants to provide guidance on the application process. LOETB liaised with applicants throughout the process offering guidance and support. On 9 April 2020, LOETB co-ordination group met to appraise applications using a Red Amber Green (RAG) system. Following the appraisal, letters of recommendation for funding were submitted to DCYA and on 8 June 2020, the successful applicants were notified as follows:

- Offaly Traveller Movement / Youth Project € 23,888
- Youth Work Ireland – Midlands / Tullamore Youth Project € 45,048
- Youth work Ireland – Laois € 45,048

Local Youth Club Grants Scheme 2020

The DCYA allocated €69,150 for this Grant Scheme. The scheme supports voluntary youth club activities for young people with priority being given to young people between the ages of 10 and 21. The scheme was advertised through local newspapers and the LOETB website and Facebook page. Due to COVID-19 restrictions and to accommodate applicants, the closing date for receipt of applications was extended to 26 June 2020. 38 applications were received.

Youth Capital Funding Scheme 2020 for Targeted Staff Led Youth Services

The DCYA allocated €20,000 for this Grant Scheme. The aim of the scheme is to support small to medium capital projects in the voluntary youth services. The closing date for receipt of applications was the 21 May 2020. Applications were appraised by the LOETB co-ordination group on 9 June 2020 and submitted to DCYA. The grant was oversubscribed by €11,050.00,

however LOETB applicants were successful in securing full funding of €31,050.00. The three successful applicants were as follows;

- Offaly Traveller Movement / Youth Project € 12,188.70
- Youth Work Ireland – Midlands / Tullamore Youth Project € 5,824.80
- Youth work Ireland – Laois € 13,036.50

LGBTI+ Service Grant Scheme 2020

The DCYA have allocated €5,000 to LOETB for this Grant Scheme in 2020.

The initiative is intended to provide for additional youth worker hours dedicated specifically to supporting young LGBTI+ people. Applications were appraised on 7 August 2020. The successful applicant was as follows;

- Youth Work Ireland – Midlands/Tullamore Youth Project € 5,000.00

Local Creative Youth Partnership (LCYP)/Government Stimulus Package

Further funding of €50,000 has been allocated to the LCYP through the Government Stimulus Package which aims to support and increase economic activity in response to the COVID-19 crisis. This is aimed at enabling each LCYP to engage artists/creatives to rollout additional creative activities for young people in the out-of-school space (this might focus on children at risk of school dropout, children from the travelling community, those living in family hubs etc.).

Further Education and Training

FET Learner return and Enrolments

All 2020/21 FET provision is now underway. All FET Centres are fully COVID-19 compliant with adequate social and physical distancing measures in place. All centres have additional support staff on site and Lead Worker Representatives.

Currently, with 2 metre social distancing we are operating at an enrolment capacity of approximately 75-80% with a number of courses being delivered using a Blended Learning approach. The QA Support Service have developed a comprehensive Professional Development package to support both staff and learners in adjusting to the new modes of provision. We have also established an IT support service for staff and learners that is available Monday – Saturday 9.00am – 9.00pm.

The IT grant recently announced by the Minister has been used to purchase laptops for use by the most disadvantaged learners to ensure that they have the capacity to participate in on-line teaching and learning. These laptops have been delivered to each centre. LOETB is currently developing a tender for IT devices for staff, with a proposed roll out to staff before the end of the year.

LOETB Scaffolding Apprenticeship

LOETB and CIF presented the proposed scaffolding apprenticeship to QQI on Thursday 9 and Friday 11 September.

The QQI panel (consisting of industry experts and HE and FET representatives) approved the proposal with minor conditions. The apprenticeship will now form part of the national portfolio with the first enrolment taking place in Mount Lucas in Spring 2021.

QQI Self Evaluation & Inaugural Review

LOETB FET Service is currently preparing for our first self-evaluation and external review by QQI. A timeline has been agreed whereby LOETB will present this self-evaluation to QQI in December 2020. This will be followed by a remote visit from the external panel in early 2021. Consultation with learners is currently underway. Further consultation will include staff, management and external stakeholders including HEIs, the RSF and second providers.

Organisational Support and Development

Human Resources

Recruitment for 2020/2021

The following staff appointments have been made in August/September to date

- 1 X APO Corporate Services
- 1 X Adult Educator FET
- 1 X Youthreach Resource Person FET Centre
- 14 Teaching staff
- Grade III Admin Staff
- 3 Caretakers
- Sub teacher panel
- Bus Escort Panel
- FET Tutor Panel
- SNA Panel
- 1 X CSCS Instructor – Mount Lucas
- 1 X Acting Deputy Principal – Clonaslee College
- 1 X Caretaker Oaklands CC
- 2 X Adult Education Guidance Counsellors
- Sub teacher panel
- Bus Escort panel
- FET Tutor Panel

Pensions

- 2 Staff retiring in October
- 2 Staff Retiring in November

Single Pension Scheme Benefit Statements issued 29 May 2019

Total SPS Members 31/12/2018 = 194	Total members	Benefit Statements Prepared	Issued 29/05/2019
Started 2013 to 2018 with no timesheeted hours	65	65	65
Not able to issue due to timesheeted hours 2013 to 2018	129	8	
Totals:	194	73	65

Chairmans Initials

Statements of Service issued to members other than Single Public Service Pension Scheme

Members other than SPS	Issued 2019
60+ statements issued 2019	16
Retiring members 2019 statements	14
General Statements of Service as a result of queries and transfer of service 2019	72
Totals:	102

Total Statements of Service sent in 2019= 167

Total Statements of Service prepared and not sent in 2019= 8

- NSSO Data Cleanse has commenced.

Payroll/Personnel

<u>Date</u>	<u>Total Paid</u>	<u>Numbers Paid</u>
07/08/2020	€934,614.19	714
21/08/2020	€883,378.02	750
04/09/2020	€896,334.06	708
18/09/2020	€911,841.88	737

Finance

Budgets

Ongoing monthly monitoring of all school and centre budgets is being carried out. Expenses related to COVID-19 are being tracked and monitored.

Summary Finances

Summary of finances to end of August 2020

Summary of Workings to End August 2020

ITEM	Opening Grant Cash Balance	Adjustment to Opening Balance	Receipts	Payments	Closing Grant Cash Balance
Main Scheme Pay Grant	(40,477)	0	18,237,490	(17,263,488)	933,525
Main Scheme ONP Grant	555,700	0	1,260,382	(1,433,054)	383,028
Associated Main Scheme Grants	656,925	109	1,249,247	(377,765)	1,528,516
Capital Schedule	1,203,841	0	4,530,551	(4,779,377)	955,015

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Further Education & Training	537,650	(7,033)	18,926,303	(16,895,050)	2,561,870	33%
Youth Affairs	2,445	0	380,885	(265,635)	117,695	2%
Agency	353,353	(109)	1,435,930	(582,833)	1,206,341	15%
Self-Financing	295,434	7,033	474,613	(733,028)	44,052	1%
Third Party Funds	0	0	60,197	(6,168)	54,029	1%
Totals	3,564,871	0	46,555,598	(42,336,398)	7,784,071	

Finance Shared Services

LOETB has appointed a project lead for the migration from Manser, our current financial management system, to SUN Financial. To date, meetings have taken place with the ESBS finance project team, the supplier Core Financial Systems Ltd and ourselves. The “As Is” processes have been set out and work is to begin on data migration and the “To Be” processes. It is expected that LOETB will go live in January 2021.

Capital Projects and Buildings Works

Mount Lucas Training Centre

Works currently ongoing, due for completion October 2020.

Clonaslee College

Additional accommodation, science room and prep area; planning permission received. Consultants preparing tender documentation. All statutory approvals (planning, fire, disability) in place. Tenders documents being prepared by McCarthy O’Hora Architects.

Oaklands Community College, Edenderry

Surveys – Topographical is currently ongoing on site.

Ard Scoil Chiaráin Naofa, Clara

A proposal for a new building on a site acquired by Offaly County Council has been submitted to DES. Stage 1 report submitted to DES.

Portlaoise College and Portlaoise Institute

Design Team meeting scheduled for 8 September 2020.

Tullamore College

Completion works ongoing. Tenders for acoustics have been evaluated and letter of acceptance has been issued. Works will commence in August and midterm.

Dunamase College - Tower Hill

Approval received from DES regarding this project 21/08/2020. Consultant architects working on project and start date. Planning permission received.

Portlaoise Information Centre

Report received from McCarthy O'Hora Architects regarding the design of Lyster Square building. Consultants currently preparing tender documentation.

Tullamore FET Centre, Axis Business Park

Consultant preparing the drawings and plans for the Centre.

Toilet Refurbishment Banagher FET Centre

Tenders forms have issued to contractors.

St Brendan's NS Birr and Scoil Phroinsiais NS Clara

Tenders have been evaluated and we are in the standstill period presently. Letters of appointment will issue shortly.

Barnashrone NS Mountmellick

Tender for Consultancy Services currently up on Etenders response date 2/09/2020. Awaiting a date from Principal to carry out evaluation of tenders.

Procurement

OGP Framework for Back to School – PPE, Consumables and Equipment

11 companies on the OGP Framework - direct drawdown for PPE, sanitisers and all relevant COVID19 products.

Multi Supplier Framework for the provision of Bus Hire Services

2 responses received and evaluated. Results sent to Education Procurement Service (EPS) for evaluation.

General Printed Matter (Excluding diaries, journals and yearbooks)

Tenders completed. Five members on the framework. Valid from 1 March 2020 to 28 February 2021 (with an option to extend the contract for two 1-year extensions).

Electrical Goods (White Goods and Small Appliances)

DID Electrical successful tenderer and on the OGP framework with effect from April 2020.

Cleaning Materials and Paper Products

BUNZL Ireland Ltd successful tenderer on the OGP Framework with effect from May 2020.

Electricity

Electric Ireland Ltd successful tenderer and on the OGP Framework with effect from May 2020

Stationery

Stakelum Office Supplies successful tenderer with effect from 1 June 2020 to 31 May 2021 (with the option to extend of a further 6 months subject to a maximum of 2 such extensions).

Class Materials Woodwork

Strahan Timber successful Tenderer. The Framework Contract takes effect from 06/07/2020 to 05/07/2021 with the option to extend the term for a period or periods of up to twelve (12) months with a maximum of three (3) such extensions.

Class Materials Metalwork

~~CSS Ltd successful Tenderer. The Framework Contract takes effect from 06/07/2020 to 05/07/2021 with the option to extend the term for a period or periods of up to twelve (12) months with a maximum of three (3) such extensions.~~

Lease and Plant Machinery, Mount Lucas

Contract issued to Holden Plant Rentals on 21/08/2020.

ICT Maintenance and Support

Tender currently on Etenders – 4 responses received – currently being evaluated.

School Books for Post Primary Schools

Book Haven Ltd successful Tenderer. The Contract will be issued for a term of one year (“the Term”) in accordance with the RFT starting on 18 June 2020 to 17 June 2021. The Contracting Authority reserves the right to extend the term for a period(s) up to twelve months. The term will not exceed two years.

Personal Protective Equipment & Workwear/First Aid and Life Jackets

New Framework with OPG – MJ Scannell/Charles Hughes/Sioen successful Tenderers 29/06/2020 to 28/06/2023

Loose Furniture Framework – Successful Tenders Lot 1 Stakelums Office Supplies, Lot 2 Peter Walshe Furniture, Lot 3 4 5 6 G Morgans - Contract to 16/08/2022 with an option to extend for 2 more years.

ICT
Schools

- Wireless Bridge set up between Dunamase College for the expansion to Tower Hill.
- Dunamase College DCG Room set up and configured.
- Student email accounts have been set up for new students.

FET

- TVs ordered for all FET sites for use as information screens.
- Most FET student broadband connections have been installed.
- Student Wi-Fi Firewalls are partially rolled out.
- Wireless Bridge set up between Tower Hill and Laois Music Centre (for Portlaoise FET Centre provision).
- FET Wi-Fi has roll out is almost complete.
- All FET laptops have been set up and configured.
- Mountmellick FET Centre is getting a Communications room installed
- Student email accounts have been set up for new students

Corporate Services

Freedom of Information

One freedom of information request has been received as is currently being processed. One member of staff undertaking FOI training in the coming week.

Data Protection

One data breach was reported in September 2020. It was deemed to be a low risk and an incident report form was filled out.

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Health and Safety

The Safe Check conducted by Health and Safety Consultants, Peninsula has recommenced and is due to be concluded by the end of October. Reports are issued to Principals/Managers post-inspection.

Risk Management

The Risk Committee Group will be meeting in October to update the risk register and it will be presented at the December meeting of the Audit and Risk Committee.

Internal Audit

A number of internal audits have taken place. Marie will meet with the Internal Auditor on Wednesday, 30 September, 2020 for an end of audit meeting.

IPB – Code Compliance Analysis

We are currently working on the IPB compliance tool for the Code of Practice for the Governance of Education & Training Boards.

Communications

A communications strategy roadmap has been developed which will support the development of plans, procedures and guidelines underpinning the LOETB Communications Policy. This is a live and working document.

COVID-19

The working group worked with OSD, Schools, and FET on their return to normal operations. This included development of a response plan, an online return to work form, development of a contract tracing log, induction training and training for School aides and Lead Worker Representatives. Additionally, the team developed a centrally operated system for the design and procurement of all related signage required organisation-wide, and the centralised procurement of initial PPE supplies. Due to delivery latency from official suppliers, this team also worked collaboratively with all schools and centres to ensure official opening dates were met with the necessary equipment and resources in place to support the return to learning.

Members thanked the CE for his comprehensive report and a discussion took place on same.

Members complimented all staff on their hard work and dedication in preparing for the schools and centres reopening.

A discussion took place regarding the staff pensions on CoreHR. A member asked if all the pensions' figures are up to date on CoreHR. Marie Bracken confirmed that the CoreHR system did not transfer across pension history so this information is being entered manually by staff at present.

A member asked for an update regarding the site for Dunamase College. The CE confirmed that we are awaiting the Brief Formulation Report and we cannot appoint the Design Team until we receive same.

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6. FINANCE

The financial information was covered in the Chief Executives Report.

7. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details		
1.	Department of Education and Skills	Circular Letter 0044/2020	Home Tuition Grant Scheme 2020/2021 – Special Education Component	Noted by members	
2.	Department of Education and Skills	Circular Letter 0046/2020	COVID-19 operational supports for the full return to school	Noted by members	
3.	Department of Education and Skills	Circular Letter 0047/2020	Revised arrangements applying to starting pay for all staff other than persons employed as teachers and SNAs in Education and Training Boards	Noted by members	
4.	Department of Education and Skills	Circular Letter 0048/2020	Acting-Up Arrangements and Acting-Up Allowances for All Staff other than persons employed as Teachers and Special Needs Assistants in Education and Training Boards	Noted by members	
5.	Department of Education and Skills	Circular Letter 0049/2020	Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants	Noted by members	
6.	Department of Education and Skills	Circular Letter 0050/2020	Coronavirus (COVID-19): Arrangements for staff other than Teachers and SNAs who are employed by ETBs	Noted by members	
7.	Department of Education and Skills	Circular Letter 0053/2020	Coronavirus (COVID-19): Additional Supervision Arrangements for the 2020/21 School Year	Noted by members	
8.	Department of Education and Skills	Circular Letter 0054/2020	Coronavirus (COVID-19): Arrangements for certain employees of recognised Primary and Post Primary schools in the Free Education Scheme and of ETBs, employed using grant funding	Noted by members	
9.	Department of Education and Skills	Circular Letter 0055/2020	Cycle to Work Scheme for ETB Employees	Noted by members	
10.	Department of Education and Skills	Circular Letter 0057/2020	Home Tuition Grant Scheme for children who do not have a school place	Noted by members	
11.	Department of Education and Skills	Circular Letter 0058/2020	Home Tuition Grant Scheme in respect of Maternity Related Absences	Noted by members	Chairmans Initials
12.	Department of Education and Skills	Circular Letter 0059/2020	Provisional Results of Calculated Grades for Leaving Certificate,	Noted by members	

			Leaving Certificate Vocational Programme and Leaving Certificate Applied 2020	
13.	Department of Education and Skills	Circular Letter 0060/2020	Revision of Teacher Salaries with effect from 1 October 2020	Noted by members
14.	Department of Education and Skills	Circular Letter 0061/2020	Revision of Salaries for Special Needs Assistants (SNAs) with effect from 01 October 2020	Noted by members
15.	Department of Education and Skills	Circular Letter 0062/2020	Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 01 October 2020	Noted by members
16.	Department of Education and Skills	Circular Letter 0063/2020	Revision of Salaries for ETB Staff other than teachers and SNAs with effect from 01 October 2020	Noted by members
17.	Department of Education and Skills	Circular Letter 0064/2020	Revision of Salaries Clerical Officer and Caretakers 78 79 schemes with effect from 01 October 2020	Noted by members
18.	Department of Education and Skills	Circular Letter 0065/2020	Revision of Salaries C and C Clerical and Maintenance Staff with effect from 01 October 2020	Noted by members

8. DRAFT POLICIES FOR ADOPTION

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

LOETB Policies

Child Protection Policy for LOETB staff
 Proposed: Willie Aird
 Seconded: Caroline Dwane-Stanley

School Policies

Ard Scoil Chiaráin Naofa, Clara
 Proposed: Molly Buckley
 Seconded: John Carroll

Banagher College – Coláiste na Sionna
 Proposed: Molly Buckley
 Seconded: John Carroll

Coláiste Naomh Cormac, Kilcormac
 Proposed: Molly Buckley
 Seconded: John Carroll

Oaklands Community College, Edenderry
 Proposed: Molly Buckley
 Seconded: John Carroll

Tullamore College
 Proposed: Molly Buckley
 Seconded: John Carroll

Clonaslee College
 Proposed: Molly Buckley
 Seconded: John Carroll

Dunamase College, Portlaoise

Proposed: Molly Buckley

Seconded: John Carroll

Portlaoise College

Proposed: Molly Buckley

Seconded: John Carroll

St Fergal's College, Rathdowney

Proposed: Molly Buckley

Seconded: John Carroll

9. MINUTES OF COMMITTEES OF THE BOARD

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

Audit and Risk Committee 13 July 2020

Proposed: Pdraig Fleming

Seconded: Evelyn Dunne

Finance Committee 13 July 2020

Proposed: Molly Buckley

Seconded: Caroline Dwane-Stanley

Ard Scoil Chiaráin Naofa, Clara 28 November 2019, 21 July 2020

Proposed: Shane Flesk

Seconded: Mary Cotter-Bracken

St. Fergal's College, Rathdowney, 6 February 2020, 13 March 2020

Proposed: Evelyn Dunne

Seconded: Pdraig Fleming

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10. CONFIRMATION OF BOM MEMBERSHIPS

The CE received nominations for the following BOM Memberships:

Birr OEC Nominees

John Kennedy

Proposed: John Carroll

Seconded: Clare Claffey

Joe Thompson

Proposed: Willie Aird

Seconded: Catherine Fitzgerald

Youth Work Committee Nominee

Niamh Dowler

Proposed: John Mollin

Seconded: Eddie Fitzpatrick

11. REPRESENTATION ON OFFALY COUNTY CHILDCARE COMMITTEE

The CE received correspondence from Áine Brummell, Manager at Offaly County Childcare

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Committee, requesting LOETB to nominate a member to replace Molly Buckley who is stepping down as LOETB's representative on their Committee. Clare Claffey was nominated by members.

Proposed: Molly Buckley
Seconded: Willie Aird

12. LOETB Youth Work Committee

Members reviewed and determined the Terms of Reference (TOR) for the LOETB Youth Work Committee.

Proposed: John Carroll
Seconded: Caroline Dwane-Stanley

Members appointed the Chairperson of the Youth Work Committee, as per section 44(4) of the Education & Training Board Act 2013.

Nominee: Maura Brophy
Proposed: Willie Aird
Seconded: Caroline Dwane-Stanley

13. ETBI AGM 2020

The ETBI AGM 2020 will take place on Friday 2 October from 2pm – 3.30pm via a video conferencing facility. Any member who is interested in attending is to contact Jean Keating before September 30 in order to register.

Five Voting Delegates for the AGM were nominated as follows;

1. Catherine Fitzgerald
2. Clare Claffey
3. John Carroll
4. Mary Sweeney
5. Robert McDermott

14. SECTION 29 APPEAL HEARINGS

Members noted the outcome of a section 29 Appeal Hearings which took place on 18 August 2020.

15. VOTES OF SYMPATHY

There were no votes of sympathy passed.

16. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to the following:

- Students on their recent Leaving Certificate results

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- Staff and teachers on their hard work and dedication in preparing for the schools and centres reopening.

17. AOB

John Mollin excused himself from the meeting before AOB was discussed.

ESB Cable Easement re Oakland’s Community College

Marie Bracken informed members that the ESB requested permission for Cable Easement as they need to move the transformer at the Oaklands Community College football pitch. After Board approval we will seek DES approval and ask our legal adviser to prepare the paperwork for same.

Proposed: Eddie Fitzpatrick

Seconded: Mary Sweeney

Sale of LSU site, Banagher

At the July Board meeting members had discussed and agreed to start the process of disposal of the LSU building in Banagher. The CE informed the members that a due diligence process had to be undertaken consisting of ensuring that the surplus buildings are not of interest to the Office of Public Works and the Land Development Agency. This process is complete and both organisations have confirmed no interest in the buildings. We now await DES approval for disposal of the buildings. This due diligence process must be undertaken when disposal of property is undertaken in accordance with the Code of Governance and Circular Letters 17/2016 and 11/2015. The Board must now agree to tender for the appointment of an auctioneer to oversee this process. Members agreed to proceed to procure an auctioneer and dispose of the property subject to the sanction of the DES being received.

Proposed: Evelyn Dunne

Seconded: Clare Claffey

Traffic Management issue at Coláiste Naomh Cormac, Kilcormac

A member raised concern regarding traffic management issues at drop off and collection times at Coláiste Naomh Cormac, Kilcormac. Marie Bracken informed members that the Principal at the school has also raised this issue. LOETB submitted a proposal to the DES regarding the matter but the DES did not sanction the proposal at the time. The Consultant who prepared the previous plan has been asked to review same with a view to turning some of the green areas into parking areas to alleviate the issue. When this plan is received, DES approval will be sought to complete the works under the Minor Capital Works grant.

21. DATE AND VENUE OF NEXT MEETING

The next meeting of the Board will take place on Monday 23 November 2020 at 4.30pm in Portlaoise. A venue will be confirmed closer to the time in keeping with the government guidelines on Covid19.

Signed: Robert Mc Dermott

Date: 9/12/20

Chairperson

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