



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 11 December 2018 at 5 pm at The Killeshin Hotel, Portlaoise.

PRESENT

Cllr. John Carroll (Chairperson)
Ms. Maura Brophy
Ms. Mary Cotter-Bracken
Cllr. Eamon Dooley
Cllr. Caroline Dwane-Stanley
Cllr. Catherine Fitzgerald
Cllr. Eddie Fitzpatrick
Mr. William Flanagan

Cllr. Padraig Fleming
Ms. Vivienne Keenan
Cllr. John King
Cllr. Sean Maher
Cllr. Paschal McEvoy
Mr. Derek Scully
Mr. Frank Smith
Cllr. Mary Sweeney

IN ATTENDANCE

Mr. Joe Cunningham, Chief Executive
Ms. Marie Bracken, Director of OSD
Ms. Pam Nolan, APO
Ms. Jen Tonge, Clerical Officer

1. APOLOGIES

Apologies were received from Ms. Molly Buckley, Ms. Anne Starling, Cllr. Liam Quinn and Cllr. Tony McCormack.

2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 5 November 2018, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed by: Catherine Fitzgerald
Seconded by: John King

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

4. GOVERNANCE

Conflicts of Interest

The Chairperson informed members that if they have a conflict of interest to declare

pertaining to any of the agenda items they may do so under this section. No conflicts of interest were declared.

Risk Management

A copy of LOETB's updated Draft Risk Register and a Summary Report was emailed to members prior to the meeting. The Audit Committee reviewed these documents in detail at their meeting on the 3 December 2018 and recommended same to the Board. Members examined the document and approved same.

Proposed by: Eamon Dooley

Seconded by: Frank Smith

5. CHIEF EXECUTIVES REPORT

Schools

- Two schools leading Schools Excellence Fund (Digital) Projects - Dunamase College leading a project of 9 schools dealing with Maths in the transition from primary to post primary schools. Banagher College leading a project of 4 schools using mobile journalism (MoJo) as to support teaching, learning and assessment through the curriculum.
- LOETB Board of Management Training provided in Tullamore and Portlaoise (Non-ETB schools also included). 37 Attended
- Training provided by Prodigy in support of Microsoft Office Specialist
- Student Council training provided to students from our 9 schools
- New Principal at Clonaslee College, Suzanne McMahon, has taken up her role
- Appointment of new Professional Development Coordinator to LOETB Teaching and Learning Centre
- Seamus Conboy (ETBI) presented to Principals on Religious Education in ETB schools
- Tullamore College: Red Cross Award Recipient for their work in their campaign for Nonso Moujeke, a student and classmate in their school
- LOETB Christmas Card Competition: winner has been chosen and will be used by LOETB as the official LOETB Christmas Card, 2018
- Two MLL, Whole School Inspection Reports from 2018 are now published on DES Website (Oaklands Community College and Tullamore College)

Youth Services

Department of Children and Youth Affairs (DCYA) Youth Funding update for Laois and Offaly

Capital Funding Scheme 2018: The DCYA have allocated €42,739.64 to LOETB for this Capital Grant Scheme in 2018. Payments will be made to the 3 successful applicants in December 2018.

€ 7,214.35	Youth Work Ireland – Midlands
€17,578.96	Youth Work Ireland – Laois
€17,946.33	Offaly Traveller Movement

Local Youth Club Grants Scheme 2018: The DCYA have allocated €55,165.22 to LOETB for this Grant Scheme in 2018. Awards and payments were made to 46 successful Youth Clubs/Groups on 3 December 2018.

LGBTI+ Service Grant Scheme 2018: The DCYA have allocated €5,000 to LOETBI+ Service Grant Scheme in 2018. Payment will be made to 1 successful applicant in December 2018.

€5,000	Youth Work Ireland – Laois
--------	----------------------------

LGBTI+ Service Grant Scheme 2018: The DCYA have allocated €5,000 to LOETB to commission a report on the provision of services for LGBTI+ young people. LOETB has appointed Karen Thompson Consulting Ltd to complete the report, which is due to DCYA in February 2019.

Youth Employability Initiative 2018/19: The DCYA has secured funding from the Dormant Accounts Fund for a Youth Employability Initiative. The specific aim of this initiative is to help young people 16-24 (focus on 16-18) years who are not currently in employment, education or training. The outcome of the initiative is to support young people in attaining a level of confidence and agency to engage in available programmes or services, with a view to developing their personal and social competencies and ultimately preparing them for onward progression in their employment lives. The maximum grant payable to any one project is €50,000. The closing date for applications was 7 December; LOETB received 3 applications, which are currently being assessed.

Further Education and Training

Programme Review and Development Board

QA office is currently chairing the LOETB's first Programme Review and Development Board. This provides for a review of the assessment and delivery approaches for all healthcare provision within LOETB. This review will lead to a recommendations report early in 2019 to inform development and refining of all healthcare programmes going forward.

QA agreement with City & Guilds & Mount Lucas NCTC.

The QA office has worked with Mount Lucas (NCTC) staff to secure centre approval from City & Guilds for the delivery of LOETB's construction programmes. In November the External Quality Assessor report from City & Guilds approved the centre for the delivery and awarding of City & Guilds certification in construction. Following the External Quality Assessor visit, City & Guilds has granted LOETB with self-certifying status.

Beneficiaries

In 2018, 10,494 beneficiaries participated in FET programmes provided by LOETB.

Scaffolding Apprenticeship

A significant level of work has been completed in the development of the new Scaffolding Apprenticeship, especially in relation to the development of the programme content. Minimum Intended Module Learning Outcomes, (MIMLO's) are currently being drafted.

Phase 2 Electrical Apprenticeships

LOETB is hosting its first Apprenticeship Programme in Mountrath with 28 Electrical Apprentices currently on Phase 2 of their Apprenticeship. The classes commenced in November, with a Training Standards Officer appointed with responsibility for managing curriculum and assessment. LOETB will also host Electrical Phase 2 in Tullamore during 2019 and are actively developing our capacity to host Air Conditioning and Refrigeration, Scaffolding, and Metal Fabrication Phase 2 Apprenticeships when required.

Apprenticeship & Traineeship

Traineeship is at the core of the FET Sector's response to skills gaps in the Irish economy and LOETB is playing a significant role in that response. 251 Learners commenced 19 LOETB Traineeships in 2018.

Apprenticeship Registrations are ahead of target with 134 registrations to the end of November (up over 10% on 2017). There are now 203 Laois and Offaly employers employing

Apprentices compared with 177 employers at the start of the year and 43 new companies registered to employ Apprentices in 2018.

PD Coordinator

LOETB appointed a Professional Development Coordinator in November. The PD Coordinator is responsible for the roll out of all Professional Development courses across the organisation and works as part of the newly developed Teaching and Learning Centre.

Organisation Support and Development Services

Corporate Services

Risk Management

A Risk Management meeting was held with the Senior Management Team on 19 November where risks were examined in detail and additional management controls were introduced. Currently there are 16 Risks on the LOETB Risk Register; 5 Red (High), 7 Amber (Medium) and 4 Green (Low). The Risk Register was presented to the Audit Committee at their meeting on 3 December.

Health and Safety

A new Health and Safety Statement has been produced for Tullamore College, it is currently in draft format.

Insurance

Insurance costs will increase in 2019 by 5.7% overall and this will lead to an increase in premiums to the sum of €19,370. Engineering inspections are continuing in our Schools and Centres.

Freedom of Information

Freedom of Information requests to date have been answered. In 2018, to-date we have received 9 FOI requests.

Data Protection (GDPR)

Since the 25th May, 2018, the General Data Protection Regulation and the Data Protection Act 2018 are in place. Training has been provided for employees and each employee must undergo a specific GDPR Test and obtain 100% to pass. To-date 484 employees have passed the GDPR Test.

Protected Disclosures

No Protected Disclosure have been received to date.

Human Resources

32 appointments made since our last Board meeting

Appointed

- 10 Main Scheme Teachers
- Centre Manager, Portarlinton FET Centre
- Acting Centre Manger, Banagher Youthreach
- Caretaker
- Electrical Instructor
- Youthreach Resource
- 5 Grade V posts
- 9 Grade IV posts

API & APII posts

- Colaiste Naomh Cormac – 1 API post

- Portlaoise College – 1 API post
- Dunamase College – 1 API post

Currently advertising

- Oaklands CC – 1 APII PWT & 1 APII Acting
- Dunamase College – API Acting
- Dunamase College – APII
- Grade III – Permanent Clerical Officers
- APO – Head of Finance

Payroll

Salaries for November 2018 totalled €1,856,505.32; a total of 757 employees paid in November.

We are currently preparing for the year end. New pay frequencies commence in January moving staff from 24 payments a year to 26 payments a year. This is in preparation for the Payroll Shared Services.

Pensions

Our annual retirement course will be held in Spring. Arrears for LOETB pensioners are being currently calculated.

Finance

Budgets

A summary of finances to 31 October 2018 is included in members' folders. Monthly monitoring of all school and centre budgets is being carried out.

SOLAS Funding

SOLAS have advised the 2019 indicative funding figure for LOETB. Work has started with the Director of FET on the disbursement of these monies in preparation for the FAR 4 submission to the SOLAS Board for approval, in January 2019.

TAPS

TAPS (Trainee Apprentice Payments System), is now compatible for SEPA payments with AIB. This now means that all payments made by LOETB are through AIB and accordingly LOETB's Bank of Ireland bank account has been closed.

Internal Audit

An internal audit of the Specialist Training Providers programme has been completed with the audit report to follow. From a financial aspect there was no comment of note at the closing meeting with management.

ESF

A draft National ESF Procedures Manual has been completed by the Leinster Finance Working Group, which included LOETB representation. It has been submitted to the ETBI Finance Group for review and approval.

Procurement and Buildings

Project	School/Centre	Successful Tenderer	Status of Project
Pest Control Framework – OGP FRAMEWORK	Schools/Centres	Rentokil Initial Ltd	Contract from 1 st December 2018 to 30 th November 2020 with an option to extend for a period or periods of up to 6

			months with a maximum extension of 4 such extension or extensions
Portable Fire Equipment Maintenance – OGP FRAMEWORK	Schools/Centres		Supplementary Request for Tender sent to OGP 26/10/2018 Evaluation of Tenders to take place 18 th December 2018 – to be in place by mid-January 2019
Fire Alarm Maintenance – OGP FRAMEWORK	Schools/Centres		Letter of extension sent to Horizon to 30/04/2019. Specification document sent to OGP. Currently OGP working on Supplementary Request for Tender – Finalising Data Requirements for OGP
Contract Cleaning Services	Schools/Centres		Request for Tender published on Etenders 30/11/2018. 4 Tender submissions to be evaluated 13 th December 2018
New proposed Warehouse	Mount Lucas	Kenny Lyons Architects	2 Tenders received – currently being evaluated
Fire Exit Works	Tower Hill	McCarthy O’Hora Architects	Garoon Construction Ltd appointed to complete works - To be completed before Christmas 2018
School Signage	Dunamase College	McCarthy O’Hora Architects	Final Planning Permission approval due 5/12/2018
Upgrade Access Facilities for Special Student	Colaiste Naomh Cormac Kilcormac		Approval letter received 3 rd December 2018 for Universal Access Works. Currently in the process of procuring a Consultant to manage the project. Tenders due back 17 th December 2018
Additional Accommodation	Clonaslee College		The Department are currently seeking information from the LOETB regarding size of site and map drawing details of classrooms in the school
ASD Unit	Portlaoise College		Letter Application and Drawings sent to Department 22/10/2018

Electrical Apprenticeship Design and Fit Out	Axis Business Park, Tullamore	McCarthy O'Hora Architects	Following 10 Tender submissions – Robert Quinn Ltd have been appointed Contractors to carry out the required work. Work to commence 17 th December 2018
--	-------------------------------	----------------------------	--

Major Construction Projects

We received notification of a devolved grant for the redevelopment of Ard Scoil Chiaráin Naofa, Clara. The necessary documentation has been signed, sealed, and returned to DES and we await approval to procure a Design Team.

Negotiation are continuing between the landowner and DES agents regarding a site for Dunamase College.

We still await the Brief Formulation Report for Oaklands Community College and final approval to procure a Design Team for the Portlaoise College/Portlaoise Institute project.

The Chairperson thanked the CE for his comprehensive report.

A discussion took place in relation to the proposed changes in Payroll payment frequencies arising from the move to Payroll Shared Services which would see part-time staff being paid monthly in arrears and salary staff being paid fortnightly. In response to a query from a member the CE informed members that currently all staff are paid twice-monthly. After considerable discussion, members were unanimous in recommending that all staff be paid on a fortnightly basis on the basis of maintaining equality of treatment for all staff and also with particular concern for certain categories of staff at LOETB that have low/irregular levels of employment and low hourly rates of pay. The Board believes that monthly payment in arrears would have an unfair impact on staff.

A member enquired as to the number of Freedom of Information requests and asked what the nature of the requests were. The CE informed members that there were 10 FOI requests in 2018 which sought information on various aspects of the operation of LOETB including staff allocation and a request for copies of Internal Audit reports.

A member asked for an update on the development of a car park at Tullamore College. The CE informed members that the schedule of remaining works has now been completed and they were in the process of arranging a meeting with the Bondsman in order to progress the works.

A member stressed that a green field site is badly needed for Ard Scoil Chiarain Naofa, Clara. The CE noted this concern and committed to raising the matter as part of the redevelopment project.

6. REPORT FROM THE CHAIRPERSON OF THE FINANCE COMMITTEE

**Mountrath Road,
Portlaoise.
27/11/2018**

To: Chairman LOETB

Dear Chairman,

I wish to report that the Finance Committee met on Tuesday, 27th November 2018.

We considered the following:

Details of finances to 31/10/2018

Capital expenditure and Balances at 31/10/2018

Monthly balancing statement for October 2018

Updated list of procurement frameworks at 16/11/2018

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. 27th November 2018

7. REPORT FROM THE CHAIRPERSON OF THE AUDIT COMMITTEE

27 Whitehall Estate
Tullamore
Co. Offaly

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 3rd December 2018 at 2.30pm in the LOETB Administrative Offices, Castle Buildings, Tara Street, Tullamore, Co. Offaly.

The following was considered:

- Matters for discussion in the absence of the Executive Audit Committee Self-Evaluation checklist
- Adoption of minutes of Audit Committee Meeting (1 October 2018)
- Chairman's report from the Audit Committee Meeting 1 October 2018 to LOETB Meeting
- The following minutes were examined and noted:
 - Finance Committee Meeting 21 September 2018
 - LOETB Meetings 24 September and 5 November 2018
- Conflict of Interest: none to report.
- LOETB's Gap Analysis Corporate Governance Template
- Memorandum of Understanding between IAU-ETBs and ETB Executive
- LOETB Draft Procedures examined and noted
 - Applying for Assistive Technology Equipment
 - Purchasing and Payment Procedures
- Risk Register:

The updated Risk Register was examined by the Audit Committee and recommended to the Board for approval.
- Updated list of Procurement Frameworks up to 16 November 2018 was noted.



Oliver Mc Cormack
Chairman Audit Committee

Date: 3 December 2018

Chairmans
Initials

8. FINANCE

There were no matters to report under Finance.

9. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details	Comments
1.	Department of Education and Skills	CL0067/2018	Consolidation of arrangements for the offer of severance terms in the Civil and Public service	Noted by members
2.	Department of Education and Skills	CL0068/2018	Clarification in respect of Circular Letter 0035/2018 in relation to Prescribed material for Junior Cycle Irish	Noted by members
3.	Department of Education and Skills	CL0069/2018	Clarification in respect of Circular Letter 0036/2018 in relation to Prescribed material for Junior Cycle Irish	Noted by members
4.	Department of Education and Skills	CL0071/2018	Revision of Salaries for Special Needs Assistants (SNAs) with Effect from 1 January 2019	Noted by members
5.	Department of Education and Skills	CL0074/2018	Revision of Salaries in Respect of All Staff other than Teachers and SNAs Employed by ETBs with Effect from 1 January 2019	Noted by members
6.	Department of Education and Skills	CL0075/2018	Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 January 2019	Noted by members
7.	Department of Education and Skills	CL0079/2018	Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school year 2018/19	Noted by members
8.	Department of Education and Skills	CL0083/2018	Curriculum-related developments at Senior Cycle with particular reference to school years 2019/20 and 2020/21, including the discontinuance of Leaving Certificate Agricultural Economics	Noted by members

10. DRAFT LOETB POLICIES FOR ADOPTION

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

- Computer Usage Policy for Students
Proposed by: Eamon Dooley
Seconded by: Caroline Dwane-Stanley
- Procurement Policy – Updated Appendix 3
Proposed by: Caroline Dwane-Stanley
Seconded by: John King
- Severe Weather Policy
Proposed by: Eddie Fitzpatrick
Seconded by: John King

11. BOARD OF MANAGEMENT MINUTES

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

- Youth Work Committee: 5 September 2018
Proposed by: Eamon Dooley
Seconded by: Mary Sweeney
- Ard Scoil Chiarain Naofa: 1 May 2018, 22 August 2018
Proposed by: Vivienne Keenan
Seconded by: Eamon Dooley
- Clonaslee College: 2 May 2018
Proposed by: Vivienne Keenan
Seconded by: Sean Maher
- Dunamase College: 14 May 2018, 15 October 2018
Proposed by: Caroline Dwane-Stanley
Seconded by: Maura Brophy
- St. Fergal’s College, Rathdowney: 29 May 2018
Proposed by: John King
Seconded by: Paschal McEvoy
- Oaklands Community College: 14 June 2018
Proposed by: Eddie Fitzpatrick
Seconded by: Frank Smith
- Banagher College: 28 June 2018
Proposed by: Eamon Dooley
Seconded by: Vivienne Keenan
- Portlaoise College: 11 September 2018, 20 September 2018, 10 October 2018, 5 November 2018:
Proposed by: Caroline Dwane-Stanley
Seconded by: Maura Brophy

12. Board Self-Assessment Evaluation Questionnaire

The CE informed members that under the Code of Practice, members are required to complete an annual board self-assessment form. The CE led members through the questionnaire, highlighting actions by the Board under the various headings. The CE informed members that he would provide feedback on the outcome of self-assessment forms at the January meeting.

13. VOTES OF SYMPATHY

A vote of sympathy was passed to:

- Rebecca Bowell, staff member in the Portlaoise Administrative Offices, on the recent passing of her brother, RIP.
- Angela Higgins, retired teacher in Birr FET Centre, on the recent passing of her Mother-in-law, RIP.
- To the family of Mary Bracken, past pupil of Coláiste Naomh Cormac, Kilcormac, on her recent passing. May she RIP.

14. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to;

- Sadie Aherne, APO, on her recent retirement.
- Tullamore Student, Dylan Cuskelly, who won the John Murphy Gold Medal for the highest result in Leaving Certificate Honours Engineering. Mr. John Paul Meehan was his teacher. Dylan was also awarded a Naughton Scholarship and an Entrance Exhibition Award to Trinity College Dublin where he is studying Physics.

15. AOB

Christmas Wishes

The CE, on behalf of all staff, thanked the Board for their contribution in 2018 and wished members a very happy Christmas and a healthy New Year.

The Chairperson also thanked members for their dedication during 2018 and thanked the CE and staff for their hard work during the year.

16. DATE & VENUE OF NEXT LOETB MEETING

The next meeting of LOETB will take place on Monday 28 January 2018 at 4:30pm in the FET Centre, Clara.

Signed: *Seamus O'Brien*

Chairperson

Date: *28/1/18*

Chairmans
Initials

Kalamazoo - 32576.000