



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 Thursday 12 July 2018 at 4.30pm at Banagher FET Centre.

PRESENT

Ms. Maura Brophy
Ms. Molly Buckley
Cllr. John Carroll (Chairperson)
Ms. Mary Cotter-Bracken
Cllr. Eamon Dooley
Cllr. Caroline Dwane-Stanley
Cllr. Eddie Fitzpatrick

Mr. William Flanagan
Ms. Vivienne Keenan
Cllr. John King
Cllr. Paschal McEvoy
Ms. Anne Starling
Mr. Frank Smith
Cllr. Mary Sweeney

IN ATTENDANCE

Mr. Joe Cunningham, Chief Executive
Ms. Marie Bracken, Director of OSD
Ms. Sadie Aherne, APO
Ms. Jean Keating, Clerical Officer

Emer Healy, Banagher FET Centre, gave members a tour of the Centre and an overview of the programmes and services on offer at the Centre.

1. APOLOGIES

Apologies were received from Cllr. Catherine Fitzgerald, Cllr. Sean Maher, Cllr. Tony McCormack, Cllr. Liam Quinn, and Mr. Derek Scully.

2. MINUTES OF PREVIOUS LOETB MEETING

The minutes of the previous meeting, which took place on 28 May 2018, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

Proposed by: Molly Buckley
Seconded by: John King

3. MATTERS ARISING FROM THE MINUTES

There were no matters arising from the minutes.

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4. GOVERNANCE**Risk Management**

A draft copy of the Corporate Risk Register (including Schools and FET) was circulated to members prior to the meeting. Marie Bracken took members through the updates on the Risk Register and informed members that the Audit Committee had reviewed the document in detail at their meeting on the 2 July 2018 and were happy to recommend it to the Board.

Members adopted the draft Corporate Risk Register.

Proposed by: Paschal McEvoy

Seconded by: Mary Sweeney

Conflict 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.

5. REPORT FROM THE CHAIRPERSON OF THE FINANCE COMMITTEE

Mountrath Road,
Portlaoise.
25/6/2018

To: Chairman LOETB

Dear Chairman,

I wish to report that the Finance Committee met on Monday, 25th June 2018.

We considered the following:

Details of finances to 31/5/2018

Capital expenditure and Balances at 31/5/2018

Monthly balancing statement for May 2018

Bank Overdraft

Solas funding 2018-07-03

Updated list of procurement frameworks at 18/6/2018

Project at:


Mount Lucas

Axis Business Park

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. 25th June 2018

6. 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 2nd July 2018 at 2.30pm in Tower Hill, Portlaoise, Co. Laois.

The following was considered:

- Matters for discussion in the absence of the Executive
- Adoption of minutes of Audit Committee Meeting (12 March 2018)
- The following minutes were examined and noted;
 - Finance Committee Meeting 20 March 2018
 - LOETB Meeting 26 February 2018
 - LOETB Meeting 27 March 2018
 - LOETB Meeting 28 May 2018
- Conflict of Interest
 - Conflict of interest procedures for Board Members and Committees were adopted and recommended to the Board.
- Report from Office of Comptroller and Auditor General was examined.
- Update on Risk Register was examined and the Committee was happy to recommend it to the Board of LOETB.
- Members were satisfied with the update of the Self Audit Workbook
- Members noted all ongoing Procurement Frameworks
- The following Procedures were adopted;
 - Accrual Procedures
 - Prompt Payment Procedures
- Internal Audit Report – Procurement in Mount Lucas
 - Its findings, which were highlighted by the Internal Audit were discussed and clarified to the satisfaction of the Audit Committee.
- The Committee was provided with an update on the 2017 C&AG Audit
- The Committee received an progress report on GDPR

Oliver Mc Cormack

Oliver Mc Cormack
Chairman Audit Committee

Date: 2 July 2018

7. CHIEF EXECUTIVES REPORT

Schools

State Examinations

The State Examinations have concluded in all schools and reports from all concerned were positive.

Youth Services

National Quality Standards Framework (NQSF)

The Dept. of Children and Youth Affairs (DCYA) have allocated €225,695 for the Special Projects for Youth (SPY) programme in 2018. Currently the LOETB Youth Officer is carrying

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out quality standards reviews with the SPY-funded projects in our region, namely Youthwork Ireland Laois, Youthwork Ireland Midlands, and Offaly Traveller Movement.

Capital Funding Scheme 2018

The DCYA has allocated €35,000.00 for this Capital Grant Scheme in 2018 which is limited to SPY projects in Laois and Offaly. The focus of the grant is to support initiatives such as the purchase of equipment and/or minor health and safety improvements, upgrade to premises, including painting or redecoration and upgrade of kitchen and toilet facilities.

Local Youth Club Grants Scheme 2018

The DCYA has allocated €55,165.22 for this Grant Scheme in 2018. The Scheme supports voluntary youth club activities for young people; with priority being given to young people between the ages of 10 and 21. In total 48 Youth Clubs/Groups have applied for the grant and the successful applicants will receive their allocations in early October 2018.

Further Education and Training

Strategic Performance Agreement

The Strategic Performance Agreement with SOLAS, including targets for our FET provision from 2018-2020, has been agreed.

Organisation Support and Development Services

Corporate Services

Schools Reconfiguration for Diversity Process

Offaly County Childcare Committee carried out a survey on behalf of LOETB of parents using Childcare services in Edenderry between 28 May 2018 and 26 June 2018. A draft report is currently being prepared.

Freedom of Information

Freedom of Information requests are on-going and are being answered within the designated time frames. To date 5 FOI requests have been received in 2018.

Data Protection

General Data Protection Regulation (GDPR) training continues to be rolled out across the scheme. Privacy Notices have issued to all staff. An online GDPR training project will be commencing next week.

Protected Disclosures

To date no protected disclosures have been received.

Health and Safety

Health and Safety training was provided for ancillary staff on 14 June 2018.

Children First Act 2015

Child Safeguarding Training was provided to SNAs and ancillary staff on 14 June 2018.

Human Resources

Recruitment and Appointments

93 teaching posts have been advertised (some of these re-advertisements) and 48 appointments have been made to date. Recruitment is ongoing.

Other Appointments

1 x API

Oaklands Community College

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- 2 x API Ard Scoil Chiaráin Naofa, Clara
- 1 x Programme Coordinator Ard Scoil Chiaráin Naofa, Clara
- 1 x API Portlaoise College
- 1 x Principal St Fergal's College, Rathdowney
- 2 x Electrical Instructors Training services

Finance

Budgets

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

Audit of 2017 Financial Year

The audit of the 2017 financial year has been carried out by Mazars on behalf of the Comptroller and Auditor General. The audit took place from on 5 June to 15 June.

SOLAS Mid-Year Review

The SOLAS mid-year review has been completed and forwarded to SOLAS. Additional funding (€410,600) for Apprenticeship training is being requested.

School Online Payments System

Training for Principals, school secretaries, and office staff took place on 19/20 June and it is expected to have the system operational by September.

Creditor Payments

2,247 invoices, amounting to €4,034,675, were paid in the first quarter of 2018. Of these, 63% were paid within 15 days of receipt of invoices, and a further 35% were paid within 30 days.

2,464 invoices, amounting to €1,766,969, were paid in the second quarter of 2018. Of these, 65% were paid within 15 days of receipt of invoices, and a further 34% were paid within 30 days.

Procurement and Buildings

Buildings

Oaklands Community College, Edenderry
 The DES professional and technical team inspected the site on the 26 June 2018 and have had a pre-planning meeting with Offaly County Council. The DES are currently finalising the Brief Formulation Report (BFR). The contract for the transfer of the Hotel Site to LOETB by Offaly County Council has been completed.

Procurement Frameworks/Projects

Project	School/Centre	Successful Tenderer	Status of Project
School Books Framework – OGP Framework	All 2 nd Level Schools	Book Haven	Contract for 12 months with an option to extend for a further 12 months only now in place
Waste Management	Schools, Centres and Offices	Greyhound Waste	Contract for 2 years from 1/07/2018 now in place
Print Managed Services – OGP Framework	Schools, Centres and Offices	Bryan S Ryan	Managed Print Services – Bryan S Ryan successful Tenderer. Phase 1 of installation complete. Xerox extending their

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			Contract to 2/9/2018 to facilitate changeover
School Catering	Schools	Get Fresh Catering School Food Company	End of standstill period 11/07/2018. Letters of Acceptance/Contracts going out to successful Tenderers 12/07/2018
Online Payments System	Schools	Way 2 Pay	Laois and Offaly ETB are part of the pilot stage. Contract from 16/05/2018 to 15/05/2020 (period of 2 years)
Catering	Portarlington FET Centre		Advert for Expressions of Interest in local papers 11/07/2018
Security/Night Class Caretaking	Portarlington FET Centre		Tenders issued to 5 Companies 11/07/2018
Boiler Replacement	Portlaoise College	Portlaoise Gas and Oil	Work Completed June 2018.
New proposed Warehouse	Mount Lucas	Kenny Lyons Architects	End of standstill period for Consultants 11/07/2018. Letter of Acceptance going out to Kenny Lyons 12/07/2018
Fire Exit Works	Portlaoise FET Centre	McCarthy O'Hora	Meeting arranged with McCarthy O'Hora 13/07/2018 to progress project
Upgrade Access Facilities for Special Student	Coláiste Naomh Cormac Kilcormac		Application sent to Department to upgrade Access facilities for Special Student. Waiting on reply from Dept.
Additional Accommodation	Clonaslee College		Application sent to Department for additional accommodation. Waiting on reply from DES.
ASD Unit	Portlaoise College		Application sent to Department for ASD Unit. Waiting on reply from DES.
Electrical Upgrade	Abbeyleix FET Centre	Consultant – Jerry Geaney	Waiting on Funding Approval
Guttering/Downpipe replacement	Banagher FET Centre	Consultant – Kenny Lyons Associates	Waiting on Funding Approval
Industrial Unit & Offices	Axis Business Park, Tullamore	Consultant: McCarthy O'Hora	Currently working with McCarthy O'Hora re documentation for ETenders

Members thanked the CE for his comprehensive report.

8. FINANCE

Statement of Internal Control (SIC) – 2017 Annual Financial Statements

The CE informed members that the C&AG has requested an amendment to the wording on the Statement of Internal Control in relation to procurement.

Members adopted the amendment.

Proposed by: Frank Smith
Seconded by: Molly Buckley

9. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details	Comments
1.	Office of an Taoiseach	8 June 2018	Response to letter from Chairperson of LOETB re Deportation Order for the Muojeke family	Noted by members
2.	Department of Justice and Equality	13 June 2018	Response to letter from Chairperson of LOETB re Deportation Order for the Muojeke family	Noted by members

10. POLICIES FOR ADOPTION

The following policy was circulated to members prior to the meeting. Members approved the policy as follows:

LOETB Policies

- Draft Social Media Policy
Proposed by: Molly Buckley
Seconded by: Anne Starling

11. BOARD OF MANAGEMENT MINUTES

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

- Birr OEC 26 April 2018
Proposed by: Vivienne Keenan
Seconded by: Eamon Dooley
- Oaklands Community College 12 April 2018
Proposed by: Eddie Fitzpatrick
Seconded by: Frank Smith

- St. Fergals College Rathdowney 26 October 2017
Proposed by: John King
Seconded by: Mary Sweeney

- Coláiste Naomh Cormac, Kilcormac 23 April 2018
Proposed by: Mary Cotter-Bracken
Seconded by: Eamon Dooley

- Youth Work Committee 11 May 2017
Proposed by: Anne Starling
Seconded by: Paschal McEvoy

12. DRAFT LOETB ANNUAL REPORT 2017

A copy of the Draft LOETB Annual Report for 2017 was circulated to members prior to the meeting. Members commended the CE and staff at LOETB for all their hard work during 2017 which is reflected in the report. Members adopted the Draft LOETB Annual Report for 2017.

Proposed by: Molly Buckley
Seconded by: Vivienne Keenan

13. ETBI ANNUAL CONFERENCE AND AGM 2018

Members received an information leaflet prior to the meeting regarding the ETBI Annual Conference and AGM 2018 which will take place on Wednesday 26 and Thursday 27 September 2018 at Kilashee Hotel, Naas, Co. Kildare.

The Chairperson requested nominations for the 5 Voting Delegates:

Nominee 1: Caroline Dwane Stanley
Proposed by: Molly Buckley
Seconded by: Vivienne Keenan

Nominee 2: Maura Brophy
Proposed by: Caroline Dwane Stanley
Seconded by: Vivienne Keenan

Nominee 3: Eddie Fitzpatrick
Proposed by: Paschal McEvoy
Seconded by: Frank Smith

Nominee 4: Mary Sweeney
Proposed by: John King
Seconded by: Molly Buckley

Nominee 5: John Carroll
Proposed by: Paschal McEvoy
Seconded by: Eddie Fitzpatrick

The Chairperson asked all other members to contact Jean Keating in the Administrative Office before the 7 September if they wish to attend.

14. NOMINATION TO THE GOVERNING BODY OF THE INSTITUTE OF TECHNOLOGY CARLOW

The Chairperson informed members that correspondence had been received from the Institute of Technology Carlow requesting LOETB to nominate a member of a local authority to replace Cllr. Jerry Lodge (RIP) on the Governing Body of IT Carlow.

Members nominated Mary Sweeney.

Proposed by: Molly Buckley

Seconded by: John King

15. NOMINATION TO THE BOM OF GALLEN COMMUNITY SCHOOL, FERBANE

The Chairperson informed members the current Board of Management (BOM) at Gallen Community School, Ferbane, ends its three year term on the 31 July 2018. The Secretary of the BOM wrote to the CE seeking the names of the LOETB nominees to the BOM at Gallen Community School for the new term (2018-2020).

The nominees are as follows;

Nominee 1: Mary Cotter Bracken

Proposed by: John Carroll

Seconded by: Mary Sweeney

Nominee 2: Liam Quinn

Proposed by: Eddie Fitzpatrick

Seconded by: Mary Sweeney

Nominee 3: Molly Buckley

Proposed by: Caroline Dwane-Stanley

Seconded by: Vivienne Keenan

16. NOMINATION TO THE BOM OF ST. BRENDAN’S COMMUNITY SCHOOL, BIRR

The Chairperson informed members the current Board of Management (BOM) at St. Brendan’s Community School, Birr, ends its three year term on the 31 July 2018. The Secretary of the BOM at St. Brendan’s Community School, Birr, wrote to the CE seeking the names of the LOETB nominees to the BOM at St. Brendan’s Community School, Birr for the new term (2018-2020).

The nominees are as follows;

Nominee 1: John Carroll

Proposed by: Frank Smith

Seconded by: Caroline Dwane-Stanley

Nominee 2: Denis Magner
Proposed by: Caroline Dwane-Stanley
Seconded by: Vivienne Keenan

Nominee 3: Sean Maher
Proposed by: Caroline Dwane-Stanley
Seconded by: Vivienne Keenan

17. NOMINATION TO THE YOUTH WORK COMMITTEE

Foróige Nominee

Bernie Meally has been nominated to replace Eric O'Brien as the Foróige Nominee on the Youth Work Committee. Members confirmed the nomination.

Proposed by: Vivienne Keenan
Seconded by: Caroline Dwane Stanley

Laois County Council Nominee

Pamela Tynan has been nominated by Laois County Council to replace Evelyn Brownrigg on the Youth Work Committee on an interim basis as Ms Brownrigg must cover an absence of a colleague in a different section.

Members confirmed the nomination.

Proposed by: Mary Sweeney
Seconded by: John King

18. NOMINATION TO THE BOM OF PORTLAOISE COLLEGE

The Principal of Portlaoise College is seeking the confirmation of Tim Stapleton, Community Representative on the BOM at Portlaoise College. Members confirmed same.

Proposed by: Frank Smith
Seconded by: Vivienne Keenan

19. NOMINATION TO THE BOM OF MOUNTRATH COMMUNITY SCHOOL

The Chairperson informed members that there is a vacancy on the Board of Management (BOM) of Mountrath Community School due to the resignation of Joe Thompson.

Members nominated Caroline Dwane-Stanley to replace Joe Thompson on the BOM.

Proposed by: Vivienne Keenan
Seconded by: Maura Brophy

20. VOTES OF SYMPATHY

A vote of sympathy was passed to:

- To the Salesians of Don Bosco and family of Brother Padraig McDonald, Chairperson of the Board of Management at Heywood Community School, on his recent passing. RIP.

21. VOTES OF CONGRATULATIONS

A vote of congratulations was passed to;

- John King on his recent election as Cathaoirleach of Laois County Council.

22. AOB (WITH PERMISSION OF THE CHAIRPERSON)

ETB Complaints Procedures

A copy of the new ETB complaints procedures were circulated to members for their information.

Conflict of Interest Procedures

A copy of the Conflict of Interest Procedures for Board Members and Committees of the Board was circulated to members for their information.

Public Libraries Overview

An overview of the Public Libraries service was circulate to members for information.

ETBI Magazine

A copy of the Spring ETBI magazine was circulated to members for information.

Tullamore College

A member asked if there is an update on the car park at Tullamore College as the lack of parking is an issue for staff. The CE confirmed that we are awaiting instructions from the Dept. of Education and Skills regarding the matter and that a bond is currently in place to complete the works.

23. DATE & VENUE OF NEXT LOETB MEETING

The next meeting of LOETB will take place on Monday 24 September 2018 at 4.30pm at Abbeyleix FET Centre.

Signed: Don S. Beatty

Chairperson

Date: 24/9/2018

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