



**loetb**

Bord Oideachais agus Oiliúna  
Laoise agus Uíbh Fhailí  
*Laois and Offaly*  
Education and Training Board

A meeting of Laois and Offaly Education and Training Board was held on Monday 28 May 2018 at 4.30pm at Ard Scoil Chiarain Naofa, Clara.

**PRESENT**

Ms. Molly Buckley  
Cllr. John Carroll (Chairperson)  
Ms. Mary Cotter-Bracken  
Cllr. Eamon Dooley  
Cllr. Caroline Dwane-Stanley  
Cllr. Catherine Fitzgerald

Ms. Vivienne Keenan  
Cllr. John King  
Cllr. Sean Maher  
Cllr. Paschal McEvoy  
Cllr. Liam Quinn  
Mr. Derek Scully  
Cllr. Mary Sweeney

**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

**TRIBUTE TO JERRY LODGE**

The Chairperson paid a special tribute to Board member Cllr. Jerry Lodge who sadly passed away last month. The Chairperson stated that Jerry was a true gentleman and will be greatly missed by all members of the Board. Members paid tribute to Jerry and spoke with fondness of their wonderful memories of Jerry. Members commented on how intelligent, generous and respectful Jerry was, and how he was held with the highest of esteem in Portlaoise and the surrounding areas. The CE also paid tribute to Jerry on behalf of the executive and noted his diligent work with Laois Third Level and the Tidy Towns. He told members that Jerry often called into the Administrative Offices on Ridge Road on his early morning walk, and he will be greatly missed by all the Administrative Staff.

The Chairperson adjourned the meeting for 10 minutes as a mark of respect.

Roger Geagan, Principal, welcomed members to Ard Scoil Chiaráin Naofa, Clara, and gave a brief outline of recent events at the school. He informed members that school enrolments have increased to 320 for September 2018. He also spoke about the Brosna Centre which consists of two classes of students with Autism. The Chairperson thanked Roger for hosting the Board Meeting.

**1. APOLOGIES**

Apologies were received from Ms. Maura Brophy, Cllr. Eddie Fitzpatrick, Mr. William Flanagan, Mr. Frank Smith, Ms. Anne Starling, Cllr. Tony McCormack.

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**2. MINUTES OF PREVIOUS LOETB MEETING**

The minutes of the previous meeting, which took place on 27 March 2018, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

*Proposed by:* Caroline Dwane-Stanley

*Seconded by:* John King

**3. MATTERS ARISING FROM THE MINUTES**

There were no matters arising from the minutes.

**4. GOVERNANCE**

**Risk Management**

There were no new risks to report.

**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.

**5. CHIEF EXECUTIVES REPORT**

**Schools**

SCHOOL	HIGHLIGHT
Coláiste na Sionna, Banagher	<ol style="list-style-type: none"> <li>Saoirse Larkin, a TY student, was selected to contest the final of Microsoft Office PowerPoint final in their offices in Dublin on 11<sup>th</sup> May. Saoirse won the final and will now go on to represent Ireland in London, the <i>Home Countries</i> Final.</li> <li>Congratulations to the Minor Camogie team on their victory over Coláiste Brid, Enniscorthy in the Leinster Schools Final.</li> <li>Roisin English, a TY student, was placed 4<sup>th</sup> in the All Ireland Drama Festival in the National Finals in Athlone.</li> </ol>
Ard Scoil Chiaráin Naofa, Clara	<ol style="list-style-type: none"> <li>School Awards Day took place for whole school, and also for the TY programme.</li> <li>Very successful Sports Day held recently.</li> </ol>
Oaklands College, Edenderry	<ol style="list-style-type: none"> <li>Visit by Minister for Education and Skills to site for new school.</li> <li>Whole school inspection (MLL) took place in school over past number of weeks: very positive feedback from Inspectorate. Draft report issued to the school.</li> </ol>
Coláiste Naomh Cormac, Kilmacmac	<ol style="list-style-type: none"> <li>First year pupil, Joanne Cushen finished 2<sup>nd</sup> in the Junior Category at the National Enterprise Awards,</li> </ol>

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	<p>held in Croke Park recently. Joanne's business creates fundraising opportunities for clubs and organisations.</p> <ol style="list-style-type: none"> <li>The school had their annual 5K run on Friday 4<sup>th</sup> May. This year it was in aid of Temple Street Children's Hospital. The event gets great local support from Birr Garda and the school's Parent Association. This was also the first year of the Dermot Guinan Memorial Trophy, in memory of the school bus driver, who passed away last year.</li> <li>Second year students went on a very successful cultural trip to Barcelona in April.</li> </ol>	
<p>Dunamase College, Portlaoise</p>	<ol style="list-style-type: none"> <li>The school had a very successful open evening in April, both for next years' First years and future years.</li> <li>Two teams took part in the Interschool's Fencing Competition in Clongowes Wood College and brought home a trophy.</li> <li>The students and staff completed the first part of the Slieve Bloom Way on Thursday 24 May. A great day was had by all, the Parents Council organised a BBQ for the students and their families to end the day.</li> </ol>	
<p>Portlaoise College</p>	<ol style="list-style-type: none"> <li>The Annual Awards evening on 24<sup>th</sup> May was hosted by Maria Walsh, former Rose of Tralee.</li> <li>The school won the Laois Interschool's First year debating competition.</li> <li>The first and only students in the county will be sitting the new Politics and Society Leaving Cert exam in June.</li> </ol>	
<p>St. Fergal's College, Rathdowney</p>	<ol style="list-style-type: none"> <li>First year student, Kaley Cozens won a Gold Medal in Javelin at the Leinster Schools Athletics Championships.</li> <li>Junior Hurlers (U-14) won the North Leinster competition.</li> <li>Senior Hurlers won the North Leinster competition and reached the All Ireland C Final.</li> </ol>	
<p>Tullamore College</p>	<ol style="list-style-type: none"> <li>The Minister for Education and Skills officially opened the new school building on Friday 4 May.</li> <li>Dylan Cuskelly was chosen as a member of the team to represent Ireland at the Benelux Maths Olympiad in Luxembourg in April.</li> <li>Second Year girls won the All Ireland at the National Basketball Arena on 2<sup>nd</sup> May.</li> <li>The Senior Ladies Football team won the Leinster Final on 3<sup>rd</sup> May.</li> <li>The Junior Ladies Football team won the Leinster Final on 15<sup>th</sup> May.</li> </ol>	
<p><b><u>Further Education and Training</u></b></p> <p><b><u>Strategic Performance Agreement</u></b></p> <p>LOETB met with SOLAS on 16 May in the National Construction Training Centre, Mount Lucas. The focus of this meeting was to discuss LOETBs proposed three-year plan for FET provision and the associated funding required. The SOLAS team were accompanied by Peter Baldwin, former Assistant General Secretary, DES and Angela Whiteside, Quality Advisor with the Department of Employment and Learning in Northern Ireland.</p> <p>LOETB has targeted specific skills clusters over the next three years including Construction, Engineering, Bio-Pharma, Manufacturing, Healthcare, Hospitality and Retail. The</p>		

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Traineeship model will be continuously developed and adapted to meet local and regional employer needs. The outcome of the meeting was extremely positive and a final strategic document will be published before the end of June.

**LOETB Brand Development**

In line with Goal 5 in the FET Strategy, 2014-2019: *Standing of FET* and LOETBs Strategy Statement (Priority 3.3: *Enhancing the LOETB Brand*), the FET Services have signed sponsorship agreements with Laois GAA and Offaly GAA. The new GAA Centre of Excellence in Laois will be named ‘LOETB Centre of Excellence’ for a three-year period whilst in Offaly, the Training Rooms in the Faithful Fields will be sponsored by LOETB for ten years. Both agreements include a financial contribution (€15,000 and €1,800 per annum respectively) and the provision of educational and training supports for all players in development and inter-county squads. In terms of brand awareness, these deals will provide LOETB with a substantial platform to promote our services.

**QQI Quality Improvement Plan Implementation**

As part of the Executive Self Evaluation agreed with QQI, the FET Services are now implementing a Quality Improvement Plan. Another significant piece of this process is the publication of all our QA Policies and Procedures. This considerable piece of work has been completed by our QA Department and will be formally approved by QQI on 6 June. The QIP and ESE are in line with our own Statement of Strategy and will act as a precursor to the Statutory Review of QA in 2019.

**Organisation Support and Development Services**

**Corporate Services**

**Freedom of Information**

Freedom of Information requests are on-going and are being answered within the designated time frames. To date 4 FOI requests have been received in 2018. Currently, we also have a request for a review by the Information Commissioner.

**Data Protection**

The General Data Protection Regulation (GDPR) has come in to force in Ireland with effect from 25 May 2018. Staff have attended training to ensure that we remain compliant with this legislation. With effect from 25 May, Government departments and other public bodies will face regulatory fines of up to €1 million for breaching peoples’ data protection rights. In addition to this, individuals will have the right to sue for material and non-material damage and will have the right to receive compensation for damage suffered.

**Health and Safety**

Quadra Consultants have been appointed by LOETB for 2 schools in LOETB (Portlaoise College and Tullamore College) as a Pilot Project. Quadra will commence the project in these schools during June 2018. It is hoped that this Pilot Project will lead to a Safety Statement being produced that will be suitable for all ETBs thereby leading to uniformity and cost effectiveness in all ETBs.

**Garda Vetting**

LOETB carries out Garda Vetting for students and staff which is on-going.

**Risk Management**

Work is in progress on the Corporate Risk Register which now also includes the risks in schools and Further Education and Training centres. The Code of Governance Self-Audit Workbook is being examined at regular intervals.

**Protected Disclosures**

To date no protected disclosures have been received.

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## Human Resources

### Recruitment

#### Appointments:

- 46 teaching posts have been advertised to date and 11 appointments made
- 1 x Clerical Officer (Grade III) appointed
- 2 x Assistant Principal (AP) I Posts appointed at St Fergal's College, Rathdowney
- 1 x API Post appointed at Oaklands Community College

#### Interviews to be held in the coming weeks:

- API posts for Ard Scoil Chiaráin Naofa, Clara and Portlaoise College
- Electrical Instructor (Training Services)
- Teaching Posts

#### Panels put in place:

- Instructors Birr Outdoor ETC
- Clerical Officer Grade III
- Substitute Teachers

### Payroll

In the month of April we had four pay runs paying a total of 1,402 payees amounting to €1,726,287. There was one accrual run paying a total of €1,139,241.

### Pensions

Pension Increases – completed for employees who retired from March 2012 and submitted to PSSC for payment.

Pre-Retirement Course – A successful course was held and attended by over 20 employees.

## Finance

### Budgets

A summary of finances to 30 April 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 is being carried out by Mazars on behalf of the Comptroller and Auditor General. The audit is commencing on 5 June, and is projected to take two weeks.

### SOLAS End of Year Report

The SOLAS end of year report for 2017 has been completed and forwarded to SOLAS. The report balances to the Annual Financial Statements.

### SOLAS Funding for 2018

Approval has been received from SOLAS for funding in the amount of €18,445,000 for the 2018 financial year. A review of budgets will be completed mid-year, when a further case will be made for additional funding.

### ESF Returns

ESF returns for Adult Literacy, Youthreach and BTEI for 2016 are being compiled. Returns have to be submitted on the new IT eCohesion system by 31 May.

### School Online Payments System

An online payments system which caters for accepting credit and debit card payments securely is being implemented in LOETB schools. Training for Principals and school secretaries is planned for 19/20 June and it is expected to have the system operational by September.

**Information and Communications Technology**

D/PER Circular 2/2016

LOETB has made its Start of Year submission on its projected ICT expenditure for 2018 and will have to report on variances (+/- 10%) at year end.

Upgrade of PCs/Firewalls

A number of ICT rooms in schools will be upgraded during the summer and the Firewall Protection in FET centres will also be completed.

**Procurement and Buildings**

Update on Procurement Frameworks/Projects at 25 May 2018

Project	School/Centre	Successful Tenderer	Status of Project
School Books Framework – OGP Framework	All Schools	5 Companies in competition	School Book Framework submissions evaluated. Waiting on reply from OGP of successful Tenderer
Waste Management	Schools, Centres and Offices	Greyhound Waste	Waste Management Framework submissions evaluated. Greyhound Waste the successful Tenderer designate. Currently in standstill period.
Print Managed Services – OGP Framework	Schools, Centres and Offices	Bryan S Ryan	Managed Print Services – Bryan S Ryan successful Tenderer. Xerox extending their Contract to 2/9/2018 to facilitate changeover
School Catering	Schools		Tender Closing date 25/05/2018
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)
Boiler Replacement	Portlaoise College	Portlaoise Gas and Oil	Work to commence end May 2018

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Parking Area Works	Mount Lucas		Kenny Lyons Architects appointed to oversee the Works. Will be going to Tender early June 2018
Fire Exit Works	Portlaoise FET Centre		Invitation to Tender for Consultants closing date 28/05/2018
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 DES for additional accommodation. Waiting on reply.
ASD Unit	Portlaoise College		Application sent to Department for ASD Unit. Waiting on reply from DES
ASD Unit/Sensory Room	Coláiste Naomh Cormac, Kilcormac		Approval received for ASD Unit and Sensory Room in Coláiste Naomh Cormac, Kilcormac to be located in school. Grants received 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 and Offices	Tullamore	Consultant – McCarthy O’Hora	Currently working with McCarthy O’Hora re documentation for eTenders

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Members thanked the CE for his comprehensive report.

Members discussed the LOETB Brand Development and agreed that both the Laois and Offaly GAA agreements are a great fit and will help promote the LOETB brand further within the community.

A member thanked the CE and staff for all the work involved in Minister Richard Bruton’s recent visit, and noted that it was very well planned and a very positive experience for all. A member added that it was a great opportunity to show the Minister the site that has been identified for the new school building for Oaklands Community College, Edenderry.

A member asked the CE for an update on the new school building for Oaklands Community College. The CE informed members that a document mapping the composite site is being prepared and it is envisaged that it will be back to the Department of Education and Skills

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(DES) this week. The DES are keen to see this project progress to the Design State as soon as possible.

A member commended the staff and management at Oaklands Community College on their recent whole school evaluation. It is hoped that the final report will be as positive as the feedback given to date, which has been excellent, especially on the area of engagement with the local community.

## 6. FINANCE

### Bank Account for Dunamase College

Sadie Aherne informed members that the Parents Association at Dunamase College are seeking approval to open a bank account. Members approved same.

*Proposed by:* Catherine Fitzgerald

*Seconded by:* Mary Sweeney

### Bank Overdraft

The Board, at its meeting 27 March 2018, accepted in principle that the Board should borrow money for the purposes of carrying out the Board's function. The Minister for Education and Skills has, in a letter dated 4 May 2018, sanctioned the overdraft facility in the amount of €4,000,000 for the period 17 June 2018 to 16 June 2018. A Letter of Offer has been received from AIB, giving an expiry date of 20 May 2019.

The Board accepted the proposal, having obtained the consent of the Minister for Education and Skills.

*Proposed by:* Liam Quinn

*Seconded by:* Mary Sweeney

## 7. CORRESPONDENCE

<b>Item No</b>	<b>Correspondence From</b>	<b>Date / RefNo.</b>	<b>Details</b>	<b>Comments</b>
1.	Offaly Sports Partnership	<b>16 April 2018</b>	Nomination of LOETB representative to the Board of Offaly Sports Partnership.	Nominee: Eddie Fitzpatrick  <i>Proposed by:</i> Liam Quinn  <i>Seconded by:</i> Vivienne Keenan
2.	IPB Insurance	<b>AGM</b>	Notice of IPB AGM on 27 April 2018	The IPB AGM took place on 27 April 2018.

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				For information only.
3.	Department of Education and Skills	<b>CL0020/2018</b>	Revision of Salaries in Respect of Certain Staff (Other than Teachers and SNAs) Employed by ETBs with effect from 1 April 2018	For noting only
4.	Department of Education and Skills	<b>CL0022/2018</b>	Gaeltacht School Recognition Scheme for Post-Primary Schools in Gaeltacht Language-Planning Areas	For noting only
5.	Department of Education and Skills	<b>CL0024/2018</b>	Prescribed Material for the Leaving Certificate English Examination in 2020	For noting only
6.	Department of Education and Skills	<b>CL0025/2018</b>	Sick Leave Scheme for Teachers, changes to the Critical Illness Provisions (CIP) from 31st March, 2018	For noting only
7.	Department of Education and Skills	<b>CL0026/2018</b>	Sick Leave Scheme for SNA's, changes to the Critical Illness Provisions (CIP) from 31st March, 2018	For noting only
8.	Department of Education and Skills	<b>CL0027/2018</b>	Provision to allow for certain education and training sector staff to be retained in employment beyond their Compulsory Retirement Age of 65 years until they reach the age of eligibility for the Contributory State Pension	For noting only
9.	Department of Education and Skills	<b>CL0027/2018</b>	Frequently Asked Questions	For noting only
10.	Department of Education and Skills	<b>CL0028/2018</b>	Prescribed Material for the Junior Certificate/Junior Cycle Examination in 2020 and Leaving Certificate Examination in 2020	For noting only

11.	Department of Education and Skills	<b>CL0029/2018</b>	Secondment Scheme for Registered Teachers in Recognised Primary and Post Primary Schools	For noting only
12.	Department of Education and Skills	<b>CL0030/2018</b>	Adjudication Process – Contracts of Indefinite Duration	For noting only
13.	Department of Education and Skills	<b>CL0031/2018</b>	Arrangements for the Election of Staff to Education and Training Boards (ETBs) (2018)	For noting only
14.	Department of Education and Skills	<b>CL0032/2018</b>	Information in relation to Standardised Testing and Other Matters  Academic Year 2017/18 and Subsequent Years	For noting only
15.	Department of Education and Skills	<b>CL0033/2018</b>	Business Syllabus – Leaving Certificate  Revised arrangements for the updating of legislation	For noting only
16.	Department of Education and Skills	<b>CL0034/2018</b>	Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment  Arrangements for the 2018/19 school year	For noting only
17.	Department of Education and Skills	<b>CL0035/2018</b>	Prescribed material for Junior Cycle Irish Specification for Junior Cycle Irish: Irish-medium schools (L1)	For noting only
18.	Department of Education and Skills	<b>CL0036/2018</b>	Prescribed material for Junior Cycle Irish  Specification for Junior Cycle Irish: English-medium Schools (L2)	For noting only
19.	Department of Education and Skills	<b>CL0037/2018</b>	Prescribed material for Junior Cycle English	For noting only

20	Department of Education and Skills	<b>CLO038/2018</b>	Consultation with the School Community Including Teachers, Students and Parents on the use of Smart Phones and Tablet Devices in Schools	For noting only
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**8. POLICIES FOR ADOPTION**

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

**LOETB Policies**

- Draft Continuing Professional Development Policy for Employees of LOETB  
*Proposed by:* Molly Buckley  
*Seconded by:* Paschal McEvoy
  
- Draft Data Protection Policy  
*Proposed by:* Eamon Dooley  
*Seconded by:* John King
  
- Draft CCTV Policy  
*Proposed by:* Liam Quinn  
*Seconded by:* Paschal McEvoy
  
- Draft Data Breach Protocol Policy  
*Proposed by:* Caroline Dwane Stanley  
*Seconded by:* Derek Scully
  
- Draft Records Management Policy  
*Proposed by:* Mary Sweeney  
*Seconded by:* Vivienne Keenan
  
- Draft Clean Desk / Clear Screen Policy  
*Proposed by:* Eamon Dooley  
*Seconded by:* Mary Sweeney

A member queried if we have a policy to deal with smart phones. The CE informed members that a working group is currently in place to develop a Social Media Policy for LOETB which will incorporate smart phones.

**9. BOARD OF MANAGEMENT MINUTES**

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

- Birr OEC BOM Minutes 27 February 2018  
*Proposed by:* Eamon Dooley  
*Seconded by:* Vivienne Keenan

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- Portlaoise College BOM Minutes 15 March 2018  
*Proposed by:* Caroline Dwane-Stanley  
*Seconded by:* Paschal McEvoy
  
- Oaklands Community College BOM Minutes 8 February 2018  
*Proposed by:* Molly Buckley  
*Seconded by:* Eamon Dooley
  
- Banagher College BOM Minutes 21 December 2017  
*Proposed by:* Eamon Dooley  
*Seconded by:* Vivienne Keenan
  
- St. Fergals College Rathdowney 13 March 2018  
*Proposed by:* John King  
*Seconded by:* Paschal McEvoy

**10. RESIGNATION OF BOARD MEMBER, JOE THOMPSON**

The Chairperson informed members that Joe Thompson resigned his position as Board Member on the 18 May 2018, as a result of his recent appointment as Youth Officer with LOETB, and any potential conflict of interest this may present. The CE informed members that Youth Work Ireland / National Youth Council of Ireland will nominate a representative to replace Joe Thompson on the Board.

**11. VOTES OF SYMPATHY**

A vote of sympathy was passed to:

- To the family of Jerry Lodge, Board Member of LOETB, on his recent passing. May he RIP.
- To Pam Nolan, APO at LOETB, on the passing of her uncle. May he RIP.
- To John Donohoe, Clerk of Works at LOETB, on the passing on his brother. May he RIP.
- To Chris Phelan, staff member at the Portlaoise Admin Office, on the passing of her mother-in-law. May she RIP.
- To Póilín Hooban, staff member at the Portlaoise Admin office, on the passing of her mother. May she RIP.
- To Patricia Woods, staff member at Tullamore College, on the passing of her mother. May she RIP.

**12. VOTES OF CONGRATULATIONS**

A vote of congratulations was passed to;

- The Junior Ladies gaelic football team at Tullamore College who recently became Leinster Champions.
- To Tullamore College on their recent Awards Night.

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

- Copy of the new Further Education and Training Services Course Prospectus for 2018-2019 in members folders
- Offaly GAA and LOETB press release in members folders

**Schools Reconfiguration for Diversity Process**

LOETB, in its role as local statutory education authority for Laois and Offaly, was charged by the Department of Education and Skills with the responsibility of identifying an area in which to conduct a survey seeking the views of pre-school parents on the choice of school patronage available to them. LOETB has identified Edenderry as the initial area in which to roll out this survey. Offaly County Childcare Committee will distribute and collect the surveys and verify same. If the results of the survey indicate a demand for more choice of school patronage in Edenderry, the results will be sent to the patron of the majority of the schools in the area which is the Diocese of Kildare and Leighlin.

**Leave to Remain**

A member requested that the CE to write to the Minister for Justice and Equality, Charles Flanagan T.D., and to An Taoiseach Leo Varadkar T.D., on behalf of the Board, to request that the Moujeke family be granted 'Leave to Remain' in Ireland. Members supported the motion.

*Proposed by:* Molly Buckley  
*Seconded by:* Vivienne Keenan

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

The next meeting of LOETB will take place on Thursday 12 July 2018 at 4.30pm at Abbeyleix FET Centre.

Signed:  Date: 12/7/18  
 Chairperson