



**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 5 November 2018 at 5 pm at The Tullamore Court Hotel.

**PRESENT**

Ms. Molly Buckley  
Cllr. John Carroll (Chairperson)  
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. Tony McCormack  
Cllr. Paschal McEvoy  
Mr. Derek Scully  
Mr. Frank Smith

**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  
Ms. Jen Tonge, Clerical Officer

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**1. APOLOGIES**

Apologies were received from Ms. Maura Brophy and Ms. Ann Starling.

**2. MINUTES OF PREVIOUS LOETB MEETING**

The minutes of the previous meeting, which took place on 24 September 2018, were circulated to members. Members approved the minutes and they were signed by the Chairperson.

*Proposed by:* Eamon Dooley  
*Seconded by:* Molly Buckley

**3. MATTERS ARISING FROM THE MINUTES**

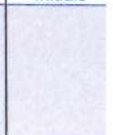
There were no matters arising from the minutes.

**4. GOVERNANCE**

**Risk Management**

A copy of LOETB's updated Draft Risk Register was emailed to members prior to the meeting. The Audit Committee reviewed this document in detail at their meeting on

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the 1 October 2018 and recommend same to the Board. Members examined the document and approved same.

Proposed by: Molly Buckley  
 Seconded by: Caroline Dwane-Stanley

**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
<p><b>Coláiste na Sionna, Banagher</b></p>	<ul style="list-style-type: none"> <li>• Congratulations to Andrea Tesarova who was awarded an All-Ireland Scholarship sponsored by JP McManus.</li> <li>• Sinainn Glynn on winning a Silver Medal in the European Boxing Championships in Russia.</li> <li>• LCA2 students on their project on Animals Rights and presented a cheque to ISPCA Athlone.</li> <li>• Banagher College Intermediate Team winners in the County Sports.</li> <li>• Ms. Claire Corley who attended the Seminar for European Parliament Ambassador School’s Teachers in the European Parliament, Brussels.</li> </ul>
<p><b>Ard Scoil Chiaráin Naofa, Clara</b></p>	<ul style="list-style-type: none"> <li>• Projected student enrolment for the year materialised resulting in another significant increase in the student population.</li> <li>• 2nd Year students embarked on their tour to Barcelona 23rd - 26th October.</li> <li>• Open Day/ Evening takes place on 27th November commencing the enrolment process for the 2019/2020 school year.</li> </ul>
<p><b>Oaklands College, Edenderry</b></p>	<ul style="list-style-type: none"> <li>• The school is delighted to announce that it will stage the popular family favourite pantomime “Beauty and the Beast” next January. The announcement comes after the formation of “Oaklands Players” Drama Society which has been established in the school with the aim of expanding extra-curricular opportunities for students.</li> <li>• 6th Year student Jade Moore has been honoured as a guest contributor at the Poetry Ireland Culture Night event in Dublin. The event took place at the Poetry Ireland Headquarters in Parnell Square.</li> <li>• Congratulations are extended to Teacher Marc McMenamin on the launch of his book <i>Codebreaker</i>. The book is a fascinating account on a Dublin Nazi spy and the Irishman who tracked his movements. <i>Codebreaker</i> is Marc’s first book. It tells an amazing story about a prolific Nazi Spy operating in Ireland and Richard Hayes, a gifted polymath and cryptographer, who was drafted by Irish</li> </ul>

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	<p>intelligence services to track the movements of the spy - Hermann Görtz.</p>
<p><b>Coláiste Naomh Cormac, Kilcormac</b></p>	<ul style="list-style-type: none"> <li>• Congratulations to Hayden Cripps who has been selected by the State Exams Commission as a high achiever in Maths &amp; Science. Hayden goes forward to the National Olympiad in DCU where students are selected to represent Ireland at the Science Olympiad in Botswana.</li> <li>• In conjunction with the Offaly Arts Council, the Transition Years completed the filming of their mini movie which was screened at the Offline Film festival in Birr.</li> <li>• The Junior Debating team of Niall Mahon, Sarah Meacle, Emily Rose Johnson &amp; Padraig Kilmartin gave a great performance at the University College Dublin Schools Debating competition held in UCD. Sarah &amp; Emily Rose finished 2nd in their debate titled "This house would abolish trial by jury".</li> </ul>
<p><b>Dunamase College, Portlaoise</b></p>	<ul style="list-style-type: none"> <li>• The recent Open Evening was very well attended and the college will be unable to offer places to all applicants next year.</li> <li>• The school is competing in GAA and soccer competitions and looking at developing further sports teams</li> <li>• The school will be holding a Christmas Concert in December with associated fund-raising by the Parents Council.</li> <li>• The 2nd year CSPE classes held a presidential election on October 26th which gave an accurate prediction of the national results and was covered in local media.</li> </ul>
<p><b>Portlaoise College</b></p>	<ul style="list-style-type: none"> <li>• We held our Open Night on 27 September; this was our most successful Open Night with over 400 parents and students in attendance.</li> <li>• On 6th &amp; 7th December we will be staging our school musical "The Wizard of Oz"</li> <li>• On 8th February next year we will be holding a Lip Sync fundraiser in aid of an all-weather AstroTurf pitch. This pitch will be used by students of Portlaoise College and Institute and also the local community.</li> </ul>
<p><b>St. Fergal's College, Rathdowney</b></p>	<ul style="list-style-type: none"> <li>• Successful Open Day/Open Evening where pupils from surrounding schools had a taster of life in a post-primary school. At the Open Evening, presentations were made by current and past pupils.</li> <li>• As part of the Amber Flag, students held a Positive Pumpkin Patch competition in the lead-up to Halloween. Parents and prospective students voted for the best pumpkins when they were visiting for Open Night.</li> <li>• Camogie and Hurling teams are progressing well in their respective competitions.</li> <li>• All students in the Gaisce programme completed a hike as part of their portfolio of achievements.</li> <li>• Our school trad band, Lión na Bearnaí, was joined by local trad band (and past pupils) brothers Ciarán and Hugh Finn (The Finns) as our contribution to Trad for Trócaire</li> </ul>

2018. The money raised was presented to Trócaire on the day.

**Tullamore College**

- Congratulations to Leaving Cert student Dylan Cuskelly who was awarded the Naughton Scholarship for 2018. The scholarship is worth €20,000 over 5 years. The school also received a cheque for €1,000 for the Science Department. Dylan is the second Tullamore College recipient of the Naughton Scholarship.
- As part of our Wellbeing Programme, our Second Years were given advice and information on cyber safety from Dr Maureen Griffin a Forensic Psychologist who is an expert in this field.
- Congratulations to our First Year Girls' Futsal Team who won the FAI Offaly Post Primary Futsal Competition. The girls will now go on to represent Offaly in the Leinster Finals.

General School Matters

- LOETB Academic Awards Night took place on 12 October at Tullamore College. Thanks to AIB for partial sponsorship of event.
  - LOETB Teaching and Learning Centre has been established in Castle Buildings, Tullamore
  - 37 Teachers involved in LOETB Aspiring Leaders Programme (two Saturdays and one evening)
- The Teaching and Learning Centre has produced an Ezine, entitled, *TaLez*. The purpose of the Ezine is to shine a light on some of the Teaching and Learning initiatives in our places of learning, from a schools and FET centre perspective.

Upcoming BOM Training Opportunity

1. Training for Offaly Schools will take place on Wednesday 14 November 7-9pm in Tullamore College. Training for Laois Schools will take place on Thursday 15 November 7-9pm in Portlaoise College. A letter of invitation issued to every BOM member today outlining details.
  - Governance Matters
  - Suspensions/Expulsions/S29
  - MLL/WSE: Inspections: the role of the BOM
  - Education (Admissions to Schools) Act 2018
  - GDPR
  - Children First

Youth Services

- Currently working on mapping youth service support to identified needs in designated or targeted areas.
- Ongoing support offered to all youth services in Laois and Offaly.
- LOETB presented at a Department of Children and Youth Affairs Conference on its work in Laois and Offaly.

Further Education and Training

FET Funding 2019

The FET Director attended a two-day briefing session with SOLAS on the funding parameters

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for 2019. These parameters are aligned with the Strategic Performance Agreement signed by SOLAS and each ETB. 2019 will see the development of a FET Capital fund and further concentration on the development of Traineeships and Apprenticeships and those currently in employment.

### FET Literacy Conference

LOETB staged a 'Best Practice in Literacy' conference on Monday 5 November. This conference showcased the innovative practice being used by LOETB staff for the integration of literacy and numeracy across all services at all levels. The conference was attended by Andrew Brownlee, SOLAS and Inez Bailey, NALA.

### FET Priorities 2019

The following is a breakdown of the priority projects for 2019 outlined in LOETB's Statement of Strategy, Quality Improvement Plan and the Strategic Performance Agreement:

- Electrical Apprenticeship and Medtech Traineeship (Tullamore)
- Expansion of Construction Traineeship provision (Mount Lucas)
- Expansion of PLC provision (Portlaoise)
- Further development of FET Centre provision model
- Realignment of FET Management/Reporting structure
- Expansion of Third Level Agreements (AIT & CIT)
- Expansion of LOETB Services to Employers Unit

## **Organisation Support and Development Services**

### **Corporate Services**

#### Risk Management

The Corporate Risk Register has been updated to become one all-inclusive Risk Register extended to include the risks in schools and FET centres. A Risk Management meeting was held on 28<sup>th</sup> August, 2018 when the risks were examined in great detail. Currently there are 18 Risks on the Register; 5 Red (High), 11 Amber (Medium) and 2 Green (Low). This Risk Register was presented to the Audit Committee at their meeting on 1 October 2018.

#### Health and Safety

LOETB continues its involvement with the Pilot Project with Quadra Consultants for a Health and Safety Management System. Two schools in LOETB have participated in the Project; Portlaoise College and Tullamore College. It is hoped that we will have the Safety Management System for LOETB in January/February 2019.

Emergency First Aid Training days have taken place – 19 October and 2 November and were well attended.

Training for Health and Safety Representatives is due to take place in Portlaoise FET Centre, Tower Hill, Portlaoise on Monday 12 November.

#### Insurance

All policies have been renewed. Specific letters of indemnity are issued on request. Engineering inspections are continuing.

#### Garda Vetting

Garda Vetting is ongoing with the National Vetting Bureau. Currently, students who are due to go on work experience that involves working with children or vulnerable adults are being vetted. New employees to LOETB who are will be working with children or vulnerable adults are also being vetted.

Freedom of Information

Freedom of Information requests to date have been answered. In 2018, to-date we have received 7 FOI requests.

Data Protection (GDPR)

Since 25 May 2018, the General Data Protection Regulation and the Data Protection Act 2018 are in place. Training has been provided for employees.

- Staff from LOETB attended the IPB Conference on Data Protection and Information Security.
- A new employee has commenced as Clerical Officer in Corporate Services (due to GDPR) with effect from 10<sup>th</sup> October, 2018.

Protected Disclosures

No Protected Disclosure have been received to date.

Annual Report

The 2017 Annual Report has been published on our website, following approval from the Department of Education and Skills.

**Human Resources**Recruitment

38 appointments made in October.

Appointed

- Principal – Clonaslee College
- 3 Grade VII
- 3 Grade VI
- Professional Development Co-ordinator
- Training Standards Officer
- Researcher

We have also put in place the following panels;

- Substitute Teachers
- SNA
- Bus Escort
- Further Education Tutors
- Birr OEC

POR for 2017/2018 completed.

Advertising AP1 & APII for the following schools/centres has commenced to be completed by Christmas;

- Ard Scoil Chiarain Naofa
- Dunamase College
- Oaklands CC
- Clonaslee College
- Coláiste Naomh Cormac
- Portlaoise College
- Tullamore College
- Portlaoise Prison

Schools Induction – 15 October; 38 newly appointed teacher attended.

Payroll

In the month of October we had 4 pay runs paying a total of approx. 1500 payees amounting to €1,824,373.22.

With effect from the 1 January 2019, LOETB's payroll frequency will change in line with the ESBS Payroll Shared Services Project. LOETB will be in Wave 2 of the Payroll Migration Project which will commence in Quarter 2 2019. LOETB has met with all Union representatives in this regard and correspondence will issue to all staff this week.

Pensions

Our inaugural Retirement Function is being organised for 5 November – 40 retirees attending.

**Finance**Budgets

A summary of finances to 30 September 2018 is included in members' folders. Monthly monitoring of all school and centre budgets is being carried out.

SOLAS Funding

The Quarter 3 expenditure return has been forwarded to SOLAS on 22 October.

TAPS

A test file from TAPS (Trainee Apprentice Payments System), has been validated by AIB and SOLAS are currently working on the changes required to the existing BOI SEPA file structure to allow TAPS to be processed through the AIB banking system.

Internal Audit

An internal audit of the Specialist Training Providers programme will commence on Monday, 5 November for 15 days. The audit will be conducted by Kosi Corporation under the direction of the Internal Audit Unit. Melissa McIntyre, Internal Auditor will be co-ordinating the fieldwork.

Creditor Payments

1,538 invoices, amounting to €1,443,084, were paid in the third quarter of 2018. Of these, 66% were paid within 15 days of receipt of invoices, and a further 33% were paid within 30 days.

11 purchase orders for €20,000 or above, totalling €352,353.01 inclusive of VAT, were paid in the third quarter of 2018.

**ICT**Electrical Apprenticeship Courses

All computers have been set up in METAC (Mountrath) for the electrical apprenticeship courses.

Managed Print Services

All printers have been installed in all schools and centres by Bryan S Ryan. All Xerox printers have been removed.

USB Keys

The use of USB keys has been blocked in all schools with the exception of Dunamase College.

Firewalls

Tenders for firewalls in centres have been received and a contract has been awarded for the supply of same.

**Procurement and Buildings**

Procurement Frameworks/Projects as at 1 November 2018

Project	School/Centre	Successful Tenderer	Status of Project
Pest Control Framework – OGP Framework	Schools/Centres	Rentokil Initial Ltd	Contract sent for signing 1/11/2018. Contract from 1 <sup>st</sup> December 2018 to 30 <sup>th</sup> 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 – 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.
Contract Cleaning Services	Schools/Centres		Request for Tender published on Etenders 30/10/2018. Return date for Tenders 21 <sup>st</sup> November 2018.
New proposed warehouse	Mount Lucas	Kenny Lyons Architects	Closing date for return of Tenders 16/11/2018.
Fire Exit Works	Portlaoise FET Centre	McCarthy O’Hora Architects	3 Tenders received – currently being evaluated. Proposed works to commence November 2018.
Electrical Apprenticeship Design and Fit Out	Axis Business Park, Tullamore	McCarthy O’Hora Architects	Request for Tender published on Etenders 16/10/2018. Closing date for return of Tenders is 7/11/2018.

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## Capital and Buildings

Project	School/Centre	Successful Tenderer	Status of Project
Upgrade Access Facilities for Special Student	Coláiste Naomh Cormac Kilcormac		Application sent to DES to upgrade access facilities for Special Student. Waiting on report from meeting with Occupational Therapist.
Additional Accommodation	Clonaslee College		Application sent to DES for additional accommodation. Waiting on reply from DES.
ASD Unit	Portlaoise College		Letter, application and drawings sent to DES 22/10/2018.
Acoustics	Tullamore College	Butler Moffat Architects	Tender documentation completed. Awaiting DES response to query from the Architect.
Car Park and Ancillary Works	Tullamore College	Butler Moffat Architects	Schedule of works to be completed by 5 November 2018. A meeting will be scheduled with the Bondsman in the coming weeks.

The Chairperson thanked the CE for his comprehensive report.

A member commended St. Fergal's College Rathdowney on their recent Open Night and 'Trad for Trócaire' event.

A member asked if there was an age requirement for Garda-Vetting students transferring from another school. The CE informed members that applications for student transfers are considered under the policies and procedures in place in each of our schools but that Garda-Vetting of students does not take place under this process. The CE added that our students aged between sixteen and eighteen years old are Garda-Vetted for work experience purposes but no Garda-Vetting of students under the age of sixteen takes place.

A member congratulated Portlaoise Institute on their recent graduation, where 250 students received awards on the night.

A member raised concerns regarding the proposed ASD Unit at Portlaoise College which will displace some accommodation for PLC students. The CE explained that the displaced accommodation will be provided by way of an extension to the adjoining Portlaoise Institute building which will in time accommodate all students on PLC programmes. The CE informed members that it is hoped that the works on the ASD Unit will be completed by the start of the next school year. Any contingency plans for PLC provision will be put in place in consultation with school management as well as the Design Team and Main Contractor once appointed.

The CE also informed members that LOETB will be applying to SOLAS for additional funding to increase the schedule of accommodation at Portlaoise Institute.

A member queried the proposed timeline for development of the Med Tech facility at Tullamore. The CE informed members that it is intended for the works to commence before the year-end and to be completed in 2019.

The CE informed members that LOETB made a joint application with Clonad Hurling Club for funding under the Sports Capital Programme 2018 to develop an all-weather playing area at Portlaoise College.

## 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 1 October 2018 at 2.00pm at Portlaoise FET Centre.

Mr. Michael Mullarkey, Director of IAU-ETB's gave a short presentation on the role and responsibilities of the Audit Committee. He then dealt with two Internal Audit Reports:

1. Procurement Audit at the National Construction Training Centre, Mount Lucas
2. Review of the effectiveness of IT system and network availability controls

Following this, the Audit Committee had a short meeting (in the absence of the Executive) with Mary Henry, Deputy Director, Office of the Comptroller & Auditor General (C&AG), on the C&AG's auditing and reporting functions to ETB's. She gave a short report on the Financial Management Letter which was issued to LOETB on 14 September 2018.

The Audit Committee then continued with their meeting and following was considered:

- Adoption of minutes of last Audit Committee Meeting (3 September 2018)
- Chairman's report from the Audit Committee Meeting (3 September 2018) to LOETB Meeting
- Conflict of Interest: none to report.
- Management Letter from Office of Comptroller and Auditor General
- Internal Audit Report - review of the Effectiveness of IT system and network availability controls
- Update on:
  - Risk Register
  - Self-Audit Workbook
  - List of procurement frameworks to 20 September 2018
  - GDPR, two data breaches dealt with by LOETB
- Draft procedures on Financial Authority an Approval Levels examined and approved.

*Oliver Mc Cormack*

Oliver Mc Cormack  
Chairman Audit Committee

Date: 1 October 2018

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## 7. FINANCE

There were no matters to report under Finance.

## 8. CORRESPONDENCE

Item No	Correspondence From	Date / Ref No.	Details	Comments
1.	AONTAS	27 September 2018	Extraordinary General Meeting 2018 Wednesday 28 November 2018 from 10am – 1.30pm.	If any member is interested in attending, please contact Head Office.
2.	Department of Education and Skills	CL0060/2018	Breastfeeding breaks for registered teachers in recognised primary and post primary schools.	Noted by members
3.	Department of Education and Skills	CL0061/2018	Guidelines on access to PLC for certain participants in the asylum process for the 2018/2019 academic year.	Noted by members
4.	Department of Education and Skills	CL0062/2018	Clarification in respect of Section 5 of Circular 0013/2018 in relation to the NCCA Religious Education syllabus and religious instruction.	Noted by members
5.	Department of Education and Skills	CL0065/2018	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

## 9. DRAFT LOETB POLICIES FOR ADOPTION

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

- Responding to Requests for Records  
*Proposed by:* Molly Buckley  
*Seconded by:* Frank Smith

**10. BOARD OF MANAGEMENT MINUTES**

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

- Coláiste Naomh Cormac, Kilcormac: 14 June 2018  
*Proposed by:* Eamon Dooley  
*Seconded by:* Mary Cotter-Bracken
- Birr Outdoor Education and Training Centre: 21 June 2018  
*Proposed by:* Vivienne Keenan  
*Seconded by:* Eamon Dooley

**11. NOMINATION OF MALE STAFF REPRESENTATIVE TO THE BOM AT COLAISTE NAOMH CORMAC, KILCORMAC**

The Principal at Coláiste Naomh Cormac wrote to the Chief Executive to inform him that a vacancy for a male staff representative on the Board of Management became available due to a staff member being on secondment to the PDST. Evin Milne was nominated to fill the vacancy.

Members confirmed the nomination.

*Proposed by:* Mary Cotter-Bracken  
*Seconded by:* Vivienne Keenan

**12. NOMINATION OF FEMALE STAFF REPRESENTATIVE TO THE BOM AT PORTLOAISE COLLEGE**

The Principal at Portlaoise College wrote to the Chief Executive to inform him that a vacancy for a female staff representative on the Board of Management became available. Josephine Moore was nominated to fill the vacancy.

Members confirmed the nomination.

*Proposed by:* William Flanagan  
*Seconded by:* Caroline Dwane-Stanley

**13. NOMINATION OF MALE PARENT REPRESENTATIVE TO THE BOM AT OAKLANDS COMMUNITY COLLEGE**

The Principal at Oaklands Community College wrote to the Chief Executive to inform him that a vacancy for a male parent representative on the Board of Management became available. Barry Maher was nominated to fill the vacancy.

Members confirmed the nomination.

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

**14. VOTES OF SYMPATHY**

There were no votes of sympathy passed.

**15. VOTES OF CONGRATULATIONS**

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

**16. AOB**

**TaLEZ**

The first edition of LOETB's Teaching & Learning Ezine was published and a copy of *Volume 1 – November 2018* was circulated to members for information.

**ESBS**

A copy of the DES's October Newsletter 2018 '*Key ESBS ETB Payroll Project Highlights for October*' was circulated to members for information.

**Welcome**

The Chairperson welcomed new staff member Jen Tonge to the meeting.

**Retirement**

The Chairperson informed members that Sadie Aherne, APO Head of Finance, will be retiring from LOETB and on behalf of the Board he wished her the very best in the future.

The CE informed members that Sadie completed over 40 years of service in September 2018. He added that Sadie always worked with distinction and has always been a fantastic help and support. The CE wished Sadie all the best in her retirement and thanked her for her support over the years.

The Director of OSD concurred with the CE's comments and wished her the very best in the future. She added that Sadie is a great colleague and friend and was a huge support during the amalgamation.

Members also wished Sadie the very best in her retirement.

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

The next meeting of LOETB will take place on Tuesday 11 December 2018 at 5pm in Portlaoise.

Signed: 

Date: 11/12/18

Chairperson

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