



A meeting of Laois and Offaly Education and Training Board was held on Tuesday 22 July 2025 at the LOETB Administrative Offices, Portlaoise.

Present

Cllr Neil Feighery (Chairperson)	Cllr Vivienne Phelan
Cllr Aoife Masterson (Online)	Serena Fitzpatrick
Cllr Hugh Egan	William Flanagan
Cllr Claire Murray Smale	Seamus Bennett
Myra Kennedy	Cllr John King
Cllr Caroline Dwane Stanley (Online)	Alan Lindley
Cllr Tommy Mulligan	
Cllr Ollie Clooney	

In Attendance

Joe Cunningham, Chief Executive
Pam Nolan, Director of OSD
Derek McGourty, Head of Corporate Services
Nicole Doyle, Corporate Services

1. Welcome and Apologies

The Chairperson, Neil Feighery, welcomed members and thanked them for their attendance.

The Chairperson also welcomed new Head of Corporate Services, Derek McGourty.

Apologies were received from Cllr Eddie Fitzpatrick, Valerie O’Connell, Cllr Claire Murray, Clive Davis, and Gareth Stanley.

2. Minutes of LOETB Board meeting

The minutes of the previous meeting, which took place on 27 May 2025, were circulated to members. Members approved the minutes.

Proposed: Hugh Egan
Seconded: Claire Murray Smale

Matters arising from the Minutes

There were no matters arising from the minutes.

3. Reports from Committees of the Board

The following reports from Committees of the Board were noted by members:

- Finance Committee 17 July 2025
- Audit and Risk Committee 17 July 2025

4. Governance

Update on Risk Register

There were 22 risks present, 1 new risk added, 1 risk alteration, 2 risks removed, 21 risks moving forward.

One additional risk 25-05 surrounding increased workload for educational outcomes and staff retention of school leaders and teachers. This risk is marked Red on the register. Members asked for a letter to be sent to the Minister for Education and Youth outlining the concerns of the board.

Risk 22-09 was changed from Amber to Green as a result of additional administrative staff allocation.

Two risks were removed:

Risk 23-02: As we did not receive formal notification funding for the National Demonstration Park for MMC, there may be a need to recommence the Groundworks Tender, leading to delays in the overall project timeline and increased costs due to re-tendering. Confirmation was received from SOLAS regarding project funding and the groundworks contract has commenced.

Risk 24-03: As a result of not having a full-time manager at a FET Centre, there may be a Health and Safety issue leading to potential risks in emergency response, incident management, and compliance with health and safety regulations.

A full-time manager has been assigned to the Centre by the Director of FET and therefore the risk can be removed.

The members were satisfied with the Risk Register and Risk management.

Declaration of Interest

As per Schedule 3, Paragraph 10, Section 3 of the ETB Act (2013) and the Agenda Notice, no conflicts of interest were declared.

5. Minutes of Committees of the Board

The following minutes were circulated to members prior to the meeting for noting.

Banagher College

- 14 May 2025

Clonaslee College

- 28 April 2025

CNC Kilcormac

- 12 March 2025

Oaklands Community College

- 29 April 2025

Portlaoise College

- 6 May 2025

St Fergal's College

- 30 April 2025

6. Draft Policies

The following policies were noted by members:

- Fixed Asset Policy
- Email Policy
- Addiction and Substance Abuse Policy
- Smoke and Vape free Policy

Pam Nolan took members through the policies and their purpose. Members were satisfied with the information provided.

7. Public Sector Duty

Pam Nolan gave a detailed presentation on Public Sector Duty. She highlighted what Public Sector Duty is and the associated responsibilities for LOETB. Pam explained the Assessment and Implementation strategy and how the plan would be actioned and monitored.

Members thanked Pam for her comprehensive explanation of the plan and were satisfied with the document.

Proposed: Alan Lindley

Seconded: Claire Murray

8. Lease Agreement

Lease extension at Clara FET Centre, River Street, Clara, Offaly for Youthreach and Literacy Services.

The lease amount is €21,666.67 per annum for 3 years.

Proposed: Hugh Egan

Seconded: Ollie Clooney

9. Nomination to Youth Work Committee

Organisation	Nomination	Proposed	Seconded
TUSLA	Niamh Dowler	Seamus Bennett	Serena Fitzpatrick
Foróige	Rita Comerford	Seamus Bennett	Serena Fitzpatrick

10.Executive Report

Schools Directorate

Schools

Mr Seamus Mohan has been appointed as Principal at Oaklands Community College, Edenderry and will take up this position early in the first term.

Music Generation

Music Generation Laois

Isle of Song

A song-writing programme with children and young people from Laois, Offaly, and Northern Ireland, led by Music Generation Laois in partnership with The Nerve Centre, Derry, is currently underway. Supported by Creative Ireland and the Government of Ireland's Shared Island initiative, Isle of Song participants spent one week in Corrymeela, Co. Antrim, and a second week in Castletown Co. Laois, composing 10 original songs to be showcased in the Dunamais Arts Centre Portlaoise in September and the Nerve Centre Derry in October.

Summer School of Rock and Pop 2025

60 young people attended a 7-day Summer School of Rock and Pop from 7-13 July in Laois Music Centre. The programme included music workshops, alumni talks from past participants of Music Generation Laois, a masterclass series with high-profile musicians including Graham Hopkins (The Frames), and a trip to Dublin to visit Windmill Lane Recording Studio and BIMM Music College. Young people from Laois, Offaly, and Kildare attended, including young people from the Montague IPAS Centre and from Laois Traveller Action Group.

Summer Programme with Laois Partnership

A team of Musician Educators, under the guidance of MG Laois Resource Worker Nuala Kelly, delivered workshops in collaboration with Laois Partnership in Millcourt Centre and O'Moore Place, Portlaoise as well as in Rathdowney culminating with a performance by the Laois Community Choir in O'Moore Place on 9 July.

Music in Healthcare Settings

Over the summer months, a team of MG Laois Musician Educators are bringing live music into healthcare settings, supported by Laois County Council Community Section and Creative Ireland's 'Live Music in Residential Healthcare Settings' Scheme. We are working with Triu Aois and The Maryborough Centre, Portlaoise, Droimnín Nursing Home, Stradbally and St Vincent's Community Nursing Unit in Mountmellick.

Music Generation Offaly

Crinniú na nÓg

Crinniú na nÓg took place on 7 June and MG Offaly delivered 7 workshops throughout the day in libraries and community settings across the county. The day culminated in an evening showcase with performances by children and young people who had taken part in a Music Generation Offaly developmental programme delivered in Birr, Edenderry and Tullamore libraries. This night-time economy event featured a drum circle and glee club in all 3 libraries, and the launch of St. Philomena's NS original song: "St. Philomena's We Are One" in Tullamore library.

School Provision

A number of our partner schools requested music activities during their July provision sessions and 2 musician educators delivered 28 hours of music activities in 9 settings across the county.

Successful Funding Application

MG Offaly made an application for a Youth Music Festival "Midland Rocks" under the Music Generation/Arts Council Creative Collaborative Fund and were successfully awarded funding to develop this initiative which will be delivered in partnership with MG Laois, Longford and Westmeath. Planning is currently underway for delivery in early 2026.

Youth Services

LOETB Youth UBU Your Place Your Space Application and Area Profile, Needs Assessment and Service Requirement Tool

The Department of Education and Youth recently launched the application process for the ten new UBU Your Place Your Space services which had been announced in Budget 2025. In June, each ETB was invited to make an application to establish a new UBU service in their functional area, using a shortened Area Profile, Needs Assessment and Service Requirement Tool (APT).

LOETB completed a comprehensive area profile and needs assessments based on extensive data and information collated through Census Data, Pobal Maps, various National and Local publications and plans, Youth Surveys, Focus Groups and Stakeholder Group and individual consultations.

The LOETB Coordination Group met on a number of occasions to consider the iterations of APT, thus finally making an informed decision in relation to priority select a geographical area, which is Laois Rural (inc. Mountmellick, Dangans, Mountrath, and Rathdowney) and the target group is Young People 10-17 Years, who are vulnerable or at risk of not flourishing, experiencing rural isolation, who experience economic and social disadvantages.

FET Directorate

Portlaoise Prison Education Centre Tertiary Pilot with SETU

“A footbridge to the pathway” is a pilot initiative between LOETB and South East Technological University’s (SETU) Lifelong Learning Department. A bespoke Tertiary higher education programme for students in Portlaoise Prison, the initiative is based on the key values of equality, diversity, and inclusion. By July 2025 it is envisaged that 7 of the 12 participating students will have completed the requirements for year one of a degree programme in Community Leadership and Development, while 1 participant will have completed year 1 of the Masters in Education for the first time in the state.

Electrical Overhead Lines Technician Apprenticeship

LOETB, in collaboration with ESB Networks and eight contracting companies in the overhead lines industry, have received approval from the National Apprenticeship Office, to develop a new apprenticeship in Electrical Overhead Lines. The proposed programme will be at Level 5 on the National Framework of Qualifications and will be delivered at the National Construction Training Campus, Mount Lucas. The apprenticeship will appeal to the thousands of young people that apply for ESB apprenticeships every year. The programme is currently under development, and it is aimed that the first intake, once approved by QQI, will commence in October 2026.

Agriculture Provision

In line with growing national demand for practical, future-focused training, LOETB expects to support approximately 1,709 learners on agriculture programmes in 2025, alongside 2,500–3,000 learners through its Schools to FET Partnership with Agri-Aware. This includes the innovative Family Farm Traineeship, piloted with Mountbellew Agricultural College, which enables flexible, modular participation by multiple family members based on their individual roles on the farm.

NCFE Accreditation

LOETB has successfully achieved centre approval from NCFE, a UK awarding body, and will establish a number of new digital credentials in the coming weeks. Programmes that will now hold digital credentials will include Introduction to Agriculture, Modern Methods of Construction (MMC) Essentials, Artificial Intelligence Essentials, Retrofit Awareness for Sales, Retrofit Awareness for Homeowners, Barista, Ventilation Awareness. LOETB will also develop a suite of certified programmes with NCFE in the Agriculture area - including Artificial Insemination and Bovine Scanning.

Consistent Learner Support

LOETB’s commitment to Learner Support has progressed significantly. Inclusive processes are embedded fully across the FET scheme, and the LOETB Consistent Learner Experience Framework has been developed to capture best practice.

Through LOETBs Access and Learner Support Group, the Care Team approach has been developed and implemented in our FET Centres. The Care Team is underpinned by inclusive, integrated and collaborative practices that are supportive of staff and learners while promoting wellbeing and sharing of expertise and supports to as many learners as possible.

In order to enhance learner support and successful progression, a Bridging Programme has been developed which is a suite of resources that can be integrated throughout Level 4 or incorporated into induction at Level 5 and has been tailor-made to address specific issues that pose a challenge for our learners progressing between levels or Centres. It is envisaged that this will significantly impact on learner wellbeing and success while countering retention issues.

Mobile Green Skills Training Rig

LOETB and SOLAS are developing a mobile "Green Skills Knowledge Hub", which will deliver interactive, immersive training on climate action topics (including renewable energy, sustainable agriculture, water conservation, and circular economy principles) to schools and workplaces. This initiative will play a key role in promoting green skills, behavioural change, and the adoption of sustainable technologies at industry, post-primary and community level.

Organisation Support and Development

Human Resources

Recruitment

The new recruitment system is well established and a 'Lessons Learned' exercise will be completed once main summer recruitment campaign is complete.

The following posts have been filled since May 2025:

School Recruitment

Principal x 1	Oaklands Community College
HSCL X 1	Portlaoise College
Assistant Principal II X 2	Dunamase College
Teaching Post x 1	St Francis School
Teaching Post x 8	Oaklands Community College
Teaching Post x 1	St Fergals College
Teaching Post x 4	Ard Scoil Chiarain Naofa, Clara
Teaching Posts x 14	Tullamore College
Teaching Posts x 11	Portlaoise College
Teaching Posts x 7	Dunamase College
Teaching Post x 2	Colaiste Naomh Cormac, Kilcormac
Teaching Post x 3	Clonaslee College
Teaching Posts x 5	Banagher College
Substitute Teacher	LOETB

Substitute SNA Panel	LOETB
Substitute Teacher	LOETB
Substitute SNA Panel	LOETB
SNA Panel - 23 placed on panel	LOETB

FET Recruitment

Teaching Post x 1	Portarlington FET Centre
Teaching Post x 1	Clara FET Centre
Teaching Post x 1	Edenderry FET Centre
Teaching Post x 2	Portlaoise Institute
Guidance Counsellor	Portlaoise Institute
Part Time Instructors	Birr OEC

OSD Recruitment

APO	Corporate Services Department
Grade VII	Finance Department

Pensions

Service Project	471 completed and updated on Core Backoffice. 15 to be completed
Retirement Pensions	13
Spouse Pensions	3
Transfer of Service	Transfer in – 24, Transfer out 20
Purchase of Service	6

Incremental Credit

10 outstanding claims awaiting further information.

HR/Payroll

Figures for salaries paid from May to July 2025 are as follow:

23/05/2025	€1,587,524.53	1168
06/06/2025	€1,635,801.53	1178
20/06/2025	€1,633,401.11	1164
04/07/2025	€1,609,894.08	1160

Finance

Budgets

Review of income and expenditure transactions taking place each month.

Finances

Summary of finances to end of May 2025.

Summary of Workings to End May 2025								
ITEM	Opening Grant Cash Balance	Adjustment to Opening Balance	Receipts	Credits Transfer	Receipt Targets	Payments	Closing Grant Balance	% of Overall Total
Main Scheme Grant	1,059,135	(552,337)	40,575,756	0	0	(19,166,073)	21,916,481	-5.08%
Associated Main Scheme Grants	1,369,427	552,337	1,757,433			(599,409)	3,079,788	9.38%
Capital Schedule	6,081,564	0	1,584,031			(4,123,854)	3,541,741	75.88%
Further Education & Training	76,221	0	26,817,561			(23,903,441)	2,990,341	16.39%
Youth Affairs	199,653	0	341,193			(417,519)	123,327	-0.78%
Agency	489,572	0	1,093,676			(1,099,833)	483,415	4.13%
Self Financing	645,130	0	549,679			(743,563)	451,246	0.09%
Third Party Funds	20,151	0	11,721			(7,256)	24,616	0.00%
Totals	9,940,853	0	72,731,050	0	0	(50,060,948)	32,610,955	

Reconciliation to V4 (Bank Reconciliation)	
	Total
Cash Balance 01/01/2025	9,940,853
Budgets to May 2025	72,731,050
Payments to May 2025	-50,060,948
Balance 31/05/2025	32,610,955
Less Balance per V4 31/05/2025	9,460,490
Difference	23,150,465
Non Public Bank Accounts Opening Balance	144,767
Balance Allocation per DE Service Plan	23,005,700
Difference	-2 Rounding

Investment

NTMA

On Investment at end of May 2025		€10,430,649
Interest Received to end of May 2025		€30,649
Interest Rate		1%
Investment Term	7 days	€10,430,649
	30 days	€0

AIB

On Investment in Deposit Account at end of May 2025		€696,965
Interest Received to end of May 2025		€6,601
Interest Accrued end May 2025		€1,687
Interest Rate		.25%

Procurement

Location	Project	Status
LOETB	Managed Print Service	Letters now sent out by OGP. Standstill finishes July 17.
LOETB	Recruitment Tender	Standstill finished 2/7/25. Service Contract and TUPE issued to winning tenderer.

LOETB	OGP Stationery and Office Supplies Framework	Contracts and accounts set up with new supplier Lyreco.
Training Services	Electrical Apprenticeship Equipment Tender	Preparing Documents to go to Tender
Training Services	Plumbing Apprenticeship Equipment Tender	Preparing Documents to go to Tender
LOETB	Waste Management	Mini Tender will need to be done via e-Tenders.
LOETB	Managed ICT Security Services DPS - Mini Comp (e-mail scanning)	Current Contract 6-month extension in place. Preparing Document to go to Tender
Training Services	Apprenticeship Programme Revalidation – Equipment Capital	Preparing Documents to go to Tender
Schools	Mobile Phone Storage	DEY have confirmed that funding can be used as soon as it is received. 3 written quotes required based on their grant value.
LOETB	Video Production	RFQs were sent 2/7/25. Closing is July 18. RFQs will need evaluating for framework rankings. Framework Agreements will need to be put in place.

Buildings

Location	Project	Status
Clonaslee College	Pathfinder 2025	Selected for Pathfinder Heat Pump Project. Tender Evaluation Stage.
	Emergency Works Scheme - Boiler	Approved. Geaney Engineers appointed. Contractor Tenders received and are currently at evaluation stage.
	Courtyard CASWS	Application Submitted – outcome in Q4.
	Additional Accommodation 4 rooms	Approved by DEY.
St Fergal's College, Rathdowney	Modular Accommodation	Snagging Complete.

	Pink Building Roof - CASWS	Application Submitted – outcome in Q4.
	1937 Building	Stage 1 to recommence as per DEY instruction.
Portlaoise College	Additional Accommodation - permanent build	Cost breakdown sent to DEY. Meeting to be scheduled with DEY & SOLAS.
	Additional Accommodation - Modular	Cert of Substantial completion issued. Area of floor to be reinforced. Final cost report to be sent to DEY.
	New Athletics Track	Pre-planning pack finalised. Waiting on pre-planning meeting with LCC.
Dunamase College	New School	Planning Permission – Further Information requested by LCC. Meeting with Design Team scheduled for 26 July.
	Windows - CASWS	Application Submitted – outcome in Q4
Oaklands Community College	New School	Stage 2b – to be submitted to DEY end of July
Ard Scoil Chiaráin Naofa, Clara	New School	Finalising Stage 2a report – Site Cost comparison reported completed and sent to DEY.
	Windows - CASWS	Application Submitted – outcome in Q4.
Coláiste Naomh Cormac, Kilcormac	Pathfinder project	Works completed. Snag list to be completed.
	Additional Accommodation	Design progressing.
Tullamore College	LED Lights - CASWS	Application Submitted – outcome in Q4.
	Additional Accommodation - Permanent Build	Consultants appointed. Waiting on approval to proceed from DEY.
Head Office	Boardroom/meeting rooms	Snags to be carried out.
	Air-Con	Specification design commenced.
Banagher FET Centre	Plumbing Apprenticeship Workshop	Design Team appointed. Design being finalised.
Tullamore FET Centre	Formation of 3 classrooms	Works coming near to completion.
Portlaoise Institute	Additional Accommodation	Cost breakdown sent to DEY. Meeting to be scheduled with DEY and SOLAS.
Apprenticeships	Phase 2 expansion at Kilcruttin Business Park	Snagging completed.

National Construction Training Campus, Mount Lucas	SIUF	DoE Stage 1 approval. Stage 2a progressing. Estimated submission date of 19 September.
	MMC Park	Coolsivna progressing with groundworks.
	Training Space Slab	Civil and Structural Engineer appointed. Design Team meeting scheduled for 22 July.
Birr OEC	Minor Capital Works	Consultant Appointed. Meeting to be scheduled to commence project.
Abbeyleix FET Centre	Minor Capital Works	Consultant Appointed. Meeting to be scheduled to commence project.

ICT

- OGP Managed Print Services tender currently in standstill with a new provider (Cantec) the winner. The roll out of new print devices across the organisation will commence in the next few weeks.
- QA Team relocated to Lyster Square
- Fit out of Tullamore College, new modular building completed.
- Fit out of Portlaoise College new building 50% completed
- Fit out of St Fergal's College new building 30% completed.
- 1GB Fibre broadband now installed in School of Music and Banagher FET.
- Abbeyleix FET Centre and Mountmellick FET Centre to receive the same presently.
- All ICT equipment removed from Vision 85 building in Clonminam, Portlaoise
- Fit out of 2 new classrooms in Tullamore FET to be completed in the next few weeks
- The server at Banagher FET Centre has been removed, and the site reconfigured to operate a cloud solution.
- ISMS & Cyber Security Baselines Standards work ongoing
- Preparation for the new academic year is under way.
- New A5 Microsoft licences rolled out across the organisation

Corporate Services

Policies and Procedures

Review and standardisation of policies and procedures is ongoing to ensure clarity, compliance, and ease of access for relevant stakeholders.

Service Plan 2025

Review of KPIs within the Service Plan 2025 underway, with updates being prepared for designated owners on progress to date and outstanding actions required to meet year-end targets.

LOETB Green Team

Drafting of Terms of Reference is underway for the LOETB Climate Action Committee, referred to as the Green Team by the SEAI. This committee will oversee the development, implementation, and monitoring of LOETB's Climate Action Roadmap, which is due for submission to SEAI by 15th October 2025.

Artificial Intelligence (AI)

Draft Terms of Reference are being developed for a proposed AI Steering Group, which will explore the opportunities, risks, and governance considerations associated with the use of AI technologies in a LOETB context. The group will support informed decision-making, ensure responsible use, and guide future policy development across teaching, learning, and administrative functions.

ISMS

ISMS Working Group continues to progress the review and implementation of actions arising from the ISMS audit, with a focus on strengthening information security, risk mitigation, and compliance with baseline standards.

Leases and Licenses

The renewal process is underway for leases and licences that are approaching their expiry dates.

LOETB Website

Work nearing completion for the launch of the new LOETB website, scheduled to go live this month, July 2025.

A member proposed that the Board write to the Minister for Education and Youth regarding the issues facing staff retention in education sectors and to highlight the noticeable reduction in the number of applicants applying for middle-management and senior leadership positions in our schools. The Board agreed and Joe Cunningham stated a letter would be issued presently.

A member proposed that the Board write to the Minister for Further and Higher Education, Research, Innovation and Science regarding the FET funding allocated to LOETB for 2025 and its impact on planned programmes and services. The Board agreed and Joe Cunningham stated that a letter would be issued presently.

A Board member raised concerns regarding the termination of use of the Vision 85 building in Clonminam for PLC classes associated with Portlaoise Institute, the lack of notice to staff, and the lack of an update on alternative accommodation in the Executive Report. The Chief Executive explained that, due to legal constraints, extending use of the building was not an option he could bring before the Board and that the requirement to give three months' notice to vacate the building meant that management and staff could not be informed any earlier. A public call was issued for suitable accommodation as a contingency measure, but no suitable expression of interest was received. It is now planned to locate temporary accommodation on the site at Portlaoise Institute which will provide the necessary classrooms, and every effort will be made to have the accommodation on site in September.

The CE acknowledged the goodwill of management and staff regarding ongoing temporary accommodation and stated that the Director of FET and the FET Manager will meet with staff in late August to update them on arrangements. A meeting is also planned with SOLAS to progress the permanent extension of the Portlaoise Institute building.

11. Correspondence

Item No.	Correspondence From	Date/Ref No.	Details	
1.	Dept. of Education	CL15.2025	Interdepartmental Competition for Promotion to the positions of Head Services Officer In Department of Transport and Department of Social Protection, Dublin.	Noted by Members
2.	Dept. of Education	CL16.2025	Application of 1 August 2025 pay adjustments.	Noted by Members
3.	Dept. of Education	CL32.2025	Special Needs Assistant Allocation 2025/26.	Noted by Members
4.	Dept. of Education	CL40.2025	Revision of Capitation Grant Rates for Recognised Primary Schools in the 2025/26 school year.	Noted by Members
5.	Dept. of Education	CL41.2025	Publication of Child Protection Procedures for Schools 2025.	Noted by Members
6.	Dept. of Education	CL42.2025	Grant Scheme for ICT Infrastructure.	Noted by Members
7.	Dept. of Education	CL46.2025	Funding Scheme for secure mobile phone storage solutions.	Noted by Members
8.	Dept. of Education	CL47.2025	Home Tuition Grant Scheme 2025/2026.	Noted by Members
9.	Dept. of Education	CL48.2025	Teacher Supply Post Primary: Teaching Hours Extension Scheme for 2025/2026.	Noted by Members

12. Vote of Sympathy

The Board extends its sympathy to the family of the following staff member who passed away recently:

- Evangelin Durojaiye – Portlaoise College

The Board extends its sympathy to the following staff member on their recent family bereavements:

- Magali Rougerie – Tullamore College

13. Vote of Congratulations

There were no votes of congratulations noted.

14. Any other Business

Pam Nolan informed members that the ETBI Annual Congress 2025 will take place on 9 October in the Slieve Russell Hotel, County Cavan. Members interested in attending are asked to contact Nicole Doyle.


A member enquired if an Irish Language night course could be provided in Portlaoise in the autumn. The request will be brought to the attention of the Director of FET.

The Chairperson informed members that Gareth Stanley has resigned as a Board member and had sent a note of thanks to the Board.

The members proposed a thank you letter be sent to Gareth to thank him for his time and commitment to the Board.

15. Date of next meeting

The next meeting is scheduled to take place on 23 September at the National Construction Training Campus, Mount Lucas, Co Offaly.

Signed: 
[Neil Feighery \(Oct 29, 2025 14:55:18 GMT\)](#)

Chairperson

Date: 29/10/2025