



A meeting of Laois and Offaly Education and Training Board was held on 28 October 2025 at the LOETB Administrative Offices, Portlaoise, Co. Laois.

**Present**

Cllr Neil Feighery (Chairperson)

Cllr Aoife Masterson

Cllr Hugh Egan

Seamus Bennett

Alan Lindley

Cllr Tommy Mulligan

Cllr Caroline Dwane Stanley

Clive Davis (Online)

Serena Fitzpatrick

Cllr Eddie Fitzpatrick

Cllr Catherine Fitzgerald

Cllr Ollie Clooney

Cllr Vivienne Phelan

**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.

Apologies were received from Valerie O’Connell, Cllr Claire Murray, Myra Kennedy, and Tara Carty.

**2. Minutes of LOETB Board meeting**

The minutes of the previous meeting, which took place on 23 September 2025, were circulated to members. Members approved the minutes.

**Proposed:** Eddie Fitzpatrick

**Seconded:** Ollie Clooney

**Matters Arising from the Minutes**

There were no matters arising from the minutes.

**3. Governance**

**Update on Risk Register**

There was no update on the Risk Register. The next update will be presented at the December meeting once reviewed by the Audit and Risk Committee.

### **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.

## **4. Minutes of Committees of the Board**

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

### **Clonaslee College**

- 24 September 2025

### **Tullamore College**

- 24 June 2025

## **5. Gift to St. Fergal's College, Rathdowney**

Approval was sought under Section 29 of the ETB Act (2013) to accept this gift, subject to Ministerial consent.

Following a discussion among members, it was agreed that this donation would be accepted based on the information provided.

**Proposed:** Ollie Clooney

**Seconded:** Seamus Bennett

## **6. Charities Regulator**

Pam Nolan provided a presentation on the Annual Charities Regulator Compliance Record, which details actions taken and supporting evidence against each standard. The members were satisfied with the information provided.

**Proposed:** Alan Lindley

**Seconded:** Catherine Fitzgerald

## **7. Policies**

The following Policies were noted by the Board:

- Corporate Procurement Plan
- Climate Action Roadmap 2025

## **8. Strategy Addendum**

Pam Nolan briefed the Board on the Addendum to the Statement of Statement 2023-2027. The Addendum was introduced to comply with Section 42 of the Irish Human Rights and Equality Commission Act 2014 and will embed the Public Sector Equality and Human Rights Duty into LOETB's strategic framework.

The members approved this addition.

**Proposed:** Aoife Masterson

**Seconded:** Hugh Egan

## 9. Executive Report

### Schools Directorate

#### Schools' Support

##### *STEAM Programme*

All nine schools will compete in the third instalment of the STEAM programme, a partnership with Laois and Offaly County councils, along with Microsoft DreamSpace. The programme includes equipment, training, competitions, and a showcase event for LOETB students and teachers. The programme is focused on developing digital design, coding, robotics, and digital storytelling skills among the students involved. Given that the programme operates through lunchtime and after-school clubs, it also serves as a successful alternative to more traditional extra-curricular activities in schools.

##### *LOETB TY Digital Arts Programme*

This is a new programme to support digital arts in LOETB schools, and delivered in partnership with Film Offaly, Offaly County Council, and Laois County Council. Students and teachers will receive training and equipment around filmmaking, Virtual Reality content creation, and digital storytelling through podcasting. The programme will be launched officially in November and will culminate in a showcase and awards event in May.

##### *ATU Teacher training*

LOETB has recruited a new group of teachers to pursue technology teaching modules, as part of the Higher Diploma in Computing for Educators, delivered online and through in-person modules in Portlaoise and Tullamore, in partnership with ATU and the County Councils of Laois and Offaly. This year, 17 teachers have signed up for what is Year 3 of this initiative.

##### *Creative Clusters Scheme*

The project involves five school teams being professionally trained in digital marketing and content creation. The two-year project also includes support and training to the teachers and students from SETU.

##### *All Stars*

LOETB All Stars took place in Portlaoise College on 9 October. This inclusive sport initiative brings together the LOETB schools on four occasions during the academic year. The first session focused on athletics.

### *Junior Math Competition*

LOETB Junior Maths competition took place on 21 October in the Midlands Park Hotel. The competition involves the nine LOETB schools and is aimed at Junior Cycle and TY students. The top eight teams will represent LOETB at the inter-ETB final on 27 November.

### Youth Services

#### *Oíche na hÓige/Youth Night 2025 Grant Scheme*

The Department of Education and Youth (DEY) has allocated €22,000 to LOETB to administer under this initiative for 2025. Oíche na hÓige/Youth Night will see youth services and youth clubs around the country open their services to the wider community on 21 November or in the following week to Friday 28 November.

### REALT

The Laois Syrian resettlement programme has commenced, and we are expecting the first two families will arrive by the end of October. Didean in Portlaoise and Tullamore have continued to receive new arrivals under the IPAS system over the past number of weeks. The Montague in Emo continues to receive new arrivals, with a substantial number of families accommodated in recent weeks, resulting in notable activity and changes at the centre and new school requirements.

Inchmore House Clara is now a 90-day DAC (Designated Accommodation Centre). REALT is advised not to support finding school places for these short-term residents. However, some parents are actively seeking school enrolments themselves. St Mary's Edenderry is no longer a designated Accommodation Centre for Ukrainians. Banagher has received both IPAS (Shannon Lodge) and Ukrainian families (The Convent) in the past two weeks.

Tullamore continues to accommodate new arrivals within the modular housing units at Clonminch. However, a notable recent trend indicates that an increasing proportion of families are independently securing private accommodation within the town.

### Music Generation

#### *Music Generation Laois*

Learners from Music Generation Laois and Portlaoise FET Centre Level 5 and Level 6 Music Programmes took part in a lunchtime concert for Inclusion Week 2025.

Isle of Song, a song writing project for children and young people from Laois, Offaly, and across Northern Ireland, has concluded, with a final showcase concert in the Nerve Centre in Derry on Saturday 11 October. Isle of Song is part of Creative Ireland's Creative Youth on a Shared Island series, led by Music Generation Laois and delivered in partnership with the Nerve Centre in Derry. 50 young people took part in a series of residential gatherings, where they collaborated and wrote, recorded and performed original music together.

Tionól Harp and Pipes, an annual festival of harping and piping for children and young people across Ireland, presented by Music Generation Laois, will take place from 27-29 October in Castletown, Co. Laois, supported by the Trench Trust, and the Music Generation /Arts Council Partnership Creativity and Collaboration Fund.

As part of Harp Day 2025 on 18 November, young harpers from Music Generation Laois will take part in a student harp concert in Laois Music Centre. Award winning musician, Steve Cooney will facilitate a workshop with harpers in Laois Music Centre. To end Harp Day 2025, the Senior Harp Ensemble will play support to Lisa Lambe and Steve Cooney in the Dunamaise Arts Centre, as part of 'Mamó: Songs my grandmother gave me'.

### *Music Generation Offaly*

Culture Night Offaly saw the launch of Midland Rocks, our youth music festival which is funded by the Music Generation/Arts Council Ireland Creative Collaborative Fund. 11 acts performed to a packed house at Esker Arts Centre. Planning is currently underway for a residential programme in 2026.

Seoda Ceoil, (Jewels of Music) was launched at the end of September with the introduction of harp and bouzouki lessons, alongside our existing uilleann pipe classes.

Students from Ard Scoil Chiaráin Naofa, Clara are working with composer Fiona Linnane on an original composition drawing inspiration from Clara and its surrounding natural beauty, with a performance planned before Christmas. This project is funded by Offaly County Council's Youth Arts Commission Grant.

Music Generation Offaly was successful in receiving a grant from Laois Offaly CYPSC for the sum of €12,600 to deliver integration programmes across the county including Baby & Me classes in Tullamore, Clara and Edenderry Libraries, a Ukulele club in St. Mary's Youth Centre in Tullamore; the continuation of djembe classes through Offaly Libraries, and the development of music programmes for teens living in IPAS centres in Banagher and Birr.

After school hubs are also expanding with the addition of group classes in Tullamore, Clara and Banagher planned.

## **FET Directorate**

### **Inclusion**

#### *Inclusion Week*

The fifth Inclusion Week took place between 13-17 October. Over 3,300 staff and learners participated in over 65 events across FET, OSD, and schools. A FET Staff Day was held on 16 October with Dara Ryder, CEO, AHEAD as the guest speaker where LOETB formally signed up to the ALTITUDE Charter – a formal commitment to UDL (Universal Design Language) and Learner Support across all FET provision. In the past five years, over 15,000 staff and learners have participated in over 350 events as part of LOETBs FET Inclusion week.

### **Skills**

#### *LOETB/ESB Overhead Lines Apprenticeship*

LOETB and the ESB continue to develop the new Electrical Overhead Lines Technician Apprenticeship. An Employer Event was held in Mount Lucas on 7 October providing

information to employers about the programme content. The event was well received, and it is our intention to present the programme to QQI in Quarter four.

### *DFHERIS Construction Green Workshop*

LOETB attended the recent Construction Green Workshop held in the Tangent Centre, Trinity College. As national FET lead in Construction, LOETB staff participated on panels and gave presentations on various elements of the current portfolio including:

- Learner progression and job placement: St. Andrews Construction project
- LOETB/CAIRN Apprentice support programme
- LOETBs MMC Construction Pathway
- National Demonstration Park for MMC, Mount Lucas

### *LOETB as a Specialist Provider*

As part of LOETBs Strategy, and in line with the forthcoming national FET Strategy; *Evolving Learning*, we recently submitted a 'Specialist Provider' proposal to SOLAS outlining changes to provision in 2026. We are proposing that LOETB become the national lead in Construction, Agriculture, and Green Skills.

By adopting this lead role, LOETB FET Service will;

1. Provide a single point of contact for national programme and curriculum development, staff CPD and the implementation of Quality standards.
2. Work with SOLAS to identify suitable ETB partners to collaboratively deliver a single standard nationwide programme in these critical areas.
3. Develop and deliver a 'Whole ETB' approach to provision in LOETB and partnering ETBs, creating modularised, accredited pathways through our FET Service in these critical areas (Levels 1-6-Tertiary). Ensuring learner currency and industry input are integral parts of the process.
4. Ensure an effectively managed delivery of national targets in key Government policies such as Housing for All, the Climate Action Plan and the National Skills Strategy.

The 'Whole ETB' approach in these areas has commenced, with cluster groups formed across our FET Service to combine resources (staffing and financial) and ensure that pathways are visible and effective. These priority sectors were not included in the reduction of provision due to funding constraints in 2025 and it is our intention to maintain this approach in 2026.

### *LOETB FET Service 2026-2028*

The FET Management Team met recently to review 2025 provision and begin the planning process for 2026-28. This followed the SOLAS/ETB Finance meeting on 14 October where SOLAS articulated that funding levels in 2026 and 2027 would remain at 2025 levels. As pay costs and fixed costs continue to rise, this will mean less funding for provision and therefore the establishment of priority areas.

LOETB will prioritise programmes in Construction, Agriculture and Green Skills for the following groups:

1. New Entrants: Learners who wish to upskill/reskill to gain employment in one the above sectors.
2. Existing Workforce: Learners who wish to upskill to progress in their current role or to ensure that their employment remains sustainable.
3. Schools to FET: Post Primary learners (TY and Senior Cycle) who wish to pursue a career in one of the above sectors. An additional element of our Schools to FET strategy will focus on developing individual pathways for learners with additional needs. We are currently delivering a learner placement pilot programme with the three special schools in Offaly and Laois and hope to use the findings of this to inform the expansion of this approach.

### *LOETB FET Q3 Financial Return*

LOETB submitted our Q3 return to SOLAS on 17 October. Having made significant changes to provision and staffing in 2025, it is expected that our spend for 2025 will balance with the 2025 allocation. This does not consider the additional costs associated with the implementation of the new Adult Educator posts in FET. This balance, on receipt, will be used to offset over 50% of the 2024 overspend.

### *Green Skills /Sustainability provisions 2025 and 2026*

As stated, LOETB is committed to leading Green Skills provision across the FET sector. The following is a breakdown of 2025 and 2026 (proposed) provision in this key area:

<b>Course Title</b>	<b>Beneficiaries 2025</b>
Life Sciences / Cleanroom Operations PLC Pilot – Sustainability Awareness Integration	70
LEAN & Renewables, Remote Working, Sustainability Champion, Green Skills Micro-Quals, AI & Cybersecurity	1235
<b>Total</b>	<b>1305</b>

<b>Course Title</b>	<b>Beneficiaries 2026</b>
Life Sciences/Cleanroom Operations PLC – Sustainability Awareness Integration Youthreach – QQI L4 Sustainability Awareness Green Skills Mobile Rig	860
LEAN & Renewables, Remote Working (incl. New Work Remote ready), Sustainability Champion, Green Skills Micro-Quals, AI & Cybersecurity	2412

<b>Total</b>	<b>3302</b>
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The FET Service is also proposing increases in Construction and Agriculture sustainability related provision in 2026 (subject to funding).

<b>LOETB FET Service Specialism</b>	<b>Beneficiaries 2025</b>	<b>Beneficiaries 2026</b>
Construction MMC, NZEB, Retrofit, Tertiary, Mobile Rig Provision	4515	5195
Agriculture Sustainable Agriculture, Family Farm, QQI Level 4 (Green Cert intro), Biodiversity, Forestry	7228	8420
<b>Total</b>	<b>11743</b>	<b>13615</b>

A member highlighted the positive impact of the visit of Rose of Tralee 2025, Katelyn Cummins to Midland Skills Centre visit to promotes females in apprenticeships.

## Organisation Support and Development

### Human Resources

#### *Recruitment*

The following posts have been filled since September 2025:

#### **September 2025**

<b>Location</b>	<b>Post</b>
Portlaoise College	Teacher x 1
Banagher College	Teacher x 2
Oaklands Community College	Teacher x 1

#### **October 2025**

<b>Location</b>	<b>Post</b>
Scheme	Sub Teachers Panel
Scheme	Bus Escort Panel
Scheme	SNA Sub Panel
Clonaslee College	Acting Deputy Principal
Tullamore College	Teacher x3
Dunamase College	Acting AP1
Coláiste Naomh Cormac, Kilcormac	Acting AP2
Clonaslee College	AP1
Ard Scoil Chiaráin Naofa, Clara	Attendant x 1

## Pensions

A project has commenced to have all Retiree Pension Files scanned to Sharepoint. The process of cleansing and scanning 303 files has also commenced.

Purchase of part time service for staff identified during our Service Project is being progressed. We have completed 35 of 265 cases.

Retirement Pensions	14
Spouse/Child Pensions	8
Transfer of Service	Transfer in – 30, Transfer out 24
Purchase of Service	15

## Incremental Credit

23 outstanding claims and 5 new claims being progressed.

## HR/Payroll

Figures for salaries paid from September 2025 are as follow:

Date	Amount	Employees
5/9/2025	€4,546.06	4
12/9/2025	€1,413,033.11	993
26/9/2025	€1,641,579.85	1083
10/10/2025	€1,593,700.87	1095

## Finance

### Budgets

Review of income and expenditure transactions taking place each month.

## Finances

Summary of finances to end of September 2025.

Summary of Workings to End September 2025									
ITEM	Opening Grant Cash Balance	Adjustment to Opening Balance	Receipts	Credits Transfer	Receipt Targets	Payments	Closing Grant Cash Balance	% of Overall Total	
Main Scheme Grant	1,059,135	(552,337)	32,858,115		0	(33,939,445)	(574,532)	-5.08%	
Associated Main Scheme Grants	1,369,427	552,337	2,235,475			(1,831,680)	2,325,559	9.38%	
Capital Schedule	6,081,564	0	7,527,092			(8,004,303)	5,604,353	75.88%	
Further Education & Training	76,221	1	44,853,713			(40,591,434)	4,338,501	16.39%	
Youth Affairs	199,653	0	717,979			(806,370)	111,262	-0.78%	
Agency	490,412	(16,077)	1,454,332			(1,967,459)	(38,791)	4.13%	
Self Financing	645,130	16,140	1,296,002			(1,137,753)	819,518	0.09%	
Third Party Funds	20,151	(64)	23,401			(12,647)	30,840	0.00%	
<b>Totals</b>	<b>9,941,693</b>	<b>0</b>	<b>90,966,108</b>	<b>0</b>	<b>0</b>	<b>(88,291,091)</b>	<b>12,616,710</b>		

<b>Reconciliation to V4 (Bank Reconciliation)</b>		
		Total
Cash Balance 01/01/2025		9,941,692
Budgets to September 2025		90,966,118
Payments to September 2025		-88,291,091
<b>Cash Balance 30/09/2025</b>		<b>12,616,719</b>
<b>Less Balance per V4 30/09/2025</b>		<b>12,471,115</b>
	Difference	145,604
Non Public Bank Accounts Opening Balance		144,767
Opening Balance Coding Errors		837
	Difference	<b>-0</b>

The difference between closing bank balance per financial systems and amount on investment documented below is due to funds on investment that will be drawn down in October to cover outstanding ROS payments to be paid over post end of September.

### *Investment*

#### **NTMA**

On Investment at end of September 2025		€13,509,110
Interest Received to end of September 2025		€69,110
Interest Rate		1%
Investment Term	7 day	€11,199,947
	30 day	€0

#### **AIB**

On Investment in Deposit Account at end of September 2025	€549,965
Interest Received to end of September 2025	€6,601
Interest Accrued end September 2025	€3,878
Interest Rate	0.25%

### *Creditor Payments*

2,962 invoices, amounting to €9,573,480 were paid in the third quarter of 2025. Of these, 78% were paid within 15 days of receipt of invoices, and a further 15% were paid within 30 days. 78 purchase orders for €20,000 or above, totalling €5,506,069 inclusive of VAT, were paid in the third quarter of 2025.

### *Procurement*

<b>Location</b>	<b>Project</b>	<b>Status</b>
LOETB	Managed Print Service	Installations in progress.
Training Services	Electrical Apprenticeship Equipment Tender	Contracts signed.

Training Services	Plumbing Apprenticeship Equipment Tender	Tender published on eTenders - closing on 30 October 2025.
LOETB	Waste Management	Tender closed. Evaluation on 10 November 2025.
LOETB	Managed ICT Security Services DPS - Mini Competition (e-mail scanning)	Queries sent to HEAnet.
Training Services	Electrical Apprenticeship Programme Revalidation – Equipment Capital	Evaluation was completed on 15 October 2025. No award was made.
Training Services	Plant & Machinery	New crane to be commissioned from 13–31 October.
Schools	School SMIS	Meeting for working group on 22 October 2025.
LOETB	PAT Testing	Draft Request for Quote sent for approval.
LOETB	OGP - Service of Fire Alarm, Emergency Lighting, Electronic Security System	Second extension forms have been sent for signing and will be in place until 30 April 2026.
Schools	School Diaries and Journals	Framework agreement, Contract T&Cs, and Confidentiality Agreements are being issued for signing
Schools	EPS Framework for Books and eBooks	Procurement Support Request is being prepared.
LOETB	OGP - Occupational Health Services to the Public Sector	Contract sent to new provider for signing.

## Buildings

Location	Project	Status
Clonaslee College	Pathfinder 2025	Selected for Pathfinder Heat Pump Project. Awaiting direction from DEY on asbestos survey roll-out.
	Emergency Works Scheme - Boiler	Contractor appointed. Works have commenced, due to be completed by end of November.
	Courtyard CASWS	Application Submitted – Outcome in Q4
	Additional Accommodation 4 rooms	Approved by DEY. Awaiting cost comparison on changing proposed graphics rooms to Home Economics.

		Expecting submission week ending 17 October.
St Fergal's College, Rathdowney	Modular Accommodation	BCAR approved. Insurances transferred. Now in use by the school.
	Pink Building Roof - CASWS	Application Submitted – Outcome in Q4
	1937 Building	Stage 1 to recommence as per DEY instruction. High level cost report sent to DEY on 6 October. Awaiting decision.
	All weather Pitch – Kerbs, lighting & walking path	Design progressing. Tenders to be issued week ending 17 October. Works to be completed in December.
	Additional Accommodation - permanent build	Meeting held with DFHERIS & SOLAS on 8 October. LOETB to conduct analysis for future requirements & and re-assess classroom layout with Architect. Meeting scheduled for 5 November.
Portlaoise College	Additional Accommodation - Modular	Cert of Substantial completion issued. Final cost report sent to DEY on 17 September. Contractor engaged to complete reconnection of track lights.
	Track Lights	Short term solution in place. Works to commence to reconnect to mains to commence at start of November.
	Roof Leak & Fire Doors	EW application being prepared. Alternative solutions being explored as original costs extensive.
	New Athletics Track	Section 5 exemption application completed and submitted to Laois County Council on 10 September. Decision expected week ending 24 October.
Dunamase College	Windows - CASWS	Application Submitted – Outcome in Q4
	New School	Planning Permission – Further Information required. Ongoing meetings between the Council and Design Team to progress requirements.
	Leak	Works commencing over mid-term on site
Oaklands Community College	New School	Stage 2(b) – submitted to DEY on 23 September. Requested meeting to discuss.
Ard Scoil Chiaráin Naofa, Clara	New School	Waiting on decision from DEY to progress with Stage 2(b) while incorporating changes as requested. Site cost comparison submitted on 7 October.

		Waiting on decision from DFHERIS/SOLAS regarding contribution to development.
	Leak in Gym	Contractor to examine and propose solution.
	Windows - CASWS	Application Submitted – Outcome in Q4
Coláiste Naomh Cormac, Kilcormac	Pathfinder project	Completion works agreed with Contractors. Outstanding items agreed by all parties. Snags to be finished by end of October.
	Additional Accommodation	Design progressing. Email sent to DEY requesting a review of agreed scope.
Tullamore College	LED Lights - CASWS	Application Submitted – Outcome in Q4
	Additional Accommodation - Permanent Build	Consultants appointed. Aiming for stage 1 submission by end of December. Site surveys to be carried out.
	Roof Leak	Emergency Works application being prepared.
	Boardroom/meeting rooms/offices	Snags to be carried out.
Head Office	Air-Con	SPEC design obtained from M&E Engineer.
	Windows	Leaks to be examined by Contractor.
Banagher FET Centre	Plumbing Apprenticeship Workshop	Planning submitted on 15 October. Site notices erected. Architect finalising design on space heating.
	Leak	Contractor to investigate.
Tullamore FET Centre	Formation of 3 classrooms	Classrooms finished. “Cherry” door is ordered to be fitted. Glazed screen to be replaced.
	Gas Connection	Work is ongoing to get Science lab reconnected with Supplier.
Portlaoise Institute	Additional Accommodation	Meeting held with DFHERIS & SOLAS on 8 October. LOETB to conduct analysis for future requirements & re-assess classroom layout with Architect. Meeting scheduled for 5 November.
	Temporary Prefabs	Cladding & Civil works has commenced on 4 classrooms on site. Scheduled to be completed for handover during midterm.
Portarlington FET Centre	Doors	Emergency Works application submitted to SOLAS.
Kilcruttin	Canteen	Issue with floor to be rectified.
National Construction Training Campus	SIUF	Stage 2(a) submitted to SOLAS on 1 October.
	MMC Park	Contractor progressing with groundworks due for completion by end of November.

	Training Space Slab	Tenders under evaluation.
Birr OEC	Minor Capital Works	Draft SI426 submitted. Pre-Tender cost plan to be completed by October
Abbeyleix FET Centre	Minor Capital Works	Consultant site visit carried out. Design and SI426 commenced. Pre-Tender cost plan to be completed by end of October.

A member enquired about the progress of the new building for Dunamase College. The CE informed members that final discussions are taking place with Laois County Council regarding the Further Information requests and, in particular, the set down area adjacent to the school site. DEY approval will be required once these matters are agreed.

A member asked about the proposal to develop a new building for Ard Scoil Chiaráin Naofa, Clara at Drayton Villas. The CE informed members that DEY have requested a contribution from DFHERIS towards the project given the plan to convert the existing building to a FET Centre. The matter is under consideration by SOLAS at present.

## IT

- ICT fit out of 3 new modular buildings for St. Fergal's Collage, Tullamore College, and Portlaoise College completed and now operational.
- Roll out of new printers with Cantec in progress – 15 sites completed.
- Upgrades to Windows 11 and Office 2024 ongoing with licences being purchased for remaining Windows 10 machines to receive security updates.
- ISMS & Cyber Security Baselines Standards work ongoing.
- Work ongoing to secure our Office 365 tenancies to the level set out by the National Cyber Security Centre

## Corporate Services

### *Compliance Plan*

Implementation of the Q4 Compliance Plan is ongoing, with a recent review of school enrolment numbers undertaken to provide assurance to the CE prior to signing the Enrolment Reports submitted to the Department.

### *Audits*

The Internal Audit Unit has commenced an internal audit on the Review of Previous Audit Recommendations within LOETB this week, beginning 28 October 2025.

### *Public Sector Equality and Human Rights Duty*

A Strategy Addendum has been prepared to embed the Public Sector Equality and Human Rights Duty within the LOETB Statement of Strategy 2023–2027.

### Green Team

The LOETB Climate Action Roadmap 2025 was submitted by the 15 October deadline. The Green Team will focus on implementing the actions outlined in the roadmap and monitoring progress against our targets.

### AI Steering Group

ETBI has developed an AI Policy outlining the principles, responsibilities, and governance structures for the ethical and transparent use of AI across the ETB sector. The LOETB AI Steering Group will tailor this policy to reflect LOETB's specific context, ensuring it appropriately addresses both our school/centre environments and administrative functions.

### Website

The new LOETB website went live on 13 October 2025. It has been designed to enhance accessibility, user experience, and visibility of LOETB's work, while providing a more modern and intuitive platform for communication with learners, staff, and stakeholders.

## 10. Correspondence

Item No.	Correspondence From	Date/Ref No.	Details
1.	LOETB to DEY	15/10/2025	Correspondence to Minister Helen McEntee in relation to the opening of the new Modular building in St Fergal's College, Rathdowney, Co. Laois.
2.	DEY	CL68.2025	Senior Cycle Redevelopment (SCR) Implementation Support Measures.
3.	DEY	CL69.2025	Assessment of Need.
4.	SOLAS	29/09/2025	Revised FET Funding Allocation 2025.
5.	DEY	CL70.2025	NQF Level 9 Graduate Diploma in Social Personal and Health Education/Relationships and Sexuality Education (SPHE/RSE) Programme 2026.

Members noted all correspondence.

## 11. Vote of Sympathy

The Board wishes to extend its sympathy to the following staff members on their recent family bereavements:

- Fergus Sheerin

- Alan Kelly
- Kay Davis
- Claire Fitzgerald
- Carmel Hoolan
- Emily McAuley
- Michelle Boyce
- Maura Burke
- Noeleen Meleady

The Board wishes to extend its sympathy to family of Noel Bourke, former Board member and Offaly County Councillor.

### **12. Vote of Congratulations**


There were no Votes of Congratulations.

### **13. Any other Business**

There was no other business discussed.

### **14. Date of next meeting**

The next meeting is scheduled to take place on 9 December, venue to be confirmed.

Signed:   
Neil Feighery (Dec 10, 2025 10:08:57 GMT)

Date: 10/12/2025

**Chairperson**