

MINUTES OF MEETING
Held on Tuesday, 11th April, 2017
In FET Centre - Raheen Campus, Raheen Business Park, Raheen, Co. Limerick.

Present: Cllr. Ann Norton, Chairperson
Ms. Joan Aherne
Cllr. Cathal Crowe
Cllr. Michael Donegan
Mr. Sean Kennedy
Ms. Catherine Harran De Parra
Ms. Mary Flanagan
Cllr. Mary Howard
Cllr. Marian Hurley
Cllr. Gabriel Keating
Mr. Sean Mc Mahon
Cllr. Richard O'Donoghue
Cllr. Elena Secas
Ms. Mary Margaret Valance

In attendance: Mr. George O'Callaghan, Chief Executive
Ms. Shelagh Graham, Director of Organisation and Development.
Ms. Mary Troy, Head of Finance
Mr. Denis O'Brien, Head of IT & Corporate Affairs
Mr. Paul Patton, Director, Further Education and Training
Ms. Aileen O'Sullivan, Recording Secretary

1. Apologies/Condolences

Apologies: Cllr. Kieran O'Hanlon
Mr. Tony Brazil
Mr. Michael Cregan
Ms. Bernadette Cullen, Education Officer
Mr. Eamon Murphy, Head of Capital and Procurement

Votes of Sympathy were passed to the following;

- Ms. Niamh Lane and family (Castletroy College) on the death of her husband Mr. Des Lane (Acting Manager, Limerick Training Centre, Raheen).
- Ms. Carol Connellan (LCFE) on her father, Mr. Tom Connellan.
- Ms. Rosemary Kelleher (Colaiste Mhuire, Askeaton) on the death of her mother, Mary Mortell.
- Ms. Kathleen McMahon (Shannon Training Centre) on the death of her sister, Bridget Nugent.

- Ms. Joanne O'Brien (Marshal House) on the death of her sister-in-law, Catherine O'Brien and her aunt, Ms. Mary Harris.
- Ms. Cora Foley (Youth Officer) on the death of her uncle
- Ms. Michelle Wilmott (Colaiste na Trocaire, Rathkeale) on the death of her sister-in-law, Patricia Wilmott.
- Ms Jackie Dwane (Marshal House) on the death of her aunt, Dr. Mary O'Riordan.
- Ms. Monica Maher (Colaiste Chiarain, Croom) on the death of her mother-in-law, Ms. Anne Walsh.
- Ms. Margaret O'Connor Flood (Desmond College) on the death of her father-in-law Mr. Noel Flood.

2. Adoption of the Minutes of the Previous Meetings

Minutes of Meeting held on 28th February, were confirmed and signed on the proposal of Cllr. Mary Howard, seconded by Mr. Sean Mc Mahon

Minutes of Meeting held on 21st March, were confirmed and signed on the proposal of Cllr. Gabriel Keating, seconded by Mr. Sean McMahan

3. Matters Arising from the Minutes

Cllr. Michael Donegan thanked Paul Patton, Sean O'Carroll and Leesha Foley and congratulated everyone concerned with the launch of the newly refurbished FET Centre, Kilmallock Town Centre.

4. Correspondence

DEPARTMENT CORRESPONDENCE

CL 0012/2017 February, 2017	Re: Approved Allocation of Teaching Posts 2017/18 School Year.
CL 0014/2017 February, 2017	Re: Special Education Teaching Allocation.
CL 0016/2017 February, 2017	Re: Statutory Requirements for the retrospective vetting of teaching staff, non-teaching staff and others.
CL 0018/2017 March, 2017	Re: Prescribed Material for the Junior Certificate/Junior Cycle Examination in 2019 and Leaving Certificate Examination in 2019.
CL 0022/2017 March, 2017	Re: Revision Of Salaries For Special Needs Assistants (SNAs) With Effect From 1 April.
CL 0023/2017	Re: Revision Of Salaries With Effect From 1 April 2017 For Clerical

March, 2017	Officers And Caretakers Employed In National Schools Under The 1978/79 Scheme And Clerical Officers Employed In Post Primary Schools Under The 1978 Scheme.
CL 0024/2017 March, 2017	Re: Revision Of Salaries Of School Secretaries And School Maintenance Staff In Community And Comprehensive Schools With Effect From 1 April 2017.
CL 0027/2017 March, 2017	Re: Revision Of Salaries In Respect Of All Staff Other Than Teachers And SNAs Employed By ETBs With Effect From 1 April 2017.
CL 0028/2017 April 2017	Re: Revision of salaries of all Staff Paid Directly by a Recognised School or ETB with effect for 1 st April, 2017.
CL 0030/2017 4 th April 2017	Re: Parental Leave Entitlements for all Staff, other than Teachers and SNAs in Education and Training Boards.

On the proposal of Cllr. Mary Howard, and seconded by Mr. Sean Kennedy the DES Circular Letters No. 0012 – 0030/2017 were adopted

ETBI CORRESPONDENCE

10TH April 2017 Re: Annual Conference and AGM of Education and Training Boards Ireland (ETBI) is now confirmed for 20 & 21 September 2017 in the Lyrath Estate Hotel, Paulstown Road, Kilkenny, R95F685.

On the proposal of Cllr. Gabriel Keating, seconded by Cllr. Ann Norton, Cllr. Mary Howard was nominated to attend the Annual Conference and AGM of Education and Training Boards Ireland (ETBI)

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On the proposal of Cllr. Mary Howard, seconded by Ms. Catherine Harran De Parra, Cllr. Ann Norton was nominated to attend the Annual Conference and AGM of Education and Training Boards Ireland (ETBI)

OTHER CORRESPONDENCE

Fr: Longford and Re: Letter to DES re concerns that the Internal Audit Unit (IAU) does not

Westmeath ETB
20th March, 2017

have sufficient resources to carry out an adequate review of the operation of internal Control Systems in each ETB.

Fr: Irish Public Bodies Insurance
April, 2017

Re: Annual General Meeting scheduled for 28th April, 2017.

5. Chief Executive's Report Incorporating Post Primary Education & Further Education and Training EDUCATION REPORT

Strategy Statement for LCETB

LCETB is commencing the process of developing the five year strategy statement to ensure compliance with the Education and Training Board Act 2013. Under Section 27 of the Act the "strategy statement shall specify the objectives of the board, the priorities of the specified objectives and the strategies for achieving those objectives. A presentation on the process will be delivered at the meeting.

Leading Learning Teaching Curriculum Leaders

As part of the Leading Teaching and Learning Framework support to our schools, the Curriculum Leaders across the schools met on Wednesday 5th April and shared practice in the integration of assessment for learning into individual schools and classrooms. The framework is providing schools with individual support in addressing school self-evaluation and the Department of Education & Skills -Looking at Our Schools.

Child Protection Training

Child Protection training was facilitated by Teresa Crawford and Jackie Dwane on 5th & 6th April for newly appointed Principals, Outdoor Education Centre Managers and Youthreach co-ordinators further sessions are planned.

New Community College in Mungret

Ninety three students have enrolled for September 2017. The Interim Management Board is meeting on a regular to progress issues such as school uniform, policy framework and development of extra-curricular activities. The temporary accommodation for the new school will be located on the current Limerick Educate Together, Mungret site.

New Junior Cycle

LCETB schools have been participating in the Cluster Based CPD to Support Implementation of Junior Cycle Framework feedback from the sessions has been positive. Further sessions are planned.

Section 29 Appeals

Two Section 29 Appeal hearings were held on Friday, 31st March, 2017. The decision of the Appeals Committee, in both instances, was not to uphold the appeals and the decisions of the Boards of Management in both instances stand.

Cllr. Mary Howard, and by Cllr. Gabriel Keating ratified the Appeals decision.

LCETB Development of Youth Work Plans

In light of LCETB youth work functions as identified in the Education and Training Board Act, 2013. LCETB has established a Youth Work Committee. The YWC's role is to make recommendations to LCETB on the performance of its youth work functions

The Education and Training Boards Act goes on to state (Section 10(6)) that "youth work" has the same meaning as it has in the Youth Work Act 2001, where it is defined that:

"Youth work" means a planned programme of education designed for the purpose of aiding and enhancing the personal and social development of young persons through their voluntary participation, and which is –

- (a) complementary to their formal, academic or vocational education and training; and
- (b) provided primarily by voluntary youth work organisations.

(Youth Work Act, 2001, Section 3).

In the Youth Work Act (Section 2(1)), a "young person" is interpreted as a person who has not attained the age of 25 years.

Youth work is primarily focused on young people aged 10 to 24 years, although there is also a significant level of activity with the under 10s. Youth work achieves a range of outcomes for young people, for example, communication skills, confidence and building relationships, through activities combining enjoyment, challenge and learning. (DCYA, 2014b). (See section 1.2.4 for further information on outcomes.)

In practice, this includes volunteer-led youth groups, as well as youth projects with paid workers. The latter category incorporates a wide range of projects, including ones supporting young people considered to be at risk of exclusion, youth information centres, projects supporting voluntary youth activity and general youth work services. Youth work is delivered by both paid staff and volunteers, who play a key role in ensuring that young people have opportunities to be active members of their local communities. Youth workers support a range of approaches, which allow young people to engage and help ensure that services are responsive to young people's needs and circumstances.

The quality of youth work carried out in each ETB area is supported through national quality standards initiatives. (DCYA, 2010; DCYA, 2013). (See section 1.2.5 for further details on quality standards.)

A presentation on the youth work plan will be presented at the next LCETB meeting.

FET Division

FET Centre - Mulgrave St. Campus

LCFE welcomed learners and staff from **Colaiste Na Trocaire**, Ballywilliam, Rathkeale, Co Limerick to the main campus on Mulgrave Street as part of the **Annual College Experience Week**.

On 17th Feb. 2017, during a Photography Field Trip to Cuba, President Michael D. Higgins met with LCFE learners following his keynote address to the Society for Irish Latin American Studies at the University of Havana, Cuba.

VTOS

Eimear Brophy presented the Scariff VTOS learners with QQI Level 5 Major Awards and Component Awards in General Studies, Business Studies and Art, Craft & Design. It was a lovely evening where learners celebrated their achievements and got an opportunity to share their success with family and friends.

Learners have progressed to college and work since completing the course and were delighted to return to the awards ceremony. On graduating from VTOS in Scariff in 2016; 55% of the learners have progressed to work and 27% of learners have progressed to Higher Education. Well done to all the staff and learners in Scariff.

Youthreach

Coiscéim Education Centre

At the end of each Cohort a Graduation Ceremony is held at Coisceim Education Centre in order to acknowledge learner achievements over the term of the respective provision. During the graduations, Parents/Guardians, School Link Teachers, Learners and Staff of the Centre attend.

FET Centre – Kilmallock Road Campus

Sindy Joyce, a PhD learner with the Department of Sociology, UL, and a member of the Travelling Community, spoke with Youthreach KRC learners about her journey in education. Sindy's story is a very powerful example of resilience and engaged both staff and learners.

FET Centre – Clonroad Campus

The **Pre-Development Youthreach Pilot Project** aims to support applicants on the waiting list at Ennis Youthreach to access and progress onto Youthreach provision when places become available. BTEI Ennis have agreed to run this provision from March to the end of June. At this stage, Youthreach Ennis will be in a position to interview these young people for intake in September. Youthreach staff will also deliver on the project. Clare Local Development Company will also deliver services/activities as part of this pilot project.

Ennis Youthreach in conjunction with other provision in the Clonroad Campus is running a number of activities for the 'Amber Flag', an award for promoting Positive Mental Health. Activities that have been completed to date include:

- Positive thoughts! Displayed throughout the Centre.
- Valentine's Day Event. Youthreach provided food and chocolates to learners in Adult Education. They also had a free raffle of spot prizes of unwanted Christmas Gifts.
- Talk by Sophie Whyte, author of 'Recipes For A Nervous Breakdown'

Part-Time Provision

West Limerick Part-Time Provision located at the FET Centre, Abbeyfeale Campus, was represented at the Bank of Ireland Enterprise Week in Abbeyfeale by Sile O'Riordan and Patricia Haugh on Saturday 4th March 2017. It was a great opportunity to meet with the Wider Community including Interest Groups,

Local Businesses and the Sporting Communities to inform them of the FET Provision and activities running at the Abbeyfeale Campus.

As part of AONTAS Adult Learners Week 2017 under the theme of 'The Power and Joy of Learning', the LCETB FET Division facilitated an information stand at the Clare Local Development Company Education Showcase on Thursday, March 9th in The Old Ground Hotel, Ennis.

Star Award Shortlist: the Care-based adult education initiative was shortlisted for the prestigious AONTAS STAR Awards 2017, organised by AONTAS, the National Adult Learning Organisation. The awards are part of its annual Adult Learners' Festival and recognise outstanding work in adult education.

Adult Learners Week in Co. Clare

Aontas Adult Learners Week - March 6th to 10th. This year Shannon kicked off the Learners Week with Certificate Presentations on Friday 3rd March. A great crowd was in attendance despite very wet weather. A number of events took place within LCETB Further Education and Training Centres around Co. Clare to encourage people to return to learning who may have left school early or reached Leaving Certificate level, e.g. 'Anyone can Code' took place in 4 FET Centres; 'Getting to know your smart phone' took place in 3 FET Centres; and presentation of Certificates to learners in 4 FET Centres. An Open Coffee Morning was held in Scariff FET Centre to encourage new learners. Fun Science Experiments for Parent and Child Together took place in Killaloe and Scariff Libraries on Saturday 11th March to close Aontas Adult Learners Week.

Niamh O'Reilly, CEO Aontas launched the Limerick Community Education Network (LCEN) website, (www.lcen.ie) in the Captains Room, Hunt Museum on Tuesday 7th March 2017 as part of Aontas National Learner Festival. The LCEN, established in 1993, is a network of fifteen community organisations and statutory agencies involved in the provision of Community Adult Education in Limerick City. The LCETB Guidance, Community Education, Literacy and BTEI provisions are represented on the LCEN which has been a vital network to facilitate the planning and provision of locally based provision.

BTEI Level 5 Sports and Recreation class hosted an event titled 'War of Nutrition' in the FET Centre, Clonroad Campus on Thurs March 9th. As part of this event they invited Clare ultra marathon runner Keith Whyte to give a talk on his experiences as an ultramarathon runner. Keith won the 100km Antarctic Ice Marathon in 2015 in the freezing -30C Antarctic in a course record time of 9 hours, 26 minutes and two seconds in January 2015.

Community Education

The Central Buildings art group recently launched their first exhibition in Limerick City. At the launch several members of the group spoke about the inclusive nature of the group that brings learners from 9 countries together with their LCETB tutor Paul Quane every week.

Short listed for Aontas Star Award

Aontas wrote: 'The quality and volume of nominations this year was exceptional, resulting in a highly competitive process. An independent panel of judges carried out a detailed review of all the nominations received in your category and we are delighted to inform you that **East Clare Learning in Action** has been shortlisted for an AONTAS STAR Award in the **Social Inclusion** category.' East Clare Celebration of Learning on Wednesday 8th of March was hosted in Scariff. Over 200 learners received certificates at the event. These ranged from community based learning to Level 5 QQI awards".

Music Generation Limerick City

On Thursday night 09th March the Rusangano Family won the RTE Choice Music Prize – Irish Album of the Year. Check out the album here <https://rusanganofamily.bandcamp.com/releases>. We are all incredibly proud of Murli, Godknows and John.

National ESOL Conference 2017

The LCETB facilitated two workshops at the recent NALA ESOL Conference 2017 (ESOL is English for Speakers of Other Languages). The conference, entitled "Ways for ESOL learners to improve their English outside the classroom" was held on Wednesday the 29th of March 2017 in the Ashling Hotel, Dublin.

One workshop, entitled "blended learning and the flipped ESOL classroom" was delivered by Ana Marques, Learning Practitioner, VTOS and Clare Adult Core Education Service, Limerick and Clare ETB. This concentrated on the 'flipped ESOL classroom' where teaching moves from the group learning space to the individual learning space. It helps learners to develop as autonomous learners. The second workshop "Education for refugees: The ESOL experience from Co Clare" was delivered by Kerry O'Sullivan who gave an insight into the delivery of ESOL provision to learners who have come to Ireland under the Refugee Resettlement Provision.

FET Opportunities Fair Wednesday 5th April Limerick Lifelong Learning Festival

The fair showcases the many FET opportunities for adult learners in Limerick, both part-time and full-time courses ranging from QQI Level 1 up to Level 6. Organised by LCETB Information and Guidance Staff in Limerick, the purpose is to give FET learners the opportunity to get information on progression opportunities within FET in Limerick and to meet with programmes/providers face-to-face to discuss these opportunities. There will also be groups of learners showcasing their learning and skills.

BES/BTEI Awards Night

90 people attended a QQI Awards Celebration in the Limerick Strand Hotel on Thurs Feb 2nd 2017. Learners from the Literacy Service and BTEI came together to receive their certs ranging from QQI Level 1 – Level 5. Congratulations to all!

FET Support Services

Guidance

The Information, Recruitment & Guidance Team met during February. The aim of this team is to establish an LCETB Integrated Information, Recruitment and Guidance Support Service. The team will implement the plan and establish the Information Hub in Limerick City and Ennis. The county service will operate from Limerick City, Abbeyfeale and NCW. The Information, Recruitment and Guidance Support Service will work closely with Regional Skills Fora and Enterprise Engagement in the provision of information to enable skills development and career progression.

Employer Engagement

The LCETB Enterprise Engagement Planning Group had two meetings over January and February. The team is composed of a number of FET managers who are working to develop the LCETB Framework for Skills Development & Enterprise Engagement Workforce Development. The aim of this group is to gear the LCETB for a specific focus on employees in industry, small medium enterprises, low-skilled and older workers. The group has also developed the links with Regional Skills Fora, Mid-West Action Plan and will continue to develop sectoral links with industry.

Limerick Lifelong Learning Festival

LCETB is currently involved in the Limerick Lifelong Learning Festival which takes place on 1st to 7th April. The festival will showcase many inter-agency lifelong learning initiatives throughout the City and County. It will also detail an application to UNESCO for Limerick as a Learning City presented by LCETB and Limerick City and County Council.

As part of a national initiative called '**All Aboard**', LCETB FET Division is organising a Digital Skills Week called **Show and TEL** commencing on 3rd April 2017. (**TEL** stands for Technology Enhanced Learning). The Initiative is a week-long series of events designed to build confidence in digital skills for learning across FET provision / services. Among the events will be a series of **short workshops** to showcase examples of how technology can be effectively used for teaching and learning.

6. Board of Management Minutes

On the proposal of Ms. Mary Flanagan, seconded by Cllr. Mary Howard, the Board of Management Minutes for:

- a. Colaiste Mhuire, Askeaton
- b. Colaiste Chiarain, Croom
- c. Limerick College of Further Education
- d. Ennistymon Community College

were adopted.

7. Finance Report

On the proposal of Cllr. Mary Howard, seconded by Cllr. Gabriel Keating, the Financial Report was adopted and the Audit Sub-Committee Minutes was noted.

The 2016 Annual Report of Audit Committee was noted.

8. Appointments - to Boards of Management:

New Community College, Mungret – deferred to next meeting.

9. Section 29 Additional Members for Sub Committee

On the proposal of Cllr. Gabriel Keating, seconded by Ms. Joan Aherne, Mr. Sean Mc Mahon was appointed as an additional member for Section 29 Sub Committee

On the proposal of Ms. Joan Aherne, seconded by Cllr. Ann Norton, Ms. Mary Flanagan was appointed as an additional member for Section 29 Sub Committee

10. Presentation on Strategy Statement

Ms. Shelagh Graham, Director of Organisational Support and Development, outlined the procedure for the development of the LCETB Strategy Statement. The process involves consultation with stakeholders through online questionnaires, focus groups and information sourced as part of the FET Strategic Framework consultation. The questionnaire will be ready for discussion at our next Board meeting.

11. Common Application System

Arising from a request to establish an ad-hoc committee to discuss the Common Application System a review group was formalised at this meeting.

On the proposal of Cllr. Ann Norton, seconded by Mr. Sean Kennedy, Mr. Cathal Crowe was nominated to sit on a review group.

On the proposal of Cllr. Mary Howard, seconded by Ms. Mary Flanagan, Ms. Joan Aherne was nominated to sit on a review group

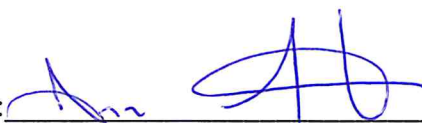
On the proposal of Cllr. Cathal Crowe, seconded by Cllr. Ann Norton, Mr. Michael Cregan was nominated to sit on a review group

12. Any other Business with the permission of the Chairperson

Cllr. Richard O'Donoghue extended his sympathies to the Lane family and is looking for advice on how to raise suicide awareness within the Croom community. He is proposing to do this by running a music festival in the Croom area. He is looking for support from LCETB. The CE advised that he will talk to Teresa Crawford in this regard.

The next meeting will take place on Tuesday, 16th May, 2017, in Thomond Community College.

Signed: George O'Callaghan,
Chief Executive.

Signed: 
Chairperson of meeting held on 16th May, 2017.