



**MINUTES OF MEETING**  
**Held on Wednesday, 16<sup>th</sup> March 2016**  
**In Kilmallock Road Campus, Limerick**

**Present:** Ms. Joan Aherne, Chairperson  
Mr. Tony Brazil  
Cllr. Maria Byrne  
Mr. Michael Cregan  
Cllr. Michael Donegan  
Ms. Mary Flanagan  
Cllr. Mary Howard  
Cllr. Gabriel Keating  
Mr. Sean Kennedy  
Mr. Sean Mc Mahon  
Ms. Mary Margaret Valance  
Ms. Catherine (Kate) Harran De Parra  
Cllr. Elena Secas  
Cllr. Richard O'Donoghue  
Cllr. Lisa Marie Sheehy

**In attendance:** Mr. George O'Callaghan, Chief Executive  
Ms. Bernadette Cullen, Education Officer  
Mr. Paul Patton, Head of Further Education and Training  
Mr. Eamon Murphy, Head of Capital & Procurement  
Mr. Denis O'Brien, Head of ICT  
Ms. Mary Troy, Head of Finance  
Mr. John O'Connor, Head of Corporate Affairs  
Ms. Aileen O'Sullivan, Corporate Affairs (Recording Secretary)

**Apologies:** Cllr. Liam Galvin  
Cllr. Ann Norton  
Cllr. Kieran O'Hanlon  
Cllr. Michael Hillery

The Chairperson welcomed everyone to the Kilmallock Road Campus.

**1. Condolences**

Votes of Sympathy were passed to the following;

Ms. Bernadette Cullen on the death of her father, Paddy Cullen.

Mr. Ray Keohane, BTEI Shannon, on the death of his father, Mr. Ray Keohane.

Mr. Michael John Ryan (Limerick School of Music) on the death of his father, Danny Ryan.

Ms. Mary Troy (Head Office) on the death of her father-in-law, Francis Troy.

Ms. Helen Pearse (FET Office) on the death of her aunt, Ms. Margaret Doyle.

Ms. Tracey Boylan Fitzgerald (Colaiste na Trócaire, Rathkeale) on the death of her aunt, Mrs Mary Mann and her uncle, Mr. Jerry O’Riordan.

Ms Christine Crowley and family on the sudden death of her husband, Cllr. Joe Crowley.

Ms. Jean Ginnane, (St. John Bosco Community College, Kildysart) on the death of her father, Denis O’Callaghan.

## **2. Adoption of the Minutes of the Previous Meetings**

Minutes of Meeting held on 20<sup>th</sup> January, 2016, were confirmed and signed on the proposal of Cllr. Gabriel Keating, seconded by Mr. Sean Kennedy.

## **3. Matters Arising from the Minutes**

There were no matters arising

## **4. Correspondence**

### **Department Correspondence**

### **DEPARTMENT CORRESPONDENCE**

<b>CL 0004/2016</b> January, 2016	Re: Combined Post-Graduate Diploma Programme of Continuing Professional Development for Teachers Involved in Learning Support and Special Education – 2016/2017
<b>CL 0005/2016</b> January, 2016	Re: Graduate Certificate in the Education of Students with Autistic Spectrum Disorders (ASDs) for teachers working with Students with ASDs in Special Schools, Special Classes or as Resource Teachers in mainstream Primary and Post-Primary Schools – 2016/2017
<b>CL 0006/2016</b> January, 2016	Re: Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autistic Spectrum Disorders)
<b>CL 0008/2016</b> January, 2016	Re: Teacher Refund Scheme 2015

<b>CL 0011/2016</b> February, 2016	Re: Cost Limits for Post-primary School Buildings.
<b>CL 0014/2016</b> February, 2016	Re: Prescribed Material for the Leaving Certificate English Examination in 2018.
<b>CL 0016/2016</b> February, 2016	Re: Remote Area Boarding Grant scheme.
<b>CL 0017/2016</b> February, 2016	Re: Indemnity Declaration Form.
<b>CL 0019/2016</b> 26 <sup>th</sup> February, 2016	Re: Further Extension to the 'Grace Period' for Superannuation Benefits in respect of Special Needs Assistants.
<b>CL 0020/2016</b> 26 <sup>th</sup> February, 2016	Re: Further Extension to the 'Grace Period' for Superannuation Benefits in respect of Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme.
<b>CL 0022/2016</b> 26 <sup>th</sup> February, 2016	Re: Further Extension to the 'Grace Period' for Superannuation Benefits for all staff, other than Teachers and Special Needs Assistants employed by Education and Training Boards, who are members of a public service pension scheme.
<b>CL 0023/2016</b> February, 2016	Re: Student data required to be returned to the Department of Education and Skills by schools from 2016/17 onwards for the purposes of analysis and reporting in the areas of social inclusion and integration.
<b>CL 0025/2016</b> 2nd March, 2016	Re: Promotion and Appeal Procedures for appointment to Assistant Principal, Special Duties Teacher and Programme Co-ordinator.
<b>CL 0026/2016</b> 4 <sup>th</sup> March, 2016	Re: Prescribed Material for the Junior Certificate Examination in 2018 and Leaving Certificate Examination in 2018.
8 <sup>th</sup> February, 2016	Re: Receipt for letters issued to Minister Jan O'Sullivan.
2 <sup>nd</sup> March, 2016	Re: Reply to correspondence from Minister Jan O'Sullivan.

On the proposal of Cllr. Maria Byrne, seconded by Ms. Catherine Harran De Parra the DES Circular Letters Nos. 0004 – 0026/2016 were adopted.

#### **ETBI CORRESPONDENCE**

16th February, 2016	Re: Seanad Elections Nomination to the Cultural and Educational Panel.
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## **OTHER CORRESPONDENCE**

Forsa an Gaeilge  
25 Feabhra 2016

Re: Ceapacháin ó Bhoird Oideachais agus Oiliúna ar Bhoird Bainistíochta gaelcholáistí.

Mr. Tommy Brennan  
21<sup>st</sup> January, 2016

Re: Resignation from Boards of Management, St. Anne's Killaloe and Scariff Community College.

Limerick Institute of  
Technology  
14<sup>th</sup> March 2016

Re: Establishment of Governing Body effective from September 2016 and nomination and coordination of nominations of members by LCETB

On the proposal of Cllr. Gabriel Keating, seconded by Cllr. Maria Byrne, Mr. Tony Brazil was nominated to the LIT Governing Body

On the proposal of Cllr. Michael Donegan, seconded by Cllr. Richard O'Donoghue, Cllr. Maria Byrne was nominated to LIT Governing Body

On the proposal of Cllr. Mary Howard, seconded by Cllr. Lisa Marie Sheehy, Cllr. Elena Secas was nominated to the board of LIT Governing Body.

On the proposal of Cllr. Maria Byrne, seconded by Ms. Catherine Harran De Parra, Mr. Sean Mc Mahon was nominated to the board of LIT Governing Body.

### **5. For Adoption Policies**

Protected Disclosures Policy

Visual Display Unit Policy

Grievance Policy

Recruitment and Selection Policy & Procedure

On the proposal of Mr. Sean McMahon seconded by Ms. Mary Flanagan the Policies outlined were adopted.

### **6. For Consideration: Chief Executive's report**

#### **Senior Management Posts**

The Department of Education and Skills has decided to allocate a number of Senior Management Posts to each Education and Training Board. The posts will be at Principal Officer level.

Limerick and Clare ETB has been allocated three such posts because of its size and budget. The Post will carry the title of Director. The three defined areas of responsibility will be Schools, Further Education and Training and Organisation Development.

One of the posts will be offset against the post of Education Officer that the ETB currently holds. The remaining two posts remain to be filled.

The advertising and the filling of the posts will be by open public competition. The process will be managed nationally for all ETBs by the Public Appointments Service.

It is expected that the process of filling the posts will commence in the next few weeks.

### **Freedom of Information Act – Model Publication Scheme**

The ETB is currently compiling a Model Publication Scheme as part of its obligations under the Freedom of Information Act. The Model Publication Scheme will be both a web based and hard copy Manual outlining the services of the ETB and the manner in which persons may access information pertaining to the ETB.

As part of the Model Publication Scheme, the ETB must publish the remuneration of “all non-executive Governance Board Members for attendance at Board meetings, or work as a Board member”.

### **ETB Payroll Shared Services**

Payroll Shared Services Centre to support the delivery of payroll as a shared service to ETBs is in planning.

Hire to Retire system solution based on a common and integrated system to support payroll processing in the shared service centre and for all ETBs to carry out HR Processes as they currently do in their ETBs.

Key features of the proposed solution:

- Data capture at the first point of contact: removes duplication of effort
- Straight through, automated processing from HR to Payroll: removes unnecessary tasks
- Workflow & task automation: removes paper from the system

Mobile technology: provides future proofing and employee satisfaction

The Department Group has approved the recommendations of the Location Evaluation Review Group on the preferred shared service location and OPW will undertake valuation reports and initiate negotiations.

The competition for the role of Head of Payroll Shared Services is now closed and arrangements are underway to interview the candidates. The interview process in response to the EOI issued to the sector for project admin support is also underway.

### **ESBS Finance for ETBs - Design & Implementation Project**

ESBS Finance to support the delivery of finance processing along with the re-modelled retained finance function in ETBs.

Strategic objectives include:

- Develop set of streamlined processes and procedures
- Provide a single technology platform and optimal solutions
- Improve the provision of consistent and comparability of information
- Manage Risk & Ease of Implementation
- Improve Cost Effectiveness

Process maps for purchase to pay (P2P) being developed for e-invoicing. Stakeholder analysis underway.

### **ESBS Finance for ETBs - Interim Phase Project**

Alleviating measures for current ETB finance function on interim basis.

Data gathering for Detailed Design Phase of the implementation of the main Finance Multifunction Shared Service Centre for ETB sector.

### **Development of ETB ICT Strategy**

Published ICT Strategy for ETB sector. Draft submitted to Programme Manager for final comments and observations. PMO is exploring the possibility of progressing this project as part of the Finance Shared Service project.

### **Review of property portfolio for each ETB**

On line Property register for the ETB and SOLAS Sectors.

Listing of owned, rented and leased buildings with information on lease, rents, size, occupancy and related information. Population of the register with current ETB and SOLAS property data.

All 16 ETBs and SOLAS have returned revised template. PMO is exploring the possibility of progressing this project as part of the Finance Shared Service project.

### **Legal Services Strategy**

A report examining the current employer Practice Liability Insurance policy in the ETB sector. A framework for the procurement of solicitor services for the ETB Sector. A report on the data gathering exercise on current ETB spend led by OGP. A legal services strategy for the ETB sector.

The RFT for the Solicitor framework is at final draft stage, any further progress to be made on this tender will be dependent on the decisions made on the overall proposal put forward.

### **ETB ICT Government Networks Rollout**

All ICT network connections between offices within each ETB are to be via the Government Network which has a capacity of 1 Gb broadband speeds.

The connection to Government Networks with its network resilience will involve an upgrade of Training Centre connectivity.

All of the identified ETB sites have been connected to GN. ETBs have been requested to submit Purchase Orders to Vodafone to commence GN upgrade connections to Training Centres. Discussions are ongoing between DES and GN to progress solutions to improve functionality between GN/ETB systems.

#### **ETB Implementation of Core Pay in 5 Core ETBs.**

Implementation of Core Personnel, Core Time, Core E-Recruit in 5 Core ETBs including LCETB. Standardised Paycodes in 5 ETBs. To Eliminate DCS Staging Servers B Core Upgrade Phase II.

All ETBs have completed Phase II - additional system modules. Phase III Data Transformation is to be incorporated as part of the Payroll Shared Services project. A solution has been agreed between PMO and GN on the integration of DCS Managed Service with Core Managed Service

#### **Update on New School for Croom**

- The planning application for the new Coláiste Chiaráin was submitted to and validated by Limerick City and County Council on 25th January, 2016. The Decision Due Date is 20th March, 2016. The Planning Reference Number is 1650.
- The deadline for the making observations on the application has now expired. Reports have been submitted on the application by three Prescribed Public Bodies, the OPW, the Department of the Arts, Heritage and the Gaeltacht and the Health Services Executive (HSE). Two observations have been made on the planning application by the Estates Management Section of the HSE and a private individual.
- The nature and extent of the reports on the observations made is to be expected given the extent of the proposed development and does not come as a surprise. Having reviewed these with our Design Team, we are confident that all of the issues raised can and will be addressed. It is worth noting that no observations of a similar nature that led to the referral of the previous application to An Bord Pleanála have been made.
- Ultimately, submissions in relation to the application are a matter for the Planning Authority. The ETB is satisfied that the proposed new school development will greatly enhance the public infrastructure in Croom and will not in any way negatively impact on other existing or planned public facilities, either during the construction phase or after the new school opens its doors.
- LCETB looks forward to a positive outcome from the planning process and moving this much-needed new school development forward as quickly as possible.

#### **High Court Action**

A High Court hearing is currently underway in relation to an action being brought by an LCETB school Principal. The challenge seeks to halt a number of investigations arising from some complaints against the Principal. The ETB is opposing the action and the Department of Education and Skills has been fully briefed on the case. The Principal is currently on leave.

## **EDUCATION REPORT**

### **Meeting with the Parents Association of Gaelscoil An Ráithín**

The CE and EO were invited to attend a meeting of the parents association of Gaelscoil An Ráithín on Tuesday, 9<sup>th</sup> February. This was another worthwhile opportunity for the LCETB to outline the added value supports available to an ETB school if we are successful in obtaining the patronage role for the proposed new post-primary school in the Mungret Area. Further information sessions are planned regarding patronage of the proposed new schools for Limerick.

### **Principals Meeting**

A meeting with Principals was held on 28<sup>th</sup> January. This meeting focused on planning for the forthcoming academic year 2016/2017. A presentation on the work to date on Leading Teaching and Learning Initiative and a workshop was facilitated on strategies for dealing with challenging situations.

### **Board of Management Training**

Following the recent roll out of training to the Boards of Management of Schools, the Standing orders for Boards of Management are to be confirmed by the Board and are circulated with the Meeting documentation.

### **Thomond Community College**

Mr. Eugene O'Brien has been appointed as Principal for Thomond Community College. A seventh conjoint Staff Day is being held on 22<sup>nd</sup> February, 2016. The day will address areas such as the needs of the new school, an overview of LCETB supports and discussions on syllabus and textbooks.

A meeting of the Interim Board of Management of Thomond Community College was held on Wednesday, 10<sup>th</sup> February.

### **Student Support Team Training**

Training for our Clare area schools for student support team members was facilitated by our Psychological Services Officer and Ms. Bernie Carroll National Suicide Prevention Office. This training, which was developed jointly with the HSE, enables the school based teams to support students who are potentially at risk through self-harm and mental health issues.

### **PE Orienteering Session**

A session for PE teachers in orienteering was facilitated by staff from the outdoor education centres in the Burren and Kilfinane and Ms Gina O'Connor on Wednesday, 10<sup>th</sup> February in the Neighbourhood Park Castletroy. It is planned to have a Limerick and Clare student orienteering event before the end of the academic year. Further initiatives are planned to enhance the quality of Physical Education within our schools.

### **Leading Teaching and Learning**

A further session for Curriculum Leaders was held on 1<sup>st</sup> March to further support the work of the Curriculum Leaders at school level. Individual school level supports will be rolled out after Easter with planning already underway for 16/17.



## **Management Leadership and Learning – Whole School Evaluation**

The EO attended the feedback session on the recent MLL in Scarrif Community College on Thursday 25<sup>th</sup> February. Compliments to the School Management and Staff on the positive feedback and the quality of management leadership and learning in the school.

## **Section 29 Appeal Department of Education and Skills Hearing**

Section 29 Appeal hearing was held on Wednesday, 27<sup>th</sup> January. The decision of the Appeal Committee was not to uphold the appeal on behalf of the parents and the decision of the Board of Management stands. The Decision of the Appeals Committee is for confirmation by the Board as per the Minute of the Hearing which is circulated.

An Appeal Hearing with the Department of Education and Skills was held on Thursday 3<sup>rd</sup> March regarding the expulsion of a student from one of our schools. We are awaiting the outcome of same.

## **Wellbeing**

Three LCETB schools are piloting a wellbeing initiative. A staff session was facilitated in Ennis Community College on Wednesday 9<sup>th</sup> March. Further sessions are planned.

## **Youth**

The first meeting of the Youth Committee will be held on Tuesday, 16<sup>th</sup> February. This meeting will focus on the potential role of the Committee in advising LCETB on youth work provision. The meeting will be facilitated by LCETB Youth Officers

## **Clare Youthreach Centres**


The Clare Youthreach Centres, in partnership with Clare Youth Service, organised an annual information workshop on Friday, 22<sup>nd</sup> January 2016, to assist their learners in their progression to further education, training and employment. The event was hosted at the Old Ground Hotel, Ennis, Co. Clare. The “Moving On” workshop opening address was given by Mr. Martin Cournane, LCETB Regional Youthreach Co-ordinator. He welcomed guest speakers and over 50 learners from around County Clare. Mr. Declan Farmer, Kilrush Youthreach Co-ordinator, presented and outlined the objectives for the day.

Learners then attended Workshops on the following areas:

- Health Care
- Health Fitness
- Catering
- Sound Production
- IT/Graphic Design
- Apprenticeships
- Youth Work.

After the workshops, Duty Manager, Mr. David O’Leary from the Old Ground Hotel spoke on preparing for interviews. Ms. Rachel Lambe-Dunne, the Clare Youth Service Youth Information Officer, provided up to date Youth Information for the learners on how to prepare, organise accommodation, budgeting to move

away from home, and what services available, to help progression in education. Martin Cournane-LCETB Regional Youthreach Co-ordinator closed the “Moving On” Workshop, wishing each and every learner the very best of success going forward in their lifelong journey.

<p><b>Youthreach LCETB sharing best practise with the Sardinian ministry.</b></p>	<p>Youthreach LCETB sharing best practise with the Sardinian ministry.</p> <p>In February of 2016 a contingency of senior managers and policy makers from the Sardinian government came on a fact finding and study visit to Limerick and Clare Education and Training Board, Limerick City Youthreach centres. Their purpose was to gain an insight and understanding of how successful second chance education centres are developed, organised and managed. With the EU supporting early school leaving initiatives within its European Social fund and Youth Guarantee commitments the group from Sardinia have no less a challenge than to develop an early school leaving programme that will meet their local and national needs. As Fabianna Musico, senior researcher with the group stated “they were looking for a multidisciplinary program such as Youthreach that was focused on both the soft skills and certification needs of young people”. The three day visit was facilitated and organised by Gerry Griffin, the National Co-ordinator for Youthreach.</p> <p>The Sardinian government via the support of the Psychonolatic Institute for Social Research (IPRS) in Rome had completed a European wide desk study research activity prior to their visit. As Paola Ninniri, Director of the Educational Policy Unit in Sardinia stated, “in their comparative desk study they found that Youthreach in Ireland had numerous characteristics and attributes which they felt they could learn from”. National Co-ordinator, Gerry Griffin had been working with the team of researchers from the IPRS organisation since December 2015 in order to develop study questions and themes that could best support the study group.</p> <p>Day 1 for the group comprised of a series of presentations and round table discussions that were held in the Youthreach O’ Connell Avenue Education centre within the O’ Connell Avenue FET campus. Martin Cournane, Regional Co-ordinator for Youthreach within LCETB started with a presentation on LCETB Youthreach.. This was followed by Gerry Griffin who chaired a discussion and information session on policy and practise in Youthreach along with a presentation on Quality Assurance in second chance settings. The final presentation of the day was by Shane Cullinane, centre co-ordinator for the Youthreach O’ Connell Avenue centre who presented on the following topics, the key challenges and characteristics of Youthreach centres, employer engagement with Youthreach and supporting and developing the staff team.</p> <p>On day 2 the group travelled to the Southside of Limerick city where they visited the Southside Youthreach centre in the recently developed Killmallock Road FET Campus.</p> 
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	<p>Here Patricia Gleeson Centre Co-ordinator spoke on the how her Youthreach centre is situated and benefits from being part of a wider organisation. The group were then bused to the Northside of Limerick City to visit the Moyross based Youthreach centre. Here Damien O'Connell centre co-ordinator, presented and spoke at length with the group on community engagement and how best to work with local agencies and families.</p> <p>Throughout the two days the group were delighted with their meetings with learners, their visits to classrooms and discussions with teaching staff. The group headed back to Dublin on day three to make their way home to Sardinia. Ester Sanna Senior Manager within the Sardinian European Social Fund agency stated the " they felt much more confident and prepared as a result of their visit to Limerick and was looking forward to further engagement and support with LCETB Youthreach staff and with Gerry Griffin National Co-ordinator for Youthreach".</p>
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## **Individual Schools Achievements**

### **Hazelwood College**

Sixth year student Ellie Stone received a Certificate of Recognition on her entry into the 'Doodle4Google' competition. Ellie's entry reached the top fifteen in the Transition Year, Fifth Year and Sixth Year Category in this national competition, which had several thousands of entries. Overall, Ellie's entry is in the top seventy five out the entire competition. From this stage, Ellie's progress is dependent on a public vote. If successful, Ellie will win a €5,000 college scholarship and a €10,000 grant for Hazelwood College.

### **Castletroy College**

13-year-old Limerick filmmaker/vlogger Luke Culhane, a student at Castletroy College, has created a new video highlighting the need to #CreateNoHate on social media in a stand against cyber bullying. The video has an important point - cyber bullying affects real lives. The powerful message is highlighted by showing the young teen getting physically injured with each message of online abuse.

Luke, a 1st year student in the College, has spent over 40 hours on the video between planning, filming and editing the project. The video comes as a new report states one in four teenagers suffered hate abuse online in the last year. Luke offers advice on how to deal with cyber bullying in the video, telling anyone affected to 'Stop, Block, Tell'. Stop and think before posting online as it might be upsetting to someone. Block and report the person and tell a parent, guardian or teacher about any incident of cyber bullying - an important message.

### **Gaelcholaiste Luimnigh**

Gaelcholáiste Luimnigh would like for the Board to be aware that Mr. Cathall King, Music teacher at Gaelcholáiste Luimnigh, captains the Na Píarsaigh Senior hurling Team that has been successful in qualifying for the All-Ireland Club final for St. Patrick's Day, March 2016. This is a great honour for Cathall, his school, family, club and employer - LCETB. The Minister for Education & Skills, Jan O' Sullivan TD called to the school on Thursday, 11th February to acknowledge Cathall.

Two Students and a teacher from Gaelcholáiste Luimnigh will be travelling to Brussels on the 2nd of March 2016. The office of Liadh Ní Riada MEP, will be hosting a delegation of students from different Gael Scoileanna in the European Parliament in Brussels. The students will take part in the Parliamentariums Role Play Game for schools. Seven different schools will take part in the first ever Role Play Game that will be completely as Gaeilge.

## FET DIVISION REPORT

### Programmes

**Shannon Training Centre New appointments at Shannon Training Centre** From 1st February 2016 James Power takes up the position of Assistant Manager and Olive McMahon takes up the role of Training Standards Officer. Both appointments are for a 12 month period.

**Aircraft Technician Traineeships classes planned for 2016** Following a request from Lufthansa Technik Shannon, to have additional aircraft technicians trained in Shannon; two additional classes of aircraft technician trainees will be taken on in 2016. The classes are planned to start in May and October. Total intake planned is 28 learners. This will bring the number of aircraft maintenance technician trainees and apprentices to over 100 for 2016. There is currently a worldwide shortage in this sector so there is the potential for 100% placement into employment from these courses.

**Staff Retirement** Following nearly 40 years of dedicated service Nancy McNamara (nee Chaplin) retired from the Shannon Training Centre on the 7th January 2016. A very enjoyable reception was held in the centre that evening, with a huge number of former staff in attendance.

### **LCETB Programmes are finalists in the AONTAS Star Awards 2016:**

**Part-Time Programmes** The 10th Adult Learners' Festival will take place from the 22nd-27th February 2016, incorporating as it does the 10th Annual AONTAS Star Awards. According to AONTAS, the quality and volume of nominations for the 2016 Star awards was exceptional, resulting in a highly competitive process involving an independent panel of judges who carried out a detailed review of all the nominations received.

We are delighted to say that two LCETB projects have been shortlisted in the Munster Small/ Medium Category of the STAR awards 2016 competition. These projects include the "Men's Shed Bog Walk Programme" (Community Education) and the "My Baby and Me programme" (Family Learning). Representatives from both projects have been invited to meet with members of the judging panel on Wednesday 3rd February and the winners will be announced during the festival.

**Scarriff Community Radio Skills Programme:** The LCETB Community Education Service are working in partnership with CRAOL (The Community Radio Forum of Ireland) on the upskilling of a local community group based in Scarriff, East Clare on Community Radio. At the end of the programme 10-12 participants will have achieved FETAC L4 Community Radio which will equip them with the knowledge, skills and competence to understand the main philosophical principles underlying community radio and to provide them with the practical skills to conduct interviews under supervision with community groups. On completion of the programme they will become volunteers at their local community radio station.

## Support Services

**Development Team LCETB FET Service Erasmus Plus Application** The first LCETB FET service wide application for an Erasmus Plus Project submitted to Leargas. The overall aim of the project is to enhance the capacity of the LCETB FET Service and the capability of our staff to deliver high quality Technology Enhanced Learning by actively participating in structured professional development events in the form of conferences and training courses in European programme countries. Events will be short in duration (max 10 days) and the project will take place over a 16 month period. In total the grant requested is for €50,715 for 25 participants to attend 6 different conference/training events. Funding decisions are expected in April.

**Centralised Budget CPD** A new centralised FET CPD cost location has come on stream; this replaces previous existing costs locations. The budget will fund relevant cross-service and cross-programme CPD events and activities which support the development of both staff and organisational capability. A process explaining how programmes make applications for funding has been developed. Having a centralised budget and payment system should make the co-ordination, administration and tracking of CPD more streamlined. Having access to CPD information will inform the LCETB CPD Calendar. A number of FET wide CPD events have been scheduled for the coming months.

**Guidance** An Integrated Guidance Team chaired by Eimear Brophy is currently engaged in drafting LCETB Guidance Strategy.

**Employer Engagement** All LCETB FET managers are currently being surveyed re engagement with employers and the establishment of relevant LCETB employer contact database.

As part of ongoing employer engagement a meeting with SOLAS took place in KRC attended by Mary Liz Trant, Jim Wadden, John O'Neill and Mary Lyons, SOLAS and E. Brophy and Paul Patton from LCETB. The discussion centred on developing links from the Regional Skills Fora. Discussions ensued re traineeship in hospitality and finance and the

development of same in the Mid-west region. LCETB is currently involved in hospitality traineeship and will review opportunities to replicate same in finance and engineering.

LCETB is currently represented on the Regional Skills Fora by Eimear Brophy. The current position of Regional Manager, Mid-West Regional Skills Forum advertised by DES. Interviews will be held on 3rd March 2016. The interview panel will be made up of Anne Ledwith UL, Eimear Brophy LCETB, Jerry Maloney Enterprise Board

E. Brophy attended an initial briefing from Des Carolian, SOLAS Workforce Development, in relation to the development of a Workforce Development project focusing on current education and training provision for those in employment.

In this context the workforce development refers to those in employment with the exceptions of the apprenticeships

LCETB is currently exploring onsite training for those in employment with Clarecare to receive additional accredited models in healthcare. This model fits into the strategy of engaging in training with those in employment as well as those who are unemployed

LCETB is engaging with Screenwriters Ireland re the inclusion of certain additional relevant components in Level 5 programmes to prepare trainees to work in the film industry. LCETB is a member of Limerick for Film Steering Group. E Brophy, Breda Flynn and Paul Patton are members of this steering group.

**European Projects** Quake-ECVET in Further Education and Training Seminar Feb 12th Mary Immaculate College Limerick. Limerick City VTOS and Organic College Dromcollogher are strategic partners in this European project. The focus was on the teachers use of curriculum planning, teaching and assessment for greater learner mobility in Europe  
The VTOS colleagues will present the results in an analysis of practice at the FET Seminar in Mary Immaculate on 12th Feb 2016

**Co-operation with other Institutions** LCETB is represented by E Brophy on Age Friendly Limerick Strategy. LCETB is currently engaged in training CE workers to QQI Level 5 Healthcare with St. Munchins Community Enterprise Centre. This will enable elderly citizens to remain at home and avail of homecare in line with actions in the Age Friendly Strategy.

- PLSS Update
- A follow-up training workshop is planned for the PLSS – National Course Calendar (NCC) and PLSS – National Programme Database (NPD) on the 23 February 2016. Request for interest circulated, reply by 08/02/2016.
- PLSS briefings held with DSP Case Officers at Limerick and Ennis locations on the 27/01/2016.
- An overview of LCETB FET provision was also presented.

- A joint PLSS Advisory and Liaison Group meeting was held on the 21/01/2016.
- The first two elements, NCC and NPD, are live and operational in all 16 ETBs
  - Full FET scheduling is now evident with 1932 courses scheduled and 3219 referrals from DSP
    - An ETB-wide report to issue monthly detailing status of all ETBs. First report is to issue early February.
  - The PLSS third element, the Learner Database, is planned for 2016
    - Database should be complete by end of March 2016.
    - E.g. Steps programme – learners may perceive as making wooden or concrete steps, dance steps, etc.
    - PLSS will provide live feeds to DSP, Qualifax, FETCH, and ETB websites.
    - It is planned that the FETCH website will go live by end of February

#### **7. For Consideration: Finance Report**

On the proposal of Cllr. Maria Byrne and seconded by Sean Kennedy the Finance Report was considered.

The Finance Officer highlighted the fact that for the period January – February 2016 receipts were €19.5 million but expenditure amounted to €20.3 million.

Mr. Tony Brazil proposed that a strongly worded reminder letter be sent to the Department of Education and Science with regard to budgets. This was seconded by Cllr. Richard O'Donoghue.

#### **8. For Confirmation: Standing Orders for Boards of Management**

On the proposal of Cllr. Maria Byrne, and seconded by Cllr. Elena Secas the Standing Orders for Boards of Management was confirmed.

#### **9. For Confirmation: Decision of Appeals Committee as per Section 29 of the Education Act 1998**

On the proposal of Mr. Sean Kennedy, and seconded by Ms. Catherine Harran De Parra the Decision of Appeals Committee as per Section 29 of the Education Act 1998 was confirmed.

#### **10. For Adoption: LCETB Submission to DES re an triu Scheim Teanga**

Deferred to next meeting

#### **11. Nomination to Boards of Management**

On the proposal of Cllr. Michael Donegan and seconded by Cllr. Maria Byrne, Cllr. Bridget Teefy was nominated to John the Baptist Community School, Hospital, Co. Limerick

On the proposal of Cllr. Michael Donegan and seconded by Mr. Sean Kennedy, Cllr. Bridget Teefy was nominated to Kilfinane OEC

The nomination to St. Anne's Community College, Killaloe was deferred to the next meeting.

On the proposal of Cllr. Mary Howard and seconded by Ms. Mary Flanagan, Cllr. Alan O'Callaghan was nominated to Scariff Community College

On the proposal of Cllr. Mary Howard and seconded by Cllr. Gabriel Keating, Cllr. Pat Burke was nominated to Shannon Comprehensive School

#### **12. Proposed Nominees for Appointment to Governing Body LIT**

In accordance with Section 4 of the Regional Technical Colleges (Amendment) Act, 1994, the Board of LCETB is empowered to nominate 4 of its members for recommendation to the Minister for Education and Skills for appointment to the Governing Body of Limerick Institute of Technology. The following were duly proposed and seconded.

Nominees	Proposed By	Seconded By
Mr. Tony Brazil	Cllr. Gabriel Keating	Cllr. Maria Byrne
Cllr. Maria Byrne	Cllr. Michael Donegan	Cllr. Richard O'Donoghue
Cllr. Elena Secas	Cllr. Mary Howard	Cllr. Lisa Marie Sheehy
Mr. Sean McMahon	Cllr. Maria Byrne	Ms. Katherine Harren de Parra

#### **13. For Consideration: Irish Girl Guides Nominee to Youth Work Committee**

On the proposal of Cllr. Maria Byrne, and seconded by Cllr. Richard O'Donoghue, Ms. Eveylyn Hayes, Irish Girl Guides Nominee to Youth Work Committee was considered.

#### **14. AOB with the permission of the Chair**



The Chairperson wished Na Piarsaigh Senior hurling Team the best of luck having successfully qualified for the All-Ireland Club final for St. Patrick's Day, March 2016

The Chairperson also congratulated Mr. Sean Mc Mahon on his nomination for election to the Teaching Council, Cllr. Maria Byrne on her nomination for the Seanad and Cllr. Mary Howard also a nomination for the Seanad.

Mr. Sean Kennedy raised the issue of the DPSW awarding a national tender to a private company and the effect it will have on intake of students onto our courses, the decrease in unemployment figures may have a knock-on-effect on course uptake.

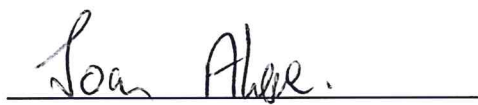
It was agreed to write to ETBI to highlight concerns and put forward the view that training should be run by organisations better suited to this role. ETBs as a group are in a much better position to tender for this training as ETBs on their own can only train in their own area.

The next meeting will be held in the Limerick Training Centre, Raheen. Schedule of meetings to be sent again to Board Members. Mr. Tony Brazil requested that in the event of the meetings being held outside Limerick city centre that a check is carried out prior to meeting date to ensure a quorum will be present in order that members do not incur unnecessary travel.

The meeting ceased at 5.55 p.m.

Date for next meeting Wednesday, 20<sup>th</sup> April, 2016

(Signed) GEORGE O'CALLAGHAN,  
Chief Executive.

A handwritten signature in cursive script, appearing to read "Joan Aher", is written over a horizontal line.

Chairperson 20<sup>th</sup> April, 2016