



lcetb

Bord Oideachais agus Oiliúna
Luimnigh agus an Chláir
Limerick and Clare
Education and Training Board

MINUTES OF MEETING
Held on Friday 17th July 2015
In Marshal House, Dooradoyle Road, Limerick

Present:

Cllr. Cathal Crowe, Chairperson,
Ms. Joan Aherne, Deputy Chairperson
Mr. Tony Brazil
Cllr. Maria Byrne
Cllr. Michael Donegan
Ms. Mary Flanagan
Cllr. Liam Galvin
Cllr. Michael Hillery
Cllr. Gabriel Keating
Mr. Sean Kennedy
Mr. Sean Mc Mahon
Cllr. Richard O'Donoghue
Cllr. Kieran O'Hanlon
Cllr. Lisa Marie Sheehy
Ms. Mary Margaret Valance`
Mr. Michael Cregan
Cllr. Liam Galvin
Cllr. Mary Howard

In attendance:

Mr. George O'Callaghan, Chief Executive
John O'Connor, Head of Corporate Affairs
Shelagh Graham, Head of Human Resources
Theresa Markham, Capital & Procurement
Helen Owens, Capital & Procurement
Denis O'Brien, Head of ICT
Paul Patton, Head of Further Education and Training
Aileen O'Sullivan, Corporate Affairs (Recording Secretary)

Apologies:

Ms. Catherine (Kate) Harran De Parra
Cllr. Ann Norton
Mr. Donal O'hAiniféin
Cllr. Elena Secas

1. Condolences

Votes of Sympathy were passed to the following;

- * Ms. Helen O'Sullivan (VTOS, Ennis) on the death of her father-in-law, John O'Sullivan.
- * Mr. Liam O'Mahony (Castletroy College) on the death of his uncle, Rev. Liam Ryan.

- * Ms. Brigid Moloney (Colaiste Iosaef, Kilmallock) on the death of her father-in-law, ---
- * Ms. Mary O'Carroll (Training Services Limerick) on the death of her mother, Bridget O'Carroll.
- * Mr. James Noonan (Gaelcholaiste Luimnigh) on the death of his father, Patrick Noonan.
- * Ms. Melissa Moore Carey (Youthreach Hospital) on the death of her grand uncle, Tom Moore.

2. Adoption of the Minutes of the Previous Meetings

Minutes of Meeting held on 21st May, 2015, were confirmed and signed on the proposal of Cllr. Mary Howard and seconded by Mr. Sean Mc Mahon

3. Matters Arising from the Minutes

On the proposal of Cllr. Michael Hillery seconded by Cllr. Kieran O'Hanlon, Cllr. Gabriel Keating was appointed as a non-voting delegate to ETBI Congress 2015.

The following changes were also advised: Cllr. Maria Byrne change from voting to non-voting delegate and Cllr. Kieran O'Hanlon from non-voting to voting delegate.

Cllr. Cathal Crowe also advised that he is unable to attend Congress.

Mr. Sean Mc Mahon raised the issue regarding the amount of paper which had to be used to print the meeting documentation and asked for an update on laptops/iPad for Members. The Head of ICT informed the Meeting that three tablets have been ordered for the Members of the Board who responded to the survey and who indicated that they did not have access to a pc or tablet to help them in their role. In relation to the on-line claims system, the compatibility of the tablets with the Travel Expenses system has to be tested. The Members were also informed by the Head of ICT that a dedicated folder containing all of the documentation relating to the Board Meetings is being set up to which the Members of the Board will have access on their tablets and computers thus eliminating the need to print the documentation.

4. Correspondence

DEPARTMENT CORRESPONDENCE

<u>CL 0041/2015</u> June, 2015	Recruitment of Special Needs Assistants (SNAs) – Supplementary Assignment Arrangements for the 2015/16 school year. Noted.
<u>CL 0032/2015</u> May, 2015	Use of live animals for scientific, educational or other purposes in schools Noted.
<u>CL 0034/2015</u>	Assessment Instruments (including tests and web-based resources) approved

May, 2015 for use for guidance and/or learning support in post-primary schools from May 2015 until further notice
Noted.

CL 0035/2015
2015 Revision to Assessment Arrangements for Leaving Certificate Art for first examination in 2018.
Noted.

CL 0036/2015
May, 2015 Revised assessment arrangements for the practical coursework for Leaving Certificate Home Economics (Scientific & Social) for the cohort commencing study in August 2015 and presenting for examination in 2017 and thereafter.
Noted.

CL 0037/2015
May, 2015 Leaving Certificate Music for the cohort commencing study in August 2015 and presenting for examination in 2017
Noted.

CL 0040/2015
2015 Cost Limits for Post-primary School Buildings
Noted.

OTHER CORRESPONDENCE

Fr: LIT
28th May, 2015 Re: Acceptance of Student Nominees to the Governing Body of LIT for recommendation to the Minister.

Fr: Lobbying.ie
May, 2015 Re: Regulation of Lobbying Act, 2015.

Fr: IPB Insurance
30th June, 2015 Re: Members Commercial Dividend Payment 2015.

5. Chief Executive's Report

Principals Forum

Following the Principals Education Meeting in early May, four meeting dates for the new academic year have been set as follows: 15th September; 25th November 2015; 28th January and 12th April 2016.

Senior Management Development Programme

A facilitated session on 'The Role of the Leader in Teaching and Learning' took place for Principals and Deputy Principals on 11th June. As a next step, in partnership with Limerick Education Centre, a team of teachers from across the schools will attend training in "Developing Critical Thinking" on 11th September as part of a process to support senior management in leading teaching and learning. The DCT initiative will be officially launched later in the year.

School-Wide Numeracy Initiative

The progress of the school-wide numeracy initiative is currently being collated and documented. A further workshop for numeracy link teachers from all schools is scheduled for 30th September.

Thomond Community College

Following the conjoint staff day on 18th May, consultations with staff and students have taken place to finalise the school motto. Staff also had the opportunity to prioritise CPD requirements and to suggest new school policies for development going forward. The Steering Group held its last meeting of the summer in June to progress planning for the next conjoint staff days which will take place on 26th and 27th August. The school open day will take place on 30th September.

Health and Well-Being Initiative

Plans are underway to implement a Health and Well-being initiative for teaching staff in October.

Restorative Practice:

A number of schools have expressed interest in briefings on Restorative Practice in the new schools year. One school has already accessed two training sessions for teaching staff to support them in the roll out of Restorative Practice and Circle training with students in the new school year.

Section 29 Appeal Hearing

A Section 29 Appeal Hearing to be held and the report of the Sub-Committee to be recommended for adoption.

Other:

- Code of behaviour reviews and support for teachers and Youthreach staff to implement behaviour management strategies will take place throughout the new school year.
- Behaviour Support Co-ordinators from each school will be convened in September to review strategies.
- Student Council training will be rolled out in the first term of the new school year.

FOI Request

With ETBs now being comprehended by the Freedom of Information Act 2014, The Sunday Times submitted a request under the FOI act for information on the number of teachers, in terms of whole time equivalents (WTEs), allocated to each LCETB school. The following is the information which we have supplied to the Sunday Times and which will be published by them later in the summer.

<u>Roll No.</u>	<u>School Name</u>	<u>WTE</u>
76073G	Castletroy College	74.48
71840V	Coláiste Chiaráin, Croom	57.29
76093M	Colaiste Íde agus Iósef, Abbeyfeale	50.85

76070A	Coláiste Iosaef, Kilmallock	42.23
71700F	Coláiste Mhuire, Askeaton	33.04
76061W	Coláiste na Trócaire, Rathkeale	35.94
71790J	Desmond College, Newcastlewest	48.04
70830N	Ennis Community College	41.14
70840Q	Ennistymon Vocational School	16.45
76101I	Gaelcholáiste Luimnigh	33.38
71850B	Hazelwood College, Dromcollogher	43.75
70900I	Scariff Community College	24.09
70901K	St. Anne's Community College, Killaloe	38.02
76075K	St. John Bosco Community College, Kildysart	14.70
70880F	St. Joseph's Community College, Kilkee	15.55
70860W	St. Michael's Community College Kilmihill	20.33
71920T	St. Nessian's Community College, Limerick	40.04
71930W	Limerick College of Further Education	59.03

Updates from Youth Affairs Section

ETB Youth Work Committees

ETB Youth Work Committees are currently being established across the country. LCETB have received nominations from the ETB and have since sent out expression of interest letters to all relevant organisations and groups in the region. The deadline for return of expression of interest forms is 22nd July after which Youth Officers will consult with LCETB in relation to proposed nominations. It is anticipated that final nominations will go to LCETB in September for approval.

The National Youth Strategy

The National Youth Strategy is due to be published later this summer. The associated action plan will potentially inform ETB youth work functions and provide the basis for the development of a local plan in collaboration with the ETB Youth Work Committee.

Funding to support vulnerable projects

The DCYA has asked ETBI to submit proposals for the operation of the funding scheme to support projects which are experiencing financial difficulty going forward. The Irish Youth Officer Association (IYOA) Executive is currently working on same in consultation with the Department. It is anticipated that funding under this scheme will be made available in September.

Youth Capital funding scheme

In the main, only one applicant per ETB Area was approved for Capital Funding Type Two scheme. Clare Youth Service was successful in its application and was awarded €38,828.35 to carry out approved works.

Local Youth Club Grant Scheme

Approved grants for 2015 are currently being paid out to groups across the region.

National Quality Standards Framework

Continuous Improvement Plans are reviewed periodically by the Youth Officers in conjunction with the youth work service providers Implementation Teams.

Quality Standards for Volunteer-led Youth Groups

Youth clubs and groups have engaged with the National Quality Standards for Volunteer led youth groups process and submitted their completed annual progress reports to LCETB for signing off.

Restorative Practice:

Restorative Practice training for youth workers is scheduled to take place in Rathkeale, Co. Limerick, in September in partnership with the CYPSC Restorative Practice Project.

Update on ICT July 2015

- StaffConnect: LCETB's new SharePoint Intranet Hub has gone live from 6th July 2015. A lot of staff will require training on this
- Rollout of l cetb.ie Domain continues along with the singular email account @l cetb.ie
- Government Network connections are almost complete in the three Admin Office locations as advised by the department of Education & skills Project Management Office for the rollout of Core systems
- Feedback on new Website and Twitter accounts has been very positive
- ICT questionnaires have been issued and returned to/by all schools and centres. Information is being collated
- ICT steering group met on the 20th May 2015. Pat Maunsell Director LCFE was elected Chairperson.
- An ICT strategy for LCETB is currently being drafted.
- A tender document for Maintenance and Support is being completed and incorporates findings from questionnaires issued
- Domains for Thomond College have been registered
- Department grants for hardware to use Design & Communications Graphics have issued and all schools informed of their relevant grants. Preferred suppliers have been appointed by tender

FET Division

Mr. Paul Patton outlined the developments in the FET Division and highlighted the growth in aviation training within the Mid-West region and the fact that the Shannon TC will continue to play its part in the provision of highly skilled craft people to support the project growth within the sector.

Capital & Procurement Report

The CE outlined capital and other procurement projects currently being undertaken.

The purchase of Marshal House from NAMA has been approved. At the end of July it will transfer to LCETB. The LEC centre will continue to be a tenant.

GCL – looking at appointing a design team to develop site for new school. Full planning permission will be sought.

6. Section 29 Appeal

One Section 29 Appeal Hearing has been held. The report of the sub-committee is recommended for adoption.

On the proposal of Ms. Joan Aherne seconded by Mr. Sean Mc Mahon the report of the sub-committee was adopted.

7. School Policies for adoption

- a. Attendance & Participation Policy
- b. Relationship and Sexuality Education Policy
- c. SPHE policy incorporating Junior Cycle RES Policy
- d. Special needs and learning support Policy
- e. Substance Use Policy
- f. Assessment Policy

On the proposal of Cllr. Mary Howard, seconded by Ms. Joan Aherne the Attendance & Participation Policy was adopted.

On the proposal of Cllr. Lisa Marie Sheehy, seconded by Mr. Michael Cregan the Relationship and Sexuality Education Policy was adopted.

On the proposal of Ms. Mary Flanagan, seconded by Cllr. Lisa Marie Sheehy the SPHE policy incorporating Junior Cycle RES Policy was adopted.

On the proposal of Mr. Tony Brazil, seconded by Cllr. Michael Hillery the Special needs and learning support Policy was adopted.

On the proposal of Cllr. Liam Galvin, seconded by Cllr. Gabriel Keating the Substance Use Policy was adopted.

On the proposal of Ms. Margaret Valance, seconded by Cllr. Mary Howard the Assessment Policy was adopted

8. For Adoption

- a. Code of Ethics
- b. Code of Conduct for Members

On the proposal of Ms. Mary Flanagan, seconded by Ms. Joan Aherne the Code of Ethics was adopted.

On the proposal of Cllr. Cathal Crowe, seconded by Cllr. Mary Howard the Code of Conduct for Members was adopted.

9. Acceptance of Student Nominees to the Governing Body of LIT for recommendation to the Minister

On the proposal of Cllr. Richard O'Donoghue, seconded by Cllr. Lisa Marie Sheehy the recommendation to Minister re the appointment of student nominees Mr. Chris Walshe and Ms. Mairead Keogh to Governing Body of LIT was accepted.

10. Date for next Board Meeting

Wednesday 16th September at 4.30 p.m.

In light of the Aviation Training taking place in Shannon, Cllr. Mary Howard suggested a field trip to the Centre or to hold the next Board meeting there. Cllr. Cathal Crowe seconded this suggestion. The CE will check feasibility.

11. AOB with the permission of the Chair

The matter of money raised by schools being held in the main account was raised – Members felt that the money should remain within the school and be used within the community. Members were assured that whilst the money is held in the main account it belongs to the school and is only used by that school, it is not distributed elsewhere.

Ms. Joan Aherne asked about review on Cappamore and Cllr. Michael Donegan welcomed the decision to continue PLC courses in the centre. A suite of courses are currently being advertised for this centre.

Cllr. Cathal Crowe stated that he would be stepping down from his role as Chairperson at the next Board meeting. Another election will have to take place to fill this role.

Cllr. Crowe thanked board members, administration, teaching and ancillary staff for all their work and wished everyone a good break, and he also mentioned all students awaiting examination results.

(Signed) GEORGE O'CALLAGHAN,
Chief Executive.

Signed:



Chairperson of meeting held on 16th September, 2015.