



MINUTES OF MEETING
Held on Wednesday, 18th November, 2015
In Shannon Training Centre, Shannon, Co. Clare

Present: Ms. Joan Aherne, Chairperson
Mr. Tony Brazil
Cllr. Maria Byrne
Mr. Michael Cregan
Cllr. Michael Donegan
Ms. Mary Flanagan
Cllr. Liam Galvin
Cllr. Mary Howard
Cllr. Gabriel Keating
Mr. Sean Kennedy
Mr. Sean McMahon
Cllr. Ann Norton
Cllr. Kieran O’Hanlon
Cllr. Richard O’Donoghue
Ms. Mary Margaret Valance
Mr. Donal O’hAiniféin
Cllr. Elena Secas

In attendance: Mr. George O’Callaghan, Chief Executive
Ms. Bernadette Cullen, Education Officer
Mr. Paul Patton, Head of Further Education and Training
Mr. John O’Connor, Head of Corporate Affairs
Ms. Shelagh Graham, Head of Human Resources
Ms. Joanne O’Brien, Corporate Affairs (Recording Secretary)

Apologies: Cllr. Cathal Crowe
Cllr. Lisa Marie Sheehy
Ms. Kate Harran De Parra

Ms. Joan Aherne welcomed Members to the Training Centre and thanked the Management and Staff. Mr. Desmond Murphy, Manager, also welcomed the Members and advised that a tour of facilities would be available to Members following meeting if they so wished.

1. Condolences

Votes of Sympathy were passed to the following;

- The family of the late Therese O’ Shaughnessy, former Guidance Counsellor at Youthreach Education Centre, O’ Connell Avenue, Limerick.
- The Family of the late Mr Eamonn O’Riordan, (retired Caretaker with the former Co. Limerick VEC).

- Ms. Josie Berkery (Head Office) on the death of her father, Mr. Michael (Mick) Bourke.
- Ms. Kathleen Power Ryan (Head Office) on the death of her mother, Mrs. Kitty Power.
- Ms. Catherine Doherty White (Kilkee & Kilmihil Community College) on the death of her father Mr. Michael Doherty.
- Ms. Audrey Fitzgerald, LCFE, on the death of her father, Mr. Jack Fitzgerald.
- Mr. Colm McDonagh (Interview Board Panel and former Principal at St. Flannan's College) on the death of his Father, Joe.

2. Adoption of the Minutes of the Previous Meetings

Minutes of Meeting held on 18th September, 2015, were confirmed and signed on the proposal of Cllr. Gabriel Keating, seconded by Cllr. Kieran O'Hanlon.

3. Matters Arising from the Minutes

None.

4. Correspondence

Department Correspondence

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| CL 0051/2015 September, 2015 | Re: Promotion of Healthy Lifestyles in Post-Primary schools Noted. |
| CL 0053/2015 1 st October, 2015 | Re: Sick Leave Scheme for Registered Teachers in Recognised Primary and Post Primary Schools. Noted. |
| CL 0054/2015 1 st October, 2015 | Re: Sick Leave Scheme for Special Needs Assistants in Recognised Primary and Post Primary Schools. Noted. |
| CL 0055/2015 October, 2015 | RE: Summer Works Scheme (SWS) 2016 & 2017 – Scheme of Capital Grants for Small Scale Works. Noted. |
| CL 0056/2015 October, 2015 | Re: Use of Central Procurement Arrangements put in place by the Office of Government Procurement. Noted. |
| CL 0057/2015 October, 2015 | Re: Travel Pass Scheme (Taxsaver Commuter Scheme) in the ETB Sector. Noted. |

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| CL 0059/2015 13th November, 2015 | Re: ESF Aided Operations Human Capital Investment Operational Programme 2007 – 2013. Noted. |
| CL 0060/2015 13th November, 2015 | Re: ESF Aided Operations - ETB/VEC Sector 2015 – Youthreach & BTEI Information Booklet and Instructions for Beneficiaries. Noted. |
| 1 st October, 2015 | Re: Humanitarian Protection Programme (IHPP) – seeking information on suitable serviced sites and buildings in the ETB portfolio. Noted. |

OTHER CORRESPONDENCE

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| Fr: SOLAS 21 st October, 2015 | Re: DPER Circular 13/2014 and unspent FET balances as at 31 December, 2014. Noted. |
| Fr: Office of the Minister for Education and Skills 25 th September, 2015 | Re: Acknowledgement of correspondence regarding resource teaching hours and SNA allocations. Noted. |
| Fr: Office of the Minister for Skills, Research and Innovation 28 th September, 2015 | Re: Acknowledgement of correspondence regarding the establishment of Adult Education Boards. Noted. |
| Fr: Audit Committee 11 th October, 2015 | Re: Report of LCETB Audit Committee Deferred. |
| Fr: Audit Committee 23 rd September, 2015 | Re: Annual Report of LCETB Audit Committee – July, 2013 to December, 2014. Deferred. |

5. Election of Deputy Chairperson

On the proposal of Cllr. Gabriel Keating, seconded by Cllr. Kieran O’Hanlon, Mr. Sean McMahon was elected Deputy Chairperson.

6. Chief Executive's Education and Training Report

Board of Management Training

The CE updated the Board on the rolling out of training to Boards of Management of LCETB schools has commenced. Three sessions were facilitated by the EO and team of Trainers for Chairpersons and Secretaries of Boards of Management. The EO is the local liaison person for management and delivery of the training. The training for all Board of Management is being delivered in clusters of schools in East and West of the two counties Limerick and Clare. Four hours of training for each cluster will be delivered before Christmas. Sessions to date have been well attended. Standing orders for Boards of Management of schools have also been developed and are to be approved by LCETB. The Chief Executive thanks all Members for their participation and attendance to-date and paid tribute to all involved.

Staff Induction

The CE advised the Board that as an integral element of this year's staff induction programme participants received induction briefings from the Education Officer, Psychological Services Officer and the Youth Officer on education services, child protection/safeguarding and restorative justice practices. Further initiatives are planned.

Developing Critical Thinking Workshop

The CE informed the Members that as part of the LCETB Leading Teaching and Learning initiative, a second session for teachers on developing critical thinking was held in the Limerick Education Centre on Monday 19th October. This programme is for curriculum leaders in our schools and will assist senior management in implementing curricular change. Further sessions are planned for curriculum leaders and the senior management team.

Thomond Community College

The CE updated the Board on the open night for Thomond Community College which was held on Wednesday 30th September with well over 500 people in attendance. Music and Spanish will be added to the already broad curricular experience available in Thomond Community College. The Regional JCSP Library was launched by the Minister for Education and Skills, Ms. Jan O'Sullivan, TD, on Friday 16th October. The library is one of the added value elements that Thomond will offer students and parents. Two steering group meetings and a number of working group meetings have taken place. LCETB has commenced the process of establishing the Interim Board of Management for Thomond Community College with the first meeting scheduled to take place on Friday 20th November 2015.

Section 29 Appeal Department of Education and Skills Hearing

The CE informed the Board that the DES, in a hearing held on Thursday 3rd September, did not uphold an appeal under Section 29 of the Education Act 1998 against the decision of St. Michael's College Kilmihil not to enrol a pupil and the decision of the school stands.

Numeracy Workshop

The Board was informed of a facilitated workshop for numeracy link teachers which took place on Wednesday 30th September 2015 supporting the sharing, practice and identification of further initiatives to embed a whole school approach to numeracy. Further workshops are planned.

Physical Education Community of Practice

The CE informed Members that PE teachers in Limerick and Clare Schools are being supported to network and share practice in the delivery of the Physical Education Junior and Senior cycle Curriculums. The sessions were facilitated by Ms. Gina O'Connor.

Smart Conference

The CE informed the Board that Limerick and Clare ETB, through the involvement of Youthreach, O'Connell Avenue, Limerick is a lead partner in a project called "SMART - Second Chance Schools Working with Systematic Measurement of Outcomes". The SMART project aims to develop a quality assurance framework for second chance education providers in order to support learners, teachers and organisations in the development of quality indicators to improve practise and performance. The project focuses also on measuring the wider benefits of learning and soft skills development. It is funded by the Erasmus + Programme. The project partners are from Denmark, Ireland, Belgium, Italy and Netherland, representing University, Second chance schools and civil society organisations.

Youth Committee

The CE informed the Members that the Youth Officers have held a number of meetings with the Voluntary Youth Organisations and the full Committee Membership was presented at the LCETB Board Meeting for approval by the Board. The initial meeting of the group will be held prior to Christmas or early in the new year.

MLL Inspection – St. Michael's College, Kilmihil

The CE gave details of the positive briefings received by the Board of Management of St. Michael's College, Kilmihil attended by the Education Officer on Tuesday, 6th and Friday, 23rd October. School Management and Staff were complimented on the positive feedback in regard to the quality of management leadership and learning

Graduation

Limerick College of Further Education (LCFE) held its annual graduation ceremony at the Limerick Strand Hotel on Thursday 22nd of October, with almost 250 learners receiving awards in various disciplines. Certificates were presented by Mr. Pat Maunsell, Director, Limerick College of Further Education assisted by LCFE's management team. Guest of honour was Mr. George O'Callaghan Chief Executive, LCETB. The function was also attended by Mr. Paul Patton, Head of Further Education and Training, LCETB.

Prospectus

The Board were informed that Limerick College of Further Education (LCFE) recently launched its new prospectus for full-time programmes in the 2016/17 academic year. Containing information on over fifty different programmes the prospectus is available in print as well as an online version downloadable from the website.

Commenting, Mr. Pat Maunsell, LCFE Director, said: "We are delighted to launch our new prospectus for the forthcoming academic year. We have reviewed our courses and added new ones in order to meet the demands of learners and employers. I invite you to view our prospectus and visit the College on our Open Day on Tuesday February 2nd."

The new prospectus also outlines several new programmes the College is planning to offer in 2016/17 including: Jewellery Making & Metal Craft, App and Software Development, Economics with Business, Advanced Travel and Tourism, Computer Applications (Mornings Only), Advanced TV Studies and Sports Injury Management.

In a period of significant change for the Further Education and Training sector, LCFE is responding, according to Pat Maunsell: “We are positioning the College to be a major player in the education landscape of the Mid-West. LCFE is already the largest FE College in the region. We have exciting expansion plans and are continually adapting our programmes to better meet the needs of our customers.”

LCFE – Cappamore Campus

The meeting was informed that a new Centre Manager has been appointed at the Centre. LCFE Senior Management looks forward to working with the new manager to continue to develop the Centre as a viable education and training centre in East Limerick. The Board welcomed same.

FETC-KRC Official opening

Details of the very successful official opening of the new FETC-KRC and launch of FET Strategic Framework was held on Mon 05 Oct 2015.

Minister Jan O’ Sullivan officially opened the FET Centre, Kilmallock Road Campus. She presented Youthreach Learners with their Gaisce Bronze Medals as part of the ceremony. It is important to note that the first Youthreach Centre opened in Southill in 1989 next door to the campus. The Chief Executive paid tribute to all involved.

Launch of the LCETB FET Strategic Framework 2015-2020

The CE advised the Board that a LCETB FET Strategic Framework 2015-2020 has been produced and is being distributed to all FET Centres. The official launch of the Strategy together with the opening of the FET Centre, Kilmallock Road Campus took place on 5th October 2015, and was attended by Jan O’Sullivan TD, Minister for Education and Skills.

Patronage of Schools

The Chief Executive confirmed to the Board that LCETB would be indicating to the DES its interest in patronage of proposed new school in Mungret.

In relation to the new school in Croom, the Chief Executive confirmed to members that the application for planning permission was virtually complete and lodged with the Council without delay. The CE thanked Member for their efforts in this regard. The Members thanked the Chief Executive for the update and requested that the Board would be informed of progress.

School Amalgamations

The Chief Executive also briefed Members on the proposed amalgamation of three schools in Ennistymon and advised he would keep the Board updated on progress in this regard.

7. Finance Report

On the proposal of Cllr. Gabriel Keating, and seconded by Cllr. Liam Galvin the Finance Report was adopted.

8. For Consideration

- a. Annual Report of Audit Committee July 2013 - December 2014 – Deferred.
- b. Report of Audit Committee 2015 - Deferred.

Presentation

The meeting was temporarily adjourned for the presentations to Gold Medallist, Mr. Ros Wynne with his Coach, Aircraft Mechanic Instructor, Michael Hayes of Shannon Training Centre.

The WorldSkills competition is the world's largest professional training and education event. Held every two years, this year the event took place in Sao Paulo. Around 1,200 competitors from 70 countries competed in almost 50 different skills and disciplines in Brazil.

One of those competitors, former trainee of Shannon Training Centre was Ros Wynne, an Aircraft Mechanic Apprentice. Ros, through hard work and dedication secured the gold medal representing Ireland in the WorldSkills Competition.

Ros was accompanied at the competition by his coach Michael Hayes, Instructor at Shannon Training Centre who mentored him through a gruelling 10 week preparation training boot camp in the lead up to the event.

This is Michael's second time representing Ireland at the Worlds Skills Competition as a skills expert; two years ago in Leipzig Germany he coached Joe Kelly to Gold in the same competition. Ireland has won Gold in the past four consecutive World Skills Competition in the Aircraft Maintenance Section.

The Board and Chief Executive congratulated Ros and his Coach, Michael, and to the Management and Staff of Shannon Training Centre and a presentation was made on behalf of the Board to Ros and Michael.

9. Establishment of and appointment of Members to the following Boards;

| BOARD | NOMINEE | |
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| LCFE | Prof. Tom Kennedy | |
| | Mr. Mark Murphy | |
| | Cllr. Noel Gleeson | |
| Castletroy College | Mr. Tony Cahill | |
| Colaiste Ide agus Iosef, Abbeyfeale | Ms. Marion Harnett | Co-opted |
| | Ms. Maire Collins | Co-opted |
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| Scariff Community College | Mr. Val McCormack | Parent Nominee |
| | Ms. Kathleen Doyle | Parent Nominee |
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| Colaiste na Trocaire, Rathkeale | Sr. Margaret Hogan | Diocesan Nominee |
| | Ms. Phil Roche | Diocesan Nominee |
| Hazelwood College, Dromcollogher | Mr. Eddie O'Sullivan | Diocesan Nominee |
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| Resignation of Cllr. Lisa Marie Sheehy | Vacancies: <ul style="list-style-type: none"> • Colaiste Iosaef, Kilmallock • John the Baptist School, Hospital • Kilfinane OEC | Cllr. Richard O'Donoghue Deferred Deferred |
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| Thomond Community College | Hilda McHugh | Salesian Nominee |
| | Barney Callaghan | Salesian Nominee |
| | Sr. Noelle Costello | Salesian Nominee |
| | Ms. Michelle O'Callaghan | Parent Representative |
| | Ms. Veronica Lavin | Staff Representative |
| | Ms. Yvonne Dillon | Parent Representative |
| | Ms. Mai Patton | Staff Representative |
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| Youth Committee | LCETB Nominees | Kieran O'Hanlon Mary Flanagan Sean McMahan |
| | Limerick Youth Service | Catherine Kelly |
| | Foróige | Eric O'Brien |
| | Clare Youth Service | Margaret Slattery |
| | Scouting Ireland | Anne Marie Meehan |
| | Irish Girl Guides | Ruth Corkery |
| | Tusla Child and Family Agency | Aine Mellett |
| | Limerick City and County Council | Seamus O'Connor |
| | Ennis Garda - Juvenile Liaison Officer | Therese Flannery |
| | Comhairle na nÓg Clare | Hanna Alcock Jordan Cassells |
| | Comhairle na nÓg Limerick | Kathlyn Coleman Bethany Hanrahan |
| | City Wide Youth Forum | Glen Guilfoyle |

On the proposal of Cllr. Elena Secas, seconded by Cllr. Liam Galvin, the appointments were adopted by the Board.

10. Schedule of Dates for Board Meetings 2016

Following discussion by Board, it was agreed that an additional two meetings would be scheduled for the Board and that the CE would, in consultation with the Chairperson, circulate Members with proposed schedule of meetings at its next meeting in January. This was welcomed by Members.

11. AOB with the permission of the Chair

On query from Board, the Education Officer (EO) clarified that Legal Advice is provided by LCETB upon request to the EO.

On query re cleaning hours for schools, the Human Resources Manager responded that the matter of additional cleaning staff was addressed and that additional resources had been appointed to school in question.

The CE advised Members in relation to 1916 commemoration that the Education Officer and Adult Education Officers would be liaising with relevant City and County Councils on various initiatives.

Date for next meeting: Wednesday, 20th January, 2016.

(Signed) GEORGE O'CALLAGHAN,
Chief Executive.

Signed: _____

Soa Ahebe

Chairperson of meeting held on 20th January, 2016.