



MINUTES OF MEETING
Held on Tuesday, 19th September, 2017
In Limerick Training Centre, Raheen, Limerick.

Present: Mr. Sean Mc Mahon, Chairperson
Ms. Joan Aherne
Mr. Tony Brazil
Mr. Michael Cregan
Cllr. Cathal Crowe
Ms. Mary Flanagan
Cllr. Michael Hillery
Cllr. Mary Howard
Cllr. Gabriel Keating
Ms. Catherine Harran De Parra
Ms. Mary Flanagan
Cllr. Marian Hurley
Cllr. Kieran O’Hanlon
Cllr. Elena Secas
Cllr. Lisa Marie Sheehy

In attendance: Mr. George O’Callaghan, Chief Executive
Ms. Bernadette Cullen, Education Officer
Mr. Denis O’Brien, Head of Corporate Affairs and ICT
Ms. Mary Troy, Head of Finance
Ms. Joanne O’Brien, Recording Secretary

1. Election of Chairperson

The Chief Executive read into the Meeting the resignation of Cllr. Ann Norton, as Chairperson of Limerick and Clare Education and Training Board. Appreciation was expressed to Cllr. Norton as the outgoing Chairperson.

On the proposal of Ms. Joan Aherne, seconded by Ms. Mary Flanagan, Mr. Sean McMahon was unanimously elected as Chairperson of Limerick and Clare Education and Training Board.

Mr. McMahon thanked the Members and also paid tribute to the outgoing Chairperson, Cllr. Ann Norton.

On the proposal of Cllr. Cathal Crowe, seconded by Cllr. Mary Howard, Cllr. Lisa Marie Sheehy was elected Deputy Chairperson of Limerick and Clare Education and Training Board. Tribute was also paid to the outgoing Deputy Chairperson, Cllr. Elena Secas.

Mr. McMahon requested a short adjournment to familiarise himself with order of meetings and this was agreed.

2. Apologies/Condolences

Apologies: Cllr. Michael Donegan
Cllr. Ann Norton
Cllr. Richard O'Donoghue
Ms. Shelagh Graham, Director of Organisation and Development
Mr. Paul Patton, Director, Further Education and Training
Mr. Eamon Murphy, Head of Capital and Procurement

Condolences: Family of late Mr. Jim McCarthy, former Chairperson of County Limerick VEC and Acting Principal, St. Nessan's Community College.

Mr. Paul Patton on the death of his mother, Ms. May Patton.

Ms. Aileen Healy Byrne (Marshal House) on the death of her father Mr. Donie Healy.

Ms. Marion Hanrahan (FET, O'Connell Ave.) on the death of her sister, Caroline Hayes and her cousin.

Ms. Catherine Fennessy (Marshal House) on the death of her father-in-law, Mr. Frederick Fennessy.

Ms. Edel Boohan (Desmond College, Newcastle West) on the death of her mother, Sarah.

Mr. Jim Tierney (retired Principal, Colaiste Ide agus Iosef, Abbeyfeale) on the death of his mother-in-law, Ms. Maeve Lynch.

Ms. Catherine Gleeson (Marshal House) on the death of her cousin.

3. Adoption of the Minutes of the Previous Meetings

Minutes of Meeting held on 18th July, 2017, were confirmed and signed on the proposal of Cllr. Gabriel Keating, seconded by Ms. Mary Howard.

4. Matters Arising from the Minutes

Following discussion on the accessibility of Board Meeting documents, it was agreed that Members would revert to staff in Corporate Affairs should they encounter difficulty accessing documentation on the Board Members Portal of the LCETB Website. It was also agreed that links would also issue to provide for easier access. On the proposal of Cllr. Elena Secas, it was further agreed that an invitation would issue electronically re Members attendance at meetings to ensure a quorum and this would issue with meeting notification.

On foot of resignations from the Board, Ms. Mary Flanagan queried re replacement for same. The CE advised that nominations were awaited from NALA and Aontas and that the second candidate from the Staff Election (Male candidate) had been contacted and a response was awaited.

There was also a query re Mungret Community College and purchase of site and the CE advised that a price had been agreed with the Local Authority, DES and Limerick and Clare ETB and the matter was currently being progressed. The Chairperson paid tribute to all involved in progress to date.

Mr. Tony Brazil queried the two new ASD Units for Thomond Community College and the Board of Management's concern of reduced space. The Education Officer outlined that the school has capacity for 750 students and currently there were just under 500. However, she did advise that sanction has been given for an additional Music and Home Economics room. This was welcomed.

5. Correspondence

DEPARTMENT CORRESPONDENCE

| | |
|---|---|
| CL 0044/2017 | Re: Cost Limits for Post-primary School Buildings. |
| CL 0046/2017 26 th June, 2017 | Re: Eligibility Criteria for Recruitment/Promotion for Administrative Staff in Education And Training Boards. |
| CL 0047/2017 22nd June, 2017 | Re: Supervision and Substitution Scheme – Opt-out and Opt-in Lansdowne Road Agreement. |
| CL 0048/2017 26th June, 2017 | Re: Public Service Stability Agreement 2013 – 2018 (Haddington Road Agreement/ Lansdowne Road Agreement) and the Financial Emergency Measures in the Public Interest Acts 2013 and 2015 – Teachers. |
| CL 0049/2017 26th June, 2017 | Re: Revised Procedure And Sequence For Filling Available Teacher Posts/Hours (Revision To Circular 34/2009). |
| CL 0050/2017 July, 2017 | Re: Home Tuition Grant Scheme 2017/2018 – Special Education Component. |
| CL 0051/2017 July, 2017 | Re: Home Tuition Grant Scheme 2017 /2018. |
| CL 0052/2017 July, 2017 | Re: Home Tuition Grant Scheme 2017 /2018 – Maternity Related Absences Component. |
| CL 0054/2017 17th August, 2017 | Re: Public Service Stability Agreement 2013 – 2018 (Haddington Road Agreement/ Lansdowne Road Agreement). |
| CL 0057/2017 August, 2017 | Re: HSE Post-Primary School Vaccination Programme 2017/2018. |
| CL 0058/2017 September 2017 | Re: Statistical Returns in respect of part-time courses in ETB Schools/Colleges in the 2016/2017 School Year |

- CL 0061/2017 Re: Scheme for Leave of Absence following Assault for Registered Teachers in Recognised Primary and Post-Primary Schools.
- CL 0062/2017 Re: Scheme for Leave of Absence following Assault for Special Needs Assistants in Recognised Primary and Post-Primary Schools.

On the proposal of Cllr. Mary Howard, seconded by Ms. Kate Harran De Parra, all Circular Letters listed in correspondence list were adopted.

OTHER CORRESPONDENCE

Office of the Minister of Education and Skills Re: Acknowledgement letter in relation to appointments to LIT Governing Body.

15th August, 2017

Cllr. Ann Norton Re: Letter of Resignation as Chairperson of Limerick and Clare ETB.

6. Chief Executive's Report Incorporating Post Primary Education & Further Education and Training

EDUCATION REPORT

Strategy Statement for LCETB

Following significant consultation with various stakeholders and partners, a draft of the Strategy is now being finalised and will be brought to the October Board meeting for consideration.

Mungret Community College

Mungret Community College opened to students on Tuesday, 29th August. It was a significant achievement from date of announcement 3rd November 2016 that LCETB was to be the Patron to have the school up and running. Tribute must be paid to all involved in supporting this milestone in the development of Mungret Community College. There was significant media coverage of the opening. The Board paid tribute to all Staff involved and wished the Principal, Staff and School Community every success.

Principals Forum

A Principals' Meeting was held on 11th September – the first meeting of the 2017/18 Academic Year. There was a presentation from the Regional Skills Mid West Manager, Mr. Joe Leddin and Ms. Eimear Brophy, Chairperson of Regional Skills Mid West, exploring potential enhanced links between schools and employers. Other items considered were the Strategy Statement, Policy Development and Training Calendar for 17/18.

New Principals and Deputies Induction Programme

An induction programme was provided for seventeen new appointments since February 2016 to our Senior Management Teams across our schools on 17th & 18th August. Further sessions and supports are planned.

Youth Work

We have received notification from Department of Children and Youth Affairs of the Capital Equipment for Youth Club Grants Scheme. This will be advertised in coming weeks and further information is available from our Youth Officers.

SNA Induction

Induction for SNAs was held in the Radisson Blu Hotel on 22nd and 23rd August. A series of Workshops for SNAs addressing areas such as Code of Practice for SNAs, Managing Challenging Behaviours and Child Protection and Anti Bullying Guidelines will be delivered.

Leaving Certificate Results 2017

Congratulations to Principals and school staff teams on the excellent results achieved by students at Leaving and Junior Certificate Examinations. The Sunday Times League Tables, while we may not consider the criteria to be inclusive, shows an improving rating for our schools. The results are a credit to school management and the commitment of staff teams in our schools in continuing to support students to attain to their potential.

Curriculum Leaders

As part of the Leading Learning and Teaching our Curriculum Leaders across our schools will meet as a community of practice on Thursday, 21st September. Further initiatives and support for Senior Management are planned.

ASD Unit for Thomond

Approval for two class ASD Unit has been approved by the Department. This will further enhance the facilities in Thomond Community College and will assist in its future development.

Further Education & Training Division

FET Office – FET Centre, Kilmallock Road Campus

SOLAS has published its second Corporate Plan 2017-2019 (August 2017). This plan adopts specific aggregate targets agreed with the Department of Education and Skills, which include a 10% increase in people securing employment or progression to other learning opportunities after relevant FET courses; 10% increase in rate of certification on social mobility skills development courses; and, a similar target for FET lifelong-learning participation to help Ireland reach EU averages, as well as 10% increase in stakeholders' satisfaction with FET. There are seven goals in the new Corporate Plan:

- **GOAL 1: FET PROVISION IS ALIGNED WITH THE LABOUR MARKET & LEARNERS' EMPLOYABILITY AND LIFELONG LEARNING NEEDS**
- **GOAL 2: FET PROVISION IS EQUITABLE AND INCLUSIVE, REFLECTING GOVERNMENT POLICIES**
- **GOAL 3: FET PROVISION IS STRATEGIC, RESPONSIVE, EFFECTIVE AND EFFICIENT**
- **GOAL 4: FET PLANNING & FUNDING IS SUPPORTED BY EVIDENCE AND ALIGNED WITH THE FET STRATEGY**
- **GOAL 5: THE FET SECTOR IS HIGHLY VALUED AS A ROUTE TO EMPLOYMENT, PROGRESSION AND LIFELONG LEARNING**
- **GOAL 6: THE SOLAS ORGANISATION IS EFFECTIVELY EQUIPPED TO CARRY OUT ITS MANDATE**
- **GOAL 7: SOLAS CONTINUES TO PROVIDE ESSENTIAL SUPPORT SERVICES TO KEY STAKEHOLDERS**

Skills Training

The following developments have taken place:

- Information Kiosk has been installed in the FET Centre, Kilmallock Town Campus;
- Technology upgraded in three FET Centres in West Limerick – Abbeyfeale, NCW and Shanagolden;
- Screens for Signagelive installed in 3 Centres in West Limerick;
- TEL Action Plan published;
- Upgrade to FET Division StaffConnect site completed & New User Guidelines developed.

VTOS

In August, over 50 learners celebrated their Leaving Cert results in VTOS Kilmallock Road Campus. Some will return for a second year and most will progress to Further and Higher Education where the long-term outcomes have traditionally been excellent. Enrolment for this term is very good and VTOS is expected to reach its 210 learners.

VTOS KRC offers ten Leaving Cert subjects including Physics and Biology. International learners also have the opportunity to sit Russian, Polish, Arabic etc. in the LC exam.

FET Centre – Mulgrave Street Campus (LCFE)

This month sees the return of teaching staff and affords LCFE the chance to upgrade skills, develop new Teaching & Learning Strategies and plan for the coming year.

September also marks the beginning of the academic year as LCFE welcome's a new cohort of learners.

Much time has been afforded this month to the Professional Development of staff and the planning of course delivery for new learners. There was training and development provided in the following areas:

- Quality Assurance
- First Aid
- The Flipped Classroom
- QA Assessment Training

Hospitality Education and Training Centre

Little Cooks Summer Camp July 2017

The camps had a strong emphasis on cooking in a fun and educational environment while teaching children and young people how to properly use kitchen equipment, as they learn to make their favourite kids meals.

During the course all children covered healthy eating and learned why it's important to have a well-balanced diet. Every class was hands on cooking, the age profile was 7- 13. Due to the success parents are booked in for the Little Cooks Camp for next year.

Diageo

Following the successful working partnership with DIAGEO on the Bar Skills Programme, HETC will be working and delivering training with DIAGEO starting the 12th September.

Longcourt House Hotel, Newcastle West

HETC in conjunction with the Longcourt House Hotel are training all levels of staff from Culinary, Hospitality, Barista, Bar Operations and Accommodation Services.

Joint interviews have taken place with Longcourt and HETC for local staff to be trained. A bus will travel from NCW daily to HETC. It is proposed that staff will be ready for the first phase of training the first week in November. Some of the HETC staff will move out to the hotel for three weeks with trainees to do opening of Hotel and on-the-job training. Longcourt House are involved with induction of trainees starting this Tuesday and will be monitoring progression of trainees weekly. Specific skills will be added to the different programmes to facilitate the hotel needs.

Minister's Visit

Minister of State for Training, Skills, Innovation, Research and Development, John Halligan, T.D., visited HETC in July to get more information about the centre and how the craft skills, accreditation and industry work together.

A separate meeting was also had with the Centre Manager to discuss the skills shortage of Chefs and the opinion of how the new National Level 6 Commis Chef was going to work. Senator Marie Byrne also was in attendance.

FET Centre – Raheen Business Park Campus

Local Training Initiatives

An LTI programme is a community-based training programme targeted at learners who are economically, socially, geographically or educationally disadvantaged. The overall aim of the LTI programme is to assist unemployed people, not otherwise catered for through LCETB interventions, to move towards employment by providing community-based training and work experience leading to nationally recognised qualifications. In general, the level of award offered by LTI programmes ranges from QQI Level 3 to QQI Level 5 major awards. LTIs are primarily targeted at specific individuals and groups who are distanced from the labour market, including, for example, people who are long-term unemployed, early school leavers, homeless people, those who are recovering from substance dependence, prisoners and Travellers.

Please see attached a list of Local Training Initiatives (LTIs) currently being delivered by LCETB and also a list of discontinued (LTIs) in 2017.

| | Name of Local Training Initiative | Award Title | Certification | QQI Level | Delivered By | Location |
|---|---|----------------------------------|---|-----------|------------------------|--|
| 1 | Intellectual Disability Practice | Intellectual Disability Practice | Partial Major Award (90/120 credits) - 5M1761 | 5 | Limerick and Clare ETB | St. Joseph's Foundation Liskennett Farm Granagh Co. Limk |
| 2 | Broadford Sports, Recreation and Exercise | Sports Recreation and Exercise | Major Award 5M5148 | -5 | Limerick and Clare ETB | Broadford Co. Limk |
| 3 | Abbey Heritage Project | General Learning Pathways | Major Award various | -4 | Limerick and Clare ETB | Abbeyfeale Co. Limk |
| 4 | Kilmeedy Healthcare Support & Childcare | Healthcare Support | Major Award 5M4339 | -5 | Limerick and Clare ETB | Kilmeedy Co. Limk |
| 5 | Limerick FAI Soccer Programme | Sports, Recreation and Exercise | Major Award 5M5146 | -4, 5 | Limerick and Clare ETB | Kilmallock Road Limk |

| | | | | | | |
|----|---|------------------------------|---------------------|----|------------------------|-------------------------------|
| 6 | Kilmeedy Horticulture | Horticulture | Major Award 4M1994 | -4 | Limerick and Clare ETB | Kilmeedy Co. Limk |
| 7 | Ballyhoura Outdoor Sport and Recreation | Outdoor Sport and Recreation | Major Award 5M5148 | -5 | Limerick and Clare ETB | Kilfinane Co. Limk |
| 8 | Ennistymon Pathway To Employment | General Learning Pathways | Major Award various | -4 | Limerick and Clare ETB | Ennistymon Co. Clare |
| 9 | Kilrush Pathway To Employment | General Learning Pathways | Major Award various | -4 | Limerick and Clare ETB | Kilrush Co. Clare |
| 10 | Motor Technology | Motor Technology | Major Award 5M2145 | -5 | Limerick and Clare ETB | Newmarket on Fergus Co. Clare |

Discontinued (insufficient demand)

| | Name of Local Learning Initiative | Award Title | Certification | QQI Level | Delivered By | Location |
|---|-----------------------------------|----------------------|---------------------|-----------|------------------------|-------------------|
| 1 | Employability Skills Award | Employability Skills | Major Award various | 3 | Limerick and Clare ETB | Hospital Co. Limk |
| 2 | Ballyhoura Catering Support | Catering Support | Major Award 4M2805 | 4 | Limerick and Clare ETB | Bruff Co. Limk |

Employment Support Scheme Graduation, in conjunction with the Defence Forces & DSP

Following an intensive ten week training course, the Employment Support Scheme class graduated on July 28th with a passing out parade and graduation ceremony in Sarsfield Barracks. The ceremony commenced with the class parading in formation in front of an invited audience of family members and guests. Individuals were then presented with their certificates and special awards.

The participants received the following certification:

- Safepass – delivered on behalf of LCETB in the Tralee Training Centre
- HACCP – delivered & issued by the Defence Force Catering Corps
- Attendance Certificate for Basic Medical Training - delivered by Defence Forces
- STEPS Programme - Certificate of completion by LCETB
- QQI Level 5 Certificate in Information and Administration 5N1389 – LCETB

During the course the participants received 1-1 guidance counselling sessions and were exposed to a range of LCETB campuses & training. During the exit interviews most of the participants indicated they had firm ideas of the areas they were interested in and many have signed up for further education/training.

Part-Time Provision

Literacy Support Service

- National Literacy Awareness Week

LCETB promoted a wide range of literacy classes on offer in the local newspapers in the run up to the new academic year. As part of NALA's (National Adult Literacy Agency) National Literacy Awareness Week, two learners, Joe McDonagh and Paul Birchall from Co. Clare spoke with Mary Flanagan on Clare FM on Monday 4th September. Both learners spoke very honestly about their learning journey, while encouraging those thinking about returning to learning to take the first step. Mary spoke about how learners can access a variety of classes across the county. She encouraged employers to contact the FET Centre, Clonroad Campus in order to develop suitable courses to meet the needs of existing and potential staff.

- Learners meet the President

President of Ireland, Michael D Higgins will host a reception in Áras an Uachtaráin for adult literacy learners and tutors on Tuesday 12 September, 2017. Joe McDonagh and Ann Nichols are NALA Learning Ambassadors for Clare and will attend with a tutor as the representative for LCETB. The reception is an opportunity for President Higgins to congratulate and thank the learners and tutors for their work.

- Refugee Resettlement Programmes

The Shannon and Sixmilebridge groups finished their one year course in July 2017. Most learners have progressed onto further courses in LCETB. The educational programmes with LCETB have been a very positive experience for the learners.

The group in Ennistymon are due to complete their one year course in December 2017. This group have settled in really well to the local community.

- Other News

The Literacy Support Services in Co. Clare and Limerick City held a staff day on Thursday 7th and Friday 8th September respectively. The aim was to update staff on the latest developments within LCETB. There are a number of in-service workshops planned in September for staff re: using new application forms with learners.

Support Services

Information, Recruitment and Guidance Support Service

The Information, Recruitment and Guidance team took part in an inter-agency recruitment response with Department of Employment Affairs and Social Protection. The initiative included

LCETB Information, Recruitment and Guidance staff working with their DSP colleagues for three days September 5th, 6th & 7th from the INTREO office, Henry St., to link with and recruit long-term unemployed clients in the NEETs cohort to relevant FET provision.

Mid-West Regional Skills Forum

The Mid-West Regional Skills forum hosted an Apprentice Information event in the Radisson Blu. Guest Speakers included Joe Leddin, Mid-West Regional Skills Manager, Dr. Mary Liz Trant, Director of SOLAS and John Gleeson, General Manager, General Motors.

The event was chaired by the Chairperson of the Mid-West Regional Skills Forum, Eimear Brophy, LCETB. The event was attended by over 80 employers in the region and dealt with the topic of "how to build your employee talent pipeline" of which the ETBs IOTs and Universities will play a pivotal role. The event was also attended by Guidance practitioners in schools and FET colleges.

7. Finance, For Adoption

On the proposal of Cllr. Liam Galvin, seconded by Cllr. Marion Hurley, the Financial Report was adopted
Cllr. Galvin paid tribute to all staff in the Finance Department.

Mr. Tony Brazil expressed his concern at the untimeliness of the Summer Works Scheme. Following a discussion on same the CE agreed to write to the Department of Education and Skills and outline the Board's concerns.

Mr. Brazil also highlighted concerns re sums of money in school bank accounts and asked Members to raise awareness with their respective Boards of Management.

8. Appointments to Boards of Management

On the proposal of Cllr. Liam Galvin, seconded by Cllr. Mary Howard, Mr. Sean Kennedy was reappointed to the Boards of Colaiste Chiarain, Croom and Colaiste Iosaef, Kilmallock.

9. Board of Management Minutes:

On the proposal of Mr. Tony Brazil, seconded by Cllr. Kieran O'Hanlon, the Board of Management Minute for:

- a) Colaiste Chiarain, Croom,

was adopted.

10. Thomond Community College Policies for adoption

On the proposal of Cllr. Kieran O'Hanlon, seconded by Ms. Joan Ahern, the following policies were adopted by the Board;

1. Admissions Policy
2. Student Attendance-Punctuality Policy
3. Special Needs and Learning Support Policy
4. Literacy Policy
5. Numeracy Policy

11. LCETB Policies For Adoption

On the proposal of Cllr. Liam Galvin, seconded by Cllr. Mary Howard, the following policies were adopted by the Board;

1. Social Media Policy
2. Records Management Policy

12. Any other Business with the permission of the Chairperson

Members queried the term for the Mungret Community College Board of Management and the CE advised that this is up to October, 2017.

Cllr. Marian Hurley paid tribute to all the Board Members, both past and present, and Ms. Joan Ahern also expressed her appreciation of the commitment of its Members.

There was also a query on the status of the Refugee Programme in Ennistymon and Ms. Mary Flanagan clarified that the refugees that had taken part in the programme had successfully completed this programme and were integrating very well. Tribute was paid to all involved.

The CE clarified for Members that LCETB are no longer involved in any aspect of School Transport.

Cllr. Marian Hurley queried adjoining site of Mungret campus and if there were plans for purchase of same. The CE advised that this was currently leased and approval from the DES would have to be sought.

Cllr. Hurley also queried plans for the Royal Project and the CE advised that discussions were afoot with Innovate Limerick but that this was at a very early stage.

There was also a query re trainees who have previously completed three out of four years apprenticeships and if there were opportunities for learners to complete the final year. The CE advised that potential learners should contact the Training Centre in Raheen re same.

On foot of query from Cllr. Michael Hillery re update on Ennistymon Project, the CE advised that meetings had taken place with DES and various interests and that some issues remained to be resolved and that the timetable for this project remained for 2020.

Cllr. Cathal Crowe queried reimbursements for Board Members and the Head of Finance, Mary Troy, agreed to send out a reminder to Schools and Centres re same.

Cllr. Liam Galvin queried the occupancy of Marshal House and paid tribute to those involved in the purchase of same. The CE advised that the tenants in Marshal House provide a source of revenue for the LCETB and was very beneficial to the organisation. The CE informed Members that there was a reconfiguration of the building in hand and that a national review of the structure of ETBs was also taking place.

The next meeting will take place on the 24th October, 2017

Signed: George O'Callaghan,
Chief Executive.