

MINUTES OF MEETING
Held on Wednesday, 20th July 2016
In Limerick Training Centre, Raheen

Present: Ms. Joan Aherne, Chairperson
Mr. Tony Brazil
Mr. Michael Cregan
Cllr. Cathal Crowe
Ms. Catherine (Kate) Harran De Parra
Cllr. Michael Donegan
Ms. Mary Flanagan
Cllr. Liam Galvin
Cllr. Mary Howard
Cllr. Gabriel Keating
Mr. Sean Mc Mahon
Cllr. Ann Norton
Cllr. Kieran O'Hanlon
Cllr. Lisa Marie Sheehy
Ms. Mary Margaret Valance

In attendance: Mr. George O'Callaghan, Chief Executive
Ms. Mary Troy, Head of Finance
Mr. John O'Connor, Head of Corporate Affairs
Ms. Aileen O'Sullivan (Recording Secretary)

Apologies: Ms. Elena Secas
Mr. Donal O'hAiniféin
Mr. Sean Kennedy
Mr. Michael Cregan

1. Condolences

Votes of Sympathy were passed to the following;

- Ms. Vera Burke and the Burke family, on the recent sad bereavement of Michael Burke (Former teaching staff, St. Anne's Community College, Killaloe).
- Ms. Laura O'Kane (Teaching Staff, Castletroy College), on the death of her mother, Ms. Carmel O'Kane.
- Ms. Moira Green (Clare Adult Basic Education Service) on the death of her father, Edward Keon.
- Ms. Elaine Keppel (Marshal House) on the death of her father Michael Burke.
- Ms. Josie Berkery (Marshal House) on the death of her mother-in-law, Mrs. Biddy Berkery

- Mr. Tom O’Sullivan (Resource Youthreach Hospital) on the death of his father, Mr. Tommy O’Sullivan.
- Mr. Ben Shorten (Caretaker, Youthreach Hospital) on the death of his mother, Rita.
- Ms. Geraldine Gardiner (Ancillary Staff Marshal House) on the death of her sister, Mary Angela Madden.
- Ms. Mary Kennedy (Kilmallock Road) on the death of her father, Jeremiah Considine.
- Ms. Aine Fennessy (Marshal House) on the death of her mother-in-law, Rita Fennessy. And Ms. Bernie Pearse on the death of her aunt.
- Ms. Joan Collins (Colaiste Ide agus Iosef, Abbeyfeale) on the death of her brother, Michael O’Donnell.
- Ms. Carmel O’Doherty, (Director of Limerick Education Centre) on the death of her father, Ned O’Doherty.
- Ms. Mary Woulfe (Colaiste Mhuire, Askeaton) on the death of her uncle, David O’Donovan.
- Mr. David O’Carroll (Colaiste Mhuire, Askeaton) on the death of his father-in-law Maurice O’Gorman.
- Ms. Catherine Gleeson (Marshal House) on the death of uncle, William Sherlock.

Vote of congratulations was extended to Cllr. Ann Norton on her election as Mayor of Ennis, Cllr. Kieran O’Hanlon on his election as Mayor of Limerick City & County Council. Cllr. Liam Galvin was also congratulated on the work he carried out during his term of office.

Proposed by Cllr. Cathal Crowe and seconded by Ms. Joan Aherne.

Ms. Joan Aherne tendered her resignation from the post of Chairperson of the Board and thanked everyone for their support during her term. Her successor will be elected at the September meeting as Ms. Aherne’s resignation is effective from the start of that meeting.

Cllr. Liam Galvin congratulated Ms. Aherne for her work carried out during her term of office.

2. Adoption of the Minutes of the Previous Meetings

Minutes of Meeting held on 18th May, 2016, were confirmed and signed on the proposal of Cllr. Liam Galvin and seconded by Cllr. Gabriel Keating

3. Matters Arising from the Minutes

There were no matters arising.

4. Correspondence

DEPARTMENT CORRESPONDENCE

- CL 0032/2016** Re: Policy and Procedures for dealing with the recovery of
April, 2016 Overpayments of Salary.
- CL 0036/2016** Guidelines on access to PLC for certain participants in the asylum
3rd June, 2016 process for the 2016/2017 academic year.
- CL 0040/2016** Re: Continuing Implementation of School Self-Evaluation 2016-
June, 2016 2020.
- CL 0044/2016** Re: Flexible Working Arrangements (FWA) Re-introduction on a 6
June, 2016 month pilot basis of 1.5 days flexi leave in any flexi period, in respect
of Staff other than Teachers and SNAs employed by ETBs
- CL 0045/2016** Re: Public Service Stability Agreement 2013 – 2018 (Haddington
July, 2016 Road Agreement/ Lansdowne Road Agreement) and the Financial
Emergency Measures in the Public Interest Acts 2013 and 2015.
www.education.ie/en/Circulars-and-Forms
- 21st June, 2016 Re: Nominations to Governing Body of Limerick Institute of
Technology including Guidelines.

Noted.

ETBI CORRESPONDENCE

- 25th April, 2016 Re: ETBI Annual Conference and AGM 21st and 22nd
September, 2016 in Killarney. And request for nomination of
delegates, voting and non-voting.
- 4th July, 2016 Re ETBI requesting nominee of LCETB Board to Reserve
Members Forum

Noted.

OTHER CORRESPONDENCE

- Fr: Limerick City & County Council** Notification of vacancy in relation to the Council's representation on
9th May, 2016 LCETB Board
- Fr: IPB** Re: Members Commercial Dividend Payment 2016 (Particular to
3rd June, 2016 2015 Financial Reporting Period) - €85,648.33.
- Analog Devices** Names of prospective Nominees to Governing Body of LIT
3rd June, 2016

<u>Fr: Tipperary ETB</u> 15 th June, 2015	Re: Nomination of Ms. Fionuala McGeever and Cllr. John Hogan to Governing Body of Limerick Institute of Technology (LIT).
<u>Fr: Munster GAA</u> 15 th June, 2016	Re: Nomination of Mr. Simon Moroney to Governing Body of Limerick Institute of Technology.
<u>Fr: Ms. Jan O'Sullivan, TD</u> 3 rd June, 2016	Re: Letter of acknowledgement and appreciation for LCETB's correspondence.
<u>Fr: (SAP) Ireland</u> 28 th June, 2016	Re: Name of nominee to Governing Body of LIT.
<u>Limerick Council of Trade Unions</u> 5 th July, 2016	Re: Names of prospective Nominees to Governing Body of LIT
<u>Fr: Sisters of Charity of St. Paul the Apostle</u> 12 th July 2016	Re: Nomination of Mr. Michael O'Connor to BOM Coláiste Iosaef, Kilmallock
<u>Fr: Ms. Joan Aherne</u> 15 th July 2016	Re: Letter of Resignation as Chairperson of the Board of LCETB
<u>Fr: Irish Film Board</u> 13 th July, 2016	Re: Proposal of Ms. Michelle Brassil as IFB Nominee to Governing Body of LIT

Noted.

5. For Consideration: Chief Executive's report

EDUCATION REPORT

Management Appointments

Limerick and Clare Education and Training Board are pleased to announce the appointment of Ms Mary Kennelly as Principal of Coláiste na Trocaire, Rathkeale, and Mr. Liam Murphy as Principal of Colaiste Ide agus Iosef, Abbeyfeale.

Student Support Team Annual Conference

A very successful Student Support Team Annual Conference took place in the Radisson Hotel on 24th May. Student Support Teams from all the schools within LCETB were invited to attend. Guest Speakers included Sandra Irwin, Gowran, Glen and Simon Grehan and Danielle Flynn, PDST AND Liam Riordan, Mason Hayes & Curran. The focus of this year's conference was being LGBT, including "LOCKERS" which is a programme to help parents and teachers deal with issues around sexting and Child Protection Guidelines.

Youth

Local Youth Grant Scheme

The Committee met on the 28th June to assess and administer the Local Youth Club Grant Scheme. The primary focus of the Local Youth Club Grant Scheme is to assist local voluntary youth groups who offer a youth work response to young people at a local level. In administering this scheme on behalf of the Dept. of Children & Youth Affairs, the ETB is supporting the provision of valuable educational and recreational opportunities for the young people across Clare and Limerick. The youth clubs, scout groups and other youth work groups supported by this scheme play a valuable role in providing safe spaces where young people can feel involved and valued. In doing so, they also contribute to and strengthen the wider community. The recommendations from the Youth Committee are now before the Board for adoption.

Youth Projects Progress Reports and Annual Plans

Annual progress report for 2015 project based funded schemes (now referred to as the Value for Money Progress Reports) are due in LCETB by Friday 22nd July 2016. LCETB Youth Officer will review all reports before sending onward to the Department of Children and Youth Affairs (DCYA) for 29th July 2016.

Projects Audited Accounts have been received by LCETB and are also due in DCYA by 29th July 2016.

Annual Progress Report 2015 for Funding for ETB Youth Work Functions

Youth Officers are currently completing their annual report, due for submission to DCYA on 29th July 2016.

Local Youth Club Grant Scheme

The deadline for Local Youth Club Grant Scheme applications to LCETB was Friday 17th June 2016. LCETB received an allocation of €85,022 for distribution to volunteer-led youth clubs and groups. A total of 118 applications were received by LCETB. A special meeting of LCETB Youth Work Committee was convened on 28th June to consider and propose grant recommendations.

Youth Capital funding scheme

The Capital grant deadline for applications was 20th May [applicable only to Department of Children and Youth Affairs (DCYA) funded youth projects]. LCETB received twelve applications for Type 1 (equipment) funding, four of which were not eligible. LCETB received three

applications for Type 2 (refurbishment) funding. The applications were appraised on 26th May and recommendations were submitted to DCYA. LCETB are awaiting the announcement of successful applicants.

Youth Employability Initiative

The Youth Employability Initiative (Dormant Accounts) was announced last year and aims to fund programmes to improve the employability of young people who are not in, or at significant risk of leaving education, training or employment.

There was a significant delay in the announcement of grant funding. In general, outside of Dublin, only one applicant per ETB Area was approved for Youth Employability Funding.

Clare Youth Service was successful in their application and was awarded €28,800 to expend on their proposed initiative by end 2016.

ETB Youth Work Committee

The third LCETB Youth Work Committee meeting took place on 28th June 2016 in Marshal House. This was a special meeting of the committee convened specifically to consider recommendations for Local Youth Club Grant Scheme funding.

Following the Local Youth Club Grant meeting, the Terms of Reference sub-group met to consider some general terms of reference for the committee going forward. The suggestions will be brought to the next meeting of the committee for consideration.

The next meeting is scheduled to take place on 6th September 2016 at 5pm in Marshal House.

ETB Youth Work Plans

A draft framework for the development of local ETB Youth Work Plans is near completion. The framework will be presented to the ETBI Youth Work Committee and DCYA before finalising. On completion, the framework will guide local ETB Youth Work Committees through the process of developing their own local youth work plan.

Proposed Correspondence from LCETB to DCYA

1. The Capital and Youth Employability funding schemes are welcomed by all DCYA funded projects. The successful projects are delighted with the additional resources to improve their services for young people. However, LCETB Youth Officers wish to highlight the fact that generally the same number of projects within an ETB area receives funding from the schemes. Some larger ETB areas encompassing urban centres with a large number of projects are therefore at a disadvantage in terms of what is approved as only a select number of those projects will ever receive funding. This was in contrast to smaller ETB areas with possibly only two-three projects operating there, which are more or less guaranteed to have a successful application at each round. This issue will be raised at the next Youth Work Committee meeting with the possibility of submitting correspondence to the DCYA highlighting concerns re same.
2. LCETB welcomes the commencement of recommendations from the Value for Money (VfM) Review. However, it would be a worthwhile exercise to request information/clarity from DCYA about the criteria and process of selection for the 'sample' new projects within

identified ETB areas. To the best of LCETB's knowledge, new projects will be established based on coincidental submissions by various ETBs without any formal process of application. Indeed, it flies in the face of the VfM recommendations which suggest a mapping exercise be carried out to identify specific demographics, gaps and areas of need prior to reorganising current funding streams.

3. Finally, on another similar vein, LCETB will be asking the Youth Work Committee to support correspondence to DCYA highlighting the need to upgrade one-worker youth projects to two worker status as was the original intention of the Department and to sustain existing services as a priority.

National Quality Standards Framework

Continuous Improvement Plans are reviewed periodically by the Youth Officers in conjunction with the youth work service providers Implementation Teams. Two workshops on Reflective Practice for project workers involved in the NQSF process will be organised by Youth Officers to take place in September.

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. Sample site visits will take place in the autumn.

Restorative Practice:

Restorative Practice training is available to youth groups and schools on request. A workshop is scheduled to take place with staff in Thomond Community College at the beginning of the new school year.

Student Council Training

Student Council training will be offered to all schools in the new school year.

Comhairle na nÓg

Restorative Practice training was facilitated with Limerick Comhairle na nÓg in May. Limerick Comhairle hopes to introduce/embed the concept of Restorative Practice in schools across Limerick.

Strengthening Families

Training for new Strengthening Families facilitators are taking place this month. The programme is supported by Youth Work organisations with youth workers often taking on the role of facilitator in this family education programme. ETB tutors also support the initiative.

Leaving and Junior Certification 2016

All schools reported back very positively on the papers for both the Leaving and Junior Certificate. Every good wish is extended to all students and especially to those receiving their Leaving Certificate Exam results in August.

FET

LCFE recently unveiled its new website which will allow users to access information and keep up-to-date with all things LCFE across all mobile devices.

The new website streamlines LCFE's course layout and will improve user engagement through the easy to follow user interface and interaction. Users can browse through LCFE courses with ease through the handy dropdown menu on the navigation and quickly apply online for the course of their choice.

The new design also offers visitors quick and easy access to the main sections of the website through its large visual icons.

Projects

SOLAS, the Further Education and Training Authority, has launched the national Technology Enhanced Learning Strategy 2016-2019. The aim of this strategy is to facilitate and support innovative teaching and learning practices.

Success in implementing this strategy will result in:

- Learners who are skilled and confident in using technology as part of their work, study and home life
- Technology being used appropriately as part of all teaching and learning
- Significant improvement in access to further education and training
- Learners being more engaged, and achieving more from their learning

The LCETB FET Division continues to participate in the TEL pilot project. The detailed staff survey is undergoing analysis and results will be available in August 2016.

Hospitality Education and Training Centre (HETC)

The HETC has received approval to provide a new Commis Chef, L6 Apprenticeship programme commencing in Sept-Oct 2016. This will add to the existing suite of Level 4 and 5 programmes available in the facility.

Music Generation

I would like to compliment Music Generation and all its young musicians who played an active part on Tuesday 12th July 2016 during the assessment of Limerick City to become European Capital of Culture 2020.

Music Generation Clare in partnership with Comhaltas Ceoltoiri Éireann has confirmed the Music Generation 'Gig Rig' for Thursday 18th August, 6-9pm. Music Generation Limerick City Bus will visit and offer on-board recording opportunities.

Employer Engagement

LCETB's FET Division continues to respond to the agenda to re-skill / up-skill existing employees within employment in companies located in the region.

Work has commenced with ROCHE, Newmarket-on-Fergus, to determine the best approach to re-skill / up-skill those employees who will find themselves unemployed as a result of the announcement of ROCHE to close its facility.

The FET Division has also commenced discussions with BS&B systems to provide support to up-skill existing employees.

6. For Consideration: Finance Report

On the proposal of Mr. Tony Brazil, seconded by Cllr. Kieran O'Hanlon, the Finance Report was considered.

7. For Adoption

On the proposal of Mr. Tony Brazil, seconded by Cllr. Kieran O'Hanlon, the 2013/14 Financial Accounts (V15) as presented by the Finance Officer was considered and adopted.

Members also considered the Statement of Internal Control and agreed the Chairperson would sign the accounts. The Audit Committee annual report, assurances and recommendation were taken into account.

8. For Confirmation – Annual Report of Audit Committee

On the proposal of Mr. Tony Brazil, seconded by Cllr. Kieran O'Hanlon, the Annual Report of Audit Committee was confirmed.

9. For Adoption

On the proposal of Cllr. Kieran O'Hanlon, seconded by Cllr. Ann Norton the following were adopted.

- a. Circular Letter 0032/2016 Recovery of Overpayments
- b. Circular 0036/2016 Guidelines Re Access PLC Asylum Seekers
- c. Circular 0040/2016 School Self-Evaluation 2016 – 2020
- d. Thomond Community College Anti-Bullying Policy
- e. Thomond Community College ICT/Internet Social Media Use Policy
- f. Thomond Community College Student Attendance and Punctuality Policy
- g. Corporate Safety Statement
- h. Defibrillator Policy
- i. Manual Handling Policy

- j. Noise Policy
- k. Grant Scheme Agreement Template - Long Form
- l. Grant Scheme Agreement Template - Medium Form
- m. Grant Scheme Agreement Template - Short Form

10. Nominations and Appointments to Boards of Management & Other Committees

- a. Audit Committee

Deferred

- b. Gaelcholáiste Luimnigh (1 Member)

Deferred

- c. LCFE (1 Member)

Deferred

- d. Confirmation of Co-option of Senator M. Byrne to BOM Gaelcholáiste Luimnigh

On the proposal of Cllr. Cathal Crowe, seconded by Cllr. Liam Galvin, Senator M. Byrne was co-opted to BOM Gaelcholáiste Luimnigh

- e. Limerick School of Music (1 Member)

Deferred

- f. Appointment of Mr. Michael O'Connor, nominee of Sisters of Charity of St. Paul the Apostle to BOM Coláiste Iosaef, Kilmallock

On the proposal of Cllr. Michael Donegan and seconded by Cllr. Lisa Marie Sheehy, Mr. Michael O'Connor was appointed to the BOM Coláiste Iosaef, Kilmallock

- g. Coláiste Íde agus Iosef, Abbeyfeale (1 Member) (Subject to confirmation of resignation)

Deferred

- h. Desmond College, Newcastlewest (1 Member) (Subject to confirmation of resignation)

Deferred

- i. Coláiste Chiaráin, Croom (1 Member) (Subject to confirmation of resignation)

Deferred

- j. Confirmation of Co-option of the following to BOM Coláiste Chiaráin, Croom

- i. Ms. Catherine Kennedy

ii. Mr. Plunkett Hayes

On the proposal of Cllr. Richard O'Donoghue and seconded by Mr. Tony Brazil, Ms. Catherine Kennedy and Mr. Plunkett Hayes were co-opted to the BOM, Coláiste Chiaráin, Croom

k. Governing Body LIT; Nominee of LCETB (1 Member, F)

Deferred

l. Selection of Nominees and Recommendation to the Minister for appointment to the Governing Body of LIT.

Deferred

On the proposal of Cllr. Liam Galvin, seconded by Cllr. Mary Howard it was agreed to defer nominations until notification from Limerick Council.

11. Confirmation of voting and non-voting delegates to ETBI Annual Conference

Voting Delegates: Cllr. Gabriel Keating
Mr. Sean Kennedy
Mr. Sean McMahon
Cllr. Mary Howard
Mr. Michael Cregan

Non-Voting Delegates: Ms. Joan Aherne
Cllr. Kieran O'Hanlon

12. Confirmation of LCETB Board Representative to Reserve Members Forum ETBI

On the proposal of Cllr. Richard O'Donoghue seconded by Cllr. Gabriel Keating, Cllr. Kieran O'Hanlon was confirmed as LCETB Board Representative to Reserve Members Forum ETBI.

13. Confirmation of Minutes of BOM Minutes Colaiste na Trocaire, Rathkeale

On the proposal of Cllr. Kieran O'Hanlon seconded by Cllr. Lisa Marie Sheehy the BOM Minutes Colaiste na Trocaire was confirmed.

14. Confirmation of LCETB Youth Committee's recommendation in relation to Youth Club Grant Allocations

On the proposal of Cllr. Kieran O'Hanlon seconded by Mr. Sean McMahon the LCETB Youth Committee's recommendations was confirmed.

15. AOB with the permission of the Chair

On the proposal of Cllr. Mary Howard seconded by Cllr. Cathal Crowe a vote of sympathy was extended to the family of Mr. Joe Mc Donagh.

Cllr. Cathal Crowe asked the CE whether there were any changes to the Common Applications Policy and if the LEC could send someone to address our next meeting. The CE will invite them and will get a report outlining progress.

Cllr. Richard O'Donoghue wanted to know if the extension for Colaiste Iosaef is going as planned. The CE informed him that it is starting in September.

With regard to Coláiste Chiaráin, Croom, all is now ready to be submitted to Council.

Cllr. Michael Hillery asked about progress on amalgamation in Ennistymon. The CE informed the Board that it is progressing; the Department of Education and Science are considering the size of the school – yet to be confirmed.

Cllr. Mary Howard asked for an update on the technical rooms in Scariff, this is under consideration.

Ms. Joan Aherne wished the best of luck to Clare and the Limerick Minor Hurlers in their upcoming games.

Cllr. Cathal Crowe wished to congratulate Ms. Joan Aherne on the excellent work she did during her term as Chairperson.

The meeting ceased at 5.35 p.m.

Date for next meeting Tuesday, 20th September, 2016, in Limerick Training Centre, Raheen.

(Signed) George O'Callaghan,
Chief Executive.

Signed: 
Chairperson of meeting held on 20th September, 2016