



MINUTES OF MEETING
Held on Thursday, 21st May, 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
Ms. Catherine (Kate) Harran De Parra
Cllr. Michael Hillery
Cllr. Gabriel Keating
Mr. Sean Kennedy
Mr. Sean Mc Mahon
Cllr. Ann Norton
Cllr. Richard O'Donoghue
Cllr. Kieran O'Hanlon
Cllr. Elena Secas
Cllr. Lisa Marie Sheehy
Ms. Mary Margaret Valance

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

Apologies: Mr. Michael Cregan
Cllr. Liam Galvin
Cllr. Mary Howard
Mr. Donal O'hAiniféin

1. Condolences

Votes of Sympathy were passed to the following;

- Ms. Mary Reid (St. Anne's Special School, Ennis) on the death of her father, Martin Ridge.
- Ms. Neala Dempsey (Castletroy College) on the death of her husband, Dermot Clohessy.

- Mr. John Thompson (former Caretaker at Colaiste Mhuire, Askeaton) on the death of his father, John (Jackie) Thompson.
- Ms. Aedin O'Leary (Castletroy College) on the death of her father, Carthage O'Leary.
- Ms. Breda Manning (Limerick Training Centre, Raheen) on the sudden death of her niece, Claireann Manning.
- Oliver & Yvonne Devine (Youthreach Hospital and Hazelwood College, Dromcollogher) on the death of Olliver's father, John.
- Ms. Rachel Dempsey (Head Office), on the death of her Uncle, Mr. Edward (Ted) Dempsey.
- Ms. Helen O'Farrelly (wife) and Ms. Lauren O'Farrelly (daughter) (St. Anne's Community College, Killaloe) on the death of Larry O'Farrelly, former Principal of Ennis Community College and former Chief Executive Of Roscommon VEC.
- Mrs Denise Lillis on the death of her husband, Michael (Cooraclare)
- Ms. Noelle Eakins on the death of her brother
- Ms. Eileen Columby (St. Nessian's Community College) on the death of her brother Ned
- Sr. Brigid O'Connell (Salesians) on the death of her father

2. Adoption of the Minutes of the Previous Meetings

Minutes of Meeting held on 19th March, 2015, were confirmed and signed on the proposal of Cllr. Maria Byrne and Cllr. Kieran O'Hanlon

3. Matters Arising from the Minutes

The Chairperson requested that the schedule of Boards of Management be made available so that everyone could see that the filling of the Boards was done in an open and transparent manner.

Mr. Sean Kennedy notified the Board that he had resigned his position on the Board of John the Baptist as he cannot attend meetings at the scheduled times and therefore cannot fulfil his commitment.

The Chairperson had to absent himself from the meeting and the Deputy Chair filled this position for the remainder of the meeting.

Mr. Sean Kennedy raised the matter of being unable to open zipped files to review meeting documentation. The need for iPad was also raised again by many members. The Chief Executive will look at the most cost effective way of providing access to members to meeting documentation. Members will be polled to see how many need another method of access.

4. Correspondence

DEPARTMENT CORRESPONDENCE

- CL 0031/2015**
April, 2015
Attendance by members and employees of ETBs at courses, conferences, seminars etc. abroad.
Noted.
- CL 0028/2015**
24th April, 2015
Re: Public Service Pension Reform: Revised rate of compound interest for use in the calculation of refunds to the Exchequer.
Noted.
- CL 0026/2015**
April, 2015
Re: Advance preparation for the commencement of statutory requirements for Garda vetting under the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.
Noted.
- CL 0024/2015**
April, 2015
Re: Implementation of the Recommendations of the Expert Group on Fixed-Term and Part-Time Employment in Primary and Second Level Education in Ireland.
Noted.
- 12th May, 2015
Re: General and Post Primary Non-Pay Grant 2015.
Noted

ETBI CORRESPONDENCE

- 8th May, 2015
Re: Notice of ETBI Annual conference 2015.
Noted.

OTHER CORRESPONDENCE

- Fr: Diocese of Limerick**
23rd April, 2015
Re: Nominees to Boards of Management as follows;
Very Rev. John Canon O'Shea to Colaiste Ide agus Iosef Board of Management.
Noted.
- 1st May, 2015
Re: Nomination of Ms. Mary Garvey to Colaiste na Trócaire, Rathkeale, Board of Management.
Noted.
- 15th May, 2015
Re: Nomination of Ms. Mary Jackman to Castletroy College Board of Management.
Noted.
- 18th May, 2015
Re: Nomination of Mr. Eddie O'Sullivan to Hazelwood College, Dromcollogher Board of Management.
Noted.

Fr. Gaelcholaiste
Luimnigh
20th April, 2015

Re: Nomination to Board of Management;
Ms. Clodagh de Bhailis (Staff Representative).
Noted.

Fr: LIT
18th March, 2015

Re: Nomination to Board of LIT (Male Academic Staff);
Noted.

Fr: Sisters of
Mercy
21st May, 2015

Re: Nomination of Sr. Margaret Hogan to Colaiste na Trócaire
Board of Management.
Noted.

5. Chief Executive's Report

Principals Forum

A workshop for LCETB Principals was facilitated by the EO on Thursday 7th May. The focus on the workshop was on Enrolment Policies, Section 29 Appeals and Educational Supports for 15/16.

Boards of Management

The Training for Trainers programme with ETBI is commencing on 25th May. Training for new Boards of Management will be rolled out in the next academic year. The ETBI in addition to developing the Handbook have produced a Brief Guide for ETB School/College Board of Management Members. Copies of which are available from Corporate Services.

Annual LCETB Student Support Team Conference

Annual LCETB Student Support Team Conference will be held on 27th May in the Radisson Hotel for members of our schools student support teams and will be focused on wellbeing and self-care for frontline members of the Student Support Teams. The networking event is also an opportunity to recognise the invaluable work by the individual teams in supporting young people at risk. The initiative is co-ordinated by Teresa Crawford, Psychological Services Officer.

UL Exploring and Expressing Characteristic Spirit

The project involving six ETBs has commenced its consultation with Boards of Management of participating schools. The overall aim of the project is the development of a unit of learning which reflects the characteristic spirit of our schools. Further details on the research project is available from the EO.

St. Nessian's & Salesian's Amalgamation Process

The steering group and task groups are progressing the various aspects of the amalgamation. A conjoint staff day will be held on 18th May with both Patron and Trustees present. Task groups on Curriculum, Uniform and Code of Behaviour presenting on their work to date and planning for the final academic year before amalgamation into Thomond Community College. A prospectus for the Thomond Community College will be launched on the day. Significant progress towards the amalgamation is being made.

Section 29 Appeal Hearing

Two Section 29 Appeal Hearings have been held; one was in relation to an expulsion and one a Departmental Appeal of an LCETB Appeal. The report of the sub-committee is recommended for adoption.

Education Supports

A number of staff sessions have been facilitated in schools by in-house personnel and by PDST staff in areas such as Child Protection, Restorative Practices, Student Support Teams, Student Council Training, Intercultural Training, Whole School Strategy to Manage Behaviour and Staff wellbeing. These individual sessions are linked to the overall Education Support for Limerick and Clare ETB.

Youthreach

There are ten Youthreach centres in the LCETB providing quality second-chance opportunities to young people. A number of centres are applying for the AMBER FLAG initiative which aims to encourage Schools/Colleges/Clubs/Societies/Organisations to promote and actively bring about a culture change in the promotion of positive mental health within the educational system and other organisations. It is to enhance the already good work that is ongoing where Mental Health is concerned by offering an award. Our Aims as part of this programme are:

- SPHE Mental Health Awareness Module
- Guest Speakers- Aware, Samaritans, GOSSH
- Put up notice board-outlining aims of AMBER FLAG and supports available in the community
- Coffee morning fundraiser for services
- Take part in "Happiness week" events
- Complete "Darkness into light" 5km walk fundraiser
- Receive our Amber Flag in June for our efforts

X-HALE Projects funded by the Irish Cancer Society with Youthreach Centres

The X-hale project aims to prevent young people from starting to smoke. The X-HALE Youth Awards encourages young people to discuss and explore issues around smoking such as the health effects of smoking, attitudes to smoking and how they are formed, the power of the tobacco industry, peer pressure and the local and global impacts of smoking in a creative and fun way. A number of centres are participating in this initiative.

Local Youth Club Grant Scheme 2015.

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, LCETB 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.

In 2015 a total of €82,626 was allocated to the LCETB under this scheme. This is a similar amount as was made available to the former VECs over the past number of years. The amount was calculated having regard to the cohort of young people between the ages of 10 and 24 years in the ETB area as per the 2011 Census figures. Funding was allocated as outlined below and based on the population figures from the 2011 Census.

LCETB Pop age 10-24	No age 10-24	% age 10-24	% Funding	Amt of Funding
Limerick Co	26,981	43.8%	43.8%	€36,181
Clare	22,220	36.1%	36.1%	€29,797
Limerick City	12,415	20.1%	20.1%	€16,648
Total	61,616	100%	100%	€82,626

By the closing date of 17 April 2015 a total of 116 applications had been received from youth clubs and groups in communities across the LCETB. While slightly down on the 120 applications received in 2014, all were within the criteria for the scheme. Applications were received as follows:

Area	Applications	No of Volunteer Adults	No of Young People
Limerick Co	45	566	1,998
Clare	49	685	2,202
Limerick City	22	188	971
Total	116	1,439	5,171

In proposing the attached allocations, the ETB Youth Officers applied the criteria that underpin the LYCGS. These are outlined below:

1. Clubs and groups must be volunteer-led and based on the voluntary participation of young people.
2. 75% of group members must be under 21 years with priority given to the membership between 10-21 years.
3. Applicant groups must offer a youth work response to young people.
4. Adherence to national child protection guidelines and procedures.
5. Engagement with disadvantaged / under-represented young people.
6. Engagement in particularly innovative / creative / high quality youth work.

In applying the last two criteria the Youth Officers are able to call upon the history of involvement and relationships that have been built between the ETB and the voluntary youth sector in recent years. This relationship and knowledge provides a level of trust and understanding of the nuances involved in youth work in the various locations and communities across the region.

The 116 applications received represent a huge amount of unpaid time and work by 1,439 volunteer adults across the counties of Clare and Limerick. Taking a conservative estimate of each volunteer contributing three hours per week for nine months per year (36 weeks) and using the national minimum wage (€8.65 per hr) to put a monetary value on their time the work of these volunteers represents an investment of over €1.34 million in their communities.

The educational and developmental opportunities which are made possible by these volunteers make a huge contribution to the more than 5,000 young people who take part in youth clubs and groups in urban and rural areas across the ETB.

In making their decision on the allocations of the monies granted to the ETB, the Board can be confident that they are supporting young people, volunteers and communities in a very real and practical way.

Corporate Affairs/Education Support Services Department

Student Grants;

The administration of PLC and third level grants and scholarships has declined gradually over the past few years and in 2014/15, the total number of grants awarded by LCETB was 263, amounting to an expenditure of €995,227.00 to date. All of the foregoing relates to grant renewals.

FOI:

From the 14th April 2015, Limerick and Clare Education and Training Board, previously exempt, became subject to requests for information under the Freedom of Information, (FOI) legislation. In preparation for the extension of the provisions of the act to ETBs members of CA staff have attended training provided by ETBI on the application of the act to ETBs and are familiar with the process.

Risk Register:

A draft Risk Management Policy has been developed in relation to the management of risk within the organisation and this is for the approval of today's board meeting. Training for schools and centres is scheduled.

H&S:

We are currently carrying out a survey of the training needs of LCETB staff in terms of our capacity to deliver a safe and secure working environment for staff students and members of the public in compliance with our obligations under the Safety, Health and Welfare at Work Act 2005.

Protected Disclosure Act:

With the enactment of the Protected Disclosure Act 2014, LCETB staff have undergone training in the application of the act and its implications for the organisation

6. Section 29 Appeal

Two Section 29 Appeal Hearings have been held; one was in relation to an expulsion and one a Departmental Appeal of an LCETB Appeal. The report of the sub-committee is recommended for adoption.

On the proposal of Mr. Sean Kennedy, seconded by Cllr. Gabriel Keating the report of the sub-committee was adopted.

7. Finance Report

For Adoption Finance Report

- a) Adoption of Statement of Internal Financial Control CLVEC Jan – June 2013
- b) Adoption of Statement of Internal Financial Control Clare VEC Jan – June 2013
- c) Adoption of Statement of Internal Financial Control Co. Limerick VEC Jan – June 2013

On the proposal of Cllr. Kieran O'Hanlon, seconded by Cllr. Richard O'Donoghue the Adoption of

Statement of Internal Financial Control for City of Limerick, County Limerick and County Clare for the period January – June 2013 were adopted.

Cllr. Kieran O'Hanlon proposed that the CE write to the Department looking for additional funding. This was seconded by Cllr. Richard O'Donoghue.

8. Approval to open a New Merchant Bank Account

The Board was briefed on a new ePayment System (Way2Pay) for Schools and Centres. This system offers parents the facility to pay school levies on-line. An AIB Merchant Account is required to clear and settle all payments.

On the proposal of Cllr. Maria Byrne, seconded by Cllr. Elena Secas approval was given to LCETB to open a new merchant bank account.

9. Approval to request Minister to authorise the Board to borrow money from AIB

The budget for LCETB post primary non-pay was cut by 5% in 2015 which is €1m less than received in 2012. The Department of Education and Skills in its correspondence dated 12th May 2015 acknowledges that LCETB will have to incur a deficit in 2015 but should maintain the same level of service as in previous years and in these circumstances the ETB may incur expenditure up to the level of 2012. If the ETB does incur this level of expenditure, LCETB may have to apply for an overdraft facility during the year.

On the proposal of Cllr. Maria Byrne and seconded by Cllr. Gabriel Keating approval was given for the LCETB to seek Ministerial Approval during the year in the event of an overdraft requirement. The facility will only be requested if absolutely necessary.

10. For Adoption: Codes of Practice for the Governance of ETBs

The Members of Limerick and Clare Education and Training Board by motion, proposed by Mr. Sean Kennedy and seconded by Ms. Joan Aherne, adopted the Code of Practice for the Governance of Education and Training Boards subject to the proviso that the Board would not be bound by or comply with Section 3.17.

The reasons stated by the proposer of the motion for not complying with Section 3.17, with which the Board concurred were:

That it was unworkable due to the following definition, "or a person connected to a member of staff of an ETB", could be interpreted as literally any person who knows a member of staff.

That, as a Member of the Board elected by the staff had to fulfil certain criteria to be eligible for election, he/she was entitled to be elected as Chairperson of the Board.

That it is not accepted that the reason stated for prohibiting a member of staff from being Chairperson of the Board is valid due to the fact there are sufficient procedures in the legislation and the Code of Practice to prevent any conflict arising between his/her role as a member of staff and his/her role as Chairperson of the Board.

11. For Adoption

- (a) Terms of Reference
 - (i) Finance Committee
 - (ii) Audit Committee

On the proposal of Mr. Sean Mc Mahon, seconded by Cllr. Maria Byrne the Terms of Reference for the Finance Committee were adopted.

On the proposal of Cllr. Kieran O'Hanlon, seconded by Mr. Sean Kennedy the Terms of Reference for the Audit Committee were adopted.

- (b) Policies
 - (i) Revised Recruitment and Selection Policy
 - (ii) Revised Equality Policy
 - (iii) Risk Management Policy

On the proposal of Cllr. Kieran O'Hanlon, seconded by Mr. Sean Kennedy the Revised Recruitment and Selection Policy, Revised Equality Policy and the Risk Management Policy were adopted.

12. For Decision: Approval to pay Fees/Expenses to External members of Finance and Audit Committees

On the proposal of Cllr. Kieran O'Hanlon, seconded by Cllr. Michael Donegan approval to pay fees/expenses to external members of the finance and audit committees was approved.

13. Recommendation to Minister re appointment of male staff nominee to Governing Body of LIT

On the proposal of Ms. Joan Aherne, seconded by Mr. Sean Kennedy recommendation to Minister re appointment of male staff nominee, Mr. Tony Mahon, to Governing Body of LIT was approved.

14. Appointment of Delegates to ETBI Congress 2015

Five voting delegates required:

On the proposal of Mr. Sean Mc Mahon, seconded by Cllr. Ann Norton, Mr. Sean Kennedy was appointed as a voting delegate to ETBI Congress 2015

On the proposal of Cllr. Gabriel Keating, seconded by Ms. Catherine (Kate) Harran De Parra, Cllr. Maria Byrne was appointed as a voting delegate to ETBI Congress 2015

On the proposal of Cllr. Kieran O'Hanlon, seconded by Cllr. Richard O'Donoghue, Cllr. Michael Donegan was appointed as a voting delegate to ETBI Congress 2015

On the proposal of Cllr. Michael Hillery, seconded by Cllr. Gabriel Keating, Mr. Sean Mc Mahon was appointed as a voting delegate to ETBI Congress 2015

On the proposal of Ms. Catherine (Kate) Harran De Parra, seconded by Cllr. Kieran O'Hanlon, Cllr. Ann Norton was appointed as a voting delegate to ETBI Congress 2015

Non-voting delegates:

On the proposal of Cllr. Gabriel Keating, seconded by Mr. Sean Mc Mahon, Cllr. Michael Hillery was appointed as a non-voting delegate to ETBI Congress 2015

On the proposal of Mr. Sean Mc Mahon, seconded by Cllr. Ann Norton, Cllr. Cathal Crowe was appointed as a non-voting delegate to ETBI Congress 2015

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

On the proposal of Cllr. Maria Byrne, seconded by Cllr. Gabriel Keating, Ms. Joan Aherne was appointed as a non-voting delegate to ETBI Congress 2015

15. Confirm resignation of Ms. Naomi Ni Mhuiriosa from GCL BOM

On the proposal of Cllr. Maria Byrne, seconded by Cllr. Gabriel Keating, resignation of Ms. Naomi Ni Mhuiriosa from GCL BOM was confirmed.

16. Appoint Ms. Clodagh da Bhailis to BOM GCL

On the proposal of Cllr. Maria Byrne, seconded by Cllr. Gabriel Keating, appointment of Ms. Clodagh da Bhais to GCL BOM was approved.

17. Confirm resignation of Ms. Michelle Wilmot from BOM Colaiste na Trocaire

On the proposal of Mr. Sean Kennedy, seconded by Ms. Mary Flanagan, resignation of Ms. Michelle Wilmot from Colaiste na Trocaire BOM was confirmed

18. Board Nominations to the Youth Committee

On the proposal of Cllr. Michael Hillery, seconded by Cllr. Lisa Marie Sheehy, Mr. Sean Mc Mahon was nominated to the Board of the Youth Committee.

On the proposal of Mr. Sean Kennedy, seconded by Cllr. Michael Hillery, Cllr. Lisa Marie Sheehy was nominated to the Board of the Youth Committee.

On the proposal of Cllr. Michael Hillery, seconded by Cllr. Gabriel Keating Ms. Mary Flanagan was nominated to the Board of the Youth Committee.

On the proposal of Cllr. Maria Byrne, seconded by Cllr. Gabriel Keating, Cllr. Kieran O'Hanlon was nominated to the Board of the Youth Committee. (this 3rd nomination to be revisited as only 3 positions available on Youth committee)

19. Confirmation of Local Youth Club Grants Scheme 2015

A total of €82,626 was allocated to the LCETB under the Local Youth Club Grants Scheme 2015

Funding was allocated as outlined below and based on the population figures from the 2011 Census.

LCETB Pop age 10-24	No age 10-24	% age 10-24	% Funding	Amt of Funding
Limerick Co	26,981	43.8%	43.8%	€36,181
Clare	22,220	36.1%	36.1%	€29,797
Limerick City	12,415	20.1%	20.1%	€16,648
Total	61,616	100%	100%	€82,626

On the proposal of Cllr. Gabriel Keating, seconded by Cllr. Maria Byrne the allocation of Youth Club Grants for 2015 was approved.

20. Date for next Board Meeting

Friday 17th July at 11.00 a.m.

Doodle poll to be undertaken regarding dates for future meetings

21. Board Training Programme

Doodle poll to be conducted for suitable dates.

22. AOB with the permission of the Chair

Concerns were raised regarding the transfer of PLC course from Cappamore to LCFE. Paul Patton outlined the rationale behind these changes and explained that it was the intention to create and increase provision of other courses in this Centre. The CE gave a commitment to review the decision with regard to PLC courses and would inform the Board at next meeting.

On the phasing out of St. Enda's Community School Cllr. Kieran O'Hanlon expressed his appreciation to the staff who worked in this school.

Mr. Tony Brazil outlined the health and safety concerns of the BOM with regard to Colaiste Chiarain and the prefabs on site and stated that the BOM will not accept any responsibility for any incidents that occur and requested unanimous support from the Board. Mr. Eamon Murphy informed the Board that he is visiting site with architects on Monday. The CE was asked to write to DES requesting additional budget to deal with H & S issues in Croom. Cllr. Richard O'Donoghue expressed concern regarding lack of recreational facilities and recommended temporary construction until such time as the new school build commences.

Cllr. Lisa Marie Sheehy raised the issue of students studying Animal Science, Level 6, run by Coláiste Chiaráin, who had been contacted by the awarding body QQI to say that four of the modules being covered had to be accredited by the Veterinary Council of Ireland but had not been, therefore, must be scrapped. All work submitted in relation to these modules were now void and students must now take up extra modules to fulfil course requirements to obtain their qualification. Paul Patton said that the issue had been resolved, the students would be fully qualified. The Principal of Colaiste Chiarain would again meet with the students to provide an explanation.

(Signed) GEORGE O'CALLAGHAN,
Chief Executive

Signed:



Cathal Cronin

Chairperson of meeting held on 17th July, 2015.