



**MINUTES OF MEETING HELD ON
19th March, 2019**

In FET Centre, Raheen Campus, Raheen Business Park, Raheen, Limerick

Present: Cllr. Mary Howard, Chairperson
Ms. Joan Aherne
Mr. Tony Brazil
Mr. Michael Cregan
Cllr. Michael Donegan
Ms. Mary Flanagan
Cllr. Marian Hurley
Mr. Gabriel Keating
Mr. Sean McMahon
Mr. Gordon Mewis
Cllr. Ann Norton
Cllr. Richard O'Donoghue
Cllr. Elena Secas

In attendance: Mr. George O'Callaghan, Chief Executive
Ms. Bernadette Cullen, Director of Schools
Ms. Mary Troy, Head of Finance
Mr. Eamon Murphy, Head of Capital & Procurement
Mr. Denis O'Brien, Head of ICT & Corporate Services
Ms. Joanne O'Brien, Recording Secretary

1. Apologies/Condolences

Apologies: Cllr. Liam Galvin
Cllr. Lisa Marie Sheehy
Ms. Shelagh Graham, Director of Organisation and Development
Mr. Paul Patton, Director of Further Education & Training

Condolences: Ms. Marguerite Flannery, Colaiste Ide agus Iosef, on the death of her father
Mr. Donal Flannery.

Ms. Pauline Conway, Colaiste Ide agus Iosef, on the death of her mother
Ms. Carol O'Dwyer.

Ms. Rachel Dempsey, Administration Staff, Marshal House, on the death of
her mother, Mrs. Esther Dempsey.

2. Declaration of Conflict of Interests

The CE advised Members that as per Circular Letter 0002/2019, Section 1.18, regarding Conflicts of Interest, the Education and Training Boards Act specifies that a board member who has a potential conflict of interest in any matter being discussed at a board meeting must;

- (a) disclose to the board at the meeting the fact of that interest and its nature,
- (b) not influence (or seek to influence) a decision to be made in relation to the matter,
- (c) absent himself or herself from the meeting or that part of the meeting during which the matter is being discussed,
- (d) take no part in any deliberation of the board relating to the matter, and
- (e) not vote on a decision relating to the matter.

Therefore, to ensure compliance, the CE informed Members that a declaration must be signed at the commencement of every Board Meeting to ensure that there is no conflict of interest regarding any item on the Agenda for that meeting.

3. Adoption of the Minutes of the Previous Meetings

Minutes of Meeting held on 26th February, 2019, were confirmed and signed on the proposal of Cllr. Marian Hurley, seconded by Ms. Mary Flanagan.

4. Matters Arising from the Minutes

None

5. Correspondence

DEPARTMENT CORRESPONDENCE

CL 0018/2019 Re: Grant Scheme For ICT Infrastructure – 2018/2019 School Year.
March, 2019

CL 0021/2019 Re: Application of additional increments awarded in relation to New
5th March, 2019 Entrants under the Public Service Stability Agreement 2013 – 2020
(Haddington Road Agreement/Lansdowne Road Agreement).

CL 0022/2019
5th March 2019

Re: Revision of 2011 Entrant Teacher Salaries with Effect from 1 March 2019 – Application of Additional Increments.

1st March, 2019

Re: 2019 Service Plan.

On the proposal of Cllr. Ann Norton, seconded by Ms. Mary Flanagan, Circular Letters were adopted.

OTHER CORRESPONDENCE

AONTAS

Re: AONTAS Nominee, Ms. Angela O'Flynn.

1st March, 2019

Approved by the Board.

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

EDUCATION REPORT

English as an Additional Language EAL

A partnership initiative between City of Dublin ETB, Limerick and Clare ETB, Limerick Education Centre and Mary Immaculate College last year delivered workshops to primary, post-primary and youth workers to support teachers and youth workers in working with migrant and new communities where EAL was a requirement. The feedback was very positive and work is now underway to look at piloting integration of the approaches in one school and looking at a community of practice across our schools.

Section 29 Appeals

A Section 29 Appeal was submitted regarding a decision of Ennis Community College to permanently exclude a student. The appeal has subsequently been withdrawn.

We have received three appeals in relation to refusal to enrol for; Castletroy College, Mungret Community College and Thomond Community College.

Targeted Youth Funding Scheme

In July 2018 the Minister for Children and youth Affairs introduced plans to introduce the reformed single Targeted Youth Funding Scheme (TYFS). In 2019 funds that are currently administered by City of Dublin ETB are due to transfer to each ETBs area. This will involve LCETB developing and submitting an area profile and signing a service level agreement with DCYA. It also involves the establishment of a co-ordination group to lead implementation of the Targeted Youth Funding Scheme in the Limerick and Clare area. It is currently envisaged that the resources will transfer in the third quarter of this year.

Desmond College

BT's 11th Business Bootcamp Programme for students.

Thirty students of the exhibiting intermediate and senior students from the 2019 BT Young Scientist & Technology Exhibition were invited to take part in a BT Young Scientist Business Bootcamp in March in conjunction with UCD where they experienced the world of technology commercialisation and entrepreneurship. Included in these carefully selected students was Ciara Brouder from Desmond College.

This was an excellent platform where students were introduced to real world problems and they had to work as a team to help find the best solutions. In the past many new companies have been formed from this event and several of the past participants have successfully opened and operate their fledgling companies.

FET Division – CE Report

ACTIVE INCLUSION SUPPORT SERVICE

FET Centre – Kilmallock Road Campus

The Active Inclusion Support Service Framework was published on the 22nd of February. The framework is on the corporate website and can be accessed by clicking on the following link: <http://lcebt.ie/plans/>

VTOS

FET Centre, Kilmallock Road Campus

VTOS continues to promote its two new courses: Key Skills for Work L3 and Healthcare Support L5, which are due to start in March. Discussions have taken place with Intreo and FET partners but finding suitable applicants is becoming increasingly challenging.

Guest speakers from Care Bright, HomeInstead and Daughters of Charity came to KRC to meet the Care learners and to advise them on future job opportunities.

VTOS staff are currently planning the 2019-2020 programme which involves the development of new promotional materials, planning the most suitable courses and work placement opportunities as well as finalising progression plans for individual learners.

The Art teacher has been liaising with Troy Film Studios who came to KRC to give a talk to learners on potential future collaboration and work opportunities. Two VTOS ACD learners are doing the Props for Film and Television Production with Troy Studios, in the evenings.

Two colleagues from Clare went to Brussels to participate in the ERASMUS+ RISE Project (Realising Integration through Social Enterprise).

CORE SKILLS

FET Centre, Ennis Campus

Core Skills Clare has a number of events happening during the National Aontas Adult Learners Week from March 4th – 8th.

FET Centres in Ennis, Shannon, Kilrush and Scariff are hosting Celebrations of Learning where learners receive their certificates and the efforts of learners and staff are acknowledged.

A range of taster sessions are available to tempt new learners to return to lifelong learning opportunities.

This year there is a strong focus on the newly renovated FET Centre in Miltown Malbay with a Men's Cooking Class, Textile Art, Creative Writing Class, Introduction to Genealogy, Safe Pass and Getting to Grips with your Computer, Laptop, Tablet or Smartphone free once off classes. An Open Evening took place on Wednesday March 6th from 7-9pm where members of the public met with staff and hear about learning options and can visit the Reading the Landscape Exhibition created by local learners.

Family Learning in Co. Clare was invited by Co. Waterford Adult Literacy Service to deliver a full days training to 19 people in Dungarvan, on how to develop and deliver Storybags and My Baby and Me courses.

A Family Learning sewing group created a textile art installation with panels representing the story behind the struggle for Votes for Women. This will be launched during Adult Learners Week on Friday 8th March International Women's Day, in Clare Museum, Ennis where it will be on view to the public.

FET Division Works With Irish Defence Forces on Innovative New Project

Congratulations to five members of the 12th Infantry Battalion, Sarsfield Barracks, Limerick, who recently received QQI certificates at an award ceremony as part of a joint Recognition of Prior Learning (RPL) project between Limerick and Clare Education and Training Board and the Irish Defence Forces. Private Lorraine Brogan, Private Deirdre Crow, Corporal John Corry, Private Paul Hogan and Corporal Sean Gleeson from the Defence Forces were linked with mentors from our Core Skills and Back to Education Initiative provision in Limerick City. Through workshops and one-to-one meetings, these individuals graduated with award certification in Communications, Word Processing, Safety and Health at Work and Work Experience at QQI Level 5.

This RPL project was a first for both organisations and is something that will be replicated in 2019. FET Manager, Limerick and Clare Education and Training Board, presented the Level 5 QQI Awards in Sarsfield Barracks. Commenting at the ceremony, she said: "This has been a fantastic opportunity for us to work with the Irish Defence Forces in the area of recognition of prior learning. We are looking forward to the next group of learners that are due to start a new programme in 2019." She also thanked all those involved in the initiative and paid tribute to the hard work and dedication of the five learners receiving certification.

Also commenting, on behalf of the Irish Defence Forces, 12th Infantry Battalion Lieutenant Colonel Sean Murphy said: "Working with Limerick and Clare Education and Training Board has been an excellent experience both for the 12th Infantry Battalion, Sarsfield Barracks, and for the individuals who have qualified for and received awards from the ETB under QQI. The opportunities for self-development offered by Limerick and Clare Education and Training Board, combined with the expertise and assistance provided by the mentors and co-ordinators, made this a very positive experience for all involved.

MUSIC GENERATION

Limerick City - Music Generation Limerick City (MGLC) opened the creative centre for mid-term for the Limerick voices participants and the weeks activities finished with a performance in the Record Room. MGLC also launched the new Ar Sceal therapeutic space in the creative centre.

Clare - Applications for 'Kids Ceol', Music Generation Clare's NS Music Programme, are currently open for 2019-2020 school year. Programme brochures and application forms have been distributed, and the closing date is Friday 12th April 2019.

In partnership with the Mid-West Alcohol and Drugs Task Force and the Shannon Family Resource Centre, MGCE ran a very successful rap camp for 9-12 year olds on 21st and 22nd February in Shannon. The theme of the camp was based around building resilience and self-esteem. A total of 10 children attended on the first day and 14 children on the second day.

MGCE are rolling out a new eight week community music programme for 9-12 year old Syrian children in March, again based in Shannon, and in partnership with Healthy Ireland and the Shannon Family Resource Centre. This afterschool programme will promote social inclusion through a variety of fun, creative and musical games and activities. Members of the community will be invited to attend a performance of the group's work at the end of the eight weeks.

YOUTHREACH

FET Centre, O'Connell Avenue Campus

A Youthreach learner who successfully progressed into LIT to do Electronic Engineering has received a scholarship supported by a local Limerick company for his 3 year course. The learner is also in discussions with the company regarding summer work.

FET Centre, Shanagolden Campus

Communication with Youth Employment & Project Development Worker from West Limerick Resources, to make contact with early school leavers through Foróige as an introduction into Shanagolden Youthreach by using the facilities for one hour a week and meeting one to one.

There are referrals from Askeaton Secondary School, Colaiste Mhuire.

There is continuous literacy and numeracy supports, individual learners are monitored and supported that are experiencing learning difficulty in Leaving Cert Applied.

A Career Advocate is working with LCA Year 2 and QQI level 5 Hairdressing learners and supporting them with progression to employment, Mary Immaculate College, LCFE and maybe VTOS.

QQI level 3 Employability Skills will be delivered in September 2019. The overall aim of the programme is to provide Learners with the opportunity to improve their communication, numeracy and ICT skills and to have the opportunity to learn new skills that may have a personal relevance to the learner and help them progress into the LCA programme.

Learners participated in the LCA Tasks which were examined in Contemporary Issues, IT, Practical Achievement and the General Education task.

All Staff and learners enjoyed a day out in Kilfinane activity centre, Co. Limerick. They participated at wall climbing, archery, orienteering and team challenges. The day was beautiful and ended with a picnic outside in the green area.

LCA Year 1 went out on Work placement for a week and went to various places in Newcastle West in retail and beauty salons and Supervalu in Askeaton.

Enterprise Task will incorporate learner to participate making an Easter Hamper, to raise money for a local charity and will involve the local community to help raise funds.

Preparation of works is under way to get site ready for the new polytunnel to grow organic food that can be cooked in kitchen as part of QQI level 3 modules Nutrition and Healthy Options and Growing vegetables. One of the main goals having a Market day in Shanagolden Youthreach during the summer programme.

CEIP actions to be carried out by all staff during year and these actions will be monitored during monthly staff meetings.

Health and safety committee has been formed for Shanagolden FET centre and this group will implement health and safety procedures to be carried out.

FET Centre, Kilmallock Road Campus

On 3rd December 2018 a volunteer from Limerick Animal Welfare (LAW) came in to talk to learners about what work they do. The volunteer spoke about the fact that many animals don't get homes and have to stay in the Sanctuary for a long time. She also talked about the abuse of some of the animals. Animals are rarely put down unless it is vicious or a vet recommends that it is best. The centre takes in over 20 dogs a week and some of them cost 1000 to save. Some animals get sent to different countries like America, Italy, Sweden or other European countries to be re-homed. The volunteer said that the centre cost a lot of money each year to keep running and that they fundraise to make money. The land that was purchased for the centre cost €600,000 and vet bills alone cost over €100,000 a year.

HOSPITALITY EDUCATION AND TRAINING CENTRE

There were great celebrations at the Hospitality Education and Training Centre after two Commis Chef Apprentices won two gold medals in Catex 2019 Competition.

LIMERICK COLLEGE OF FURTHER EDUCATION

LCFE has been utilising the Erasmus+ Programme to great advantage this month with six of our learners participating in their Work Experience in Rennes, France while a group of five teaching staff visited South & City College Birmingham with the aim of creating professional links and collaboration for the future.

Practical Experience and information was available to Business Learners in our Annual Business Forum this month with speakers from WP Engine, Drew Media and Brides of Limerick speaking.

Learners from Beauty, Hairdressing, Fashion and Photography Departments staged a Frida Kahlo inspired Photoshoot this month. The Photobooth was a huge success at the Open Day also.

The Photography Department Tour this year visited Vienna where learners were inspired by both the architecture and natural beauty of Austria.

ENTERPRISE ENGAGEMENT SUPPORT SERVICE

Employability Skills

Employability Skills Coordinator and FET management attended a meeting with SOLAS in Dublin on 28th February to review and discuss Skills to Advance proposals on planning template submitted and what additional supports may be required for blended learning and other technologies. SOLAS have provisionally acknowledged Limerick and Clare Education and Training Board's proposal and funding application. Skills to Advance courses are being established and funding will be allocated from SOLAS over the coming months.

Talks are progressing with DELL in relation to developing an industry sector programme in cyber securities and other companies will be engaged with to form a cluster group in this sector. IT digital skills programmes, training management and activity planning staff in St Camillus's Hospital, using tablets and laptops to incorporate their use into their therapy training programmes has recently begun. A beginners Introduction to Computers course using Excel and PowerPoint has also started and is open to all staff members in St Camillus's Hospital. Courses are being delivered through Skills for Work for 2 hours per week in O'Connell Avenue Campus for 4-8 weeks.

STEM Alliance

Six Limerick and Clare Education and Training Board schools and Eight STEM industry organisations attended brainstorming sessions on 4th February. Discussions included; holding STEM briefing open nights for parents, providing practical information to brief parents and demystify STEM and, hosting talks in schools by young people in STEM careers who will present as role models.

Dell Limerick hosted a "Tech Talk" event as part of the STEMAspire mentorship programme, based on the theme 'Technologies of the Future' on 13th February. Key representatives from local technology organisations presented for 15 minutes on their area of expertise, followed by a Show & Tell of their organisation's technology. This event was attended by four LCETB schools.

Limerick for Engineering

The Limerick for Engineering 2019 Showcase held in Shannon Airport departures hall on Thursday 7th March was a great success with over 1,500 visitors in attendance. Students arrived with their parents and also by buses arranged by Limerick and Clare Education and Training Board EESS. A bus was also arranged for FET learners from Kilmallock Road Campus (also collecting learners at LCFE) to transport Pathway to Engineering class and VTOS learners. The Limerick and Clare Education and Training Board stand attracted hundreds and it was a great opportunity for students and their parents to try out the new AR welding equipment and talk to engineering instructors, apprenticeship officers and engage with other staff.

Limerick and Clare Education and Training Board staff also represented Limerick for Engineering by manning a stand with Johnson & Johnson staff at Templemore College of Further Education Careers' Fair on 6th March.

Regional Enterprise Plan Mid-West

The Regional Enterprise Plan Mid-West to 2020 was launched by Minister Humphries on 20th February highlighting the strategic objectives and key actions required with a Limerick and Clare Education and Training Board role. Responsibilities to drive enterprise growth include organisational inputs to; assist economic and job creation in the film industry, develop regional 'Smart E-Hubs', assist local enterprises identify their skills' needs, pilot enterprise initiatives targeted at unemployment blackspots, expand the Mid-West STEM Alliance and develop a marine enterprise zone.

Limerick Lifelong Learning Festival:

The Limerick Lifelong Learning Festival 2019 will take place from 7th to 14th April. Representatives from Limerick and Clare Education and Training Board attended the UNESCO

Global Network of Learning Cities launch at the Belfast Festival of Learning on 21st February together with Swansea, Cork, Derry and Strabane, and Dublin. The key partners signed an MOU on Thursday 7th March in City Hall, Limerick and the initiative 'Learning Ambassadors' was also launched.

7. For Ratification; Learner Nominee to the Board

On the proposal of Cllr Gabriel Keating, Seconded by Cllr. Ann Norton, Ms. Angela O'Flynn was appointed to the Board of Limerick and Clare ETB.

8 Finance, For Adoption

a. Finance Report

Adopted on proposal of Cllr. Ann Norton, Seconded by Mr. Sean McMahon.

b. Audit Committee 2018 Annual Report to Board

Adopted on proposal of Cllr. Donal O'hAinifein, seconded by Mr. Gordon Mewis.

c. Statement of Internal Control

The Finance Officer presented the Statement of Internal Control, which had been presented to the Audit Committee on 13th March, 2019.

The Audit Committee, recommended the Chair sign the SIC, having regard to the fact that they had reviewed Internal Control Procedures and were satisfied with the information presented to them by the executive.

Adopted on proposal of Cllr Gabriel Keating, Seconded by Cllr Ann Norton

d. Report on Status of 2018 Financial Accounts

The Finance Officer also advised that the Draft Annual Financial Accounts 2018 were prepared and would be examined by the Finance Committee at their meeting on the 26th March, and following their recommendation would be presented to the Board at the next meeting on the 16th April.

The annual accounts are due to be filed with the C&AG and Minister for Education by the 1st April, it might be necessary for the Chairperson to sign the accounts following Finance Committee recommendations, in advance of them being presented to the Board. Clarity is being sought from DES, last year the draft accounts could be filed unsigned, once they were signed off by the Board within 3 weeks of filing.

Adopted on proposal of Cllr Gabriel Keating, Seconded by Cllr Ann Norton

e. 2019 Financial Update

Adopted on proposal of Cllr. Gabriel Keating, seconded by Cllr. Michael Donegan.

9. Board of Management Minutes, For Adoption

On the proposal of Cllr. Richard O'Donoghue, seconded by Cllr. Gabriel Keating, the following Board of Management were adopted

- a. Colaiste na Trocaire, Rathkeale
- b. Hazelwood College, Dromcollogher

10. For Approval; Proposed Sale of LCETB Lands

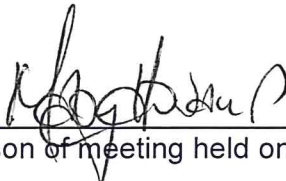
Mr. Eamon Murphy, Head of Capital & Procurement, presented to the Board that approval in principle had been received from the Department of Education and Skills for the disposal of lands at Killaloe. The Board noted that the report and Red Book Valuation on the lands received from Power & Associates, as required under CL 11/15, was received. Eamon advised that the adjoining landowner has submitted a proposal offering full market price and that the Board's approval was now sought to proceed with sale in accordance with Section 25.4 of CL18/15. Following a discussion on same and the possible benefits accruing from the sale, the Board approved the sale of lands on the proposal of Cllr. Gabriel Keating, seconded by Mr. Tony Brazil, but it was requested to inform the Department of Education and Skills that these lands had been bought by the parents within the school community for the benefit of the school and any monies accruing from the sale should be attributed back to the school where possible. It was also noted that the sale of lands was being utilised for the development of social housing and that a possible benefit might accrue to the school in relation to future increased enrolments

11. Any other Business with the permission of the Chairperson

None.

Next meeting: 16th April, 2019

(Signed) GEORGE O'CALLAGHAN,
Chief Executive.

Signed: 
Chairperson of meeting held on 16th April, 2019.