



**Miontuairisci agus Chruinnithe den**  
**Bord Oideachais agus Oiliúna Luimnigh agus An Chláir**  
**Treacys Oakwood Hotel, Airport Road, Shannon, Co. Clare**  
**3 June 2025**  
**Ag 16:30**

**I Lathair /Present** Cllr. Kieran O'Hanlon Chairperson, Ms. Ann Norton Deputy Chairperson, Cllr. Antoinette Baker Bashua, Cllr. Michael Begley, Cllr. Peter Doyle, Mr. Darren Feldon, Cllr. Mary Howard, Cllr. Gabriel Keating, Mr. Conal Kelly, Ms. Claire Knight, Mr. Michael MacCurtain, Mr. Sean McMahon, Mr. Adrian O'Hanlon, Cllr. Brigid Teefy.

**Executive** Ms. Bernadette Cullen, Chief Executive, Mr. Eamon Murphy, Director of Organisation Support & Development, Ms. Breda Flynn, Director of Organisation Support & Development, Mr. Donncha O'Treasaigh, Director of Schools, Mr. Paul Patton, Director of Further Education and Training, Mr. Kevin Fitzpatrick, Head of Finance, Ms. Columba Glavin, Head of Finance, Mr. Denis O'Brien, Head of Corporate Services & IT and Ms. Caroline Hayes, Corporate Services.

**1. Preliminary**

**1.1 Conflicts of interest**

The Board was requested to declare any conflicts of interest in respect of any matters listed on the agenda.

There were no conflicts of interest declared.

**1.2 Attendance/apologies/condolences**

The attendance was noted, and a quorum verified.

The Chairperson Cllr. Kieran O'Hanlon welcomed everyone to the meeting.

**Apologies** Cllr. Maria Donoghue, Ms. Jeannette Ferguson, Cllr. Rachel Hartigan, Ms. Kate Hehir, Cllr. Catherine Slattery, Cllr. Noreen Stokes.

**In absentia** Cllr. John Sheahan

## Condolences

- Mr. Michael MacCurtain on the death of his grandmother, Ms. Patricia MacCurtain (née Barry Ryan).
- Ms Shelagh Graham (Former Director of Organisation Support & Development) and family on the death of her husband, Mr. Mike Graham.
- Mr. Mark Curley (Colaiste Mhuire Askeaton) on the death of his wife, Ms. Dora.
- Ms. Kathleen Curtin (Further Education & Training Campus, Ennis) on the death of her husband, Maurice Curtin.
- Ms. Teresa Comerford (Further Education & Training Campus, Ennis) on the death of her sister, Ms. Breda O'Neill.
- Ms. Miriam McCarthy (Further Education & Training Campus, Mulgrave St) on the death of her father Mr. Sean McCarthy.
- Ms. Jayne Foley (Further Education & Training Campus, Mulgrave St) on the death of her father Denis Foley and the death of her mother Ms. Barbara Foley.
- Ms. Claire Hassett (Further Education & Training Campus, Mulgrave St) on the death of her daughter, Ms. Aoife Shelly.
- Ms. Martina Murphy (Castletroy College), on the death of her mother, Ms. Noreen Murphy.
- Mr Ronan Sexton (Further Education & Training Raheen Campus) on the death of his mother, Ms. Geraldine Sexton.
- Mr. Damien Clohessy (Further Education & Training Shannon Campus) on the death of his brother, Gerard.
- Ms Caroline O'Brien (Marshal House) on the death of her brother, Mr Kenneth Clohessy.
- Mr. Frank Bouchier-Hayes (Son) and Ms Agnes Boucher-Hayes (daughter) on the death of their Mother Ms Joan Bouchier-Hayes former staff member County Limerick/Limerick and Clare ETB.
- Ms. Catriona White (St. Michael's Community College, Kilmihil) and family on the death of her son, Dylan.
- Ms. Nicole Seaward (Marshal House) on the death of her mother in law, Ms. Catherine Seaward.
- To the Religious community of Sisters in the Convent of Mercy, St Xaviers Convent of Mercy, Ennis Co Clare on the death of their beloved Sr Mary O'Connell, former staff member County Clare VEC/LCETB
- Ms Marie McDonagh, (Mol an Oige, Community National School) on the death of her father, Mr. Alfie Morgan.

- The Family of the late Cllr. Kathleen Leddin (former City of Limerick VEC, Board Member, and Mayor of Limerick City).
- Mr & Mrs. Hogan on the death of their daughter, Sarah Jane Hogan (TEAP Learner Mary Immaculate College)
- Mr. Kevin O'Reilly (Gaelcholaiste) on the death of his father in law, Michael Harrison
- Mr. John Murphy (Kilfinane Outdoor Education & Training Centre) on the death of his father, Mr. Morgan Murphy.

### **1.3 Limerick and Clare Minutes**

The minutes of Limerick and Clare ETB meeting held on 25th March, 2025 which were circulated to all prior to the meeting were adopted.

Proposed by: Cllr. Gabriel Keating

Seconded by: Mr. Sean McMahon

### **1.4 Matters arising**

None.

## **2. Information and Communication**

The Chief Executive advised members that a fortnightly update from the Department of Education was included in members packs circulated prior to the meeting for their information.

The CE noted the extensive news releases by the ETB.

### **2.3 Irish Public Bodies Insurance Notice of AGM 2nd May, 2025**

Nominee Cllr. Mary Howard attended the AGM.

### **2.4 SOLAS allocation letter from Chief Executive to SOLAS**

The Chief Executive advised the Board while the Board had previously signed off on the Service Plan, following review by the Audit and Risk Committee. However, concerns have now arisen regarding the recent SOLAS allocation.

The allocation received is significantly lower than anticipated, despite earlier requests from SOLAS for increased delivery in apprenticeship programmes. The Chief Executive has formally responded to SOLAS, highlighting the discrepancy and the impact this reduction will have on programme delivery.

The final allocation was received very late in November 2024, making it practically impossible to utilise the funds effectively within the financial year.

The reduced allocation directly affects our ability to deliver Further Education and Training Programmes.

The Chair noted that the Boards financial reporting has consistently been accurate and robust.

Mr. Sean McMahon questioned whether this is a structural issue affecting all ETBs. It was confirmed that all ETBs have been impacted, particularly in relation to Phase 2 apprenticeships which had been expanded in response to the national waiting lists.

Mr. Paul Patton confirmed Limerick and Clare Education and Training Board, as the largest provider of apprenticeship programmes (including all aircraft and refrigeration apprenticeships).



The current funding model is problematic. Service Plan submitted early in the year may not result in funding until April or May, with further updates only arriving in August and November. This staggered approach hampers planning and delivery.

A meeting with SOLAS is scheduled for June 18<sup>th</sup> to address these concerns. The outcome of this meeting will be critical.

**2.5 Department of Education and Youth letter- review the Department of Education and Youth, in collaboration with SOLAS and the Department of Further and Higher Education, Research, Innovation and Science (DFHERIS), will be undertaking in relation to the use of state funding provided to ETBI. Request for CE's feedback on reviewing ETBI Draft Terms of Reference.**

The Chief Executives will be asked to provide feedback on the draft Terms of Reference for this review. Board members will also have an opportunity to contribute their perspectives.

The Chairperson expressed disappointment at the absence of direct engagement with ETB Board Chairs regarding the review. No meetings have been held to gather their views, which he believes is a missed opportunity for meaningful input.

The Chairperson highlighted that funding for interview boards has been cut, an issue he has raised repeatedly without resolution. Members also noted that they stepped down from interview boards due to the lack of financial support.

Cllr. Gabriel Keating, the ETBI Nominee said he would raise it at the next meeting and would reference ongoing delays in SOLAS allocations to ETBs. It is hoped that with the appointment of a new Minister, improvements in communication and funding processes will follow.

The Chairperson emphasised the importance of addressing these issues within the context of the upcoming review and ensuring that the voices of Board members are heard and considered.

### **3 Parliamentary Questions**

Mr. Denis O'Brien brought members' attention to the parliamentary questions and advised that there was one parliamentary question received from Ashling Abbott, Department of Further and Higher Education, Research, Innovation and Science (DFHERIS), To provide details on what relationship LCETB has with St. Mary's Adult Education Centre St. Mary's is a CLG and in receipt of funding from LCETB.

The question and reply were included in members packs for their information.

### **4 Reports from the Executive**

#### **4.1 Key operational matters update**

The Reports from the Executive (Chief Executive, Directors of Organisation Support & Development, Director Schools, Director of Further Education and Training) were circulated to all members prior to the meeting for their consideration. All reports were taken as read and are held on file for record purposes.

The Chief Executive informed the Board that all future meetings will be conducted in accordance with the revised Code of Governance for ETBs. The Chairperson asks that Board meetings will be held at various locations enable members to develop an understanding of the front-line services.

This initiative will provide Board members with valuable opportunities to experience the local context and see the work being carried out across our organisation first-hand.

The Chief Executive has met with all Post-Primary schools and have found these engagements to

be both insightful and encouraging. The Chief Executive looks forward to continuing visits to schools and centres to understanding how we are supporting our front-line services.

The information gathered will support the development of the new Strategy Statement, which will guide our priorities and actions over the coming years.

(a) The Director of Organisation Support and Development, Mr. Eamon Murphy  
Will be discussed under agenda item 6.

(b) The Director of Schools, Mr. Donncha O'Treasaigh  
Acknowledged the achievements of ETB Schools, which are detailed in the accompanying documentation. He also extended sincere thanks to those who have participated on various boards, members contributions are greatly appreciated.

A significant development has been the transfer of youth services to the Department of Education. A dedicated meeting was held to outline the rationale behind this move, with a clear priority placed on establishing formal structures to ensure the effective delivery of services to young people, particularly in rural areas. The Director is pleased to report that the ETB is well on track in this area.

The Director of Schools expressed special thanks go to the Director of Further Education and Training, Mr. Paul Patton and the Further Education Team, whose leadership and support have been instrumental in the success of this transition. We anticipate sharing further updates on this important work in the near future.

(c) Mr. Paul Patton, Director of Further Education and Training provided an update on the ongoing development of the College of Further Education and Training structures, highlighting the strategic move towards establishing Centres of Excellence across various campuses in the ETB.

Shannon Campus is being developed as a Centre of Excellence in Aircraft Mechanics, supporting the region's strong aviation industry. The Campus also runs apprenticeships in Air-conditioning, Electrical, Plumbing and welding. Dromcollogher Campus is focusing on Horticulture, while Croom Campus is specialising in Animal Care and Kilrush Campus is advancing as a Centre of Excellence in Marine Studies.

Mr. Paul Patton also highlighted the progress at the NZEB and Green Innovation Campus at Roxboro, which offers a comprehensive suite of programmes in Sustainable Construction and Green Skills. These programmes are designed to equip learners with the competencies required to meet NZEB (Nearly Zero Energy Building) standards, in alignment with national and EU directives.

Courses currently offered include NZEB Fundamental Awareness, NZEB Thermal Insulation Installation, NZEB External Wall Insulation, NZEB Air Tightness & Vapour Control.

Additional offerings include short courses such as: A one-day Retrofitting Fundamentals course, Training in Airtightness, Dampness Management, and External Wall Insulation, providing learners with both practical skills and the technical language used in the field.

The Chairperson thanked Mr. Paul Patton for his informative presentation and commended the excellent work being carried out across the various campuses. The Chairperson also suggested that arrangements be considered for a Board visit to one or more of the campuses to gain a deeper understanding of the programmes available to learners.



## **4.2 Financial Matters**

### **(a) Finance Report**

The Finance Report which were circulated to all prior to the meeting were adopted.

Proposed by: Cllr. Mary Howard

Seconded by: Cllr. Brigid Teefy

Mr. Kevin Fitzpatrick Head of Finance and Ms. Columba Glavin APO Finance updated members on the following;

(b) 2024 Audit Update, the audit process has commenced and is currently being conducted online. ESF Audit: The European Social Fund (ESF) audit is underway.

(c) ESBS/Other Project Updates - Process of moving to Shared Services, Travel & Subsistence (T & S) payments. The migration to the Education Shared Business Services (ESBS) platform has been completed. Travel & Subsistence (T&S) System Update: As mandated by the Department, the T&S system is transitioning to a new platform. Each user will be required to have a Core ID and an official ETB email address. The new system will cover claims from 23<sup>rd</sup> May. Claimants will input their details directly into the system. Challenges remain around employee reimbursements, particularly for foreign and board-related travel. An in-person training session for Board Members facilitated by the Finance, Corporate and ICT departments is scheduled for 1st July. Members are requested to bring laptops, usernames and passwords (to be provided in advance). Members are asked to confirm their attendance.

Mr. Sean McMahon asked who is ESBS and are there any security risks.

The Head of Finance explained that Education Shared Business Services (ESBS) was established by the Department to standardise business services across the Education Sector. Data processed through ESBS is used solely for its intended purpose. The system currently operates alongside another platform, but full integration is expected.

The Chairperson raised concerns regarding cumulative travel rates for Councillors, it was noted that ETBI has not yet acted on this matter. A member queried the necessity of an ETB email address for the purpose of making claims. And another Member acknowledged the administrative burden of managing multiple email accounts and documentation. The Head of Finance noted that the new system will transition from weekly to monthly processing of payments starting 23<sup>rd</sup> June, and that clarification is being sought regarding outstanding payments.

The draft financial statements for 2024 have been approved.

A meeting is scheduled with The Comptroller and Auditor General to discuss relevant matters.

## **6. Governance & Publications**

### **6.1 The Annual Report for 2024 which were circulated to all prior to the meeting were adopted.**

Proposed by: Cllr. Gabriel Keating

Seconded by: Mr. Sean McMahon

### **6.2 Risk Management Overview of Key Risks May, 2025**

Mr. Denis O'Brien, Head of Corporate Services and ICT, outlined the current risks on the risk register and noted that Cyber Security has been added to the Organisations Risk Register and that a lot of work is already done in this area.

### **6.3 New legislation and circulars as per schedule circulated**

This was noted by Members.

### **6.4 Phase 3 Governance Training Additional Dates**

Members noted Tuesday the 27<sup>th</sup> of May, 10am and Wednesday the 4<sup>th</sup> of June, 2pm.

The Chairperson noted the Members are being asked to attend these meetings in person or online.

### **6.5 Governance Training for Chairpersons**

Members noted that ETBI have scheduled the following training

Wednesday 11<sup>th</sup> June at 2pm in ETBI- Chairpersons of the Finance Committee

Friday 13<sup>th</sup> June at 10am in ETBI- Chairpersons of Audit & Risk Committee

Friday 20<sup>th</sup> June at 2pm in ETBI- Chairpersons of the Board

Each Committee Chairperson has been contacted directly by ETBI.

## **7. Other Reserved Functions**

### **7.1 Update on Lease of Additional Space at Bay 88 Shannon Industrial Estate for Aircraft Apprenticeship.**

Mr. Eamon Murphy, Director of Organisation Support & Development updated the Board for the Expansion of Aircraft Maintenance Apprenticeship Training Facility in Shannon. The Chief Executive had written to SOLAS requesting approval to proceed with the lease and fit-out of the new Training Facility in Shannon and attached a Business Case and Supporting documentation the basis for the request for funding.

### **7.2 Opening of an AIB Demand Deposit Business Account for Head Office.**

The Chairperson signed the Paperwork and this was approved.

Proposed by: Ms. Ann Norton

Seconded by: Mr. Darren Feldon

### **7.3 Opening of an AIB Account for Fedamore Community National School**

The Chairperson signed the Paperwork and this was approved.

Proposed by: Cllr. Brigid Teefy

Seconded by: Mr. Sean McMahon

## **8 Members Business/Questions**

**8.1 Nominees for ETBI Congress** scheduled for 9th October 2025 in the Slieve Russell Hotel, Cavan this year it is a one day and night event instead of the 2-day event.

The following Members have expressed their intention to attend to attend the Conference.

Cllr. Kieran O'Hanlon, Mr. Sean McMahon, Mr. Adrian O'Hanlon, Cllr. Mary Howard, Cllr. Michael Begley, Mr. Michael MacCurtain, Cllr. Brigid Teefy and Ms. Ann Norton.

### **8.2 AOB with the permission of the Chairperson**

Ms. Ann Norton inquired whether there are any plans for the ETB to establish an additional Special School in the Clare area. She acknowledged the significant success of the Limerick Special School and

expressed hope that a similar initiative could be replicated in Clare.

In response, Mr. Donncha O'Treasaigh, Director of Schools confirmed that the ETB is linking closely with the Department and NCSE in relation to enrolment trends.

### **8.3 Date, Time and location of Next meeting**

That concluded the business of the meeting. Chairperson, Cllr Kieran O'Hanlon thanked everyone for their input and attendance and wished everyone a lovely Summer. Members were advised that the next meeting of the Board would take place on 16<sup>th</sup> September, 2025 at 4:30pm, location to be confirmed.

Signed



Chairperson at Meeting 16<sup>th</sup> September, 2025