

MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING
BOARD MINUTES OF THE PROCEEDINGS OF THE MEETING
Sligo Park Hotel, 24th September 2024 at 4.00pm

In attendance:

Mmes

P. Ní. Thaidhg
M. Bohan, L.C.C
D. Sheridan, M.C.C
A. O'Brien
S. McLoughlin
C. Brawn

Messrs

P. O'Rourke L.C.C
J. Gilmartin L.C.C
J. Caulfield M.C.C
G. Coyle M.C.C
G. Murray M.C.C
R. Finn M.C.C
S. Carey M.C.C
J. Queenan S.C.C
M. Molloy
S. Goldsberry
S. Kilgannon
A. Brogan

The following were also in attendance:

Mr. T. Grady, Chief Executive, Mr. P. Howley, Director of Organisation Support and Development, Mr. P Egan, Director of Further Education and Training, Ms. M. Madden, Director of Schools, Ms. A. Daly, Ms. F. Foody, Corporate Services.

APOLOGIES

Apologies were received from Mr. P. Forde, Cllr. D. Mulvey and Cllr. Edel McSharry

ELECTION OF CHAIRPERSON

Mr. Seamus Kilgannon proposed Cllr. Joesph Queenan as Chairperson and this was seconded by Cllr. Paddy O'Rourke. Cllr. Joseph Queenan was formally declared elected as Chairperson of Mayo Sligo and Leitrim Education and Training Board.

The CE wished the new Chairperson Cllr. Joseph Queenan well in his role.

Cllr. Joseph Queenan accepted and thanked the Board for his selection and looked forward to the year ahead.

ELECTION OF DEPUTY CHAIRPERSON

Chairperson Cllr. Joseph Queenan proposed Cllr. Mary Bohan as Deputy Chairperson and this was seconded by Mr. Seamus Kilgannon. Cllr. Mary Bohan was formally declared elected as Deputy Chairperson to Mayo Sligo Leitrim Education and Training Board.

Cllr. Mary Bohan accepted the position and thanked the Board for her selection.

DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interests declared.

ADOPTION OF MINUTES

The Minutes of MSLETB's Board Meeting held on 17th June 2024 were adopted by the Board on the proposal of Cllr. Richard Finn and seconded by Cllr. Mary Bohan.

The minutes of MSLETB Board Meeting held on 27th August 2024 were adopted by the Board on the proposal of Cllr. Sean Carey and seconded by Cllr. Gerry Coyle

MATTERS ARISING

There were no matters arising.

RISK MANAGEMENT

Mr. Pat Howley, OSD Director gave an overview and outlined MSLETB's four risk registers which include the OSD Risk Register, Corporate Risk Register, FET Risk Register and Schools Risk Register. The DOSD advised the Board that all risk registers are reviewed on a regular basis by the Executive Management Team, the Audit and Risk Committee and noted by the Board. The DOSD noted that Risk Management remains a standing item on the Agenda.

NOMINATIONS OF MSLETB DELEGATES TO ETBI CONFERENCE 2024

The following members were selected to attend the ETBI Conference 2024:

- Cllr. Mary Bohan
- Ms. Collette Brawn
- Mr. Seamus Kilgannon
- Cllr. Paddy O'Rourke

The Board approved this selection on the proposal of Ms. Pamela Ni Thaidhg and this was seconded by Cllr. Gerry Murray.

MSLETB NOMINATION TO IPB INSURANCE

The Board nominated Mr. Seamus Kilgannon and Cllr. Donna Sheridan as representatives of MSLETB for IPB Insurance. As there is only one position available the Chairperson outlined to the Board that a secret ballot would be carried out to select the delegate. Following a secret ballot Cllr. Donna Sheridan was elected as the representative of MSLETB for IPB Insurance.

The Board approved this selection on the proposal of Ms. Pamela Ni Thaidhg and was seconded by Mr. Aidan Brogan.

NOMINATION TO MSLETB SCHOOL BOARD OF MANAGEMENT

The Board approved the Board of Managements for all schools in Mayo, Sligo and Leitrim Education and Training Board (16 schools) with the exception of Corran College Ballymote. The Chief Executive also sought approval for 6 ETB vacancies on the following Boards of Management's:

Name	School	Vacancy
Mr. Shane Goldsberry	Moyne College	ETB Vacancy
Cllr. Sean Carey	St. Patrick's Lacken Cross	ETB Vacancy
Cllr. Gerry Coyle	Colaiste Chomain, Rossport	ETB Vacancy
Ms. Colette Brawn	Colaiste Pobail Acla	ETB Vacancy
Cllr. Richard Finn	Davitt College	ETB Vacancy
Cllr. John Caulfield	St. Tiernan's College, Crossmolina	ETB Vacancy

The Board also approved the Board of Managements for Sligo College of Further Education, Mayo College of Further Education and Leitrim College of Further Education. The list of Board of Management nominees was circulated to the Board prior to the meeting and are available in the full Board pack in OneNote. The appointments to the Boards of Management were approved on the proposal of Cllr. Mary Bohan and was seconded by Seamus Kilgannon.

GOVERNANCE/REPORT FROM SUB- COMMITTEE's

The DOSD, Mr. Pat Howley advised the Board that there are five sub-committees that report into the Board. The DOSD is responsible for the Audit and Risk Committee and the Finance Committee and provides regular updates to the Board following committee meetings. The DOSD also advised the Board that the other three committees are the Further Education Committee, the Youthreach Advisory Committee, and the Youth and Arts Committee. The Director of FET is responsible for these committees and will provide regular updates to the Board for these committees.

CHIEF EXECUTIVE'S REPORT

The Chief Executive, Mr. Tom Grady, extended a warm welcome to all the new members and the returning members of the Mayo, Sligo and Leitrim Education and Training Board. The CE congratulated Cllr. Joseph Queenan on his appointment as Chairperson and congratulated Cllr. Mary Bohan as Deputy Chairperson to the new Board.

The CE noted that he looked forward to the Boards contribution and engagement and he was confident that working together we would be well positioned to further service the education and training needs of the region.

Votes of Sympathy

Sympathies were extended to a number of staff members and their families on recent bereavements.

Finance Committee and Audit and Risk Committee

Audit & Risk committee – The CE sought approval from the Board to nominate up to three people for the Audit & Risk Committee.

Name	Committee
Ms. Colette Brawn	Audit and Risk Committee
Ms. Pamela Ní Thaidgh	Audit and Risk Committee
Mr. Seamus Kilgannon	Audit and Risk Committee

The Board approved the listed nominations on the proposal of Cllr. Mary Bohan and was seconded by Cllr. Paddy O'Rourke.

Finance Committee – The CE sought approval from the Board to nominate at least three people for the Finance Committee. The CE advised the Board that there must be one external expert. The two external experts on the Finance committee are Mr. John O'Malley and Mr. Sean Duffy.

Name	Committee
-------------	------------------

Cllr. Mary Bohan	Finance Committee
Cllr. Edel McSharry	Finance Committee
Cllr. Paddy O'Rourke	Finance Committee
Cllr. Gerry Murray	Finance Committee

The Board approved the listed nominations on the proposal of Cllr. Sean Carey and was seconded by Mr. Malachy Molloy.

Other Sub committees will be considered at the next board meeting.

A sample of some ongoing current events and tasks the CE is directly involved in or overseeing include:

- Attended the Launch of ETB Public Affairs Strategy in Buswells Hotel, Dublin.
- Stakeholder engagement meeting in Clarin College, Athenry.
- attended the Údarás na Gaeltachta Meeting in GRET HQ in August.
- continue to be the ETBI CE forum CE representative on the Departments Apprenticeship Capacity Oversight Group meetings
- continue to be the ETBI CE forum CE representative on the National Apprenticeship Alliance NAA and its subgroups working on the future model of Apprenticeship which is required by the Action plan for apprenticeship 2021- 2025 and is considering the Apprenticeship Future Governance arrangements.
- attended a number of FET Forums/ FET Leaders meeting.
- The CE Forum held in June and September in ETBI.
- Northwest Regional Enterprise Steering Committee meeting, Sligo.
- attended the Tech Summit in Sigo Training Centre last week
- attended the IBEC REC meeting with local politicians in Donegal

ETBI Training

The CE advised the Board that the Education and Training Boards Ireland will hold training for Board members, which is due to take place during October/November and will be in contact once a date is confirmed.

SCHOOLS REPORT

Ms. Mary. Madden, Director of Schools (DOS) presented the Schools Report for Mayo, Sligo and Leitrim Education and Training Board and extended her congratulation to Cllr. Joseph Queenan (Chairperson) and Cllr. Mary Bohan. (Deputy Chairperson)

The DOS extended her congratulations to the Leaving Certificate and Junior Certificate students who recently received their examinations and acknowledged that the Junior Certificate students await their results on the 9th October.

Cllr. James Gilmartin acknowledged the SEN inclusion provision mapping project as a great initiative and would welcome involvement in this project for teachers.

The Chairperson, Cllr. Joseph Queenan acknowledged the hard work that is ongoing by the Director of Schools and by teachers and staff in MSLETB schools.

The Director's report on schools is available in full in the Board pack in One Note.

ORGANISATIONAL SUPPORT AND DEVELOPMENT REPORT

Mr. Pat. Howley, Director of OSD (DOSD) presented a comprehensive Organisational Support and Development Report which incorporated the Finance Report, Human Resources, Corporate Services, Buildings Report and ICT Report for Mayo, Sligo and Leitrim Education and Training Board.

A full report was circulated to the Board prior to the meeting and is available in full in the Board One Note/Board pack.

Chairperson, Cllr. Joseph Queenan thanked the Director of Organisation, Support & Development for his report and acknowledged the hard work undertaken Support & Development and his staff in MSLETB for all their hard work.

FURTHER EDUCATION AND TRAINING REPORT

Mr. Peter Egan, Director of Further Education and Training for Mayo, Sligo and Leitrim Education and Training Board presented a comprehensive report on Further Education and Training.

The DFET extended his congratulations to Cllr. Joseph Queenan and Cllr. Mary Bohan as Chairperson and Deputy Chairperson to the new Board.

A full report was circulated to the Board prior to the meeting and is available in full in the Board One Note/Board pack.

Chairperson, Cllr. Joseph Queenan extended his thanks to the Director of Further Education and Training and his staff in MSLETB for all their hard work.

The following documents were included in the Board pack (OneNote) for Noting by the Board:

MSLETB Information Security Policy – Approved at EMT 10 th September 2024
MSLETB Data Encryption Policy – Approved at EMT 10 th September 2024
MSLETB Remote Access Policy V2 – Approved at EMT 10 th September 2024
MSLETB AI Message security Policy – Approved at EMT 10 th September 2024
MSLETB Password Policy V2 – Approved at EMT 10 th September 2024
MSLETB Staff Joiners Movers and Leavers policy – Approved at EMT 10 th September 2024
MSLETB Single Device Policy – Approved at EMT 10 th September 2024
MSLETB Remote working Policy – Approved at EMT 2 nd July 2024
MSLETB Flexitime Policy – Approved at EMT 2 nd July 2024
MSLETB Garda Vetting Policy & procedures for contractors – Approved at EMT 2 nd July 2024
MSLETB Garda Vetting Policy & procedures for Employees – Approved at EMT 2 nd July 2024
MSLETB Commercial Card policy
MSLETB Certified 2022 Annual Financial Statements
MSLETB -AFS 2022 – Fraud
MSLETB -AFS 2022 – Non- compliance with Procurement Rules
MSLETB -AFS 2022 -Note 25 (Consultancy)
MSLETB -AFS 2022 – Note 25b Legal Cost and Settlement
MSLETB -AFS 2022 – Note 25d (Hospitality)
MSLETB -AFS 2022 – Note 29 Capital Commitments
MSLETB -AFS 2022 – Note 31 Contingencies
MSLETB -AFS 2022 – Sectoral Audits
MSLETB -AFS 2022 – Note 38e (Unused Property)
MSLETB -AFS 2022 – 24b (Staff Short Term Benefits)

Climate Action Roadmap 2024
Approved permission to attend Foreign Travel
MSLETB – List of Correspondence
MSLETB – List of Circulars
MSLETB - List of School BOM Minutes and Policies
MSLETB Board of Managements 2024

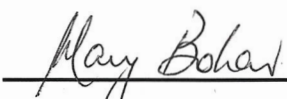
AOB

The next Board meetings in 2024 are scheduled for 12th November and 10th December 2024.

The Chairperson, Cllr. Joseph Queenan thanked all present at the Board meeting for their hard work and support.

This concluded the business of the meeting.

Signed:


Chairperson

Date:

