

MAYO SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

MINUTES OF THE PROCEEDINGS OF THE MEETING

HELD ON TUESDAY 25th SEPTEMBER, 2018, AT 4.30 P.M.

IN MSLETB FURTHER EDUCATION AND TRAINING CENTRE, CASTLEBAR.

Ms. Tereasa McGuire presided at the Meeting and the following Members were present:-

Mmes.	T. Whelan, M.C.C., M. Gormley, S.C.C., M. Bohan, L.C.C.,
Messrs.	J. Caulfield, M.C.C., C. Hyland, M.C.C., S. Kilgannon, S.C.C., P. O'Rourke, L.C.C., E. Stenson, L.C.C., E. Cawley, M. Molloy K. O'Dowd.

The following were also in attendance:

Ms. Mary Madden, Director of Schools, Mr. Peter Egan, Director of Further Education and Training, Mr. Pat Howley, Director of Organisation Support and Development, Mr. John McGoey, APO Finance and Ms. A. Mulchrone.

The CE welcomed Mr. P. Howley newly appointed as Director of Organisation Support and Development.

APOLOGIES FOR INABILITY TO ATTEND MEETING.

Apologies for inability to attend Meeting were received from Mmes. A.M. Reape, M.C.C., D. Sheridan, S. Finan, S. Dore, and Messrs. T. Connolly, M.C.C., J. Queenan, S.C.C., and P. Ainsworth.

ELECTION OF CHAIRPERSON and DEPUTY CHAIRPERSON.

The Meeting decided to postpone the election of the Chairperson and Deputy Chairperson to the next Board Meeting on 23rd October, 2018.

ADOPTION OF MINUTES

The Minutes of the Meeting held on 7th June, 2018, were adopted on the proposal of Ms. M. Gormley, seconded by Ms. M. Bohan.

The Minutes of the Special Meeting held on 26th June, 2018 were adopted on the proposal of Mr. E. Stenson, seconded by Mr. P. O'Rourke.

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FILLING OF A BOARD VACANCY CREATED BY THE RESIGNATION OF MS. EVELYN CAFFERTY, (ISME Nominee)

Following Evelyn Cafferty's resignation on 1st April 2017 and a request made to ISME for her replacement a reply was received on 17th September, 2018 with correspondence ISME sent to Minister Bruton stating:-

We will withhold nominations from ISME to fill any other vacancies in the ETBs until the completion of a comprehensive review of corporate governance practices and procurement practices throughout the ETB network".

The Board decided on the proposal of Mr. M. Molloy and seconded by Ms. M. Bohan to proceed to request a replacement nominee from the Bodies representative of Business, Industry and Employers Bodies specified by the Minister in accordance with Section 30 (11) (a) of the Education and Training Boards Act 2013 and write to Chambers Ireland and Irish Business and Employers' Confederation (IBEC) to participate in the filling of this vacancy.

FILLING OF A BOARD VACANCY CREATED BY THE RESIGNATION OF MR. JOHN GARDINER, (National Parents' Assoc. for ETB Schools)

Following the resignation of Mr. J. Gardiner the ETBsNPA has placed an advertisement on their website for the vacant position of a Male Parent Representative on Mayo, Sligo and Leitrim Education and Training Board. Completed Application Forms to be returned by post to the National President ETBsNPA by 5th October, 2018.

FINANCIAL REPORT.

Mr. T. Grady presented the combined Financial Report for Mayo, Sligo and Leitrim Education and Training Board and circulated details of the Receipts and Payments to the end of **August, 2018**. Total expenditure amounted to **€53,627,000** with total receipts of **€52,063,000**. Total expenditure on the Capital Account amounted to **€369,000**, with total receipts of **€362,000**. The Bank Balance at the end of August 2018 was €7,469,257.

The Meeting approved the Financial Report (**Appendix 1**), on the proposal of Mr. K. O'Dowd, seconded by Mr. S. Kilgannon.

The Board Members were provided with an Information Note on the background surrounding the delay in the submission of the 2016 accounts. This update to the Board was requested by the Audit Committee at its previous meeting held on 29th May, 2018.

BUILDING REPORT.

Mr. T. Grady, Director of Organisational Support and Development, presented the Building Report for Mayo, Sligo and Leitrim Education and Training Board – **Appendix 2**.

ORGANISATIONAL SUPPORT AND DEVELOPMENT

Mr P. Howley, Director of OSD presented the Organisational Support and Development Report for Mayo, Sligo and Leitrim Education and Training Board – **Appendix 3**.

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I.T. REPORT.

Mr. T. Grady, presented the I.T. Report for Mayo, Sligo and Leitrim Education and Training Board – **Appendix 4.**

FURTHER EDUCATION AND TRAINING REPORT.

Mr. Peter Egan, Director of FET, presented the Further Education and Training Report for Mayo, Sligo and Leitrim Education and Training Board – **Appendix 5.**

Mr. Peter Egan informed the Board Members that MSLETB have just been informed that the Draft Butchery Apprenticeship has been validated by QQI. We hope to commence delivery by November. It is an important milestone, as one of Ireland’s oldest professions has rightly got its proper place as a statutory apprenticeship.

The Commis Chef apprenticeship programme was the first new apprentice programme validated in June 2017.

Development of the Associate Sales Professional Apprenticeship has commenced.

MSLETB are leaders in terms of apprenticeships nationally. It is proposed to conduct a sectoral Ministerial launch of the 3 new apprenticeship programmes, to showcase the sector and launch the 3 new apprenticeship programmes together. Board members congratulated Mr. P. Egan.

MSLETB received confirmation from DES sanctioning the Youthreach Centre for Leitrim. Members thanked Mr. P. Howley for his work and commitment in establishing a Youthreach Centre in Mohill, Co. Leitrim and congratulated Mr. P. Egan on the new FET Centre in Carrick on Shannon. Mr. John Caulfield advocated the value of apprenticeships and reflected on the need for training sessions to change parents attitude on the value of apprenticeships.

SCHOOLS REPORT.

Ms. M. Madden, Director of Schools presented the Schools Report for Mayo, Sligo and Letirim Education and Training Board – **Appendix 6.**

CHIEF EXECUTIVE’S REPORT.

Votes of Sympathy: The Meeting passed Votes of Sympathy to:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

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Home Gardens Prize Scheme: To approve the award of €540 in total under the Home Gardens Prize Scheme 2017 / 2018 School Year – Mayo Area to students in St. Tiernan’s College, Crossmolina, who participated in the 2017/2018 Home Gardens Prize Scheme for the best kept and cultivated Home Garden Plots as per the terms and conditions of the Award Scheme. On the proposal of Ms. T. McGuire and seconded by Ms. T. Whelan.

ETBI New patron of primary school - Louth and Meath ETB 20/07/2018: Louth and Meath ETB has been confirmed by the DES as patron of a primary school in Faughart, Co.Louth. This school had been under the patronage of the Archbishop of Armagh and will reopen as a Community National School in 2018. This is a significant development for the sector. The inclusive ethos of the CNS model along with the education and governance supports available to them through ETBs is proving to be an attractive model to communities right across the country. LMETB issued a Press Release “*The Chairperson, Chief Executive and Members of Louth and Meath Education and Training Board warmly welcome the announcement by the Minister for Education and Skills confirming Louth and Meath education and Training Board as Patron of Scoil Náisúnta Bhrigidhe, Faughart, Co. Louth*”. Press Release included Announcement from Minister Bruton re Multi-denominational School for Faughart, Co. Louth etc.

Press Release KWETB 26.07.2018: New Community National School for Brannoxtown, Co. Kildare: “The Chief Executive of Kildare and Wicklow ETB Dr. Deirdre Keyes welcomes the Minister of Education and Skills announcement that a new multi-denominational, Community National School (CNS) is to open in Brannoxtown, Co. Kildare. Etc.” ETBI are pleased to advise of yet more exciting news for our sector and for community national schools specifically. The General Secretary, Nessa White states that the growth and further development of the CNS model is one of our key priorities for 2018/19 and the support and collaboration provided by ETBI to date will continue to be available to ETBs considering being involved in competing for new schools or as part of the reconfiguration proves.

Schools Reconfiguration: DES Identification Phase Report Sections 1 – 7 on Claremorris issued to Board Members for information purposes. This reports from MSLETB to the Department of Education and Skills outlines the level of demand for diversity within the Claremorris area and the response of the Archbishop of Tuam as to how this might be accommodated. The Report is subject to the Official Languages Act and will be submitted in both languages to the Department of Education and Skills. The Report will be published on the Department’s website, with quarterly reports on implementation.

The second stage is *The Implementation Phase*.

DES: Press Release 12.09.18 – the report of the **KWETB** Section 40 Investigation and the Minister’s proposed direction to KWETB on foot of same.

<https://www.education.ie/en/Publications/Education-Reports/investigation-kwetb.pdf>

Having considered the issues raised by the C&AG and the subsequent correspondence between the Department and the KWETB, in exercise of his power under Section 40 of the Education and Training Board, Act 2013, the Minister for Education and Skills appointed Dr. Richard Thorn, President Emeritus of the Institute of Technology, Sligo to carry out an investigation. The investigation was to consider the performance by the Board of its functions particularly, in relation to public procurement, usage and disposal of assets and propriety and other matters, to submit a Draft report to the Board and Final report to the Minister as soon as was practicable. The CE informed the Board that a new Code of Governance (drafted) will strengthen governance requirements and will involve further training levels at Board and Admin.

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NOMINATION TO THE FOLLOWING BOARDS.

1. **Youthreach Advisory Committee:** The Meeting nominated Ms. Teresa Whelan, on the proposal Mr. S. Kilgannon and seconded by Ms. T. McGuire.
2. **Coláiste Chomáin, Ros Dumhach Board of Management:** The Meeting nominated Mr. Philip Irwin, [REDACTED] replacement for Mr. Padraig O Coscaire and Ms. Teresa Whelan replacement for Ms. Thérèse Ruane on the proposal of Ms. S. Kilgannon and seconded by Mr. J. Caulfield.

APPROVAL OF SUB-COMMITTEE MINUTES / POLICIES.

The Meeting adopted **the following Sub-Committee Minutes**, on the proposal of Mr. J. Caulfield, seconded by Mr. K. O'Dowd.

Minutes of Boards of Management:

School Minutes

School	Minutes of Board of Management Meetings
St. Patrick's College, Lacken Cross	21.02.18
St. Brendan's College, Belmullet	07.03.18
Moyne College, Ballina	08.03.18
Ballinode Community College	21.03.18 and 12.06.18
Mohill Community College	09.04.18
St. Tiernan's College, Crossmolina	12.04.18
North Connaught College, Tubbercurry	18.04.18
St. Joseph's Community School, Charlestown	26.04.18
Coola Post Primary School	21.02.18 and 28.08.17
Grange Post Primary school	07.06.18

The Meeting adopted **the following School Policies**, on the proposal of Mr. M. Molloy and seconded by Mr. P. O'Rourke.

Grange Post Primary school	<ul style="list-style-type: none"> ✦ Child Protection ✦ Homework Policy
Ballinode Community College	<ul style="list-style-type: none"> ✦ Child Protection 12.06.18 ✦ Child Protection 29.08.18
St. Patrick's College, Lacken Cross	<ul style="list-style-type: none"> ✦ Child Protection ✦ Homework Policy ✦ Uniform Policy
North Connaught College, Tubbercurry	<ul style="list-style-type: none"> ✦ Course Fee, Payment and Refund Policy ✦ Induction for New Teachers. ✦ Safety Health and Welfare at Work

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CORRESPONDENCE:

The **correspondence**, as circulated (Appendix 7), was noted.

The following **Department of Education and Skills Circular Letters** were adopted on the proposal of Mr. K. O'Dowd, seconded by Mr.S. Kilgannon.

Department of Education and Skills C.L. 0043/2018: Best practice guidance for post primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0043_2018.pdf.

Department of Education and Skills C.L. 0045/2018: HSE Post-Primary School Vaccination Programme 2018/2019

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0045_2018.pdf.

Department of Education and Skills C.L. 0046/2018: Home Tuition Grant Scheme 2018 / 2019 (for children without a school place other than children with Special Educational needs)

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0046_2018.pdf.

Department of Education and Skills C.L. 0047/2018: Arrangements for the Election of Staff to Education and Training Boards (ETBs) (2018)

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0047_2018.pdf.

Department of Education and Skills C.L. 0048/2018: Revised Procedures for Suspension and Dismissal of Teachers and Principals

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0048_2018.pdf.

Department of Education and Skills C.L. 0051/2018: Revision Of Teacher Salaries With Effect From 1 October 2018

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0051_2018.pdf.

Department of Education and Skills C.L. 0052/2018: Statistical Returns in respect of part-time courses in ETB Schools/Colleges in the 2017/2018 School Year

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0052_2018.pdf.

Department of Education and Skills C.L. 0053/2018: Revision of Salaries For Special Needs Assistants (SNAs) with effect from 1 October 2018.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0038_2018.pdf.

Department of Education and Skills C.L. 0055/2018: Revision of Salaries of School Secretaries and School Maintenance Staff in Community and Comprehensive Schools with effect from 1 October 2018

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0055_2018.pdf.

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Department of Education and Skills C.L. 0056/2018: Revision of Salaries in respect of All Staff Other Than Teachers and SNAs Employed by ETBs with effect from 1 October 2018.
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0056_2018.pdf.

Department of Education and Skills C.L. 0057/2018: Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 October 2018
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0057_2018.pdf.

Department of Education and Skills C.L. 0059/2018: Public Service Stability Agreement 2013 – 2020 (Haddington Road Agreement / Lansdowne Road Agreement) and the Public Service Pay and Pensions Act 2017
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0059_2018.pdf.


Department of Education and Skills C.L. 0060/2018: Breastfeeding Breaks for Registered Teachers in Recognised Primary and Post Primary Schools
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0060_2018.pdf.

Department of Education and Skills C.L. 0061/2018: Guidelines on access to PLC for certain participant in the asylum process for the 2018/2019 academic year
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0061_2018.pdf.

The next Meeting will be held on **Tuesday, 23rd October, 2018**, at 4:30 p.m., in MSLETB Office, Quay Street, Sligo.

This concluded the business of the Meeting.

Signed:


Chairperson

Date:

23.10.18

Head Office,
Newtown, Castlebar.



Total Bank Account (current & capital monies) 2018

ETB Mayo Sligo & Leitrim

MONTH	Balance in Favour (against) Committee per last monthly Statement	Receipts	Payments	Balance in Favour (against) Committee at end of month
January	8,709,880	6,457,250	6,683,402	8,483,728
February	8,483,728	6,027,658	6,294,508	8,216,877
March	8,216,877	8,937,949	7,627,547	9,527,279
April	9,527,279	4,326,347	7,011,134	6,842,492
May	6,842,492	9,114,417	6,518,348	9,438,561
June	9,438,561	3,986,591	7,191,774	6,233,378
July	6,233,378	9,901,221	6,052,092	10,082,507
August	10,082,507	3,674,972	6,288,222	7,469,257
September				
October				
November				
December				
	8,709,880	52,426,405	53,667,028	7,469,257

Signed _____ Chief Executive

Date _____

Appendix 2

Building Report as at 19th September for MSL ETB

✚ Additional Accommodation.

- **Coola Post Primary School: Roll No 72310U**
Engineering Room, Preparation Room, Home Economics Room, Science Laboratory, Science Preparation Room, Arts Room and Project Store.
Project split into enabling works and main build – enabling works commenced – main build to be ready for e-tenders by mid November 2018.
- **Grange Post Primary School: Roll No 72330D**
3 x 49m² General classrooms, including 2 standard WC's and 1 assisted user toilet. 1 x 139m² Home Economics room, 1 x 179m² Construction Studies including preparation area, 1 x Toilet Block, student entrance including circulation.
Approval in principle of grant aid - still awaiting full approval of this grant.
- **Coláiste Iascaigh: Roll No 72320A**
2 x General Classrooms with 2 x WC's and 1 x WC for assisted users (126.5m²) & 1 x Science Lab and Prep Area (110m²) & Reconfiguration of existing Science lab to provide SET & office space.
Stage 2b report (pre-tender) was issued to the DoES in December. Approval to proceed to tender received 24/07/2018. Works ongoing on this project.
- **St Joseph's Community College, Charlestown: Roll No. 76334I**
Acquisition of this Property.
The DoES has confirmed that it has no objection and MSLETB are proceeding with the legal issues around this acquisition.
- **Carrigallen Vocational School: Roll No 71540J**
3 x 49m² classrooms, 1 x 15m² SET room, 2 x WC's & 1 x WC for assisted users - sanction received appeal to purchase extra lands adjacent lodged and refused. Consultant appointment gone to tender 18/09/2018.
- **St. Tiernan's College, Crossmolina: Roll No 72100J**
5 x General Classrooms (Replacement of Prefabricated Classrooms) & Associated Works.
Final approval to proceed to construction issued from DoES on 17th April, 2018. Contractor submitted documentation as requested and subsequently withdrew his tender. The next lowest tender is being reviewed in the DoES as the value exceeds the budget set aside for this project.
- **Ballinode Community College:**
 - Application submitted for additional accommodation for MGLD Classroom – refused.
 - Application for the separation of the two schools at Ballinode – Community College & Sligo College of Further Education is lodged with DoES. Acknowledgement received and further information submitted. Application refused in June 2018.

Temporary Accommodation.

- **St Joseph's Community College, Charlestown:**
Provision of New Engineering Room (Temporary) - Furniture & Equipment almost completed. Application for temporary accommodation for New Engineering Room has been declined. Reconfiguration works previously sanctioned now started at this site to form larger metalwork/engineering room.
- **Coola Post Primary School: Roll No 72310U**
Temporary accommodation of 4 prefab units granted, proceeding and scheduled for completion in 4 – 5 weeks.

Emergency Works 2018.

- **Moyne College:**
Application submitted for Universal Access works in and around the school [REDACTED]
[REDACTED] Full approval granted.
Consultant appointment gone to tender.
- **Coola Post Primary School: Roll No 72310U**
Application submitted to DoES for roof repair works. Structural Engineer prepared report and submitted for approval. Costings approved and approval granted.
Consultant appointment gone to tender.

Sports Capital Funding.

- **Coola Post Primary School:**
Formal approval received from Department of Transport, Tourism & Sport and works ongoing on the development of an all-weather surface pitch - to be completed in 4 - 5 weeks.

Summer Works Scheme 2016 & 2017.

- **Drumshanbo Vocational School** – roof works (partial replacement). Works completed Summer 2018. Snags now being sorted.
- **Colaiste Pobail Acla** – toilets (general upgrade) Simon Beale Consultant has been appointed. Works to be completed by October 2018.
- **Coláiste Iascaigh** – roof works (partial replacement) Works now completed.

Procurement:

Very significant area of work with a number of large projects, in addition to ongoing procurement. Large projects include procurement of school books, legal services and putting in place ICT supplier frameworks.

Data Protection:

A wide range of GDPR compliance activities are ongoing, including:

- Implementation of suite of policies and procedures
- Data mapping templates
- Amendment of guidance and application forms
- Development of Standard Operating Procedures to deal with matters such as Data Access Requests, etc.
- Records management and data cleansing in light
- Training and staff awareness.

ICT:

Substantial upgrade of ICT equipment and systems in schools and centres over the summer months.

Health and safety:

Ongoing training programme and work with individual schools in relation to health and safety.

Policies:

All organisational policies now centrally located on MSLETB website, with master register of policies now in place. Ongoing work in relation to the development of appropriate policy framework.

Insurance:

All insurance activities now located in Sligo office.

HUMAN RESOURCES REPORT

Recruitment: High levels of activity from May – September 2018, particularly in the area of Teacher recruitment. 134 positions advertised across 13 advertisements, 78 appointments made to date.
Non-teaching Recruitment: 40 positions advertised since May 2018, 26 appointments made to date.
High levels of recruitment to continue for the remainder of 2018 due to a number of factors:
DES sanction of a number of key administrative posts as well as any consequential backfills arising.
A number of key FET positions recently sanctioned by SOLAS
The impact of CL 0003/2018 which will allow for the appointment of approx. 44 Posts of Responsibility in our post primary schools.

Issuing of Employment Contracts for all new recruits across the scheme ongoing.

DCS:

New ICT System (DCS) which enables all part time salary claims to be processed electronically is live since September 2018. Training for key personnel involved from Schools, Finance and HR is ongoing. Mayo and Leitrim schools are now actively using DCS. Training for Sligo schools and key HR and Finance personnel in Sligo to take place in October. The next wave of training will involve Further Education and Training personnel.

Interview Board training took place in May 2018.


A number of distinct pension projects ongoing in the Pensions Department in Sligo.

Annual induction training for new appointees to teaching to take place in the coming weeks.

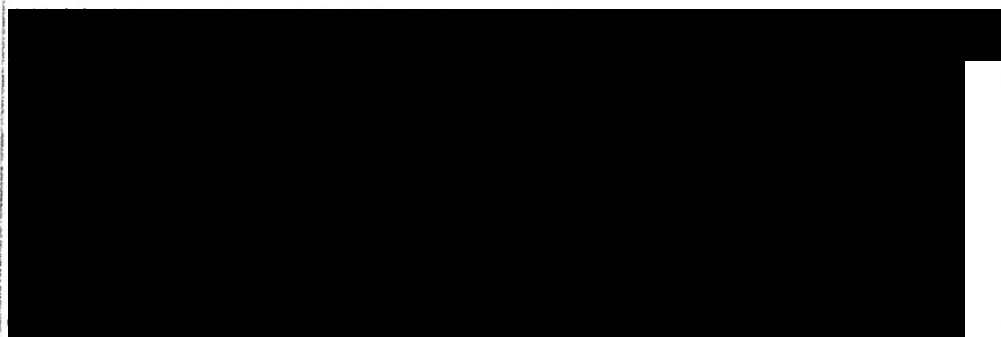
Induction training for new appointees (non-teaching) being organised currently by the HR Department.

Finance

- 2016 Financial Statements were certified by the C&AG on 31 July 2018. Qualified audit opinion – weaknesses in the Board's accounting system resulted in delays in the production of the accounts together with errors in the draft accounts presented for audit.
- Management Letter for 2013/14/15 was received from C&AG, draft management responses prepared and submitted to C&AG.
- The C&AG audit fieldwork of the 2017 draft accounts of MSLETB commenced on 20 August and ended on 21 September. The target to have these accounts certified is by 31 December 2018.
- The Way2Pay on line system for receipting of monies into schools commenced operations from 1 September. This will ensure monies are received directly into the main ETB bank account, reduce administration in the schools and improve the collection rate.
- The Payroll Shared Services project for all ETB's has now moved to the collection of information on how MSLETB's current payroll processes operate. The transfer to Shared Services for MSLETB is expected in early 2020. Significant internal "readiness" work has to take place in advance of this date.

Update on IT Projects September 2018	
MSLETB Administration Projects	September 2018 Update
<p>1. Administration Network Upgrade (Admin Offices and Training Centres)</p> <p>MSLETB has 5 administrative sites, all the administrative sites are connected via Government Networks (GN) and they share services over this network. Both the GN network switches and the MSLETB network switches at each site are critical for the provision of services to MSLETB. The network was originally setup as independent sites with individual GN connections at each site. The MSLETB network switches at each site now need replacing and a reconfiguration of the topology is required. In order to prepare for shared services, enhance network security and to guarantee the provision and continuity of service to all the admin sites, it is recommended that the following project is implemented asap.</p>	All works now complete
<p>2. Administration Offices Data (Files and Folders) consolidation and preparation for GDPR</p>	<p>Files and folders from 3 Admin Offices have been copied to Cloud Storage. Cloud Storage in Sharepoint has been configured for Human Resource Department and process of merging local files from our 3 Admin Offices to this cloud space is commencing this week (September 24th) When complete Files and folders from other Departments will be processed in the same way. When complete by the end of October all admin office staff will have access to their files and folders in one location. Training for admin staff in the use of Sharepoint will be provided as part of the process.</p>
<p>3. ETBI IT Policy Documents and Disaster Recovery</p>	In progress
<p>4. Electronic Payslips for all employees</p>	

5. Managed Print Service Review and further development	Complete
6. Enhancements to the current HR Recruitment System	Complete
7. Admin server support including disaster recovery.	
Network maintenance and support contract	Complete
MSLETB Office 365 Maintenance and Development Projects	



Schools ICT Developments 2018

12. Use the new ICT grant (2018) to support the Digital Strategy for Schools including further upgrades to School Networks and moving data and services to the cloud.

During the summer all school PCs have been upgraded to Win 10 (1803) Over 2000 devices were imaged by IT staff including 300 new PCs and 180 laptops. 7 schools have moved from dependence on a local server to Azure cloud services for their computer rooms and this will continue over the year.

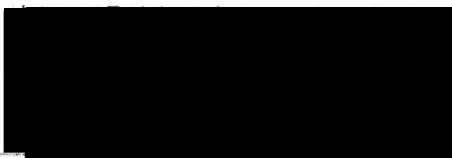
Every PC at every location is now setup with a standard Win 10 Operating system which will improve security and performance, make support and maintenance easier, and streamline CPD provision.

DCG rooms in Azure schools will be reviewed and a suitable local storage solution will be installed where required.

14. Consultation with each school on their ICT Infrastructure requirement in February March.

Following consultation and an ICT survey completed by all schools all teacher Desktops or Laptops (Classroom devices) were upgraded from Schools ICT Grant. Individual schools have continued to upgrade their computer rooms also from the grant. All schools identified the poor state of their classroom projectors and the lack of WIFI as major concern for the effective delivery of the Digital content of the New Junior Cycle. These areas will need to be addressed as soon as possible

In some schools , the admin offices still have to be migrated to Windows 10 and this work in ongoing during regular scheduled Technician support days .

15. Complete the provision of School Intranets	
16. Activate the SCORE "School Leaders Site"	Complete and in use by Principals
17. Upgrade the Teacher Subject Networks to Professional Leader Community Team sites	Postponed to later in this academic year when CPD is completed.
Further Education and Training	
18. Setup of all new hardware in all FE Centres to support TEL strategy In line with the recommendation of the Technology Enhanced Learning (TEL) strategy, MSLETB have implemented an ICT plan to improve services and infrastructure at each Further Education (FE) site.	Works ongoing at all new FE sites in Leitrim and Mayo. Cabling upgrades to begin next week in Drumshanbo Enterprise centre. The contract for the cabling upgrade in Mohill YR was awarded last week. Works at Market Square Carrick are ongoing and site meetings for ICT works have taken place , Claremorris , works ongoing. Wireless networks and network switches were ordered for all FE sites listed above.
19. Support all FE staff to use their new IT hardware to support the TEL Strategy MSLETB are providing CPD (Continuing professional development) for staff, Training in ICT for both Teachers and admin staff is a critical part of the TEL and ICT strategies. MSLETB have implemented a series of training sessions which cover software training for Microsoft OneNote, Outlook, Excel, SharePoint etc. other training on bespoke software packages and the development of digital solution for administrative tasks are ongoing.	Staff ICT PD (Coaching) continues to be provided as required and group training for staff at each service location has commenced.
20. To monitor Broadband services at all FE Centres to maximise available bandwidth.	In progress
21. Create a viable system for all FE students to get Office 365 services (MSLETB email)	In progress
22. Develop SCORE FE Intranet to support all FE services.	SCORE sites for QQI, Adult Basic Education, BTEI and Youthreach are available for staff.

Further Education and Training Report – MSLETB BOM Meeting, September 2018

NOTES, ITEMS OF INTEREST

- In early May MSLETB submitted 3 year Draft Targets and Strategic Performance Agreements. On 28th May MSLETB CE and FET Leadership team met **SOLAS to agree MSLETB performance agreement**. The submission and process was peer reviewed by external panel members and SOLAS will forward the note and actions emanating. MSLETB has submitted the Strategic Performance Agreement on the 20th september. **SOLAS has agreed MSLETB FET budget of €31,850,000**. This is a significant increase of approx. €1,400,000 on our initial allocation based on additional activity in new apprenticeship, traineeship, refugee and the new Youthreach for Leitrim. 8 Goals have been agreed:
 - Increase 10% Placement; Increase 10% Progression: Increase 10% in certification transversal skills; Increase 10% in Adults in Lifelong Learning; Increase nationally 10,000 Learners in Lifelong learning; Increase T/Ships/ Apps; FET Literacy & Numeracy Strategy; 10% increase in stakeholder satisfaction.
- **FET Human Resources** –New posts, 3 AEO's, FET Admin Grade 5, New apprenticeship 6 posts, 2 new AEGS for Mayo, Recruitment Officer Training Mayo, ICT Regional Co-ordinator.
- **Youthreach Leitrim** – Coordinator and Teacher appointed, planning phased start up. Learners will be enrolled December 2018.
- **New Generation Apprenticeships**. Final stages of validating the Butchery Apprenticeship with QQI; we have commenced development of the Associate Sales Professional Apprenticeship and are planning to deliver the new Commis Chef and ICT apprenticeships in last Qtr. We continue to collaborate on all new apprenticeships that come on stream.
- **FET Cluster meetings** at a county level to discuss provision and other continuous improvement ideas are scheduled, 1st meeting in Leitrim in May.
- Significant work has commenced in the development of harmonised **QA Policies and Procedures** and we are working towards implementing a **Quality Management System and Framework** to improve planning, delivery, review and monitoring. As part of the re-engagement process with QQI we have completed an Executive Self Evaluation and Quality Improvement Plan.
- **MSLETB is the lead ETB in the piloting of development of new FET awards** under the revised Core Policies and Criteria for the Validation by QQI of Programmes of Education and Training (2016). The pilot programme(s) being developed is Agriculture (WCFE). Our participation in the pilot will aid our capacity to participate in the development of new programmes. This new policy fundamentally changes the way programmes are developed, designed and how the syllabus/curriculum will be managed and continuously updated.
- CPD. In 2018, to **increase the incidences of CPD**, we have commence the piloting of key CPD programmes for FET staff. 2 pilot TEL programmes are currently underway. 2 New national pilots in Change Management and TEL;
- **Employer Engagement**. Momentum is growing and the twin imperatives requiring us to contribute to national polices and targets and engage with employers in Mayo, Sligo & Leitrim to support workforce development to ensure that our programmes support existing and future labour market needs compel us deepen and widen our engagement with employers. The EE Working Group have developed a EE Tool to support and record our engagements with employers, the EE Tool will go fully live in last Qtr.
- **National Programme Review's**. The PLC review has been completed and we will be engaging with SOLAS to implement the recommendations emanating from the review. Currently a national Youthreach review is underway.
- **PLSS and FARR (Learner Database and Management Information System on FET performance)** We continue to implement.
- Continuing to progress **Technology Enhanced Learning** across FET in infrastructure, equipment, CPD and we have recently commenced a pilot programme to develop blended learning across all FET provision
- Buildings: approx.. 470€K in capital allocated for FET buildings in 2018. Works commenced- Carrick-on-Shannon FET Centre, Swinford Sligo TC, Incremental works in Achill, Ballycastle, Sligo & Ballina TC etc.

Director of Schools Report-25th September 2018

- **Congratulations to all exam students who did very well in recent Leaving and Junior Certificate Examinations.**
- **BOM Training for Trainers 3rd October in Naas and then training will be organised for all Board of Management members in Child Protection.**
- **Child Protection Inspections currently being piloted in schools-Level 3 Inspections.**
- **Special Education Needs inspections also being piloted in Schools Oct/Nov.**
- **ETBI national induction programme took place in Mullingar mid Sept.**
- **New Education (Admissions to Schools) Act 2018 -all sections of the Act were enacted on 18th July but has yet to be commenced.**
- **Circular 13/18-Religious Instruction and worship in second level schools. Schools were advised to maintain the status quo until clarifications are received from the Department.**
- **Workshop took place for all Principals on Characteristic Spirit and values in ETB schools and follow-on session will take place on 12th November.**
- **Dr Finn O Murchu will work with Senior Management in relation to School Leadership.**
- **MSLETB Annual Awards 2019 will take place March 14th. There are 6 award categories. All are welcome.**
- **Teacher Allocation nearing completion.**
- **Post of Responsibilities -44 posts. Schools completing reviews.**
- **Induction of all new teachers to the scheme will take place in October. Inputs from HR, Finance, Corporate Governance and teaching and Learning to be included.**

Bord Oideachais & Oiliúna Mhaigh Eo, Shligigh & Liatroma
Mayo, Sligo and Leitrim Education and Training Board
25th September, 2018

CORRESPONDENCE FROM THE D.E.S.:

The following items of correspondence received from the Department of Education & Skills, were placed before the Committee.

07/06/2018	NDP Fund Announcement.
22/06/2018	User guide for Provision of Services related to the Receipt and Investigation of Protected Disclosures.
22/06/2018	Book Grants and Certain Programme Grants, breakdown of payments on a school by school basis.
16/07/2018	Secondment of Ms Emer Whyte to work with the JCT as an Advisor.
17/07/2018	ESBS ETB Payroll & Finance Newsletter.

CORRESPONDENCES FROM OTHER GOVERNMENT DEPARTMENTS:

07/06/2018	DCYA: Special Projects for Youth & YPF SF 2 second instalment of grant.
14/06/2018	Social Welfare Services Office: School Meals Scheme for Coláiste Chomain.
14/06/2018	Social Welfare Services Office: School Meals Scheme for Coláiste Pobail Acla.
26/06/2018	Dept. of Transport, Tourism & Sport: 2017 Sports Capital Programme formal approval of grant allocation.
29/06/2018	DCYA Update – Early Implementation Measures -ETBI Needs Assessment and Additional Youth Services Hours.
03/07/2018	DCYA: Grant allocation for Local Youth Club Grant Scheme incorporating National Quality Standards for Volunteer-led Youth Groups 2018.
18/07/2018	DCYA: 1 st & 2 nd Instalment of VFM Project Funding 2018 – Ballyhaunis Youth Service – Revised Youth Funding Scheme.
27/07/2018	Social Welfare Services Office: School Meals Scheme for St. Brendan's College.
30/07/2018	DCYA: Reforming Youth Funding – Newsletter Issue 1.
07/08/2018	DCYA: OECD public consultation on the youth stock taking report.
29/08/2018	DCYA: National Quality Standards Framework.
14/09/2018	DCYA: Funding provided by the Department of Children and Youth Affairs for LGBTI + Youth Initiatives.
14/09/2018	DCYA: Measurement Conversation Event on 5 th & 6 th November.
20/09/2018	Dept. of Employment Affairs & Social Protection: School Meals Scheme Inspection of St. Tiernan's College.

CORRESPONDENCES FROM ETBI:

07/06/2018	ETBI Update on agreed pilot scheme for flexible leadership deployment in ETBs, May 2018.
20/06/2018	ETBI Brief 04/2018 / FET – Initial & Ongoing Assessment of Adult Literacy and Numeracy at NFQ levels 1-3.
22/06/2018	Legal Services Support Unit: Lot 5.1, Revised Commercial and Corporate Law Template.
03/07/2018	Complaints Procedure approved for sectoral use 19 April 2018 including guidance notes.
06/07/2018	Invitation for nominations from ETBI for the National Council for Special Education (NCSE).
20/07/2018	Press release /new primary school in Faughart Co Louth under the patronage of LMETB.
27/07/2018	Press release / new CNS in Barroxtown under the patronage of KWETB.

SOLAS

22/06/2018	Roll out of Generation Apprenticeship branding and campaign.
25/06/2018	Vacancy Overview May 2018.
29/06/2018	Approval of FET Policy Framework for Employee Development.
02/07/2018	Background Paper-2018-2021 Further Education and Training Policy Framework for Skills Development of People in Employment.
06/07/2018	2014-2020 Activity Implementation Plans for CTCs.
12/07/2018	Advanced Notice re FET planning process 2019.
16/08/2018	4 th SOLAS Annual Report and Audited Accounts.

OTHER CORRESPONDENCE:

31/05/2018	Music Network: Stakeholder E-bulletin May 2018.
08/06/2018	Eversheds Sutherland: New Code of Practice on retirement age.
07/06/2018	Irish Association Youth Orchestras (IAYO): Funding Opportunities.
12/06/2018	Ibec Networks: Issue 10.
12/06/2018	Eversheds Sutherland: Use of smart phones and tablet devices in schools.
13/06/2018	Association of Community and Comprehensive Schools (ACCS) Newsletter Issue 4.
15/06/2018	NALA: Latest News.
18/06/2018	Irish Association Youth Orchestras (IAYO): Newsnotes June 2018.

	Other Correspondence (cont.)
20/06/2018	Western Development Commission: WDC Insights on County Incomes and Regional GDP.
20/06/2018	National Council for Special Education (NCSE): Comprehensive Review of the Special Needs Assistant Scheme.
21/06/2018	QQI – Approval of Quality Assurance (QA) Procedures.
27/06/2018	Music Network: Industry Newsletter 27/06/2018.
28/06/2018	Ibec Agenda – June 2018 edition.
02/07/2018	Ibec - Details of webinars.
03/07/2018	Education Reference Guide.
04/07/2018	IAYO: Irish Youth Baroque Orchestra Summer Tour.
11/07/2018	ANTOS – Newsletter July 2018.
13/07/2018	IAYO: Irish Youth Wind Ensemble Summer Tour.
16/07/2018	CEIST Education Office: Appointment of Sean McCann as CEIST Community School/College Co-ordinator.
25/07/2018	Music Network Newsletter No. 142.
25/07/2018	Ibec – 2050 Low Carbon Roadmap Project.
25/07/2018	Aontas Newsletter July 2018.
31/07/2018	Ibec – Networks Autumn Seminar Series.
31/07/2018	IAYO: Esker Festival Orchestra Summer Tour.
08/08/2018	Ibec – Autumn Seminar Series.
08/08/2018	QQI – RPL Update.
08/08/2018	Aontas Newsletter August 2018.
16/08/2018	NALA's Newsletter.
22/08/2018	ACCS Continuous Professional Development Programme 2018/2019.
22/08/2018	ACCS Info Bulletin – School Vaccination Programme.
22/08/2018	Aontas Newsletter August 2018.
22/08/2018	ACCS Info Bulletin 45.
23/08/2018	NALA – International Literacy Day.
24/08/2018	ACCS Newsletter Issue 1 2018/2019.
29/08/2018	WDC: City Led Regional Development and Peripheral Regions.
14/09/2018	ACCS: Info Bulletin 50/18 Re: Sports Capital Programme and Schools.
15/09/2018	NALA: Take the first step video details.
19/09/2018	Aontas Newsletter September 2018.