

MAYO SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

MINUTES OF THE PROCEEDINGS OF THE MEETING

HELD ON TUESDAY 17th APRIL, 2018, AT 4.30 P.M.

IN THE LANDMARK HOTEL, CARRICK-ON-SHANNON.

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

Mmes. A.M. Reape, M.C.C.,
 T. Whelan, M.C.C.,
 M. Gormley, S.C.C.,
 M. Bohan, L.C.C.,
 D. Sheridan,
 S. Finan.

Messrs. J. Caulfield, M.C.C.,
 T. Connolly, M.C.C.,
 C. Hyland, M.C.C.,
 S. Kilgannon, S.C.C.,
 J. Queenan, S.C.C.,
 P. O'Rourke, L.C.C.,
 E. Cawley,
 J. Gardiner,
 M. Molloy,
 K. O'Dowd.

The following were also in attendance:

Ms. Mary Madden, Director of Schools, Mr. Tom Grady, Director of Organisational Support and Development, Mr. Peter Egan, FET Director, Mr. John McGoe, Finance Officer and Ms. A. Mulchrone.

APOLOGIES FOR INABILITY TO ATTEND MEETING.

Apologies for inability to attend Meeting were received from Mmes. S. Dore, and Messrs. E. Stenson, L.C.C., and P. Ainsworth.

ADOPTION OF MINUTES

The Minutes of the Meeting held on 13th February, 2018, were adopted on the proposal of Mr. C. Hyland, seconded by Mr. E. Cawley.

APPOINTMENT OF MS. TERESA WHELAN

Ms. Teresa Whelan was appointed to fill the vacancy created by the resignation of Councillor Thérèse Ruane, as notified by Mayo County Council by letter of 6th March, 2018, on the proposal of Ms. A. M. Reape and seconded by Mr. J. Queenan. Ms. Whelan said she looked forward to being a Member of Mayo, Sligo and Leitrim ETB.

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FINANCIAL REPORT.

Mr. S. Purcell 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 **March, 2018**. Total expenditure amounted to **€20,486,000.00** with total receipts of **€21,343,000.00**. Total expenditure on Capital Account amounted to **€115,000.00**, with total receipts of **€78,000.00**. The Bank Balance at the end of March 2018 was **€9, 527,279.00**.

The Meeting approved the Financial Report (**Appendix 1**), on the proposal of Mr. T. Connolly, seconded by Ms. M. Bohan.

The Board accepted the 2017 Draft Financial Statements (including the Statement on the System of Internal Control) submitted to the C&AG on 29th March before the deadline date of 1st April, 2018. The 2017 Draft Financial Statements were recommended to the Board by the Audit and Finance Committees which held their meetings on the 23rd March and 26th March, 2018 respectively.

The Board commended the work of Mr. J. McGoe, Finance Officer (Acting) and his team for this major achievement.

MERCHANT BANK ACCOUNT

Permission to open a Merchant Bank Account was approved on the proposal of Mr. J. Queenan and seconded by Mr. T. Connolly. The account will be required in order to manage the payment of income to schools, as we implement the online payment system called Way2Pay across all schools in MSLETB in advance of the next school year.

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**.

Lands Mountain Road, Tubbercurry: The CE outlined a proposal received from South Sligo Community Park regarding a development on the remainder of the land. It was proposed by Ms. M. Gormley and seconded by Mr. S. Kilgannon that a lease be drawn up.

ORGANISATIONAL SUPPORT AND DEVELOPMENT

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

I.T. REPORT.

Mr. S. Purcell, 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**.

Ms. M. Bohan and Mr. S. Kilgannon expressed their delight in getting new apprenticeships and MSLETB becoming a lead ETB in the sector on new apprenticeship proposals.

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]
- [REDACTED]
[REDACTED]

Vote of Congratulations: The Meeting passed a Vote of Congratulations to Ms. Nessa Doyle, on her recent appointment as General Secretary Elect of Education and Training Boards Ireland to succeed Mr. Michael Moriarty on 1st May, 2018.

Travel Abroad: The Meeting approved

WCFE – Erasmus+ Request for permission for [REDACTED] to travel to Viborg, Denmark as an inspection visit for students going on placement (in retrospect 16th – 19th August 2017).

St. Patrick's College, Lacken Cross: 3 teachers [REDACTED] travelling with 16 TY students - tour to Barcelona from from 16th to 19th April, 2018.

On the proposal of Ms. M. Gormley and seconded by Mr. S. Kilgannon.

DES: Correspondence regarding the vacancy due to the retirement of the Chief Executive, Mr. Shaun Purcell.

- Acknowledgement letter received 20th February from the Office of the Secretary General, Department of Education and Skills acknowledging the letter of retirement from the Chief Executive, Mr. Shaun Purcell and the letter sent on behalf of the Board dated 14th February, 2018.
- Communication received on 11th April, 2018 from Department of Education and Skills (Frank Fox, Assistant Principal) regarding the vacancy due to the retirement of the Chief Executive.
 - Dr. Katie Sweeney to continue her secondment to the Curriculum, Assessment and Policy Section of the DES for the period up to 31st August, 2020.
 - MSLETB to appoint a CE on a temporary acting basis in line with normal practice in cases of acting appointments for an initial period up to 31st August 2019.

Mr. S. Purcell, C.E., updated the Meeting that the process had commenced.

Technological Universities Act: Clarification received on 28th March regarding Education and Training Board representation on the Governing Body of a Technological University:-

“The Governing Body of Technological University shall have one member nominated by the ETB or Boards in whose area the campuses of the technological university are located....In addition to governing body membership, the governing body may establish committees to assist and advise in the performance of its functions. Such committees may draw membership from outside the governing body and in this context additional education and training board is anticipated.

Ms. M. Bohan informed the Meeting that ETBI are raising their concerns regarding this legislation.

DCYA

- **New Sample Revised Youth Funding Scheme Project (RFYS) in Ballyhaunis:** Dr. Katherine Zappone TD, Minister for Children and Youth Affairs has granted approval for the establishment of a new Sample RFYS Project in Ballyhaunis, Co. Mayo. The Department confirms that this recommendation has been approved for service provision. A special work of thanks to Breda Ruane, Youth Officer, MSLETB, for her assistance with this important initiative.

These projects are for young people aged 10 – 24 who have identified needs additional to the general population. The National Youth Strategy identifies marginalised/disadvantaged young people as: young people who are marginalised by location or geography or socioeconomic reasons. It included young people such as Travelers; Roma; young people from ethnic or religious minorities; migrants; refugees and asylum seekers; young people with disabilities or with mental health issues; lesbian, gay, bisexual and transgender (LGBT) young people; young carers; young people in conflict with the law; young people who are not in employment, education or training (NEET); young parents; those in care; those in direct provision; and lone parents under the age of 25 years.

MSLETB Strategy & Development Meeting: The CE informed the Meeting of the review of MSLETBs Strategy & Development Meeting which took place yesterday, 16th April. The Directors and CE together with the Leadership Management Group meet twice a year to review progress and identify priorities in order for the Management of the Organisation to identify key priorities and concerns of members of the organisation. It was complimented and applauded by Ms. T. McGuire and seconded by Ms. D. Sheridan.

NOMINATION TO THE FOLLOWING BOARD.

Board of Directors of Sligo Sport and Recreation Partnership: The Meeting unanimously re-nominated Mr. Jack Lynch (retired official of Sligo VEC), as the representative of Mayo, Sligo and Leitrim ETB to the Board of Directors of Sligo Sport and Recreation Partnership for a further three year period, wef 1st October, 2018, on the proposal of Mr. S. Kilgannon and seconded by Mr. J. Queenan.

APPROVAL OF SUB-COMMITTEE MINUTES / POLICIES.

The Meeting adopted the following Sub-Committee Minutes, on the proposal of Ms. M. Bohan, seconded by Ms. D. Sheridan.

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Minutes of Boards of Management:

School	Date of Board of Management Meeting Minutes
St. Brendan's College, Belmullet	20.11.17
St. Tiernan's College, Crossmolina	05.09.17 and 15.11.17
Westport College of Further Education	14.11.17 and 06.02.18
Moyne College, Ballina	07.12.17
Corran College	19.12.17
Coláiste Pobail Acla	20.11.17 and 06.02.18
Ballinode Community College	13.11.17
Grange Post-Primary School	24.01.18 and 20.03.18
North Connaught College	18.10.17
St. Patrick's College, Lacken Cross	24.01.18 and 21.02.18
Coláiste Iascaigh	07.12.17
Mohill Community College	05.02.18

Minutes for Noting

St Attracta's Community School	Minutes of Board of Management Meetings:- 06.02.18 06.03.18
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School Policies

St. Brendan's College, Belmullet	✦ School Uniform Policy ✦ Child Safeguarding Statement ✦ Child Safeguarding Risk Assessment
Moyne College, Ballina	✦ Admission Policy ✦ Assessment Policy ✦ Effective Learning and Teaching Policy ✦ Child Safeguarding Statement ✦ Child Safeguarding Risk Assessment
Corran College	✦ Checklist for review of the child Safeguarding Statement ✦ Child Safeguarding Risk Assessment ✦ Child Safeguarding Statement
Coláiste Pobail Acla	✦ Admissions Policy ✦ ASC Unit Admissions Policy ✦ Attendance and Participation Policy ✦ Child Safeguarding Statement ✦ Critical Incident Management Policy ✦ Intimate Care Policy ✦ Out of Schools Activities Policy ✦ Code of Behaviour ✦ Special Educational Needs Policy ✦ Subject Options Policy ✦ Transition Year Policy
Ballinode Community College	✦ Child Safeguarding Statement ✦ Notification re BOM's review of the Child Safeguarding Statement ✦ Written Assessment of Risk ✦ Review of Child Safeguarding Statement
Sligo College of Further Education	✦ Work Experience Policy

School Policies (cont.)

St. Patrick's College, Lacken Cross	✚ Internet Safety Acceptable Use Policy
Grange PPS	✚ Policy to manage significant emergency situations (Aggression/Medical)
	✚ Our Self-Evaluation Report and Improvement Plan on Literacy
	✚ Child Safeguarding Risk Assessment
	✚ Child Safeguarding Statement
	✚ Checklist for Review of the Child Safeguarding Statement

Policies for Noting

Ballinamore Community School	✚ Child Safeguarding Statement
	✚ Child Safeguarding Risk Assessment
ETBI	✚ Sectoral Procurement Policy for MSLETB

CORRESPONDENCE:

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

The following **Department of Education and Skills / Department of Public Expenditure and Reform Circular Letters** were adopted on the proposal of Mr. J. Queenan, seconded by Mr. T. Connolly.

Department of Education and Skills C.L. 0013/2018: Religious instruction and worship in certain second level schools in the context of Article 44.2.4 of the Constitution of Ireland and Section 30 of the Education Act 1998

<http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0013-2018.pdf>.

Department of Education and Skills C.L. 0014/2018: Application of measures in accordance with Public Service Stability Agreement 2018 – 2020 (Extension of Lansdowne Road Agreement) in respect of all Staff other than Teachers and SNAs employed by ETBs – Option to revert to Pre-Haddington Road Agreement (HRA).

<http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0014-2018.pdf>.

Department of Education and Skills C.L. 0017/2018: Application of measures in accordance with Public Service Stability Agreement 2018 – 2020 (Extension of Lansdowne Road Agreement) in respect of Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary schools under the 1978 Scheme and Clerical Officers and Caretakers employed in Department approved posts in Community and Comprehensive Schools.

<http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0017-2018.pdf>.

Department of Education and Skills C.L. 0018/2018: Management of Safety & Health, including Fire Safety, in Primary and Post Primary Schools.

<http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0018-2018.pdf>.

Department of Education and Skills C.L. 0019/2018: Scheme for the awarding of incremental credit in recognition of previous equivalent or relevant experience for Youthreach resource persons and Youthreach co-ordinators.

<http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0019-2018.pdf>.

Department of Education and Skills C.L. 0022/2018: Gaeltacht School Recognition Scheme for Post-Primary schools in Gaeltacht Language-Planning Areas – Next Implementation Phase (April 2018 to End of 2018/19 School Year).

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0022_2018.pdf.

Department of Education and Skills C.L. 0024/2018: Prescribed Material for the Leaving Certificate English Examination in 2020.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0024_2018.pdf.

Department of Education and Skills C.L. 0025/2018: Sick Leave Scheme for Teachers – changes to Critical Illness Provisions (CIP) from 31st March, 2018.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0025_2018.pdf.

Department of Education and Skills C.L. 0026/2018: Sick Leave Scheme for Special Needs Assistants – changes to Critical Illness Provisions (CIP) from 31st March, 2018.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0026_2018.pdf.

Department of Education and Skills C.L. 0028/2018: Prescribed Material for the Junior Certificate/Junior Cycle Examination in 2020 and Leaving Certificate Examination in 2020.

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0028_2018.pdf

Department of Education and Skills C.L. 0029/2018: Secondment Scheme for Registered Teachers in Recognised Primary and Post Primary Schools

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0029_2018.pdf

Department of Public Expenditure and Reform: C.L. 02/2018: Pension increase policy in the public service until end-2020

Message of Thanks: The Chief Executive sincerely thanked the Board Members and all MSLETB staff for their co-operation, support, advice and friendship during his 3 year period as Chief Executive of MSLETB.

Members of the Board thanked the Chief Executive. They paid tribute to his leadership, vision, drive and professional expertise but also because he is a gentleman and a great colleague to everyone in the ETB. He has been instrumental in integrating the former VECs and FÁS and transforming MSLETB to be one of the leading ETBs nationally. The Board wishes him and his wife good health and happiness in his retirement and best wishes for the future.

A Special Meeting will be held by Skype on **Tuesday, 1st May, 2018**, at 4.30 p.m., in MSLETB Offices – Castlebar, Sligo and Carrick-on-Shannon, Co. Leitrim to ratify the appointment of a Chief Executive (Acting) for an initial period up to 31st August, 2019.

This concluded the business of the Meeting.

Signed:


Chairperson

Date:



Head Office,
Newtown, Castlebar.



etb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

Appendix 1

MAYO, SLIGO & LEITRIM ETB												
Monthly Receipts & Payments - Combined Report												
Mar-18												
	OPERATING ACCOUNT							CAPITAL ACCOUNT				
	Pay	Non-Pay	Sundry Other	Training Centre Expend	Total Monthly Expenditure 2018	Total Monthly Expenditure 2017	Total Receipts 2018	Total Receipts 2017	Receipts 2018	Receipts 2017	Payments 2018	Payments 2017
	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000
January	3,044	316	2,057	1,449	6,866	5,902	6,449	11,248	7	4	16	19
February	3,131	243	1,291	1,743	6,408	6,370	6,002	374	26	268	1	94
March	3,668	229	1,569	1,746	7,212	6,972	8,892	8,547	45	57	98	18
April												
May												
June												
July												
August												
September												
October												
November												
December												
Total	9,843	788	4,917	4,938	20,486	19,244	21,343	20,169	78	329	115	131

Total Bank Account (current & capital monies) 2018

ETB

Mayo Sligo & Leitrim

ETB	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				
	May				
	June				
	July				
	August				
	September				
	October				
	November				
	December				
		8,709,880	21,422,857	20,605,457	9,527,279

Signed _____ Chief Executive

Date _____

Building Report as at 16th April for MSL ETB

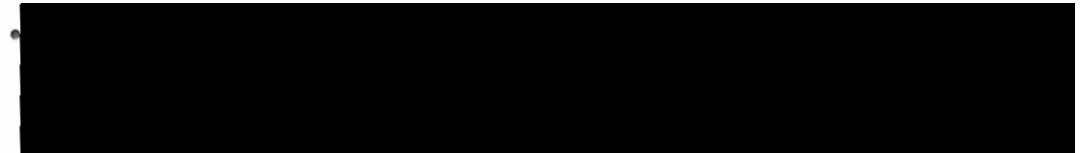
✚ Additional Accommodation.

- **Coola Post Primary School: Roll No 72310U**
Additional accommodation – Bi-monthly meetings were held with design team. The Stage 1 report submitted to the DoES with queries raised and a response submitted on 18th January, 2018. DoES approval to proceed to planning stage granted 19/2/18. Planning submitted with due date of 08/05/2018.
- **Grange Post Primary School: Roll No 72330D**
DoES approval in principle of grant aid to include the following:-
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.
Still awaiting full approval of the grant.
A member of the DoES Technical Team to do a Site Visit on 26th April. 2018.
- **Coláiste Iascaigh: Roll No 72320A**
Additional Accommodation Scheme 2016.
Stage 2b report (pre-tender) was issued to the DoES in December. Queries raised and responded to on the 29th January. Awaiting approval to proceed to tender stage.
- **St Joseph's Community College, Charlestown: Roll No. 76334I**
The legal issues around this acquisition are proceeding.
- **St. Tiernan's College, Crossmolina: Roll No. 72100J**
Recommendation from DoES to re-tender this project. Re-tendering completed and tender analysis submitted. Awaiting final approval to proceed.
- **Ballinode Community College: Roll No. 72360M**
Application for the separation of the two schools at Ballinode – Community College & Sligo College of Further Education is lodged with DoES.
- **Coláiste Pobail Acla, Achill: Roll No. 76150V**
Application submitted to DoES for Indoor Sports Hall & Gym area at this School. Letter of 12th April, 2018 stating "it is not possible at this point to approve the accommodation sought or to provide an indicative timeframe for the provision of funding..."

✚ Temporary Accommodation.

- **St Joseph's Community College, Charlestown: Roll No. 76334I**
Provision of New Engineering Room (Temporary) - Furniture & Equipment almost completed. Awaiting DoES reply re: A Room for Engineering.
- **Grange Post-Primary School: Roll No 72330D**
Funding granted for temporary accommodation of a double prefabricated structure for 2017/2018. This is completed.
- **Coola Post Primary School: Roll No 72310U**
Application submitted for temporary accommodation of 4 prefab units and the relocation of 2 units to replace 9 that must be demolished for the new build to proceed. Awaiting reply.

✚ Emergency Works 2017.



- **Coola Post Primary School: Roll No 72310U**
Application submitted to the DoES for roof repair works.

✚ Emergency Works 2016.

- **Coláiste Pobail Acla, Achill: Roll No. 76150V**
Works nearing completion - Replacing Water Tanks, Refurbishing H.E. Room and Roof Works.

✚ Sports Capital Funding.

- **Coola Post Primary School: Roll No 72310U**
MSLETB & Community Group received funding for the development of an all-weather surface pitch. Rhatigan Architects appointed to proceed with this project.

✚ Summer Works Scheme 2016 & 2017.

- **Drumshanbo Vocational School** – roof works (partial replacement). Works to be done in Summer 2018.
- **Colaiste Pobail Acla** – toilets (general upgrade) Simon Beale Consultant has been be appointed and project gone to tender and awaiting DoES approval now to proceed.
- **Coláiste Iascaigh** – roof works (partial replacement) Tender recommendation done with works to be completed.
- **Grange Vocational School** – toilets (general upgrade). Project completed.

✚ Completion Works.

- **MSL ETB Admin Offices – Leitrim.**
Works to be completed at above site externally – car parking etc.

Appendix 3

MSLETB Board Meeting

Report for Administration area of MSLETB

17th April 2018

Finance

- Financial Report
 - APO Finance to Present 2017 Accounts and associated information.
- Secretary General DES had communicated the priority of having 2017 Accounts submitted by April 1st 2018 within existing recourses. MSLETB were fully committed to achieving this target and achieved it.
- Status of 2013/14/15 Accounts have been signed off and Management letters from C&AG are expected end Q1 or Q2 of 2018.
- General Finance operations progressing normally.
- The Payroll Shared Services project work for MSLETB is now commenced and is at an early stage. Transfer to Payroll Shared Services is expected for MSLETB sometime in 2019. However, significant internal "readiness" work has to take place in advance.

Human Resources

- Work in HR is progressing normally for 2018 with School, FET and Administration recruitment ongoing.
- Director of OSD and HR APO (acting) and related admin staff are progressing reorganising/ integrating HR work practices across MSLETB.
- The system for part time /substitution contracts for work called DCS is progressing.
- There will be a considerable amount of additional recruitment for schools in MSLETB this year, following the announcement of additional posts by the Minister DES in recent weeks. The impact for MSLETB has been assessed following a HR briefing by ETBi and individual school Boards are initiating reviews presently to determine the quantity of posts. MSLETB intend be recruit for these posts in September 2018.

Corporate Services

- Statement of Strategy – work ongoing
- Annual Service plan - work well advanced – aiming for completion in mid-May 2018
- Annual Reports for MSLETB – going for Translation in the coming weeks.
- Compliance and Risk, as well as building and Capital project work progressing normally.
- General Data Protection Regulations (GDPR) – a comprehensive amount of staff training and audit work is now organised in preparation for the May 2018 deadline for compliance with the Data Protection Act 2018 legislation.
- Other work in compliance, risk and governance ongoing as normal.

Report for April Board Meeting

Update on IT Project List for 2018	
MSLETB Administration Projects	April 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. [REDACTED] 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>	<ul style="list-style-type: none"> Switches were purchased from the wireless and switch framework. Installation planned for the Castlebar HQ on Wednesday April 18th. Government network engineers and contractor engineers are lined up for this installation. The other admin sites will be completed once GN engineers confirm their availability. <p>If the GN Engineers make themselves available we expect to complete the network upgrade in Carrick, Sligo (Quay St.) and both sites in Castlebar by close of business on Friday April 20th.</p>
2. Administration Offices Data (Files and Folders) consolidation and preparation for GDPR	Each Department head will coordinate the internal structure of the data to prepare for the SharePoint Migration.
3. ETBI IT Policy Documents and Disaster Recovery	Work in progress
4. Electronic Payslips for all employees	Will need coordination between Finance/HR and ICT
5. Managed Print Service Review and further development	Meeting scheduled with Diginet to discuss future deployment of the managed print .
6. Enhancements to the current HR Recruitment System	In progress
7. Admin server support including disaster recovery.	Proposal received.
Network maintenance and support contract	RFT received for decision.

MSLETB Office 365 Maintenance and Development Projects	
7. Office 365 Identity Clean-up. (Remove all inactive accounts)	Work in Progress,
8. Appoint a single contractor to manage Office 365 for MSLETB	Work in progress
9. New system to manage Office 365 Security and Distribution Groups.	Awaiting completion of Office 365 clean-up
10. GDPR: [REDACTED]	[REDACTED]
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.	Plan in place to continue upgrade of school ICT facilities in 2018 using ICT grant as per "Schools ICT Report 2018" below.
14. Consultation with each school on their ICT Infrastructure requirement in February March.	Schools ICT Report issued to Directors with plan for 2018 grant works.
15. Complete the provision of School Intranets	2 remaining schools to be completed.
16. Activate the SCORE "School Leaders Site"	In progress, will be presented to Principals at next meeting in early May
17. Upgrade the Teacher Subject Networks to Professional Leader Community Team sites	Not yet upgraded, target September 2018

Further Education and Training	
<p>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.</p>	<p>Desktops and laptops now installed in centres with one centre (CCFE) to be completed in June.</p> <p>Wireless networks complete at all centres.</p>
<p>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.</p>	<p>80 out of 120 FET Tutors have now received basic ICT training. Plan in place to complete during April- May and commence group training.</p>
<p>20. To monitor Broadband services at all FE Centres to maximise available bandwidth.</p>	<p>This is ongoing and 2 centres have upgraded service in 2018</p>
<p>21. Create a viable system for all FE students to get Office 365 services (MSLETB email)</p>	<p>Not commenced yet</p>
<p>22. Develop SCORE FE Intranet to support all FE services.</p>	<p>FET sites for "Basic Adult Education" and "BTEI" are now available to tutors.</p>
SCORE Intranet	
<p>23. Launch Score Intranet with Staff in March following pilot projects with FE leaders including VTOS and BTEI</p>	<p>BTEI and Adult Basic Education SCORE sites now launched. Work on SCORE QQI site starting this week.</p>

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

NOTES, items of interest

- In **2018 SOLAS** is moving to fully implement the **“Strategic Input/Outcomes-based” Funding Model**, an action which was set out in the Further Education and Training Strategy 2014-2019. Through this planning and funding process and strategic dialogue, each ETB and SOLAS will agree a three-year strategic for provision of education and training with accompanying funding. Status- currently **MSLETB has submitted a FET budget bid of €32,512,000**. This is a significant increase of approx. €2,000,000 on our initial allocation based on additional activity in new apprenticeship, traineeship, refugee and the new Youthreach for Leitrim. We are currently compiling the sector specific and MSLETB targets and a scheduled meeting will take place with SOLAS to agree the plan in late May.
- **FET Human Resources** – MSLETB has successfully submitted a **business case to DES for an additional AEO**. We have also received sanction for **full compliment of staff for Leitrim Youthreach** and plan to advertise in mid-April.
- **FET Cluster meetings** at a county level to discuss provision and other continuous improvement ideas are scheduled for May in our 3 counties.
- Significant work has commenced in the development of harmonised **QA Policies and Procedures** and we are working towards implementing a **Quality Management System** 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 will commence the piloting of key CPD programmes for FET staff. A pilot TEL programme is currently underway.
- **New Generation Apprenticeships**. In March we submitted our book of validation for the new Butchery Apprenticeship to QQI; we have commenced development of the Associate Sales Professional Apprenticeship and are planning to deliver the new Commis Chef and ICT apprenticeships in September. We continue to collaborate on all new apprenticeships that come on stream.
- **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 May/June.
- **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.
- In conjunction with the rollout of the organisation statement of strategy, we will continue to deliver the goals in the **MSLETB FET Strategy**.
- Significant progress has been made on the integration of **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
- In May/June 2018 we will visit all or schools to **give a presentation on the benefits and opportunities in FET**; the presentation designed by our Aegis, Recruitment and STB unit will provide the schools with critical information on the lifelong accessibility of FET services.

Director of Schools Report-17th April 2018

- Leadership Development for Aspiring School Leaders- Third session took place on March 22nd. Approx. 40 teachers took part in this programme. That session focussed on Leading People and Teams. Very positive feedback from Sessions. Next session takes place on April 26th.
- Commencement of Children First 2015 on Dec 11 2017. This places new legal obligations for individual teachers. A Child safeguarding Statement and Risk Assessment should be in place by March 11th 2018. School staff were allocated 2 half days of training and training was provided for all Principals in February. ETBI is to provide training for all BOM's.
- Circular 03/2018 Leadership and Management in Schools. This very welcome circular will result in extra leadership and Management Posts in schools. Training was provided for all Principals on conducting a review of posts in schools. This has to be completed and adopted by BOM before any posts can be advertised.
- Annual Awards Day will take place in the Radisson Hotel, Sligo on 15th March 2018. It was a great opportunity for all Schools/Centres/Offices to highlight the fantastic work going on.
- Principals' overnight seminar will take place on Thursday/Friday 19th/20th April in The Bush Hotel, Carrick on Shannon.
- CPD support fund from MSLETB-closing date for applications 31st May 2018.
- Follow up ETBI Induction day for Principals and Deputies will take place on April 24th in Mullingar Park Hotel.

Appendix 7

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

17th April, 2018

CORRESPONDENCE FROM THE D.E.S.:

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

13/02/2018	Action Plan for Education Panel Discussion Letterkenny
14/02/2018	Consultation to inform re-design of the Garda Youth Diversion Projects (GYDP)
14/02/2018	Arrangements concerning the appointment of HSCL Coordinators for the 2018/2019 school year
20/02/2018	Guidelines on the appropriate use of the DEIS Grant (available on the Department's website).
21/02/2018	Inspectorate: Draft Report Factual Verification in Social Personal and Health Education (SPHE) Carrigallen VS
27/02/2018	Inspectorate: Final Subject Inspection Report in Mathematics, Davitt College,
28/02/2018	Invite to Action Plan for Education Meeting on the needs of Senior Cycle Students and the Skills needs for Work and Enterprise – NUIG.
06/03/2018	Inspectorate: Confirmation of Subject Inspection in Science and Physics, Davitt College.
06/03/2018	Inspectorate: Confirmation of Subject Inspection in Mathematics, Moyne College, Ballina.
08/03/2018	Inspectorate: Draft Report for Factual Verification, Follow-Through Inspection, St Joseph's Community College, Charlestown.
14/03/2018	Inspectorate: Draft Report for Factual Verification, Whole School Evaluation Management, Leadership and Learning, St Tiernan's College, Crossmolina.
15/03/2018	Inspectorate: Final Subject Inspection Report, in Business Studies and Business, Ballinode College, Sligo.
21/03/2018	Inspectorate: School Response – Follow-Through Inspection, St Joseph's Community College, Charlestown.
21/03/2018	Inspectorate: School Response, Whole School Evaluation Management, Leadership and Learning, St Tiernan's College, Crossmolina.
22/03/2018	School Services Support Fund 2017/2018
04/04/2018	Inspectorate: Report for School Response on Subject Inspection in Social Personal and Health Education (SPHE), Carrigallen VS.

CORRESPONDENCES FROM OTHER GOVERNMENT DEPARTMENTS:

28/03/2018	DCYA: Local Youth Club Grant Scheme incorporating the National Quality Standards for Volunteer-led Youth Groups 2018
14/03/2018	DCYA: First Instalment of Current Funding 2018

CORRESPONDENCE FROM E.T.B.I.:

The following items of correspondence received from the E.T.B.I., were placed before the Committee.

15/02/2018	Irish Independent Articles re FET and PLCs
22/02/2018	Irish Episcopal Conference re religious education in Vocational Schools & Non-Designated Community Colleges.
23/02/2018	ETBI-DES correspondence re DES Circular Letter 13/2018 - (Religious instruction and worship in certain second level schools in the context of Article 44.2.4 of the Constitution of Ireland and Section 30 of the Education Act 1998).
28/02/2018	Information from IPB re Protecting your ETB.
28/02/2018	Update on weather related School closure.
03/03/2018	Statement from DES re re-opening of schools etc.
27/03/2018	ASTI Correspondence re 6.2 of DES Circular Letter 81/2017 Publication of new "Child Protection Procedures for Primary and Post-Primary Schools 2017" 6.2 Schools will be permitted two separate half-day school closures during 2017/18 school year to allow time, as a school community, to engage with the revised procedures and to access the support available.
28/03/2018	ETBI General Secretary position: Nessa Doyle wef 01.05.18
29/03/2018	ETBI Press Release: ETBI announces General Secretary Elect, Ms. Nessa Doyle to succeed Michael Moriarty.
30/03/2018	Update re submission of the 2017 ETB Accounts to C&AG.

SOLAS

27/02/18	Circular 2018/02/001 Further Education Capitation Rates 2018 Youthreach; Vocational Training Opportunities Scheme (VTOS); Post Leaving Certificate (PLC) programme.
14/03/18	Integrated Literacy & Numeracy Evaluation – Final Report : http://www.solas.ie/SolasPdfLibrary/Integrated%20Literacy%20and%20Numeracy%20Final%20Report.pdf

OTHER CORRESPONDENCE:

13/02/2018	Eversheds: Duty to reasonably accommodate Clarified by Court of Appeal.
20/02/2018	Western Development Commission: submissions on Regional Spatial and Economic Strategies Issues Papers.
27/02/2018	Religion Teachers' Association of Ireland – Letter to Minister Bruton in response to Circular Letter 0013/2018.
28/02/2018	Music Network: Newsletter 137.
06/03/2018	Ibec Networks: Issue 7.
08/03/2018	Press Release: The Core Easter Camp @ Ballina Arts Centre.
09/03/2018	Breacadh March Issue.
09/03/2018	Eversheds Sutherland: e-briefing: Providing reasonable accommodation for employees.
12/03/2018	National Council for Special Education (NCSE): Behaviour for Learning Programme Teacher (2018-2019).
13/03/2018	NALA: Newsletter.
22/03/2018	Ombudsman.ie : Issue 12 of The Ombudsman Casebook.
23/03/2018	Eversheds Sutherland: invitation to seminar on the key developments in education.
23/03/2018	NALA: 37 th AGM, Notification & Agenda.
26/03/2018	ACCS: Newsletter Issue 3.
28/03/2018	EPAL: News from Léargas
28/03/2018	GMIT: Technological Universities Act 2018.
28/03/2018	Music Network: Industry Newsletter No. 138.
06/04/2018	Journal of the Educational Studies Association of Ireland Volume 36 No. 4

Circulars 17.04.18

Department of Education and Skills C.L. 0013/2018: Religious instruction and worship in certain second level schools in the context of Article 44.2.4 of the Constitution of Ireland and Section 30 of the Education Act 1998

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0013_2018.pdf.

Department of Education and Skills C.L. 0014/2018: Application of measures in accordance with Public Service Stability Agreement 2018 – 2020 (Extension of Lansdowne Road Agreement) in respect of all Staff other than Teachers and SNAs employed by ETBs – Option to revert to Pre-Haddington Road Agreement (HRA).

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0014_2018.pdf.

Department of Education and Skills C.L. 0017/2018: Application of measures in accordance with Public Service Stability Agreement 2018 – 2020 (Extension of Lansdowne Road Agreement) in respect of Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary schools under the 1978 Scheme and Clerical Officers and Caretakers employed in Department approved posts in Community and Comprehensive Schools.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0017_2018.pdf.

Department of Education and Skills C.L. 0018/2018: Management of Safety & Health, including Fire Safety, in Primary and Post Primary Schools.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0018_2018.pdf.

Department of Education and Skills C.L. 0019/2018: Scheme for the awarding of incremental credit in recognition of previous equivalent or relevant experience for Youthreach resource persons and Youthreach co-ordinators.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0019_2018.pdf.

Department of Education and Skills C.L. 0022/2018: Gaeltacht School Recognition Scheme for Post-Primary schools in Gaeltacht Language-Planning Areas – Next Implementation Phase (April 2018 to End of 2018/19 School Year).

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0022_2018.pdf.

Department of Education and Skills C.L. 0024/2018: Prescribed Material for the Leaving Certificate English Examination in 2020.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0024_2018.pdf.

Department of Education and Skills C.L. 0025/2018: Sick Leave Scheme for Teachers – changes to Critical Illness Provisions (CIP) from 31st March, 2018.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0025_2018.pdf.

Department of Education and Skills C.L. 0026/2018: Sick Leave Scheme for Special Needs Assistants – changes to Critical Illness Provisions (CIP) from 31st March, 2018.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0026_2018.pdf.

Department of Education and Skills C.L. 0028/2018: Prescribed Material for the Junior Certificate/Junior Cycle Examination in 2020 and Leaving Certificate Examination in 2020.

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0028_2018.pdf

Department of Education and Skills C.L. 0029/2018: Secondment Scheme for Registered Teachers in Recognised Primary and Post Primary Schools

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0029_2018.pdf

Department of Public Expenditure and Reform: C.L. 02/2018: Pension increase policy in the public service until end-2020