

MAYO SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

MINUTES OF THE PROCEEDINGS OF THE MEETING
HELD ON TUESDAY 11th DECEMBER, 2018, AT 4.30 P.M.
IN THE LANDMARK HOTEL, CARRICK-ON-SHANNON.

Mr. S. Kilgannon presided at the Meeting and the following Members were present:-

Mmes.	T. McGuire, M.C.C., A.M. Reape, M.C.C., M. Gormley, S.C.C., M. Bohan, L.C.C., D. Sheridan, A. McCabe S. Dore.
Messrs.	J. Caulfield, M.C.C., C. Hyland, M.C.C., P. O'Rourke, L.C.C., E. Stenson, L.C.C., G. Murphy M. Molloy.

The following were also in attendance:

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

The CE welcomed Ms. Aisling McCabe who has been appointed by Ibec to fill vacancy created by the resignation of Ms. Evelyn Cafferty.

APOLOGIES FOR INABILITY TO ATTEND MEETING.

Apologies for inability to attend Meeting were received from Mmes. T. Whelan, M.C.C., and S. Finan and Messrs. T. Connolly, M.C.C., J. Queenan, S.C.C., E. Cawley, P. Ainsworth, and K. O'Dowd.

ADOPTION OF MINUTES

The Minutes of the Meeting held on 23rd October, 2018, were adopted on the proposal of Ms. Tereasa McGuire, seconded by Ms. M. Gormley.

FINANCIAL REPORT.

Mr. P. Howley 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 **November, 2018**. Total expenditure amounted to **€73,210,000** with total receipts of **€75,277,000**. Total expenditure on the Capital Account amounted to **€862,000**, with total receipts of **€671,000**. The Bank Balance at the end of November 2018 was €10,910,538.

The Meeting approved the Financial Report (**Appendix 1**), on the proposal of Mr. P. O'Rourke, seconded by Ms. D. Sheridan.

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BUILDING REPORT.

Mr. P. Howley, Director of OSD presented the Building Report for Mayo, Sligo and Leitrim Education and Training Board – **Appendix 2.**

Mr. P. O'Rourke spoke regarding Carrigallen Vocational School proceeding to Design Stage and requested appraisal costs as noted at our last Board Meeting. He further pointed out the recent announcement of a new school being built in Ballyconnell, Co Cavan by Cavan, Monaghan ETB which will encroach on our catchment.

Ms. M. Gormley asked for an update on North Connaught College. Mr. P. Howley informed her that tenders are back for the purchase of equipment for the Beauty Therapy Course, Mr. P. Egan has invested in this from the Further Education Budget.

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.**

Mr. P. Howley clarified for Ms. M. Bohan that it was an Organisation that requested the Freedom of Information (FOI) Request, in relation to fire safety audits carried out in schools in Leitrim.

Ms. T. McGuire commended the Director of OSD and APO Finance on their visit to schools across MSLETB. She modelled the value of the personal contact allowing the schools to feel connected and to understand what's happening on the ground. The CE concurred with her sentiments.

I.T. REPORT.

Mr. P. Howley, 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. E. Stenson requested greater awareness for Youthreach provision now in Mohill, Co. Leitrim. He was assured that all the Principals are aware of its existence and that there would be a launch of the facility early in 2019. Following a tour of the new FET Centre, Market Yard, Carrick on Shannon, Ms. M. Bohan complemented Peter Egan, Director of FET and Pat Howley, Director of OSD on this impressive facility and suggested that the next time the MSLETB Board are meeting in Carrick we will utilise the building. Ms. T. McGuire congratulated Peter Egan on the Annex Suite in Westport College of Further Education and said it was a first class premium quality space for Adult Learners. Mr. P. Egan advised that the Westport College of Further Education is the leading College outside Teagasc in the delivery of Level 5 and Level 6 Agriculture Awards. These Awards are being redeveloped and a Consultation Event with stakeholders will take place in Westport on 10th January.

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SCHOOLS REPORT.

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

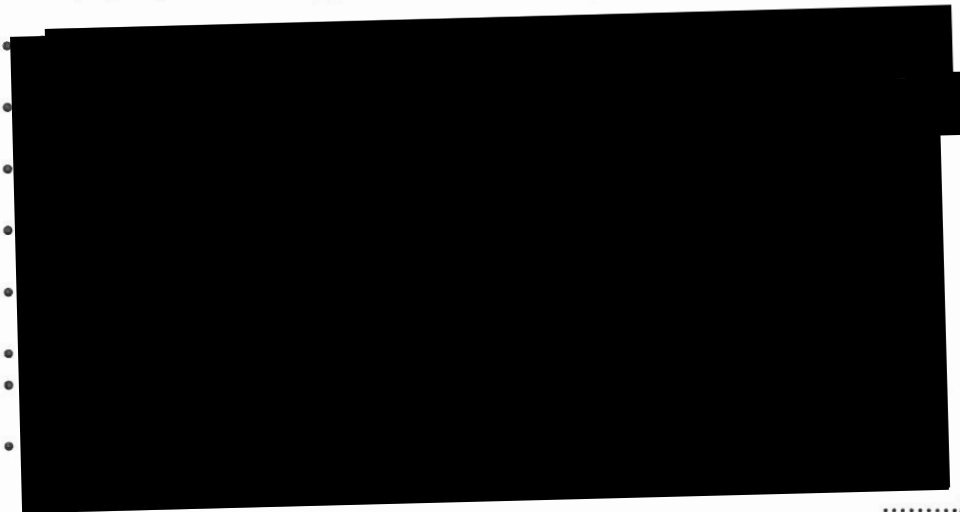
Ms. M. Madden brought to the attention of the Board the 'Grants payable to Non-Fee Paying Voluntary Secondary Schools' Irish and Bilingual Grant (€103 per student where all subjects are taught through Irish) not sanctioned for the ETB sector or C&C schools and to request parity with Voluntary Secondary Schools, run by religious congregations. The ETB sector has made representation of this disparity through the Senior Executives in the Department of Education and Skills, the Secretary General, ETBI Secretary General (past and present) and the Ministers for Education both past and present. The National Executive of ACCS addressed this issue and have agreed to pursue the matter with DES in cooperation with ETBI. NAPD is also raising the issue nationally on behalf of the 40+ schools affected. Both TUI and PDA have agreed to probe the matter further with DES as principals are unhappy that necessary funding, specified by DES Circular Letter, remains unavailable to them. In our situation MSLETB has 1 Gaelcholáiste – Coláiste Chomain, Ros Dumhach and 1 school in a Gaeltacht Recognition Scheme – St. Brendan's College, Belmullet within its administration. Ms. M. Bohan requested a letter be sent requesting this grant be made available to MSLETB.

Launch of ETBI Competition for ETB Post Primary Schools

The Launch took place on Friday, 23rd November in Coláiste Bhaile Chláir, Baile Chláir, Co na Gaillimhe, by Minister Kyne TD, Minister of State for Gaeilge, the Gaeltacht and the Islands, of an exciting new competition for students attending post-primary schools in ETBs. The Competition celebrates the year of Bliain na Gaeilge by encouraging the promotion of Irish culture, heritage and language in our schools. The competition award will be presented in the name of Joe McDonagh, former CE of County Galway VEC, late CE of MSLETB and enthusiastic Gaeilgeoir and champion of education, Irish language, culture and heritage and the GAA.

CHIEF EXECUTIVE'S REPORT.

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



Vote of Congratulation: The Meeting passed a Vote of Congratulation to:

- Ms. Maura Williamson, [REDACTED] on the recent very successful productions from Leitrim Youth Theatre in Corn Mill Theatre & Arts Centre, Carrigallen, Co. Leitrim.

Travel Abroad: The Meeting approved:

Westport CFE: Request for permission for [REDACTED] to travel to The Bett Show which is an annual trade show, marketing information technology in education in London from 24 – 26 January 2019.

Westport CFE: Erasmus Plus Programme - Request for permission for:

- [REDACTED] to travel to Iceland to accompany students from 24 – 27 February 2019.
- [REDACTED] to travel to Portugal to collect four students from 20 – 24 February 2019.
- [REDACTED] to travel to Viborg, Denmark to collect four students from 19 – 24 February 2019
- [REDACTED] to travel to Nimmes, France to accompany 8 students from 19 – 22 February 2019
- [REDACTED] to travel to France to visit students from 10 – 12 February 2019
- [REDACTED] to travel to Viborg, Denmark from 3 – 6 February 2019
- [REDACTED] to travel to Lagos, Portugal to accompany four students from 3 – 6 February 2019.
- [REDACTED] to travel to Nimes, France to accompany 8 students from 01 – 22 February 2019.
- [REDACTED] to travel to Iceland to accompany 8 students from 03 – 06 February 2019 (inclusive)

Ballinode College / Sligo CFE: Request for permission for the following teachers to travel abroad as part of our Erasmus+ programme. The teachers below will act as an accompanying person for PLC work experience students.

- [REDACTED] - Kempten, Germany, from Mon 18th Feb 19 to Sun 24th Feb 19
- [REDACTED] - Kempten, Germany, from Sat 2nd Feb 19 to Sat 9th Feb 19
- [REDACTED] - Tenerife, Spain from Sun 24th Feb to Sat 2nd March 19
- [REDACTED] - Tenerife, Spain, from Fri 8th Feb to Thurs 14th Feb 19
- [REDACTED] - Tenerife, Spain, from Fri 5th April to Thurs 11th April 19
- [REDACTED] - Tenerife, Spain, from Sun 21st April to Sat 27th April 19
- [REDACTED] - Fougères, France, from Fri 25th Jan 19 to Tues 5th Feb 19
- [REDACTED] - Fougères, France, from Sun 3rd Feb to Sun 10th Feb 19.

Coláiste Pobail Acla: Request for permission for [REDACTED] to travel to Brussels and Strasbourg European Parliament to accompany 3 students (in retrospect 27th – 30th November, 2018).

On the proposal of Ms. T. McGuire and seconded by Mr. J. Caulfield.

MSLETB Irish Language Scholarship Scheme: Request for the continuation of the award of Scholarships in 2019 on the proposal of Ms. T. McGuire and seconded by Mr. J. Caulfield.

Mayo: 12 Scholarships to Coláiste Mhuigheo, Ceathru Thaidhg.

Sligo: 11 Scholarships to 5 Schools.

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Department of Education and Skills: The CE informed the Board Members that following our last Meeting, a response to letter dated 1st October, 2018 from Seán Ó Foghlú. Office of the Secretary General, Department of Education and Skills had been sent, regarding the review of Report of the Statutory Investigation into Kildare and Wicklow Education and Training Board. MSLETB response affirmed our commitment to working appropriately with the Internal Audit Unit for the ETBs in relation to any items raised which may steer their audit programme in to the future and it stated we are confident that we are unaffected in MSLETB by any of the issues raised, however, in the event that any issues are identified, they will be notified to the Secretary General.

DES: Letter dated 30th November 2018 Re St. Joseph's Secondary school, Foxford, Co. Mayo (Roll No. 64640W) approval of 3 x classrooms, 1 x engineering room, 1 x construction studies room, 2 x science laboratories, 1 technologies preparation room, 1 shared science preparation room and 2 x pastoral offices. The total floor area is 1,094m². Given the significant scope and scale of the project in question and as per standard practice in respect of the budget associated with this project (in excess of €1million), the Department requests MSLETB to provide support and assistance to St. Joseph's Secondary School in delivering this project. The Department considers that the ETB's experience in delivering capital projects, project management and public procurement would be of significant help to the school authorities in dealing with the complexity of arrangements surrounding the progression of their project concerned.

While the BOM at St. Joseph's Secondary School will retain ultimate responsibility for delivering the project, it is envisaged that arrangements would be put in place whereby MSLETB will, in addition to ongoing assistance, also provide a check and overview of the processes being followed. The Department is appreciative of the support being offered to St. Joseph's Secondary School, by the ETB and our buildings section.

Director of OSD, Mr. P. Howley, contacted Justin O'Brien in the Building Department, DES, regarding this correspondence. He advised him that we would be happy to offer some guidance on this project but currently we have a significant workload of building and estates work concerning our own MSLETB schools and centres. This will seriously reduce the amount of input we can offer to St Joseph's Secondary School, Foxford. he explained that we currently have only one person working on buildings and estates and this function is under pressure as it is. Promising anything else at this stage would only be misleading to the Department and St Joseph's.

APPROVAL OF SUB-COMMITTEE MINUTES / POLICIES.

The Meeting adopted **the following Sub-Committee Minutes**, on the proposal of Ms. M. Bohan, seconded by Ms. T. McGuire.

Minutes of Boards of Management:

School	Date of Board of Management Meeting Minutes
Gaelcholáiste Chomáin	23.04.18
St. Brendan's College	29.05.18
Coláiste Iascaigh	30.05.18
North Connaught College	14.06.18
St. Joseph's Community College	14.06.18
Mohill Community College	01.10.18
St. Joseph's Community College	10.10.18
Westport College of Further Education	10.10.18
Coláiste Pobail Acla	11.10.18 and Extraordinary BOM Meeting 21.11.18

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Minutes For Noting

St. Attracta's Community School	↓ 02.10.18 and 06.11.18
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The Meeting adopted **the following School Policies**, on the proposal of Ms. M. Bohan and seconded by Ms. T. McGuire.

School Policies

Coláiste Iascaigh	<ul style="list-style-type: none"> ↓ Health & Safety Statement ↓ Code of Behaviour ↓ Child Protection Oversight Report ↓ Anti-Bullying Policy ↓ Checklist for Annual Review of Anti-Bullying Policy ↓ Enrolment & Admission Policy
St. Brendan's College, Belmullet	<ul style="list-style-type: none"> ↓ Checklist for Annual Review of the Child Protection Policy ↓ Checklist for Annual Review of the Anti-Bullying Policy
North Connaught College	<ul style="list-style-type: none"> ↓ Admission Policy ↓ Learner Attendance & Participation Policy ↓ Child Protection Oversight Report ↓ List of School Needs & Priorities
Gaelcholáiste Chomáin	<ul style="list-style-type: none"> ↓ Leadership & Management Roles ↓ Administration of Medication ↓ Child Protection Procedures ↓ External / Visiting Speakers Policy ↓ First Aid Policy ↓ Changing for Games / PE and Swimming ↓ Guidelines, One to One Teaching Practice ↓ Guidelines for Students on Teaching Practice ↓ Intimate Care Policy ↓ Out of Class Permission ↓ Placement of Student Teachers ↓ Work Experience ↓ Yard Supervision
Corran College	<ul style="list-style-type: none"> ↓ Uniform Policy ↓ Mobile Phone and Digital Devices Policy
Westport College of Further Education	<ul style="list-style-type: none"> ↓ Child Protection Procedures for Primary and Post Primary Schools
Coláiste Pobail Acla	<ul style="list-style-type: none"> ↓ Dignity in the Workplace Policy ↓ Work Experience and Placement Policy ↓ DEIS Plan 2017-2020 ↓ Book Rental & School Levy Scheme ↓ CCTV Policy ↓ Data Protection Policy

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CORRESPONDENCE:

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

The following **Department of Education and Skills Circular Letter** was adopted on the proposal of Ms. T. McGuire, seconded by Ms. M. Bohan.

Department of Education and Skills C.L. 0065/2018: Acting-Up Arrangements and Acting-Up Allowances for All Staff Other Than Persons Employed As Teachers and Special Needs Assistants in Education and Training Boards.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0065_2018.pdf.

Department of Education and Skills C.L. 0066/2018: Consolidation of arrangements for the offer of severance terms in the Civil and Public Service (Further and Higher Education)

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0066_2018.pdf.

Department of Education and Skills C.L. 0067/2018: Consolidation of arrangements for the offer of severance terms in the Civil and Public Service.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0067_2018.pdf.

Department of Education and Skills C.L. 0068/2018: Clarification in respect of Circular Letter 0035/2018 Post Primary – Prescribed material for Junior Cycle Irish – Specification for Junior Cycle Irish: Irish-medium schools (L1).

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0068_2018.pdf.

Department of Education and Skills C.L. 0069/2018: Clarification in respect of Circular Letter 0036/2018 Post Primary – Prescribed material for Junior Cycle Irish – Specification for Junior Cycle Irish: English-medium schools (L2).

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0069_2018.pdf.

Department of Education and Skills C.L. 0071/2018: Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 January 2019.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0071_2018.pdf.

Department of Education and Skills C.L. 0072/2018: Revision of Salaries with effect from 1 January 2019 for Clerical Officers and Caretakers Employed in National School Under the 1978/79 Scheme and Clerical Officers Employed in Post Primary Schools under the 1978 Scheme.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0072_2018.pdf.

Department of Education and Skills C.L. 0073/2018: Revision of Salaries of School Secretaries and School Maintenance Staff in Community and Comprehensive Schools with effect from 1 January 2019.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0073_2018.pdf.

Department of Education and Skills C.L. 0074/2018: Revision of Salaries in respect of All Staff Other than Teachers and SNAs employed in ETBs with effect from 1 January 2019.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0074_2018.pdf.

Department of Education and Skills C.L. 0075/2018: Revision of Salaries of all staff paid directly by a recognised school or ETB with Effect from 1 January 2019.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0075_2018.pdf.

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Department of Education and Skills C.L. 0077/2018: Revision of Pay Rates in 2019 for Grant funded School Secretaries, Caretakers and Cleaners employed by the Boards of Management of Voluntary secondary schools in the Free Education Scheme and associated increases in Grant funding for same.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0077_2018.pdf.

Department of Education and Skills C.L. 0079/2018: Arrangements for the implementation of Framework for Junior Cycle with particular reference to school year 2018/2019.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0079_2018.pdf.

Department of Education and Skills C.L. 0080/2018: 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/cl0080_2018.pdf.

Department of Education and Skills C.L. 0082/2018: Cost Limits for Post Primary School Buildings.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0082_2018.pdf.

Department of Education and Skills C.L. 0083/2018: Curriculum-related developments at Senior cycle with particular reference to school years 2019/20 and 2020/21, including the discontinuance of Leaving Certificate Agricultural Economics.

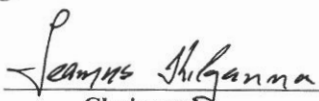
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0083_2018.pdf.

The next MSLETB Board Meeting will take place on **Tuesday, 12th February 2019** in **Castlebar**.

Mr. T. Grady, Chief Executive extended Christmas wishes to everybody and thanked the Board Members for their impeccable reporting all year, the 3 Directors and all MSLETB staff for their co-operation, support, advice and friendship during the year. All present were invited to attend the Christmas Dinner, at which the retirement presentations would be made to retired members of Mayo, Sligo and Leitrim ETB staff.

This concluded the business of the Meeting.

Signed:


Chairperson

Date:

19/2/19

Head Office,
Newtown, Castlebar.



etb

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

MAYO, SLIGO & LEITRIM ETB
Monthly Receipts & Payments - Combined Report

01/11/2018

Appendix 1

	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	3,108	720	1,490	1,817	7,135	6,093	4,307	3,457	19	12	23	99
May	3,256	255	1,561	1,610	6,682	6,526	9,104	9,314	11	39	20	9
June	3,248	250	1,722	1,616	6,836	6,416	3,986	4,346	0	12	3	81
July	2,970	205	1,647	1,316	6,138	5,523	9,764	8,546	138	14	93	20
August	3,476	166	1,282	1,426	6,350	6,066	3,559	3,399	116	283	115	180
September	3,043	183	1,239	1,117	5,582	5,713	9,594	9,924	11	3	100	9
October	3,208	310	1,630	1,637	6,785	6,360	4,110	4,547	85	100	4	73
November	3,163	240	1,822	1,991	7,216	6,891	9,510	4,145	213	100	389	91
December												
Total	35,315	3,117	17,310	17,468	73,210	68,832	75,277	67,847	671	892	862	693

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	7,469,257	9,605,415	6,031,950	11,042,722
October	11,042,722	4,190,214	6,651,599	8,581,337
November	8,581,337	9,723,234	7,394,033	10,910,538
December				
	8,709,880	75,945,268	73,744,610	10,910,538

Signed _____ Chief Executive

Date _____

Appendix 2

Building Report as at 10th December 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 on-going – main build to be ready for e-tenders by January 2019.
- **Grange Post Primary School: Roll No 72330D**
2 x 58.6m² General classrooms, 1 x 38.5m² General classroom, 1 x 118.6m² Home Economics Room, 1 x 149m² Construction Studies/Technology Room & preparation area x 58.6m², 1 x Toilet Block x 20m², 1 Toilet Block x 30m² & student entrance including circulation.
Full approval of this grant received September 2018. Appointment of a full Design Team to commence in January 2019.
- **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 [REDACTED] 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. Consultant appointed. Proceeding to Design.
- **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. Contractor is on site.

✚ Temporary Accommodation.

- **St Joseph's Community College, Charlestown:**
Provision of New Engineering Room (Temporary) - Furniture & Equipment almost completed. Reconfiguration works to form larger metalwork/engineering room nearing completion.
- **Coola Post Primary School: Roll No 72310U**
Temporary accommodation of 4 prefab units completed.
- **Grange Post Primary School: Roll No. 72230D**
Rental of accommodation approved up to 31st December, 2019

✚ Emergency Works 2018.

- **Moyne College:**
Application submitted for Universal Access works in and around the school [REDACTED]
[REDACTED] Full approval granted.
Consultant appointed. To tender January 2019.
- **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 appointed.

✚ 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, associated site works, fencing, lighting & services - near completion.

✚ Summer Works Scheme 2016 & 2017.

- **Drumshanbo Vocational School** – roof works (partial replacement). Works completed.
- **Colaiste Pobail Acla** – toilets (general upgrade). Works completed.
- **Coláiste Iascaigh** – roof works (partial replacement) Works completed.

Appendix 3

UPDATE ON ORGANISATION SUPPORT & DEVELOPMENT FOR MSLETB BOARD MEETING

11th December 2018

Corporate Services.

Procurement:

- Progression of range of procurement projects, including:
 - ICT equipment – inc. data projectors, laptops, display screens, wi-fi network infrastructure, etc.
 - Employee health and wellbeing programme
 - Legal services (7 different legal areas)
 - Disposal of chemicals in schools.

Buildings:

- Developing protocols and systems in relation to the progression of small-scale buildings projects.

Data Protection:

- Ongoing work to ensure our compliance with the GDPR, including:
 - Supporting schools and centres in relation to the implementation of data protection policies
 - Review of data mapping templates returned by schools and centres
 - Implementation of data breach protocol (two breaches reported to date).

Freedom of Information (FOI):

- Currently processing one FOI request from in relation to fire safety audits carried out in schools in Leitrim, and also details of legal fees incurred by MSLETB from 2013 to date.

Governance:

- Annual Reports for the periods of 2013-2014, 2015 and 2016 now published in English and Irish versions on MSLETB website (see here <http://mayosligoleitrim.etb.ie/annual-report/>).
- Minutes of MSLETB Board meeting for 2018 now also on our website (see here <http://mayosligoleitrim.etb.ie/governance-management-arrangements/>).

HUMAN RESOURCES REPORT – DECEMBER 2018

RECRUITMENT:

Schools:

- Small number of teaching positions still being recruited to cover specified purpose contracts. Difficulties being experienced in recruiting for certain subject areas e.g. Irish. National issue. A working group has been established through the ETBI HR & IR Group to examine the general promotion of the teaching profession. Report due for the next HR/IR Group meeting on 19th February 2019.
- A small number of SNA posts also being recruited currently, resulting from additional allocation received from the DES.

- Interviews to commence for the appointment of Leadership & Management posts in MSL ETB's post primary schools (CL 0003/2018) week commencing 17th December 2018.

44 posts to be filled in total.

In preparation for this, training in Competency-based interview technique took place for MSL ETB Principals on 19th and 20th November 2018.

Similar training to be provided in the coming weeks to potential Selection Board members who did not receive training in the May and November training sessions.

- Interviews for Cleaner positions in a number of post primary schools took place in recent weeks.

Further Education & Training:

Recruitment ongoing for a number of FET positions.

Advertising for a new panel of tutors for Music Generation, Leitrim to commence in the coming days.

Recruitment of a number of agency workers for FET took place in recent weeks.

Administration:

- Advertising for a number of key administrative posts sanctioned by the DES has commenced with the first wave of interviews scheduled for week commencing 17th December 2018.

CONTRACTS:

- Issuing of Employment Contracts for new recruits/teaching posts, across the Scheme, ongoing.

BTEI CONVERSION:

- A working group has been established to progress this project. The group has met on a number of occasions and work is well under way to achieve our target of 31st January 2019 for the initial communication to FE tutors involved, regarding the options available to them under Conversion.

PENSIONS:

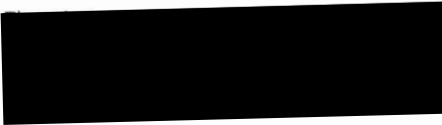
- Pensions Department currently involved in delivering on a number of distinct projects including:
Issuing of benefit statements as part of the BTEI Conversion project;
Engaging with part time FE tutors who were admitted to relevant Pension Schemes in 2014.

Finance

- The 2017 accounts of MSLETB were signed by the Chairperson & CE on 6th December 2018. The last date for sign-off is 12 months after the end of the accounting year so MSLETB has achieved this target.
- The DOSD & APO Finance visited 10 of the 19 schools across the ETB during November to better understand the schools individual and unique operational and logistical challenges and to explain how the school budget spend reports are prepared. Also to reiterate that the ETB has to operate in an environment of very limited resources particularly its non – pay budget allocation. The remainder of the schools will be visited during Q1 2019.
- The transfer of payroll to Payroll Shared Services is commencing with 2 ETB's in May 2019. There are 3 waves and MSLETB is in the 3rd wave. We expect to transition to Payroll Shared Services in late 2020 / early 2021. Significant internal "readiness" work has to take place in advance of this date.
- The Request for Tender document for the Finance / Creditors part of Shared Services is currently being worked upon and it is hoped to publish this soon. This project will improve the financial reporting process within each ETB.

MSLETB Administration Projects

December 2018 Update

1. Administration Network Upgrade (Admin Offices and Training Centres) All works now complete
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.
2. Administration Offices Data (Files and Folders) consolidation and preparation for GDPR Work in Progress and all files now backed up to secure online location.
3. ETBI IT Policy Documents and Disaster Recovery Still work in progress, waiting on feedback from the ETBI ICT forum
4. Electronic Payslips for all employees Work is in progress to identify email addresses for all employees and create new addresses where required. All email addresses will shortly be added to the Payroll system and testing with a sample of employees will commence.
5. Managed Print Service Review and further development This service will be re-tendered in 2019
6. Enhancements to the current HR Recruitment System Complete for 2018, additional enhancements for GDPR to be included in 2019
7. Admin server support including disaster recovery.

- Network maintenance and support contract Complete
Contract awarded to Kedington

Networks LTD.

MSLETB Office 365 Maintenance and Development Projects

- | | |
|---|---|
| 7. Office 365 Identity Clean-up. (Remove all inactive accounts) | In progress |
| 8. Appoint a single contractor to manage Office 365 for MSLETB | To be tendered in early 2019 |
| 9. New system to manage Office 365 Security and Distribution Groups. | New groups for most services complete. |
| 10. GDPR: MSLETB Mobile device encryption for all staff mobile devices. | Encryption of teacher devices in schools is in progress. All other mobile devices now encrypted |

[REDACTED]

The MDM solution will provide MSLETB with additional tools for managing mobile ICT equipment and will help in the effort to work towards compliance for General data protection regulation (GDPR). The MDM solution will be rolled out by the onsite ICT technicians as they work around the sites.

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. | Work is complete to procure and WIFI and new Projectors for PLC schools and schools with FET services. |
| 14. Consultation with each school on their ICT Infrastructure requirement in February March. | Further on-going consultation has started with school principals and next round of individual school visits has started |
| 15. Complete the provision of School Intranets | SharePoint Intranets as part of SCORE have been provided for all Schools and further special intranets have been provided to 3 PLC schools. |
| 16. Activate the SCORE "School Leaders Site" | Now in use to disseminate essential information to school principals and deputies |
| 17. Upgrade the Teacher Subject Networks to Professional Leader Community Team sites | Postponed to later in this academic year when Teacher CPD is completed. |

Further Education and Training

- | | |
|---|--|
| 18. Setup of all new hardware in all FE Centres to support TEL strategy | Focus on Leitrim FET sites at present, |
|---|--|

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.

Drumshanbo Enterprise Centre, cabling and WI-Fi completed, Waiting on Laptops and Laptop trolley

Market Square Facilities, Carrick-on-Shannon, networks and WI-Fi installed other works in progress, Waiting on Laptops and Laptop trolley

Enterprise Centre Mohill, cabling and WI-Fi completed.

Mohill Youthreach Centre (Marian College) cabling and WI-Fi completed.

Waiting on Laptops and Laptop trolley .

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 CPD (Coaching) continues to be provided for individual as well as group training for staff at each service location. New Technology Enhanced Learning (TEL) course for FET staff in preparation which will provide additional online video training resources to support other TEL CPD training.

20. To monitor Broadband services at all FE Centres to maximise available bandwidth.

In progress and new broadband service to be provided in Claremorris

21. Create a viable system for all FE students to get Office 365 services (MSLETB email)

All FET students now have access to MSLETB email addresses as required by their course teachers for the duration of their courses

22. Develop SCORE FE Intranet to support all FE services.

SCORE Intranet sites for QA, Adult Basic Education, BTEI, VTOS and Youthreach Staff are have been updated and will available in early 2019 for FET staff.

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

NOTES, ITEMS OF INTEREST

- **Buildings** – All FET buildings are on the list and action around nearly all buildings;
Specifically the following are top of the list: **Market Yard** → complete move from Presentation House
Swinford → Contractor has started on site; **Lucan Street** → Emergency repair to door (door replacement) commenced
Achill → emergency repairs to Outdoor Ed and VTOS; **Claremorris** → Complete move in December
Mohill → Marion college works completed for Youthreach; **Lifts Kiltimagh and Ballinrobe** → commence in Jan
Training Centre extension to kitchen → commence in New Year; **Quay Street** → Prep tender for phase 1 and 2, remodelling entrance and ground floor
Church St Sligo → review prelim plans;
CCFE → under review; **Drumshanbo** → Move complete, site meeting to review and close in Dec
SCFE → Report and response to SOLAS on redevelopment;
- **QA** – significant work in setting the overarching agenda in planning, delivery, monitoring and continuous improvement;
RFT (request for tender) for external specialist Pilot to develop in-depth monitoring/ self-evaluation in programmes;
Examining overarching QA Framework – focused on a vision for QA with putting the learner at centre of QA;
Development of policy and governance locally. Focus policy manual;
Academic Module Manager – MSLETB is currently piloting

The Validation of new awards – Agriculture Pilot; Stakeholder and industry consultation events in early Jan, establishment of programme board, need to discuss; Prep for validation panel;
- **New Apprenticeships: Butchery** – Commenced - Launch planned 01st Feb by Minister DES;
Sales – significant project management; RFT for specialist – RPL, content development etc. Charlie Boyle won the tender; **Chef** - commence early 2019 **ICT** – meeting FIT in December to plan commencement in 19
- **New Traineeships, expansion; Healthcare part-time** in employment programme in development;
Broadcasting – commenced through Rossport and contracted training; **Certified Public Accountants** – commence in Jan
Childcare – for people in employment, L5, in development;
- **SOLAS Strategic Performance Agreement** - Business planning cycle 2019 commenced, Business planning day now the 25th Jan, Significant work in this will tie me up for 2-3 weeks
- **HR matters**, New posts to be filled/ business cases for additional posts – PD and TEL
Clerical support review, BTEI conversion, part-time Tutor issues etc;
- **Employer Engagement** CPD workshop on Tuesday is Sligo for EE team lead by SOLAS;
- **TEL RFT specialist** to lead the development of Blended Learning in MSLETB - Michael Hallissy. Blended Learning Pilot Group to implement blended learning communications in all L5 programmes in 2018/2019;
Working with SOLAS eCollege on LMS; **TEL improvements**, audits and implementation of strategy
Whole range of TEL Procurement: Projectors: Ultra-Short Throw, Projector: Long-throw, Wireless AP, Network switches, Laptop trollies, Laptops, Smartboard (for Market Yard)(i.e. interactive LCD screens), Surface Pros, Digital signage,(3 x 55" screens), Apple iMacs, Surface Studios, Server for Coola PPS
- **Financial budgeting and other issues** - Need to get monthly management reports
- **Other....**

Director of Schools Report-8th December 2018

- WSE/MLL is taking place in Davitt College, December 2018
- Ger King Deputy Principal Davitt College is retiring on December 31st. Liam O Ruáin appointed new Deputy Principal.
- DEIS Inspection took place in Moyne College in October 2018
- Admissions to Schools Act 2018-commenced on 3rd October. New enrolment forms were produced by ETBI for use in all ETB Schools. Education and the Law Seminars took place in October for Principals and Deputy Principals. Topics included Child Protection, Admissions Act and GDPR.
- ETBI has announced a new Award-Joe McDonagh Award. This award encourages the promotion of Irish culture, Irish heritage and/or Irish language. All entries must be submitted by email to the Director of Schools by 12 noon Thursday 14th March 2019. This award was launched on November 23rd.
- ETBI Annual Principals and Deputy Principals conference will take place in Carlow on Jan 30th and 31st.
- Child Protection Inspections currently being piloted in schools-Level 3 Inspections and will be rolled out to all Schools in Jan 2019.
- Special Education Needs inspections will take place in Schools from Jan 2019.
- 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.
- Follow-up workshop for all Principals on Characteristic Spirit and values in ETB schools took place on 12th November.
- Dr Finn O Murchu facilitated a workshop with Principals in relation to School Leadership on Monday 12th Nov 2018.
- MSLETB Annual Awards 2019 will take place March 14th in The Park Hotel, Kiltimagh. There are 6 award categories. All are welcome to attend.
- Post of Responsibilities -44 posts. Posts have been advertised. Training in competency based interviews took place for all Principals in November.

Appendix 7

Bord Oideachais & Oiliúna Mhaigh Eo, Shligigh & Liatroma
Mayo, Sligo and Leitrim Education and Training Board
11th December, 2018

CORRESPONDENCE FROM THE D.E.S.:

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

23/10/2018	Draft Evaluation Report, Youthreach Ballinrobe.
08/11/2018	Final report on school inspection undertaken in Ballinrobe Community School.
12/11/2018	Key ESBS ETB Payroll Project Highlights for October.
15/11/2018	Draft report of Subject Inspection – Carrigallen Vocational School.
15/11/2018	Notification of Whole School Evaluation – Management, Leadership and Learning (WSE-MLL) Davitt College.
16/11/2018	Whole School Evaluation – Management, Leadership and Learning (WSE-MLL) Davitt College, School Information Form.
23/11/2018	Final Inspectorate Report, subject inspection Ballinrobe Community School.
29/11/2018	Strategy Statement 2019-2021.
30/11/2018	Final report on school inspection undertaken in Carrigallen Vocational School.
04/12/2018	Draft report of subject inspection for Ballinode College.

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CORRESPONDENCES FROM OTHER GOVERNMENT DEPARTMENTS:

25/10/2018	Department of Children and Youth Affairs (DCYA): Details of Capital Payment 2018.
01/11/2018	Social Welfare Services Office: School Meals Scheme 2018-2019 St. Patrick's College.
12/11/2018	Department of Public Expenditure and Reform: National Development Plan 2018-2027.
15/11/2018	Department of Children and Youth Affairs (DCYA): Targeted Youth Funding Scheme: 2019 TYFS Renewal of Funding Application Form.
15/11/2018	Department of Children and Youth Affairs (DCYA): Youth Work Function and Technical Assistance 2018.
29/11/2018	Department of Children and Youth Affairs (DCYA): Third and Fourth Instalment of VFM Project Funding 2018.

CORRESPONDENCES FROM ETBI:

23/11/2018	Launch of ETBI competition for ETB Post Primary Schools.
29/11/2018	ESBS ETB Payroll Project FAQ Guides.

SOLAS

12/11/2018	The 2018 Further Education and Training (FET) Services Plan.
23/11/2018	2018-2021 Further Education and Training policy framework for skills development of people in employment.

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21/11/2018	Charities Regulator: News Issue 3 – November 2018.
23/11/2018	Belong To Youth Services: This is what school should be like.
28/11/2018	Irish National Accreditation Board (INAB): Winter 2018 / Edition 37.
29/11/2018	Association of Community and Comprehensive Schools (ACCS): Info Bulletin 58/18 ACCS Policy Objectives revised and updated December 2018.
29/11/2018	Association of Community and Comprehensive Schools (ACCS): Workshop on “Enhancing learning and teaching in the classroom: hearing student voice.”
29/11/2018	Association of Community and Comprehensive Schools (ACCS): Info Bulletin 59/18 Re: Junior Cycle Changes Circular Letter 0079/2018.
30/11/2018	Northern Ireland Manufacturing Supply Chain Expo: Call for Speakers.
03/12/2018	Irish Business Employers Confederation (IBEC): Quarterly Economic Outlook.
04/12/2018	Association of Community and Comprehensive Schools (ACCS): Info Bulletin 60/18 Re: Payroll Closing Dates.
04/12/2018	Association of Community and Comprehensive Schools (ACCS): Info Bulletin 61/18 Re: Child Protection School Inspection Model.
05/12/2018	The National Adult Learning Organisation (AONTAS): 5 th December 2018 Newsletter.
07/12/2018	Belong To Youth Services: LGBTI and Support in other languages.

Circulars 11.12.18

Department of Education and Skills C.L. 0065/2018: Acting-Up Arrangements and Acting-Up Allowances for All Staff Other Than Persons Employed As Teachers and Special Needs Assistants in Education and Training Boards.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0065_2018.pdf.

Department of Education and Skills C.L. 0066/2018: Consolidation of arrangements for the offer of severance terms in the Civil and Public Service (Further and Higher Education)

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0066_2018.pdf.

Department of Education and Skills C.L. 0067/2018: Consolidation of arrangements for the offer of severance terms in the Civil and Public Service.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0067_2018.pdf.

Department of Education and Skills C.L. 0068/2018: Clarification in respect of Circular Letter 0035/2018 Post Primary – Prescribed material for Junior Cycle Irish – Specification for Junior Cycle Irish: Irish-medium schools (L1).

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0068_2018.pdf.

Department of Education and Skills C.L. 0069/2018: Clarification in respect of Circular Letter 0036/2018 Post Primary – Prescribed material for Junior Cycle Irish – Specification for Junior Cycle Irish: English-medium schools (L2).

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0069_2018.pdf.

Department of Education and Skills C.L. 0071/2018: Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 January 2019.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0071_2018.pdf.

Department of Education and Skills C.L. 0072/2018: Revision of Salaries with effect from 1 January 2019 for Clerical Officers and Caretakers Employed in National School Under the 1978/79 Scheme and Clerical Officers Employed in Post Primary Schools under the 1978 Scheme.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0072_2018.pdf.

Department of Education and Skills C.L. 0073/2018: Revision of Salaries of School Secretaries and School Maintenance Staff in Community and Comprehensive Schools with effect from 1 January 2019.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0073_2018.pdf.

Department of Education and Skills C.L. 0074/2018: Revision of Salaries in respect of All Staff Other than Teachers and SNAs employed in ETBs with effect from 1 January 2019.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0074_2018.pdf.

Department of Education and Skills C.L. 0075/2018: Revision of Salaries of all staff paid directly by a recognised school or ETB with Effect from 1 January 2019.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0075_2018.pdf.

Department of Education and Skills C.L. 0077/2018: Revision of Pay Rates in 2019 for Grant funded School Secretaries, Caretakers and Cleaners employed by the Boards of Management of Voluntary secondary schools in the Free Education Scheme and associated increases in Grant funding for same.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0077_2018.pdf.

Department of Education and Skills C.L. 0079/2018: Arrangements for the implementation of Framework for Junior Cycle with particular reference to school year 2018/2019.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0079_2018.pdf.

Department of Education and Skills C.L. 0080/2018: 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/cl0080_2018.pdf.

Department of Education and Skills C.L. 0082/2018: Cost Limits for Post Primary School Buildings.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0082_2018.pdf.

Department of Education and Skills C.L. 0083/2018: Curriculum-related developments at Senior cycle with particular reference to school years 2019/20 and 2020/21, including the discontinuance of Leaving Certificate Agricultural Economics.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0083_2018.pdf.