

MAYO SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

MINUTES OF THE PROCEEDINGS OF THE MEETING
HELD ON TUESDAY 13th FEBRUARY, 2018, AT 4.30 P.M.

IN THE CASTLEBAR FURTHER EDUCATION AND TRAINING CENTRE.

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

Mmes.	M. Gormley, S.C.C.,
	M. Bohan, L.C.C.,
	D. Sheridan,
	S. Dore
Messrs.	T. Connolly, M.C.C.,
	S. Kilgannon, S.C.C.,
	P. O'Rourke, L.C.C.,
	E. Stenson, L.C.C.,
	J. Gardiner,
	M. Molloy,
	K. O'Dowd,

The following were also in attendance:

Ms. Mary Madden, Director of Schools and Ms. A. Mulchrone.
Apologies were received from Mr. Peter Egan, FET Director and Mr. Tom Grady, Director of Organisational Support and Development.

APOLOGIES FOR INABILITY TO ATTEND MEETING.

Apologies for inability to attend Meeting were received from Mmes. A. M. Reape, M.C.C., T. Ruane, M.C.C., S. Finan, and Messrs. J. Caulfield, M.C.C., C. Hyland, M.C.C., J. Queenan, S.C.C., E. Cawley and P. Ainsworth,

ADOPTION OF MINUTES

The Minutes of the Meeting held on 18th December, 2017, were adopted on the proposal of Mr. Paddy O'Rourke, seconded by Ms. M. Gormley.

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 **December, 2017**. Total expenditure amounted to **€76,131,000.00** with total receipts of **€76,962,000.00**. Total expenditure on Capital Account amounted to **€884,000.00**, with total receipts of **€938,000.00**. The Bank Balance at the end of December 2017 was **€8,709,878.00**.

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

No January Financial Reporting for the February Meeting because the DES has given dispensation because of the requirement of 2017 Draft Accounts due date 01.04.18 to C&AG and DES.

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BUILDING REPORT.

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

ORGANISATIONAL SUPPORT AND DEVELOPMENT

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

The MSLETB FET Planning/Business Improvement Day held on 26th January, 2018 in the Landmark Hotel, Carrick-on-Shannon was commended with special mention to Dr. Harry Barry who flagged Mental Health, dealing with the anxious mind and toxic stress.

SCHOOLS REPORT.

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

The Leadership Development for Aspiring School Leaders session received commendation and very positive feedback and very beneficial.

CHIEF EXECUTIVE'S REPORT.

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

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

...../

Votes of Sympathy (cont.):

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

Votes of Congratulations: The Meeting passed Votes of Congratulations to:

- Six students from three MSLETB Schools who were successful recipients of the Michael Sweetman Educational Trust Competition.

These students are:

[REDACTED]
[REDACTED]

Davitt College
Davitt College

[REDACTED]
[REDACTED]

Coola Post Primary
Coola Post Primary

[REDACTED] [REDACTED]
[REDACTED]

Ballinode Community College
Ballinode Community College

As part of their prize, these students will travel to the European Parliament.

- MSLETB led New Generation Apprenticeships – Apprenticeship council have now formally sanctioned development and establishment of a **new Associate Sale Professional** nationally led by MSLETB.
- 2018 Meitheal of the Year Award: The Erris Community Group involved in the R116 rescue operation in Blacksod Bay. Comharchumann Forbartha Ionad Deirbhile Teo (CFID) and the local community responded over the full 42 days of the rescue effort.

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Travel Abroad: The Meeting approved

WCFE – Erasmus2 Request for permission for [REDACTED], Teacher, to accompany eight students on their 3 week placement in Estonia from 28.03.18 – 31.03.18

WCFE – Erasmus2 Request for permission for [REDACTED], to accompany eight students to two locations in Estonia – Parnu and Haapsalu from 28.03.18 – 31.03.18.

Castlebar VTOS – Request for permission for [REDACTED] and [REDACTED] to travel to Brugge, Belgium to accompany 11 students - (visit to EU Parliament for European Studies Students, Visits to Museums, Galleries and Historical Buildings for Heritage, Art & Architecture and Tourism students).

On the proposal of Ms. T. McGuire and seconded by Mr. P. O'Rourke.

Formal acceptance of Chief Executive's letter of resignation: The Board formally accepted, with regret, the letter of resignation, dated 13th February, 2018, received from Shaun Purcell, Chief Executive, Mayo, Sligo and Leitrim ETB.

Irish Government held a unique Cabinet Meeting at IT Sligo: The Irish Government travelled from Dublin to Sligo on 16th February, 2018 to hold a Cabinet Meeting at IT Sligo to officially launch the 'Ireland 2040' National Planning Framework and the State's ten year capital investment Plan.

Cluster Meetings: The CE explained that all the providers in an area are brought together to talk about Courses they run and courses they plan to run in the next year in order to reduce duplication of course provision.

PLC Report: Evaluation of PLC programme provision The report identifies areas where improvements to PLC are essential if they are to become more effective, responsive and efficient. With over 30,000 places, the national PLC programme represents just over half of all SOLAS-funded, full-time FET provision offered by the ETB sector. A report of this nature is essential for SOLAS. Professor Seamus McGuinness, an author of the report, said: "The findings show positive outcomes for those who have completed PLC courses. At the same time, more could be done to ensure that PLC provision responds to ongoing changes in the Irish Labour Market. It is also important to challenge the idea that PLC courses are 'second-best' compared to higher education."

MOU with GMIT: Signed Memorandum of Understanding between Galway-Mayo Institute of Technology & Mayo, Sligo and Leitrim Education & Training Board. Both parties enter this Memorandum of Understanding to co-operate closely in the provision of education opportunities and linkages for second level and further education students in MSLETB.

Music Generation Committee - Leitrim: It is proposed to set up a Music Generation Committee – Leitrim, with two representatives from the Board. On the proposal of Mr. P. O'Rourke and seconded by Ms. D. Sheridan the nominations are Ms. M. Bohan and Mr. E. Stenson.

ETBI General Secretary Retirement: It was proposed to send a letter of thanks and appreciation to Mr. Michael Moriarty to mark his retirement on 30th April, 2018.

Irish Language Scholarship Scheme 2018: Request for the continuation of the award of Scholarships in 2018 on the proposal of Mr. P. O'Rourke and seconded by Ms. M. Gormley:

- Mayo - 12 Scholarships to Coláiste Mhuigheo, Ceathrú Thaidhg.
- Sligo - 11 Scholarships
- Leitrim - 4 Scholarships to 4 schools.

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NOMINATION TO THE FOLLOWING BOARD.

The Meeting approved the following nomination to:

North Connaught College.

Sheila Lenehan as Community Representative on the Board of Management.

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

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.

Minutes of Board of Management:

School	Minutes of Board of Management Meetings
Coláiste Iascaigh	23/10/2017
Corran College	24/10/2017
Grange Post Primary School	19/12/2017
Mohill Community College	04/12/2017
St. Patrick's College, Lacken Cross	12/10/2017
St Joseph's Community College, Charlestown	23/10/2017 and 19/12/17
Coola Post Primary School	06/12/2017

School Policies

Davitt College	✚ Anti-Bullying Policy
Ballinode Community College	✚ Checklist for Annual Review of the Child protection Policy
Grange Post Primary School	✚ Statement of Strategy for School Attendance

For Noting:

St Attracta's Community School	Minutes of Board of Management Meetings:- 05.12.17 09.01.18
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MSLETB Policies (For Noting)

MSLETB	✚ Bullying Prevention Policy
MSLETB	✚ Registration with the Charities Regulator

MSLETB Documents (For Noting)

MSLETB	✚ Quality Assurance Executive Self-Evaluation Report (ESE).
MSLETB	✚ Implementation of the City & Guilds SuperCentre Model
MSLETB	✚ Revised FET Terms of Reference 01.02.18

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. C. Hyland, seconded by Mr. T. Connolly.

Department of Education and Skills C.L. 0073/2017: Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 January 2018.
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0073_2017.pdf.

Department of Education and Skills C.L. 0074/2017: Revision of Salaries with effect from 1 January 2018 for 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
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0074_2017.pdf.

Department of Education and Skills C.L. 0075/2017: Revision of Salaries of School Secretaries and School Maintenance Staff in Community and Comprehensive Schools with effect from 1 January 2018
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0075_2017.pdf.

Department of Education and Skills C.L. 0076/2017: Revision of Salaries in Respect of All Staff Other Than Teachers and SNAs Employed by ETBs with effect from 1 January 2018.
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0076_2017.pdf.

Department of Education and Skills C.L. 0077/2017: Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 January 2018.
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0077_2017.pdf.

Department of Education and Skills C.L. 0081/2017: Publication of new "Child Protection Procedures for Primary and Post-Primary Schools 2017"
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0081_2017.pdf.

Department of Education and Skills C.L. 0083/2017: Revision of Teachers Salaries with effect from 01 January 2018.
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0083_2017.pdf.

Department of Education and Skills C.L. 0001/2018: Teacher Fee Refund scheme 2017.
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0001_2018.pdf.

Department of Education and Skills C.L. 0002/2018: Operation of the Financial Support Services Unit (FSSU)
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0002_2018.pdf.

Department of Education and Skills C.L. 0003/2018: "Leadership and Management in Post Primary Schools". https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0003_2018.pdf

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Department of Education and Skills C.L. 0004/2018: Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers – 2018/2019.
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0004_2018.pdf

Department of Education and Skills C.L. 0005/2018: Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools 2018/2019.
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0004_2018.pdf

Department of Education and Skills C.L. 0006/2018: Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder).
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0006_2018.pdf

Department of Education and Skills C.L. 0009/2018: Approved Allocation of Teaching Posts 2018/19 School Year – Education and Training Boards.
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0009_2018.pdf

Department of Education and Skills C.L. 0011/2018: Grant Scheme for ICT Equipment for 2017/2018 School Year.
https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0011_2018.pdf

Department of Public Expenditure and Reform: C.L. 02/16: Arrangements for Digital and ICT – related Expenditure in the Civil and Public Service.

Department of Public Expenditure and Reform: C.L. 19/17: Arrangements for the recording and utilisation of Eircodes within the Public Service.

The next Meeting will be held on **Tuesday, 17th April, 2018**, at 4.30 p.m., in MSLETB Office, Carrick-on-Shannon, Co. Leitrim.

This concluded the business of the Meeting.

Signed:


Chairperson

Date:

17-4-18

Head Office,
Newtown, Castlebar.



etb

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

Appendix 1

MAYO, SLIGO & LEITRIM ETB								
Monthly Receipts & Payments - Combined Report								
Dec-17								
	OPERATING ACCOUNT						CAPITAL ACCOUNT	
	Pay	Non-Pay	Sundry Other	Training Centre Expend	Total Monthly Expenditure	Total Receipts	Receipts	Payments
	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000
January	2,805	250	1,560	1,287	5,902	11,248	4	19
February	2,919	607	1,616	1,228	6,370	374	268	94
March	3,367	291	1,847	1,467	6,972	8,547	57	18
April	2,915	218	1,591	1,369	6,093	3,457	12	99
May	3,038	180	1,753	1,555	6,526	9,314	39	9
June	3,006	161	1,719	1,530	6,416	4,346	12	81
July	2,832	103	1,622	966	5,523	8,546	14	20
August	3,278	92	1,396	1,300	6,066	3,399	283	180
September	2,855	158	1,536	1,164	5,713	9,924	3	9
October	3,187	198	1,714	1,261	6,360	4,547	100	73
November	3,009	229	2,006	1,647	6,891	4,145	100	91
December	3,178	158	2,129	1,834	7,299	9,115	46	191
Total	36,389	2,645	20,489	16,608	76,131	76,962	938	884

Total Bank Account (current & capital monies)

ETB Mayo Sligo & Leitrim

2017

ETB	MONTH	ACTUAL TO	Balance in Favour (against) Committee per last monthly Statement	Receipts	Payments	Balance in Favour (against) Committee at end of month
	January		7,785,239	12,417,554	6,996,660	13,206,133
	February		13,206,133	1,642,108	7,288,377	7,559,864
	March		7,559,864	10,881,813	9,508,499	8,933,179
	April		8,933,179	4,469,619	7,062,752	6,340,046
	May		6,340,046	10,881,973	7,905,032	9,316,987
	June		9,316,987	5,729,392	8,176,790	6,869,590
	July		6,869,590	9,562,054	6,382,343	10,049,301
	August		10,049,301	4,721,287	7,128,367	7,642,221
	September		7,642,221	11,461,429	7,536,535	11,567,115
	October		11,567,115	6,656,338	8,289,328	9,934,125
	November		9,934,125	5,004,400	7,575,224	7,363,301
	December		7,363,301	12,561,332	11,214,753	8,709,880
			7,785,239	95,989,300	95,064,661	8,709,878

Signed _____ Chief Executive

Date _____

Building Report as at 12th February 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. Awaiting approval to proceed.
- **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.
Decision will be notified as quickly as possible was reply of 5/10/2017.
- **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 DoES has confirmed that it has no objection to the Acquisition of the Property and MSLETB are proceeding with the legal issues around this acquisition.
- **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.

✚ Temporary Accommodation.

- **St Joseph's Community College, Charlestown:**
Provision of New Engineering Room (Temporary) - Furniture & Equipment almost completed.
- **Ballinode Community College:**
Application for the separation of the two schools at Ballinode – Community College & Sligo College of Further Education is lodged with DoES.

- **Grange Post-Primary School:**
Funding granted for temporary accommodation of a double prefabricated structure for 2017/2018. This is almost completed.
- **Coola Post Primary School: Roll No 72310U**
Application being prepared for temporary accommodation of 4 prefab units to replace 7 that are to be demolished for the new build to proceed.

✚ **Emergency Works 2017.**

- **Moyne College:**
Application submitted for accessibility provisions in and around the school as they currently have a student with significant special needs.
- **Coola Post Primary School: Roll No 72310U**
Application being prepared for roof repair works.

✚ **Emergency Works 2016.**

- **Coláiste Pobail Acla, Achill:**
Works nearing completion - Replacing Water Tanks, Refurbishing H.E. Room and Roof Works.

✚ **Sports Capital Funding.**

- **Coola Post Primary School:**
MSLETB & Community Group received funding for the development of an all-weather surface pitch. Consultant being appointed immediately.

✚ **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 appointed.
- Coláiste Iascaigh – roof works (partial replacement) Tender recommendation done with works to be completed.
- Grange Vocational School – toilets (general upgrade). Project completed.

MSLETB Board Meeting

Report for Administration area of MSLETB

13th February 2018

Finance

- Financial Report
- 2016 Accounts submitted to C&AG on November 2nd 2017 and are being Audited for the last 5 weeks on site, finishing this week. No outcome indications at this stage.
- Secretary General DES has communicated the priority of having 2017 Accounts submitted by April 1st 2018 within existing recourses. MSLETB are fully committed to achieving this target and are satisfied with progress so far.
- 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.
- A project to process part time /substitution contracts for work through an ICT system and transfer to payroll is commencing presently. The system is called DCS and will be phased in over the duration of 2018. This project is expected to ease some resources through time saving and will fit in with the Payroll Shared Service Project which will have a significant HR aspect involved.
- 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 is to be assessed following a HR briefing by ETBi and other meetings due to take place this week.

Corporate Services

- Statement of Strategy – work ongoing
- Annual Service plan - work commenced
- Annual Reports for MSLETB – work well advanced
- 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 to take place in the coming months 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.

Proposed IT Project List for 2018**MSLETB Administration Projects**

1. Administration Network Upgrade (Admin Offices and Training Centres)
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
3. ETBI IT Policy Documents and Disaster Recovery
4. Electronic Payslips for all employees
5. Managed Print Service Review and further development
6. Enhancements to the current HR Recruitment System

MSLETB Office 365 Maintenance and Development Projects

7. Office 365 Identity Clean-up. (Remove all inactive accounts)
8. Appoint a single contractor to manage Office 365 for MSLETB
9. New system to manage Office 365 Security and Distribution Groups.
10. GDPR: MSLETB Mobile device encryption for all staff mobile devices.
A Mobile device management (MDM) solution was setup for MSLETB, this solution is setup on the Microsoft inTune platform. The MDM solution allows for the provision of encryption for mobile devices and it allows for the remote management and patching of these devices. 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.
14. Consultation with each school on their ICT Infrastructure requirement in February March.
15. Complete the provision of School Intranets
16. Activate the SCORE "School Leaders Site"
17. Upgrade the Teacher Subject Networks to Professional Leader Community Team sites

Further Education and Training

18. Setup of all new hardware in all FE Centres to support TEL strategy

In line with the recommendation of the Technology Enhanced Learning (TEL) strategy, MSLETB have implemented an ICT plan to improve services and infrastructure at each Further Education (FE) site. Procurement of ICT equipment and infrastructure upgrades was completed in 2017 and the rollout of this equipment is ongoing currently. Plans were put in place to install the following equipment:

Cabling infrastructure upgrade

Upgrades to the cabling infrastructure were carried out as a prerequisite for the installation of a wireless network. This upgrade included the installation of new data points running on CAT6a cabling and the installation of new POE (power over Ethernet) switches where necessary.

Hosted wireless network

A hosted wireless network was procured for the FE sites in MSLETB, the installation of this network is ongoing, however quite a number of sites are completed already. When fully completed the wireless network at all the FE sites will be managed centrally from a single cloud controller. This network will allow connectivity for all staff and students at these sites and allow for the implementation of a BYOD (Bring your own Device) and to provide connectivity services for MSLETB provided devices. The ability to centrally manage these Wireless Access points will greatly reduce the support costs for the ongoing maintenance and support of this network while at the same time provide an efficient service for staff and learners.

Desktop Replacement and upgrades

A procurement process was completed for the provision of refurbished desktop computers and refurbished laptops. Site audits were completed and a full report was issued for each site to the director of Further Education. Plans were implemented to replace desktops and laptops are necessary.

Laptop trollies were also purchased where ICT is shared between rooms in a building, this allowed for further flexibility for Teachers and administrative staff when scheduling classes and resources.

Standard MSLETB Desktop image

A managed desktop was also created for MSLETB; this is where a standard desktop image was setup for all desktops and laptops at FE sites in MSLETB. This work is ongoing and the onsite ICT technicians are deploying the image as they setup the new equipment.

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.

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

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

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

SCORE Intranet

23. Launch Score Intranet with Staff in March following pilot projects with FE leaders including VTOS and BTEI

NOTES, ITEMS OF INTEREST

- Incredibly successful business planning day in Carrick-on-Shannon, celebrated excellent achievements and key goals for 2018:
 - In 2017 we will have delivered transformative learning to 14,500 learners. Our retention/ certification rates are on/above target and we know that many of our learners are transferring into FET/ HET or placement into employment. Apart from further education and training provision we are providing a whole range of other really exceptional services including our AEGIS, Youth Services, Apprenticeship Supports etc. and we estimate that in excess of 10,000 of our local citizens have availed of these services in 2017.
 - A major resource requirement now is the **measurement and governance through FARR and PLSS** and all involved in supporting this in making this happen.
 - In 2017 we also agreed an **MSLETB FET Strategy 2017-2020**. This strategy clearly outlines the goals for FET Services in 2018. We will all need to actively review this in 2018 and we will be asking all our services to report on progress during the year.
 - MSLETB is the only ETB nationally to have two **New Generation Apprenticeships** – Butchery and Associate Sales Professional. We are continuing to lead and expand **Career Traineeships**.
 - In 2017 we were successful in winning a new **Youthreach service for Leitrim**.
 - We successfully incrementally upgraded some of our **buildings** without significant capital budget.
 - We have invested heavily in **TEL** and will continue to develop this as part of our TEL strategy.
 - In 2017 we have established working groups to lead in key areas – **Employer Engagement, QA, Marketing and PR** etc. They have made progress in 2017 and will continue to in 2018.
 - We have presented successful business cases to DES for the **re-filling of key FET posts** vacated during the public sector recruitment embargo, we will continue to make progress in this regard.

Key Additional 2018 Action items:

In addition to the current work underway, please see the following-

- 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.
- We also **plan to reinstate the cluster meetings** at a county level to discuss provision and other continuous improvement ideas. We will be in contact in late February to arrange dates in March/ April.
- In 2018 significant work will commence in the development of harmonised **QA Policies and Procedures** and we will be implementing a **Quality Management System** to improve planning, delivery, review and monitoring (including holistic programme reviews and evaluation on a sample basis), and continuous improvement and development of our programmes. As part of the re-engagement process with QQI we are currently conducting an Executive Self Evaluation and Quality Improvement Plan. This will be submitted to QQI in early February following consultation with you.
- **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 being offered.
- **New Generation Apprenticeships.** In 2018 we plan to validate the Butchery Apprenticeship; develop the Associate Sales Professional Apprenticeship and collaborate on all new apprenticeships that come on stream.
- **Employer Engagement.** Momentum is growing and the twin imperatives requiring us to contribute to national policies 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 group will meet in Feb to further expand our efforts to reach out to all employers.
- **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. MSLETB will continue to positively engage with all programme reviews.
- **PLSS and FARR.** It is critical that all learners are entered onto the PLSS and the FARR data is inputted as there is currently a significant deficit between learners entered on FARR and learners recorded in the learner database. We will roll out training on the PLSS notifications function in early 2018 and continue working through the issues in 2018 to address the challenges.
- **PR and Marketing Group.** Marketing and promotion of Mayo, Sligo and Leitrim Education and Training Board and associated schools and centres is of critical strategic importance. Therefore, a Marketing PR group has been established. The purpose of this group is to 'develop, promote and implement, in conjunction with all staff, a uniformed professional image of MSLETB internally, within our region and nationally. It will develop and enhance the corporate identify of MSLETB and ensure that the schools, centres and offices are utilising this to its full potential. Information on this group will be communicated to centres in the next number of weeks
- In conjunction with the rollout of the organisation statement of strategy, we will continue to reference, adapt and deliver the goals in the **MSLETB FET Strategy**.

Of particular import is the **TEL strategic goals** and that we integrate TEL in all our programmes in 2018.

- In 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-13th February 2018

- Leadership Development for Aspiring School Leaders- Second session took place on January 25th. Approx. 40 teachers took part in this programme. That session focussed on Leading teaching and Learning. Very positive feedback from Sessions. Next session takes place on March 22nd.
- Commencement of Children First 2015 on Dec 11 2017. This places new legal obligations for individual teachers. A Child safeguarding Statement needs to be in place by March 11th 2018. Schools allocated 2 half days of training and Director of Schools will meet with all Principals after midterm. Training will be provided to all Boards of Management.
- Circular 03/2018 Leadership and Management in Schools. This very welcome circular will result in extra leadership and Management Posts in schools.
- Annual Awards Day will take place in the Radisson Hotel, Sligo on 15th March 2018. There are 5 award categories and the closing date for entries is extended to Feb 28th. All are welcome.
- Congratulations to 6 students from MSLETB who were successful recipients of the Michael Sweetman Educational Trust. As their prize they travelled to the European Parliament in Strasbourg.
- James Hardiman was appointed Principal of NCC and took up duty on Jan 1st 2018.
- Alert training. This 2 day evidence based training in student behaviour management took place. Extremely positive feedback. NBSS supported it and covered substitution for 2 teachers from all schools to attend.
- Open Days and Enrolments are taking place in all schools in Feb/March

Bord Oideachais & Oiliúna Mhaigh Eo, Shligigh & Liatroma
Mayo, Sligo and Leitrim Education and Training Board
13th February, 2018

CORRESPONDENCE FROM THE D.E.S.:

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

11/12/2017	ETB Financial & Admin Personnel: Special Class Grant 2017/2018
11/12/2017	ETB Financial & Admin Personnel: Traveller Pupil Grant 2017/2018
11/12/2017	Dept. of Business, Enterprise and Innovation: Minister Humphreys announces winners of first Regional Enterprise Development Fund.
12/12/2017	Inspectorate: Programme Evaluation in LCVP, Drumshanbo VS, Draft Report for Factual Verification.
13/12/2017	Inspectorate: Final Subject Inspection Report in Physical Education, Mohill Community College.
13/12/2017	Inspectorate: Final Subject Inspection Report in History, Ballinamore Community School.
15/12/2017	Inspectorate: Programme Evaluation in Leaving Certificate Applied - Corran College: Report for School Response
09/01/2018	Inspectorate: WSE/MLL Final Report, Carrick-on-Shannon Community School.
11/01/2018	Inspectorate: Programme Evaluation in LCVP, Drumshanbo Vocational School, Report for School Response.
12/01/2018	Inspectorate: WSE/MLL Final Report, St Joseph's Community College, Charlestown.
16/01/2018	ETB Financial & Admin Personnel: Publication of ETB Accounts for the year ended 31 st December 2014
16/01/2018	ETB Financial & Admin Personnel: Publication of ETB Accounts for the year ended 31 st December 2015
16/01/2018	Inspectorate: Final Report, Programme Evaluation in Leaving Certificate Applied, Corran College.
18/01/2018	Office of the Secretary General: DPER Circular 02/2016, Arrangements for Digital & ICT related expenditure in the Civil & Public Service
23/01/2018	Inspectorate: Draft Report for Factual Verification in Subject Inspection in Business Studies and Business, - Ballinode College, Sligo.
23/01/2018	Inspectorate: Draft Report for Factual Verification in Subject Inspection in Mathematics - Davitt College, Castlebar.
25/01/2018	General Data Protection Regulation (GDPR), Law Enforcement Directive (LED) and Data Protection Bill, 2017
30/01/2018	Inspectorate: Final Report, Programme Evaluation in LCVP, Drumshanbo Vocational School.
01/02/2018	ETB Financial & Admin Personnel: Letter of Determination in respect of year ending 31 st December 2018

05/02/2018	Inspectorate: Report for School Response, Subject Inspection in Mathematics - Davitt College.
08/02/2018	Inspectorate: Report for School Response, Subject Inspection in Business Studies and Business - Ballinode School.

CORRESPONDENCES FROM OTHER GOVERNMENT DEPARTMENTS:

08/12/2017	DCYA – Children First Guidance Publications, (Irish version)
11/12/2017	DCYA – Additional Local Youth Club Equipment Scheme 2017.
09/01/2018	Dept. of Health – Governance of Drug & Alcohol Task Force Projects, Final Accounts and Requirements.
11/01/2018	Dept. of Employment Affairs and Social Welfare - School Meals (Local Projects) Scheme 2016/2017: introduction of a Service Level Agreement (SLA)

CORRESPONDENCE FROM E.T.B.I.:

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

08/12/2017	Press Release: ETBI Welcomes 28 new Apprenticeships
12/12/2017	Press Release - Minister Bruton welcomes commencement of Children's First Act 2015 & announces publication of new child protection procedures for schools
19/12/2017	Creative Youth – A plan to enable the creative potential of every child and young person
16/01/2018	Press Release: Minister Bruton announces changes to Support Leaders in our Schools:- 1,300 extra promotion posts for leadership in post primary schools. Minister Bruton highlights exciting leadership opportunities for teachers. (CL 03/2018).
16/01/2018	Review of the Gender Recognition Act 2015 – Consultation Process
17/01/2018	ETBI Brief 01/2018 – ETBI Principals of Further Education and Training Colleges Network
22/01/2018	ETB Legal Services Support Unit (LSSU) – Newsletter Update February 2018
23/01/2018	Notice from Michael Moriarty, General Secretary, ETBI, retirement
26/01/2018	Extract from Mr Burton's speech to the IPPN (Irish Primary Principals' Network) on Friday 26 th January 2018.
07/02/2018	ICT Steering Group role regarding D/PER Circular 2/16

SOLAS

12/01/2018	ETB Strategic Performance Agreements & Planning Framework 2018 to 2020.
15/01/2018	SOLAS Response to the Findings of the Evaluation of The National Post Leaving Cert (PLC) Programme
16/01/2018	FET Planning and Funding 2018 – Strategic Planning 2018-2020

OTHER CORRESPONDENCE:

29/11/2017	Youthreach Western Region – “The Student Matters” - Booklet
11/12/2017	Software Systems Manager – ESI Annual Maintenance Contract
12/12/2017	WDC: Census 2016: Where do people in the Western Region Work?
13/12/2017	CARA Centre – CARA Focus 10 th Anniversary Edition - Magazine
15/12/2017	GMIT – Minister Mitchell O’Connor announces ring fenced funding for the Castlebar campus of GMIT.
15/01/2018	Mayo Sports Partnership Newsletter Winter 2017 – 18.
16/12/2017	Education Magazine Vol 30 Issue 3
19/12/2017	Review of 2017 for Music Generation Sligo
20/12/2017	NALA: Update.
20/12/2017	Music Network – Newsletter December 2017
20/12/2017	ACCS Newsletter Issue 3 2017/2018.
08/01/2018	NALA – some dates for your diary 2018.
08/01/2018	29 th Colmcille Winter School Conference – 23 rd & 24 th Feb
08/01/2018	NALA – Invitation to 37 th AGM
11/01/2018	AONTAS Newsletter
15/01/2018	European Social Fund Newsletter 2017
19/01/2018	PRESS RELEASE: Open Mic & Membership Day at The Core, Ballina Arts Centre
22/01/2018	NCGE: Career Guidance in schools, higher education institutions & colleges of further education to be reviewed
24/01/2018	NALA: A review of Adult numeracy policy & practice in Ireland - Booklet
30/01/2018	Sligo Sport & Recreation Partnership – Newsletter
31/01/2018	Music Network Newsletter No. 136, 31/01/18
06/02/2018/	Breacadh – Publication.