

MAYO SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

MINUTES OF THE PROCEEDINGS OF THE MEETING

HELD ON THURSDAY 7th JUNE, 2018, AT 4.30 P.M.

IN MSLETB OFFICE, QUAY STREET, SLIGO.

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

Mmes.	T. Whelan, M.C.C., M. Gormley, S.C.C., M. Bohan, L.C.C., D. Sheridan, S. Finan.
Messrs.	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. Stenson, L.C.C., J. Gardiner,

The following were also in attendance:

Ms. Mary Madden, Director of Schools, Mr. Peter Egan, Director of Further Education and Training and Ms. A. Mulchrone.

APOLOGIES FOR INABILITY TO ATTEND MEETING.

Apologies for inability to attend Meeting were received from Mmes. A.M. Reape, M.C.C., S. Dore, and Messrs. J. Caulfield, M.C.C., E. Cawley, P. Ainsworth, M. Molloy and K. O'Dowd.

ADOPTION OF MINUTES

The Minutes of the Meeting held on 17th April, 2018, were adopted on the proposal of Mr. T. Connolly, seconded by Mr. J. Queenan.

The Minutes of the Sepecial Meeting held on 1st May, 2018 were adopted on the proposal of Mr. C. Hyland, seconded by Ms. M. Gormley.

FINANCIAL REPORT.

Mr. T. Grady presented the combined Financial Report for Mayo, Sligo and Leitrim Education and Training Board and circulated details of the Receipts and Payments to the end of **April, 2018**. Total expenditure amounted to **€27,621,000.00** with total receipts of **€25,650,000.00**. Total expenditure on Capital Account amounted to **€138,000.00**, with total receipts of **€97,000.00**. The Bank Balance at the end of March 2018 was €6, 842,492.00.

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

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AUTHORISATION FOR CHANGE OF SIGNATORIES

Accounts in Castlebar Bank of Ireland:

Current Account, agreed on the proposal of Mr. P. O'Rourke, seconded by Mr. E. Stenson.

Savings Account, agreed on the proposal of Mr. T. Conolly, seconded by Ms. M. Gormley.

Supplementary EFT Account, agreed on the proposal of Mr. S. Kilgannon, seconded by Ms. D. Sheridan.

Accounts in Sligo Bank of Ireland:

Merchant Account, agreed on the proposal of Mr. C. Hyland, seconded by Mr. T. Connolly.

Training Centre Current Account, agreed on the proposal of Mr. J. Queenan, seconded by Mr. C. Hyland.

Facsimile Signature: Agreed on the proposal of Ms. T. McGuire, seconded by Ms. M. Bohan.

BUILDING REPORT.

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

ORGANISATIONAL SUPPORT AND DEVELOPMENT

Mr 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**.

SCHOOLS REPORT.

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

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CHIEF EXECUTIVE'S REPORT.

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

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

Vote of Congratulations: The meeting passed a Vote of Congratulations to:

Students from Coláiste Chomáin, Rosspoint, who took part in the Údarás na Gaeltachta Clár Comhlachta 2018, National Finals.

- First Team 'Finnsceál' - [REDACTED] [REDACTED]
[REDACTED] They produced an Irish Grammar Book for children attending Primary School aimed at helping them with their Irish as they prepare to enter Secondary School.
- The second team 'DCM' - [REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED] – produced a range of customised craft products from wood & metal.

Students from Lough Allen College, Drumkeerin, Co. Leitrim who took part in:-

- Institute of Technology, Sligo, SciFest, 2nd Place and Highly Commended Award in the Junior Technology Category.

Travel Abroad: The Meeting approved:

WCFE – Request for permission for [REDACTED] [REDACTED] attend ECVET – Peer Learning Activity 'ECVET and validation of non-formal and informal learning' 16-18 May 2018 in Roskilde, Denmark, 16 – 18th May (This is a relevant course in terms of current Agriculture validate process).

WCFE – Erasmus+ Request for permission for [REDACTED], [REDACTED] to travel to Romania for Inspection Visit – new partner college, from 13 – 16 June 2018.

WCFE – Erasmus+ Request for permission for [REDACTED] to travel to Estonia to accompany students for Erasmus Trip from 23rd June – 14th July, 2018.

Gaelcholáiste Chomáin: Erasmus+ Retrospective Request for permission for [REDACTED] and [REDACTED] to travel to Athens Greece to accompany 4 students from 20th to 27th April 2018.

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Sisters of Mercy Western Province: Letters dated 30.04.18 regarding Trusteeships of Ballinrobe and Ballyhaunis Community Schools and Mohill Community College. Five religious congregations established CEIST in 2007 to carry out the patron role in its voluntary secondary schools. Now more than ten years after the establishment of CEIST and finding that the reasons for its establishment are even more compelling, the Mercy and Presentation Sisters have asked CEIST to carry out the Trustee function in its Community Schools also, (Mohill – partnership patronage function) under an Agency Agreement.

The Agency Agreement, drawn up by a legal firm and signed on behalf of both parties for a 3 year period, will commit CEIST to carrying out the ‘Active Trusteeship’ of the Mercy and Presentation Sisters in the Community Schools where they are co-Trustee (Mohill – partners in patronage)

The Board of Management members and any legal document concerning the property will be signed, as heretofore, by the Provincial Leader. This Agency Agreement will come into effect in September 2018. At that point, CEIST will have appointed a Coordinator to work with the Community Schools for which it has agency.

Over the first half of 2018, the Mercy and CEIST will liaise with the Boards of Management of Ballinrobe and Ballyhaunis Community Schools and Mohill Designated Community School, the Principals, Staffs, parents and pupils (Mohill – with MSLETB) and DES. It is hoped that the process will be seamless and positive as possible. CEIST is committed to ensuring the continuance of the Mercy and Catholic tradition in Community Schools (Mohill – Mercy tradition) in Community Schools where they are co-trustees (Mohill - Designated Community Colleges where they are partners to trusteeship)

CEIST is also committed to working with MSLETB as Co-Trustees (B’robe and B’haunis).

Marist Sisters: Copy of letter sent to Mr. Bruton re the Circular 13/18 sent to Community Schools from Sr. Vera Magee as the designated school Trustee of Marist Congregational and Trustee to St. Attracta’s Community School, Tubbercurry, Co Sligo and Carrick-on-Shannon Community School, Co. Leitrim.

+ Letter from Caitlín Conneely RSM, Provincial Leader to Minister Richard Bruton in response to Future of RE in Community schools as per Circular 13/18 from Minister Bruton as the designated school Trustee of Ballinrobe and Ballyhaunis Community Schools and Mohill Community College.

DES: Letter dated 10th May 2018 Re Glencastle National School, Ballina Road, Bunnahowen, Ballina, Co. Mayo. approval of 1 classroom ASD unit and a 1 Class Severe & Profound Unit total floor area of this project is 438 m². The Department requests MSLETB to provide support and assistance to Glencastle National 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 Glencastle National 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 Glencastle National School, by the ETB and your buildings section.

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ESBS ETB Payroll: A contract has been signed with Core Computer Consultants Ltd for the provision of a Payroll Solution for the ETBs delivered as a Managed Service. This is a significant milestone for the ETB Sector and the Shared Services Project in particular. The ESBS ETB Payroll project will now progress to the Implementation Phase which includes the design, configuration and implementation of a web enabled payroll solution and associated managed services for the delivery of payroll and travel and subsistence claims for the ETB sector. As the project moves forward ESBS Payroll for ETBs will communicate with the Sector via the various networks/working groups in place.

Schools Reconfiguration: in 2017 Minister Bruton announced new plans aimed at providing more multi- and non-denominational schools across the country, in line with the choices of families and school communities. The Programme for Government commits to increasing the number of multi and non-denominational schools with a view to reaching 400 by 2030. On current population growth trends, new schools will account for approximately one third of the additional multi-denominational schools required to hit this target, so transfers of existing school from religious patronage will be required to hit the target. The new process for supporting transfers of schools to multid denominational patrons, in response to the wishes of local families, is based around principles of transparency and cooperation. There are two main stages to the new process: 1. *The Identification Phase.* The ETB, as the State's local education authorities will manage this phase. The ETBs will each identify towns or areas where there is likely to be demand from families for greater diversity and work with pre-school services to establish evidence of this demand among the cohort of pre-school parents, via surveys. Claremorris is the chosen survey catchment. 2. *The Survey of the views of pre-school parents are being facilitated by Mayo County Childcare Coordinator (communicated 18.05.18).* The survey is for the parents of Early Childhood Care and Education (ECCE) register children on a one-per-family basis. 3. *Survey outcome and analysis (22.06.18).* 4. *Meeting with existing patron(s).* 5. *Conclusions of ETB.* 6. *Report to Department.* Minister Bruton in email dated 17.04.18 stated "*he looks forward to the continued cooperation of the ETB in supporting this process of fundamental change in the structure of our education system required in response to the changing needs of our school-going population*". The second stage is *The Implementation Phase.*

NOMINATION TO THE FOLLOWING BOARDS.

1. **Governing Body of I.T. Sligo:** The Meeting nominated Ms. Mary Madden, Director of Schools, on the proposal of Ms. M. Bohan and seconded by Mr. S. Kilgannon.
2. **Governing Body of GMIT:** The Meeting nominated Mr. Tom Grady, Chief Executive on the proposal of Ms. D. Sheridan and seconded by Mr. T. Connolly.
3. **Ballyhaunis Community School Board of Management:** Messrs. T. Connolly, J. Caulfield and R. Finn were re-elected on the proposal of Mr. C. Hyland and seconded by Mr. E. Stenson w.e.f. 1st August, 2018.

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NOMINATION OF MSLETB DELEGATES TO ETBI ANNUAL CONFERENCE

The Chief Executive informed the Meeting that the ETBI Annual Conference 2018 will take place on 26 – 27 September 2018 in Killashee Hotel, Kilcullen Road, Killashee, Naas, Co. Kildare, W91 DC98. The Board nominated the following delegates to the Conference:

Ms. Tereasa McGuire (Voting Delegate), **Ms. Mary Bohan** (Voting Delegate), **Mr. Seamus Kilgannon** (Voting Delegate), **Mr. Paddy O'Rourke** (Voting Delegate), **Mr. Enda Stenson** (Voting Delegate), **Mr. Malachy Molloy**, **Mr. Tom Connolly**, **Ms. Donna Sheridan**, **Ms. Annie May Reape**, **Mr. Christy Hyland**, **Ms. Teresa Whelan**, **The Chief Executive**, **Ms. Mary Madden** Director of Schools, **Mr. Peter Egan** Direct or FET and **Mr. Pat Howley** Director of OSD.

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 Boards of Management:

School Minutes

School	Date of Board of Management Meeting Minutes
Coláiste Iascaigh	20.02.18
St. Joseph's Community College	07.02.18
Westport College of Further Education	06.03.18
Coláiste Chomáin, Rosport	29.01.18
North Connaught College	08.03.18
Coláiste Pobail Acla	21.03.18
Coola Post Primary School	03.05.18
Corran College	15.03.18

School Minutes for Noting

St. Attracta's Community School, Tubbercurry, Co. Sligo	10.04.18.
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APPROVAL OF SUB-COMMITTEE MINUTES / POLICIES (Cont.)

School Policies

Mohill Community College	<ul style="list-style-type: none"> ✚ Child Safeguarding Statement ✚ Child Safeguarding Written Risk Assessment Statement
Coláiste Chomáin, Ros Dumhach	<ul style="list-style-type: none"> ✚ Child Safeguarding Risk Assessment ✚ Child Safeguarding Statement ✚ Checklist for Review of the Child Safeguarding Statement ✚ Fire Drill Procedures Policy ✚ Admissions Policy ✚ Pastoral Care Policy ✚ Examination / Assessment Policy ✚ Whole School Literacy Policy ✚ School Tour Policy ✚ Critical Incident Management Plan ✚ Internet Acceptable Use Policy ✚ Policy on Bullying ✚ Home and Community Links Policy ✚ Special Needs Policy ✚ Positive Behaviour Policy/Code of Behaviour ✚ Whole School Inclusion Policy ✚ School Guidance Policy ✚ Numeracy Policy ✚ DEIS Three Year Plan
North Connaught College	<ul style="list-style-type: none"> ✚ Critical Incident Management Plan ✚ Complaints Procedure ✚ Child Safeguarding Statement & Child Safeguarding Risk Assessment
Coláiste Pobail Acla	<ul style="list-style-type: none"> ✚ Anti-Bullying Policy ✚ Whole School Guidance Policy ✚ Information and Communications Technology Policy ✚ Homework Policy ✚ Pastoral Care Policy ✚ Health and Safety Policy
Coola Post Primary School	<ul style="list-style-type: none"> ✚ Child Safeguarding Statement

Policies for Noting

MSLETB	<ul style="list-style-type: none"> • CCTV Policy (incorporating CCTV Privacy Notice) • Data Breach Policy • Data Protection Policy (incorporating privacy notices) • Fraud Policy • ETB Complaint Procedure
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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.P. O'Rourke.

Department of Education and Skills C.L. 0030/2018: Adjudication Process – Contracts of Indefinite Duration.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0030_2018.pdf.

Department of Education and Skills C.L. 0031/2018: Arrangements for the Election of Staff to Education and Training Boards (ETBs) (2018)

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0031_2018.pdf.

Department of Education and Skills C.L. 0033/2018: Business Syllabus – Leaving Certificate: Revised arrangements for the updating of legislation.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0033_2018.pdf.

Department of Education and Skills C.L. 0034/2018: Recruitment of Special Needs Assistants (SNAs) – Supplementary Assignment Arrangements for the school year.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0034_2018.pdf.

Department of Education and Skills C.L. 0035/2018: Prescribed material for Junior Cycle Irish – Specification for Junior Cycle Irish: Irish-medium schools (L1) (For students presenting for Final Examination in 2020, 2021 and 2022).

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0035_2018.pdf.

Department of Education and Skills C.L. 0036/2018: Prescribed material for Junior Cycle Irish – Specification for Junior Cycle Irish: English-medium Schools (L2) (For students presenting for Final Examination in 2020, 2021 and 2022).

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0036_2018.pdf.

Department of Education and Skills C.L. 0037/2018: Prescribed material for Junior Cycle English (For the student cohorts commencing Junior Cycle in 2018, 2019 and 2020 and presenting for examination in 2021, 2022 and 2023).

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0037_2018.pdf.

Department of Education and Skills C.L. 0038/2018: Consultation with the School Community including Teachers, Students and Parents on the Use of Smart Phones and Tablet Devices in Schools

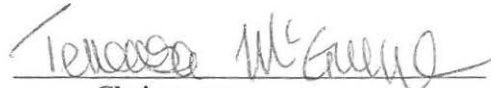
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0038_2018.pdf.

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A Special Meeting will be held by Skype on **Tuesday, 26th June, 2018**, at 4.30 p.m., in MSLETB Offices – Castlebar, Sligo and Carrick-on-Shannon, Co. Leitrim to approve the 2016 Accounts.

This concluded the business of the Meeting.

Signed:


Chairperson

Date:

25th Sept 18.

Head Office,
Newtown, **Castlebar.**



etb

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

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

Appendix 1

Apr-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	3,108	720	1,490	1,817	7,135	6,093	4,307	3,457	19	12	23	99
May												
June												
July												
August												
September												
October												
November												
December												
Total	12,951	1,508	6,407	6,755	27,621	25,337	25,650	23,626	97	341	138	230

Total Bank Account (current & capital monies) 2018

ETB

Mayo Sligo & Leitrim

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		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					
	June					
	July					
	August					
	September					
	October					
	November					
	December					
			8,709,880	25,749,204	27,616,592	6,842,492

Signed _____ Chief Executive

Date _____

Building Report as at 7th June 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.
Stage 1 report submitted and approval to proceed issued. Planning Permission received. Reverted to DoES to complete enabling works over summer 2018 and permission granted.
- **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.
Department technical staff visited the site on 2nd May, 2018 - seemed to be happy and a decision to be notified.
- **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. Queries raised and responded to on the 29th January. Queried the delay for approval to proceed to tender stage – checking some changes to the old science room and costings resulting from new classroom sizes.
- **St Joseph's Community College, Charlestown: Roll No. 76334I**
Acquisition of this Property.
The DoES has confirmed that it has no objection and MSLETB are proceeding with the legal issues around this acquisition.
- **St. Tiernan's College, Crossmolina: Roll No 72100J**
5 x General Classrooms (Replacement of Prefabricated Classrooms) & Associated Works.
Final approval to proceed to construction issued from DoES on 17th April, 2018. Contractor submitting documentation as requested as he had to evaluate the financial standing of the original tender with current market rates.
- **Ballinode Community College:**
Application being prepared for additional accommodation for MGLD Classroom.

✚ Temporary Accommodation.

- **St Joseph's Community College, Charlestown:**
Provision of New Engineering Room (Temporary) - Furniture & Equipment almost completed. Application for temporary accommodation for New Engineering Room has been declined. Reconfiguration works previously sanctioned now to go ahead at this site to form larger metalwork/engineering room.
- **Ballinode Community College:**
Application for the separation of the two schools at Ballinode – Community College & Sligo College of Further Education is lodged with DoES. Acknowledgement received and further information submitted.
- **Grange Post-Primary School:**
Funding granted for temporary accommodation of a double prefabricated structure for 2017/2018. This project is completed. Awaiting drawdown of funding.
- **Coola Post Primary School: Roll No 72310U**
Application submitted for temporary accommodation of 4 prefab units to replace 7 that are to be demolished for the new build to proceed. Awaiting permission.

✚ Emergency Works 2017.

- [REDACTED]
- **Coola Post Primary School: Roll No 72310U**
Application submitted for roof repair works. DoES visited school and has requested a report from a Structural Engineer only – being prepared.

✚ Emergency Works 2016.

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

✚ Sports Capital Funding.

- **Coola Post Primary School:**
MSLETB & Community Group received provisional funding for the development of an all-weather surface pitch. Consultant is appointed and tendering completed. Awaiting report to be sent to the Department of Transport, Tourism & Sport in order to receive formal approval of this grant aid.

✦ 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. Tendering completed and works to be done in Summer 2018.
- Coláiste Iascaigh – roof works (partial replacement) Tender recommendation done with works to be completed.

Appendix 3

MSLETB Board Meeting

Report for Administration area of MSLETB

7th June 2018

Finance

- Financial Report
- Change of signatories on bank accounts (3) to be approved following CE retirement.
- Field work queries on CAG 2016 financial statement audit ongoing. Stringent targets by CAG on completion for the end of June. A sign off meeting of the Board may be required (extraordinary Board Meeting)
- Status of 2013/14/15 Accounts have been signed off and Management letters from C&AG are received. A MSLETB/C&AG meeting takes place next week to discuss the content and associated responses.
- General Finance operations progressing normally.

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 well, with training and piloting nearing completion.

Corporate Services

- **General Data Protection Regulation (GDPR):** Policy development, training for staff, data mapping in response to this significant change in the regulatory environment around data protection.
- **Procurement:** Particular focus on ICT infrastructure, support and equipment, school books.
- **Property:** MSLETB now fully compliant with requirements in relation to the State Property Register, with all of our properties mapped on the register.
- **Governance:** Ongoing work to complete the Annual Reports for 2013-2014, 2015 and 2016.
Initial work on preparation of Service Plan.
- **Risk Management:** Updating of Corporate Risk register.

Report for June Board Meeting

11 April 2018 21:21

APPENDIX 4

Update on IT Project List for 2018

MSLETB Administration Projects

June 2018 Update

All works now complete

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

Not complete yet

3. ETBI IT Policy Documents and Disaster Recovery

In progress

4. Electronic Payslips for all employees

Not completed

5. Managed Print Service Review and further development

In progress

6. Enhancements to the current HR Recruitment System

Complete

7. Admin server support including disaster recovery.

In progress

Network maintenance and support contract

Now in place

MSLETB Office 365 Maintenance and Development Projects

7. Office 365 Identity Clean-up. (Remove all inactive accounts)

In progress, all inactive accounts identified and under review for GDPR

8. Appoint a single contractor to manage Office 365 for MSLETB

Tender in preparation

9. New system to manage Office 365 Security and Distribution Groups.

Groups updated but ongoing system for updating changes in preparation.

10. GDPR: MSLETB Mobile device encryption for all staff mobile devices.

[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.

Further upgrades to networks at schools and 6 schools to have teacher and student data transferred to the cloud during this summer, which will provide access over the internet to all digital learning resources.

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

Survey of school Principals complete, and full program of works now in place for the summer. This will include the upgrading of Classroom PCs, Computer Room PCs, Projectors, and wireless facilities.

15. Complete the provision of School Intranets

Complete

16. Activate the SCORE "School Leaders Site"

Complete

17. Upgrade the Teacher Subject Networks to Professional Leader Community Team sites

September 2018

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

All FET Centre major upgrades completed & planned from earlier in the year. Focus now

implemented an ICT plan to improve services and infrastructure at each Further Education (FE) site.

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

on setup of new facilities at Mohill - Youthreach, Carrick on Shannon - Market Square FET Centre, and Claremorris - new FET Centre as well as Post Leaving Certificate Centres

IT coaching for all Surface users now complete, with 2nd round of training now starting for those who need further training. Group Training for FET Centre staff now started.

In progress

In progress

QQI site now under development

SCORE Intranet launched for all FET teachers and links to all school intranets added to SCORE

NOTES, ITEMS OF INTEREST

- In early May MSLETB submitted 3 year Draft Targets and Strategic Performance Agreements. On 28th May MSLETB CE and FET Leadership team met **SOLAS to agree MSLETB performance agreement**. The submission and process was peer reviewed by external panel members and SOLAS will forward the note and actions emanating. **SOLAS has agreed MSLETB FET budget of €31,850,000**. This is a significant increase of approx. €1,400,000 on our initial allocation based on additional activity in new apprenticeship, traineeship, refugee and the new Youthreach for Leitrim. 8 Goals have been agreed:
 - Increase 10% Placement; Increase 10% Progression: Increase 10% in certification transversal skills; Increase 10% in Adults in Lifelong Learning; Increase nationally 10,000 Learners in Lifelong learning; Increase T/Ships/ Apps; FET Literacy & Numeracy Strategy; 10% increase in stakeholder satisfaction.
- **FET Human Resources** –New posts, AEO Fixed Term/ & Pat Howley replacement; Posts advertised - ALO and AL Co-ordinator in Leitrim; Youthreach Leitrim Coordinator and staff; Recruitment Officer Ballina; TSO Sligo; 5 Instructor Posts including Butchery, ICT and Commis Chef New Gen Apprenticeships etc
- **New Generation Apprenticeships**. On the 14th and 15th May panel meeting to validate the Butchery Apprenticeship with QQI; we have commenced development of the Associate Sales Professional Apprenticeship and are planning to deliver the new Commis Chef and ICT apprenticeships in September. We continue to collaborate on all new apprenticeships that come on stream.
- **FET Cluster meetings** at a county level to discuss provision and other continuous improvement ideas are scheduled, 1st meeting in Leitrim in May.
- Significant work has commenced in the development of harmonised **QA Policies and Procedures** and we are working towards implementing a **Quality Management System** to improve planning, delivery, review and monitoring. As part of the re-engagement process with QQI we have completed an Executive Self Evaluation and Quality Improvement Plan.
- **MSLETB is the lead ETB in the piloting of development of new FET awards** under the revised Core Policies and Criteria for the Validation by QQI of Programmes of Education and Training (2016). The pilot programme(s) being developed is Agriculture (WCFE). Our participation in the pilot will aid our capacity to participate in the development of new programmes. This new policy fundamentally changes the way programmes are developed, designed and how the syllabus/curriculum will be managed and continuously updated.
- **CPD**. In 2018, to **increase the incidences of CPD**, we have commence the piloting of key CPD programmes for FET staff. 2 pilot TEL programmes are currently underway.
- **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.
- Continuing to progress **Technology Enhanced Learning** across FET in infrastructure, equipment, CPD and we have recently commenced a pilot programme to develop blended learning across all FET provision
- **Buildings**: approx.. 470€K in capital allocated for FET buildings in 2018. Works commenced- Carrick-on-Shannon FET Centre, Swinford Sligo TC, Incremental works in Achill, Ballycastle, Sligo & Ballina TC etc.

Appendix 6

Director of Schools Report-7th June 2018

- * Commencement of Children First 2015 on Dec 11 2017. This places new legal obligations for individual teachers. ETBI is to provide training for all BOM's in September.
- * Circular 03/2018 Leadership and Management in Schools. This very welcome circular will result in 41 extra leadership and Management Posts in schools. Training was provided for all Principals on conducting a review of posts in schools. Reviews nearly completed in all Schools
- * Principals' overnight seminar took place on Thursday/Friday 19th/20th April in The Bush Hotel, Carrick on Shannon.
- * CPD support fund from MSLETB-closing date for applications was 31st May 2018.
- * Follow up ETBI Induction day for Principals and Deputies took place on April 24th in Mullingar Park Hotel.
- * Circular 13/18-Religious Instruction and worship in second level schools. Schools were advised to maintain the status quo until clarifications are received from the Department.
- * Workshop will take place for all Principals on Characteristic Spirit and values in ETB schools.
- * Policy committee for second level schools working on generic policies in relation to Child Protection
- * Very busy month for Schools exams, awards, sports and graduations.
- * Teacher Allocation still ongoing.

Appendix 7

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

7th June, 2018

CORRESPONDENCE FROM THE D.E.S.:

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

10/04/2018	Inspectorate: Inspection report Factual Verification, Subject Inspection in Science & Physics, Davitt College
17/04/2018	Developments and proposed actions on the Schools Reconfiguration for Diversity process
17/04/2018	Inspectorate: Inspection report Factual Verification in Mathematics; Moyne College, Ballina.
19/04/2018	Inspectorate: Final Follow-Through Inspection Report, St Joseph's Community College, Charlestown.
20/04/2018	Minister Zappone announces €2m Youth Capital Funding Scheme
23/04/2018	Inspectorate: Report for School response in subject inspection in Science & Physics, Davitt College, Castlebar.
24/04/2018	Collection & Reporting of ESF Performance Indicator Data
25/04/2018	Inspectorate: Report for School Response, subject inspection in Mathematics, Moyne College, Ballina.
25/04/2018	Inspectorate: Final Report, Whole School Evaluation / Management, Leadership and Learning, St Tiernan's College, Crossmolina.
25/04/2018	Inspectorate: Final Subject Inspection Report in Social Personal and Health Education (SPHE), Carrigallen V.S.
30/04/2018	Schools reconfiguration for diversity process – selection of pilot areas and roll-out of survey of pre-school parents
03/05/2018	School Services Support Fund 2017/2018, 3 rd Instalment
11/05/2018	ESBS ETB Payroll Contract Signed
16/05/2018	Vocational Education & Training Award
17/05/2018	Inspectorate: Final Subject Inspection Report in Mathematics, Moyne College, Ballina
23/05/2018	Bodies under the aegis of the DES – Data Protection Bill 2018, General Data Protection Regulation (GDPR), Regulation (EU) 2016/679 and Law Enforcement Directive – LED), Directive (EU) 2016/680
23/05/2018	Shared Services: eInvoicing Information Event Monday 11 th June
28/05/2018	Minister Bruton commences plan to increase provision of multi- and non-denominational schools. Follow the DES Press Release https://www.education.ie/en/Press-Events/Press-Releases/2018-press-releases/PR18-05-28.html

CORRESPONDENCES FROM OTHER GOVERNMENT DEPARTMENTS:

19/04/2018	DCYA: Local Youth Club Grant Scheme 2018
08/05/2018	DCYA: Youth Capital Funding Scheme 2018
16/05/2018	DCYA: Allocations 2018 MSLETB – Circulars 01/2018; 13-2014.
17/05/2018	DCYA: Special Projects for Youth & YPFSF 2 Grant funding allocation
17/05/2018	DCYA: ETB youth work functions for 2018
24/05/2018	DCYA: MSLETB Youth Capital Funding Scheme 2018
30/05/2018	DCYA: Grant in respect of the establishment of a new Revised Youth Funding Scheme project in Ballyhaunis, Co. Mayo.

CORRESPONDENCE FROM E.T.B.I.:

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

10/04/2018	Thank you letter from An Taoiseach re Storm Emma
11/04/2018	ETBI Brief 02/2018: Implementation of DES Circular Letter 13/2018 and Overarching Statement in relation to DES CL 13/2018.
11/04/2018	Schools Excellence Fund – Creative Clusters
16/04/2018	ETBI Brief 03/2018: Update on Establishment of ETBI Apprenticeships, Traineeship & Work Based Learning (WBL) Unit.
18/04/2018	Social Innovation Fund Ireland launches two new youth funds – Mental Health Fund and Youth Education Fund.
18/04/2018	Arts in Education Portal National Day – 21 April, 2018.
18/04/2018	Correspondence from the private Security Authority re new requirements to obtain and maintain PSA approval for the provision of Private Security Training courses for licensing purposes – TP1.
11/05/2018	ETBSI Save the Date: Breakfast with GDPR, 28 th May 2018
15/05/2018	TUI Lunchtime Protest Thursday 24 th May
25/05/2018	Breakfast with GDPR live streaming update.
Spring 2018	ETBI Magazine

SOLAS

25/05/2018	Notice of retention of supporting documentation for HCIOP 2007-2013 – 28 December 2020 for audit purposes.
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OTHER CORRESPONDENCE:

06/04/2018	Eversheds Sutherland: Social Media Policy
11/04/2018	Irish National Accreditation Board (INAB) Newsletter
11/04/2018	NALA: Summary Annual Report 2017
11/04/2018	NALA: Latest News
11/04/2018	Music Network Invite
12/04/2018	Q1 Ibec Quarterly Economic Outlook 2018
13/04/2018	Léargas Erasmus+ School Education Project Directory 2017
25/04/2018	Music Network Newsletter 25.04.18
02/05/2018	National Centre for Guidance in Education (NCGE): DES – Career Guidance Review
09/05/2018	Ibec Networks: Issue 9
10/05/2018	Construction Industry Federation: Trades & Apprenticeship Skills Survey – The Employers Perspective
11/05/2018	Mayo Sports Partnership Newsletter
11/05/2018	NALA – latest news
14/05/2018	General Data Protection Regulation (GDPR): Guidance & Awareness materials from the Data Protection commissioner's office (DPC) office
22/05/2018	Ibec GDPR Member Communication
24/05/2018	NALA: Literacy Matters, Issue 21 – Summer 2018.
25/05/2018	QQI – stay in touch – re GDPR consent