

MAYO SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

MINUTES OF THE PROCEEDINGS OF THE MEETING

HELD ON TUESDAY 23rd OCTOBER, 2018, AT 4.30 P.M.

IN MSLETB OFFICE, QUAY STREET, SLIGO.

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

Messrs. J. Caulfield, 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.,
E. Cawley,
G. Murphy.

The following were also in attendance:

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

The CE welcomed Mr. Gerard Murphy who has been appointed by The Education & Training Board Schools National Parents' Association (ETBsNPA) to fill vacancy created by the resignation of Mr. John Gardiner.

APOLOGIES FOR INABILITY TO ATTEND MEETING.

Apologies for inability to attend Meeting were received from Mmes. T. Whelan, M.C.C., and S. Dore, and Messrs. T. Connolly, M.C.C., P. Ainsworth, M. Molloy and K. O'Dowd.

ELECTION OF CHAIRPERSON.

Mr. P. O'Rourke proposed Mr. S. Kilgannon as Chairperson, seconded by Ms. M. Gormley. Mr. S. Kilgannon was formally declared elected as Chairperson of Mayo, Sligo and Leitrim Education and Training Board. Mr. S. Kilgannon thanked Ms. T. McGuire for her work as chairperson "she did an excellent job and understands the system" and he thanked his proposer and seconder. He said he was pleased to be elected and looked forward to serving the Board. He was congratulated by Members of the Board.

Ms. T. McGuire said it was a great honour to be Chairperson and wished the new chairperson Mr. S. Kilgannon every success.

Mr. T. Grady, CE said he would like to take the opportunity to thank Teresa for her energy and enthusiasm and that she was hugely supportive and encouraging to him personally. He welcomed Mr. S. Kilgannon as Chairperson and said he is delighted to be working with him, Seamus is and has been a hugely positive supporter of MSLETB and has always been generously willing with his time to be involved in MSLETB related projects and activities.

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ELECTION OF DEPUTY CHAIRPERSON.

Mr. S. Kilgannon proposed Ms. M. Gormley as Deputy Chairperson, seconded by Ms. T. McGuire. Ms. M. Gormley was formally declared elected as Deputy Chairperson.

ADOPTION OF MINUTES

The Minutes of the Meeting held on 25th September, 2018, were amended on Page 2 – *Financial Report – Paragraph 3 – The CE provided a Report to the Board Members on the actions being undertaken to reduce the likelihood of the C&AG having to issue a qualified opinion on the Financial Statements of the ETB going forward. This Information Note to the Board was requested by the Audit Committee at their previous meeting held on 29th May, 2018.* The Minutes so amended were adopted on the proposal of Ms. M. Bohan, seconded by Ms. T. McGuire.

APPOINTMENT OF MR. GERARD MURPHY TO FILL VACANCY CREATED BY THE RESIGNATION OF MR. JOHN GARDINER, (National Parents' Assoc. for ETB Schools)

The Board Members requested a letter of 'Thanks' to be sent to Mr. Noel Keenan, National President ETBsNPA, for his co-operation, support and professionalism in the election/selection of Mr. Gerard Murphy as the replacement male parent representative for ETBsNPA nominating body to MSLETB Board in accordance with the ETB Act of 2013 Section 28. 1 (c). Mr. Gerard Murphy attended the Meeting and was welcomed and thanked for accepting the role.

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 **September, 2018**. Total expenditure amounted to **€59,209,000** with total receipts of **€61,657,000**. Total expenditure on the Capital Account amounted to **€469,000**, with total receipts of **€373,000**. The Bank Balance at the end of September 2018 was €11,042,722.

The Meeting approved the Financial Report (**Appendix 1**), on the proposal of Mr. J. Queenan, seconded by Mr. E. Stenson.

The Audit Committee Annual Report 2017 was adopted on the proposal of Ms. M. Bohan and seconded by Mr. P. O'Rourke.

For Noting:

- C&AG Audit Opinion for accounting periods ended 31.12.14, 31.12.15 and 31.12.16 and confirmation that these accounts have been laid before each House of the Oireachtas. The Accounts are published on our Website.
- Renewal of Electronic Funds Transmission (EFT) Facility and Credit Card Facility.

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BUILDING REPORT.

Mr. T. Grady, CE, presented the Building Report for Mayo, Sligo and Leitrim Education and Training Board – **Appendix 2.**

Regarding the refusal from DES to purchase extra lands adjacent to Carrigallen Vocational School, Mr. P. O'Rourke requests that this Board receives an early appraisal of this potential site from the appointed Consultant and take into consideration public safety.

Mr. E. Stenson commented on the significance of the development at Grange Post Primary School and wished to thank Anne Taaffe, Building Officer MSLETB for her role in progressing the funding for this project.

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.**

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.**

SCHOOLS REPORT.

Mr. T. Grady, Chief Executive in the absence of Ms. M. Madden, Director of Schools, presented the Schools Report for Mayo, Sligo and Leitrim Education and Training Board – **Appendix 6.**

CHIEF EXECUTIVE'S REPORT.

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

- [REDACTED]
- [REDACTED]

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

- [REDACTED]
- Mr. Joe McHugh, T.D., newly elected Minister for Education and Skills.

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Travel Abroad: The Meeting approved:

Carrigallen Vocational School: Request for permission for 3 Staff – [REDACTED] and [REDACTED] to travel to Krakow, Poland with 27 students (in retrospect 10 – 13 October, 2018) (School Trip).

Carrigallen Vocational School: Request for permission for 8 Staff – [REDACTED] and [REDACTED] to travel to Manchester with 73 students for their annual school trip, 5 & 6 December.

St. Tiernan's College, Crossmolina: Request for permission for 4 Teachers – [REDACTED] to travel to Germany with 32 students (in retrospect 17 – 20 October, 2018)

On the proposal of Ms. M. Gormley and seconded by Mr. J. Caulfield.

DES: Correspondence received dated 1st October, 2018 from Seán Ó Foghlú, Office of the Secretary General, Department of Education and Skills regarding the review of Report of the Statutory Investigation into Kildare and Wicklow Education and Training Board. The report and proposed direction are available on the Department's website. While the investigation and report focussed on specific matters in an individual ETB, the Department considers it important that all ETBs would review the report as well as the Minister's proposed direction to the ETB concerned, and

- examine the practices in place in the ETB in relation to the matters covered in the report
- identify if any similar issues arise in respect of the ETB
- consider the actions included in the proposed ministerial direction
- identify any steps which the ETB should take arising from the above to ensure that appropriate procedures and practices are in place in the ETB.

ETBs have been asked to examine the Thorn report and to verify their practices in relation to governance and oversight of procurement and conflicts of interest and confirm whether any similar issues arise in respect of their organisations. MSLETB will be formulating a response and the CE assured the Board that we are pro-active in addressing the issue.

APPROVAL OF SUB-COMMITTEE MINUTES / POLICIES.

The Meeting adopted the following Sub-Committee Minutes, on the proposal of Ms. M. Gormley, seconded by Ms. A.M. Reape.

Minutes of Boards of Management:

School Minutes

School	Date of Board of Management Meeting Minutes
Moyne College, Ballina	08.03.18 and 04.07.18
Coola Post Primary School	03.05.18
Westport College of Further Education	10.05.18
Mohill Community College	18.06.18
Coláiste Pobail Acla	17.05.18
St. Tiernan's College, Crossmolina	12.06.18
St. Patrick's College, Lacken Cross	14.06.18

The Meeting adopted **the following School Policies**, on the proposal of Ms. M. Gormley and seconded by Mr. J. Caulfield.

Moyne College, Ballina	<ul style="list-style-type: none"> ✚ Internet Acceptable Use Policy ✚ Intimate Care Policy ✚ Additional Needs Policy
Coola Post Primary School	<ul style="list-style-type: none"> ✚ TY Programme 2018 – 2019 ✚ Enrolment and Admissions Policy
Westport College of Further Education	<ul style="list-style-type: none"> ✚ Child Protection Procedures
Coláiste Pobail Acla	<ul style="list-style-type: none"> ✚ School Self-Evaluation Report 2017 / 2018 ✚ School Improvement Plan ✚ Out of School Activities Policy ✚ Final Identification of Leadership and Management Roles and Responsibilities ✚ Whole School Guidance Policy ✚ Anti-Bullying Policy ✚ Health & Safety Policy ✚ Homework Policy ✚ ICT Policy ✚ Pastoral Care Policy

For Noting

MSLETB	<ul style="list-style-type: none"> ✚ C& AG Audit Opinion for accounting periods ended 31.12.14, 31.12.15 and 31.12.16 and confirmation that these accounts have been laid before each House of the Oireachtas. ✚ Designated Community College Acceptance Form for Admission - 2019/2020 ✚ Designated Community College Application Form for Admission - 2019/ 2020 ✚ Guidance Notes on the Templates for Admission to School Forms and Letters ✚ Letter of Offer ✚ Letter of Refusal ✚ Personal Data considerations re ETB School Application and Admission Forms ✚ Post Primary Acceptance Form for Admission - 2019/2020 ✚ Post Primary Application Form for Admission - 2019/2020.
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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. D. Sheridan, seconded by Ms. M. Bohan.

Department of Education and Skills C.L. 0062/2018: Clarification in respect of Section 5 of Circular 0013/2018 in relation to the NCCA Religious Education Syllabus and Religious Instruction

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0062_2018.pdf.

The Chairman, Mr. S. Kilgannon wished to thank the Board Members who attended the Presentation of Advanced Certificate Craft by MSLETB, Donegal ETB and SOLAS in the Sligo Park Hotel on Friday, 19th October. It was a very successful and well organised event.

The next Meeting will be held on **Tuesday, 11th December, 2018**, at 4:30 p.m., in the **Landmark Hotel, Carrick-on-Shannon**.

This concluded the business of the Meeting.

Signed:

Seamus Kilgannon
Chairperson

Date:

11/12/18.

Head Office,
Newtown, **Castlebar**.



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

Appendix 1

MAYO, SLIGO & LEITRIM ETB Monthly Receipts & Payments - Combined Report Sep-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	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	3,655	3,399	116	283	115	180
September	3,043	183	1,239	1,117	5,582	5,713	9,498	9,924	11	3	100	9
October												
November												
December												
Total	28,944	2,567	13,858	13,840	59,209	55,581	61,657	59,155	373	692	469	529

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

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				
November				
December				
	8,709,880	62,031,820	59,698,978	11,042,722

Signed _____ Chief Executive

Date _____

Appendix 2

Building Report as at 18th October for MSL ETB

✦ Additional Accommodation.

- **Coola Post Primary School: Roll No 72310U**
Engineering Room, Preparation Room, Home Economics Room, Science Laboratory, Science Preparation Room, Arts Room and Project Store.
Project split into enabling works and main build – enabling works commenced – main build to be ready for e-tenders by mid November 2018.
- **Grange Post Primary School: Roll No 72330D**
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.
- **Coláiste Iascaigh: Roll No 72320A**
2 x General Classrooms with 2 x WC's and 1 x WC for assisted users (126.5m²) & 1 x Science Lab and Prep Area (110m²) & Reconfiguration of existing Science lab to provide SET & office space.
Stage 2b report (pre-tender) was issued to the DoES in December. Approval to proceed to tender received 24/07/2018. Works ongoing on this project.
- **St Joseph's Community College, Charlestown: Roll No. 76334I**
Acquisition of this Property.
The DoES has confirmed that it has no objection and MSLETB are proceeding with the legal issues around this acquisition.
- **Carrigallen Vocational School: Roll No 71540J**
3 x 49m² classrooms, 1 x 15m² SET room, 2 x WC's & 1 x WC for assisted users - sanction received appeal to purchase extra lands adjacent lodged and refused. Consultant appointed.
- **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 subsequently withdrew his tender. The next lowest tender is accepted in the DoES and the costs are increased accordingly in October 2018. Contractor is in the process of getting all documentation ready for submission by due date of 26/10/2018.

✚ Temporary Accommodation.

- **St Joseph's Community College, Charlestown:**
Provision of New Engineering Room (Temporary) - Furniture & Equipment almost completed. Application for temporary accommodation for New Engineering Room has been declined. Reconfiguration works previously sanctioned now started at this site to form larger metalwork/engineering room.
- **Coola Post Primary School: Roll No 72310U**
Temporary accommodation of 4 prefab units granted, proceeding and scheduled for completion in 1 week.

✚ Emergency Works 2018.

- **Moyne College:**
Application submitted for Universal Access works in and around the school [REDACTED]
[REDACTED] Full approval granted.
Consultant appointed.
- **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 - to be completed.

✚ Summer Works Scheme 2016 & 2017.

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

Appendix 3

Mayo, Sligo and Leitrim Education & Training Board
October Meeting
Tuesday 23rd October 2018
ETB Offices Quay Street, Sligo

Organisation Support and Development Report.

Corporate Services:

Procurement:

Ongoing procurement projects, particularly in the area of ICT:

Current projects include, for example:

Data projectors

CCTV

Tablet devices

Wi-fi infrastructure

Laptops

Legal services

Music Generation PEACE IV programme

Employee health and wellbeing programme

Data Protection:

Ongoing work to develop and implement systems in relation to the GDPR, including:

Implementation of suite of policies and procedures

Review of data mapping templates from schools and centres

Implementation of data breach protocol (one data breach reported on 19/10/18)

Records management and data cleansing

Dealing with queries from MSLETB staff.

Freedom of Information (FOI):

One FOI request received and processed in relation to religion teachers in MSLETB schools.

Health and safety:

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

Development of health and safety plan.

Governance:

Progressively dealing with legacy matters such Annual Reports, Strategy Statement, Service Plan, reports to Minister, etc.

HR Report:

Recruitment: Advertising material for Leadership and Management positions in post primary schools arising from CL 0003/2018 has been circulated to all schools in MSL ETB. Interviews to be organised immediately following closing dates.

Recruitment ongoing for FET, SNA, Resource and Music Generation posts.

Recruitment has commenced for a number of administrative positions sanctioned on a permanent basis by the DES. These positions must be filled by 31st December 2018.

Training: Training to be provided for Selection Board Members in Competency Based Interview technique in early November 2018.

Induction Training for newly appointed teachers will take place on Thursday, 25th October 2018.

BTEI Conversion: This project has commenced with the intention of issuing letters to relevant tutors in the coming weeks.

Contracts of Employment: The issuing of Employment Contracts across the scheme ongoing.

DCS: Training of Sligo schools and relevant administrative staff in the use of the new online part time claim system took place from the 15th – 17th October. The next phase of this project is the roll out of the DCS system to the Further Education and Training division.

Finance

Audit: The C&AG audit files of the 2017 draft accounts of MSLETB have moved on to their review stage by the assistant audit director. The target to have these accounts certified is by 31 December 2018.

DCS: The DCS part-time teacher / tutor claims system has been rolled out to the Sligo schools this week. Mayo & Leitrim were rolled out during September.

Payroll: The first tranche of data requested has been provided to the Payroll Shared Services project. Further requests will follow. The transfer to Shared Services for MSLETB is expected in early 2020. Significant internal "readiness" work has to take place in advance of this date.

Board Report October 2018

Appendix 4

17 October 2018

10:25

Update on IT Project List for 2018		
MSLETB Administration Projects	September 2018 Update	October 2018 Update
<p>1. Administration Network Upgrade (Admin Offices and Training Centres)</p> <p>MSLETB has 5 administrative sites, all the administrative sites are connected via Government Networks (GN) and they share services over this network. Both the GN network switches and the MSLETB network switches at each site are critical for the provision of services to MSLETB. The network was originally setup as independent sites with individual GN connections at each site. The MSLETB network switches at each site now need replacing and a reconfiguration of the topology is required. In order to prepare for shared services, enhance network security and to guarantee the provision and continuity of service to all the admin sites, it is recommended that the following project is implemented asap.</p>	All works now complete	All works now complete
<p>2. Administration Offices Data</p> <p>[REDACTED]</p>	[REDACTED]	[REDACTED]

3. ETBI IT Policy Documents and Disaster Recovery	In progress	Still work in progress, waiting on feedback from the ETBI ICT forum
4. Electronic Payslips for all employees	<p>Project had started with a January</p> <p></p> <p></p>	
5. Managed Print Service Review and further development	Complete	Complete
6. Enhancements to the current HR Recruitment System	Complete	Complete

7. Admin server support including disaster recovery.	Completed over the Summer, Aniar [REDACTED] has review all admin servers and put backup and DR measures in place. [REDACTED]	[REDACTED]
Network maintenance and support contract	Complete	Complete
MSLETB Office 365 Maintenance and Development Projects		
7. Office 365 Identity Clean-up. (Remove all inactive accounts)	In progress, users for deletion identified and process to be completed in compliance with GDPR before the end of the year.	In progress
8. Appoint a single contractor to manage Office 365 for MSLETB	Tender in preparation	Tender in preparation
9. New system to manage Office 365 Security and Distribution Groups.	New Groups setup for Staff in all service areas. Groups for support staff remain to be completed.	New groups not yet completed and review of internal systems to update groups in progress
10. GDPR: [REDACTED]	[REDACTED]	[REDACTED]
Schools ICT Developments 2018		

<p>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.</p>	<p>During the summer all school PCs have been upgraded to Win 10 (1803) Over 2000 devices were imaged by IT staff including 300 new PCs and 180 laptops. 7 schools have moved from dependence on a local server to Azure cloud services for their computer rooms and this will continue over the year. Every PC at every location is now setup with a standard Win 10 Operating system which will improve security and performance, make support and maintenance easier, and streamline CPD provision.</p> <p>DCG rooms in Azure schools will be reviewed and a suitable local storage solution will be installed where required.</p>	<p>Work is continuing to procure and deliver WIFI and new Projectors.</p>
<p>14. Consultation with each school on their ICT Infrastructure requirement in February March.</p>	<p>Following consultation and an ICT survey completed by all schools all teacher Desktops or Laptops (Classroom devices) were upgraded from Schools ICT Grant. Individual schools have continued to upgrade their computer rooms also from the grant. All schools identified the poor state of their classroom projectors and the lack of WIFI as major concern for the effective delivery of the Digital content of the New Junior Cycle. These areas will need to be addressed as soon as possible</p> <p>In some schools , the admin offices still have to be migrated to Windows 10 and this work in ongoing during regular scheduled Technician support days .</p>	<p>Work continuing on the provision of infrastructure including Laptops for Teachers, Projectors and enterprise standard WIFI.</p> <p>In some schools , the admin offices still have to be migrated to Windows 10 and this work in ongoing during regular scheduled Technician support days .</p>
<p>15. Complete the provision of School Intranets</p>	<p>Intranet Training is being made available for Teachers in their own schools. There is also a private Admin Area in each school to provide GDPR compliant cloud storage for Principals, Deputies and school Secretaries</p>	<p>Intranet and Office 365 Training is being made available for Teachers in their own schools. Training for schools in west and north Mayo and this will continue to all schools during the coming year</p>

16. Activate the SCORE "School Leaders Site"	Complete and in use by Principals	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 CPD is completed.	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 In line with the recommendation of the Technology Enhanced Learning (TEL) strategy, MSLETB have implemented an ICT plan to improve services and infrastructure at each Further Education (FE) site.	Works ongoing at all new FE sites in Leitrim and Mayo. Cabling upgrades to begin next week in Drumshanbo Enterprise centre. The contract for the cabling upgrade in Mohill YR was awarded last week. Works at Market Square Carrick are ongoing and site meetings for ICT works have taken place, Claremorris, works ongoing. Wireless networks and network switches were ordered for all FE sites listed above.	Focus on Leitrim FET sites at present, Drumshanbo Enterprise Centre, IT services nearing completion. Market Square Facilities, Carrick-on-Shannon, works in progress, Enterprise Centre Mohill, work in progress. Mohill Youthreach Centre (Marian College) almost complete.
19. Support all FE staff to use their new IT hardware to support the TEL Strategy MSLETB are providing CPD (Continuing professional development) for staff, Training in ICT for both Teachers and admin staff is a critical part of the TEL and ICT strategies. MSLETB have implemented a series of training sessions which cover software training for Microsoft OneNote, Outlook, Excel, SharePoint etc. other training on bespoke software packages and the development of digital solution for administrative tasks are ongoing.	Staff ICT PD (Coaching) continues to be provided as required and group training for staff at each service location has commenced.	Staff ICT PD (Coaching) continues to be provided as required and group training for staff at each service location has commenced.

20. To monitor Broadband services at all FE Centres to maximise available bandwidth.	In progress	In progress
21. Create a viable system for all FE students to get Office 365 services (MSLETB email)	In progress	In progress, FET tutors are organising Office 365 services for students through the IT ticket system
22. Develop SCORE FE Intranet to support all FE services.	SCORE sites for QQI, Adult Basic Education, BTEI and Youthreach are available for staff.	SCORE sites for QQI, Adult Basic Education, BTEI and Youthreach Staff and centres are available for FET staff. All QQI Course documents have been branded with ETB logo and made available on SCORE Sharepoint.

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

NOTES, ITEMS OF INTEREST

- Full-time courses e.g. PLC, VTOS, Youthreach etc have all recommenced in September with **numbers down slightly**. We are still recruiting and apart from isolated situations we will fill courses and are continuing to do this.
- SOLAS and MSLETB will launch nationally the new **SOLAS/ MSLETB Strategic Performance Agreement** date to be confirmed.
- **Planning cycle for 2019 is commencing** in October and FET Leaders and PLC Principals will meet on the 26th, to kick this off. Several changes are in discussion including additional capital, funding for key strategic posts, implementation of the review of PLC and funding favouring people in employment, Traineeships/ New Apprenticeships. Continuing to focus on key performance goals/ indicators:
 - 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 – Cormac Hanlon and Cathy Powell have commenced as AEO's. Responsibilities across FET have been realigned. New FET Admin Grade 5 commenced – Laura Britton, New apprenticeship 3 posts have been filled Instructors ICT, Butchery and Chef. Kate McKeon has commenced as Recruitment Officer Training Mayo. Other new posts due to be filled – 2 new AEGS for Mayo + ICT Regional Co-ordinator.
- **Youthreach Leitrim** – Coordinator post filled Cathriona Glancy O'Shea and appointed Resources persons. Planning phased start. Learners will be enrolled December 2018.
- **New Generation Apprenticeships**. Butchery Apprenticeship validated with QQI awaiting official launch with Minister, National Program. Mgr. and Instructor appointed; we have commenced development of the Associate Sales Professional Apprenticeship and are planning to deliver the new Commis Chef and ICT apprenticeships in last Qtr. We continue to collaborate on all new apprenticeships that come on stream.
- **FET Cluster meetings** at a county level to discuss provision and other continuous improvement ideas are scheduled in November. 1st meeting in Leitrim in May.
- Significant work has commenced in the development of harmonised **QA Policies and Procedures** and we are working towards implementing a **Quality Management System and Framework** to improve planning, delivery, review and monitoring. As part of the re-engagement process with QQI we have completed an Executive Self Evaluation and Quality Improvement Plan.
- **MSLETB is the lead ETB in the piloting of development of new FET awards** under the revised Core Policies and Criteria for the Validation by QQI of Programmes of Education and Training (2016). The pilot programme(s) being developed is Agriculture (WCFE). Our participation in the pilot will aid our capacity to participate in the development of new programmes. This new policy fundamentally changes the way programmes are developed, designed and how the syllabus/curriculum will be managed and continuously updated.
- CPD. In 2018, to **increase the incidences of CPD**, we have commenced the piloting of key CPD programmes for FET staff. 2 pilot TEL programmes are currently underway. 2 New national pilots in Change Management and TEL;
- New employee workforce development programme launched in early October – **Skills to Advance**, we will commence training in early 2019 with companies (**free to L5, 30% contribution to L6**). **Target SME's**.
- **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 an EE Tool to support and record our engagements with employers, the EE Tool will go fully live in last Qtr.
- **National Programme Review's**. The PLC review has been completed and we will be engaging with SOLAS to implement the recommendations emanating from the review. Currently a national Youthreach review is underway.
- **PLSS and FARR (Learner Database and Management Information System on FET performance)** We continue to implement.
- Continuing to progress **Technology Enhanced Learning** across FET in infrastructure, equipment, CPD and we have recently commenced a pilot programme to develop blended learning across all FET provision
- **Buildings**: approx. 470€K in capital allocated for FET buildings in 2018. Works commenced- Carrick-on-Shannon FET Centre, Swinford Sligo TC, Incremental works in Achill, Ballycastle, Sligo & Ballina TC etc.

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- **Admissions to Schools Act 2018-commenced on 3rd October. New enrolment forms were produced by ETBI for use in all ETB Schools. Ed and the Law Seminars takes place this week for Principals and Deputy Principals**
- **Enrolments in MSLETB has increased by 80 students this year.**
- **BOM Training for Trainers took place 3rd October in Naas.**
- **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 will take place on 12th November.**
- **Dr Finn O Murchu will work with Senior Management 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.**
- **Post of Responsibilities -44 posts. Posts have been advertised and interviews will take place in November.**
- **Induction of all new teachers to the scheme will take place on Thursday next 25th October. Inputs from HR, Finance, Corporate Governance and teaching and Learning to be included.**

Appendix 7

Bord Oideachais & Oiliúna Mhaigh Eo, Shligigh & Liatroma
Mayo, Sligo and Leitrim Education and Training Board
23rd October, 2018

CORRESPONDENCE FROM THE D.E.S.:

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

02/09/2018	Subject Inspection of Guidance – Carrigallen Vocational School.
07/09/2018	Notification of Evaluation of a Centre of Education providing Youthreach programme for Youthreach Ballinrobe.
25/09/2018	Circular c10061 – Access to PLC for certain participants in the asylum process.
03/10/2018	Press Release – Minister Bruton commences key provisions in Education (Admission to Schools) Act, 2018.
04/10/2018	Focussed evaluation in DEIS schools.
09/10/2018	Guidance Notes for Gaeltacht Primary and Post Primary Schools 2018/19.
16/10/2018	School Services Support Fund 2018/2019.
22/10/2018	Confirmation of Subject Inspection (English), Ballinode Community College, Sligo.

CORRESPONDENCES FROM OTHER GOVERNMENT DEPARTMENTS:

04/09/2018	Social Welfare Services Office: School Meals Scheme 2018-2019, Corran College.
05/09/2018	Social Welfare Services Office: School Meals Scheme 2018-2019, St.Tiernan's College.
07/09/2018	Department of Transport, Tourism & Sport: 2018 Sports Capital Programme open for applications.
14/09/2018	Department of Children and Youth Affairs (DCYA): Funding provided by the Department of Children and Youth Affairs for LGBTI + Youth Initiatives.
24/09/2018	Department of Transport, Tourism & Sport: Invitation to 2018 Sports Capital Programme Workshops.
28/09/2018	Department of Children and Youth Affairs (DCYA): Youth Capital Funding Scheme 2018.
03/10/2018	Social Welfare Services Office: School Meals Scheme 2018-2019, Moyne College.
05/10/2018	Department of Children and Youth Affairs (DCYA): Youth Employability Initiative, Guidance Note.
12/10/2018	Social Welfare Services Office: School Meals Scheme 2018-2019, Carrigallen Vocational School.
18/10/2018	Department of Children and Youth Affairs (DCYA): LGBT + Initiatives confirmation of payment.
18/10/2018	Department of Children and Youth Affairs (DCYA): Targeted Youth Funding Scheme.
22/10/2018	Social Welfare Services Office: School Meals Scheme Inspection programme 2018.

CORRESPONDENCES FROM ETBI:

02/10/2018	ESBS Payroll & Finance Project, September Newsletter 2018.
11/10/2018	ETB Updates: New Apprenticeships Developments.
12/10/2018	ETB Procurement Working Group shortlisted for five National Procurement Awards.

SOLAS

06/09/2018	Access to FET for eligible International Protection Applicants.
25/09/2018	Publication of 2018 FET Services Plan.

OTHER CORRESPONDENCE:

04/09/2018	Association of Community and Comprehensive Schools (ACCS): Energy in Education Autumn 2018 Courses.
04/09/2018	Association of Community and Comprehensive Schools (ACCS): Info Bulletin 46/18 Re: DES Circular No 0043/2018.
04/09/2018	National Adult Literacy Agency (NALA): Take the first step campaign.
06/09/2018	Association of Community and Comprehensive Schools (ACCS): SPU Procurement Newsletter Issue 9.
06/09/2018	Music Generation Mayo, The Core: Industry Clinics / Workshops for Secondary Schools.
08/09/2018	National Adult Literacy Agency (NALA): International Literacy Day.

10/09/2018	National Centre for Guidance in Education (NCGE): September Bulletin.
22/09/2018	National Adult Literacy Agency (NALA): New video of Carlow ETB learner.
25/09/2018	IPB Insurance: Health & Safety Update, SDS hazchem info sheet.
26/09/2018	National Association of Youthreach Co-ordinators (NAYC): Youthreach Newsletter.
27/09/2018	Association of Community and Comprehensive Schools (ACCS): GDPR Information Session presented by Millett & Matthews Solicitors.
01/10/2018	Association of Community and Comprehensive Schools (ACCS): Info Bulletin 51/18 Re: Revised Procedures for Suspensions and Dismissal of Teachers and Principals.
01/10/2018	Association of Community and Comprehensive Schools (ACCS): Info Bulletin 52/18 Re: Child Protection Procedures for Primary and Post-Primary Schools 2017.
01/10/2018	Association of Community and Comprehensive Schools (ACCS): Info Bulletin 53/18 Re: NCSE Application Forms Requesting a Review of Special Education Teaching.
05/10/2018	City of Dublin Youth Service Board (CDYSB): Annual Review 2016 & 2017.
08/10/2018	Association of Community and Comprehensive Schools (ACCS): Schedule of payments to Community and Comprehensive Schools.
10/10/2018	National Centre for Guidance in Education (NCGE) October Bulletin.
10/10/2018	National Adult Literacy Agency (NALA): Latest news for members.
10/10/2018	The National Adult Learning Organisation (AONTAS): October Newsletter.
11/10/2018	Music Network: Invite Roller Trio, Whelan's Dublin.
15/10/2018	Association of Community and Comprehensive Schools (ACCS): Info Bulletin 54/18 Important Information for Schools in respect of JCT CPD.
15/10/2018	Charities Regulator: Newsletter October 2018.

16/10/2018	Association of Community and Comprehensive Schools (ACCS): Info Bulletin 55/18 - Public Service Single Pension Scheme Survey Request.
18/10/2018	Western Development Commission (WDC): New WDC Report, Wholesale & Retail in the Western Region.
18/10/2018	Education Magazine Volume 31 – Issue 2.
22/10/2018	Breacadh: Seoladh Leabhar, Bia Blasta, Bí san Áireamh, Sraith nua Pósteardon Seomra Ranga.