

**MAYO SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD**

**MINUTES OF THE PROCEEDINGS OF THE MEETING**

**HELD ON TUESDAY 19<sup>th</sup> FEBRUARY, 2019, AT 4.30 P.M.**

**IN THE CASTLEBAR FURTHER EDUCATION AND TRAINING CENTRE**

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

Mmes.	T. McGuire, M.C.C.,
	T. Whelan, M.C.C.,
	M. Bohan, L.C.C.,
	D. Sheridan,
	S. Finan
	S. Dore.
Messrs.	P. O'Rourke, L.C.C.,
	E. Stenson, L.C.C.,
	E. Cawley.
	G. Murphy
	M. Molloy.

The following were also in attendance:

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

**APOLOGIES FOR INABILITY TO ATTEND MEETING.**

Apologies for inability to attend Meeting were received from Mmes. A.M. Reape, M.C.C., M. Gormley, S.C.C., and A. McCabe and Messrs. J. Caulfield, M.C.C., T. Connolly, M.C.C., C. Hyland, M.C.C., J. Queenan, S.C.C., P. Ainsworth, and K. O'Dowd.

**ADOPTION OF MINUTES**

The Minutes of the Meeting held on 11<sup>th</sup> December, 2018, were adopted on the proposal of Mr. Enda Stenson, seconded by Ms. S. Finan.

**CODE OF PRACTICE FOR THE GOVERNANCE OF EDUCATION AND TRAINING BOARDS - Circular Letter 0002/2019**

The circular incorporates the provisions of the "*Code of Practice for the Governance of State Bodies*" published by the Department of Public Expenditure and Reform in 2016 and is amended to take account of specific requirements for Education and Training Boards as laid down in the *Education and Training Board Act 2013*. This circular updates and replaces the provisions of Circular Letter No 0018/2015 which is hereby deemed rescinded and replaced by these provisions. This Code is effective from the 30th January 2019. A hard copy is provided to each Member and a summary is included, we wish to acknowledge our colleagues in GRETb in conjunction with MSLETB who jointly compiled the summary. The CE acknowledged the consultation process by DES, DPER and ETB Reserve Forum, for their commitment and assistance on updating the Code.

**CODE OF PRACTICE FOR THE GOVERNANCE OF EDUCATION AND TRAINING BOARDS - Circular Letter 0002/2019 (Cont.)**

The CE advised that the Department is committed to working with ETBI on a training programme that will be tailored to the needs of the sector. It is intended that any training programme will in the first instance be light touch (given that the current boards will finish in May 2019) with a more extensive programme of training rolled out in Autumn to coincide with the new boards. It is hoped that this Code will ensure the highest levels of governance and accountability in the sector. The Code of Practice for the Governance of ETBs was adopted on the proposal of Mr. E. Stenson and seconded by Ms. T. McGuire.

Following discussion the **Annual Service Plan 2019** and **Strategy Statement 2018 – 2022** together with the **Annual Reports** for the following periods 1<sup>st</sup> July 2013 – 31<sup>st</sup> December 2014; 2015 and 2016 were adopted on the proposal of Ms. T. McGuire and seconded by Ms. M. Bohan.

**FINANCIAL REPORT.**

Mr. P. Howley presented the combined Financial Report for Mayo, Sligo and Leitrim Education and Training Board and circulated details of the Receipts and Payments to the end of **December, 2018**. Total expenditure amounted to **€80,582,000** with total receipts of **€80,883,000**. Total expenditure on the Capital Account amounted to **€960,000**, with total receipts of **€1,230,000**. The Bank Balance at the end of December 2018 was €9,276,047.

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

**For Noting:**

- The Organisation has received the final Management Letter for the Accounting Periods 31.12.14 and 31.12.15 (combined) and also the final Management Letter for year ended 31.12.16.
- C&AG Audit Opinion for accounting period ended 31.12.17 and confirmation that these accounts were laid before each House of the Oireachtas on 6<sup>th</sup> February, 2019. The Accounts are published on our Website.

Projected deficit for last year 2018 on Ordinary Non-Pay €450,000:-

- This includes the crystallisation of 2013/'14, 2015 + 2016 C&AG Audit Fees in 2018 of €212,000
- Together with additional spend on new initiatives for example DCS (part-time teachers/tutor claim system), Way 2 Pay (School Receipts System) + other IT enhancements in addition to cost increases to Insurance + other general overheads across many headings particularly electricity and heating.

The CE explained that this issue is a national problem that is being addressed with DES.

**BUILDING REPORT.**

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

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### **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.**

Regarding the Procurement of Legal services (7 different legal areas) Mr. P. Howley stated that we were the first ETB to complete this process and noted that the nearest service providers are in Dublin, Cork and Kerry.

Mr. J. McGoey, APO Finance was congratulated and his team for the 2017 accounts of MSLETB being certified by the C&AG on 20<sup>th</sup> December, 2018 which ensured MSLETB achieved this target on this requirement.

Mr. P. Howley informed the Board Members that Ms. Orla Reilly has joined the team in MSLETB Admin as APO Corporate Services. The Board Members congratulated Ms. Reilly on her new position and wished her well.

Mr. P. Howley thanked the Acting APO Mr. T. Sweetman for his commendable work ethic.

### **I.T. REPORT.**

Mr. P. Howley, presented the I.T. Report for Mayo, Sligo and Leitrim Education and Training Board – **Appendix 4.**

MSLETB received the findings of the ICT Audit Report which was carried out by KOSI Corporation on behalf of the IAU – ETBs to review the effectiveness of IT system and network availability controls at MSLETB Offices. A response was sent to the Management Letter identifying the risk area(s).

### **FURTHER EDUCATION AND TRAINING REPORT.**

Mr. Peter Egan, Director of FET, presented the Further Education and Training Report for Mayo, Sligo and Leitrim Education and Training Board – **Appendix 5.** Mr. E. Stenson enquired about the launch of MSLETB new Youthreach services for Co. Leitrim. He was advised that an Invitation was being extended to the Minister for Education and Skills, Mr. Joe McHugh, T.D., to officiate with a tentative date of 14<sup>th</sup> June to launch the new facility.

Ms. T. McGuire as Chairperson of Westport College of Further Education Board of Management complimented Mr. Peter Egan on the investment being made in the College which is very visible and particularly the accommodation for the Adult Literacy Organiser.

**Launch of New Generation Apprenticeship in Craft Butchery** by Minister for Education and Skills, Mr. Joe McHugh T.D., on Thursday, 18<sup>th</sup> April 2019 in the Teagasc Food Research Centre in Ashtown, Co. Dublin. An Official Invitation will issue to all Board Members.

**Strategic Performance Agreement 2018 – 2020:** Each Board Member received a copy of the final Strategic Performance Agreement document agreed with SOLAS. The launch of the Strategic Performance Agreements: Developing the Further Education and Training System 2018 – 2020 took place on Tuesday 22<sup>nd</sup> January, 2019 in Coláiste Dhúlaigh College of Further Education, Barryscourt Road, Coolock, Dublin 17. The CE thanked Peter for his dynamic work in this area. Ms. M. Bohan stated how focussed and progressive MSLETB are comprehended in the FET area and the significance of progression and the emphasis placed on it.

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**SCHOOLS REPORT.**

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

Regarding the Graduate Diploma in Guidance Counselling being offered as an outreach of DCU, Ms. T. McGuire expressed her delight at such a wonderful initiative and wondered if this course could be extended to those outside the ETB teaching community. Ms. M. Madden replied that the numbers were very limited but she would seek clarification for inclusion of others.

**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]
- [REDACTED]

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

- [REDACTED]
- [REDACTED]

### **CHIEF EXECUTIVE'S REPORT (cont.)**

**Travel Abroad:** The Meeting approved:

Request for retrospective permission for [REDACTED] to travel to The Bett Show which is an annual trade show, marketing information technology in education in London from 22 – 24 January 2019.

**Coola Tour:** Two international tours:

[REDACTED] Skiing Trip to Andalo, Northern Italy; Sat 9th March to Sat 16th March.

[REDACTED] History Trip to Munich and Nuremburg, Germany; Thursday 28th Feb to Sunday 3rd March.

**Coláiste Chomáin:** Request for permission for [REDACTED] to travel to Girona, Spain for an Erasmus+ school program from 2 – 8 March 2019.

[REDACTED] **Officer:** Request for permission to travel to Reykjavik, Iceland to attend a Planet Youth Workshop from 6 – 9 March 2019.

**Westport College of Further Education:** Request for permission for [REDACTED] to travel to Iceland from 14<sup>th</sup> – 17<sup>th</sup> March 2019 to accompany students home from Erasmus+ Trip.

**Coláiste Pobail Acla:** Request for permission for [REDACTED] to travel to Nice, France on School Tour from 7 – 10 May 2019.

On the proposal of Mr. S. Kilgannon and seconded by Mr. E. Stenson.

The CE advised the Board Members that clarification received from ETBI regarding approval for 'Travel Abroad' is an executive function for the Chief Executive and this item will be reported henceforth. This was proposed by Mr. S. Kilgannon and seconded by Mr. M. Molloy. It was strongly recommended by Board Members that all Travel Abroad should be granted in advance and not in retrospect.

### **KWETB – 13 February 2019 – Annual Financial Statement 2015**

The 2015 audited financial statements for Kildare Wicklow Education and Training Board (KWETB) and special report prepared by the Comptroller and Auditor General were received by the Department of Education and Skills on the 15th January 2019.

The Department has today made arrangements to lay this document before the Houses of Oireachtas. The matters considered by the Comptroller and Auditor General in this report were also the subject of an investigation conducted by an independent investigator appointed by the Minister for Education and Skills under Section 40 of the Education and Training Board Act 2013. The report of the investigator was published in September 2018.

A link to both the report of the investigator and to the 2015 KWETB financial statements can be found at:

[2015 Financial Audited Statement Kildare Wicklow Education and Training Board](#)

**DES:** Office of the Secretary General – Acknowledgement of our letter in relation to Bi-Lingual Grant payable to Non Fee Paying Voluntary Secondary Schools, as discussed at our previous meeting held on 11<sup>th</sup> December, 2018.

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### NOMINATION TO THE FOLLOWING BOARDS

**St. Attracta's Community School Board of Management:** The Meeting unanimously re-nominated Ms. Margaret Gormley, Mr. Enda Cawley and Ms. Mary Madden for a further three year term w.e.f. 1<sup>st</sup> August, 2019, on the proposal of Mr. S. Kilgannon and seconded by Ms. M. Bohan.

**Board of Management Davitt College, Castlebar:** The Meeting nominated Ms. T. Whelan to replace Thérèse Ruane on the proposal of Mr. S. Kilgannon and seconded by Ms. S. Finan.

**Governing Body IT Sligo:** The Meeting approved the request for the replacement of a Student Representative to the Governing Body of IT Sligo of **Michael Joseph Mitchell** to replace Barry Clohessy for the remainder of the academic year up to 31<sup>st</sup> August 2019 in Accordance with the provisions of Section 4 (1)(e) of the Regional Technical Colleges (Amendment) Act 1994 on the proposal of Mr. E. Stenson and seconded by Mr. S. Kilgannon.

**The Meeting approved the following nominations to:-**

**Board of Management Grange Post Primary School:** Ms Una Skelly, Female Staff Representative (f [REDACTED]) on the proposal of Ms. S. Kilgannon and seconded by Ms. M. Bohan.

**Grange PPS:** Ms. Freda McGowan, Female Parent Representative replacement for Celia Keenaghan on the proposal of Mr. E. Stenson and Mr. S. Kilgannon.

**Ballinode Community College Board of Management:** Ms Kate Dolan, Female Parent Representative on the proposal of Mr. E. Stenson and seconded by M. S. Dore.

**St. Tiernan's College, Crossmolina, Board of Management:** Nomination of Mr. Kieran Mulhern, [REDACTED] to replace Mr. Eddie Staunton on the proposal of Ms. D. Sheridan and seconded by Mr. P. O'Rourke.

**APPROVAL OF SUB-COMMITTEE MINUTES / POLICIES.**

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

**Minutes of Boards of Management:**

School	Date of Board of Management Meeting Minutes
Ballinode Community College	29.08.2018, 04.12.2018 + Principals Report
Grange Post Primary School	20.11.2018, Principals Report 26.09.2018
Coláiste Iascaigh	30.05.2018 and 25.10.2018; Principals Report 06.12.2018
North Connaught College	25.10.2018
Corran College, Ballymote	11.10.2018
St. Brendan's College, Belmullet	02.10.2018
Coola Post Primary School	11.09.2018
Mohill	03.12.2018
Coláiste Chomain Rosport	10.10.2018

### Minutes For Noting

St. Attracta's Community School	↓ Minutes of BOM Meeting 04.12.2018 and 08.01.2019 ↓ Child Safeguarding Statement
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The Meeting adopted **the following School Policies**, on the proposal of Mr. P. O'Rourke and seconded by Ms. M. Bohan.

**School Policies**

Ballinode Community College	<ul style="list-style-type: none"> <li>✚ Application Form for Admission</li> <li>✚ Special Educational Needs (SEN) Policy</li> <li>✚ School Self-Evaluation Report &amp; Improvement Plan</li> <li>✚ Literacy Policy</li> <li>✚ Relationship and Sexuality (RSE) Policy</li> <li>✚ Self-Evaluation Report &amp; Improvement Plan 2017 – 2020</li> <li>✚ Child Protection Oversight Report</li> <li>✚ Over 18 Waiver/Consent Form for Photography/Filming.</li> <li>✚ Enrolment &amp; Admissions Policy</li> <li>✚ Child Protection Oversight Report 14.02.19</li> </ul>
Sligo College of Further Education	<ul style="list-style-type: none"> <li>✚ Enrolment &amp; Admissions Policy</li> </ul>
North Connaught College	<ul style="list-style-type: none"> <li>✚ Child Protection Oversight Report</li> </ul>
Coláiste Iascaigh	<ul style="list-style-type: none"> <li>✚ First Aid Policy</li> <li>✚ Guidelines on one-to-one teaching</li> <li>✚ Guidelines for Students on Teaching Practice</li> <li>✚ Placement of Student Teachers</li> <li>✚ Changing for PE, Games &amp; Swimming</li> <li>✚ Dignity at Work.</li> </ul>
Coola Post Primary School	<ul style="list-style-type: none"> <li>✚ Statement of Strategy for School Attendance</li> <li>✚ Enrolment &amp; Admission Policy</li> </ul>
Corran College, Ballymote	<ul style="list-style-type: none"> <li>✚ Child Protection Oversight Report</li> <li>✚ Healthy Eating Policy</li> <li>✚ Student Council Policy</li> </ul>
Grange Post Primary School	<ul style="list-style-type: none"> <li>✚ School Self-Evaluation Report</li> <li>✚ Child Safeguarding Risk Assessment</li> </ul>
Coláiste Chomain, Ros Dumhach	<ul style="list-style-type: none"> <li>✚ Polasaí Frithbhulaíochta</li> <li>✚ Measúnachta Riosca maidir Le Cumhdach Leanai</li> <li>✚ Child Safeguarding Risk Assessment</li> <li>✚ Transition Year Policy</li> <li>✚ Child Protection</li> <li>✚ Relationships and Sexuality Education</li> <li>✚ Smoke Free Work Policy</li> <li>✚ HSCL Policy</li> <li>✚ Attendance and Participation Policy</li> <li>✚ Statement of Strategy for School Attendance</li> <li>✚ Health &amp; Safety</li> <li>✚ CCTV Policy</li> <li>✚ Suspension &amp; Expulsion Policy</li> <li>✚ Social, Personal &amp; Health Education – SPHE Policy</li> </ul>



## **CORRESPONDENCE:**

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

The following **Department of Education and Skills Circular Letter** was adopted on the proposal of Mr. S. Kilgannon, seconded by Ms. D. Shreidan.

**Department of Education and Skills C.L. 0085/2018:** Payment of Tool Allowance to Craft Workers.

[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0085\\_2018.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0085_2018.pdf).

**Department of Education and Skills C.L. 0001/2019:** Special Leave for Teachers who are members of Voluntary Search and Rescue Organisations and are called-out on a Search and Rescue Operation.

[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0001\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0001_2019.pdf).

**Department of Education and Skills C.L. 0002/2019:** Code of Practice for the Governance of Education and Training Boards:

[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0002\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0002_2019.pdf).

**Department of Education and Skills C.L. 0003/2019:** Good Practice Guidelines and requirements in relation to:

Contracts for the Provision of Goods and/or Services

Requirement for Department Approval before:

- providing Non-Core Services
- for Legal Awards and Settlements and
- Other Matters.

[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0003\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0003_2019.pdf).

**Department of Education and Skills C.L. 0004/2019:** Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers 2019/2020.

[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0004\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0004_2019.pdf).

**Department of Education and Skills C.L. 0005/2019:** Graduate Certificate in the Education of Pupils with Autism Spectrum Disorder (ASD) for teachers working with Pupils with ASD in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post Primary Schools, 2019/2020

<https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0005-2019.pdf>

**Department of Education and Skills C.L. 0006/2019:** Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder) Circular and Application Form

[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0006\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0006_2019.pdf).

**Department of Education and Skills C.L. 0010/2019:** Post-Primary Schools in Gaeltacht Language Planning Areas Participating in the Gaeltacht School Recognition Scheme next implementation phase (May 2019 – August 2020)

[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0010\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0010_2019.pdf).

**Department of Education and Skills C.L. 0011/2019:** Invitation to Primary and Post-Primary Schools in Gaeltacht Language-Planning Areas to consider joining the Gaeltacht School



**Department of Education and Skills Circular Letter (cont.)**

Recognition Scheme in 2019 Participation to Implementation (May 2019 – August 2020)  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0011\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0011_2019.pdf).

**Department of Education and Skills C.L. 0014/2019:** Education and Training Boards –  
Approved Allocation of Teaching Posts 2019/20 school year  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0014\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0014_2019.pdf).

**Department of Education and Skills C.L. 0017/2019:** Teacher Fee Refund Scheme 2018  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0017\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0017_2019.pdf).

The next MSLETB Board Meeting will take place on **Tuesday, 16<sup>th</sup> April, 2019** in **Sligo**. It was proposed by Mr. E. Stenson and seconded by Ms. D. Sheridan to change the start time of the Meeting from 4:30 pm to 4:00 pm.

**This concluded the business of the Meeting.**

Signed:

*Seamus McGonnan*  
**Chairperson**

Date:

16.4.19.

Head Office,  
Newtown, **Castlebar**.

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

01/12/2018

Appendix 1

	OPERATING ACCOUNT							CAPITAL ACCOUNT				
	Pay	Non-Pay	Sundry Other	Training Centre Expend	Total Monthly Expenditure 2018	Total Monthly Expenditure 2017	Total Receipts 2018	Total Receipts 2017	Receipts 2018	Receipts 2017	Payments 2018	Payments 2017
	€0,000	€0,000	€0,000	€0,000	€0,000	€0,000	€0,000	€0,000	€0,000	€0,000	€0,000	€0,000
January	3,044	316	2,057	1,449	6,866	5,902	6,449	11,248	7	4	16	19
February	3,131	243	1,291	1,743	6,408	6,370	6,002	374	26	268	1	94
March	3,668	229	1,569	1,746	7,212	6,972	8,892	8,547	45	57	98	18
April	3,108	720	1,490	1,817	7,135	6,093	4,307	3,457	19	12	23	99
May	3,256	255	1,561	1,610	6,682	6,526	9,104	9,314	11	39	20	9
June	3,248	250	1,722	1,616	6,836	6,416	3,986	4,346	0	12	3	81
July	2,970	205	1,647	1,316	6,138	5,523	9,764	8,546	138	14	93	20
August	3,476	166	1,282	1,426	6,350	6,066	3,559	3,399	116	283	115	180
September	3,043	183	1,239	1,117	5,582	5,713	9,594	9,924	11	3	100	9
October	3,208	310	1,630	1,637	6,785	6,360	4,110	4,547	85	100	4	73
November	3,163	240	1,822	1,991	7,216	6,891	9,510	4,145	213	100	389	91
December	3,317	192	2,139	1,724	7,372	7,299	5,606	9,115	559	46	98	191
<b>Total</b>	<b>38,632</b>	<b>3,309</b>	<b>19,449</b>	<b>19,192</b>	<b>80,582</b>	<b>76,131</b>	<b>80,883</b>	<b>76,962</b>	<b>1,230</b>	<b>938</b>	<b>960</b>	<b>884</b>

**etb**

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

## Total Bank Account (current & capital monies) 2018

ETB

Mayo Sligo &amp; Leitrim

MONTH	Balance in Favour (against) Committee per last monthly Statement	Receipts	Payments	Balance in Favour (against) Committee at end of month
January	8,709,880	6,457,250	6,683,402	8,483,728
February	8,483,728	6,027,658	6,294,508	8,216,877
March	8,216,877	8,937,949	7,627,547	9,527,279
April	9,527,279	4,326,347	7,011,134	6,842,492
May	6,842,492	9,114,417	6,518,348	9,438,561
June	9,438,561	3,986,591	7,191,774	6,233,378
July	6,233,378	9,901,221	6,052,092	10,082,507
August	10,082,507	3,674,972	6,288,222	7,469,257
September	7,469,257	9,605,415	6,031,950	11,042,722
October	11,042,722	4,190,214	6,651,599	8,581,337
November	8,581,337	9,723,234	7,394,033	10,910,538
December	10,910,538	6,164,388	7,798,879	9,276,047
	<b>8,709,880</b>	<b>82,109,656</b>	<b>81,543,489</b>	<b>9,276,047</b>

Signed \_\_\_\_\_ Chief Executive

Date \_\_\_\_\_

## Appendix 2

### **Building Report as at 15th February for MSL ETB**

#### **✚ Additional Accommodation.**

- **Coola Post Primary School: Roll No 72310U**  
**Engineering Room, Preparation Room, Home Economics Room, Science Laboratory, Science Preparation Room, Arts Room and Project Store.**  
Project split into enabling works and main build – enabling works on-going – main build is on e-tenders with a closing date of 25<sup>th</sup> February.
- **Grange Post Primary School: Roll No 72330D**  
**2 x 58.6m<sup>2</sup> General classrooms, 1 x 38.5m<sup>2</sup> General classroom, 1 x 118.6m<sup>2</sup> Home Economics Room, 1 x 149m<sup>2</sup> Construction Studies/Technology Room & preparation area x 58.6m<sup>2</sup>, 1 x Toilet Block x 20m<sup>2</sup>, 1 Toilet Block x 30m<sup>2</sup> & student entrance including circulation.**  
Full approval of this grant received September 2018. Appointment of a full Design Team has commenced.
- **Coláiste Iascaigh: Roll No 72320A**  
**2 x General Classrooms with 2 x WC's and 1 x WC for assisted users (126.5m<sup>2</sup>) & 1 x Science Lab and Prep Area (110m<sup>2</sup>) & 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. Works went to tender with a closing date of 4<sup>th</sup> February, 2019. Awaiting tender report from consultant for submitting to DoES.
- **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 49m<sup>2</sup> classrooms, 1 x 15m<sup>2</sup> SET room, 2 x WC's & 1 x WC for assisted users - sanction received. Consultant appointed. Proceeding to Design and costings.**
- **St. Tiernan's College, Crossmolina: Roll No 72100J**  
**5 x General Classrooms (Replacement of Prefabricated Classrooms) & Associated Works.**  
Contractor is on-site.

### ✚ Temporary Accommodation.

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

### ✚ Emergency Works 2018.

- **Moyne College:**  
Application submitted for Universal Access works in and around the school [REDACTED]  
[REDACTED] Full approval granted.  
Consultant appointed. To tender February 2019.
- **Coola Post Primary School: Roll No 72310U**  
Application submitted to DoES for roof repair works. Structural Engineer prepared report and submitted for approval. Costings approved and approval granted.  
Consultant appointed.

### ✚ Sports Capital Funding.

- **Coola Post Primary School:**  
Works ongoing on the development of an all-weather surface pitch, associated site works, fencing, lighting & services - nearing completion.

### ✚ Summer Works Scheme 2016 & 2017.

- **Corran College** – Other Structural Works – Floor replacement in the central concourse area. Consultant appointed. Works to proceed Summer 2019
- **Moyne College** – Other Structural Works – Floor replacement in main corridors & G.P. area. Appointment of Consultant commenced.
- **St. Patrick's College, Lacken Cross** – curricular requirements – Library Space Development Works. Appointment of Consultant commenced.

**Organisation Support and Development**

**Report Mayo, Sligo & Leitrim Education and Training Board**

**19th February 2019.**

**UPDATE ON CORPORATE SERVICES**

**Procurement:**

Progression of range of procurement projects, including:  
Installation of range of ICT equipment.  
Finalisation of employee health and wellbeing programme.  
Legal services (7 different legal areas)  
Progression of VSWare contract extensions.

**Buildings:**

Full overhaul of SEAI registrations regarding electricity and gas meters in schools and centres.

**Data Protection:**

Ongoing work to ensure our compliance with the GDPR, including:  
Development of GDPR Operational Manual for schools and centres.  
Processing of complex data access request.  
Review of data mapping templates returned by schools and centres.  
Implementation of data breach protocol (two breaches reported to date).

**Freedom of Information (FOI):**

Ongoing processing of FOI requests.

**HUMAN RESOURCES REPORT – FEBRUARY 2019**

Post of Responsibility interviews for Leadership and Management posts in post primary schools ongoing in Mayo, Sligo and Leitrim.

A number of positions under Further Education and Training advertised in recent weeks.

Small number of teaching positions still being recruited to cover specified purpose contracts.

Advertising of administrative posts sanctioned by the DES has commenced.

Tutors will be communicated with week commencing 18<sup>th</sup> February 2019 regarding their salary options under BTEI Conversion.

Work ongoing in Pensions Department including work on a number of specific projects to be completed.

Work has commenced regarding Teacher Allocation for the 2019/2020 academic year.

## **Finance**

The 2017 accounts of MSLETB were certified by the C&AG on 20th December 2018 which ensured that MSLETB achieved this target on this requirement.

The 2016 C&AG Management Letter was completed on 6th February 2019 and was reviewed and discussed by the C&AG when they attended a meeting of the Audit Committee on 13th February 2019.

The 2018 draft accounts of MSLETB are due to be submitted to the office of the C&AG by 29th March 2019.

The C&AG will carry out an initial 2 weeks of their 2018 audit in Feb 2019 with the balance in Sept 2019.

Leitrim bi-monthly and Mayo monthly payrolls were successfully converted to fortnightly from 1st January 2019.

The transfer of payroll to Payroll Shared Services is commencing with 2 ETB's in May 2019. There are 3 waves and MSLETB is in the 3rd wave. We expect to transition to Payroll Shared Services in late 2020 / early 2021. Significant internal "readiness" work has to take place in advance of this date. A number of Finance & Payroll colleagues attended a project update workshop in ETBI on 1st February 2019 for all ETB's on both elements of Shared Services.

The Request for Tender document for the Finance / Creditors part of Shared Services was published on 21st December 2018. This project will improve the financial reporting process within each ETB.



**ICT Report – 19.02.2019**

Administration ICT
Plans to consolidate server Infrastructure at the 3 ETB offices are being drawn up at the moment.
Introduction of Electronic Payslips for all staff is proceeding at the moment
Tender to update all MSLETB service websites to a common pattern for all MSL Services will be posted shortly
Schools / Colleges / Further Education
Installation of WIFI Service at each school is starting this month.
We are currently consulting with all schools on their specific ICT needs for 2019 and hope to move as many as 8 schools from their local servers to cloud services. This will reduce ICT costs at each school and provide access to learning resources for students and teachers from outside the school for the first time.
Further Education and Training Centres
Blended learning course in Technology Enhanced Learning is being provided for all staff
Setup of new MSLETB FET service locations at Claremorris is well under way and will be completed shortly.
Staff and students have recently moved in to the new Market Yard centre in Carrick on Shannon

## Further Education and Training Report – MSLETB BOM Meeting, February 2019

## NOTES, ITEMS OF INTEREST

- **Buildings (all FET Buildings under review):**  
**Market Yard** → Fully operational, hope to have official launch in late Spring/ early Summer;  
**Swinford** → 70 % complete, target next ETB BOM Meeting in Mayo in new training/ conference room;  
**Achill** → significant upgrade works in progress; **Claremorris** → Complete currently snagging, hope to move in March;  
**Training Centre extension to kitchen** → commence in New Year; **Quay Street** → Prep tender for phase 1 and 2, remodelling entrance and ground floor  
**CCFE** → under review; **Drumshanbo** → Move complete, currently reviewing other options.  
**SCFE** → Report and response to SOLAS on redevelopment, currently resubmitted plans to SOLAS for capital allocation in '19; **Butchery** → Currently agreeing building/ training rooms for Butchery in Teagasc Food Research Centre, Ashtown, Co. Dublin.
- **QA:**  
**MSLETB is the national lead in the Validation of new FET awards** – Preparing for validation in early May  
**QQI** - MSLETB is planning to be the first ETB to submit Blended Learning Programmes to QQI, significant developments ongoing.
- **New Apprenticeships:**  
**Butchery** – Commenced - Launch planned 18<sup>th</sup> April by Minister DES;  
**Sales** – Preparing for validation in May and appointment of new National Programme Manager  
**Chef** – commenced in Sligo TC;  
**ICT** – 3 possible – Hardware, Software or Cyber Security – currently establishing project team.
- **New Traineeships, expansion; Healthcare part-time** in employment programme in development;  
**Broadcasting** – commenced through Rossport and contracted training; **Certified Public Accountants** – commence in Mch; **Childcare** – for people in employment, L5, in development;
- **SOLAS Strategic Performance Agreement** – Launched in January, document available as attached.  
 Business planning cycle 2019 commenced, Business planning on the 25<sup>th</sup> Jan, **Funding application request submitted to SOLAS. MSLETB has been receiving additional funding year on year. Budget bit of €34 + Million.**  
 New programme for training people in employment – **Skills to Advance**, MSLETB currently planning roll out
- **HR matters**, New posts to be filled/ business cases for additional posts – PD, TEL, FARR/PLSS and Skills to Advance.  
 Clerical support review, BTEI conversion, part-time Tutor issues etc;
- **Technology Enhanced Learning (TEL)**, significant work ongoing in developing our Learner Management System (LMS).  
 Blended Learning Pilot Group to implement blended learning communications in all L5 programmes in 2018/2019;  
 Working with SOLAS eCollege on LMS; **TEL improvements**, audits and implementation of strategy  
 Whole range of TEL Procurement: Projectors: Ultra-Short Throw, Projector: Long-throw, Wireless AP, Network switches, Laptop trollies, Laptops, Smartboard (for Market Yard)(i.e. interactive LCD screens), Surface Pros, Digital signage, (3 x 55" screens), Apple iMacs, Surface Studios, Servers etc in Post-Primary Schools for running FET.
- **Financial budgeting and other issues** – ongoing working with Finance to get qtrly financial reports.
- **Other....**

Director of Schools Report-19<sup>th</sup> February 2019

- MSLETB is hoping to offer a Graduate Diploma in Guidance Counselling as an outreach of DCU. This programme will be based in Sligo and will take one and a half years to complete on a part time basis.
- WSE/MLL is took place in Davitt College, December 2018
- DEIS inspection took place in Colaiste Pobail Acla last week.
- Liam O Ruáin new Deputy Principal Davitt College started on January 7<sup>th</sup>.
- [REDACTED] met with Principals on 8<sup>th</sup> Feb in relation to the importance of the student voice.
- Meetings with all Principals in relation to teacher allocation will take place in March.
- 4 schools in MSLETB attended the BT Young Scientist Competition in the RDS. Mohill Community College received an award. Fantastic display of projects.
- Joe McDonagh Award. This award encourages the promotion of Irish culture, Irish heritage and/or Irish language. Entries must be submitted by email to the Director of Schools by 12 noon Thursday 14<sup>th</sup> March 2019.
- ETBI Annual Principals and Deputy Principals conference took place in Carlow on Jan 30<sup>th</sup> and 31<sup>st</sup>. A number of Principals/Deputy Principals attended.
- Child Protection Inspections currently being piloted in schools-Level 3 Inspections and will be rolled out to all Schools from Jan 2019.
- Special Education Needs inspections will take place in Schools from Jan 2019.
- ETBI is currently finalising its Patrons Framework for all schools. Each Principal has had 2 workshops in relation to this.
- MSLETB Annual Awards 2019 will take place March 14<sup>th</sup> in The Park Hotel, Kiltimagh. There are 6 award categories. All are welcome to attend.
- Senior management Posts of Responsibilities are now nearing completion in MSLETB.

## **Appendix 7**

### **Bord Oideachais & Oiliúna Mhaigh Eo, Shligigh & Liatroma**

#### ***Mayo, Sligo and Leitrim Education and Training Board***

*19<sup>th</sup> February, 2019*

#### **CORRESPONDENCE FROM THE D.E.S.:**

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

10/12/2018	3 Year E-Hub Pilot Project: Physics. Transition Year Physics Taster Module, January/February 2019. Expression of Interest Form: Invitation for Applications.
12/12/2018	Draft report of DEIS evaluation undertaken in Moyne College, Ballina, Co. Mayo.
21/12/2018	Final Inspectorate Report: Subject Inspection, Carrigallen Vocational School.
21/12/2018	DES Inspectorate, Report for School Response: Moyne College, Ballina, Co. Mayo.
21/12/2018	DES Inspectorate, Report for School Response: Ballinode College.
24/01/2019	Notification of Focussed evaluation in DEIS schools - Coláiste Pobail Acla.
25/01/2019	Final Inspectorate Report, Subject Inspection in English, Ballinode College.
28/01/2019	Draft report of Whole School Evaluation Management, Leadership and Learning (WSEMLLPP) in Davitt College.
05/02/2019	Inspectorate Report for School Response - Davitt College.
05/02/2019	Final Inspectorate Report for Moyne College.
07/02/2019	St. Tiernan's College TY Evaluation notification.
12/02/2019	DES Policy on Gaeltacht Education 2017-2022, Gaeltacht School Recognition Scheme in 2019/2020. St. Brendan's Belmullet and Coláiste Chomáin Ross Port.

CORRESPONDENCES FROM OTHER GOVERNMENT DEPARTMENTS:

07/12/2018	Department of Children and Youth Affairs (DCYA): Integrated Progress Report for 2018 & Application for 2019 for (2016) Sample RYFS Project.
11/12/2018	Department of Children and Youth Affairs (DCYA): LGBTI Welcome Sticker Competition.
17/12/2018	Department of Children and Youth Affairs (DCYA): 2018 NQSF Annual Progress Report, deadline for submission of report is Friday 1 <sup>st</sup> February 2019.
14/02/2019	Department of Children and Youth Affairs (DCYA): ETB Youth Work Functions 2019.

CORRESPONDENCES FROM ETBI:

11/12/2018	ETBI: Legal Services Support Unit (LSSU) Newsletter December 2018.
12/12/2018	ETBI: Work Based Learning Updates.
31/01/2019	ETBI: House of the Oireachtas, Joint Committee report on Relationships and Sexuality Education.
14/02/2019	ETBI: Brief 03/2019 re Rehab Specialist Training Providers Grant Aid compliance update.

SOLAS

18/01/2019	National Skills Bulletin 2018.
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OTHER CORRESPONDENCE:

10/12/2018	National Centre for Guidance in Education (NCGE): December Bulletin.
11/12/2018	Association of Community and Comprehensive Schools (ACCS): Info Bulletin 62/18 Re: DES C/L 0083/2018 Curriculum-related developments at Senior Cycle with particular reference to school years 2019/2020 and 2020/21, including the discontinuance of Leaving Certificate Agricultural Economics.
11/12/2018	National Adult Literacy Agency (NALA): Issue 22 – Winter 2018.
14/12/2018	Mayo Sports Partnership: Winter Newsletter 2018-19.
13/12/2018	Jamie Stafford Tennis Academy Ltd (JSTA): Info regarding Gift Vouchers available for Tennis Coaching.
13/12/2018	Belong To Youth Services: Help us Create Safe Schools for LGBT Youth.
14/12/2018	MSLETB, Adult Guidance: Every Step of the Way – A booklet of client stories.
18/12/2018	Association of Community and Comprehensive Schools (ACCS): Newsletter Issue 3 2018/2019.
17/12/2018	Irish Association of Youth Orchestras (IAYO): Best Wishes for Christmas and New Year.
17/12/2018	National Centre for Guidance in Education (NCGE): Guidance Matters Winter 2018/Issue 50.
18/12/2018	Oideas Gael: Nuacht Oideas Gael.
18/12/2018	Jamie Stafford Tennis Academy Ltd (JSTA): Season's Greetings.
19/12/2018	Charities Regulator: News Issue 4 – December 2018.
19/12/2018	National Centre for Guidance in Education (NCGE): Seasons Greetings.
19/12/2018	The National Adult Learning Organisation (AONTAS): December 2018 Newsletter.
19/12/2018	Western Development Commission (WDC): WDC Insights – Electricity Transmission for Renewable Generation.
19/12/2018	Fáilte Ireland: Season's Greetings.

19/12/2018	Association of Community and Comprehensive Schools (ACCS): Info Bulletin 63/18.
21/12/2018	Thank you card from Caroline McGee Cox, for recent retirement function.
21/12/2018	Music Generation: 2018 Highlights.
21/12/2018	The Teaching Council: Season's Greetings.
04/01/2019	National Adult Literacy Agency (NALA): Invitation to 38 <sup>th</sup> Annual General Meeting on Saturday 6 <sup>th</sup> April 2019.
07/01/2019	Association of Community and Comprehensive Schools (ACCS): Info Bulletin 01/19.
07/01/2019	Association of Community and Comprehensive Schools (ACCS): Info Bulletin 02/19.
10/01/2019	National Centre for Guidance in Education (NCGE): January NCGE Bulletin.
10/01/2019	Electronic Platform for Adult Learning in Europe (EPALE): Winter News from Léargas.
14/01/2019	Western Development Commission (WDC): Two New Regional Sectoral Profiles 'Health & Care' and 'Education'.
16/01/2019	The National Adult Learning Organisation (AONTAS): January 2019 Newsletter.
17/01/2019	Council Review: Journal for City and County Councils.
16/01/2019	Archdiocese of Tuam: Spring 2019 Newsletter.
21/01/2019	IBEC Quarterly Economic Outlook.
30/01/2019	The National Adult Learning Organisation (AONTAS): January 2019 Newsletter.
31/01/2019	Sligo Sport & Recreation Partnership: January 2019 Newsletter.
01/02/2019	Irish Association of Youth Orchestras (IAYO): National Youth Arts Programme Wants To Hear From Young People.
08/02/2019	Mason Hayes & Curran: February 2019 Irish Legal Update.
14/02/2019	The National Adult Learning Organisation (AONTAS): February 2019 Newsletter.



### **Circulars 12.02.19**

**Department of Education and Skills C.L. 0085/2018:** Payment of Tool Allowance to Craft Workers.  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0085\\_2018.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0085_2018.pdf).

**Department of Education and Skills C.L. 0001/2019:** Special Leave for Teachers who are members of Voluntary Search and Rescue Organisations and are called-out on a Search and Rescue Operation.  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0001\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0001_2019.pdf).

**Department of Education and Skills C.L. 0002/2019:** Code of Practice for the Governance of Education and Training Boards:  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0002\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0002_2019.pdf).

**Department of Education and Skills C.L. 0003/2019:** Good Practice Guidelines and requirements in relation to:

Contracts for the Provision of Goods and/or Services

Requirement for Department Approval before:

- providing Non-Core Services
- for Legal Awards and Settlements and
- Other Matters.

[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0003\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0003_2019.pdf).

**Department of Education and Skills C.L. 0004/2019:** Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers 2019/2020.  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0004\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0004_2019.pdf).

**Department of Education and Skills C.L. 0005/2019:** Graduate Certificate in the Education of Pupils with Autism Spectrum Disorder (ASD) for teachers working with Pupils with ASD in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post Primary Schools, 2019/2020  
<https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0005-2019.pdf>

**Department of Education and Skills C.L. 0006/2019:** Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder) Circular and Application Form  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0006\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0006_2019.pdf).

**Department of Education and Skills C.L. 0010/2019:** Post-Primary Schools in Gaeltacht Language Planning Areas Participating in the Gaeltacht School Recognition Scheme next implementation phase (May 2019 – August 2020)  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0010\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0010_2019.pdf).

**Department of Education and Skills C.L. 0011/2019:** Invitation to Primary and Post-Primary Schools in Gaeltacht Language-Planning Areas to consider joining the Gaeltacht School Recognition Scheme in 2019 Participation to Implementation (May 2019 – August 2020)  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0011\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0011_2019.pdf).

**Department of Education and Skills C.L. 0014/2019:** Education and Training Boards – Approved Allocation of Teaching Posts 2019/20 school year  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0014\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0014_2019.pdf).

**Department of Education and Skills C.L. 0017/2019:** Teacher Fee Refund Scheme 2018  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0017\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0017_2019.pdf).