

MAYO SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

MINUTES OF THE PROCEEDINGS OF THE MEETING

HELD ON TUESDAY 16th APRIL, 2019, AT 4.00 P.M.

**IN THE MSLETB FET CENTRE, MARKET YARD, CARRICK-ON-SHANNON,
CO. LEITRIM**

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

Mmes.	T. McGuire, M.C.C., M. Bohan, L.C.C., D. Sheridan, S. Finan S. Dore.
Messrs.	J. Caulfield, M.C.C., T. Connolly, M.C.C., J. Queenan, S.C.C., P. O'Rourke, L.C.C., E. Cawley, 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, Ms. Mary Madden, Director of Schools, Mr. J. McGoey, Finance Officer 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., T. Whelan, M.C.C., and A. McCabe and Messrs. C. Hyland, M.C.C., E. Stenson, L.C.C., G. Murphy, P. Ainsworth, and K. O'Dowd.

Mr. S. Kilgannon, Chairperson, informed the Meeting that the death had occurred of Ms. Margaret Gormley, S.C.C., since the last MSLETB Meeting. Ms. T. McGuire proposed that the Meeting would adjourn as a mark of respect, and deal with the urgent business of the Meeting after the adjournment. Mr. J. Caulfield seconded the proposal.

A Vote of Sympathy was unanimously passed to the Family of the late Cllr. Margaret Gormley.

Mr. S. Kilgannon, Chairperson, described Margaret as one of the most committed and hard working people he knew saying she served the MSLETB with great distinction.

Ms. T. McGuire wished to be associated with these remarks and stated that anybody that knew Margaret was aware of the commitment she had for the community she served namely Corran College and Gurteen School. Her greater interests were her constituents and they were paramount and came first. She stated that Margaret was a diligent servant to the ETB.

Mr. J. Caulfield paid tributes by stating that her straight talking and political correctness depicted her personality. In her 40 years as a Councillor she was a consistent poll-topper and had the interest of the rural community at heart.

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Ms. M. Bohan supported the adjournment. She said Margaret gave a lifetime of service with great determination and work ethic.

The Board Members stood and observed a minute's silence as a mark of respect to their late and much esteemed Board Member.

After the adjournment the following urgent items were dealt with by the Meeting.

ADOPTION OF MINUTES

The Minutes of the Meeting held on 19th February, 2019, were adopted on the proposal of Ms. T. McGuire, seconded by Ms. S. Dore.

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 **March, 2019**. Total expenditure amounted to **€22,940,000** with total receipts of **€20,272,000**. Total expenditure on the Capital Account amounted to **€358,000**, with total receipts of **€113,000**. The Bank Balance at the end of December 2018 was **€6,369,644**.

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

The Board accepted the 2018 Draft Financial Statements (including the Statement on the System of Internal Control) submitted to the C&AG on Friday, 29th March, 2019 before the deadline date of 1st April, 2019. The 2018 Draft Financial Statements were recommended to the Board by the Audit and Finance Committees which held their meeting on the 26th March, and 27th March, 2019, respectively. Mr. J. McGoey noted to the Board that the 2018 cumulative surplus of €294k includes the write-back to the Operating Statement of long standing net surpluses balances in the amount of €347k. The 2018 Financial Statements were approved on the proposal of Ms. M. Bohan and seconded by Ms. T. McGuire.

For Board Noting:

- Report to the Audit Committee on the Review of Internal Controls of MSLETB for 2018
- 2017 Financial Statements of MSLETB with C&AG Audit Opinion
- Note to Department of Education on the 2017 Financial Statements
- 2016 Management Letter from the C&AG.

The CE advised the Members of the communication received from the Department of Education and Skills regarding our compliance with the legislation to ensure the Financial Statements are approved by the Board before 1st April henceforth, before submitting to the C&AG.

The Board Members together with the CE commended the work of Mr. J. McGoey, Finance Officer and his Team for this major achievement and for the tremendous amount of work they have progressed to date.

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BUILDING REPORT.

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

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.

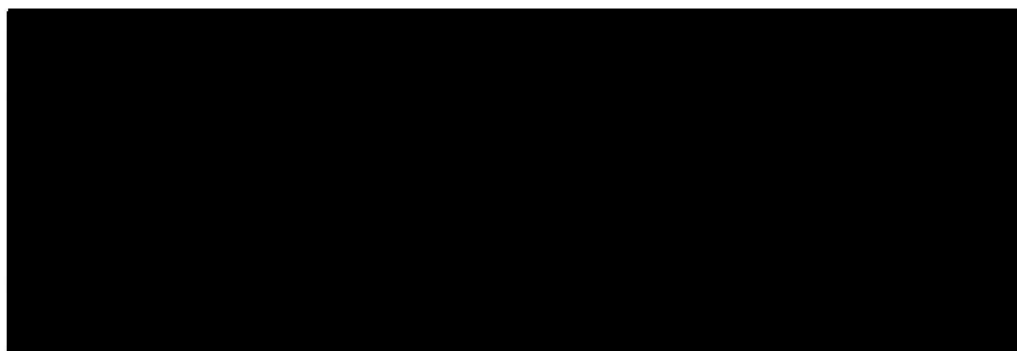
Mr. Peter Egan, Director of FET, presented the Further Education and Training Report for Mayo, Sligo and Leitrim Education and Training Board – **Appendix 5.**

SCHOOLS REPORT.

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:



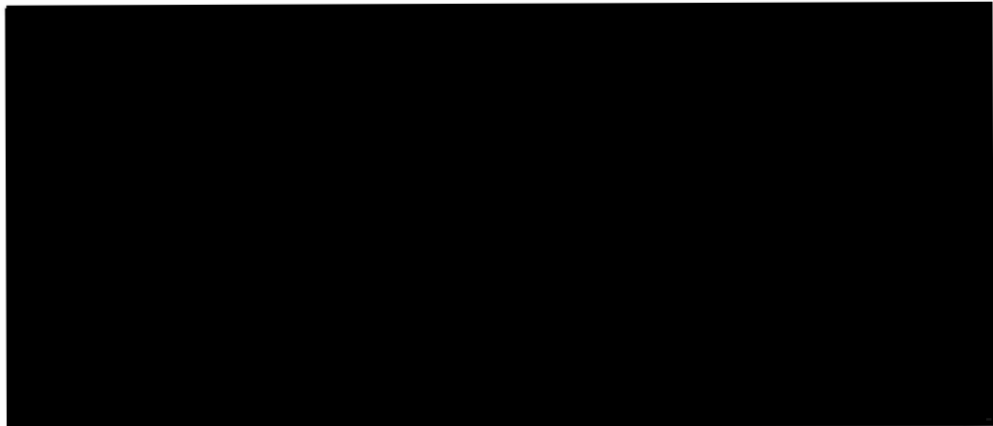
Vote of Congratulations: The Meeting passed Votes of Congratulations to:

- **All Ireland U19 Boys Basketball Title** – St. Brendan's College, Belmullet: On Wednesday, 20th March, 2019, in the National Arena in Dublin St. Brendan's College, Belmullet, U19 Boys secured an All Ireland title for the very first time. The team arrived



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Vote of Congratulations (cont.):



CHIEF EXECUTIVE'S REPORT

Travel Abroad: The Meeting noted:

Westport College of Further Education, requests for permission to travel for the following:-

- [REDACTED] travelling to Craiova, Romania to accompany two students back from their Erasmus+ placement from Friday 12th – Friday 19th April, 2019.
- [REDACTED] going to Estonia from 6th – 9th April & 24th – 27th April to accompany eight students to and from Estonia on Erasmus+ placement.
- [REDACTED] travelling to Madrid to accompany students going on Erasmus in Soria Spain from 6th – 9th April.
- [REDACTED] travelling to Madrid to accompany students returning from Erasmus in Soria Spain from 24th – 27th April.
- [REDACTED] travelling to Romania on Erasmus+ trip with Students from 29th March – 2nd April.
- [REDACTED]
[REDACTED] travelling to France on an Erasmus trip for staff mobility with their partner college in France from 19th May – 22nd May 2019

Sligo College of Further Education: Request for permission for [REDACTED] to travel to 4 Universities in Edinburgh (Edinburgh University, Edinburgh Napiers, Queen Margaret's and Sterling University) from 7th – 11th May, 2019

[REDACTED] VTOS: Request for permission for [REDACTED] VTOS [REDACTED] to bring a group of students to Paris from 20th - 24th May 2019.

Code of Practice for the Governance of ETBs (DES Circular Letter 02/2019): A presentation for Chairpersons of ETB Boards and ETB Risk and Audit Committees on the new Code took place at 12.00 pm on Tuesday, 2nd April 2019 in ETBI.

This session was for Chairpersons of ETB Boards and ETB Risk and Audit Committees, a comprehensive training session will be provided to the Chairpersons of ETB Boards, ETB Risk and Audit Committees and ETB Finance Committees in September 2019.

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CHIEF EXECUTIVE'S REPORT (cont.)

ETBI: Legal Services Support Unit:- Correspondence received related to the Submission of Financial Statements by 1st April 2019 and attached is Opinion received from the Legal Services Support Unit (LSSU) ETBI dealing with attendance at Board and Committee Meetings of way of videoconference. *'In light of all of the above, it seems to be the logical inference that it is in order for an ETB committee or board to allow the attendance at such meetings via tele or video conferencing if same is implemented within the parameters of the Education and Training Boards Act 2013. Therefore, if an ETB Board wishes to implement this procedure, it should pass a resolution on same and set out the circumstances when it will be permitted for meetings etc., i.e. set out the procedure for the use of the facility, e.g. will it be allowed for a maximum number of attendances by each member or will there be a maximum number of members allowed to attend in this way for each meeting. However, if videoconferencing is to be implemented to enable attendance at board and committee meetings, the following must be addressed:*

- 1. Meeting convenors must ensure that the IT software used is secure and encrypted so as to keep transmissions and communications confidential;*
- 2. ETB members are required, at the start of every meeting, to sign a form confirming that they do not have any conflicts of interest with any item on the agenda, by virtue of section 1.18 of the Code of Practice. Therefore, arrangements will have to be made to enable this to be completed electronically;*
- 3. The facilities used should be checked and verified so as to ensure continuity of connectivity etc., so that the meeting format is adequate to enable the Board to discharge its duties effectively, as is required under the Department of Education and Skills' Code of Practice for ETBs.*

A lengthy discussion took place and it was decided by the present Board that the frequency of this facility should be extended to emergencies only and more for the extra ordinary than the ordinary.

It was agreed that limited use of videoconferencing was okay by the present Board but the Chairperson advised that it should be placed on the Agenda for the new Board to discuss.

[REDACTED] Assistant Secretary, DES, in relation to the implementation of the *Child Protection Procedures for Primary and Post-Primary Schools 2017* (the procedures) in MSLETB. The letter dated 28th March, 2019, requested MSLETB to give unequivocal confirmation that the oversight provisions in the procedures in respect of allegations against members of school personnel, will be complied with in full in all MSLETB schools in the manner that is set out in the *Child Protection Procedure for Primary and Post-Primary School 2017* (the procedures) in MSLETB. This includes the requirement in any case where an allegation of abuse is made against a member of school personnel, to provide the specified documents (without redaction or anonymisation) to the Board of Management of the ETB school as part of the Principal's Child Protection Oversight Report. MSLETB will write in reply to the DES assuring them of our compliance with the procedures.

Community Education Grants have reached expected levels and they have been allocated across the three counties and approved by the FET Sub-Committee and CE. We are happy that we are in a position to distribute to so many Communities totalling 2,200 hours of funded input approx. and 50 different initiatives.

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APPROVAL OF SUB-COMMITTEE MINUTES / POLICIES.

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

Minutes of Boards of Management:

School Minutes

School	Date of Board of Management Meeting Minutes
Coláiste Iascaigh	06.12.18
Corran College	07.03.19 and Principals Report
Moyne College	11.01.19 & 13.03.19
North Connaught College	13.12.18
St. Brendan's College, Belmullet	12.12.18
Westport College of Further Education	04.12.18 & 13.03.19
St. Tiernan's College, Crossmolina	26.09.18 & 21.01.19
Ballinode Community College	14.02.19
Coláiste Pobail Acla	10.12.18
Mohill Community College	04.02.19
Coláiste Chomáom, Rosport	07.02.19

Minutes For Noting

St. Attracta's Community School	↓ Minutes of BOM Meeting 05.02.2019 and 05.03.2019
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The Meeting adopted **the following School Policies**, on the proposal of Mr. T. Connolly and seconded by Ms. S. Finan.

School Policies

Coláiste Iascaigh	<ul style="list-style-type: none"> ↓ Child Protection Oversight Report ↓ Yard Supervision Policy
Corran College	<ul style="list-style-type: none"> ↓ Expulsion Policy ↓ Suspension Policy
North Connaught College	<ul style="list-style-type: none"> ↓ Anti-bullying Policy ↓ Child Protection Oversight Report ↓ Internet Safety Policy
St. Patrick's College, Lacken Cross	<ul style="list-style-type: none"> ↓ Risk Assessment ↓ Transition Year Policy
Coláiste Pobail Acla	<ul style="list-style-type: none"> ↓ Substance Misuse Policy ↓ Child Safeguarding Statement ↓ Junior Certificate School Programme Policy
Moyne College, Ballina	<ul style="list-style-type: none"> ↓ Notification regarding the BOMs review of the Child Safeguarding Statement ↓ Child Safeguarding Statement ↓ Child Safeguarding Risk Assessment ↓ Critical Incident Management Plan ↓ Code of Behaviour / Conduct
Coláiste Chomain, Ros Dumhach	<ul style="list-style-type: none"> ↓ Digital Learning Plan 2018

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 E. Cawley, seconded by Ms. S. Dore.

Department of Education and Skills C.L. 0008/2014: Revised Annual Leave Arrangements for Staff employed by Education and Training Boards other than Teachers, Tutors, SNAs and Youthreach Resource Persons.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0008_2014.pdf.

Department of Education and Skills C.L. 0063/2018: Changes to the Domestic Subsistence Rates effective from 1st October 2018 payable to Staff in Education and Training Boards (ETBs)

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0063_2018.pdf.

Department of Education and Skills C.L. 0064/2018: Changes to the Domestic Subsistence Rates Effective from 1st October 2018 payable to Members of Education and Training Boards (ETBs) and Statutory Committees.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0064_2018.pdf.

Department of Education and Skills C.L. 0018/2019: Grant Scheme for ICT Infrastructure - 2018/2019 School Year.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0018_2019.pdf.

Department of Education and Skills C.L. 0021/2019: Application of additional increments awarded in relation to New Entrants under the Public Service Stability Agreement 2013-2020 (Haddington Road Agreement/Lansdowne Road Agreement)

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0021_2019.pdf.

Department of Education and Skills C.L. 0022/2019: Revision of 2011 Entrant Teacher Salaries with effect from 1 March 2019 – Application of Additional Increments under the Public Service Stability Agreement 2013-2020 (Haddington Road Agreement/Lansdowne Road Agreement)

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

Department of Education and Skills C.L. 0023/2019: Prescribed Material for the Leaving Certificate English Examination in 2021.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0023_2019.pdf.

Department of Education and Skills C.L. 0024/2019: Revision of Salaries in respect of certain staff (other than Teachers & SNAs employed by ETBs with effect from 1 April 2019.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0024_2019.pdf.

Department of Education and Skills C.L. 0027/2019: Multi-Annual Summer Works Scheme (SWS) 2020 Onwards.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0027_2019.pdf.

Department of Education and Skills C.L. 0028/2019: Arrangements for the Election of Staff Representatives in ETBs (2019).

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0028_2019.pdf.

Department of Education and Skills C.L. 0029/2019: Prescribed Material for the Junior Certificate/Junior Cycle Examination in 2021 and Leaving Certificate Examination in 2021.

http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0029_2019.pdf.

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VOTES OF GOOD WISHES:

Board Members extended good wishes to Shaun Purcell, former Chief Executive MSLETB.

The Chairperson extended good wishes to all candidates contesting the local elections on May 24th.

The next MSLETB Board Meeting will take place on **Tuesday, 4th June, 2019 in Swinford Further Education Centre.**

This concluded the business of the Meeting.

Signed:

Seamus Kilgannon
Chairperson

Date:

4.6.19.

Head Office,
Newtown, **Castlebar.**



etb

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

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

Appendix 1

Mar-19

	OPERATING ACCOUNT							CAPITAL ACCOUNT				
	Pay	Non-Pay	Sundry Other	Training Centre Expend	Total Monthly Expenditure 2019	Total Monthly Expenditure 2018	Total Receipts 2019	Total Receipts 2018	Receipts 2019	Receipts 2018	Payments 2019	Payments 2018
	€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	3,228	257	2,921	1,518	7,924	6,866	12,571	6,449	48	7	116	16
February	3,206	394	1,608	1,991	7,199	6,408	1,027	6,002	0	26	41	1
March	3,104	658	1,628	2,427	7,817	7,212	6,674	8,892	65	45	201	98
April					0							
May					0							
June					0							
July					0							
August					0							
September					0							
October					0							
November					0							
December					0							
Total	9,538	1,309	6,157	5,936	22,940	20,486	20,272	21,343	113	78	358	115



Total Bank Account (current & capital monies) 2019

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	9,276,047	12,619,123	7,878,697	14,016,473
February	14,016,473	1,026,129	7,138,785	7,903,817
March	7,903,817	6,738,585	8,272,758	6,369,644
April				
May				
June				
July				
August				
September				
October				
November				
December				
	9,276,047	20,383,837	23,290,240	6,369,644

Signed _____ Chief Executive

Date _____

Building Report as at 10th April 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 almost complete — snagging stage now — main build is with Consultant for Tender Report to be completed for DOES approval.
- Grange Post Primary School: Roll No 723300
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. 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 (126.5m²) & 1 x Science Lab and Prep Area (110m²) & Reconfiguration of existing Science lab to provide SET & office space.
DoES Approval to proceed to Construction received on 9th April, 2019
- St Joseph's Community College, Charlestown: Roll No. 763341
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. Consultant appointed. Proceeding with 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 and works are progressing well.
- 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 snagging being done.
- 2 - Temporary Accommodation.
- Grange Post Primary School: Roll No. 72230D
Rental of accommodation approved up to 31st December, 2019.
- St. Tiernan's College, Crossmolina: Roll No 72100J
Rental of accommodation approved up to 31st December, 2019.
- Coola Post Primary School: Roll No 72310U
- Rental of accommodation approved up to 30th June, 2020.

Emergency Works 2018.

- Moyne College:
Application submitted for Universal Access works in and around the school
[REDACTED] Full approval granted. Consultant appointed. To tender April 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. Works to proceed Summer 2019.
- Sports Capital Funding.
- Coola Post Primary School:
Works nearing completion on the development of an all-weather surface pitch, associated site works, fencing, lighting & services.

&Summer Works Scheme 2016 & 2017.

- Corran College — Other Structural Works — Floor replacement in the central concourse area. Consultant appointed. Surveys being prepared. Works to proceed Summer 2019.
- Moyne College — Other Structural Works — Floor replacement in main corridors & G.P. area. Consultant appointed. Works gone to tender April 2019.
- St. Patrick's College, Lacken Cross — curricular requirements — Library Space Development Works. Consultant appointed.
- Summer Works Scheme 2020 onwards.
- Applications being sought by 15 out of 17 schools eligible to apply.

Appendix 3

Mayo Sligo & Leitrim Education & Training

Board 16th April 2019

Carrick on Shannon.

Organisation Support and Development

Update

UPDATE ON CORPORATE SERVICES

Staff Elections 2019

Arrangements for the Election of Staff to Education and Training Boards 2019

Procurement:

Progression of range of procurement projects, including:

The Provision for Website Development, Hosting, Support and Maintenance

Supply of Windows tablet and Windows hybrid computers and associated

Services Finalisation of legal services contract

Procurement of the supply of refurbished PCs and laptop

Buildings:

7 x Additional Works projects ongoing

3 x Temporary Accommodation works

2 x Emergency works projects

1 x sports capital funding projects

3 x Summer Works scheme projects

Complying Data for SEAI's Public Sector Monitoring and Reporting (M&R) System

Data Protection:

Roll out of GDPR Training Tool and Operational Manual for schools and centres

Freedom of Information (FOI):

Ongoing processing of FOI requests.

Governance

Preparation of 2018 Annual Report

Strategy Statement — Approved, going to print

Service Plan 2017 and 2018 — awaiting approval

HUMAN RESOURCES REPORT - APRIL 2019

- Post of Responsibility interviews for Leadership and Management posts in post primary schools ongoing in Mayo, Sligo and Leitrim.
- Advertising of administrative posts sanctioned by the DES has commenced.
- MSLETB has commenced communicating with Tutors 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 2018 draft accounts of MSLETB were submitted to the C&AG on 29th March 2019 (due 1st April).
- The C&AG conducted its interim audit of procedures and controls for 2018 in Feb 2019 with the audit of the financial to take place in Sept 2019.
- Seven out of seventeen schools are using the online receipting tool — Way2Pay. We hope the remainder will be ready to proceed with it from next Sept.
- Training on the use of DCS (part-time teachers / tutor pay claims system) for VTOS & Youthreach programmes was provided in Wk 1 of April and is now live.
- The transfer of payroll to Payroll Shared Services is commencing with 1 ETB in late June 2019. There are 3 waves and MSLETB is in the 3rd wave. We expect to transition to

Payroll Shared Services in late 2020 / early 2021. Significant internal "readiness" work has to take place in advance of this date.

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

ICT Report 16.04.19

Plans to consolidate server Infrastructure at the 3 ETB offices are progressing and the Audit Committee have approved the proposed plans to upgrade the ICT services at each office.

Introduction of Electronic Payslips for all staff is proceeding at the moment with email details for all staff being entered on the Payroll system. Testing will commence in the next few weeks

Tender to update all MSLETB service websites to a common pattern for all MSL Services has been posted and will be completed shortly.

Installation of WtFI Service at each school is proceeding and further 4 schools will be completed over the Easter Holidays

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.

Blended learning course in Technology Enhanced Learning is being provided for all staff

and a will be starting after Easter

Upgrade of ICT facilities at Swinford VTOS centre are underway.

Review of Broadband facilities at atl FET sites has been completed and improved level of service is needed at most locations now that teachers and tutors have increased their use of digital technology in all courses

Appendix 5

Further Education and Training Report— MSLETB BOM Meeting, April 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 *95 % 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 early May; Training Centre extension to kitchen* Gone to tender; Quay Street *Prep tender for phase I and 2, remodelling entrance and ground floor

CCFE-> under review; Drumshanbo-> Move complete, site meeting to review and close in Dec

SCFE-Ð Report and response to SOLAS on redevelopment, currently resubmitted plans to SOLAS for capital allocation in

MSLETB is the national lead in the Validation of new FET awards In Agriculture — Preparing for validation in early May QQI- MSLETB is planning to be the first ETB to submit Blended Learning Programmes to QQI ,

- New Apprenticeships:

Butchery — Commenced - Launch planned 18th April by Junior Minister DES;

Sales — Preparing for validation in Summer, appointment of new National Programme Manager — [REDACTED]

Chef — commenced in Sligo TC;

ICT — 3 possible — Hardware, Software or Cyber Security —project team currently recruiting employers.

- New Traineeships, expansion; Healthcare part-time in employment programme in development;

Broadcasting — commenced through Rosspoint 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 25th Jan, Funding application request submitted to

SOLAS. MSLETB has been receiving additional funding year on year. Budget bit of €33.3+ Million approved.

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;
- TEL RFT specialist to lead the development of Blended Learning in MSLETB - Michael Hallissy. Blended Learning Pilot Group to implement blended learning communications in all L5 programmes in 2018/2019;

Working with SOLAS eCollege on LMS; TEL improvements, audits and implementation of strategy

Whole range of TEL Procurement: Projectors: Ultra-Short Throw, Projector: Long-throw, Wireless AP,

Network switches, Laptop trolleys, 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-16th April 2019

- Over night seminar for all Principals took place in the Park hotel in Kiltimach on 4th /5th April. Second day was the Wellbeing launch. Feedback was very positive.
- MSLETB has had great interest in the Graduate Diploma in Guidance Counselling as an outreach of DCU. This programme will be based in Sligo and interviews will take place in April.
- WSE/MLL is took place in Carrigallen Vocational School in April 2019.
- Meetings with all Principals in relation to teacher allocation took place in March. Allocation still in process.
- ETBI Annual Principals and Deputy Principals induction day follow up took place in Mullingar on March 26th. Deputy Principals from MSLETB 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 took place March 14th in The Park Hotel, Kiltimagh. This was a very well attended event.
- Senior management Posts of Responsibilities are now nearing completion in MSLETB. Training for all API's (new and existing) will take place on 17th May 2019.
- ACCS conference took place on 27th /28th March.

Appendix 7

Bord Oideachais & Oiliúna Mhaigh Eo, Shligigh & Liatroma
Mayo, Sligo and Leitrim Education and Training Board 16th
April, 2019

CORRESPONDENCE FROM THE D.E.S.:

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

19.02.2019	DES: Estimated Cost of the Implementation of the Gaeltacht Policy/Scheme in 2019
21.02.2019	DES: Re Circular 0016/2019 — Home School Liaison Scheme: The Assignment of Home School Liaison Coordinators within DEIS Schools
24.02.2019	Building Control Management System (BCMS): Information Note 2, 2019 Brexit — Construction Products & Implications for Economic Operators
27.02.2019	Final Inspectorate Report for Davitt College.
February 2019	DES: ESBS ETB Payroll & Finance Townhall Event
05.03.2019	DES Inspectorate: From & Letter of Notification of LCA Evaluation for Moyne College, Ballina
12.03.2019	DES e-Hub Pilot Project: Leaving Cert Higher Level Physics Course — Seeking Applications from Post-Primary Schools that wish to take part in the full e-Hub pilot to commence in September 2019
12.03.2019	DES Inspectorate: Notification of WSE for Carrigallen Vocational School
13.03.2019	DES Inspectorate: Draft Report For Factual Verification — Corran College
15.03.2019	DES Inspectorate: Subject Inspection in Business, Grange Post-Primary School
15.03.2019	DES: FORIM IARRATAIS le haghaidh an r-MHOL pólóta Ardteistiméireachta — Policy on Gaeltacht Education 2017 — 2022

19.03.2019	DES Inspectorate: Report for School Response — Corran College
27.03.2019	DES Inspectorate: Draft Report For Factual Verification — Programme Evaluation in Leaving Certificate Applied — Moyne College, Ballina

27.03.2019	DES Inspectorate: Draft Report for Factual Verification — Programme Evaluation in TY — St. Tiernan's College, Crossmolina
28.03.2019	Re Submission of Financial Statements 2018 — deadline Monday 01.04.19 with LSSU attachment — videoconferencing for Board Meetings
29.03.2019	DES: Implementation of the Department's Child Protection Procedures for Primary & Post-Primary Schools 2017 in MSLETB
01.04.2019	DES Inspectorate: Confirmation of Subject Inspection for Business — St. Patrick's College, Lacken Cross
02.04.2019	DES Inspectorate: Confirmation of Subject Inspection (English) in St. Brendan's College, Belmullet.
03.04.2019	DES Inspectorate: Corran College, Follow-Through Inspection - Final Inspectorate Report
03.04.2019	DES Inspectorate: Moyne College, Report for School Response on Programme Evaluation in Leaving Certificate Applied
04.04.2019	DES Inspectorate: Coláiste Pobail Acla DEIS Evaluation Draft Report for factual Verification
	DES Inspectorate: St. Tiernan's College, Crossmolina — Final Report on Programme Evaluation in TY.
15.04.2019	DES Inspectorate: Coláiste Pobail Acla Report for School Response — DEIS Evaluation

CORRESPONDENCES FROM OTHER GOVERNMENT DEPARTMENTS:

14.03.2019	Higher Education Authority (HEA): Final Allocation — Fund for Students with Disabilities 2018-19
09.04.2019	Department of Children and Youth Affairs (DCYA) — Re Youth Employability Initiative 2018-2019
10.04.2019	Department of Children and Youth Affairs (DCYA) — Re Administration of Targeted Youth Funding to Funded Organisations

• 3 -CORRESPONDENCES FROM ETBI:

19/02/2019	ETBI: Outcome of Meeting with DES regarding Child Protection
19.02.2019	ETBI: Report on the Teaching Council — Update on Key Areas of Work in 2018
27.02.2019	ETBI: Further Education & Training News! February 2019, Issue No 3
13.03.2019	ETBI: BriefNo: 04/2019 re DES Child Protection Procedures
22.03.2019	ETBI: Age of Retirement Act — Change in the Compulsory Retirement Age for Certain Public Servants
20.03.2019	ETBI: ETB Apprenticeship Monitoring Schedule

25.03.2019	ETBI: Brief No: 06/2019 - SOLAS Monitoring Activities
21.03.2019	ETBI: Patronage Competition Workshop — Application Form 2019
28.03.2019	ETBI: Legal Services Support Unit (LSSU) Opinion — Videoconferencing for Board Meetings
01.04.19	ETBI Brief 07/2019 re Compulsory Retirement Age of Public Servants
03.04.19	Updated: ETBI Brief 07/2019 re Compulsory Retirement Age of Public Servants
08.04.19	ETBI-DES correspondence re response to ETB queries on ETB elections 2019

OTHER CORRESPONDENCE:

14/02/2019	IBEC Network — Upcoming Seminars
21.02.2019	Irish Association of Youth Orchestras — Announce that European String Teachers' Association (ESTA) Re-Launch
27.02.2019	The National Adult Learning Organisation (AONTAS): February Newsletter

28.02.2019	Belong To: shOUT It From the Rooftops — LGBT + Youth Group Information Leaflet
28.02.2019	Western Development Commission: WDC Insights Newsletter
March 2019	Breacadh: Márta 2019, Eagrán 44
07.03.2019	Mason Hayes & Curran: Irish Legal News
07.03.2019	Charities Regulator: 'Charity Passport' Scheme in Ireland - Deadline
07.03.2019	IBEC: Action Plan for Education 2019
11.03.2019	National Centre for Guidance in Education (NCGE): March Bulletin
11.03.2019	Wriggle: How Best to Invest your ICT Grant
11.03.2019	National Adult Literacy Agency (NALA): Latest News
12.03.2019	National Adult Literacy Agency (NALA): Annual General Meeting 2019
13.03.2019	The National Adult Learning Organisation (AONTAS): March Newsletter
14.03.2019	Electronic Platform for Adult Learning in Europe (EPALE): Spring Newsletter
14.03.2019	Engineers Ireland: Connect March 2019 Newsletter, Issue 19
19.03.2019	IBEC Networks: Engage Newsletter, Issue 19

19.03.2019	Mason Hayes & Curran: Event Survey 2019
20.03.2019	Fáilte Ireland: Data Protection Notice
22.03.2019	Irish Association of Youth Orchestras (IAYO): News Notes
26.03.2019	Irish National Organisation of the Unemployed (INOUE): E-Bulletin March 2019, Issue 37
28.03.2019	Irish Human Rights & Equality Commission: Guidance for Public Bodies on Implementing Section 42 of the Irish Human Rights & Equality Commission Act 2014 — The Public Sector Equality & Human Rights Duty
28.03.2019	Education Magazine — Volume 32 Issue I
01.04.2019	NALA re registration for AGM — Saturday 6 April.
01.04.2019	Western Development Commission Newsletter
02.04.2019	Ibec: 'Engage' Issue 20

05.04.2019	Irish Association of Youth Orchestras (IAYO) Orchestral Conducting Workshops
11.04.2019	Aontas Newsletter II .04.19
11.04.2019	Mason Hayes & Curran: Irish Legal Update
12.04.2019	National Adult Literacy Agency (NALA): Newsletter

Circulars 16.04.19

Department of Education and Skills C.I. 0008/2014: Revised Annual Leave Arrangements for Staff employed by Education and Training Boards other than Teachers, Tutors, SNAs and Youthreach Resource Persons.
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/c10008_2014.pdf.

Department of Education and Skills C.L. 0063/2018: Changes to the Domestic Subsistence Rates effective from 1st October 2018 payable to Staff in Education and Training Boards (ETBs) http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/c10063_2018.pdf.

Department of Education and Skills C.L. 0064/2018: Changes to the Domestic Subsistence Rates Effective from 1st October 2018 payable to Members of Education and Training Boards (ETBs) and Statutory Committees.
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/c10064_2018.pdf.

Department of Education and Skills C.I.. 0018/2019: Grant Scheme for ICT Infrastructure - 2018/2019 School Year.
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/c10018_2019.pdf.

Department of Education and Skills C.L. 0021/2019: Application of additional increments awarded in relation to New Entrants under the Public Service Stability Agreement 2013-2020 (Haddington Road Agreement/Lansdowne Road Agreement) http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/c10021_2019.pdf.

Department of Education and Skills C.I. 0022/2019: Revision of 2011 Entrant Teacher Salaries with effect from 1 March 2019 — Application of Additional Increments under the Public Service Stability Agreement 2013-2020 (Haddington Road Agreement/Lansdowne Road Agreement) <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/c10005-2019.pdf>

Department of Education and Skills C.L. 0023/2019: Prescribed Material for the Leaving Certificate English Examination in 2021.
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/c10023_2019.pdf.

Department of Education and Skills C.L. 0024/2019: Revision of Salaries in respect of certain staff (other than Teachers & SNAs employed by ETBs with effect from 1 April 2019. http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/c10024_2019.pdf.

Department of Education and Skills C.L. 0027/2019: Multi-Annual Summer Works Scheme (SWS) 2020 Onwards.
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/c10027_2019.pdf.

Department of Education and Skills C.L. 0028/2019: Arrangements for the Election of Staff Representatives in ETBs (2019).
http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/c10028_2019.pdf.

Department of Education and Skills C.L. 0029/2019: Prescribed Material for the Junior Certificate/Junior Cycle Examination in 2021 and Leaving Certificate Examination in 2021. http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/c10029_2019.pdf.