

MAYO SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

MINUTES OF THE PROCEEDINGS OF THE MEETING  
HELD ON TUESDAY 12<sup>th</sup> NOVEMBER, 2019, AT 2.00 P.M.  
IN THE SLIGO SOUTHERN HOTEL, SLIGO.

Cllr. M. Bohan presided at the Meeting and the following Members were present: -

Mmes D. Sheridan, M.C.C.,  
R. O'Grady, S.C.C.  
N. McGowan

Messrs. J. Van Aswegen.  
P. Ni Thaidhg  
J. Caulfield, M.C.C.,  
T. Connolly, M.C.C.,  
C. Hyland, M.C.C.,  
R. Finn, M.C.C.,  
P. O'Rourke, L.C.C.  
C. MacManus, S.C.C.,  
G. Murphy,  
P. Coffey,  
M. Molloy,  
S. Kilgannon,  
P. Forde.

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, Ms. A. Mulchrone and Ms. C. Leonard.

APOLOGIES FOR INABILITY TO ATTEND MEETING

Apologies for inability to attend the Meeting were received from Mmes. M. Casserly, S.C.C., S. Finan, Messrs. S. Carey M.C.C. and E. Stenson L.C.C.

ADOPTION OF MINUTES

The Minutes of:

- MSLETB Board Meeting, held on 3<sup>rd</sup> September, 2019, were adopted on the proposal of Mr. C. Hyland, seconded by Mr. P. Forde.

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### 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 **October, 2019**. Total expenditure amounted to **€69,881,000** with total receipts of **€70,194,000**. Total expenditure on the Capital Account amounted to **€2,162,000**, with total receipts of **€2,092,000**. The Bank Balance at the end of October 2019 was **€9,573,703**. The Meeting approved the Financial Report (**Appendix 1**), on the proposal of Cllr. C. Hyland and seconded by Mr. P. Forde.

### RENEWAL OF ELECTRONIC FUNDS TRANSMISSION (EFT) FACILITY AND CREDIT CARD FACILITY

Approval was sought for the renewal of Electronic Funds Transmission (EFT) facility and Credit Card facility. Approval was recommended by Mr. P. Forde and seconded by Cllr. T. Connolly.

### 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 OSD Report for Mayo, Sligo and Leitrim Education and Training Board. **Appendix 3**

Mr. P Howley advised that the Internal Audit Unit carried out an internal audit of School Bank Accounts across 10 schools. A significant number of weaknesses were noted at the close of the Internal Audit Unit meeting in early October. Cllr. M. Bohan queried what the weaknesses were? Mr. P. Howley advised by way of example that the weakness identified were mostly housekeeping related in nature, but all areas of concern would be addressed. The CE advised that areas of concern would be addressed appropriately by investigation and by training to mitigate any weaknesses. When the Internal Audit Unit report is received, it will be reviewed by management and a copy will be provided to the Audit and Risk Committee.

### 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. P. Forde complimented the work carried out by FET. Cllr. M. Bohan acknowledged that there was a lot of positive activity happening within FET and that MSLETB are proud to be leading the way. **Appendix 5.**

## SCHOOLS REPORT.

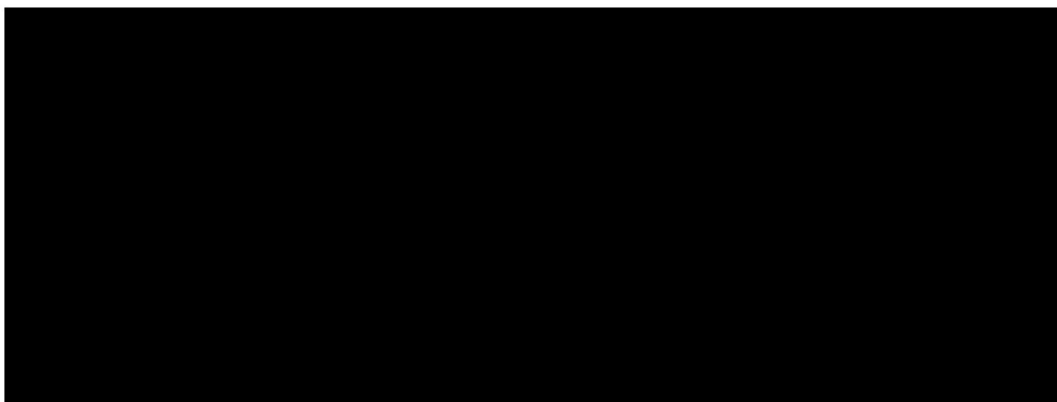
Ms. M. Madden, Director of Schools, presented the Schools Report for Mayo, Sligo and Leitrim Education and Training Board – **Appendix 6.**

## CHIEF EXECUTIVE'S REPORT

The Chief Executive (CE) advised the Board that Ms. A. Mulchrone is due to retire at the end of the year. The CE thanked Ms. A. Mulchrone for all her hard work and acknowledged the huge contribution she has made in assisting the Board down through the years.

The CE congratulated Ms. C. Leonard on her appointment as PA to the CE.

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



**Time of Board Meetings:** It was proposed that the Board meetings would revert back to 4.30 pm to accommodate best attendance by members. Approval was proposed by Cllr. T. Connolly and seconded by Cllr. P. O'Rourke.

**ETBI Conference 2019:** The CE thanked all members who attended the ETBI Conference in Athlone on the 25<sup>th</sup> & 26<sup>th</sup> September.

**Governance Training:** The CE advised the Board that [REDACTED] IPA will provide training on the Code of Practice for the Governance for ETBs (DES CL 02/2019) and the operation of the Board following the meeting.

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## CHIEF EXECUTIVE'S REPORT (cont.)

**Publication of ETB Annual Report for the period ended 31<sup>st</sup> December 2015 and ETB Annual Report for the period ended 31<sup>st</sup> December 2016:** The CE advised the Board that MSLETB received a letter dated 22<sup>nd</sup> October, 2019 from the DES referencing the ETB Act 2013 (Section 28) and advising that the publication of the ETB Annual Report for the period ended 31<sup>st</sup> December 2015 and ETB Annual Report for the period ended 31<sup>st</sup> December 2016, were laid before the House of the Oireachtas on 22<sup>nd</sup> October 2019. MSLETB can now proceed with the publication of the Annual Reports as outlined in Section 28 (3) of the ETB Act 2013. The CE advised the Board that MSLETB are now up to date with statutory requirements.

**Department of Education and Skills:** The CE advised the Board that correspondence was received from the DES confirming that in line with correspondence received from ETBI and following receipt of confirmation from MSLETB as patron of the relevant schools, the classification of the Non-designated Community Colleges under the patronage of MSLETB has been amended on the Department's databases from "inter-denominational" to "multi-denominational".

Where MSLETB pointed out a change in school name/address this has also been amended. The changes will also be reflected in the school details on the Department website.

### **Update on Section 29 High Court Hearing**

The CE provided the Board with a confidential update on this case.

**Leases for Board approval:** The Board approved the following leases on the proposal of Cllr. John Caulfield and seconded by Mr. P. Forde.

1. Ballyhaunis FET Centre – Extension of Lease at The Enterprise Centre, Clare Road, Ballyhaunis, Co. Mayo, for 1 year.
2. Sligo College of Further Education – Extension of Lease at Basement, Block 8, Clarion Studio Village, St. Columbus, Sligo from 1 September 15 to 15 May each year for the next three years, commencing 1 September 2019.
3. Apprenticeship in Craft Butchery – Lease with Teagasc for use of property at Ashtown, Co. Dublin for 1 year.

**Task Group Meeting Report:** The CE advised the Board that the Sub-Committee / Board of Managements' Task Group met on 25<sup>th</sup> October and agreed the proposals /nominations in relation to populating the Boards of Management of MSLETB's second level Schools, Audit and Risk Committee, Finance Committee, Youthreach Committee, Youthwork Committee, Further Education and Training (FET) Committee and Achill Outdoor Education and Training Advisory Committee.

The Task Group proposals/nominations for the population of Boards of Management of MSLETB's second level schools were adopted by the Meeting on the proposal of Cllr. D. Sheridan and seconded by Mr. S. Kilgannon.

The CE informed the Meeting that the Board of Managements would take effect immediately and reiterated the importance of attending Board of Management meetings and making a quorum.

## CHIEF EXECUTIVE'S REPORT (cont.)

Lengthy discussions took place on how the committees were populated, requirement for gender balance etc., Cllr. M. Bohan, Chair of the Task Group advised the Board of the efforts the Task Group went to in populating the various Boards.

The Task Group proposed the following persons to Chair the following MSLETB Subcommittees in accordance with the Code of Practice for the Governance of Education and Training Boards.

- **MSLETB Audit & Risk Committee** – Chairperson, Mr. Des Mahon on the proposal of Cllr. C. Mac Manus and seconded by Cllr. R. Grady.
- **MSLETB Finance Committee** – Chairperson, Cllr. P. O'Rourke on the proposal of Cllr. C. MacManus and seconded by Mr. S. Kilgannon
- **MSLETB Youthreach Committee** – Chairperson, Mr. Jack Lynch on the proposal of Cllr. P. O'Rourke and seconded by Cllr. R. O'Grady.
- **MSLETB Youth Work Committee** – deferred.
- **MSLETB Further Education and Training Committee (FET)** – Chairperson, Mr. S. Kilgannon on the proposal of Cllr. J. Caulfield and seconded by Dr. J. Van Aswegen.
- **Achill Outdoor Education and Training Advisory Committee:** - Chairperson, Ms. T. McGuire on the proposal of Mr. P. Forde and seconded by Cllr. D. Sheridan.

## SUPPORT TO THE EXECUTIVE:

As a support to the Executive a request was sought to put some panels in place for Interviews, Procurement (tender documents) and dealing with Appeals.

The following agreed to sit on the Procurement panel

- Cllr. C. Mac Manus (Sligo)
- Mr. S. Kilgannon (Sligo)
- Cllr. C. Hyland (Mayo)

**Travel Abroad:** The Meeting noted:

**Westport College of Further Education:**

- [REDACTED] travelling to Athens, Greece to visit a partner college in Athens to review management practices from 27<sup>th</sup> – 31<sup>st</sup> October, 2019.
- [REDACTED] travelling to Goethe Gymnasium, Bensheim to arrange placements through contact person in Goethe Gymnasium in the Vocational areas of Hairdressing, Beauty Therapy and Animal Care from 24<sup>th</sup> – 26<sup>th</sup> October 2019 (incl.).
- [REDACTED] travelling to Granada, Spain (new Erasmus + partner) from 12<sup>th</sup> – 14<sup>th</sup> December. Sending 8 students there in February 2020.

**Sligo College of Further Education:** The following teachers travelling abroad on Erasmus+ Programmes. The Teachers will act as an accompanying person for PLC work experience students:-

- [REDACTED] - Tenerife, (16th Feb 20 to 22nd Feb 20)
- [REDACTED] - Kempten, Germany, (25th Jan 20 to 29th Jan 20)
- [REDACTED] - Tenerife, Spain (31st Jan 20 to 6th Feb 20)
- [REDACTED] - Tenerife, Spain, (12th April 20 to 18th April 20)
- [REDACTED] - Tenerife, Spain, (28th March 20 to 3rd April 20)
- [REDACTED] - Fougères, France, (26th Jan 20 to the 30th Jan 20)
- [REDACTED] - Fougères, France, (12th Feb 20 to 16th Feb 20)

## APPROVAL OF SUB-COMMITTEE MINUTES / POLICIES.

The Meeting adopted **the following Sub-Committee Minutes**, on the proposal of Cllr. C. Mac Manus and seconded by Cllr. D. Sheridan.

### School Minutes

School	Date of Board of Management Meeting Minutes
Ballinode Community College	13.06.19, 22.10.19 and Principal's Report 22.10.19
Coláiste Pobail Acla	26.09.19
Coola Post Primary School	20.06.19
Coláiste Iascaigh	29.05.19
Coláiste Chomáin, Ros Dumhach	29.05.19
St. Brendan's College, Belmullet	19.03.19
St. Joseph's Community College, Charlestown	29.05.19
St. Tiernan's College, Crossmolina	28.03.19 and 18.06.19
Moyne College, Ballina	11.04.19

### School Policies

Coláiste Pobail Acla	<ul style="list-style-type: none"><li>↓ Assessment Policy (Draft)</li><li>↓ DEIS Plan 2017 - 2020</li><li>↓ Out of School Policy</li></ul>
Coláiste Iascaigh	<ul style="list-style-type: none"><li>↓ Code of Behaviour</li><li>↓ Enrolment &amp; Admissions Policy</li><li>↓ Review of Anti Bullying Policy</li></ul>
Moyne College, Ballina	<ul style="list-style-type: none"><li>↓ Assessment Policy</li><li>↓ Code of Behaviour / Conduct</li><li>↓ Expulsion Policy and Procedure</li><li>↓ SPHE Policy</li></ul>

### MSLETB Policies

MSLETB	<ul style="list-style-type: none"><li>↓ Fraud and Anti - Corruption Policy – This is an updated version of the current policy which has been formulated and sanctioned through the various for a of ETBI, distributed to us via ETBI's Legal Service Unit.</li><li>↓ ICT User Acceptance Policy</li><li>↓ Code of Conduct for Member of the Board – As per Appendix 9(a) of the Code of Practice for Governance of the Board of Education and Training Boards.</li><li>↓ Code of Conduct for Staff Members - As per Appendix 9(b) of the Code of Practice for Governance of the Board of Education and Training Boards.</li></ul>
Carrick on Shannon Community School	Notification regarding the Board of Management's review of the Child Safeguarding Statement

CORRESPONDENCE:

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

**Department of Education and Skills C.L. 0055/2019:** Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school year 2019/20  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0055\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0055_2019.pdf).

**Department of Education and Skills C.L. 0056/2019:** Home Tuition Grant Scheme for children without a school place for reasons other than special educational needs and medical grounds.  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0056\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0056_2019.pdf).

**Department of Education and Skills C.L. 0058/2019:** Advice on the use of assessment instruments/tests for Guidance or for additional and special educational needs (SEN) in post-primary schools.  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0058\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0058_2019.pdf).

**Department of Education and Skills C.L. 0060/2019:** Sick Leave Scheme for Special Needs Assistants employed in recognised Primary and Post Primary Schools  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0060\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0060_2019.pdf).

**Department of Education and Skills C.L. 0061/2019:** Curriculum-related developments at Senior Cycle with particular reference to school years 2019/20, 2020/21, 2021/22.  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0061\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0061_2019.pdf).

**Department of Education and Skills C.L. 0062/2019:** Payment of Tool Allowance to Craft Workers in the ETB Sector.  
[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0062\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0062_2019.pdf).

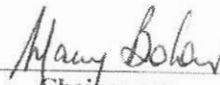
**Proposed dates for Board Meetings:**

Tuesday 11<sup>th</sup> February, Swinford  
March (Financial returns)  
Tuesday 14<sup>th</sup> April, Sligo  
Tuesday 2<sup>nd</sup> June, Carrick

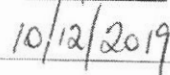
The next meeting of the Board will take place on **Tuesday, 10<sup>th</sup> December, 2019** at 4:30 p.m. in the **Landmark Hotel, Carrick on Shannon**.

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

Signed:

  
\_\_\_\_\_  
**Chairperson**

Date:

  
\_\_\_\_\_

Head Office,  
Newtown, **Castlebar**.





**etb**

Bord Oideachais agus Oiliúna  
 Mhaighíochta, Sligeach agus Leitrim  
 Mayo, Sligo and Leitrim  
 Education and Training Board

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

01/10/2019

Appendix 1

	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
	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,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	3,279	262	1,766	1,431	6,738	7,135	6,231	4,307	50	19	272	23
May	3,944	176	1,778	2,076	7,974	6,682	10,089	9,104	654	11	270	20
June	3,196	151	1,607	1,425	6,379	6,836	4,714	3,986	0	0	134	3
July	3,017	217	1,787	1,297	6,318	6,138	9,604	9,764	458	138	154	93
August	3,471	148	1,471	1,524	6,614	6,350	3662	3,559	716	116	319	115
September	2,966	214	1,264	1,183	5,627	5,582	10,864	9,594	62	11	140	100
October	3,178	159	1,857	2,097	7,291	6,785	4,758	4,110	39	85	515	4
November					0							
December					0							
<b>Total</b>	<b>32,589</b>	<b>2,636</b>	<b>17,687</b>	<b>16,969</b>	<b>69,881</b>	<b>65,994</b>	<b>70,194</b>	<b>65,767</b>	<b>2,092</b>	<b>458</b>	<b>2,162</b>	<b>473</b>



**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	6,369,644	6,280,759	6,823,545	5,826,859
May	5,826,859	10,743,166	8,032,991	8,537,033
June	8,537,033	4,713,941	6,953,429	6,297,544
July	6,297,544	10,061,557	6,307,214	10,051,887
August	10,051,887	4,377,763	6,821,345	7,608,306
September	7,608,306	10,926,005	6,045,692	12,488,619
October	12,488,619	4,796,302	7,711,219	9,573,703
November				
December				
	<b>9,276,047</b>	<b>72,283,330</b>	<b>71,985,675</b>	<b>9,573,703</b>

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

Date \_\_\_\_\_

## Appendix 2

### Building Report as at 8<sup>th</sup> November 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 complete – main build Tender Report approved by DoES on 24<sup>th</sup> June, 2019. Approval on variation around site access granted and project is now well underway.
  - **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.**  
Appointment of a full Design Team is completed with a pre-start meeting arranged for 14<sup>th</sup> November.
  - **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.**  
Works are proceeding well on-site.
  - **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. Costings ready for submission to DoES.
  - **St. Tiernan's College, Crossmolina: Roll No 72100J**  
**5 x General Classrooms (Replacement of Prefabricated Classrooms) & Associated Works.**  
Works are nearing completion on this site.
  - **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.
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- **St. Tiernan's College, Crossmolina: Roll No 72100J**  
Application lodged for Additional Accommodation and Refurbishment of existing accommodation. Further information submitted.
- **St. Brendan's College, Belmullet: Roll No.: 72050U**  
Application lodged for replacement of 6 prefabricated accommodation classrooms and an additional Engineering / Materials Technology room. Correspondence acknowledged 26/6/2019 and further information requested on 23/08/2019.
- **Ballinode College, Sligo. Roll No.: 72360M**  
Application lodged for Special Needs Unit.  
1 x 80m<sup>2</sup> mainstream classroom en-suite, 1 x 10.5m<sup>2</sup> WC for assisted users (total area incl. walls & circulation 105m<sup>2</sup>) Granted.

#### ↓ Temporary Accommodation.

- **Grange Post Primary School: Roll No. 72230D**  
Rental of accommodation approved up to 31<sup>st</sup> December, 2019.
- **St. Tiernan's College, Crossmolina: Roll No 72100J**  
Rental of accommodation approved up to 31<sup>st</sup> December, 2019.
- **Coola Post Primary School: Roll No 72310U**  
Rental of accommodation approved up to 30th June, 2020.
- **Carrigallen Vocational School: Roll No. 71540J**  
Application submitted for 2 Temporary classrooms for August 2019. Initial Approval Granted 25/07/2019. Form R1 to DoES (Full Approval) 20/08/2019.
- **Coláiste Iascaigh: Roll No. 72320A**  
Application for 2 temporary classrooms submitted and further information requested. Initial Approval Granted 17/07/2019. Approval granted 27/08/2019. Planning due in December.

#### ↓ Emergency Works 2018.

- **Moyne College:**  
Application submitted for Universal Access works in and around the school as [REDACTED] Full approval granted. Consultant appointed. Works are well underway on this project.
- **Lough Allen College: Roll No. 71560P**  
Application submitted to DoES for roof repairs. Full approval granted. May 2019. Consultant appointed. Works completed November 2019.
- **Drumshanbo Vocational School: Roll No. 71570S**  
Application lodged for structural works [REDACTED] further information submitted. Approval granted and Consultant being appointed.

- **St. Tiernan's College: Roll No.: 72100J**  
Application lodged for Dust Extraction System and further information submitted. Works granted and this project is now being dealt under a variation of Additional Accommodation.

#### ✚ 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. Tender report submitted and awaiting approval. DoES approval to proceed. Works completed.
- **Moyne College** – Other Structural Works – Floor replacement in main corridors & G.P. area. Consultant appointed. DoES approval to proceed. Works completed.
- **St. Patrick's College, Lacken Cross** – curricular requirements – Library Space Development Works. Consultant appointed. DoES approval to proceed. Works completed.

#### ✚ Summer Works Scheme 2020 onwards.

- Applications submitted by 15 out of 17 schools eligible to apply.

#### ✚ Other Works

- Planning Application submitted to Mayo Co. Co. by Coláiste Pobail Acla for Sports Hall. July 2019 awaiting approval. Further information submitted to Mayo Co. Co. More information requested 05/11/2019.

#### ✚ Non ETB Schools Project.

#### ✚ Additional Accommodation.

- **Glencastle National School: Roll No 13222P**  
Support & Assistance associated with this building project (617m<sup>2</sup>). On e-tenders site for Full Design Team appointment with a closing date of 12<sup>th</sup> November, 2019.
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## Appendix 3

MSLETB Board Meeting  
Report for OSD area  
12<sup>th</sup> November 2019

### **Corporate Services:**

FOI request and Data Access Requests ongoing.

Ongoing Data Mapping projects in admin offices.

Policy preparations – Codes of Conduct, ICT Usage Policy, Fraud and Anti-Corruption, Customer Charter etc

Procurement projects including a number of ICT hardware purchases, delivering of onsite support contracts, buildings, school furniture etc.

Completion of Multi Annual Procurement Plan

Property Title – project to regularise title in line with Land Registry requirements.

Development of new corporate website ongoing.

Preparing for 2019 RSA inspection of MSLETB motor fleet

ICT – facilitating onsite support transition for new service provider

### **HUMAN RESOURCES REPORT**

The Principal post for Corran College has been filled and we are currently in the recruitment process to fill the Deputy Principal post for the same school.

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

MSL ETB has a number of vacancies currently advertised on its website, in addition MSL ETB advertised recently in local papers in the three counties for suitable qualified teacher to be included on the ETB's substitute teaching panel.

BTEI Conversion for the years 15/16 is now completed and MSL ETB is now looking at subsequent years under the BTEI Conversion scheme.

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

Currently in the recruitment process to fill the post of ICT Regional Coordinator.

### **Finance**

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Additional training on the use of DCS (part-time teachers / tutor pay claims system) for other Further Education programmes (Adult Literacy, BTEI, Community Education etc.) took place on 7th & 8th November.

An internal audit of the School Bank Accounts across 10 schools by the Internal Audit Unit – ETB's took place during September. A significant number of weaknesses were noted at the close out meeting in early Oct. The Draft report is awaited from the IAU.

The C&AG audit of the 2018 accounts is nearing completion. We would anticipate certification in late November / early December.

The transfer of payroll to Payroll Shared Services has commenced. It is expected that 3 ETB's will have transitioned by year end. MSL is scheduled to go live in mid Feb 2021. Significant internal "readiness" work has to take place in advance of this date including alignment of pay dates which is taking place this month. A permanent Grade V position will shortly be filled and this resource will assist with this project alongside existing payroll and hr resources.

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**ICT Report 12.11.19**

**OSD Admin Projects October 2019**

ePayslips are in preparation with verification of email addresses for all Teaching and OSD staff now complete. Verification for Further Education staff in Progress

OSD Staff ICT skills training (Excel) commenced at Castlerbar, Carrick on Shannon and Sligo Offices

Addition of OSD Staff profile information from Payroll data to Office 365 user profiles with organisation structure in progress

Migration of Files to common structure for all OSD offices commenced

Upgrade to online HR Recruitment system in planning stage

New ICT onsite support contractor appointed and new schedules being agreed for Schools and FET

**FET ICT work October 2019**

Learning spaces upgrade for TEL in FET centres underway.

New Laptops for FET Centres currently being distributed

Buildings and Facilities information System for FET sites being developed and relevant information for 2 sample sites Carrick on Shannon (Market Yard) and Drumshanbo.

Creation of accounts for all new FET Students for 2019-20

Professional Development Course to support Technology Enhanced Learning delivered for 6 centres to date.

ICT training in Office 365 for FET staff at local centres continuing.

Delivery and installation of Q4 ICT Purchases in progress

**MSLETB Schools Work October 2019**

Schools WIFI Install and snagging now complete

Setup and delivery of refurbished Laptops for schools in progress.

Creation of user identity (Office 365 accounts) for all new students complete

Updating of all Office 365 Security and Distribution Groups for schools (adding and removing staff to reflect staff changes for 2019-20)

New onsite contractors



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

## NOTES, ITEMS OF INTEREST

- **Budget & Beneficiaries**  
The FET budget forecast spend for 2019 is €33,585,245; Target Beneficiaries is > 15,000 Learners
  - This includes an increase of Mid-Year Farr4 of €300K apprenticeship;**Capital Budget allocated for 2019 is €250,000 Equipment and €100,00 building (TC)**
  - Mid-year Capital Return submitted – target to spend >€800K in 2019 (€350,000 as above and €450,000 carry over upgrades, Kiltimagh, Ballinrobe and new catering facility in Sligo TC:  
Funding Parameters released for 2020, changes including bringing PLC under the direct funding of SOLAS, increase in capital budgets, increases in funding for learner support services.
- **New FET Strategy 2020 -2024** – currently SOLAS has launched consultation for new FET Strategy  
<http://www.solas.ie/Pages/FETStrategy.aspx>
  - FET Strategy Consultation Event held on the 18th September 2019 Landmark COS:
- **New Skills to Advance Programme: 2 WOW Summits held on the 25<sup>th</sup> September and the 02<sup>nd</sup> October for SME's to get free training.** [http://www.solas.ie/media/SOLAS%20Skills%20To%20Advance/Solas\\_Skills\\_to\\_Advance\\_720.mp4](http://www.solas.ie/media/SOLAS%20Skills%20To%20Advance/Solas_Skills_to_Advance_720.mp4)
- **Call for FET Innovation Funding (Skills to Advance) MSLETB successful in 2 proposals:**
  - Employer Engagement CRM for the FET Sector - €263,000
  - Driving Success with Technology (for Road Haulage sector) - €215,000
  - Currently working with SOLAS on a third proposal re: Training Junior Management staff in SME's.
- **Training: New Apprenticeships & Traineeships:**  
Butchery – Commenced – Launched 18<sup>th</sup> April by [REDACTED] currently 2 additional classes and apprentices in training.  
Sales Apprenticeship – validated in Sept, appointment of new National Programme Manager – [REDACTED]  
Chef – commenced in Sligo TC; ICT –Hardware, Software or Cyber Security –project team currently recruiting employers.  
Childcare – MSLETB in consultation with Childcare Sector and SOLAS:
- **Buildings- all centres currently under review, a significant focus on Castlebar College of Further Education;**
- **Dates of Importance:**  
Launch new FET Centre Drumshanbo – 13<sup>th</sup> September;  
Launch Leitrim Youthreach – 20<sup>th</sup> September;  
Launch of Market Yard and new FET Centre Claremorris – provisionally spring 2020 tbc;
- **HR matters**, New posts to be filled – PD, TEL, FARR/PLSS and Skills to Advance. Music Gen Sligo has been filled. Achill Outdoor Adventure Centre – [REDACTED] started in post on the 05<sup>th</sup> November.  
Clerical support review, BTEI conversion, part-time Tutor issues etc;
- TEL significant investment in technology continuing
- **QA** – MSLETB is national pilot with 3 other ETB's in the review of Quality Assurance within the sector.
- **Specialist Training provision** – currently a review is taking place on the effectiveness of current operations.
- **Youth Services** - Area Profile, Needs Assessment and Service Requirement completed. Launch of the new Youth Service in Ballyhaunis in Autumn 2019

- Currently schools are busy with Open Evenings and enrolments for the 20/21 academic year. Admissions to Schools Act 2018. New enrolment forms were produced by ETBI and a common admissions policy is being piloted before the Admissions Act is commenced in full.
  - Congratulations to all students in MSLETB on their recent Junior Certificate results.
  - Inspections published on DES website:
    - Maths -Colaiste Chomain.
    - LCA -Moyne College
    - Follow Through Inspection -St Joseph's College, Charlestown
  - DCU outreach Diploma in Career Guidance has commenced in Sligo.
  - ETBI and ETBs are putting the issue of Sustainable Education to the fore, by supporting schools to become SDG Schools (Sustainable Development Goals) through curriculum and school culture. Training took place on October 8<sup>th</sup>.
  - Schools have finalised elections of staff and parents on to new Boards of Managements. BOM Training will be rolled out to all the new Boards of Management in the coming academic year.
  - There are now revised arrangements for the exemption of students from the study of Irish with the publication of CL 0053/2019
  - MSLETB Annual Awards 2020 will take place March 12<sup>th</sup> in The Park Hotel, Kiltimagh. There are 6 award categories. All are welcome.
  - Leadership and Management Post of Responsibilities -Training for all AP1 postholders has been organised for this academic year. First session took place in September and the next session will take place in February 2020.
  - A workshop took place for all Principals in the use of restorative practices for positive behaviour management in Schools.
  - Changes in Senior Management- Martin Flynn was appointed Principal in Corran College. Deputy Principal position will be interviewed this week. Adrian Lally was appointed Acting Deputy Principal in Colaiste Pobail Acla.
  - ETBI National 2 day induction for new Principals and Deputy Principals took place in September.
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*Appendix 7*

**Bord Oideachais & Oiliúna Mhaigh Eo, Shligigh & Liatroma  
Mayo, Sligo and Leitrim Education and Training Board  
12<sup>th</sup> November, 2019**

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

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

11.09.2019	Notice regarding: Pilot Case Study Research and Evaluation of the Scéim Aitheantais Scoileanna Gaeltachta for Coláiste Chomáin.
16.09.2019	DEIS Grant for Mayo, Sligo & Leitrim ETB.
17.09.2019	Subject Inspection in Mathematics, Colaiste Chomain: Final Inspectorate Report.
25.09.2019	Follow Through Inspection. St. Joseph's Community College. - Draft Report for Factual Verification.
07.10.2019	Subject Inspection in Business, Lough Allen College.
08.10.2019	Final Report Whole School Evaluation, St. Joseph's Community College.
11.10.2019	Brexit information for FE Schools.
11.10.2019	Letter from DES with Latest Brexit Information Note from the Office of Government Procurement (OGP).
22.10.2019	Letter from DES with Circular 20/2019 on Green and Sustainable Procurement from the Department of Public Expenditure and Reform (DPER).
23.10.2019	Final Report, subject inspection Lough Allen College.
23.10.2019	DES Inspectorate – Follow through report, St. Joseph's Community College.
05.11.2019	Draft report on Subject Inspection in Physical Education, Grange Post Primary School.
06.11.2019	Notification of Subject Inspection in Physical Education, Corran College.
07.11.2019	Final report on Subject Inspection in Physical Education, Grange Post Primary School.
07.11.2019	Draft report on Subject Inspection in Physical Education, Coláiste Pobail Acla.
07.11.2019	Letter from DES requesting Co-Operation hours sanctioned for the school year 2018/19.

CORRESPONDENCES FROM OTHER GOVERNMENT DEPARTMENTS:

12.09.2019	Department of Children and Youth Affairs (DCYA) – Youth Employability initiative 2019 – Payments.
20.09.2019	Department of Children and Youth Affairs (DCYA) – Targeted Youth Funding Scheme Update.
25.09.2019	Department of Children and Youth Affairs (DCYA) – Local Youth Club Equipment Scheme 2019.
25.09.2019	Department of Children and Youth Affairs (DCYA) – Amended MSLETB Q3 & Q4 letter.

CORRESPONDENCES FROM ETBI:

10.09.2019	ETBI Brief 17.2019 re WRC Conciliation.
26.09.2019	MOU between Canoeing Ireland and ETB's.
07.10.2019	Abuse of SEN Resources and Allocations in Schools, press statement 02 October 2019.
25.10.2019	FET News: Promotional Events and more! October 2019, Issue No.7.
30.10.2019	ETBI Brief – Youth Work Committee.

SOLAS:

05.09.2019	Mid-year review funding position for MSLETB.
09.09.2019	PLC Pathways to Apprenticeship (PLC Pre Apprenticeship Course).

OTHER CORRESPONDENCE:

03.09.2019	BeLonG To Youth Services – Newsletter, A Safer Place?
04.09.2019	Western Development Commission (WDC) – Insights Newsletter.
05.09.2019	Mason Hayes & Curran – Irish Legal Update, September 2019.
06.09.2019	Irish Business & Employers Confederation (IBEC) Q3 quarterly update.
09.09.2019	National Centre for Guidance in Education – September Bulletin.
10.09.2019	The National Adult Literacy Agency (NALA) – Get involved in Take the first step!
12.09.2019	Environmental Education and Youth Organisation ECO-UNESCO Magazine.
12.09.2019	Irish Association of Youth Orchestras (IAYO) – Newsnotes, September 2019.
16.09.2019	Software Systems Manager – PAYE Modernisation Enhancement.
18.09.2019	Breacadh – Public Sector Plain Language Bill 2019.
19.09.2019	The National Adult Learning Organisation – AONTAS – September Newsletter.
19.09.2019	BeLonG to Youth Services – Pride at School.
25.09.2019	BeLonG to Youth Services – Invitation to the 10 <sup>th</sup> Annual Stand Up Awareness Week from November 11 <sup>th</sup> -15 <sup>th</sup> , 2019.
25.09.2019	Charities Regulator: Meet the Charities Regulator Roadshow.
30.09.2019	The National Adult Literacy Agency (NALA) – Share one more inspiring story.
30.09.2019	Association of Community and Comprehensive Schools (ACCS) – Newsletter, Issue 1 2019/2020.
03.10.2019	Allocation of Teaching Posts 2019/2020.
03.10.2019	Mason Hayes & Curran – Irish Legal Update, Brexit Update, October 2019.
08.10.2019	BeLonG to Youth Services- 24/7 Text Support for LGBTI + Youth.
11.10.2019	Irish Association of Youth Orchestras (IAYO) - Don't Stop the Music. Support Lyric FM.
14.10.2019	The National Adult Literacy Agency (NALA), I forgot my glasses – Listen to our podcast.
17.10.2019	BeLonG to Youth Services – Shape Sex Education In Ireland.
17.10.2019	Irish Association of Youth Orchestras (IAYO) Newsnotes, October 2019.
22.10.2019	BeLonG to Youth Services – FDYS Wexford: Supporting Young LGBTI + People Throughout the County.
23.10.2019	The National Adult Learning Organisation – AONTAS, October Newsletter.
06.11.2019	Mason Hayes & Curran – Irish Legal Update – November 2019.

**Circulars 12.11.19**

**Department of Education and Skills C.L. 0055/2019:** Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school year 2019/20

[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0055\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0055_2019.pdf).

**Department of Education and Skills C.L. 0056/2019:** Home Tuition Grant Scheme for children without a school place for reasons other than special educational needs and medical grounds.

[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0056\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0056_2019.pdf).

**Department of Education and Skills C.L. 0058/2019:** Advice on the use of assessment instruments/tests for Guidance or for additional and special educational needs (SEN) in post-primary schools.

[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0058\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0058_2019.pdf).

**Department of Education and Skills C.L. 0060/2019:** Sick Leave Scheme for Special Needs Assistants employed in recognised Primary and Post Primary Schools

[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0060\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0060_2019.pdf).

**Department of Education and Skills C.L. 0061/2019:** Curriculum-related developments at Senior Cycle with particular reference to school years 2019/20, 2020/21, 2021/22.

[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0061\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0061_2019.pdf).

**Department of Education and Skills C.L. 0062/2019:** Payment of Tool Allowance to Craft Workers in the ETB Sector.

[http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0062\\_2019.pdf](http://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0062_2019.pdf).

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