

**MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD**  
**MINUTES OF THE PROCEEDINGS OF THE MEETING**  
**HELD ONLINE VIA M.S. TEAMS ON TUESDAY 23<sup>RD</sup> JUNE, 2020 AT 4.00 P.M.**

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

Mmes    D. Sheridan, M.C.C  
          M. Casserly, S.C.C  
          S. Finan  
          J. V. Aswegen  
          P. N. Thaidhg  
          R. O'Grady, S.C.C

Messrs  S. Carey, M.C.C  
          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  
          E. Stenson, L.C.C  
          P. Coffey  
          G. Murphy  
          P. Forde  
          M. Molloy  
          S. Kilgannon

The following were also in attendance:

Mr. T. Grady, Chief Executive, Ms. Mary Madden, Director of Schools, Mr. Peter Egan, Director of Further Education and Training, Mr. Pat Howley, Director of Organisation Support and Development, Ms. C. Leonard.

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#### **APOLOGIES**

Apologies were received from Ms. N. McGowan who was unable to attend the meeting.

#### **DECLARATION OF CONFLICT OF INTEREST**

There were no conflicts of interests declared.

#### **ADOPTION OF MINUTES**

The Minutes of:

- MSLETB Board Meeting, held on 11<sup>th</sup> February 2020, were adopted on the proposal of Cllr. E. Stenson and seconded by Ms. S. Finan.
- MSLETB Board Meeting, held on 14<sup>th</sup> May 2020, were adopted on the proposal of Mr. G. Murphy and by Cllr. S. Carey.

#### **MATTERS ARISING**

There were no further matters arising.

#### **2019 ANNUAL REPORT & CHAIRPERSONS REPORT 2020**

The 2019 Annual Report and Chairpersons Report 2020 were approved by the Board on the recommendation of Mr. S. Kilgannon and seconded by Ms. P. Ní Thaidhg.

The CE thanked Ms. Orla Reilly and her team in Corporate Services for all their work in the area of compliance.

Cllr. M. Bohan thanked all Staff and Board members for their work and ongoing support during the current COVID 19 pandemic.

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#### **DRAFT TERMS OF REFERENCE YOUTH & ARTS COMMITTEE**

The draft Terms of Reference was circulated to the Board prior to the meeting. The CE gave an overview of the proposed Terms of Reference and explained the rationale for setting up a Youth & Arts Committee. The CE advised the Board that the establishment of a Youth & Arts Committee is a decision for the Board of MSLETB, it being a subcommittee of the Board and in meeting the statutory obligations of the Act.

After some discussion, Board members agreed that it would be preferable to have a board member from each county nominated to sit on the Youth & Arts Committee. Board members agreed that they would discuss among themselves and put forward their Board nominations at the next Board meeting. It was agreed that the Chairperson would write out to the organisations listed in the Terms of Reference seeking nominations.

The draft Terms of Reference were approved by the Board on the proposal of Cllr. R. O'Grady and seconded by Cllr. P. O'Rourke.

#### **PROPOSALS FROM COMMUNITY GROUPS TO UTILISE VACANT MSLETB PROPERTIES**

A summary of proposals received from various community groups for the lease of vacant MSLETB properties in Easkey, Laherdaun and Gurteen were circulated to the board ahead of the meeting.

Mr. P. Howley, Director Organisational Support and Development (DOSD) presented the proposal received from Easkey Community Group for the lease of lands in Easkey, Co. Sligo. Cllr. S. Carey queried how long the proposed lease would be for. Mr. P. Howley advised that MSLETB's legal firm would be dealing any lease agreement but he anticipated that the lease term would be for the longest term MSLETB could offer, possibly 25 years.

The proposal was approved by the Board. It was proposed by Mr. S. Kilgannon and seconded by Mr. P. O'Rourke.

Mr. P. Howley, DOSD presented the proposal received from the Ceide Coast Community Company for the use of the old Stella Maris Secondary School building on the Main Street, Ballycastle, Co Mayo. Mr. S. Carey queried if MSLETB would have access to some of the proposed space. Mr. P. Howley advised that under the proposal, MSLETB would retain use, free of charge to some of the rooms. Ms. P. Ni Thaidhg queried if there is adequate broadband in Ballycastle. Mr. P. Howley advised that there is, with further improvement due with the roll out of the national broadband plan.

The proposal was approved by the Board. It was proposed by Mr. S. Carey and seconded by Mr. G. Murphy.

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#### PROPOSALS FROM COMMUNITY GROUPS TO UTILISE VACANT MSLETB PROPERTIES (cont)

Mr. P. Howley presented the proposal received from Gurteen Community groups which would involve the proposed development of an Enterprise Hub in the old Vocational School on the main street in Gurteen. Cllr. R. O'Grady advised the Board that she is familiar with this property and remarked that the proposed redevelopment would be very welcome and a positive development for Gurteen and the surrounding area. The proposal was approved by the Board on the proposal of Cllr. R. O'Grady and seconded by Mr. S. Kilgannon.

Cllr. C. Hyland queried if a list of MSLETB owned properties which are currently vacant could be provided to the Board. Mr. P. Howley, DOSD committed to providing same.

#### CHIEF EXECUTIVE'S REPORT

The CE provided the Board with an update on the following:

##### **Brief update on COVID-19**

The CE advised the board that staff continue to work from home except where particular essential duties require attendance and while it has had its challenges, the work is getting done, thanks to the tremendous efforts of all staff throughout the organisation.

##### **Leaving Cert 2020**

The CE advised the board that one of the main focuses for the past few weeks has been to support schools deal with the challenges of COVID 19 and in particular the new calculated grades process for the Leaving Certificate 2020. The CE advised the board that a number of online Principals meetings were held over the last few weeks, these meetings have proven beneficial for both Principals and the EMT. The CE acknowledged the huge body of work which has been undertaken by Director of Schools, Principals, Deputy Principals and staff in schools recently.

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

The CE also spoke about the following:

- Challenges of getting back to school in September, the uncertainty, need to think/act on our feet as the situation evolves. Big numbers going to need to return at some point.
- Costs associated with COVID 19, a possibility the ETB may need to borrow, though unlikely, this is a reserved function of the Board.
- Challenge with programmes containing practical work and practical assessments a concern but being worked on.
- Teaching & Learning has continued well throughout many aspects FET.
- Patronage/ Admissions – Community Schools & internally ETB schools. Considerable work to be done prior to statutory deadline dates in September 2020, but significant and beneficial for the ETB sector in terms of confirming state patronage position, characteristic spirit in ETB schools, designated and non-designated and also in Community schools in the region where the CE is joint patron. A consistent and compliant approach to admission of students in line with Education Admissions to Schools Act 2018 is the aim.
- ETBI and Educate Together.
- CE Forum.
- VTOS and SST Review nationally.
- IBEC Presentation, Connection with Business, STA/ STC/ Apprenticeship

Cllr. P. O'Rourke queried what costs were associated with COVID 19.

The CE advised that some of the costs include: Cost of PPE, costs associated with contracts for services which still have to be maintained, cost associated with sub-teachers and extra cleaning staff. The possibility that income streams may be down. The CE also advised that there should be some savings, for example in the area of travel & subsistence.

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

##### **Legal Document – Precis**

The CE provided the board with a summary of the Senior Counsel's opinion (in correspondence) and the Precis document which was received by ETBI in April 2020. This documentation provides position for ETBs in relation to:

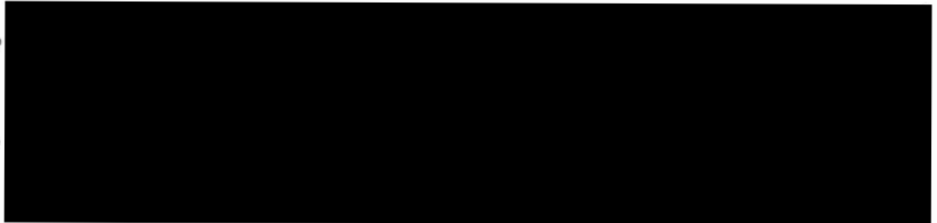
- The role of reserve and executive functions / Education and Training Board Act 2013;
- The role of the board in relation to policies being for information or noting;
- The legal status of Circulars;
- The ETB Code of Practice; circular 02/19
- ETB Code of Practice's requirement for Chairperson's confidential report to Minister;
- Boards of management as committees of the ETB and the CE as patron having executive role.
- The use of school buildings and approval of same.

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

##### **Votes of Sympathy**

Mayo, Sligo and Leitrim ETB wish to extended sympathies to:

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##### **Launch of Score Staff Intranet site and MSLETB Newsletter**

The CE advised that Board that on Friday 12<sup>th</sup> June MSLETB's staff intranet site SCORE was launched. This coincided with the launch of MSLETB's 1<sup>st</sup> Newsletter.

The CE thanked all involved especially Ms. D. Sheridan for her contribution.

This concluded the CE's report.

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#### 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 1)**

#### ORGANISATIONAL SUPPORT AND DEVELOPMENT

Mr. P. Howley, Director of OSD presented the Organisational Support and Development Report which also incorporated the Building Report and ICT Report for Mayo, Sligo and Leitrim Education and Training Board. **(Appendix 2).**

Mr. S. Kilgannon raised a query with regard to MSLETB's job application process, from initial advertising to interview stage, if the process could be sped up somewhat. Mr. P. Howley advised that he would raise this with the APO of HR.

#### SCHOOLS REPORT

Ms. M. Madden, Director of Schools presented the Schools Report for Mayo, Sligo and Leitrim Education and Training Board. **(Appendix 3).**

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

The Meeting adopted the following Sub-Committee Minutes/ Policies, on the proposal of Mr. G. Murphy and seconded by Cllr. R. O'Grady.

Date	School
21.05.2019	Westport Further Education
26.09.2019	Corran College
22.10.2019	Ballinode Community College
07.11.2019	Davitt College
02.12.2019	Mohill Community School
12.12.2019	Colaiste Iascaigh
15.01.2020	Corran College
15.01.2020	St. Patricks College
20.01.2020	Coláiste Pobail Acla
10.02.2020	Gaelcholaiste Chomain
24.02.2020	Mohill Community School
07.04.2020	Grange PPS

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

The Meeting adopted the following Sub-Committee Minutes/ Policies, on the proposal of Mr. G. Murphy and seconded by Cllr. R. O'Grady.

Policy	School	Date
Policy for Admission	Davitt College & CCFE	07.11.2019
Child Protection Policy	Westport College of Further Education	27.02.2020
Transition Year Policy	St. Patrick's College, Lacken Cross	05.03.2020
External Sports Coaches Policy	Coláiste Iascaigh	13.02.2020
Out of school Activities Policy	Coláiste Iascaigh	05.03.2020
Career Guidance and Counselling Policy	Coláiste Iascaigh	05.03.2020
Department Plan Career Guidance and Counselling	Coláiste Iascaigh	05.03.2020
Child Protection Policy	Gaelcoláiste Chomain	05.03.2020
Fire Drill Procedures Policy	Gaelcoláiste Chomain	05.03.2020
Child Protection Oversight Report	Ballinode Community College	17.02.2020
History and Context	Ballinode Community College	17.02.2020
Admission Policy	Grange PPS	18.06.2020
Assessment of Junior Cycle Students	Grange PPS	18.06.2020
Mobile Phone and Digital Devices Policy	Coláiste Pobail Acla	19.06.2020
Uniform Policy	Coláiste Pobail Acla	19.06.2020



**CORRESPONDENCE:**

The correspondence, as circulated (Appendix 4), was noted.

**ANY OTHER BUSINESS**

This concluded the business of the meeting.

Signed:

Mary Bohan  
Chairperson 22/09/2020

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

**May-20**

	OPERATING ACCOUNT							CAPITAL ACCOUNT				
	Pay	Non-Pay	Sundry Other	Training Centre Expend	Total Monthly Expenditure 2020	Total Monthly Expenditure 2019	Total Receipts 2020	Total Receipts 2019	Receipts 2020	Receipts 2019	Payments 2020	Payments 2019
	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000	€,000
January	2,841	310	2,088	1,483	6,722	7,924	13,297	12,571	18	48	46	116
February	2,847	256	1,963	1,509	6,575	7,199	433	1,027	544	0	287	41
March	2,946	764	2,041	2,095	7,846	7,817	9,693	6,674	4	65	303	201
April	4,381	188	2,287	1,540	8,396	6,738	3,612	6,231	58	50	24	272
May	2,805	147	2,002	1,374	6,328	7,974	12,910	10,089	222	654	21	270
June	0	0	0	0	0	0	0	0	0	0	0	0
July	0	0	0	0	0	0	0	0	0	0	0	0
August	0	0	0	0	0	0	0	0	0	0	0	0
September	0	0	0	0	0	0	0	0	0	0	0	0
October	0	0	0	0	0	0	0	0	0	0	0	0
November	0	0	0	0	0	0	0	0	0	0	0	0
December	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>15,820</b>	<b>1,665</b>	<b>10,381</b>	<b>8,001</b>	<b>35,867</b>	<b>37,652</b>	<b>39,945</b>	<b>36,592</b>	<b>846</b>	<b>817</b>	<b>681</b>	<b>900</b>

## Total Bank Account (current & capital monies) 2020

### 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	5,883,145	13,315,195	6,646,802	12,551,538
February	12,551,538	976,813	6,750,445	6,777,906
March	6,777,906	9,697,195	8,365,399	8,109,701
April	8,109,701	3,670,078	8,271,960	3,507,819
May	3,507,819	13,132,188	6,215,528	10,424,479
June	0	0	0	0
July	0	0	0	0
August	0	0	0	0
September	0	0	0	0
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0
	5,883,145	40,791,469	36,250,135	10,424,479

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

Date \_\_\_\_\_

Mayo, Sligo & Leitrim  
Education & Training Board  
23<sup>rd</sup> June 2020

Finance;

- Finance Staff continue to work remotely since mid-March and attend the office to carry out essential functions that cannot be completed off-site and to collect and distribute mail.
- All main payment processes across the 3 admin offices and the Training Centre – payroll, learner payments, supplier payments and travel and subsistence have continued to operate to a consistently high standard with all deadlines achieved through the adaptability, dedication, commitment and collaboration of all finance staff during this very challenging period.
- A substantial body of work and time in the past few months has been devoted to the preparation of a set of Financial Management Guidelines for Schools and Centres alongside the preparation of several associated ETB policies. This was done in collaboration with colleagues in the School and Further Education & Training areas. It is planned to circulate these documents in early Q3.
- A project team was established in May to plan and implement the transition to electronic payslips and electronic travel & subsistence remittances away from the traditional paper-based documents. The transition of the first wave of employees (approx. 80%) to e-payslips is scheduled for 10<sup>th</sup> July with further groups to transition in subsequent months. This will provide efficiency improvements in payroll and deliver cost savings in postage.
- Following the transition to a new payroll system for Apprentices in ESBS in Q1 2020 planning is now underway in ESBS to transition the remaining learner payments in the Training Centre alongside VTOS and Youthreach payments to a new learner payments system during Q3 2020.
- An interim audit of 2019 was conducted by the Comptroller and Auditor General in the Training Centre in Feb with further audit fieldwork already started and planned to continue remotely in the coming weeks and months.
- An internal audit of the School Bank Accounts in late 2019 provided an inadequate audit opinion. Corrective actions have been identified by Management including a plan to close the school bank accounts by 31/12/2020.
- An internal audit review of seven previous audits conducted between 2014 and 2019 commenced on 8<sup>th</sup> June by the Internal Audit Unit.
- The transfer of payroll to Payroll Shared Services has commenced. MSL was originally scheduled to go live in mid Feb 2021. This has now been moved to June 2021 due to some changes within the ESBS project plan. Significant internal “readiness” work has yet to take place in advance of this date.
- The process to select a supplier for the proposed Finance Shared Service has been exhausted without recommending a preferred supplier. The Department and ESBS are now turning their focus to reviewing other options for the sector.

## Human Resources;

- MSL ETB have a number of vacancies currently advertised in its website. Some of vacancies include: - Teacher positions in the scheme for the 2020/2021 academic year and a 2 years temporary Grade V post for Finance/FET.
- MSL ETB have started to use Microsoft Teams to carry out interviews for current vacancies. The HR and ICT staff have made a huge effort to have all the necessary arrangements in place to ensure that interviews are held successfully.
- Work is ongoing in the Pension Department including work on several specific projects to be completed.
- Work is ongoing in relation to the BTEI conversion scheme and it is hoped to have the work completed in the next few months.
- The staff in HR continues to work from home and it is envisaged that the practice of working from home will continue for the foreseeable future.

## Corporate Services;

- Corporate Services staff continue to work remotely, and all services have continued to function despite staff juggling a busy and demanding home life. Staff attend the office for essential work only.
- Return to Work Protocol - Review of health and safety documentation in response to COVID 19 Return to Work being undertaken by working group in consultation with Health & Safety consultants.
- Co-ordinating Covid-19 Induction Training for Cleaners / Caretaking staff
- Internal Audit – Work commencing on preparation for internal audit report on Procurement Audit concluded in December 2019
- Procurement – ICT procurement continues to be extremely busy, whilst we continue to carry out general procurement for organisation's needs, such as buildings, canteen, HR consultants, catering, bus hire etc. Corporate Governance - The Annual Report and chairpersons Report has been submitted to board for approval.
- Risk Management Policy has been submitted to the Board for noting.
- Section 22 Report under the Protected Disclosures Act 2014 has been returned to the Department and published on our website.
- Freedom of Information and Data Protection - we are processing several Freedom of Information and Data Protection requests. The Data Protection Officer has also

carried out several Data Protection Impact Assessments considering the current climate and the impact of remote working/assessments.

- Review and update of FOI Publications Scheme on website underway
- Organisation website – we are in the final stages of approval of the corporate website and hope to publish in the coming weeks.
- Working group for implementation of Public Sector Duty developed and received training on upcoming requirements.
- Property Register – Property Register continues to be updated, ongoing project to regularise title of MSLETB properties & Leases.
- SEAI Monitoring Report completed and returned.
- SRSS Buildings Register Survey completed and returned.
- Electricity Meter readings complied and returned.
- Insurance – administration of insurance queries and insurance claims to include personal injury, damage to goods and buildings.
- Plant & Equipment Register reviewed and circulated to all centre heads and principals for updating in line with statutory requirements.

#### ICT;

- The clustering of existing VoIP phone systems in Sligo TC to increase capacity and improve security has been completed.
- The upgrade of firewalls and switches to all FET sites has commenced.
- Tender for a Managed Print Service has been completed, and the contract is currently being drawn up. Project implementation to commence asap.
- E-remittances project has been completed, suppliers are now notified by email of payment this represents a vast saving in time and money for MSLETB and is environmentally friendly.
- Electronic payslips project has been proceeding with testing and initial trials have been completed. The first wave of employees (approx. 80%) to ePayslips is scheduled for 10th July. This represents a vast saving in time and money for MSLETB and is environmentally friendly.

- Server Build Project to replace all production servers in MSLETB has commenced. This represents a substantial project with the update of servers to Windows Server 2019 and the migration of all data and applications to new hosts.
- Microsoft multi-factor authentication has been implemented to all MSLETB staff and tutors increasing security of the organisation.
- A Project to upgrade uninterruptible power supply infrastructure in both Castlebar HQ and Sligo Training Centre has commenced. Procurement has been completed and UPS has been ordered.
- New Wireless Point to Point link deployed to Grange Post Primary.
- Site Survey of all existing phone systems and broadband connections has commenced in preparation for VOIP Tender which is in the planning stage. Extension of VOIP system must be compatible with existing Alcatel systems deployed in several offices.
- Migration of schools to Azure to be priority, as onsite servers have no support contract. These servers are at risk to hardware failure due to age profile. There is also the risk of data loss due to inadequate backup facilities. Site surveys have been carried out to identify the schools most in need and a project plan is currently being developed.

The Covid-19 pandemic has greatly affected the way in which ICT support is being provided in MSLETB. We are now in a phase of on-going support to staff working remotely regarding communication, devices, technology, and training. This included the deployment of 31 laptops to students in Globe House Sligo; supporting our new community in these difficult times. We have continued with an extensive programme of project works within our schools and FET centres.

Our ICT staff have been working in isolation & in accordance with HSE regulations on social distancing, within these centres to ensure that all necessary ICT works are completed, and sites are ready to commence teaching once the restrictions have been lifted.

## Buildings;

### Additional Accommodation:

- Coola Post Primary School: Roll No: 72310U  
Project is now up and running adhering to Health & Safety around Covid 19 regulations.
- Grange Post Primary School: Roll No.: 72330D  
Appointment of a full Design Team and a pre-start meeting completed. Design options being negotiated and Site investigation works ongoing.
- Coláiste Iascaigh: Roll No.: 72320A  
Works are proceeding well on-site while adhering to Health & Safety around Covid 19 regulations.
- St Joseph's Community College, Charlestown: Roll No.: 76334I  
Full and complete acquisition of this Property will be completed in the near future.
- 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 – sanctioned. Consultant appointed. Costings and ongoing discussion with the DoES around this accommodation as it is not sufficient.
- St. Tiernan's College, Crossmolina: Roll No.: 72100J  
This project is completed with furniture fit out and rooms in use since 22nd January, 2020. Painting is now being completed.
- St. Tiernan's College, Crossmolina: Roll No.: 72100J  
Application lodged for Additional Accommodation and Refurbishment of existing accommodation. Further information submitted. DoES confirmed that this will not happen and requested us to submit a new additional accommodation application which is being prepared.
- 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. Discussions are ongoing.
- Ballinode College, Sligo. Roll No.: 72360M  
Application lodged and granted for [REDACTED]. Consultant is appointed and Design being discussed.
- Coláiste Pobail Acla: Roll No.: 76150V  
Application lodged for the development of a Sports Hall. Not granted.

### Temporary Accommodation:

- Grange Post Primary School: Roll No.: 72230D  
Rental of accommodation approved and extended up to 31st December, 2020.
- Coola Post Primary School: Roll No.: 72310U  
Rental of accommodation approved and extended up to 31st December, 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. Still waiting.

- Coláiste Iascaigh: Roll No.: 72320A  
Application for 2 temporary classrooms approved and granted. Planning, DAC & Fire Cert. issued. Works to commence on 6<sup>th</sup> July next. Rental approved and extended until December 2020.

#### Emergency Works.

- Moyne College: Roll No.: 72020L  
Application submitted for Universal Access works in and around the school-full approval granted. Consultant appointed. Works are well underway on this project although ceased due to Health & Safety around Covid 19 regulations.
- Drumshanbo Vocational School: Roll No. 71570S  
Application for structural works to [REDACTED] approved, granted and Consultant appointed. Approval of builder granted to proceed by DoES.
- Corran College: Roll No.: 72300R  
Application submitted for lighting/security works around the school. Approved. Consultant appointed. Tender report submitted to the DoES and awaiting approval to proceed.
- Coláiste Iascaigh: Roll No.: 72320A  
Application submitted for internal floor works. Further information requested and submitted on 11<sup>th</sup> June, 2020 and awaiting approval.
- St Joseph's Community College, Charlestown: Roll No.: 76334I  
Application submitted for sanitary works throughout the school. Awaiting approval. Application rejected but submitting an appeal here.

#### Sports Capital Funding.

- Coola Post Primary School: Roll No.: 72310U  
Works nearing completion on the development of an all-weather surface pitch, associated site works, fencing, lighting & services. Retention due.
- Coláiste Pobail Acla: Roll No.: 76150V  
MSLETB & Community Group received provisional funding for the development of a Sports Hall. Planning granted.

#### Summer Works Scheme 2020 onwards.

- Moyne College Roll No.: 72020L; Awaiting approval to proceed.
- Coláiste Pobail Acla: Roll No.: 76150V; Approved to proceed issued on 17/06/2020.
- Grange Post Primary School: Roll No.: 72330D; Awaiting approval to proceed.  
These 3 schools granted Summer Works for 2020 - all received Option I - Life Safety Systems – Consultant appointed and Tender Reports submitted to DoES.

#### Non-ETB Schools Project.

##### Additional Accommodation.

- Glencastle National School, Co. Mayo - Roll No.: 13222P  
Support & Assistance associated with this building project (617m2). Full Design Team is

appointed. Pre-start meeting held with School, Design Team Board of Management, Parents Association and MSLETB with Site investigations due to commence.

- Brackloon National School, Co. Mayo - Roll No.: 04796R  
Support & Assistance associated with this building project.

## Further Education and Training Report – MSLETB BOM Meeting, June 2020

### NOTES, ITEMS OF INTEREST

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- **Covid-19**

Health, Safety & Welfare is top concern for everyone, we must continue to adhere to all guidelines. All employees follow the specific instructions on accessing buildings (completed for essential business).

FET current 3 key priorities:

***Continuity of learning and completing learners on courses - engaging with the learner population, supporting immediate & ongoing continuity of learning and assessment.***

*Successful results approved for in-excess of 2,500 learners, many of whom have availed of the alternative assessments.*

***Broader economic impact of Covid-19 how we can support citizens in MSL; The unemployed/Jobseekers/ persons needing support is a key focus.***

Currently working on range of programmes in transversal skills (CV, job seeking, coaching and Mentoring), digital skills; Level4-Level6 in employment growth areas in full/part-time areas. New programme promoting these supports under the Skills to Compete.

***Scenario-planning for return.***

Currently working on plans for return to work + return to learning.

**TEL and PD initiatives** are been rolled out to support teachers/instructors/ tutors in equipment and professional development. A new 10-hour online course has been developed to assist teaching staff deliver teaching and learning online.

- **Budget & Beneficiaries**

**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.**

As at the 27<sup>th</sup> April initial confirmation has been received from SOLAS that the **budget submission of €42,000,000 has been recommended for approval by the SOLAS BOM**. This is significant increase in funding from starting position is €32,319,000. This includes funding for PLC which has transferred to SOLAS from DES as at 01.01.2020 of €4,700,000.

The real increase in budget is €4,981,000 from starting position.

We received capital buildings of €350,000 for Sligo College of Further Education and €170,000 for Ballina TC.

Capital Equipment is €350,000 and capital buildings yet to be allocated.

- **New FET Strategy 2020 -2024** – This has been finalised and the final version is in your folder

- **New Skills to Advance Programme: Upskilling people in employment, continuing to develop operation plan, information on the programme - <http://www.solas.ie/SkillsToAdvance> Over 200 employees have participated to date.**

- **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 – Currently expanding and in discussions with Cork ETB to assist as collaborating provider.

















Sales Apprenticeship –validated in Sept, currently recruiting Instructing Staff.

- **Buildings-** all centres currently under review; we estimate that 32 projects commenced, continued or completed in FET in 2020.
- **New posts sanctioned – TC Mgr.**
- **TEL** currently deploying devices to schools and centres. Whole range of supports now available and continuing investment in equipment and PD.
- **QA –** MSLETB is national pilot with 3 other ETB's in the review of Quality Assurance within the sector. In 2020 MSLETB will lead in the integration, harmonisation and development of new QA Policies and Procedures in the Sector. New QA Governance has been established.
- **Specialist Training provision –** currently a review is taking place on the effectiveness of current operations.
- **Youth Services –**  
 Youth work functions within Mayo, Sligo and Leitrim ETB (MSLETB) have continued throughout the coronavirus crisis. As well as individual work, collaborative work has continued through email, telephone, Skype / MS Teams and Zoom (with outside agencies). This includes, inter alia, the following activities:
  - **ONGOING YOUTH WORK PROJECTS:** Administration of funding, review and processing of financial reports from projects. Liaising with projects in relation to funding payments. Processing of funding drawdowns, working with the Department of Children and Youth Affairs (DCYA) and with projects themselves re same.
  - **UBU YOUR PLACE YOUR SPACE FUNDING SCHEME:** This scheme represents a major reform programme of the DCYA and is being rolled out locally by MSLETB. Work has been intensive and ongoing with all projects throughout this period, with a series of deadlines that have, by and large, been met by projects with close support from MSLETB.

## **Director of Schools Report-June 2020**

- There have been a number of Principals' online meetings since coronavirus school closures. This is proving to be a very effective method of engagement with the CE, Directors and School Principals. All Principals give updates and also share the challenges they are facing along with having a shared understanding of current issues.
- DES has organised a summer provision programme for all post primary DEIS schools for students at risk of education disadvantage. This programme will run for one week in either July or August. It is an opportunity for schools to try and 'reconnect' with students and continue their education.
- There was a huge uptake in the teaching and learning programme for teachers organised by MSLETB. There was such interest 4 courses were organised and another one is planned for August. Approximately 220 teachers participated-demonstrating the interest teachers have in CPD and upskilling.
- Currently schools are busy completing the Calculated Grades Process. A huge amount of work was undertaken by Principals, Deputy Principals and staff in ensuring this process ran smoothly.
- MSLETB schools are extremely advanced in both ICT facilities/equipment and staff training and were able to engage with students remotely as soon as schools were closed on March 13<sup>th</sup>. All necessary devices were deployed to schools in order to ensure teaching and learning continued.
- The DEIS Schools were also able to continue with the schools meals programme. Schools made alternative arrangements to ensure this service was maintained.
- All Schools have returned their draft Admissions Policy. MSLETB is currently reviewing them. This is a statutory requirement following the Admissions ACT 2018. Consultations with BOM, staff and parents were completed as part of this process.
- All Schools completed the requirement for Junior Certificate students. Students will receive a certificate of completion of Junior Certificate from DES, and also a report from schools.
- Department of Education and Science have issued resources and guidance for schools on many areas during Coronavirus school closures e.g.:

- **School Meals Programme**
- **Supporting SEN students**
- **ICT support**
- **Teacher well-being and self-care**
- **DEIS summer provision programme**

Date	School	BOM Minutes	Principal's Report
21.05.2019	Westport Further Education	 Westport College of Further Education	
26.09.2019	Corran College	 Corran College BOM Minutes 26th c	 Corran College Principals Report Bo
22.10.2019	Ballinode Community College	 Ballinode Community College	 Ballinode Community College
07.11.2019	Davitt College	 Davitt College BOM Minutes Meeting 7t	
02.12.2019	Mohill Community School	 Mohill Community School BOM minute	 Mohill Community School BOM Princip.
12.12.2019	Colaiste lascaigh	 Coláiste lascaigh BOM Minutes 12th I	
15.01.2020	Corran College	 Corran College BOM Meeting 15th J	 Corran College Principals Report 4tl
15.01.2020	St. Patricks College	 St Patrick's College, Lacken Cross BOM N	
20.01.2020	Coláiste Pobail Acla	 Coláiste Pobail Acla BOM Minutes 20th J	
10.02.2020	Gaelcholaiste Chomain	 Gaelcholaiste Chomain BOM Meet	
24.02.2020	Mohill Community School	 Mohill Community School BOM minute	
07.04.2020	Grange PPS	 Grange Post Primary BOM Minute	

**Bord Oideachais & Oiliúna Mhaigh Eo, Shligigh & Liatroma**  
***Mayo, Sligo and Leitrim Education and Training Board***  
***23<sup>rd</sup> June, 2020***

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

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

29/01/2020	Guidance Note for primary and post-primary schools in the scheme.
03/02/2020	St. Tiernan's College – Final report of Subject inspection in Business Studies.
11/02/2020	Summer Works Scheme 2020
18/02/2020	Gaeltacht Schools Identification
20/02/2020	Follow-up of the scheme
20/02/2020	Circular 0011/2020 – Policy on Gaeltacht Education 2017-2022
21/02/2020	Publication of ETB Accounts for the year ended 31 <sup>st</sup> December 2018

**CORRESPONDENCES FROM OTHER GOVERNMENT DEPARTMENTS:**

30/01/2020	Department of Children and Youth Affairs (DCYA) – First instalment of grants for 2020.
31/01/2020	Department of Children and Youth Affairs (DCYA) – Youth information Centre Scheme in Mayo, Sligo and Leitrim.
31/01/2020	Department of Children and Youth Affairs (DCYA) – Funding for Ballyhaunis Youth Project
31/01/2020	Department of Children and Youth Affairs (DCYA) – Funding for Targeted Youth Funding Scheme.
13/02/2020	Department of Health – Drug and Alcohol task Force 2020 Funding



### CORRESPONDENCES FROM ETBI:

060420	ETBI Final opinion Précis document

### SOLAS

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### OTHER CORRESPONDENCE:

31/01/2020	National Adult Literacy Agency (NALA) – Election campaign 2020
31/01/2020	AONTAS Newsletter for January 2020
04/02/2020	BeLong To – Invitation to a Facebook Live – Join the conversation
04/02/2020	IBEC Networks – Newsletter – Coronavirus, automation, cybersecurity and intellectual Property
06/02/2020	National Adult Literacy Agency (NALA) Newsletter – Election promises, their new strategic plan and more
07/02/2020	National Association of Principals and Deputy Principals (NAPD) – Invitation to Further Education and Training Symposium 2020 on March 11th
10/02/2020	National Centre for Guidance in Education (NCGE) – February Bulletin
25/02/2020	BeLong To Newsletter – Visiting Donegal Youth Service
21/02/2020	AONTAS Newsletter for February 2020

20/02/2020	Irish Association of Youth Orchestras (IAYO) – Newsnotes February 2020
02/03/2020	National Adult literacy Agency (NALA) – Invitation to join their AGM on Saturday 28 March 2020
07/02/2020	NAPD Further Education and Training Symposium 2020 – Invitation and Agenda
01/12/2019	The Newsletter of Sligo Sport and Recreation Partnership December 2019
05/03/2020	National Centre for Guidance in Education – NCGE 'Bulletin' (March 2020)
05/03/2020	BeLonG To Youth Services – Volunteer with us
06/03/2020	National Adult Literacy Agency (NALA) – Apply for up to €650 from our Student Development Fund
24/03/2020	AONTAS March Newsletter 2020
08/04/2020	AONTAS April Newsletter 2020
08/05/2020	Plan International Ireland - Plan International Ireland's Youth Advisory Panel
14/05/2020	Burga Fullam - Agile Innovation Supports Webinars
21/05/2020	AONTAS May Newsletter 2020
21/05/2020	European Parliament Liaison Office in Ireland - Newsletter
21/05/2020	BryneWallace - COVID-19: Summary of Supports for Business
29/05/2020	NCGE 'Bulletin' (May 2020)
09/06/2020	ChillOUT - Newsletter
10/06/2020	Irish Association of Youth Orchestras - Ode to Joy streamed live from the steps of the National Concert Hall, Dublin – 21 <sup>st</sup> of June at 6pm
15/06/2020	BeLonG To Youth Services - "My mental health has plummeted during lockdown."

## Appendix

### Circulars 23.06.20

**Department of Education and Skills C.L. 0011/2020** - Policy on Gaeltacht Education 2017-2022: Post-primary schools in Gaeltacht language-planning areas participating in the Gaeltacht school recognition scheme: Ongoing implementation of the Scheme (2020 - 2021)  
[https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0011\\_2020.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0011_2020.pdf)

**Department of Education and Skills C.L. 0013/2020** - Staffing arrangements in Voluntary Secondary Schools for the 2020/21 school year [https://www.education.ie/en/Circulars-and-Forms/Archived-Circulars/cl0012\\_2019.pdf](https://www.education.ie/en/Circulars-and-Forms/Archived-Circulars/cl0012_2019.pdf)

**Department of Education and Skills C.L. 0015/2020** - Approved Allocation of Teaching Posts 2020/21 school year in Education and Training Boards [https://www.education.ie/en/Circulars-and-Forms/Archived-Circulars/cl0014\\_2019.pdf](https://www.education.ie/en/Circulars-and-Forms/Archived-Circulars/cl0014_2019.pdf)

**Department of Education and Skills C.L. 0016/2020** - Framework for Junior Cycle – History in Schools from September 2020 onwards [https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0016\\_2020.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0016_2020.pdf)

**Department of Education and Skills C.L. 0017/2020** - Guidance on the Junior Cycle Subject Learning and Assessment Review Process [https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0017\\_2020.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0017_2020.pdf)

**Department of Education and Skills C.L. 0023/2020** - COVID-19 (Coronavirus): Arrangements applying to learner payments in Education and Training Boards  
[https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0023\\_2020.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0023_2020.pdf)

**Department of Education and Skills C.L. 0025/2020** - COVID-19 (Coronavirus) - Delay Phase: Arrangements for all staff other than Teachers and SNAs employed by Education and Training Boards  
[https://www.education.ie/en/Circulars-and-Forms/Archived-Circulars/cl0021\\_2020.pdf](https://www.education.ie/en/Circulars-and-Forms/Archived-Circulars/cl0021_2020.pdf)

**Department of Education and Skills C.L. 0035/2020** - Prescribed Material for the Junior Cycle Examination in 2022 and Leaving Certificate Examination in 2022  
[https://www.education.ie/en/Circulars-and-Forms/Archived-Circulars/cl0029\\_2019.pdf](https://www.education.ie/en/Circulars-and-Forms/Archived-Circulars/cl0029_2019.pdf)

**Department of Education and Skills C.L. 0037/2020** - Implementation of Calculated Grades Model for Leaving Certificate 2020 [https://www.education.ie/en/Circulars-and-Forms/Popular-forms/cl0037\\_2020\\_formc.pdf](https://www.education.ie/en/Circulars-and-Forms/Popular-forms/cl0037_2020_formc.pdf)

**Department of Education and Skills C.L. 0039/2020** - Calculated Grades Aides 2020  
[https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0039\\_2020.pdf](https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0039_2020.pdf)

**Department of Education and Skills C.L. 0041/2020** - Arrangements for Inspection and School Self-evaluation for the 2020/2021 School Year [https://www.education.ie/en/Circulars-and-Forms/Archived-Circulars/cl0040\\_2016.pdf](https://www.education.ie/en/Circulars-and-Forms/Archived-Circulars/cl0040_2016.pdf)