

MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

MINUTES OF THE PROCEEDINGS OF THE MEETING

HELD ONLINE VIA M.S. TEAMS ON TUESDAY 22nd September, 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.
S. Finan
N. Mc Gowan
J. V. Aswegen
P. N. Thaidhg
R. O'Grady, S.C.C

Messrs S. Carey, M.C.C
A. Gibbons, S.C.C
T. Connolly, M.C.C
C. Hyland, 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.

APOLOGIES

Apologies were received from Cllr. R. Finn, Cllr. J. Caulfield and Cllr. M. Casserly 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 23rd June 2020, were adopted on the proposal of Cllr. E. Stenson and seconded by Mr. P. Forde.

MATTERS ARISING

The Chairperson welcomed Cllr. A. Gibbons to the board of MSLETB and wished him well during his term on the Board.

CHIEF EXECUTIVE'S REPORT

The CE welcomed members to the meeting and also extended a special word of welcome to Cllr. A. Gibbons. The CE provided an update on the following:

MSLETB AGM

The CE advised members that as it became difficult to have this meeting face to face with MSLETB's Board room in Swinford currently being used for classes in order to adhere to Covid 19 social distancing guidelines. The CE proposed, subject to the Board's approval, that our AGM will be held in October and if possible same will be held in person subject to Covid 19 guidelines at the time allowing for same.

CHIEF EXECUTIVE'S REPORT (cont)

ETBI AGM

The CE advised members that the ETBI AGM is due to be held online on Friday 2nd October at 2p.m. All Board members are welcome to attend, up to 26 delegates are permitted to attend per ETB, however only 5 voting delegates are permitted per ETB. The following members were elected voting delegates for MSLETB:

1. Mr. S. Kilgannon
2. Cllr. M. Bohan
3. Cllr. E. Stenson
4. Mr. M. Molloy
5. Ms. J. V. Aswegen

Online Governance Workshop for ETB Board Members:

The CE briefed members on the upcoming ETBI Governance training which will be provided online by Crowe Consulting. The CE drew member's attention to the ETBI Brief in their correspondence which relates to nominating and appointing of Boards of Management, this will be covered in the Governance Training. It was agreed that Tuesday 20th Oct was the most suitable date for the 2 hour online training session.

Brief update on COVID-19

The CE acknowledged the huge volume of work that went into getting all of our Post Primary Schools re-open and our students back safely. Work is well underway to ensure that Further Education Training (FET) learners can commence classes in the coming weeks. The majority of office staff continue to work from home, only attending the office when necessary and in line with Covid 19 guidelines. A number of staff wellness sessions were held and these were very well received. The CE advised members that MSLETB have a comprehensive COVID 19 Response Plan in place, available for members to peruse on Onenote.

Leaving Cert and Junior Cert Students

The CE congratulated the Leaving Cert Students of 2020, he acknowledged how difficult the past few months have been for them. Overall, the calculated grade results in MSLETB Schools were very good. The CE also acknowledged the Junior Cert Students who didn't get the opportunity to sit their Junior Cert exams due to Covid 19.

Admissions Policies

The CE acknowledged the large volume of work that was carried on admissions policies for MSLETB Post Primary Schools, PLC's and Community Schools where MSLETB are joint patrons. All policies were reviewed, approved and submitted by the 15th September deadline.

Votes of Sympathy

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

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]
[REDACTED]

[REDACTED]

This concluded the CE's report.

Approval of amendments made to MSLETB's 2019 Annual Report and Chairpersons Comprehensive Report.

Mr. P. Howley, Director OSD briefed members on the technical changes that were made to the 2019 Annual Report and Chairpersons Comprehensive Report as per instructions from the DES. The changes were approved by the Board on the proposal of Mr. S. Kilgannon and seconded by Mr. G. Murphy.

Renewal of Letting agreement for property in Ashtown, Co. Dublin for Craft Butchery Apprenticeship

Approval was sought from the Board for the renewal of a letting agreement for a further 1 year at cost of €30k per annum. The Board approved the renewal of the letting agreement on the proposal of Mr. P. O'Rourke and seconded by Cllr. T. Connolly.

Nomination of Youth & Arts Committee members

Board members were provided with a list of nominees received to date.

The Board approved the following MSLETB Board members to sit on the Youth & Arts Committee:

1. Mr. P. Forde, on the proposal of Mr. S. Kilgannon and seconded by Ms. J. V. Aswegen.
2. Cllr. C. Hyland, on the proposal of Cllr. T. Connolly and seconded by Ms. D. Sheridan
3. Cllr. E. Stenson, on the proposal of Cllr. R. O'Grady and seconded by Cllr. T. Connolly.

It was agreed that the remaining members would be nominated at the next Board meeting in October.

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**)

Chairperson, M. Bohan congratulated FET on all their great work and in particular on the 1800 Phone Number, the Sales Apprenticeship and upcoming Sustainable Energy and Retrofitting Training Programme.

Mr. S. Kilgannon queried who the Retrofitting Training Programme would targeted at and commented that it would be a very welcome development. Mr. P. Egan, Director FET advised that it would be suited to people who worked in the construction industry and people upskilling on the Skills to Advance Programme.

Mr. P. O'Rourke queried when trainees would be recruited to the Retrofitting Training Programme. Mr. P. Egan, Director FET advised that this was still at the early stages but anticipated that recruitment could start in early spring 2021.

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).**

Chairperson, M. Bohan acknowledged the positive contribution that Ms. S. Brady made to Leitrim VEC and MSLETB throughout her career. It was agreed that the Board would write to Ms. S. Brady, acknowledging her contribution and wishing her all the best in her retirement.

SCHOOLS REPORT






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

The following documents were circulated to the Board for Noting:

MSLETB	Garda Vetting Policy, Employees, Students
MSLETB	Garda Vetting Policy, Contractors
MSLETB	Covid 19 Response Plan
MSLETB	2018 Financial Statements, 2017 & 2018 G&AG Management letter and Information Note.

The following School Policies and BOM minutes were uploaded onto the Board Onenote.

Date	School	Policy
19.06.2020	Corran College	Code of Behaviour
27.02.2020	North Connaught College	Admissions Policy
27.02.2020	North Connaught College	Attendance and Participation Policy
27.02.2020	North Connaught College	Child Safe Guarding
27.02.2020	North Connaught College	Course Fee Payment & Refund Policy
27.02.2020	North Connaught College	Critical Incident Management Plan
27.02.2020	North Connaught College	Safety Health and Welfare at Work
15.03.2020	St Patrick's College	Health and Safety Control for Covid 19
01.09.2020	St Patrick's College	Admissions Policy

Date	School	BOM Minutes	Principal's Report
19.05.2020	Corran College	 Corran College Signed minutes of B	 Corran College BOM Principals Rep
24.02.2020	Mohill Community College	 Mohill Community College BOM minutes	
31.08.2020	Mohill Community College	 Mohill Community School BOM Minute	
14.09.2020	Mohill Community College	 Mohill Community College Draft Minute	

CORRESPONDENCE:

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

ANY OTHER BUSINESS

This concluded the business of the meeting.

Signed:

Chairperson

Date:



etb

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

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

Aug-20

	OPERATING ACCOUNT								CAPITAL ACCOUNT			
	Pay	Non-Pay	Sundry Other	Training Centre Expend	Total Monthly Expenditure 2020	Total Monthly Expenditure 2019	Total Receipts 2020		Receipts 2020	Receipts 2019	Payments 2020	Payments 2019
	€,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	2,722	98	2,218	1,242	6,280	6,379	3,742	4,714	42	0	82	134
July	2,628	31	2,070	971	5,700	6,318	10,720	9,604	1,276	458	234	154
August	2,651	116	1,491	1,056	5,314	6,614	3,980	3,662	767	716	311	319
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
Total	23,821	1,910	16,160	11,270	53,161	56,963	58,387	54,572	2,931	1,991	1,308	1,507

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	10,424,479	3,783,961	6,694,422	7,514,018
July	7,514,018	11,996,054	5,779,362	13,730,711
August	13,730,711	4,747,393	5,536,809	12,941,295
September	0	0	0	0
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0
	5,883,145	61,318,878	54,260,728	12,941,295

Signed _____ Chief Executive

Date _____

Mayo Sligo & Leitrim Education and Training Board

Board Meeting

22nd September 2020

Online

Organisation Support & Development (OSD) report

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.
- 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.
- Following the transition to a new payroll system for Apprentices in ESBS in Q1 2020 the remaining learners in the Training Centre transitioned to a new learner payments system in late August. The next part of this project is to transition the VTOS & Youthreach Learners to this system by year end.
- 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 review of seven previous audits conducted between 2014 and 2019 commenced on 8th June by the Internal Audit Unit and remains a work in progress.
- The transfer of payroll to Payroll Shared Services has commenced. We are expecting the definitive date of transition in 2021 to be confirmed soon by the ESBS project team. A core local project team has been identified and significant planning and preparatory work is set to commence shortly particularly in the areas of pensions and other master data.
- The process to select a supplier for the proposed Finance Shared Service was exhausted without recommending a preferred supplier at the end of 2019. The Department and ESBS conducted a review of other options and are putting a plan in place to transition all of the 9 Manser ETB's (MSL are one of these) to a move stable management reporting platform – SUN Financials – (6 Other ETB's already utilise this). Their current plan is to transition the 9 ETB's from Q4 2020 to Q1 2022. We do not have a confirmed date for MSL but it is expected to be either Q4 2021 or Q1 2022. During this transition the ESBS and Department will also continue to explore the move to a Shared Services model for Finance for all ETB's when all are on the same SUN Financials platform.

Human Resources:

- 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.
- As a result of Covid 19, HR is currently holding all interviews online. To date HR has completed over 180 interviews online.
- HR has completed a review of the organisations Garda Vetting Policy
- Mayo Sligo and Leitrim Education and Training Board has a number of teaching and non-teaching vacancies currently advertised on its website.
- Work is ongoing in the Pension Department including work on a number of specific projects like the CORE HR/Payroll project.
- Siobhan Brady, Administrative Officer, HR Department is retiring on the 4th October 2020. Siobhan has given nearly 30 years of outstanding service to Leitrim VEC and MSL ETB. Siobhan will be sorely missed by her colleagues across the organisation. We would like to wish Siobhan many years of health and happiness on her retirement.

Corporate Services

- Corporate Services staff continue to work remotely, and all services have continued to function efficiently. Staff attend the office for essential work only.
- Covid 19 Return to Work Protocol – MSLETB Covid Response has been circulated across the organisation. This document, with the guidance documentation from the Department of Education, SOLAS, the HSE and the Government, set out the requirements for the safe return of our schools, offices and centres. A Covid Response Co-ordinator has been appointed to support the three pillars of the organisation in implementing the safe return to work.

- Health and Safety - Updated Health and Safety documentation has been circulated to all schools, centre and offices for implementation. New and refresher Manual Handling, Fire Warden and First Aid training is being rolled out across the organisation.
- Internal Audit – we are working with IAU to advise on all new development in their review of the Procurement Audit which 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 services, school furniture, HR consultants, bus hire, mobile phones etc.

The Procurement Policy has been reviewed and updated and is with EMT for approval.

The MAPP (Multi Annual Procurement Plan) project is ongoing and will be submitted to EBTI before the 1st of October 2020. The MAPP forms a sectoral analysis of expenditure in each ETB under specific headings to assist with strategic planning.

- Corporate Governance - The Department had requested some minor amendments to the Annual Report and Chairpersons Report, the amended version of these document have been submitted to Board for approval.
- Freedom of Information and Data Protection - we have completed and continue to process a number Freedom of Information and Data Protection requests. We have developed project specific Privacy Statements and Data Protection Impact Assessments.
- New Corporate website – the new website has gone live and has been a great success.
- Estate Management –the Property Register continues to be updated; we have a number of ongoing projects to regularise the title of MSLETB properties & Leases. New procedures are being developed for entering Leases and we are administering the implementation of new Leases in line with Government Guidance and the Code of Practice.
- Insurance – we continue to administer insurance queries and claims including personal injury, damage to goods, motor fleet enquiries, IT and buildings. We are working with IPB and Irish Engineers on the statutory inspections of plant and equipment across the organisation.

ICT:

- The upgrade of firewalls and switches to all FET sites has been completed.
- Electronic payslips project has been completed. Employees now receive EPayslips by email. 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 is near completion with the migration of both Sligo Training Centre and Castlebar HQ completed. 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.
- The Project to upgrade uninterruptible power supply infrastructure in both Castlebar HQ and Sligo Training Centre has been completed. All production servers on these sites are now protected.
- The extension of the school network in Coláiste Lascaigh to newly constructed school extension and two additional prefab classrooms, is now completed.
- Extensive upgrade to network infrastructure in Ballinrobe YR; completed.
- Extension of ICT network in Grange PP and Carrigallen Secondary School has commenced. This involves utilising of community buildings to meet Covid 19 spacing requirements in classrooms.
- Site Survey of all existing phone systems and broadband connections has been completed and a report is been prepared in preparation for VoIP Tender which is in the planning stage.
- Project to migrate schools to Azure to be prioritised, as onsite servers have no support contract. These servers are at risk to hardware failure due to age profile.
- Since the Covid 19 crisis commenced in early March 2020 we have redeployed over 250 mobile devices to support students and staff. We deployed over 350 new mobile devices to support learners. We are currently imaging 300 new laptops to support disadvantaged students in FET. We will be deploying an additional 200 new mobile devices to second level schools and further education centres over the next 6 weeks.

The Covid-19 pandemic has increased the ICT infrastructure within MSLETB. We are now reliant on mobile devices to support staff and students in their working and learning lives. This influx of devices has greatly increased demands on our ICT support services. This, coupled with the reopening of schools and further education centres, has created a challenging environment for ICT. The ICT Department is committed to ensuring the best quality of service to staff and students of MSLETB during this challenging period. Working with our strategic partners, we are endeavouring to increase productivity, using cloud resources and ongoing continuous ICT training to staff.

Buildings - Schools:

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 substantially completed with handover done and snagging being completed.

- St Joseph's Community College, Charlestown: Roll No.: 76334I

Full and complete acquisition of this Property has been completed.

- 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 – 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. Snagging & Painting is now being completed.

- St. Tiernan's College, Crossmolina: Roll No.: 72100J

Application lodged for Additional Accommodation and Refurbishment of existing accommodation. Ongoing is further discussions & information submitted to the DoES on 14/09/2020.

- 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. Site investigations ongoing.

Temporary Accommodation:

- 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 completed. 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. Further funding granted to complete this project.

- Drumshanbo Vocational School: Roll No. 71570S
Application for structural works [REDACTED], granted and Consultant appointed. Approval of builder granted to proceed by DoES. Completion maybe in the next few weeks.
- Corran College: Roll No.: 72300R
Application submitted for lighting/security works around the school. Approved. Works completed over Summer months.
- Coláiste Iascaigh: Roll No.: 72320A
Application submitted for internal floor works. Further information requested and submitted on 11th June, 2020 and awaiting approval. Looking for further information.
- St Joseph's Community College, Charlestown: Roll No.: 76334I
Application submitted for sanitary works throughout the school. Application rejected but submitted an appeal. Appeal successful and granted.
- St Joseph's Community College, Charlestown: Roll No.: 76334I

Application submitted for roof works. Approval granted.

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 paid and final drawdown to be completed.
- 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.

Category 1 – Option – Life Safety Systems.

- Moyne College Roll No.: 72020L;
- Coláiste Pobail Acla: Roll No.: 76150V;
- Grange Post Primary School: Roll No.: 72330D;

All works completed during summer months at 3 schools named above.

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 with Works progressing with design being sorted. This concludes the ETBs involvement.
- Brackloon National School, Co. Mayo - Roll No.: 04796R
Support & Assistance associated with this building project. Initial meeting with Principal & Team to progress this project.

Covid Emergency Accommodation.

- Grange – Oxfield Community Centre.
- Carrigallen – Cornmill Theatre, St Marys' Hall and Bredagh Old School.

FET Buildings Report:

- Swinford FET Centre
 - Carpark & Groundworks
 - External Insulation
 - Development of New Offices
- Kiltimagh FET Centre
- Achill OEC & FET Centre
- Belmullet FET Centre
- Ballinrobe FET Centre
- Baillina TC
- Ballina FET Centre
- Ballina PLC Provision
- Quay Street
- Castle street – Sligo FET Centre
- Sligo CFE
- Sligo TC
- Mohill Old Vocational School
- Ballinamore Vocational School
- Old Marion College – Youthreach & Youth Services
-

Further Education and Training Report – MSLETB BOM Meeting, September 2020

NOTES, ITEMS OF INTEREST

- **Covid-19- Currently FET Reopening Centres, focus on 2metre Social Distancing, with, planned use of facilities, dynamic timetabling, blended learning, utilising the full working day 8:00 a.m. to 06:00 p.m., etc.**
 - FET Institutions will always operate within the parameters of public health and safety advice.
 - Specifically, the Return to Work Protocol and public health guidance, as it develops on a rolling basis, will be adhered to.
 - The safety and well-being of learners will be paramount in all cases.
 - FET Institutions commit to carrying out risk assessments on individual facilities / buildings as required and will apply appropriate reopening solutions in accordance with the outcome of those risk assessments.
 - In keeping with the wider approach in society in response to the COVID-19 pandemic, it is recognised that the successful implementation of 'Return to FET' can only be done on a cooperative basis with shared responsibility between staff and learners.
 - FET Institutions will plan for returning to education and training on the following basis
 - Learners awaiting assessment who have their course substantially completed and those who require additional tuition and practical instruction to complete their FET programme.
 - New Learners
- **TEL and PD initiatives** are being 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.
- **1800 Number and marketing campaign, currently up and running with billboards and social media etc.**
- **Skills to Compete programme to support those impacted by Covid-19, 3 focus areas. Implementation Plan in your folder:**
 - Transversal skills development to help employability.
 - Building the digital capabilities now required for almost every job.
 - Specific Level 4-6 courses targeting growth sectors and occupations - and linking this to tailored advice and support.
- **Budget & Beneficiaries**

Mid-year review submitted. Currently estimated to be €2M down on budget of €42M. Extra monies allocated to the new Skills to Compete Programme (approx. €1M. Additional €300K allocated to the establishment of a new Training Centre -Centre of Excellence in Sustainable Energy, NZEB, Retrofitting in Sligo.
- **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 (lead appointed)
 - Driving Success with Technology (for Road Haulage sector) - €215,000 (Ready to commence roll-out)
 - 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. and CEF for Development of Evening Courses**
- **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-22nd September 2020

- **Congratulations to all students in MSLETB on their recent Leaving Certificate results. We wish them well as they progress to Further Education, Higher Education or employment. Congratulations also to all school staff.**
- **Enrolments in MSLETB second level schools have increased this year.**
- **All MSLETB Schools have opened in full for all students. Some schools have had to move off site. An extraordinarily amount of work took place in August after Guidelines were published on 27th July. A large number of documents were published in order to support schools to open safely and in full. This summer the vast majority of Principals had no break at all, with many working 50/60 hour weeks to ensure schools were ready to resume with all measures in place to ensure the safety of all students and staff.**
- **Schools received 1-Roadmap for re-opening, 2-Covid 19 response plan, 3-framework for physical distancing. They also received minor works grants, the help of a school reopening aide, supervision and cleaning grants. Each school also has a Lead Worker Representative.**
- **There have been a number of Principals' /Deputy Principal's online meetings. This is proving to be a very effective method of engagement with the CE and Directors. All give updates and also share the challenges they are facing along with having a shared understanding of current issues.**
- **There was a huge uptake in the teaching and learning programme for teachers organised by MSLETB. Approximately 400 teachers participated-demonstrating the interest teachers have in CPD and upskilling.**
- **School Principals and Deputy Principals attended a Seminar with Johnny Fallon, Carr Communications-this seminar focussed on managing the Media enquiries.**
- **The inspectorate in the DES has engaged with the HSA to evaluate school's compliance with the Covid 19 Response Plans for the safe and sustainable reopening of schools. These inspections will take place from Sept-Dec 2020.**
- **All Schools completed the Calculated Grades Process. A huge amount of work was undertaken by Principals, Deputy Principals and staff in ensuring this process ran smoothly.**

- **All Schools have had their Admissions Policy returned with modifications by MSLETB. This is a statutory requirement following the Admissions ACT 2018. Consultations with BOM, staff and parents were completed as part of this process. Schools now have to have a BOM meeting within 2 weeks to adopt the Policy and publish it along with Admissions Notice.**

Mary Madden
Director of Schools
16th September 2020

Date	School	Policy	
19.06.2020	Corran College	Code of Behaviour	 Corran College Code of Behaviour c
27.02.2020	North Connaught College	Admissions Policy	 North Connaught College Admissions
27.02.2020	North Connaught College	Attendance and Participation Policy	 North Connaught College Attendance
27.02.2020	North Connaught College	Child Safe Guarding	 North Connaught College Child Safeg
27.02.2020	North Connaught College	Course Fee Payment & Refund Policy	 North Connaught College Course Fee
27.02.2020	North Connaught College	Critical Incident Management Plan	 North Connaught College Critical Incic
27.02.2020	North Connaught College	Safety Health and Welfare at Work	 North Connaught College Safety and h
15.03.2020	St Patrick's College	Health and Safety Control for Covid 19	 St Patricks College Health and Safety C
01.09.2020	St Patrick's College	Admissions Policy	 St Patricks College Policy For Admissior

Bord Oideachais & Oiliúna Mhaigh Eo, Shligigh & Liatroma
Mayo, Sligo and Leitrim Education and Training Board
22nd September, 2020

CORRESPONDENCE FROM THE D.E.S.:

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

26.08.2020	Approval Letter for additional temporary accommodation in Carrigallen Vocational.
26.08.'20	Approval Letter for additional temporary accommodation in Grange Post Primary School.
14/09/2020	Factual Report on Coola Post Primary School
18/09/2020	Factual Report on Coláiste Chomáin
18/09/2020	Factual Report Coláiste Naomh Brendáin (St. Brendan's)

CORRESPONDENCES FROM OTHER GOVERNMENT DEPARTMENTS:

14/08/2020	DCYA - Youth Capital Funding Scheme 2020
11/09/2020	DCYA – Message from Minister O’Gorman
15/09/2020	DCYA – Youth Work Function Progress Report
17/09/2020	DCYA – Minor Grant Scheme 2020

CORRESPONDENCES FROM ETBI:

09/09/2020	Legal Services Support Unit Brief – re: nominating and appointing of Board of Management Members to both ETB Schools and Community Schools, by ETB.

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- 3 -

OTHER CORRESPONDENCE:

23/06/2020	SligoIT - GUIDANCE COUNSELLOR NEWSLETTER JUNE 2020
23/06/2020	Mayo Sports Partnership - National Be Active Day this Sunday 28th June - Be Part of It
24/06/2020	Epdublin – Newsletter European Parliament Liaison Office in Ireland 24 June 2020
23/06/2020	BelongTo - #BringingPrideHome for LGBTI+ Youth
07/07/2020	BelongTo - Reopening of Frontline Service & New Online Youth Group
24/07/2020	AONTAS News - All the Latest News from the Field of Lifelong Learning
28/07/2020	Irish Association of Youth Orchestra – 25 th Festival of Youth Orchestras’
14/08/2020	Irish Association of Youth Orchestras – IAYO Newsnotes
18/08/2020	AONTAS News - All the Latest News from the Field of Lifelong Learning
18/08/2020	AONTAS News – July 2020

25/08/2020	Irish Association of Youth Orchestras – Return to Orchestral Rehearsals
28/08/2020	Irish Association of Youth Orchestras - Invitation to Esker Festival Orchestra Online Premiere
09/09/2020	Irish Association of Youth Orchestras - Invitation to Esker Festival Orchestra Online Premiere
15/09/2020	NDA Annual Conference - Invitation – National Disability Authority Annual Conference 2020
17/09/2020	BelongTo – Straining: Stand Up fpr LGBTI+ Students
17/09/2020	Irish Association of Youth Orchestras – Newsnotes September 2020
18/09/2020	BelongTo - Newsletter