

MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

MINUTES OF THE PROCEEDINGS OF THE MEETING

HELD ONLINE VIA M.S. TEAMS ON TUESDAY 20th October, 2020 AT 4.00 P.M.

Mmes D. Sheridan, M.C.C.
S. Finan
N. Mc Gowan
P. N. Thaidhg
R. O'Grady, S.C.C
M. Bohan, L.C.C

Messrs S. Carey, M.C.C
T. Connolly, M.C.C
C. Hyland, M.C.C
R. Finn, M.C.C.
J. Caulfield, M.C.C
P. O. Rourke, L.C.C
E. Stenson, L.C.C
A. Gibbons, S.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 Organisational Support and Development, Ms. C. Leonard.

APOLOGIES

Apologies were received from Cllr. M. Casserly and J. V. Aswegen 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 22nd September 2020, were adopted on the proposal of Cllr. T. Connolly and seconded by Cllr. D. Sheridan.

MATTERS ARISING

There were no matters arising,

ELECTION OF CHAIRPERSON

Cllr. S. Carey proposed Cllr. J. Caulfield as Chairperson, seconded by Cllr. R. Finn.

Cllr. J. Caulfield was formally declared elected as Chairperson of Mayo, Sligo and Leitrim Education and Training Board. Cllr. J. Caulfield thanked his proposer and seconder and thanked the outgoing chairperson, Cllr. M. Bohan for the excellent job she did during her term.

Cllr. J. Caulfield acknowledged the huge challenges that Covid 19 presented and thanked everyone for their efforts over the last few months.

Outgoing Chairperson, Cllr. M. Bohan thanked the CE, all staff and Board colleagues for their support during her term as Chairperson.

Outgoing Deputy Chairperson, Cllr. R. Finn thanked Cllr. M. Bohan for her excellent service and congratulated Cllr. J. Caulfield on his appointment.

ELECTION OF DEPUTY CHAIRPERSON

Mr. S. Kilgannon proposed Cllr. R. O'Grady as Deputy Chairperson, seconded by Mr. Par Forde. Cllr. R. O'Grady was formally declared elected as Deputy Chairperson. Cllr. Grady thanked her proposer and seconder and also thanked the outgoing Chairperson and Deputy Chairperson.

CHIEF EXECUTIVE'S REPORT

Congratulations to New Chairperson and Deputy Chairperson

The CE congratulated Cllr. J. Caulfield on his appointment as Chairperson and Cllr. R. O'Grady on her appointment as Deputy Chairperson. He wished them both well in their roles and advised that he looks forward to working with them.

Outgoing Chairperson and Deputy Chairperson

The CE thanked Cllr. M. Bohan for her excellent work as Chairperson during the last year and acknowledged her support and dedication to MSLETB. The CE also thanked Cllr. R. Finn for his support as Deputy Chairperson.

Board Online Governance Workshop:

The CE informed the Board that Crowe Consultancy were unable to facilitate the Governance training on 20th October as proposed at our last meeting. Crowe Consultancy had offered the 3rd of November as an alternative date but this clashed with an internal committee meeting. The CE advised the Board of alternative dates and the Board agreed that the following two dates were the most suitable for the online Governance training:

Wednesday 11th November or Friday 27th November.

CHIEF EXECUTIVE’S REPORT (cont.)

Brief update on COVID-19

The CE advised the Board that all of our Schools and FET Centre’s right across MSLETB remain open, this is thanks to the continuous hard work of School and Centre leadership and staff. Everyone is doing their best to keep students and staff safe and well.

All OSD staff continue to work from home, with only certain staff attending onsite where necessary and in line with Covid 19 guidelines. The Executive Management Team are regularly reviewing current work arrangements.

Disability Inclusion Training - 22nd Oct

The CE advised the Board that all FET and OSD staff have been invited to attend online Disability Inclusion Training on 22nd October from 11.30 – 1 pm. The training session was organised by the Disability Federation of Ireland in conjunction with a number of stakeholders including: Western Care, MSLETB, GRETB, Mayo Community Living, Ability West

Votes of Sympathy -

The following votes of sympathy were extend to:

[REDACTED]

[REDACTED]

This concluded the CE’s report.

Nomination of Youth & Arts Committee members

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

The following were nominated to sit on the Youth & Arts Committee:

1. [REDACTED], Youth Work Ireland, proposed by Mr. R. Finn and seconded by Mr. T. Connolly.
2. [REDACTED], Údaras na Gaeltachta, proposed by Ms. P. N. Thaidhg and seconded by Mr. G. Murphy.
3. [REDACTED] Scouting Ireland, proposed by Mr. P. Forde and seconded by Mr. T. Connolly
4. [REDACTED], Foróige, proposed by Mr. S. Kilgannon and seconded by Mr. E. Stenson.
5. [REDACTED], Tusla, proposed by Ms. N. McGowan and seconded by Mr. S. Kilgannon.
6. [REDACTED], Arts Officer, Mayo Co.Co., proposed by Mr. T. Connolly and seconded by Mr. R. Finn
7. [REDACTED], Arts Officer, Leitrim Co.Co., proposed by Mr. S. Kilgannon and seconded by Ms. M. Bohan.
8. [REDACTED], Arts Officer, Sligo Co.Co., proposed by Ms. R. O'Grady and seconded by Mr. C. Hyland.

It was agreed that a coordinator nominee would be sought from Comhairle na nOg.

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)**

Cllr. T. Connolly queried how the FET Centre in Claremorris was operating. Mr. P. Egan, Director of Further Education and Training advised that it is doing well, a lot of the course are operating online due to Covid 19. Claremorris FET was due to have an official launch but this is postponed for now.

Mr. S. Kilgannon complemented FET on their excellent work and remarked that the ongoing provision of apprenticeships is very positive in the current environment.

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 queried if the servicing of school equipment comes from the school budget. Mr. P. Howley, Director of Organisational Support and Development advised that at present it does come from the school provision. Cllr. R. O'Grady queried if a national framework could be established for the servicing of school equipment with the expense of same not to be incurred from school budgets. The CE commented that he agrees with maintenance and inspection requirements and advised that the member's views would be taken on board.

Cllr. P. O'Rourke queried if there was any update on the Health & Safety report in relation to Carrigallen Vocational School. Cllr. P. O'Rourke expressed his particular concern with regard to the potential safety risk around dropping off and pickup times at the school. Mr. P. Howley advised that MSLETB have had a Health & Safety report carried out on the rented accommodation which had no findings of great concern and secondly an audit of the school bus set down and pick up of students. The Principal has been made aware of its contents.

SCHOOLS REPORT

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

Cllr. P. O'Rourke queried a recent local newspaper article which reported that catholic symbols were to be phased out of four local ETB schools. There was some discussion around the contents and heading of this article. Ms. M. Madden, Director of Schools advised the Board that MSLETB schools are state run co-educational multi-denominational schools, inclusive of all faiths and none. Ms. M. Madden advised that as per the recent Admissions Act every school was required to submit their admissions policy which included their characteristic spirit. Ms. M. Madden advised the Board that MSLETB schools were not given any directive to remove religious objects and as multi-denominational schools they embrace all religions. The CE suggested that it may be beneficial/informative if Mr. Séamus Conboy, Director of Schools in ETBI was invited to speak to the Board. This suggestion was welcomed by Ms. M. Bohan and seconded by the Chairperson Mr. J. Caulfield.

Cllr. C. Hyland suggested that Board members should receive child protection training. Ms. M. Madden, Director of Schools advised that there is a section on child protection in the upcoming Board of Management training which is currently being rolled out in schools.

The following documents were circulated to the Board for Noting:

MSLETB	Child Protection Policy
MSLETB	Procurement Policy
MSLETB	FET Procurement Policy

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

Date	School	Policy
24.09.2020	Coláiste Iascaigh	Covid 19 Policy
24.09.2020	Coláiste Iascaigh	Safe Guarding Statement 2020
24.09.2020	Coláiste Iascaigh	Admissions Policy

Date	School
30.01.2020	Ballinode Community College BOM minutes.
29.09.2020	Ballinode Community College BOM minutes
13.02.2020	Coláiste Iasacaigh BOM minutes
28.09.2020	Coláiste Iasacaigh BOM minutes
19.06.2020	Corran College BOM minutes
08.05.2020	Davitt College BOM minutes

CORRESPONDENCE:

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




ANY OTHER BUSINESS










This concluded the business of the meeting.

Signed: _____
Chairperson

Date: _____

20th of October 2020

Date	School	Policy	
24.09.2020	Colaiste Iscaigh	Covid 19 Policy	 Colaiste lascaigh Covid 19 Policy.pdf
24.09.2020	Colaiste Iscaigh	Safe Guarding Statement 2020	 Colaiste lascaigh Child Safeguarding
24.09.2020	Colaiste Iscaigh	Admissions Policy	 Colaiste lascaigh Admission Policy.pdf

Date	School	BOM Minutes	Principal's Report
30.01.2020	Ballinode Community School	 Ballinode Community College	
29.09.20	Ballinode Community School	 Ballinode Community College	 Ballinode Community College
13.02.2020	Colaiste lascaigh	 Colaiste lascaigh Adoped Minutes 13'	
28.09.2020	Colaiste lascaigh	 Colaiste lascaigh Board of Manageme	 Colaiste lascaigh Principals Report 24
19.06.2020	Corran College	 Corran College Signed Minutes BOI	 Corran College Principals Report 21
08.05.2020	Davitt College	 Davitt College BOM Meeting May 8th 20	

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

Sep-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	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	2,738	243	1,713	1,263	5,957	5,627	10,641	10,864	240	62	278	140
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	26,559	2,153	17,873	12,533	59,118	62,590	69,028	65,436	3,171	2,053	1,586	1,647

**etb**

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

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	12,941,295	10,881,856	6,477,495	17,345,656
October	0	0	0	0
November	0	0	0	0
December	0	0	0	0
	5,883,145	72,200,733	60,738,223	17,345,656

Signed _____ Chief Executive

Date _____

Organisation Support & Development Report
Mayo, Sligo & Leitrim Education & Training Board

20 October 2020

Online.

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.
- The transition of the first wave of employees (approx. 80%) to e-payslips took place in July with further groups transitioning this month. This provides some efficiency improvements in payroll and cost savings in postage.
- 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 but this has now been moved to Jan 2021.
- An interim audit of 2019 was conducted by the Comptroller and Auditor General in the Training Centre in Feb. The final audit of the 2019 Draft Accounts has commenced on 19th October and will be conducted remotely by the C&AG in the next few weeks.
- An internal audit review of seven previous audits conducted between 2014 and 2019 commenced on 8th June by the Internal Audit Unit. An audit close meeting took place on 8th October and the draft report of findings and recommendations is expected to issue shortly.
- The transfer of payroll to Payroll Shared Services has commenced. The ESBS Project Team have officially confirmed mid-Oct 2021 as the go live date for MSL to transition to Payroll Shared Services. 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 Q2 2022. MSL is currently scheduled to transition to SUN in April 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.

Corporate Services

- Corporate Services staff continue to work remotely, and all services have continued to function efficiently due to the goodwill and commitment of staff during these challenging times. Staff attend the office for essential work only.
- Procurement – ICT procurement continues to be 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) and updated Corporate procurement plan was submitted to EBTI on the 1st of October 2020. The MAPP forms a sectoral analysis of expenditure in each ETB under specific headings to assist with strategic planning.

- Standard Operating Procedures developed for all areas of Corporate Services.
- Corporate Governance - The final Annual Reports (in English and Irish) and Chairpersons Report have been submitted to the Department.

The Public Sector Duty project plan is ongoing, as is a review of the Charities Regulator compliance obligations under their Code of Governance.

- Freedom of Information and Data Protection - we have completed and continue to process a number Freedom of Information and Data Protection requests.

- Estate Management –the Property Register continues to be updated; we have several ongoing projects to regularise the title of MSLETB properties & Leases. New procedures have been development for Leases and for the Procurement of FET Buildings. A Register of Invoices has been developed for Leases to assist in tracking, issues and updating files re rental payments due.
- Insurance – administration of insurance queries and claims including personal injury, damage to goods, motor fleet enquiries, IT and buildings. Irish Engineering Services (under the instruction of IPB) are currently undertaking statutory inspections of plant and equipment across the organisation.
- Covid 19 Co-ordination project– Schools and centres continue to be supported by our Covid 19 Response Co-ordinator who is visiting all sites and advising on the required Health & Safety measure. A new SCORE page has been developed for each pillar of the organisation as a repository for documentation issued from the Department of Education, SOLAS, the HSE and the Government.
- 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.

ICT

- Project to migrate Sligo College of Further Education to Azure AD has commenced, with the completion scheduled for over the mid-term break.
- Project has commenced for the development of backup internet connect to MSLETB corporate network. This will form part of the overall project to develop a Disaster Recovery Plan for MSLETB.
- Upgrade of Sligo Youth Reach network has commenced. This will include the upgrade of internet connect to 200 MB through the connection to Siro.

- Extension of ICT network in Carrigallen Secondary School has commenced with a completion date for 1st November. This involves utilising of community buildings to meet Covid-19 spacing requirements in classrooms.
- Extension of ICT network in Grange PP School has been completed. This involved utilising of community buildings to meet Covid-19 spacing requirements in classrooms.
- Licensing and security review of Microsoft 365 has been commenced with a report to be issued in November 2020.
- The recruitment of a third ICT support technician from Capita has commenced to provide additional support to staff, teachers, tutors, and learners across the MSLETB organisation due to the increasing reliance on ICT.
- Project has commenced to upgrade the printer infrastructure within MSLETB. This will involve the replacement of 180 plus printers and multi-functional devices across the organisation.
- Projects to migrate schools to Azure to be prioritised, as onsite servers have no support contract. These servers are at risk of hardware failure due to age profile.
- We are currently imaging 400 new laptops to support disadvantaged students in further education; these devices will be completed by the end of October 2020 and deployed to FET centres throughout the region.
- Continuing professional development in ICT continues with bespoke designed courses around blended learning and remote teaching. High emphasis is placed on training in areas such as Microsoft Teams, SharePoint, OneDrive, and Microsoft Web applications.

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.

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 200 interview competitions online.
- Mayo, Sligo and Leitrim Education and Training Board has a number of teaching and non-teaching vacancies currently advertised on its website.
- The Pension Department is beginning a Pension Mapping exercise for the Core HR Project, this work is expected to take 6 months to complete.
- Mayo, Sligo and Leitrim Education and Training Board would like to welcome Mark Towe to the organisation, Mark will be taking up his role as Administrative Officer in the HR Department on Monday 19th October 2020

Buildings

Additional Accommodation:

- Coola Post Primary School: Roll No: 72310U

Project is now **progressing well**.

- 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 with **Stage 1 Report now received for submitting to the Department for further approval**.

- Coláiste Iascaigh: Roll No.: 72320A

Works are substantially completed with handover done and snagging being completed.

Some equipment yet to be delivered here.

- 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 is now being completed.**

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

Application lodged for Additional Accommodation and Refurbishment of existing accommodation. **Further discussions & information submitted to the DoES**

- 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 Special Needs Unit. Consultant is appointed and Design being discussed. **Site investigations ongoing with Sligo Co. Co.**

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. 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. **Works substantially completed.**

- Drumshanbo Vocational School: Roll No. 71570S

Application for structural works to [REDACTED].

Completion due over October mid-term break.

- Coláiste lascaigh: 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. **Consultant appointment tendered**

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

Application submitted for roof works. Approval granted. **Consultant appointment tendered**

Sports Capital Funding.

- Coola Post Primary School: Roll No.: 72310U

Works completed on the development of an all-weather surface pitch together with all associated site works & 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.

Non-ETB Schools Project.

Additional Accommodation.

- Brackloon National School, Co. Mayo - Roll No.: 04796R

Support & Assistance associated **with the Design Team on this building project**. Initial meeting with Principal & Team to progress this project. **The competition for Appointment of Design Team and appointment of PSDP is now live on ETenders**

Covid Emergency Accommodation.

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

Licence Agreements being sorted.

FET Buildings

- All MSLETB FET Buildings have now opened, adapting their space to comply with FET Covid 19 protocols.
- MSLETB will soon begin the process of mapping our FET Buildings, as requested by SOLAS.

Swinford FET Centre

- Carpark & Groundworks
 - Works completed & awaiting snag
 - Repairs required to Fencing after incident
 - Ongoing discussion with neighbours re finishing.
- External Insulation
 - External insulation for older wing of building due to damp.
 - Works completed & snagged
- Development of New Open Plan Offices
 - Works at an advanced stage. Expected to be completed early November.

Kiltimagh FET Centre

- New Universal Access Toilets on Ground Floor
 - Feasibility stage
- Installation of a new fire alarm
 - At feasibility stage

Achill OEC & FET Centre

- Replacing Flat Roof with new roof at Outdoor Education Building
- Procured the services of Consultant for this project.
- Capital Funding now secured and have tendered for this project.
- Reconfigure property for OEC and FET programmes
- Procured the services of Consultant for this project.
- At design stage.

Belmullet FET Centre

- Lease has expired & negotiating with Landlord to expand capacity and add modernity to premises.
- Terms agreed with Landlord and await DES approval

Ballinrobe FET Centre

- New Kitchen facility downstairs in Youthreach to allow for additional space for FET upstairs
- Near completion
- Installation of a new fire alarm
- Feasibility Stage
- Temporary external accommodation to allow for Covid 19.
- At the feasibility stage

Baillina TC

- Investigating the possibility of re-housing Ballina TC at a different site
- Feasibility stage

Ballina FET Centre

- Re-housing many FET Services (BTEI, Adult Learning, Workplace Learning, Guidance) to a more prominent & fit for purpose Location.
- Procured the services of Consultant for this project.
- Design completed
- Terms agreed with Landlord and await DES approval

Ballina FET Centre (VTOS & Youthreach)

- Installation of a new fire alarm
- Feasibility Stage

Ballina PLC Provision

- Re-housing PLC provision in a purpose-built location.
- Procurement of Consultant required for design.

Castlebar College of FE

- Feasibility of re-housing CCFE to different location.
- Emergency accommodation required to allow for Covid 19 measures
- Awaiting sanction for short term solution by using alternative accommodation.

Westport College of FE

- Emergency accommodation required to allow for Covid 19 measures.
- sanction for short term solution by using alternative accommodation.
- Sanction granted and Westport CFE now using local cinema as Covid solution to host classes.
- Extension to link outside Building to main College
- WCFE are currently developing a Business plan for this proposal.

Quay Street

- Redesign of Quay Street premise to meet the needs of FET & OSD provision.
- Consultant procured
- At design stage

Castle street – Sligo FET Centre

- Lease has expired & negotiating with Landlord to expand capacity, and add modernity to premises
- Negotiations finalised and awaiting DES approval.

Sligo College of FE

- Expand capacity for PLC provision on campus
- Procured the services of Consultant for this project.
- Capital grant application

Sligo TC

- Extending / Conversion of existing Production Kitchen to Catering Kitchen workshop
 - Procured the services of Consultant for this project.
 - Project aims to be completed in next month.
- Upgrading Storage Facility
 - Consultancy procured.
 - Initially planned for Auditorium, however building not fit for purpose.
 - Project ongoing
- Open Plan Office Space
 - Consultancy procured
 - Project completed.
- New integrated Fire alarm system for TC.
 - Capital grant application sanctioned.

North Connaught College – Tubbercurry

- Whole campus upgrade of current premises.
 - Consultancy procured.
 - Current Building will be surveyed soon by a variety of specialist Engineers and consultation will then commence on redesign.
- Repairs to Roof
 - Project sanctioned
 - Procurement of Contractor underway.
- Emergency accommodation required to allow for Covid 19 measures.
 - sanction for short term solution by using alternative accommodation.
 - Sanction granted and NCC now using An Croi facility in Tubbercurry as Covid solution to host classes.

Mohill Old Vocational School

- Security of Premises
 - CCTV to be installed
- Feasibility of re-housing Youthreach service to premises
 - Consultant procured for design stage.
 - Design completed.
 - consultant now appointed to bring design to QS to price costings of upgrade

Ballinamore Vocational School

- Upgrade Fire Alarm in Premises
- Consultant appointed
- Working on RTF for fire alarm system

Carrick – on – Shannon – Market Yard

- Ventilation solution required considering Covid 19
- Consultant appointed
- Looking at different solutions

Further Education and Training Report – MSLETB BOM Meeting, Oct. 2020

NOTES, ITEMS OF INTEREST

- **Covid-19**

Health, Safety & Welfare is top concern for everyone, adhering to all guidelines. Currently are engaging nationally with stakeholders on Level 4 and Level 5 contingencies.

FET current 3 key priorities:

1. 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.

2. 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**.

3. Reopening FET Centres

FET Implementation “Guidelines for Public Health Measures in ETB Further Education and Training Institutions”. This includes provision for additional costs for staffing, PPE, Minor Works and Cleaning. This was agreed with the Funder and included in Funding Allocation Request Report – Mid-Year Return (below).

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

- **Budget & Beneficiaries and Strategic Performance Agreement with SOLAS**

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.

In November 2019, we reviewed the MSLETB/SOLAS Strategic Performance Agreement 2018-2020 with SOLAS. SOLAS are highly complimentary of our outcomes and outputs.

Our target is to maintain **Beneficiary targets** as much as possible in the **Strategic Performance Agreement**

On the 27th 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.

As at the end of September the Mid-Year Review/Outturn was submitted this figure is **€ 41,561,222**

This includes **€300,000 for initial funding of new Sustainable Energy TC in Sligo**.

It also includes new headings under the Implementation Guidelines above:

FET - HEALTH & SAFETY SYSTEM	FET- Premises Equipment - Repairs / Maintenance Further Education	88200	FTOPCxxx	50,000	0	50,000	50,000
	COVID-19 - Minor Works	88200	FTOPCxxx	0	0	200,000	200,000
	COVID-19 - Cleaning	88200	FTOPCxxx	0	0	102,000	102,000
	COVID-19 - PPE	88200	FTOPCxxx	0	0	145,000	145,000
TOTAL FET - HEALTH & SAFETY SYSTEM				50,000	0	497,000	497,000

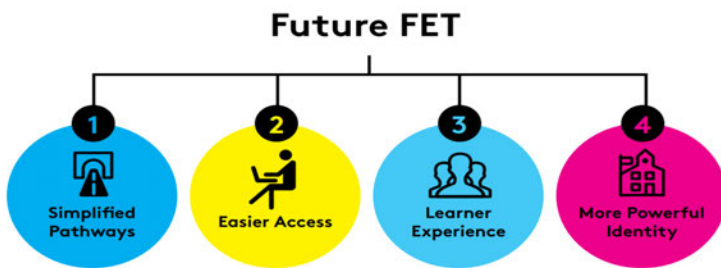
In addition, in late October we received news of additional capital funding being approved for the following:

€1,892,000 for Sligo CFE

€127,980 for Achill OEFC Roof

€83,217 for TC Sligo Fire Alarm upgrade

- **New FET Strategy 2020 -2024** – this promises the following, FET will Change!:



This will mean transforming FET and promoting what Future FET means for all those who can benefit from its provision, for example: — the school leaver; — the lifelong learner; — the employee looking to up-skill; — the marginalised who want to re-engage in education; and — the employers and the communities which FET helps to serve. Currently commencing an internal consultation on a FET organization for the future.

- **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- appointed Project Manager Conor Clarke
 - Driving Success with Technology (for Road Haulage sector) - €215,000, programme ready to be validated
 - Currently working with SOLAS on a third proposal re: Training Junior Management staff in SME’s. With IDA, EI partner ETBs on the border
- **Training: New Apprenticeships & Traineeships:**
 - Butchery – Commenced – Currently expanding and in discussions with Cork ETB to assist as collaborating provider.
 - Sales – commenced in Sept with 22 apprentices on it.
- **Buildings- all centres currently under review; we estimate that 32 projects commenced, continued or completed in FET in 2020.**
- **TEL** currently deploying devices to schools and centres. Whole range of supports now available and continuing investment in equipment and PD.
In August MSLETB received a “Grant to support disadvantaged learners in accessing ICT devices” of €260,000 “COVID-19” These devices (400) have been allocated to full-time services as of the week commencing 19/10/2020 and will be loaned to the most in need.
- **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.
- **Youth Services & Music Generation – Funding from DCYA and Music Generation**
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.

Director of Schools Report-20th October 2020

- All MSLETB Schools have remained open in full for all students. An extraordinarily amount of work is taking place and schools are doing trojan work in ensuring schools are safe places for all staff and students. DES issued information/statistics on the safe operation of schools during the pandemic.
- 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. Involves visits from inspectorate who in a supportive role analyse adherence to covid 19 protocols.
- Induction Training for Principals and Deputy Principals nationally took place 30th September 2020. A number of participants from MSLETB took part in the Training.
- Board of Management Training has been organised by MSLETB for all Board members. Monday 19th October for Sligo and Leitrim Schools and Tuesday 20th October for Mayo schools. 5 Trainers in MSLETB. First two presentations 1-Role of Chairperson and Secretary 2-Effective Board Meetings
- ETBI Plan for *Bliain na Gaeilge 2020/21* is an exciting initiative to promote the Irish language and culture within schools. A special emphasis is placed on student leadership, allowing students to take ownership of the programme and be the driving force of *Bliain na Gaeilge 2020/21* within your school
- Guidance from DES in relation to Parent Teacher Meetings. No face to face meetings and further guidance to be issued.
- Leaving Certificate examinations are scheduled to take place in Nov/Dec 2020.

Mary Madden
Director of Schools
15th October 2020

Bord Oideachais & Oilúna Mhaigh Eo, Shligigh & Liatroma
Mayo, Sligo and Leitrim Education and Training Board
20th October, 2020

CORRESPONDENCE FROM THE D.E.S.:

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

21/09/2020	Minor Grant Scheme for Youth Services and Youth Clubs.
22/09/2020	Coola Post Primary School Inspection Report School Response Plan
09/10/2020	DES Inspectorate: Coola Post Primary School
13/10/2020	DES Inspectorate: Ballinode College

CORRESPONDENCES FROM OTHER GOVERNMENT DEPARTMENTS:

24/09/2020	DCYA - Payment of LGBTI+ Initiative Funding 2020
12/10/2020	‘How’s Your Head – Young Voices during COVID-19’
12/10/2020	Audit insights - the impact of Covid 19 on the control environment of public bodies

CORRESPONDENCES FROM ETBI:

18/09/2020	Sectoral Response to FE and HE COVID-19 Response plan

SOLAS

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OTHER CORRESPONDENCE:

24/09/2020	#EURegionsWeek 2020
24/09/2020	The National Adult Literacy Agency (NALA) Newsletter 2020
28/09/2020	The National Disability Authority's Annual Conference 2020
29/09/2020	Irish Association of Youth Orchestras
30/09/2020	AONTAS News: All the Latest News from the Field of Lifelong Learning – September Newsletter
02/10/2020	Mayo Sports Partnership Newsletter 2020
12/10/2020	NALA - 'Take the First Step', national campaign
15/10/2020	Register for the Léargas Forum Online now

Appendix

Circulars 22.10.20

Department of Education and Skills C.L. 0068/2020 - Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools and the Chief Executives of Education and Training Boards https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0068_2020.pdf

Department of Education and Skills C.L. 0069/2020 – New arrangements and procedures for appeals under section 29 of the education act 1998 effective from 12 November 2020 onwards.

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0069_2020.pdf

Department of Education and Skills C.L. 0070/2020 – Curriculum and assessment related developments at Senior Cycle with particular reference to school years 2020/21 and 2021/22 and the postponement of implementation of revised specifications

https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/cl0070_2020.pdf