

MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

MINUTES OF THE PROCEEDINGS OF THE MEETING

HELD ONLINE VIA M.S. TEAMS ON TUESDAY 15th December, 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
J. Van Aswegen

Messrs J. Caulfield, M.C.C
S. Carey, 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 and Ms. C. Leonard, Corporate Services.

APOLOGIES

Apologies were received from Cllr. M. Casserly, Cllr. A. Gibbons and Cllr. T. Connolly 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 24th November 2020, were adopted on the proposal of Cllr. E. Stenson and seconded by Cllr. R. O'Grady.

MATTERS ARISING

There were no matters arising.

Approval of lease agreement for Unit 10, St. Colm's Centre, Finisklin, Sligo for FET Retrofit & NZEB Centre

Prior to the board meeting, board members were provided with a summary of the proposed lease agreement which included purpose, lease term and rent per annum. On the recommendation of Cllr. R. O'Grady and seconded by Mr. P. Forde the board approved the lease of Unit 10, St. Colm's Centre, Finisklin, Sligo for a term of 10 years.

This building will be used to provide an Advanced Training Centre to meet identified Regional and National needs. There will be three main elements: - NZEB Centre, cleanroom operations and an advanced manufacturing training facility. It is also proposed to create MSLETB's "Employer Engagement Hub" in the premises. MSLETB, as one of only four ETB's nationally, will deliver a number of training courses which are designed to provide learners with knowledge of the principles and practices that help in achieving the NZEB standard and will provide courses for "Retrofit"

Cllr. R. O'Grady congratulated all involved in this new and exciting development for MSLETB.

Mr. S. Kilgannon also commended all involved in this new project.

APPROVAL OF 2019 ACCOUNTS (including the statement on Systems of Internal Control).

Mr. J. Mc Goey, Finance Officer, briefed the Board on the 2019 accounts. He advised Board members that MSLETB's Finance Committee have reviewed the 2019 accounts and recommended approval of same.

The Board approved the 2019 accounts (including the statement on Systems of Internal Control) on the recommendation of Cllr. M. Bohan and seconded by Cllr. R. Finn.

APPROVAL OF THE LETTER OF REPRESENTATION

The Letter of Representation was approved by the Board on the proposal of Mr. P. Forde and seconded by Mr. S. Kilgannon.

Cllr. P. O'Rourke, acknowledged the huge amount of work that has been done in the last few years with systems now a lot more streamlined.

Mr. S. Kilgannon commended all involved for the dedication and hard work.

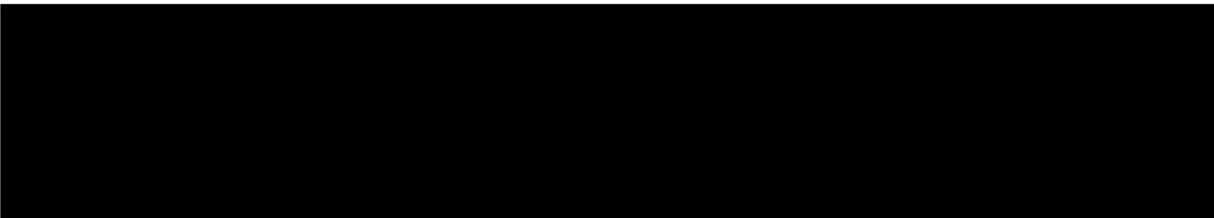
Chairperson, Cllr. J. Caulfield thanked Mr. J. McGoey and his team for their excellent work.

CHIEF EXECUTIVE'S REPORT

Welcome

The CE welcomed everyone to the final Board meeting for 2020. The CE acknowledged that 2020 has been a year like no other and thanked Board members for their dedication and support throughout 2020 despite the many challenges that Covid 19 presented.

Votes of Congratulations



CHIEF EXECUTIVE'S REPORT cont.

Function for retired staff

The CE advised the Board that due to the current Covid 19 pandemic and associated restrictions, it is not possible to hold the end of year retirement acknowledgement gathering. It is hoped that if/when restrictions allow for same, a retirement gathering will be held.

Governance Training

The CE thanked Board members who attended the online Governance Training on Friday 27th November, it was a very worthwhile session. Crowe Consulting will be forwarding on a copy of the presentation with inputs from the day to all Board members.

Brief update on COVID-19

The CE provided Board members with the following update; all of our Schools and FET Centre's remain open, thanks to the continuous hard work of school and centre leadership and staff. All OSD staff continue to work from home, only attending onsite where necessary and in line with Covid 19 guidelines.

Dates for 2021 Board Meetings

The following dates for 2021 Board meetings were approved by the Board.

Tuesday 16th February, 2021

Tuesday 23rd March, 2021

Tuesday 20th April, 2021

Tuesday 25th, May 2021

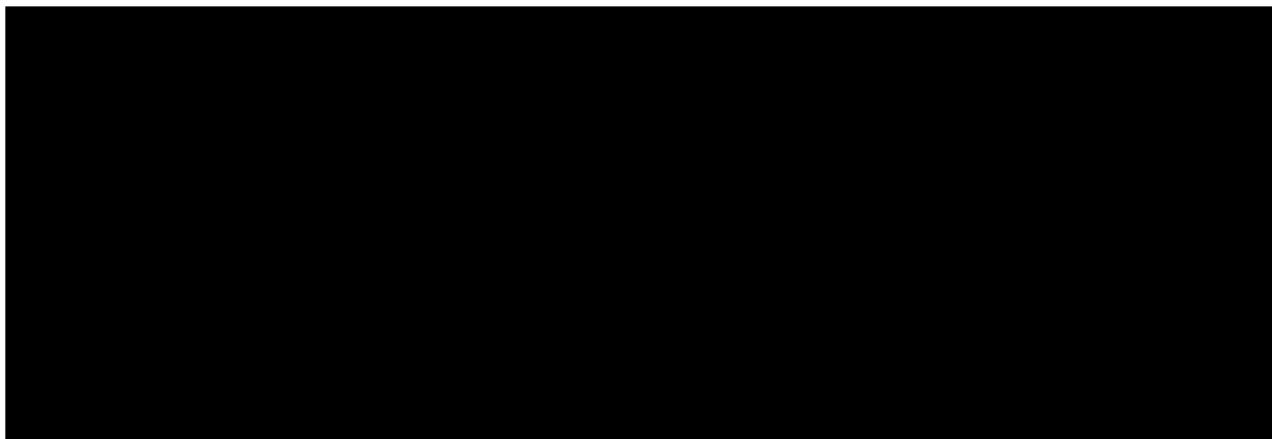
Tuesday 22nd June, 2021

Tuesday 14th September, 2021

Tuesday 9th November, 2021

Tuesday 14th December, 2021

CHIEF EXECUTIVE'S REPORT cont.



SCHOOLS REPORT

Ms. M. Madden, Director of Schools presented the Schools Report for Mayo, Sligo and Leitrim Education and Training Board. **(Appendix 1).**

Cllr. C. Hyland queried if it is anticipated that oral exams will go ahead in 2021? Ms. M. Madden, DOS, advised that our management body have held a number of meetings with the DES with regard Leaving Cert 2021, the DOS will keep the schools and board updated.

Cllr. M. Bohan commended the DOS, principals and all school staff for the huge efforts they have made in keeping all our schools safe and operational since September.

Mr. S. Kilgannon also commended school principals and staff and suggested that a communication should be forwarded to staff to thank them for their hard work and dedication during these challenging times.

The CE thanked and acknowledged members for their kind words and advised the Board that the Executive Management Team (EMT) will be communicating with all staff prior to the Christmas break to thank them for the hard work and dedication.

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 2)**

Cllr. M. Bohan commended FET and MSLETB on all the excellent work they are doing in the Leitrim area and advised that services have improved considerably since MSLETB was established.

Mr. P. Forde thanked FET for all their work on the MEAD fund and acknowledged the benefits it will bring to projects which received funding.

ORGANISATIONAL SUPPORT AND DEVELOPMENT REPORT

Mr. P. Howley, Director of OSD (DOSD) presented the Organisation Support and Development Report which also incorporated the Finance Report, Building Report and ICT Report for Mayo, Sligo and Leitrim Education and Training Board. **(Appendix 3).**

Mr. P. Howley, DOSD sought approval from the Board for permission to engage with the bank for the provision of Purchasing Cards in two MSLETB Schools on a trial basis as the decision has been made to close all school bank accounts. Board approval was granted on the proposal of Mr. S. Carey and seconded by Ms. S. Finan.

Mr. P. Howley, DOSD, briefed members on the following:

Audit & Risk committee meetings held throughout the year and all is operating well, risk register report should be with the board early next year. Finance is operating well. Building projects are currently slow due to Covid 19 and also DES staff are working from home.

Cllr. R O'Grady and Mr. S. Kilgannon highlighted concerns raised at a recent Board of Management meeting with regard to the very slow progress relating works at Grange Post Primary School.

Mr. P. Howley, DOSD, acknowledged their concerns and advised that he will do everything he can to expedite this project.

Mr. S. Carey acknowledged the positive update with regard to emergency works at St. Brendan's College in Belmullet.

ORGANISATIONAL SUPPORT AND DEVELOPMENT cont.

Mr. P. Coffey queried if there was any update with regard to Carrigallen Vocational School.

Mr. P. Howley, DOSD advised that he expected an update early in the New Year and hopes for a positive response.

Cllr. P. O'Rourke advised that he had received a number representations from parents and staff who are anxious about the situation at the school gate in Carrigallen Vocational School. Cllr. P. O'Rourke queried if the DES could be encouraged to address the issue and made suggestions accordingly. Both the CE and Mr. P. Howley, DOSD reassured Cllr P. O'Rourke that MSLETB are doing everything they can to expedite the current school development application with the DES and also support school management in mitigating the concerns raised with regard to the entrance.

The following documents were circulated to the Board for Noting:

MSLETB	Financial Authority Matrix
MSLETB	Guidelines for Financial Management

CORRESPONDENCE:

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

ANY OTHER BUSINESS

The chairperson, Cllr. J. Caulfield thanked everyone for their efforts during this difficult year and wished everyone well for Christmas and the New Year.

The CE acknowledged the support and commitment of Board members throughout the year, and wished Board members, Staff and Colleagues all the best for the Christmas break.

This concluded the business of the meeting.

Signed: John Caulfield
Chairperson

Date: 16-02-21