

**MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD**

**MINUTES OF THE PROCEEDINGS OF THE MEETING**

**HELD ONLINE VIA M.S. TEAMS ON TUESDAY 22<sup>nd</sup> June, 2021 at 4.00 p.m.**

Mmes D. Sheridan, M.C.C.  
S. Finan  
M. Casserly, S.C.C.  
J. Van Aswegen  
P. Ní. Thaidhg  
R. O'Grady, S.C.C  
M. Bohan, L.C.C  
N. McGowan

Messrs J. Caulfield, M.C.C  
T. Connolly, M.C.C  
C. Hyland, M.C.C  
S. Carey, M.C.C.  
P. O. Rourke, L.C.C  
E. Stenson, L.C.C  
P. Coffey  
G. Murphy  
P. Forde

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 Mr. S. Kilgannon, Mr. M. Molloy, Cllr. A. Gibbons and Cllr. R. Finn who were unable to attend the meeting.

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

There were no conflicts of interests declared.

### **ADOPTION OF MINUTES**

The Minutes of:

- MSLETB's Board Meeting held on 20<sup>th</sup> April 2021 were adopted on the proposal of Cllr. T. Connolly and seconded by Mr. P. Forde.

### **MATTERS ARISING**

There were no matters arising.

### **APPROVAL OF 2020 ANNUAL REPORT**

The 2020 Annual Report was approved by the Board on the recommendation of Cllr. R. O'Grady and seconded by Cllr. M. Bohan.

The CE thanked everyone who worked on the annual report at all levels, and in particular thanked the team in Corporate Services for all their work in the area of compliance.

Cllr. John Caulfield paid tribute to all involved for completing the annual report, acknowledging that same was completed in the most difficult of times due to Covid 19.

### **APPROVAL OF CHAIRPERSONS REPORT INCLUDING STATEMENT ON INTERNAL CONTROLS**

The Chairpersons Report was approved by the Board on the recommendation of Mr. P. Forde and seconded by Ms. P. Ní Thaidhg.

### **APPROVAL OF MSLETB's RISK MANAGEMENT PLAN**

Mr. Pat Holwey, Director of Organisation Support and Development (DOSD) briefed the board on MSLETB's Risk Management Plan and after a brief Q&A session the plan was approved by the Board on the recommendation of Ms. N. McGowan and seconded by Ms. P. Ní Thaidhg.

### **APPROVAL OF MSLETB's CORPORATE RISK REGISTER**

Mr. P. Holwey, DOSD, briefed the Board on MSLETB's Corporate Risk Register. The Corporate Risk Register was approved by the Board on the recommendation of Mr. G. Murphy and seconded by Ms. P. Ní Thaidhg.

### **APPROVAL FOR MSLETB TO ENGAGE THE SERVICES OF NTMA**

Mr. P. Howley, DOSD, sought the Board's approval to engage the services of the National Treasury Management Agency (NTMA). The DOSD explained the rationale for same was a cost saving exercise, to reduce negative interest costs. Following some discussion and Q&A's, the Board approved the request on the recommendation of Cllr. M. Bohan and seconded by Ms. P. Ní Thaidhg.

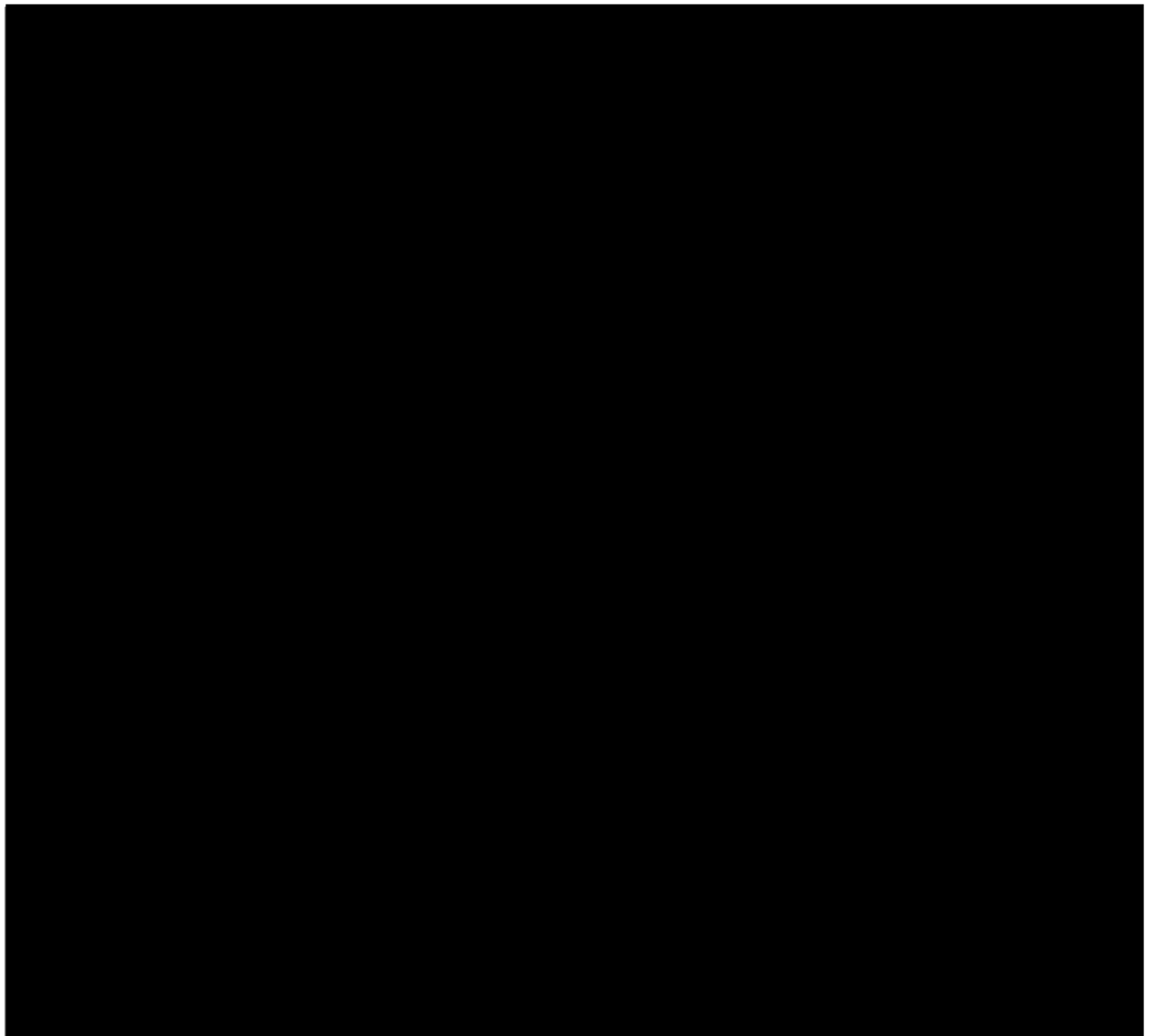
### **CHIEF EXECUTIVE'S REPORT**

#### **Welcome**

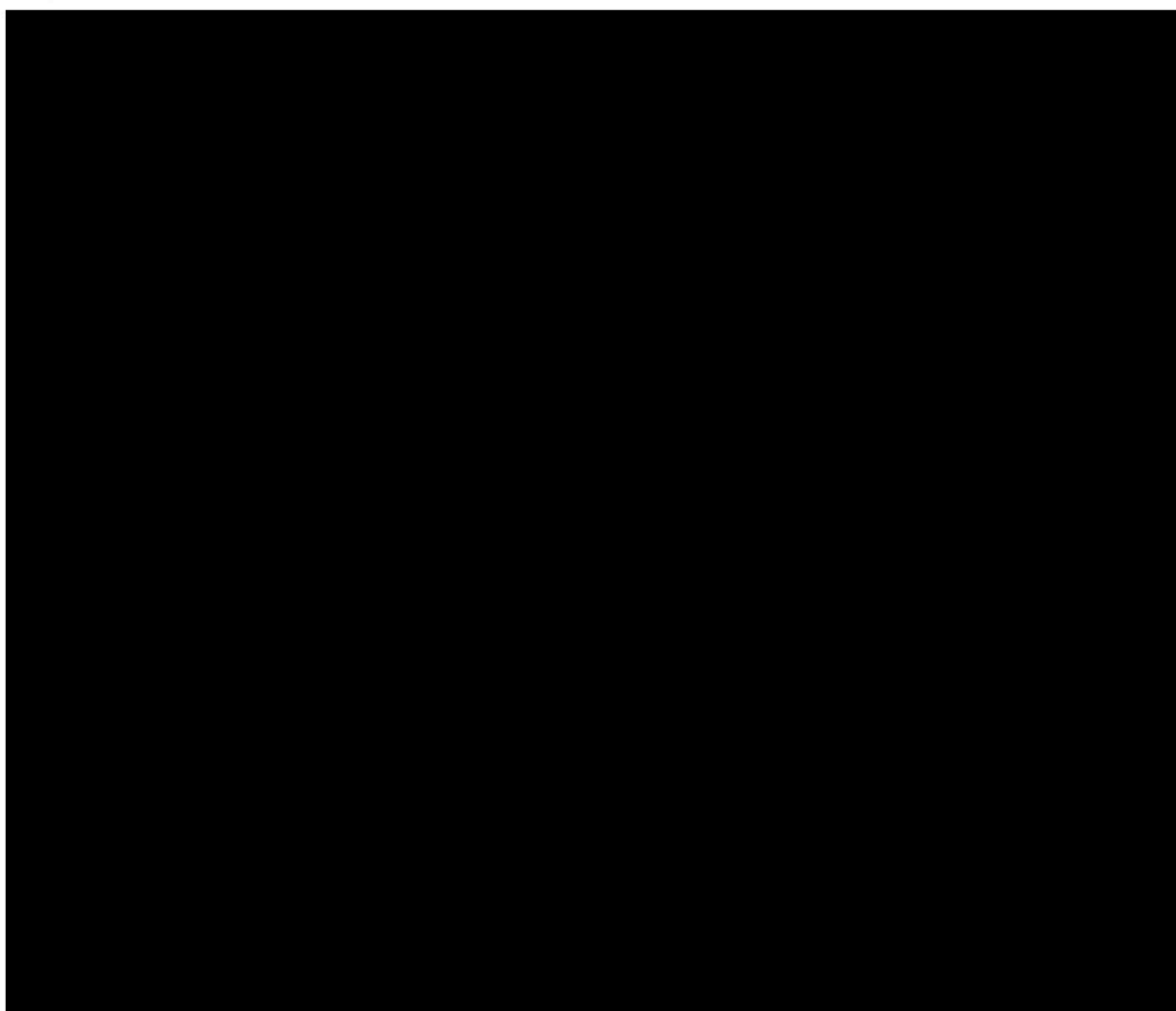
The CE welcomed everyone and thanked members for logging in online.

#### **Votes of Sympathy**

Sympathies were extended to the following:



## Votes of Congratulations



### BOM Sub Committee meeting

The BOM Sub Committee met on the 19<sup>th</sup> May to address a number of vacant positions on various school BOM's.

The Sub-Committee sought the board's approval to ratify the following nominees.

The following recommended nominee were approved.

School	Number of Vacancies	Recommended nominee proposed and seconded by:
Coláiste Chomain	1	<b>Mr. John Gallagher</b> Proposed: Cllr. S. Carey Seconded: Cllr. J. Caulfield
St. Patrick's College	2	<b>Mr. Cahill Doherty</b> Proposed: Mr. G. Murphy Seconded: Cllr. P O'Rourke  <b>Ms. Sharon Forde</b> Proposed: Mr. G. Murphy Seconded: Cllr. P. O'Rourke
Ballinode College	1	<b>Ms. Michelle Glacken</b> Proposed: Ms. P. Ní Thaidhg Seconded: Cllr. R. O'Grady

Corran College	2	<p><b>Mr. Keith Henry</b></p> <p>Proposed: Cllr. R. O' Grady</p> <p>Seconded: Cllr. D. Sheridan</p> <p><b>Ms. Judith Bailey</b></p> <p>Proposed: Cllr. P. O'Rourke</p> <p>Seconded: Cllr. D. Sheridan</p>
Coola Post Primary	1	<p><b>Cllr. Arthur Gibbons</b></p> <p>Proposed: Ms. N. McGowan</p> <p>Seconded: Cllr. T. Connolly</p>

### **Attendance at Board meetings**

The CE acknowledged and thanked Board members for their ongoing support and commitment to the Board of MSLETB and to the various Boards of Management (BOM) and sub-committees that members sit on. The CE reminded member of the importance of BOM attendance at meetings if at all possible.

### **Financial Management Guidelines and Authority Matrix**

The CE reminded board members that both of these documents were previously noted by the Board in December '20. The CE advised members that the chair of the Audit and Risk (A&R) Committee was eager for the Board to approve/ratify these two documents. The CE advised while it is not an actual reserve function of the Board to approve them, he again reiterated their importance for noting and encouraged members to review and support the hugely beneficial role they play from a financial management and governance perspective. The CE thanked the DOSD, Finance Officer, his team and both the A&R committee and Finance committee for all their hard work and dedication to strong governance

### **Lease of property for Retrofit and NZEB Centre.**

The CE and DOSD briefed the Board on the proposed lease of a property in Collooney, Co. Sligo to house MSLETB's Retrofit and NZEB Centre. The proposed lease of a previously identified property fell through.

On the recommendation of Mr. P. Forde and seconded by Mr. G. Murphy the Board approved the lease of **Unit 1, Business Park, Collooney, F91 E161** for a term of **10 years** with a review at 5 years at the indicative lease cost **€127k pa excl VAT**.

### **COVID 19 Update**

The CE briefed the Board as follows:

#### **OSD**

In line with government guidelines, OSD staff continue to work from home with a limited number of staff attending the office where necessary for completion of essential services.

#### **Schools**

The CE acknowledged and thanked all staff for all the work that went into ensuring Leaving Certificate and Leaving Certificate Applied examinations took place safely over the last couple of weeks.

#### **FET**

The current expectation is that all FET Centre's will return to onsite delivery in Sept'21.

**This concluded the CE's report.**

## **ORGANISATIONAL SUPPORT AND DEVELOPMENT REPORT**

Mr. P. Howley, Director of OSD (DOSD) presented a comprehensive Organisation Support and Development Report which incorporated the Finance Report, Buildings Report and ICT Report for Mayo, Sligo and Leitrim Education and Training Board.

Cllr. M. Casserly expressed concerns with regard to the lack of adequate car parking at Grange Post Primary School. The CE advised that he had sought an extension on planning permission application 21165 given the four observations that were submitted. The CE acknowledged Cllr. Casserly's concerns and advised that he and the DOSD hope to engage with relevant stakeholder groups around their concerns. Following further contributions and debate from Board members, including the highlighting of the point that observations around planning are indeed what were previously named objections, the CE advised that MSLETB want to work with all stakeholders involved to try to resolve any issues/concerns in an effort to enhance/benefit Grange PPS and the surrounding area.

Cllr. P. O'Rourke welcomed the accommodation list for Carrigallen VS and acknowledged that it was a step in the right direction but not yet a full commitment from the Dept. Cllr. O'Rourke acknowledged MSLETB's effort to date and remains hopeful that full approval will be granted in the near future.

## **FURTHER EDUCATION AND TRAINING REPORT**

Mr. Peter Egan, Director of FET, presented a comprehensive report on Further Education and Training for Mayo, Sligo and Leitrim Education and Training Board.

Chairperson, Cllr. J. Caulfield commended the DFET for all the fine work that is ongoing in FET and welcomed the increased emphasis on trade apprenticeships nationally, given the current shortage of trades people in Ireland and further a field.

Cllr. M. Bohan thanked the DFET and his team for all their hard work and energy and acknowledged the excellent work they are doing in the area of quality assurance.

## **SCHOOLS REPORT**

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

A number of board members complimented the DOS, school principals and school staff for the huge team effort that they have put in throughout the last school year. Compliments and best wishes were also extended to school students.



The following documents were included in the Board Onenote for Noting by the Board.

1. MSLETB Values Statement
2. MSLETB Mobile Phone Policy
3. 2019 Financial Statements, 2019 Management letter and response documents.
4. MSLETB Financial Authority Levels Matrix
5. Guidelines for Financial Management

The following documents were included in the Board Onenote for information purposes:

MSLETB	List of Correspondence
MSLETB	List of Circulars
MSLETB	List of school policies
MSLETB	List of school BOM minutes

**ANY OTHER BUSINESS**

Chairperson, Cllr. J. Caulfield advised the Board that he had received a request for the Board to assist in resolving a school BOM issue. The Chairperson advised that he would not name the school or parties connected at this time, but advised the Board that there is an apparent problem with the operation of a BOM within the ETB. The Board made the decision to request/delegate the CE to assist in addressing this issue and to update the Board appropriately in due course. The CE agreed to assist. The board approved this decision on the proposal of Cllr. J. Caulfield and seconded by Cllr. M. Bohan.

This concluded the business of the meeting.

Signed:

Rosalind O'Quady

Chairperson

Date:

14/09/21