

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

**MINUTES OF THE PROCEEDINGS OF THE MEETING**

**The Bush Hotel, Carrick-on-Shannon 24<sup>th</sup> May 2022 at 4.00pm**

**In attendance:**

**Mmes**

P. Ní. Thaidhg  
R. O'Grady, S.C.C  
N. McGowan  
M. Bohan, M.C.C (joined remotely)

**Messrs**

T. Connolly, M.C.C  
S. Carey, M.C.C.  
P. O. Rourke, L.C.C  
E. Stenson, L.C.C  
J. Caulfield, M.C.C  
R. Finn, M.C.C  
P. Forde  
S. Kilgannon

The following were also in attendance:

Mr. T. Grady, Chief Executive, Mr. Peter Egan, Director of Further Education and Training, Mr. Pat Howley, Director of Organisation Support and Development, and Ms. A Daly, Corporate Services.

**APOLOGIES**

Apologies were received from Cllr D. Sheridan, Dr. J. Van Aswegen, Cllr. M. Casserly and Ms. M. Madden, Director of Schools, Mr. M. Molloy, Cllr. A. Gibbins, Cllr C. Hyland and Mr. P. Coffey 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 22<sup>nd</sup> March 2022 were adopted by the Board on the proposal of Mr. E. Stenson and seconded by Mr. P. Forde

### **MATTERS ARISING**

There were no matters arising.

### **RISK MANAGEMENT**

The DOSD briefed the Board on the updated MSLETB's risk registers. All risks were discussed and updated. The OSD Risk Register is available for the Board to view on One Note. The Risk Register will be reviewed and updated on an ongoing basis.

### **APPROVAL OF UPDATED 2020 FINANCIAL STATEMENTS**

Mr J. McGoey, Finance Officer presented the final 2020 Draft Financial Statements and Letter of Representation to the Board for ratification. He noted that whilst these Financial Statements had been submitted to the C&AG by the due date of 1<sup>st</sup> April 2021, the audit of which did not commence until late January 2022.

Mr J. McGoey drew attention to the non-compliant procurement value in the Statement on Internal Controls which has decreased following a detailed review by the Procurement Officer in conjunction with the C & AG. He also noted that this non-compliance will be noted by the C&AG in the Audit Certificate to be issued with these Financial Statements shortly.

The Chairperson, Cllr. Rosaleen O'Grady thanked the Finance Officer and the DOSD for the work involved in preparing the Financial Statements and their subsequent audit and the Finance Officer acknowledged it was a cross functional team effort.

The 2020 Draft Financial Statements and Letter of Representation were adopted by the Board on the proposal of Cllr. M. Bohan and seconded by Mr. P. Forde.

## **APPROVAL OF MSLETB's SERVICE PLAN 2022 – ADDITION TO SERVICE PLAN**

A slight amendment has been made to the Service Plan as requested by the Department of Education, which was first presented to the Board in February 2022.

The amendment refers to the Award of Scéim Aitheantais do Scoileanna Gaeltachta for three participating secondary schools – and the amendments are made at pages 20 & 36. The amendments were made available to the Board in advance of the meeting and are also available to the Board to view on One Note.

The amendments to the Service Plan 2022 were adopted by the Board on the proposal of Ms. P. Ní. Thaidhg and seconded by Cllr. T. Connolly.

## **GOVERNANCE/REPORT FROM SUB- COMMITTEE's**

The CE briefed the Board regarding the Code of Practice for the Governance of the Education and Training Boards. Circular 0002/2019.

On reviewing the above Code, it was noted that there are a couple of actions outstanding in respect of our governance requirements around Self-Assessment Evaluation and the reporting relationship between the Sub Committees and the Board itself.

Under Section 4 of the Code, the Board should undertake a self-assessment annual evaluation of its own performance and that of the Boards sub - committees. The Code states that the Chairperson should act on the results of the performance evaluation by addressing any weakness identified through the board self-assessment evaluation.

Section 4.9 of the Code states that the Committees of Boards should have written Terms of Reference provided by the Board, and the Board should agree the intervals within which these terms of reference should be reviewed by the Board and the Board should approve any amendments to the Terms of Reference of any sub-Committee. The Board should aim to ensure that the sub-committees always obtain a quorum.

Approval was sought for new Board members for our MSLETB Youthreach Advisory Committee and for amended Terms of Reference for the MSLETB Youthreach Advisory Committee. The board were provided with a copy of the proposed Terms of Reference prior to the meeting.

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The following members are currently on the Board of the Youthreach Advisory Committee:

1. Jack Lynch Chairperson
2. Christy Hyland
3. Enda Stenson
4. Pat Forde
5. Mick Fahy- Garda representative JLO
6. Noel Lee- Garda Representative JLO
7. Peadar Gardiner Mindspace
  - AEO not Board Member
  - YR Coordinators not Board Members

A list of potential nominees was considered by the Board and it was agreed with the Chairperson that contact would be made with those agencies/individuals in advance of the next Board Meeting, at which point appointments can be considered by the Board

The Chairperson also noted to the Board the importance for the MSLETB Board to continually have strong governance and continually review compliance.

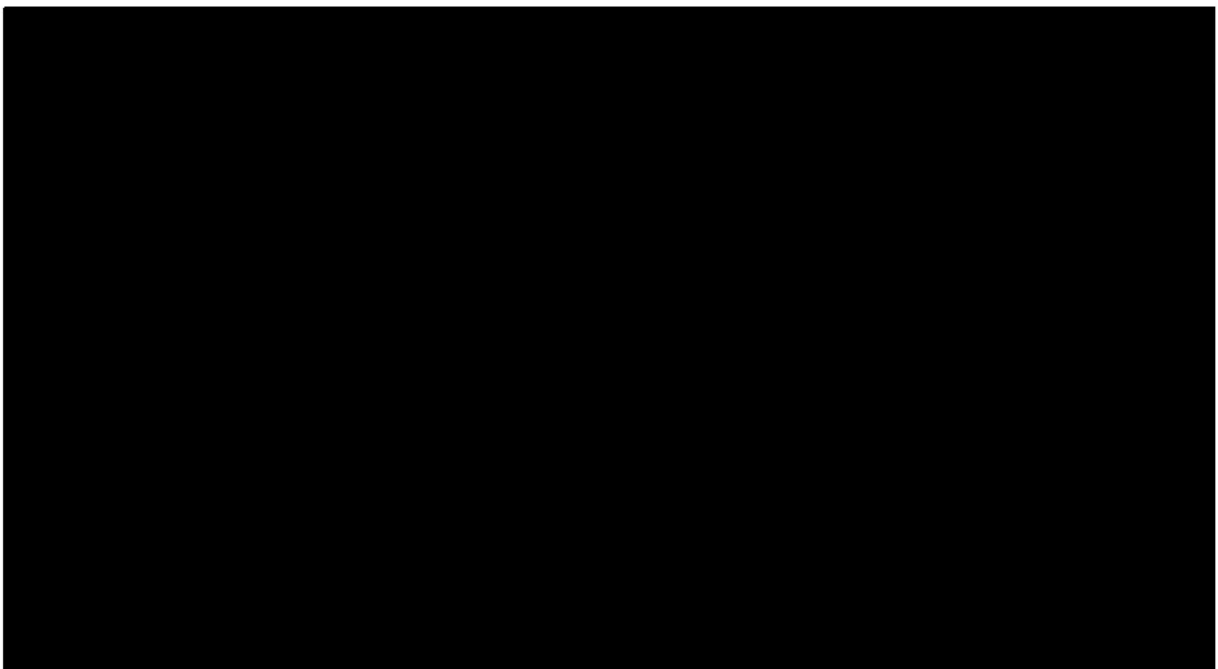
### **CHIEF EXECUTIVE'S REPORT**

#### **Welcome**

The CE welcomed everyone and extended his thanks to the Chair.

#### **Votes of Sympathy**

MSLETB extended sympathies to the following:





### **National Parents Association Appointment to MSLETB Board**

Pursuant to section 30 (10) of the ETB Act 2013 the National Parents Association have forwarded the following male nomination: John Moran, [REDACTED] and is recommended by Mr. Gerard Murphy.

The nomination of Mr. John Moran was approved by the board on the proposal of Mr. S. Carey and seconded by Ms. N. McGowan.

There has been no nomination received from the ETB's National Parents Association to date for a female representative.

### **Minister Harris Visit**

Minister Harris will visit the Sligo Community Centre and Sligo Youthreach on the 26<sup>th</sup> May.

**Gaeltacht Scholarships** – The CE sought the Boards approval to cover half the cost of the transport fee for the Gaeltacht Scholarships. The supplier has committed to paying the other half. The Board agreed to this proposal.

### **Chief Executive MSLETB**

The CE advised the Board of Dr. Katie Sweeney's intention to retire with effect from the 31<sup>st</sup> May 2022. The CE extended his thanks and best wishes to Dr. Katie Sweeney. Cllr Rosaleen O'Grady also extended her best wishes from the MSLETB Board to Dr. Katie Sweeney on her upcoming retirement.

The Department of Education are aware of Dr. Sweeney's intention to retire, the Chairperson will formally correspond with the DE to request the position to be filled. This was agreed by the Board on the proposal of Cllr. E. Stenson and seconded by Mr. P. Forde.

### CHIEF EXECUTIVE'S REPORT Cont.

The CE briefed the Board on the first two meetings which he attended for the **National Apprenticeships Alliance (NAA)**. The NAA will have an advisory role in relation to the development of the apprenticeship system and will oversee and sanction the development of new apprenticeships over the coming years. The NAA will be a key driver for this progress and will help steer the next phase of apprenticeship development under a single coherent system.

### **REGIONAL EDUCATION AND LANGUAGE TEAM (REALT)**

The CE briefed the Board on MSLETB's coordination role with Ukraine and the Regional Education and Languages Team (REALT) that has been set up in MSLETB. MSLETB have appointed Mr. Thomas Howley to coordinate the education aspect of this. There are 240 Ukrainians arriving each day into Ireland with 801 in Mayo, 395 in Sligo and 558 in Leitrim.

The CE briefed the Board regarding Funding allocation from SOLAS. MSLETB has received 47.3M from SOLAS this year. Last year MSLETB received 44M and 41M the previous year.

### **STRATEGY STATEMENT**

The CE advised the Board that MSLETB are in the process of designing its Strategy Statement for 2023 to 2027 with assistance from a facilitator. At the first meeting an agenda for completion of the Strategy Statement was agreed which includes a plan to hold one to one meetings and workshops with various internal and external stakeholders.

### **TRAVEL ABROAD**

MSLETB will have a number of **teachers and staff travelling abroad** over the coming months, a list of which will be included in the Board information packs for noting by the Board.

This concluded the CE's report.

### SCHOOLS REPORT

The CE presented the schools report on behalf of the Director of School. The CE advised the Board that five schools in MSLETB have appealed to the DE their DEIS status outcome at a national DEIS status review. The DE has indicated that they are reviewing the appeals.

The Teacher Allocation Circular was issued on April 11th. The Covid allocation that was given to schools over the past 2 years was not included.

Meetings took place with all Principals to plan for the next academic year. Curricular Concessions were sought for many schools.

CLr Rosaleen O'Grady acknowledged the hard work that is ongoing by the Director of Schools.

## 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.

Cllr Tom Connolly queried if enough support was being provided to the Ukrainian refugees in terms of language support.

Cllr Paddy O'Rourke enquired if enough tutors had offered their services. The Director of FET acknowledged that more tutors were required but that there was a lot work ongoing in relation to recruiting more tutors and also ongoing training was being provided in community centres which included basic English classes.

Chairperson, Cllr. Rosaleen O'Grady commended the Director of FET and his team for their fantastic work in the community which was ambitious, entrepreneurial and forward thinking.

## ORGANISATIONAL SUPPORT AND DEVELOPMENT REPORT

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

### **The DOSD Approval was sought approval for the following Leases -**

(Details of leases were circulated to the Board members a number of days before the meeting)

				<b>Lease Date:</b>	<b>Lease Expired:</b>	<b>Annual Rent:</b>
1	Ballina	Further Education Centre (Abbey Street)	F26 E264	01/03/2013	28/02/2023	€24,530
2	Cleveragh Industrial Estate	Youthreach Centre	F91 FY68	01/01/2005	31/12/2039	€53,546
3	Clarion Village	Basement Floor, Block 8, Clarion Village, Clarion Road, Sligo		01/09/2019	15/05/2022	€17,600
4	Newport (2001)	Site		27/06/2013	26/06/2038	€10
5	Ballintrillick	Benwisikin Centre	F91 A389	22/11/2016	21/11/2036	€800
6	Tubbercurry	South Sligo Community Park		12/12/2012	11/12/2037	€1,500

The leases were approved by the Board on the proposal of Cllr P.O'Rourke and was seconded by Mr. S. Kilgannon.

Cllr Rosaleen O'Grady noted the huge amount of work ongoing in the Organisation, Support & Development pillar of MSLETB and commended the continual improvements achieved.

The DOSD conveyed his best wishes to Dr. Katie Sweeney on her retirement and wished her well.

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

MSLETB 2022 OSD Risk Register
MSLETB 2022 Finance Committee Meeting Minutes
National Parents Association Nomination
Approved permission to attend Foreign Travel
MSLETB Youthreach Advisory Committee Draft Terms of Reference
MSLETB – List of Correspondence
MSLETB – List of Circulars

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

MSLETB	List of School Policies
MSLETB	List of School BOM Policies

The CE thanked the Board and everyone in the organisation for their ongoing support and wished everyone well for the coming months.

Chairperson, Cllr. R. O'Grady and the Board extended their sincere thanks to Fionnuala McMorrow, Deputy Principal Carrigallen V.S on her retirement and wished her well in the future.

Chairperson, Cllr. R. O'Grady and the Board extended their sincere thanks to Ms. Anne Taaffe on her retirement and thanked her for her 44 years of service to MSLETB and wished her well in the future.

Chairperson, Cllr R. O'Grady finally thanked all present and wished everyone well, with continued success for MSLETB.



This concluded the business of the meeting.

Signed: Rosalind O'Grady  
Chairperson

Date: 23.06.2022.