

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

**MINUTES OF THE PROCEEDINGS OF THE MEETING**

**MS Teams 15<sup>th</sup> December 2022 at 11.30am**

**In attendance:**

**Mmes**

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

**Messrs**

T. Connolly, M.C.C  
S. Carey, M.C.C.  
C. Hyland, M.C.C  
J. Caulfield, M.C.C  
P. O'Rourke, L.C.C  
E. Stenson, L.C.C  
R. Finn, M.C.C  
A. Gibbons, S.C.C  
S. Kilgannon  
P. Coffey  
M. Molloy

The following were also in attendance:

Mr. T. Grady, Chief Executive, Mr. P Egan, Director of Further Education and Training, Mr. P Howley, Director of Organisation Support and Development, Ms. M. Madden, Director of Schools, Ms O. Reilly, Corporate Services, Ms. A Daly, Corporate Services and Ms. F. Foody, Corporate Services.

**APOLOGIES**

Apologies were received from Mr. J. Moran, Mr. P. Forde and Cllr. M. Casserly 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 8<sup>th</sup> November were adopted by the Board on the proposal of Mr. Seamus Kilgannon and seconded by Cllr. Arthur Gibbons.

### **MATTERS ARISING**

There were no matters arising.

### **RISK MANAGEMENT**

The DOSD updated the Board on improvements made to the Risk Register and invited the DOS to present on the Schools Risk Register with details of improvements made and continued monitoring of Health and Safety in MSLETB Schools. The DOS updated the Board on nine school risks categories on the Schools Risk Register including Cybersecurity, Data protection, Safety Health and Wellbeing, Student Safety/ Child Safeguarding, Service Provision/Business Continuity, Statutory Inspections, Excellent teaching learning & training, Service Provision/structural, Protection of students, staff, visitors & premises from Fire. The Chairperson Cllr. M. Bohan and the CE thanked the DOS for her work on the Schools Risk Register.

### **MSLETB STRATEGY STATEMENT**

The CE sought approval from the Board for the final version of the Strategy Statement 2023 - 2027. The Board approved the Strategy Statement 2023-2027 on the proposal of Cllr. R. Finn and was seconded by Cllr. E. Stenson.

The CE acknowledged and thanked the Board for their valuable participation in the process, the Strategy Statement is an important high-level document for the organisation. The CE also thanked Mr. Peter Ryan, RA Consulting who assisted in the consultative process and worked alongside the EMT. The CE thanked all involved in preparing the Strategy Statement and in particular the following staff in Corporate Services, Ms. O. Reilly, Ms. J. Kelly, Ms. C. Leonard, Ms. A. Daly and Ms. F. Foody.

### **APPROVAL SOUGHT FOR THE RENEWAL OF ELECTRONIC FUNDS TRANSMISSION FACILITY**

Mr. J. McGoey, Finance Officer briefed Board members on the rationale of having the EFT in place. The Board recommended the renewal of the Electronic Funds Transmission (EFT) facility for 2023 on the proposal of Mr. Pat Forde and was seconded by Cllr. Sean Carey.

### **APPROVAL OF 2021 FINANCIAL STATEMENTS**

Mr J. McGoey, Finance Officer presented the final 2021 Draft Financial Statements and Letter of Representation to the Board for ratification. He noted that these Financial Statements had been submitted to the C&AG by the due date of 1<sup>st</sup> April 2022.

The Chairperson, Cllr. Mary Bohan thanked the Finance Officer and his OSD colleagues for the

work involved in preparing the Financial Statements and their subsequent audit.

The 2021 Draft Financial Statements and Letter of Representation were adopted by the Board on the proposal of Mr. Pat Forde and seconded by Cllr. John Caulfield.

#### **APPROVAL OF LEASE AGREEMENTS**

The CE sought approval from the Board for a lease for Kinlough Childcare Limited.

The tenants are already in the property by way of Licence. A Lease agreement would help them secure funding under Pobail for a Building Blocks grant which will include refurbishment works such as replacing windows, refurbishment of library room as a quiet room for children, replacement of flooring and upgrades to heating.

**Property:** Old Vocational School, Kinlough, Co. Leitrim

**Term:** 10 year Lease

**Rent:** € 250.00 per annum

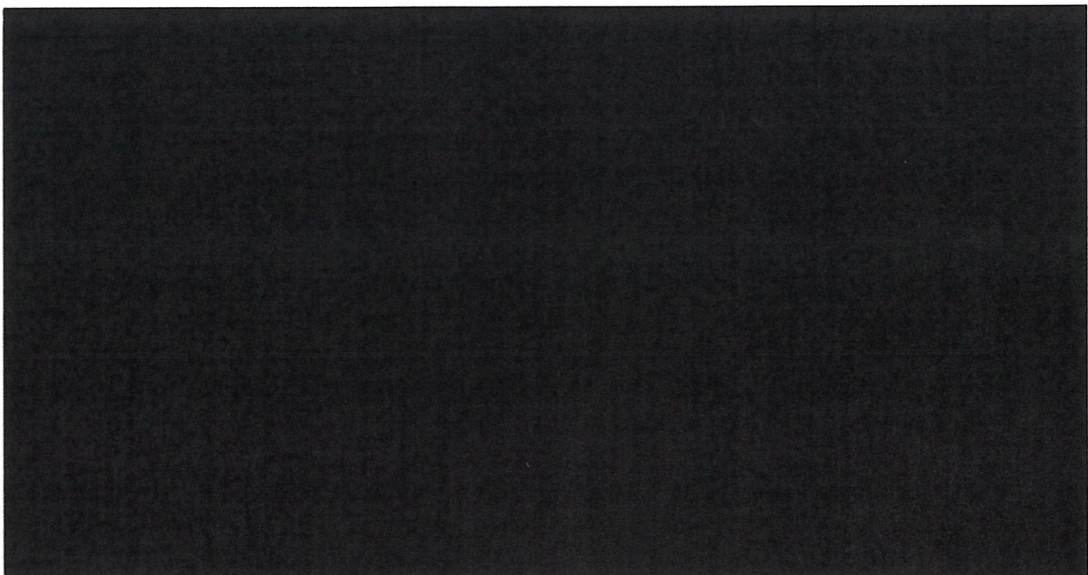
The Board approved the lease for Kinlough Childcare Limited on the proposal of Cllr. C. Hyland and was seconded by Cllr. E. Stenson.

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

The DOSD updated the Board on recent Finance Committee meetings and Audit and Risk Committee meetings. The DSOD extended his thanks to all the committee members in 2022. The DFET updated the Board on a recent Youth and Arts Committee meeting which took place on 13<sup>th</sup> December 2022. Details of all Sub-Committee meetings are available on Onenote.

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

Mayo, Sligo and Leitrim ETB extended sincere sympathies to:





### Vacancies on the school Board of Management

Approval was sought from the Board for the following Board of Management vacancies:

Name	School	Vacancy
Mr. Mike Doherty	Lough Allen College	Staff Rep

The Board approved the nomination name on the proposal of Mr. P. Forde and was seconded by Cllr. E. Stenson.

### The following dates were proposed for the 2023 Board Meetings:

21<sup>st</sup> February

28<sup>th</sup> March

23<sup>rd</sup> May

20<sup>th</sup> June

19<sup>th</sup> September

14<sup>th</sup> November

12<sup>th</sup> December

The Board agreed the above meeting dates for 2023.

### Meetings/Events attended

The CE informed the Board that the **National Apprenticeship Awards Ceremony** took place on 18<sup>th</sup> November in the Landmark Hotel where Minister of State, Frank Feighan presented the awards.

The CE attended the Mayo College of Further Education Annual Graduation and Awards Ceremony on 18<sup>th</sup> November for 200 Graduates. Deputy Michael Ring and Deputy Alan Dillion attended the ceremony.

The CE attended the launch of **ETBI Patrons' Framework on Ethos** on 23<sup>rd</sup> November and the **National Apprenticeship Alliance Meeting** in Dublin on 24<sup>th</sup> November.

The CE informed the Board that MSLETB were delighted to welcome **Minister Simon Harris to Mayo College of Further Education on the 28<sup>th</sup> November** to announce a significant investment to build a state-of-the-art further education campus and increase the capacity of further education in the region. This announcement will bring great opportunities for our learners in this region. MSLETB has been chosen as one of 10 locations to proceed to develop a further education College of the Future (COTF).

The CE attended the **Principals Meeting** on the 30<sup>th</sup> November 2022 in the Bush Hotel.

The CE attended the **ETB Public Affairs Initiative Event** on the 6<sup>th</sup> December in Buswell's Hotel, Dublin. This event was organised by ETBI as part of the implementation of their *Communications Strategy 2021-2024* to support building the ETB Sector's profile as key influencer in the development of national education and training policy.

The CE noted that a number of teachers have requested **permission to travel abroad**. List and details are available for noting on One Note.

This concluded the CE's report.

#### **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 thanked his all his colleagues in OSD especially, Mr. J. McGoey, Ms. O. O'Reilly and Mr. K. Joyce and all their teams.

The finance reports were unavailable for the 15<sup>th</sup> December Board meeting. APO, Finance advised that both reports will be updated for the next Board meeting to include December 2022. These will be presented to the Board at its meeting on 21<sup>st</sup> February 2023.

Chairperson Cllr. M. Bohan, thanked the Director of Organisation, Support & Development and his staff in MSLETB for all their hard work.

#### **FURTHER EDUCATION AND TRAINING REPORT**

Mr. Peter Egan, Director of FET, (DFET) presented a comprehensive report on Further Education and Training for Mayo, Sligo and Leitrim Education and Training Board. Chairperson, Cllr M. Bohan thanked the DFET for his work and noted there was significant work going on in the area of Further Education and Training in MSLETB.

#### **SCHOOLS REPORT**

Ms. M. Madden, Director of Schools presented the Schools Report for Mayo, Sligo and Leitrim Education and Training Board. Ms. Madden thanked the DOSD and the DFET for all their support throughout the year. The DOS also commended the Board members who served on school Boards of Management throughout the year. The DOS also wanted to acknowledge and thank Mr. T. Howley for all his support to schools as the REALT Co-ordinator and wished him well in his new role in MSLETB. The DOS wished everyone a joy filled Christmas and a good break.

A full report on schools is available to the Board on One Note.

The Chairperson, Cllr. M. Bohan acknowledged the hard work that is ongoing by the Director of Schools and by teachers and staff in MSLETB schools.

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

Volunteer Policy 2022
Data Protection Policy 2022
Minutes of Youthreach Advisory Meeting - 21st June 2022
FET Committee Minutes - 23rd November 2022
FET Committee Minutes - 3rd February 2022
FET Committee Minutes - 30th June 2022
Youth and Arts Committee - 6th July 2022
Youthreach Advisory Board - 15th November 2022
Youthreach Advisory Meeting - 5th December 2022
MSLETB Strategic Performance Agreement 2022- 2024
Approved permission to attend Foreign Travel
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.

Chairperson, Cllr M. Bohan thanked all present and wished everyone well, with continued success for MSLETB and wished everyone well for the Christmas break.

This concluded the business of the meeting.

Signed:

  
Deputy Chairperson

Date:

28-2-2023