

MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

MINUTES OF THE PROCEEDINGS OF THE MEETING

Riverside Hotel Sligo 20th September 2022 at 4.00pm

In attendance:

Mmes

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

Messrs

T. Connolly, M.C.C
S. Carey, 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
P. Forde
J. Moran

The following were also in attendance:

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

APOLOGIES

Apologies were received from Dr. J. Van Aswegen, Mr. C. Hyland, Mr. J. Caulfield and Ms. 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 14th June 2022 were adopted by the Board on the proposal of Mr. S. Kilgannon and seconded by Cllr. A. Gibbons

MATTERS ARISING

There were no matters arising.

RISK MANAGEMENT

The DOSD briefed the Board on the MSLETB Corporate Risk Register. There are four risk registers to include OSD, Schools, FET and Corporate. The risks associated with cyber security was discussed. The DOSD noted the difficulty in getting insurance for MSLETB to keep staff and students safe. The DOSD also advised that the cost of energy is a serious financial risk to the organisation and will continue to be monitored.

ELECTION OF CHAIRPERSON

Cllr M. Bohan was elected as Chair to MSLETB for 2022 – 2023 on the proposal of Cllr. P. O'Rourke and seconded by Mr. P Forde. The outgoing chairperson Cllr. R. O'Grady sincerely thanked the CE and members of the Board and wished the incoming chairperson Cllr. M. Bohan well in her role.

Cllr. M. Bohan thanked the Board for her selection and looked forward to the year ahead.

ELECTION OF DEPUTY CHAIRPERSON

Cllr. S. Carey was elected as Deputy Chair to MSLETB for September 2022- June 2023 on the proposal of Cllr. T. Connolly and Cllr. D. Sheridan.

NOMINATION OF MSLETB DELEGATES TO ETBI CONFERENCE 2022

The following members were selected to attend the ETBI Conference 2022:

- Mr. Tom Grady, CE
- Cllr. Richard Finn
- Cllr. Paddy O'Rourke
- Mr. Seamus Kilgannon
- Ms. Mary Madden, DOS

- Mr. Peter Egan, DFET
- Mr. Pat Howley, DOSD

The Board approved this selection on the proposal of Cllr. D. Sheridan and seconded by Cllr. T. Connolly.

NOMINATION OF MSLETB DELEGATES TO ETBI AGM 2022

The following members were selected to attend the ETBI AGM 2022:

- Mr. Tom Grady, CE
- Cllr Donna Sheridan
- Cllr Richard Finn
- Cllr Mary Bohan
- Mr. Seamus Kilgannon

The Board approved this selection on the proposal of Cllr. T. Connolly and seconded by Mr. M. Molloy.

APPROVAL OF LEASE AGREEMENTS

The CE sought the approval from the Board for the following lease;

1. Ballintrillick – retrospective - Summary Details are as follows:

Parties: Lease between MSLETB and Ballintrillick Environmental Group Limited.

Term: 22nd November 2016 – 21st November 2036

Rent: € 800.00 per annum.

Once this is received, an application will be made to the Department for retrospective approval.

The Board approved the lease for Ballintrillick on the proposal of Mr. P. Forde and was seconded by Mr. S. Kilgannon.

GOVERNANCE/REPORT FROM SUB- COMMITTEE'S

Reports from the Sub- Committee's are available in MSLETB One note.

CHIEF EXECUTIVE'S REPORT

The CE welcomed everyone.

The CE sincerely thanked Cllr. R. O'Grady who held the position of Chairperson of the Board

for the last year, for her hard work, commitment and direction that she gave the Board of MSLETB. Cllr. R. O'Grady was also a great support to the CE. The CE congratulated the new Chairperson Cllr. M. Bohan and new Deputy Chairperson Cllr. S. Carey.

The CE welcomed Mr. John Moran who is the new Parent Representative and wished him well in his new role. The CE noted that the position of female representative is still open.

Votes of Sympathy

Mayo, Sligo and Leitrim ETB extended sympathies to:

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Self -Assessment

The CE reminded the Board that each member will be required to carry out a self-assessment questionnaire. Under Section 4 of the Code of Practice for the Governance of the Education and Training Boards, the Board should undertake a self-assessment annual evaluation of its own performances and that of the Boards committees

Laptops will be provided for each MSLETB Board Member

Laptops will be provided for all Board members today. Some Board members may not have had their laptop set up today but the IT Department will be in touch with Board members to complete the set-up.

EVENTS

Mr. Colm McEvoy, Chief Executive of **Kerry ETB** and Mr. Owen O'Donnell visited MSLETB, Quay Street and the Training Centre in Sligo on the 26th August. This should present positive opportunities to collaborate in the future.

The CE advised the Board that he attended the **OECD Local Development Forum** in Cork 14th – 17th June 2022.

Minister Heather Humphreys opened the Market Yard premises on Carrick-on-Shannon on the 20th July 2022.

The CE advised the Board that the Graduation Ceremony for Craft Butchery took place on 20th July in Teagasc, Ashtown, Dublin. This was a very successful event and the CE congratulated all the apprentices.

The CE noted that the **World Skills Ireland Live event** took place in the RDS, Dublin on the 13th, 14th and 15th September. This was a very successful event and MSLETB were very well represented.

The CE extended his congratulations to all those involved. About two thirds of our schools attended with support from MSLETB FET.

Minister Norma Foley officially opened the additional school building in St. Tiernan's College Crossmolina and also visited Davitt's College in Castlebar on the 15th September. Both very successful and positive events and well attended by the community and local dignitaries. The CE thanked all those who made this event so successful.

The CE attended the **ETBI CE Forum on the 8th June and on 14th September 2022.**

The CE noted that the Organisation Design for Phase 2 was a key item presently with the CE Forum.

The CE advised the Board that he is a member of the National Apprenticeship Alliance. MSLETB have 2 new apprenticeship programmes approved at Level 6 and are the co-ordinating provider for:

1. Digital Marketing and Media
2. Immersive Technology

The CE briefed the Board regarding attendance at the Principals meeting on the 19th September and will be attending the Deputy Principals meeting on the 23rd September for the start of the school year.

The CE advised the Board that MSLETB have 3 new Deputy Principals this year and the CE and DOS met the three Deputy Principals last week for support with this transition.

The CE advised the Board that a number of teachers have requested **permission to travel abroad** and these are available for noting on One Note.

The topic of **School Completion Programme** was raised. The CE expressed some concern around the governance of the program to the Board but indicated that ETBI is endeavouring to engage with the Department regarding the programme. The Board of MSLETB are of the view that the programme should either be fully delivered under the remit of the ETB or fully allocated to some other entity. It was agreed that a letter would be sent to the Department of Education from the Board to urge the Department to engage with the stakeholders involved in this very beneficial programme to address the concerns that are being raised through ETBI.

SCHOOLS REPORT

Ms. Mary Madden, Director of Schools (DOS) presented a comprehensive report on Schools for the Mayo, Sligo and Leitrim Education and Training Board. The DOS congratulated all students who recently did their Leaving Certificate. The DOS advised the Board that three new Deputy Principals will be starting this year and a full days induction will be provided by MSLETB.

The DOS informed the Board that there are a number of vacancies on the schools Board of Management Committees and that a sub-group of the Board will be meeting to fill these positions. The DOS informed the Board that the schools report is available to view in full on One Note.

Cllr. M. Bohan acknowledged the hard work that is ongoing by the Director of Schools.

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 informed the Board that the Organisational Support and Development Report is available to view in full on One Note.

The DOSD thanked Cllr R. Grady for her work with the Board over the last year. The DOSD wished Cllr M. Bohan and Cllr. S. Carey the best of luck with their new appointments to the Board.

Chairperson Cllr. M. Bohan, commended the continual improvements made in the Organisation, Support & Development pillar of MSLETB.

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.

DFET informed the Board regarding the upcoming National Craft Apprenticeship Awards Ceremony and invited all Board members to attend this event in Carrick-on-Shannon on the 18th November.

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

MSLETB Corporate Risk Register
Finance - Finalised Management Letter 2020
MSLETB Annual Financial Statement 2020
MSLETB Audit Risk Committee Meeting Minutes 11th March 2022
MSLETB 2020 AFS - <i>Information Note re: Note 29 (Contingencies)</i>
MSLETB 2020 AFS - <i>Information Note re: Note 34 - Connected Persons</i>
MSLETB 2020 AFS - Information Note re: Note 35c - Unused Property
MSLETB 2020 AFS - <i>Information Note re: Note 23a Consultancy</i>
MSLETB 2020 AFS - <i>Information Note re: Suspected Fraud Cases 2018/2019</i>
MSLETB Youth and Arts Committee Minutes 6 th July 2022
MSLETB Minutes of Youthreach Advisory Meeting 21 st June 2022
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 for the coming months.

Chairperson, Cllr M. Bohan thanked all present and wished everyone well, with continued success for MSLETB. Cllr M. Bohan also conveyed her good wishes and that of the Board to Ms.

N. McGowan on her upcoming wedding day.

This concluded the business of the meeting.

Signed: Mary Solant
Chairperson

Date: 08/11/2022