

MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING BOARD

MINUTES OF THE PROCEEDINGS OF THE MEETING

Kiltimagh Park Hotel, 28th March 2023 at 11.00am

In attendance:

Mmes

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

Messrs

P. O'Rourke, L.C.C
E. Stenson, L.C.C
S. Kilgannon
P. Coffey
M. Molloy
J. Moran

The following were also in attendance:

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

APOLOGIES

Apologies were received from, Cllr. A. Gibbons, Dr. J. Van Aswegen, Cllr. M. Casserly, Cllr. T. Connolly, Cllr. C. Hyland, Cllr. J Caulfield, Mr. P.Forde, Cllr. S. Carey, Cllr. R. Finn and Mr. P. Egan, Director of Further Education and Training, 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 21st February 2023 were adopted by the Board on the proposal of Cllr. P. O'Rourke and seconded by Cllr. E. Stenson.

MATTERS ARISING

MSLETB Strategy Statement 2023- 2027 was launched in Kiltimagh Park Hotel on 28th March 2023 and was attended by the Board. The CE thanked the Board and all staff in MSLETB who gave input or worked on the Strategy Statement and acknowledged Ms. June Kelly, Corporate Services and Ms. Shannon Cassells, Communications Officer for their work on the Strategy Statement.

The Chairperson Cllr. M. Bohan welcomed Ms. Ann Marie McDaniel, Parent Representative to her first Board meeting.

RISK MANAGEMENT

MSLETB remain compliant and the Risk Registers are being updated in a timely fashion.

APPROVAL OF LEASE AGREEMENT

The CE sought approval from the Board for a site at Swinford Further Education Centre.

Details are as follows:

Property: Site at Swinford Further Education Centre, Co. Mayo

Term – 99 years from the 10th of February 1945

Rent - £ 5.00 per annum (not demanded)

The Board approved the Site at Swinford Further Education Centre, Co. Mayo on the proposal of Cllr. D. Sheridan and was seconded by Mr. P. Coffey.

APPROVAL OF 2022 FINANCIAL STATEMENTS INCLUDING STATEMENT ON INTERNAL CONTROLS

Mr. J. McGoey, A.P.O Finance briefed the Board on MSLETB's 2022 Draft Financial Statements which includes a Draft Statement on Internal Controls. The Draft Statement on Internal Controls was reviewed and discussed in detail by the Audit and Risk Committee at their meeting on 22nd March 2023 and was recommended for approval by the Board. A correspondence note from the Audit and Risk Committee on the 2022 Draft Statement on Internal Controls was provided to the Board for their consideration. The 2022 MSLETB Draft Financial Statements and Draft Letter of Representation were reviewed and discussed by the Finance Committee at their meeting on 27th March 2023 and were recommended for approval by the Board.

The Chairperson thanked the Head of Finance and the DOSD for the work involved in preparing the Financial Statements. The Head of Finance acknowledged it was a cross functional team effort and it was more challenging this year as there were three financial reporting systems in operation during the year.

The 2022 Financial Statements including the Statement on Internal Controls were adopted on the proposal of Cllr. P. O'Rourke and was seconded by Mr. M. Molloy.

The Letter of Representation was adopted on the proposal Mr. M. Molloy and was seconded by Mr. S. Kilgannon.

The CE thanked Mr. J. McGoey, APO Finance and Mr. P. Howley, DOSD for their great work along with their team in completing the 2022 Financial statements.

MEETING OF CHAIRPERSON OF MSLETB BOARD WITH CHAIRPERSON OF AUDIT AND RISK COMMITTEE

It was noted by the Chair Section 7.39 of Circular 002/2019 Code of Practice for the Governance of the Education and Training Boards requires an Appraisal of the Chairperson of the Audit and Risk Committee to be overseen by the Chairperson of the Board. Accordingly, Chairperson, Cllr. M. Bohan advised the Board that a meeting between the Chairperson of MSLETB and Audit and Risk Committee (ARC) Mr. Des Mahon took place on the 9th December 2022.

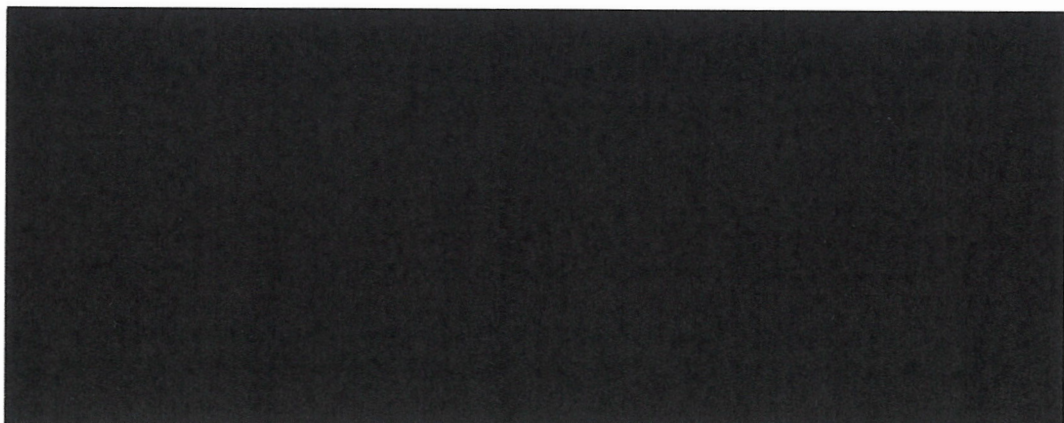
GOVERNANCE/REPORT FROM SUB- COMMITTEE'S

The DOSD updated the Board on a recent Finance sub-committee meeting on the 27th March 2023.

Details of all Sub-Committee meetings are available on Oenote.

CHIEF EXECUTIVE'S REPORT

Mayo, Sligo and Leitrim ETB extended sincere sympathies to:



WELCOME TO PARENT REPRESENTATIVE

The CE welcomed new parent representative, Ms. Anne Marie McDaniel who attended her first meeting with MSLETB Board meeting.

MR. JOHN LAVIN – HERO BALLINROBE YOUTHREACH

The CE informed the Board that Mr. John Lavin, metal work instructor at Mayo, Sligo and Leitrim ETB was awarded a special ETB Hero award at the inaugural ETB Excellence Awards on 2nd March 2023 at the ETB 10 Year Award in Croke Park. The awards were run by Education and Training Boards Ireland as it celebrated 10 years of Education and Training Boards (ETBs) in Ireland.

The awards were presented at a special ceremony in Croke Park which also marked 'ETB Day'. The event was attended by representatives from all 16 ETBs across the country.

MEETINGS/EVENTS ATTENDED

The CE attended the Principals Meeting on the 27th February 2023.

A number of public events took place on the week of the 27th February in conjunction with the 10 year anniversary of the ETB.

The CE attended the MSLETB Further Education and Training Expo which was held in Breaffy House on 6th and 7th March 2023.

The CE attended the Sligo Training Centre meeting with Delegates from Erasmus - Transnational Training Event: "ApprEUnance" on the 8th March which welcomed experts in Further Education and Training from a number of countries in Europe including Belgium, France, Iceland and Estonia.

The CE attended the Institute of Guidance Counsellors (IGC) National Conference in Sligo on 10th March in the Atlantic Technical University (ATU).

FET Leaders Meeting/ PLC Principals on the 14th March 2023.

There are a number of engagements taking place between MSLETB, Donegal ETB and Galway Roscommon ETB together with the ATU on an FEHE Tertiary Pathways pilot project and some of these meetings have been coordinated by the new National Tertiary Office

The CE attended the inaugural Graduation Ceremony for Sales Apprenticeship, which is coordinator by MSLETB, in The Park Hotel, Kiltimagh on the 24th March 2023. Minister Dara Calleary was a special guest and the Chairperson of MSLETB's Board was also in attendance.

The CE informed the Board that the Local Creative Youth Partnership Strategic Plan 2022-2025 will be launched on Friday 31st March in the Dock Arts Centre in Carrick-on-Shannon.

TRAVEL ABROAD

A number of ETB staff will be travelling abroad for upcoming events and Erasmus programs. Details of those travelling are available in Board correspondence.

SCHOOLS REPORT

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

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

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

The CE presented on behalf of the Mr. Peter Egan, Director of FET, (DFET) a comprehensive report on Further Education and Training for Mayo, Sligo and Leitrim Education and Training Board.

The Chairperson, Cllr. M. Bohan thanked the CE for presenting and updating on the work of the DFET and noted there is significant work ongoing in the area of Further Education and Training in MSLETB.

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

MSLETB Business Continuity Plan (BCP)
MSLETB Staff User Account Creation and Deactivation Procedure
MOU - Grievance Procedure For Staff Employed by Education and Training Boards

Grievance Procedure For Staff Employed by Education and Training Boards
Peer to Peer Resolution Procedure for Staff Employed by Education and Training Boards
MSLETB FET Committee Meeting Minutes 8th March 2023
Approved permission to attend Foreign Travel
MSLETB – List of Correspondence
MSLETB – List of Circulars

The following documents were included in the Board Correspondence 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.

This concluded the business of the meeting.

Signed: Mary Bohan
Chairperson

Date: 13/06/23