

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

**MINUTES OF THE PROCEEDINGS OF THE MEETING**

**Clayton Hotel, Sligo 21<sup>st</sup> February 2023 at 4.00pm**

**In attendance:**

**Mmes**

P. Ní. Thaidhg

D. Sheridan, M.C.C

**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

S. Kilgannon

P. Coffey

M. Molloy

J. Moran

P. Forde

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. A Daly, Corporate Services and Ms. F. Foody, Corporate Services.

**APOLOGIES**

Apologies were received from Cllr. R. O'Grady, Cllr. A. Gibbons, Ms. N. McGowan, Dr. J. Van Aswegen, Cllr. M. Bohan, 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 15<sup>th</sup> December 2022 were adopted by the Board on the proposal of Cllr. E. Stenson and seconded by Cllr. C. Hyland.

### **MATTERS ARISING**

Cllr. T. Connolly paid tribute to the late Cllr. Paddy Cosgrave who passed away recently. Cllr. Cosgrave was a public representative in Erris, a teacher by profession and past member in the Vocational Education Committee. Cllr. T. Connolly extended his sympathy to his wife [REDACTED]. Cllr. S. Carey also conveyed the sympathies of the Board to the Cosgrave family.

### **RISK MANAGEMENT**

The DOSD advised the Board that Risk Management and the Risk Register remains a high priority and is progressing as normal. 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 the extension of the Licence Agreement in Ashtown, Dublin 15 for a further one year between Teagasc and MSLETB for property at the Craft Butchery Apprenticeship.

Details are as follows:

Licensor: TEAGASC THE AGRICULTURE AND FOOD DEVELOPMENT AUTHORITY

Term: 1<sup>st</sup> April 2023 – 31<sup>st</sup> March 2024

Rent: €36,900 per annum

The Board approved the extension of Licence Agreement for Teagasc the Agriculture and Food Development Authority on the proposal of Mr. S. Kilgannon and was seconded by Mr. P. Coffey.

### **APPROVAL OF MSLETB SERVICE PLAN 2023**

The DOSD presented the Service Plan to the Board which is aligned to the Strategy Statement. MSLETB Board were furnished with a Draft Service Plan for review a week prior to meeting. The DOSD noted that the Service Plan is an important part of MSLETB's compliance and statutory obligations with regard to delivering the services for MSLETB for this year. The Service Plan sets out the goals that MSLETB hopes to achieve over the next twelve months.

The Service Plan was presented to the Finance Committee on 14<sup>th</sup> of February last, and the Finance Committee formally recommended it to the Board for approval. The CE thanked all the staff in MSLETB who compiled this plan and wished to acknowledge the work of MSLETB Chairperson, Cllr. Mary Bohan, the Board and all our stakeholders in helping to deliver the

services of MSLETB.

The Service Plan was approved by the Board on the proposal of Cllr. T. Connolly and was seconded by Ms. P. Ní Thaidhg.

**APPROVAL FROM BOARD FOR CREDIT CARD FACILITY**

The CE sought approval from the Board to increase the monthly limit on the existing Credit Card facility with Bank of Ireland from its current limit of €15,000 to €215,000. This is to replace the existing purchasing card facility with Ulster Bank which will cease when Ulster Bank withdraw their services from the Irish market at the end of Quarter 1 2023.

The MSLETB credit card facility was approved by the Board on the proposal of Cllr. E. Stenson and was seconded by Cllr. T. Connolly.

**BOARD OF MANAGEMENT NOMINATIONS FOR APPROVAL**

The CE sought approval for 4 vacancies on the following Board of Management's:

Name	School	Vacancy
Mr. Tony Deffely	St Patrick's College	ETB
Ms. Tereasa McGuire	Colaiste Pobail Acla	ETB
Mr. [REDACTED]	Mayo College of Further Education	Student
Ms. [REDACTED]	Mayo College of Further Education	Student

The Board approved the listed nominations on the proposal of Cllr. P. O'Rourke and was seconded by Mr. P. Forde.

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

The DOSD updated the Board on recent sub-committee meetings including the

- Finance Committee meeting on 4<sup>th</sup> November 2022
- Finance Committee on 13<sup>th</sup> December 2022
- Audit and Risk Committee meetings 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:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]

• [REDACTED]

**LETTER OF ENGAGEMENT 2022**

The CE brought to the Board's attention the **Letter of Engagement for 2022** which has been sent to MSLETB from the Office of the Comptroller and Auditor General for the MSLETB Audit. This letter is available to view on One Note

**LAUNCH OF MSLETB STRATEGY STATEMENT 2023 - 2027**

The CE informed the Board that the launch of MSLETB Strategy Statement 2023 - 2027 will take place at the next Board meeting on 28<sup>th</sup> March in the Kiltimagh Park Hotel. The Board meeting will commence at 11am with the launch immediately beforehand.

**NOMINATION FOR PARENT REPRESENTATION**

The CE informed the Board that pursuant to section 30 (10) of the ETB Act 2013 the National Parents Association have forwarded the following **female nomination for parent representation**: Ms. Anne Marie McDaniel, Castlebar, who's child is enrolled in Davitt College.

This nomination has been recommended by [REDACTED]

The CE sought the Board's approval for the female nomination for parent representation. The Board approved the nomination by the National Parents Association on the proposal of Cllr. J. Caulfield and was seconded by Cllr. T. Connolly.

**STRATEGIC PLANNING WITH JOINT FORUMS**

The following actions arose from the CE Forum meeting with the Secretary General Ms. Bernie McNally Department of Education:

- School Reconfiguration /Patronage of Community National Schools.
- REALT - New initiatives from ETBs for wider school sector.
- OD II has aligned with how an ETB should look going forward in terms of staffing and resources. The Unit is based in DFERIS and Governance with Department of Education.
- Apprenticeships.
- FET College of the Future.
- Sustainability and targets.

**TERTIARY EDUCATION NATIONAL PILOT PROJECT**

The CE advised the Board that a Tertiary Education National Pilot project the **West/North-West FE-HE Steering Group** has been established. The purpose of the West/North-West FE-HE Steering Group and associated working group is to progress the development of a more unified tertiary education and training system in the West/North-West and to provide direction and guidance for the initial tertiary pilots. Four pilot programs are being worked on in the areas of healthcare, engineering, science and business and are aimed at being aligned to a tertiary policy vision.

### **VISIT FROM CORK EDUCATION AND TRAINING BOARD**

On Thursday 9<sup>th</sup> February MSLETB welcomed **Mr. Denis Leamy, Chief Executive, Cork Education and Training Board to MSLETB and Mr. John Fitzgibbons, Director of Further Education and Training, Cork ETB.** They visited MSLETB Quay Street office, had a tour of Sligo Training Centre, Sligo College of Further Education and visited the new NZEB centre in Collooney.

### **PROJECT SEED CRM PLATFORM**

The CE informed the Board that the Strategic Employer Engagement Development (SEED) Customer Relationship Management (CRM) platform has significant potential for MSLETB, and the sector as a whole. This is a cloud based Customer Relationship Management (CRM) system which collects, stores, & processes data relating to employer engagement and interaction with the ETB. MSLETB are hosting and designing the system on behalf of a pilot of five ETB's with the ambition of it becoming an ETB sectoral system.

### **MEETINGS/EVENTS ATTENDED BY THE CE**

The CE met with the **Action Plan for Apprenticeship - Operational Working Group** on the 19<sup>th</sup> December.

The CE attended the **ETBI Annual Principals & Deputy Principals Conference 2023** in Sligo on the 25<sup>th</sup> and 26<sup>th</sup> January.

The CE informed the Board that he attended **Generation Apprenticeship partners meeting** on the 2<sup>nd</sup> February in Dublin.

The CE also attended the **Joint Meeting of the ETBI Forums** which took place on February 7<sup>th</sup> & February 8<sup>th</sup> in Co. Cavan.

### **RETIREMENT FUNCTION**

The CE reminded the Board that the **Retirement Function** will take place after the next Board meeting on the 28<sup>th</sup> of March. The Board meeting will take place at an earlier time of 11.00am and Retirement Lunch after at 1.30pm in the Kiltimagh Park Hotel.

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.

### **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.

The Director of FET sought approval for vacancies on the Youthreach Advisory Committee, the Youth and Arts Committee and the Music Generation Partnership in Sligo and Mayo.

<b>Youthreach Advisory Committee</b>
Ms. Deirdre Finnerty
Cllr. Sean Carey
Mr. Michael Hedigan
Ms. Geraldine Glacken

The Board approved the listed names for the **MSLETB YouthReach Advisory Committee** on the proposal of Cllr. T. Connolly and was seconded by Ms. P. Ní Thaidhg.

<b>Youth and Arts Committee</b>
Ms. Ann Marie McGing
Ms. Aedamar Keenan
Ms. Cora Monaghan

The Board approved the listed names for **MSLETB Youth and Arts Committee** on the proposal of Mr. P. Coffey and this was seconded by Mr. P. Forde.

<b>Music Generation Partnership Sligo</b>
Mr. Seamus Gilgannon
<b>Music Generation Partnership Mayo</b>
Mr. Sean Carey

The Board approved the listed names for Music Generation Partnership in Sligo and Mayo on the proposal of Cllr. J. Caulfield and was seconded by Cllr. C. Hyland.

Deputy Chairperson, Cllr. S. Carey thanked the DFET for his work and noted there is significant work ongoing in the area of Further Education and Training in MSLETB.

#### **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 Deputy Chairperson, Cllr. S. Carey 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

The DOSD wished Ms. Margaret Ryan well in her new role in MSLETB as Buildings Officer, Corporate Services, MSLETB Sligo. Deputy Chairperson Cllr. S. Carey thanked the Director of Organisation, Support & Development and his staff in MSLETB for all their hard work.

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

MSLETB ICT Backup & Restore Policy
MSLETB ICT Framework Policy
MSLETB Patch and Configuration Policy
MSLETB Phishing Awareness Training Policy
MSLETB Virus Malware Protection Policy
MSLETB Payroll Policy
Letter of Engagement Audit 2022
Finance meeting minutes 4th November 2022
Finance Meeting Minutes 13th December 2022
Audit and Risk Committee Meeting 24th October 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.

Deputy Chairperson, Cllr S. Carey thanked all present and wished everyone well, with continued success for MSLETB.

This concluded the business of the meeting.

Signed:   
Chairperson

Date: 4<sup>th</sup> April 2023

