

MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING
BOARD MINUTES OF THE PROCEEDINGS OF THE MEETING

Castlecourt Hotel, Westport 10th December 2024 at

4.00pm

In attendance:

Mmes

P. Ní. Thaidhg
M. Bohan, L.C.C
D. Sheridan, M.C.C
A. O'Brien
S. Mcloughlin
C. Brawn
E. McSharry S.C.C

Messrs

J. Queenan S.C.C
P. O'Rourke L.C.C
G. Coyle M.C.C
R. Finn M.C.C
S. Carey M.C.C
M. Molloy
S. Kilgannon
A. Brogan
P. Forde
D. Mulvey
G. Murray

The following were also in attendance:

Mr. T. Grady, Chief Executive (CE), Mr. P. Howley, Director of Organisation Support and Development (DOSD), Mr. P. Egan Director of Further Education and Training(DFET), Ms. Mary Madden, Director of Schools(DOS), Ms. A. Daly and Ms. F. Foody, Corporate Services.

APOLOGIES

Apologies were received from Cllr. J. Caulfield and Cllr. J Gilmartin, and Mr. S. Goldsberry.

DECLARATION OF CONFLICT OF INTEREST

There were no conflicts of interests declared.

ADOPTION OF MINUTES

The Minutes of MSLETB's Board Meeting held on 12th November 2024 were adopted by the Board on the proposal of Ms. Pamela Ní Thaidhg and seconded by Mr. Aidan Brogan.

MATTERS ARISING

The CE sought approval from the Board to change item number 10 on the Agenda for 10th December 2024 meeting from "Approval of Lease agreements" to *"Approval to proceed with purchase of land and building at Carricknabrack, Drumshanbo Co Leitrim."*

The Board approved this change on the proposal of Cllr. Donna Sheridan and seconded by Cllr. Mary Bohan.

RISK MANAGEMENT

Mr. Pat Howley, DOSD presented the Corporate Risk Register to the Board. The DOSD discussed the red risk categories to include Information Security, Financial - risk of insufficient funding, climate action targets towards 2030/sustainability and the green agenda.

The DOSD advised the Board that the Corporate Risk Register was updated and was brought to the Audit and Risk Committee Meeting for review and comment on the 3rd December 2024.

APPROVAL OF 2023 DRAFT FINANCIAL STATEMENTS

Mr J. McGoey, APO Finance presented the final 2023 draft Financial Statements and Letter of Representation to the Board for ratification. He advised that the 2023 Financial Statements had been submitted to the C&AG by the due date of 1st April 2024. APO Finance advised the Board that there were no material changes to the draft Financial Statements from those submitted in late March 2024 and on that basis, he sought the Boards ratification of the draft Financial Statements.

The 2023 draft Financial Statements and Letter of Representation were adopted by the Board on the proposal of Cllr. Mary Bohan and seconded by Mr. Seamus Kilgannon. The Chairperson and Chief Executive subsequently signed the draft Financial Statements for submission to the Comptroller & Auditor General.

Cllr. Joseph Queenan thanked the APO Finance and his team for all their work in preparing the draft Financial Statements.

The CE also extended his thanks to the DOSD, APO Finance and his team for their excellent work in maintaining the financial accounts for MSLETB.

BOARD SELF-ASSESSMENT QUESTIONNAIRE

Ms. Orla Reilly, APO, Corporate Services briefed the Board on the self-assessment questionnaire. The Board self-assessment questionnaire for 2024 was provided to Board members for completion. Each Board member completed the self-assessment questionnaire independently with some members agreeing to complete after the meeting and return to Head Office, MSLETB.

The Chairperson of the Board, after collating and reviewing the responses, will be required to lead a discussion on the key issues arising from the questionnaire. The focus of the discussion should be on areas where improvement is required or where there is a wider variation in responses to the issues raised in the questionnaire.

The results of the self-assessment questionnaire and any actions arising should be reported to the Board for further discussion.

The Chairperson thanked the APO, Corporate Service and opened the floor to questions. The CE thanked the APO and her team in Corporate Services for their work.

ADOPTION OF NEW CODE OF PRACTICE FOR THE GOVERNANCE OF EDUCATION AND TRAINING BOARDS 2024

DOSD advised the Board that the new Code of Practice for the Governance of Education and Training Boards 2024 was published under Circular 0083/2024. A copy was circulated to Board members prior to the Board meeting. DOSD sought agreement from the Board to adopt the new Code of Practice for the Governance of Education and Training Boards 2024.

The Board adopted the Code of Practice for the Governance of ETBs 2024 on the proposal of Mr. Pat Forde and was seconded by Cllr. Donna Sheridan.

ADOPTION OF UPDATED DOCUMENTS FROM 2024 CODE OF PRACTICE:

The DOSD sought agreement from the Board to adopt the following updated documents from the new Code of Practice for the Governance of Education and Training Boards 2024:

- Terms of Reference for the Audit and Risk Committee
- Terms of Reference Finance Committee
- Charter for Internal Audit
- Internal Audit
- Code of Conduct for Staff members
- Code of Conduct for Board members
- Statement of Policy on the Disclosure of Interests by Members
- Key elements of a Statement on Internal Control
- Board Self-Assessment questionnaire
- Audit & Risk questionnaire
- Finance questionnaire

The listed documents were circulated to the Board prior to the meeting. The Board agreed to adopt the listed documents on the proposal of Cllr. Sean Carey and was seconded by Ms. Angela O'Brien.

APPROVAL SOUGHT FROM BOARD FOR CONTINUATION OF THE AWARD OF GAELTACHT SCHOLARSHIPS IN MSLETB 2025

MSLETB sought approval from the Board for the continuation of the award of Gaeltacht Scholarships in 2025.

MSLETB proposes to award 24 Gaeltacht Scholarships. The Scholarships will cover the full cost of the Course in Coláiste Mhuigheo. The course is approved by the Department of Education and Rionn na Gaeltachta.

As per previous years, MSLETB will arrange for a competition to be run in 16 MSLETB schools for the awarding of the scholarships. Each school is required to select and put forward 3 candidates for this competition. Every school will be guaranteed one scholarship, and the remaining scholarships will be awarded, in order of merit, following a competition.

The Board approved the continuation of the award of Gaeltacht Scholarships in 2025 on the proposal of Cllr. Sean Carey and Cllr. Gerry Coyle.

APPROVAL TO PROCEED WITH PURCHASE OF LAND AND BUILDING AT CARRICKNABRACK, DRUMSHANBO CO LEITRIM

Approval was sought from the Board for the purchase of a property at Carricknabrack, Drumshanbo Co Leitrim. The property is adjacent to Drumshanbo Vocational School and will be used to extend the school as part of the new Additional School Accommodation brief. The vendor is Bernadette Ridge of Carricknabrack, Drumshanbo, Co Leitrim. The sale price agreed is €247,000.

The Board approved the purchase of the property at Carricknabrack, Drumshanbo Co Leitrim on the proposal of Cllr. Mary Bohan and was seconded by Mr. Malachy Molloy.

APPROVAL TO PROCEED WITH PURCHASE OF LAND AND BUILDINGS AT MILITARY BARRACKS, GORTEENDRUNAGH TOWNLAND, CASTLEBAR, CO. MAYO

Approval was sought to proceed with the purchase of 2.081 hectares or thereabouts of land including Military Barracks buildings at Gorteendrunagh townland, Castlebar, Co. Mayo (Folio MY73358F and part of Folio MY73356F), from Mayo County Council, the sale price is subject to a Tailte Éireann Valuation and is to be confirmed. It is estimated to be in the region of € 704,835 ex VAT.

The purchase is subject to:

1. Approval by the Minister for Further and Higher Education, Research, Innovation, and Science;
2. Funding being made available by the Department of Education; and
3. Compliance with the conditions outlined in the Tailte Éireann Valuation Report dated 20/11/2024, including formal apportionment of the value between the two plots as requested by MSLETB and subject to contract"

The Board approved the purchase of 2.081 hectares of land, including the Military Barracks buildings at Gorteendrunagh townland, Castlebar, Co. Mayo (Folio MY73358F and part of Folio MY73356F) on the proposal of Mr. Aidan Brogan and was seconded by Cllr. Mary Bohan.

APPROVAL SOUGHT FOR ADDITIONAL NOMINATIONS TO MSLETB SCHOOL BOARDS OF MANAGEMENT

MSLETB sought approval from the Board for the following nominations to Mayo College of Further Education:

| Mayo College of Further Education | |
|--|------------------------|
| Name | Category |
| Megan Mulroe | Student Representative |
| John Fitzgibbon | Student Representative |

The Board approved the nominations to Mayo College of Further Education on the proposal of Cllr. Sean Carey and was seconded by Cllr. Gerry Coyle.

APPROVAL OF NOMINATIONS TO THE FURTHER EDUCATION AND TRAINING COMMITTEE

Expressions of interest in joining the FET Committee were put forward to the Board for discussion. A lengthy discussion took place regarding the population of sub-committees and the requirement for gender balance. The CE asked for the availability of female Board members for the following sub-committees; Youth and Arts Committee, the Youthreach Advisory Committee and the Further Education and Training Committee. It was agreed that the Board would seek external female nominations also in an effort to achieve the required gender balance.

The nominations to the Further Education and Training Committee were deferred until the Board meeting in February 2025.

Cllr. Donna Sheridan raised a query with DOSD regarding selection criteria for interview panel and queried if MSLETB could provide monthly reports to the Board to show who has been selected to sit on interview panels.

DOSD advised Cllr Sheridan that he will look into what can be done and if it is possible to facilitate, DOSD would have no objection to this request.

GOVERNANCE / REPORT FROM SUB COMMITTEES

Mr. Pat Howley, DOSD updated the Board on the recent Audit and Risk Committee meetings which took place on 19th November 2024 and the 3rd December 2024. The CE attended the Audit and Risk Committee meeting on 3rd December and the Finance Committee meeting on the 5th December 2024 and gave an update to the committees at both of these meetings.

CHIEF EXECUTIVE'S REPORT

The CE extended his welcome to the Board members.

Votes of Sympathy

The CE extended sympathies to a number of staff members and their families on recent bereavements.

CE update at Audit & Risk Committee and Finance Committee

At the recent ARC meeting the Chairperson of the Audit and Risk Committee meeting requested that the Board be asked that MSLETB arrange to set up an Internal Audit function. The CE informed the Board that MSLETB intend to set up an internal audit function. DOSD added that as part of the duties of the new APO who will have responsibility for Governance and Compliance, an internal audit monitoring function will be established under this officer.

The CE updated the Board on school funding challenges, the challenge of keeping equipment up to date, and the work that MSLETB's finance section is leading in relation to equipment/capital management and asset registers in Schools.

The CE also informed the Board of some ongoing current events and items he is directly involved in or overseeing:

- Attended and chaired ETBI Directors of FET Forum meeting.
- Attended ETBI Directors of FET forum structures review meeting with Kieran Mulvey in attendance.
- Attended the Principals and Deputy Principals Association (PDA) Conference, which was held in the Knockranny Hotel Westport, the CE gave the opening welcome address.
- Attended the November 2024 National Apprenticeship Alliance meeting held in Dublin.
- Attended the official opening of the LCDC Education and Training Expo in the Dome, Bekan.
- Attended the ETBI CE Forum/ SOLAS quarterly meeting, MSLETB hosted SOLAS in Sligo Training Centre for the annual Strategic Dialogue meeting.
- Attended ATU for the conferring of an Honorary Doctorate on former President of Ireland, Mrs Mary Robinson.
- Attended the Skillnet MMC Accelerate Scheme launch event which was held in Vision Built, Tubbercurry.

Proposed Dates for Board Meeting in 2025

- 25th February 2025
- 25th March 2025
- 20th May 2025
- 24th June 2025
- 16th September 2025
- 18th November 2025
- 9th December 2025

The proposed dates for Board meetings in 2025 were agreed by the Board.

ORGANISATIONAL SUPPORT AND DEVELOPMENT REPORT

Mr. Pat. 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.

A full report was circulated to the Board prior to the meeting and is available in full in the Board One Note/Board pack.

Deputy Chairperson, Cllr. Mary Bohan thanked the DOSD for his report and acknowledged the hard work undertaken by DOSD and staff in MSLETB.

SCHOOLS REPORT

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

The DOS extended her thanks to all Principals, teachers and staff who are working tirelessly on school musicals at this time of year.

Cllr. Donna Sheridan commended the DOS on the ongoing work on School Road Safety Programme. Cllr Sheridan also expressed her delight to see the School Completion Programme moving forward.

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

The Director's report on schools is available in full in the Board pack in One Note.

FURTHER EDUCATION AND TRAINING REPORT

Mr. Peter Egan, Director of Further Education and Training for Mayo, Sligo and Leitrim Education and Training Board presented a comprehensive report on Further Education and Training.

A full report was circulated to the Board prior to the meeting and is available in full in the Board One Note/Board pack.

Deputy Chairperson, Cllr. Mary Bohan extended her thanks to the Director of Further Education and Training and his staff in MSLETB for all their hard work.

The following documents were included in the Board pack (OneNote) for Noting by the Board:

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|---|
| MSLETB Lone Worker Policy – approved at EMT 2 nd December 2024 |
| Approved permission to attend Foreign Travel |
| MSLETB – List of Correspondence |
| MSLETB – List of Circulars |
| MSLETB - List of School BOM Minutes and Policies |

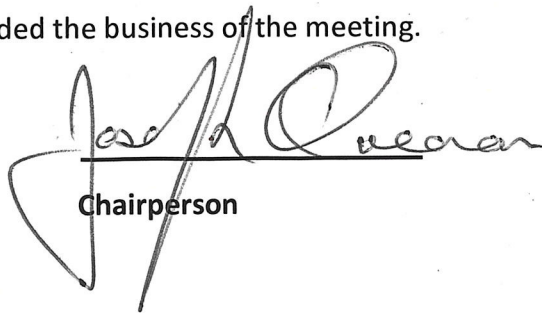
AOB

The next Board meeting is scheduled for 25th February 2025.

The Chairperson, Cllr. Joesph Queenan thanked all present at the Board meeting for their hard work and support.

This concluded the business of the meeting.

Signed:

A handwritten signature in black ink, appearing to read 'Joesph Queenan', is written over a horizontal line. The signature is stylized with a large initial 'J' and a long, sweeping tail.

Chairperson

Date:

25-02-'25