

**MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING**  
**BOARD MINUTES OF THE PROCEEDINGS OF THE MEETING**  
**The Landmark Hotel, Carrick-on-Shannon, 14<sup>th</sup> November**  
**2023 at 4.00pm**

**In attendance:**

**Mmes**

P. Ní. Thaidhg  
M. Bohan, L.C.C  
J. Van Aswegen (remotely)  
N. McGowan

**Messrs**

S. Kilgannon  
P. Coffey  
S. Carey, M.C.C  
R. Finn, M.C.C  
C. Hyland M.C.C  
A. Gibbons S.C.C  
E. Stenson L.C.C  
J. Moran  
P. O'Rourke, L.C.C  
M. Molloy  
P. Forde

The following were also in attendance:

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

**APOLOGIES**

Apologies were received from Cllr. D. Sheridan, Cllr. T. Connolly, Cllr. J. Caulfield, Cllr. M. Casserly, Cllr. R. O'Grady and Ms. A.M. McDaniel who were unable to attend the meeting.

### **DECLARATION OF CONFLICT OF INTEREST**

There were no conflicts of interests declared.

### **PRESENTATION ON CYBERSECURITY RISK BY MR. SEAMUS MALONEY, HEAD OF ICT**

Mr. Seamus Maloney updated the Board on Cybersecurity risk to MSLETB. He described the processes already in place by the ICT department. Mr. Seamus Maloney made the Board aware of the risks faced by MSLETB in this area and the need for extra resources to comply with minimum standards to access ICT Cybersecurity. Mr. P. Howley thanked Mr. S. Maloney and his team. Mr. P. Howley noted that MSLETB have a Disaster Recovery Plan, Business Continuity Plan and Cyber Incident Response Plan in place to protect MSLETB should an incident occur. Mr. P. Howley advised that the Department will need to support the ETB's in order to enhance our protection against a cyber-attack.

### **ADOPTION OF MINUTES**

The Minutes of MSLETB's Board Meeting held on 19<sup>th</sup> September 2023 were adopted by the Board on the proposal of Cllr. C. Hyland and seconded by Cllr. E. Stenson.

### **MATTERS ARISING**

There were no matters arising.

### **NOMINATION OF FIVE VOTING MEMBERS TO ATTEND ETBI AGM ON 28<sup>th</sup> NOVEMBER 2023**

The following members were selected to attend the ETBI Conference 2023:

- Cllr. Richard Finn
- Cllr. Paddy O'Rourke
- Mr. Seamus Kilgannon
- Mr. Pat Forde
- Cllr. Mary Bohan

The Board approved this selection on the proposal of Cllr. S. Carey and seconded by Ms. P. Ní Thaidhg.

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

Mr. P. Howley, DOSD, briefed the Board on the rationale of having the EFT in place and sought approval to renew the EFT facility for 2024.

The Board recommended the renewal of the Electronic Funds Transmission (EFT) facility for 2024 on the proposal of Cllr. A. Gibbons and was seconded by Mr. P. Forde.

### **RISK MANAGEMENT**

Mr. P. Egan, Director FET presented a comprehensive FET Risk Register and highlighted the high level risks across MSLETB FET. The full report is available in the Board pack (One Note). The CE advised the Board that the Executive Management Team have a dedicated meeting four times per year to address the Risk Register as this is a key area of Governance. The CE commended the Director of FET and his team for all his work managing the FET Risk Register.

## **APPROVAL OF LEASE AGREEMENTS**

The CE sought approval from the Board for the following leases:

### **1. Approval of lease of lands at Drumshanbo Co Leitrim**

Summary Details are as follows:

**Parties:** Lease between MSLETB and Mayflower Community Partnership

**Term:** 2023 – 2028

**Rent:** €1 per annum

The Board approved the lease for Mayflower Community Partnership, Drumshanbo, Co. Leitrim on the proposal of Cllr. P. O'Rourke and was seconded by Cllr. M. Bohan

### **2. Approval to seek ministerial approval to sell the property at Corbally Co Sligo**

Corbally Old Vocational School, Corbally Co Sligo F26 C9D7

The Item was discussed by the Board and the DOSD gave context in relation to the building and its use. The Board agreed to seek ministerial approval to sell the property at Corbally Old Vocational School, Corbally Co Sligo on the proposal of Cllr. P. O'Rourke and was seconded by Mr. P. Forde.

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

Mr. P. Howley DOSD brought the Audit Committee report 2022 before the Board. The DOSD informed the Board that the most recent Audit and Risk Committee meeting took place on 18<sup>th</sup> October 2023 and the minutes of this meeting will be furnished upon ratification. The DOSD informed the Board that a Finance Committee meeting was held on 24<sup>th</sup> October 2023 where the minutes of the 27<sup>th</sup> March 2023 were ratified. These are available in the Board pack (One note).

## **CHIEF EXECUTIVE'S REPORT**

The CE presented a comprehensive report to the board:

**Votes of Sympathy** - sympathies were extended to a number of staff members and their families on recent bereavements.

### **Role of the NPC-Primary in nominating parents to boards of Education and Training Boards.**

The CE informed the Board regarding a letter from Department on the 7<sup>th</sup> November 2023. In accordance with section 30(10)(a) of the Education and Training Boards Act 2013, the Minister specified that the National Parents Council-Primary is the national association of parents in respect of each education and training board who shall nominate 2 parents, one of whom shall be a man and one of whom shall be a woman who shall be appointed as members of that board.

Accordingly, nominations for any parent nominees (including in respect of existing parent nominee vacancies) to the board of an ETB must henceforth be sought from and made by the National Parents Council - Primary. This does not affect any serving board members who were nominated by the National Parents Council-Post Primary while it was a recognised parents association.

### **Board of Management Issue**

As an update on the matter the Board requested the CE to deal with on 22<sup>nd</sup> June 2021 (Board meeting Minute) on its behalf, the CE provided the following update.

The CE advised the Board that he recently became aware of the fact that a number of members of the Board of Management (BOM) of Grange PP had resigned. The resignation of the relevant members resulted in the membership of the BOM falling below the number required for a quorum. At that point the Board of Management ceased to exist. In the circumstances the CE is proposing that MSL ETB, as Patron, appoint a Manager to manage the school on its behalf until it becomes practicable to appoint a new Board of Management.

The school concerned is Grange Post Primary. The Manager the CE is recommending to the Board today is Ms Bernie Rowland. Ms Rowland is a highly experienced educator, school leader and former principal of a large school.

The CE requested that the position be ratified by the Board, subject to the requirements of the Department of Education. The position was ratified on the proposal of Cllr. M. Bohan and was seconded by Ms. P. Ni Thaidhg.

### **Events/Meetings Attended**

#### **The CE attended the following events:**

World Skills 2023 RDS 20<sup>th</sup> - 22<sup>nd</sup> of September.

National Apprenticeship Alliance meeting in Dublin on 22<sup>nd</sup> September and 28<sup>th</sup> October.

ETBI Annual Conference 27<sup>th</sup> – 28<sup>th</sup> October.

ATU Tertiary Meeting online 29<sup>th</sup> September.

FET Funding Model Workshop 3<sup>rd</sup> October Radisson Sligo.

ETB/SEAI Climate Action Conference 2023 5<sup>th</sup> October Radisson Blu Athlone.

CE Forum on 11<sup>th</sup> October in ETBI, Pipers Hill, Naas, Co. Kildare.

Joint MSLETB DETB Apprentice Graduation & Award Ceremony Mount Errigal Hotel Letterkenny on 13<sup>th</sup> October.

PLC and FET Leaders Meeting - Leitrim on the 20<sup>th</sup> October.

MSLETB - University of Galway collaboration meeting hosted by University of Galway on 23<sup>rd</sup> October. MSLETB and the University discussed areas of shared interest and the potential for further collaboration for the good of our region. The Meeting attendees included the MSLETB EMT and the President and EMT of the University of Galway

Second meeting on future governance framework for craft apprenticeships on 24<sup>th</sup> October in National Apprenticeship Office East Point Plaza, East Point Business Park.

The CE is attending, as CE Forum nominee, weekly online meetings of the Apprenticeship Capacity Oversight Group, chaired by DFHERIS.

**Minister Simon Harris, Minister for Further and Higher Education, Research, Innovation and Science visited MSLETB, FET Centre, Quay Street, Sligo** on 2<sup>nd</sup> October to announce significant investment for the facility under the Department SUIF capital application and additional Capital for 2023 for MSLETB. The minister met with students and staff and toured the centre and facilities.

**Minister Simon Harris, Minister for Further and Higher Education, Research, Innovation and Science also visited Sligo College of Further Education** on 2<sup>nd</sup> October to meet with Tertiary Nursing students and staff and toured the centre and facilities on offer.

#### **Recent Retirements**

The CE wished Mr. Sean Burke, Area Training Manager MSLETB, and Ms. Una Duffy, Principal Mohill Community College the very best on their recent retirements and acknowledged with the Board their respective outstanding contributions to MSLETB.

#### **Service Plan delivery for MSLETB**

C&AG are currently completing an audit in MSLETB.

The CE updated the Board in relation to the MSLETB 2023 Service Plan. Currently MSLETB is performing well across the overall delivery. The ETB delivery is presently slightly above target on activity and close to target on expenditure.

The CE informed the Board that MSLETB Capital Buildings delivery continues to be a challenge, due to scale and several other factors.

MSLETB's FET College capital delivery is ongoing with deadlines to meet for estates strategy and provisional business case upcoming.

The potential cuts in FET budget have been alleviated generally and we expect will come in around or slightly above target.

### **Travel Abroad**

The CE informed the Board that a number of staff and teachers will be travelling abroad for various events and Erasmus courses, details are available in Board pack in One Note.

### **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.

Deputy Chairperson, Mr. S. Kilgannon 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.

Deputy Chairperson, Mr. S. Kilgannon thanked the Director of Further Education and Training and his staff in MSLETB for all their hard work.

### **SCHOOLS REPORT**

Ms. M. Madden, Director of Schools (DOS) presented the Schools Report for Mayo, Sligo and Leitrim Education and Training Board. Ms. M. Madden expressed her condolences on the recent passing of staff members Mr. Lorcan McNamee and Mr. Peter Glancy. DOS commended and acknowledged the teachers and staff for supporting each other in this difficult time.

The DOS paid tribute and congratulated the Junior Certificate Students on their recent results.

The Deputy Chairperson, Mr. S. Kilgannon acknowledged the hard work that is ongoing by the Director of Schools and by teachers and staff in MSLETB schools.

The Director's reports are available in full in the Board pack in One Note.

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

MSLETB Disaster Recovery Policy – Approved by EMT 16/06/23
MSLETB Cyber Incident Response Plan – Approved at EMT 16/06/23
MSLETB Protected Disclosure Policy – Approved at EMT 07/11/23
MSLETB Policy on Brief Absences – Approved at EMT 07/11/23
Honorarium Policy – Approved by EMT 13/11/23
Finance Committee Minutes 27 <sup>th</sup> March 2023
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

**AOB**

Cllr. P. O'Rourke asked if there is funding available for schools or community centres to procure Chubbie (A sensory regulation space for Autistic Students). Mr. P. Howley (DOSD) said "we currently do not have funds available and this would have to be considered under procurement rules, however, he would explore this through the building unit in MSLETB" and revert to Cllr. P. O'Rourke.

The next Board meeting will take place on 12<sup>th</sup> December 2023.

Deputy Chairperson, Mr. S. Kilgannon thanked all present and Mr. Seamus Maloney for his presentation and wished everyone well, with continued success for MSLETB.

This concluded the business of the meeting.

Signed:

  
Chairperson

Date:

12-12-2023