

MAYO, SLIGO AND LEITRIM EDUCATION AND TRAINING
BOARD MINUTES OF THE PROCEEDINGS OF THE MEETING
Clayton Hotel, Sligo, 20th June 2023 at 4.00pm

In attendance:

Mmes

P. Ní. Thaidhg
M. Bohan, L.C.C
M. Casserly S.C.C
D. Sheridan M.C.C

Messrs

P. O'Rourke, L.C.C
S. Kilgannon
P. Coffey
M. Molloy
P. Forde
J. Caulfield, M.C.C
S. Carey, M.C.C
T. Connolly, M.C.C
C. Hyland, M.C.C
R. Finn, M.C.C
A. Gibbons S.C.C
E. Stenson L.C.C

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, Ms. F. Foody, Corporate Services.

APOLOGIES

Apologies were received from Mr. P. Egan, Director of Further Education and Training, Cllr. Dr. J. Van Aswegen, Cllr. R. O'Grady, Ms. A. M. McDaniel, Ms. N.McGown and Mr. J. Moran 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 23rd May 2023 were adopted by the Board on the proposal of Cllr. C. Hyland and seconded by Cllr. P. Forde.

MATTERS ARISING

There were no matters arising.

RISK MANAGEMENT

The Director of OSD reported that MSLETB continue to make improvements to the Corporate Risk Register and the Organisation Support and Development Risk Register. The Director of OSD pointed out the risks to the Board in the red category of the Corporate Risk Register and the OSD Register.

The Director of Schools updated the Board on the following objectives from the Schools Risk Register including Cyber Security, Data Protection, Safety, Health & Wellbeing, Student Safety, Service Provision, Statutory Inspections and protection of students, staff, visitors and our premises from fire.

Mr. S. Kilgannon complimented the Director of Schools and the Director of Organisation Support and Development on the extensive work they have done providing a comprehensive report on Risk Management.

APPROVAL OF 2022 ANNUAL REPORT & CHAIRPERSONS COMPREHENSIVE REPORT

The 2022 Annual Report was approved by the Board on the recommendation of Cllr. E. Stenson and seconded by Mr. P. Forde. A copy of the Annual Report was circulated to Board members prior to the meeting. The CE thanked the DOSD and his team in Corporate Services for all their work in the area of compliance. Cllr. S. Kilgannon thanked all the staff in MSLETB for providing a very comprehensive report.

The 2022 Chairpersons Comprehensive report was approved on the recommendation of Cllr. M. Casserly and was seconded by Ms. P. Ní Thaidhg.

Chairperson, Cllr. M. Bohan thanked all MSLETB staff for their commitment and hard work in preparing the 2022 Annual Report.

APPROVAL OF AMENDMENT TO SERVICE PLAN 2023

The Service Plan 2023 was previously approved by the Department and MSLETB Board on 21st February 2023, however, the Department requested MSLETB to include the following amendment:

Financial expertise on audit and finance committees	Appointments to audit and finance committees should be made by the board in consultation with committee chairs. External members of committees should bring the required audit and financial skills and experience to the role.
---	---

The requested amendment was subsequently included in the Service Plan on page 31 and was approved by the Department. As per the Department's request the amended Service Plan was brought to the attention of the Board seeking their formal approval for same. The Chairperson, Cllr. M. Bohan sought approval of the amendment of the Service Plan 2023. The Amendment of the Service Plan 2023 was approved on the recommendation of Ms. P. Ní Thaidhg and was seconded by Cllr. A. Gibbons.

GOVERNANCE/REPORT FROM SUB- COMMITTEE's

There was no sub-committee report.

CHIEF EXECUTIVE'S REPORT

Mayo, Sligo and Leitrim ETB extended sincere sympathies to:

- Ms. Martha Bolger, Director of Further Education and Training in Kilkenny Carlow ETB on the passing of her father Mr. William (Willie) Bolger, Kilkenny.
- Ms. Teresa Scanlon, Assistant Training Standards Officer in Sligo Training Centre on the passing of her mother Mrs. Anne Busby, Ballymote Sligo.
- Ms. Mary Madden, Director of Schools on the passing of her Aunt Mrs. Mona Conlon, Geevagh, Sligo
- Mr. Damien Brennan on the passing of his brother Mr. Kieran Brennan, Cloone, Leitrim

The CE made the Board aware that The Executive Management Team (EMT) have approved a Business Continuity Plan, a Disaster Recovery Plan, and a Cyber Incident Response Plan. These documents contain sensitive information so will not be shared with the Board, however, the EMT wished for the Board to note that they are in situ.

The CE noted that the documents below are included for noting at the Board meeting on the 20th June

- **2021 Certified Financial Statements of MSLETB.**
- **Information Notes to Dept. of Education on the 2021 Annual Financial Statements.**

- **2021 C&AG Management Letter, 2021 Audit Completion Memorandum & 2021 Audit Cert.**

MEETINGS/EVENTS ATTENDED

The CE attended the **National Apprenticeship Alliance meeting** on the 24th May and the **ETB-SOLAS CEO Quarterly Meeting** on the 1st June.

The CE attended the **launch of Erris Youth Service** in Belmullet on the 2nd June which was attended by Minister Dara Calleary, Councillor Sean Carey, and Deputy Rose Conway Walsh.

The Erris UBU Youth Service, An Cosán is operated by Foróige in partnership with Mayo, Sligo and Leitrim Education Training Board (MSLETB).

The Erris UBU Youth Service is funded by the Department of Children, Equality, Disability, Integration and Youth under the UBU- Your Place, Your Space targeted youth funding scheme, through MSLETB. The project is a newly funded targeted project and has been in operation since October 2021 and works with young people aged between 10 and 24yrs.

The aim of the service is to give young people an opportunity to overcome adversity and reach their full potential in a safe and supportive environment.

The CE attended **West/North-West Tertiary Education** Steering Group Meeting in ATU Donegal, on the 8th June. The four Partners in the Pilot Project signed an Memorandum of Understanding. The pilot Programme has made great progress to date.

The CE participated in the **initial briefing on the project to integrate all apprenticeship programmes** into a single model in the National Apprenticeship Office on the 9th June. This is a core policy objective in the Government's *Action Plan for Apprenticeship 2021-2025*.

The briefing invitation was being extended to apprenticeship colleagues across further and higher education and is one of a series of initial briefings on the project which is taking place in June.

The CE attended **the Principals' Meeting in Achill** on Monday 12th June.

On the 15th June the CE attended the - **North&West1 Regional Dialogue Meeting** in Cavan. The first of a series of these nationally hosted/ Chaired by the Secretary General at DFHERIS

Board of Management Issue Update

Following the update at the last meeting where the CE and another Board member attended a BOM Meeting in the School on May 11th 2023 the matter remains ongoing and is not resolved as yet. I will keep the Board informed again in due course.

I have communicated with the Department in relation to Accommodation Concerns at Davitt College

Some progress is being made in relation to acquiring the additional property for the site at Carrigallen but the Modular accommodation situation there is challenging.

The CE explained that there is effectively a budget cut in FET this year in comparison to 2022 which is being addressed by the Funders with Government. MSLETB has issued its mid-year review which anticipates an overspend by year end of about €1.3 M. The CE highlighted this because difficult decisions may have to be taken in the autumn depending on how the review is received by SOLAS in the context of the national picture.

TRAVEL ABROAD

A number of staff and teachers will be travelling abroad for various events and Erasmus courses over the next couple of months. **Permission to travel abroad** details are available One Note.

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 and wished all students sitting exams in June the best of luck.

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

The Chairperson, Cllr. M. Bohan thanked 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 OneNote for Noting by the Board:

CCTV Policy – Approved by EMT 16 th May 2023
2021 Certified Financial Statements of MSLETB.

Audit Completion Memorandum 2021
MSLETB 2021 Certified Annual Financial Statements
2021 C &AG Management Letter
Information Notes to Dept. of Education on the 2021 Annual Financial Statements to include: MSLETB – AFS 2021 – Fraud MSLETB – AFS 2021 – Note 25a (Consultancy) MSLETB – AFS 2021 – Note 25b (Legal) MSLETB – AFS 2021 – Note 25d (Hospitality) MSLETB – AFS 2021 – Non-compliance with Procurement Rules MSLETB – AFS 2021 – Note 35e (unused property) MSLETB – AFS 2021 – Note 31 (Contingencies)
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

Board Attendance record

Chairperson, Cllr. M. Bohan raised the matter of attendance by Board members and gave a reminder of the importance of full attendance at MSLETB Board meetings. The Chairperson appealed to Board members to speak to her individually should they find they are having difficulty attending Board meetings.

GDPR and Board documents

Chairperson, Cllr. M. Bohan reminded the Board that under GDPR it was advised that all documents given out at the Board meeting should be returned after the meeting to be destroyed.

Board members agreed that they did not require reports to be printed for them going forward

and that having access online to the reports on One Note one week prior to the meeting taking place was sufficient. It was also agreed if any Board member still wanted to receive printed documents, they could request these prior to the meeting by sending an email to the secretary of the Board. This was approved on the recommendation by Cllr. C. Hyland and was seconded by Cllr. D. Sheridan.

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: 
Chairperson

Date: 19-9-2023.