

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

**Swinford Further Education and Training Centre**

**20<sup>th</sup>February 2024 at 4.00pm**

**In attendance:**

**Mmes**

P. Ní. Thaidhg  
M. Bohan, L.C.C  
J. Van Aswegen (online)  
N. McGowan (online)  
D. Sheridan, M.C.C (online)  
A.M. McDaniel

**Messrs**

S. Kilgannon  
P. Coffey  
E. Stenson L.C.C  
P. O'Rourke, L.C.C  
M. Molloy  
P. Forde (online)  
J. Caulfield M.C.C  
J. Moran  
A. Gibbons S.C.C (online)  
S. Carey M.C.C  
C. Hyland M.C.C

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. T. Connolly, Cllr. M. Casserly, Cllr. R. O'Grady and Cllr. R. Finn who were unable to attend the meeting.

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

There were no conflicts of interests declared.

### **PRESENTATION ON COMMUNITY NATIONAL SCHOOLS BY THE DIRECTOR OF SCHOOLS, ETBI, DR. SEAMUS CONBOY**

Dr. Seamus Conboy, Director of Schools, Education and Training Board Ireland presented to the Board regarding Community National schools. The purpose of this presentation was to communicate the purpose and discuss the potential for Community National Schools (CNSs) in Mayo, Sligo and Leitrim and to discuss how MSLETB Board members could help support the establishment of more CNSs in Mayo, Sligo and Leitrim.

ETBI are trying to significantly increase the number of multi-denominational schools available to families in all counties in Ireland in line with the Department of Education and government targets relating to CNS.

A lengthy discussion took place between Board members and others present in relation to the overall benefits of promoting Community National Schools in Mayo, Sligo and Leitrim.

The CE thanked Mr. Seamus Conboy for a very useful conversation and was very grateful for all the support given to MSLETB from ETBI. The Chairperson Cllr. J. Caulfield thanked Dr Conboy for the presentation and agreed the Board would review the proposal and documentation presented in relation to Community National Schools

### **ADOPTION OF MINUTES**

The Minutes of MSLETB's Board Meeting held on 12<sup>th</sup> December 2023 were adopted by the Board on the proposal of Cllr. Mary Bohan and seconded by Mr. Pat Coffey.

### **MATTERS ARISING**

There were no matters arising.

### **RISK MANAGEMENT**

No update.

### **APPROVAL OF LEASE AGREEMENTS**

The CE sought approval from the Board for the following lease and licence:

#### **Approval of lease at Mayflower Community Centre**

Summary Details are as follows:

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

Mayflower Community Centre is currently being used by Drumshanbo Vocational School.

**Term:** 1<sup>ST</sup> of April 2023 – 31<sup>st</sup> of March 2028

**Rent:** €18,000 per annum (€1500 per month Year 1, followed by a 3% increase in each subsequent year)

The board approved the lease for Mayflower Community Partnership on the proposal of Mr. Pat Forde and was seconded by Mr. Pat Coffey.

### **Approval of Existing Licence at Ashtown, Co Dublin**

Summary Details are as follows:

**Parties:** Licence between MSLETB and Teagasc Ashtown Co Dublin

Teagasc Ashtown is currently being used for the Craft Butchery Course.

**Term:** 31<sup>st</sup> March 2024 – 30<sup>th</sup> March 2025

**Rent:** €33,000 plus Vat per annum

The board approved the licence for Teagasc Ashtown on the proposal of Cllr. Enda Stenson and was seconded by Cllr. Sean Carey.

### **APPROVAL OF MSLETB SERVICE PLAN 2024**

The Service Plan was presented to the Finance Committee on 13<sup>th</sup> of February last, and the Finance Committee formally recommended it to the Board for approval. The CE sought approval from the Board for the approval of the MSLETB Service Plan 2024.

This Service Plan is an important part of our compliance and statutory obligations with regard to delivering the services for MSLETB for this year. It identifies actions, performance indicators and targets to meet MSLETB's goals and priorities and sets out the services that will be provided to the communities of Mayo Sligo and Leitrim in 2024.

The Service Plan 2024 was approved on the proposal of Mr. Seamus Kilgannon and was seconded by Cllr. Enda Stenson.

### **APPROVAL OF TERMS OF REFERENCE 2024 FOR BOARDS OF MANAGEMENT OF ETB POST PRIMARY SCHOOLS**

The CE informed the Board that before the Terms of Reference can become fully operational, LSSU advises that the Terms of reference should be approved at the ETB Board meeting.

The Terms of Reference 2024 for Board of Management of ETB Post Primary Schools was circulated to the Board for review in advance of the Board meeting and included in their One Note pack. The CE sought approval from the Board for the Terms of Reference 2024 for Boards of Management of ETB Post Primary Schools.

The terms of reference was approved on the proposal of Cllr. Sean Carey and was seconded by Mr. Seamus Kilgannon.

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

The DOSD, Mr. Pat Howley advised the Board that the signed minutes of the Finance Committee on 7<sup>th</sup> December 2023 were available in the Board pack (One Note). The Chief Executive of MSLETB was in attendance at this Finance Committee meeting.

## **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.

### **Service Plan**

The CE thanked the Board for formally approving the MSLETB Service Plan 2024. The CE also thanked all the staff in MSLETB who have compiled this plan and wished to acknowledge the work of the Chairperson, Cllr. John Caulfield and all our stakeholders in helping to deliver the services of MSLETB.

### **Terms of Reference for Board of Management of ETB Post Primary Schools**

The CE thanked the Board for approving the Terms of Reference for the Board of Management of ETB Post Primary Schools and advised the Board these Terms of Reference will be circulated to all relevant ETB post primary schools/BOMs.

### **A sample of some ongoing current events and tasks the CE is directly involved in or overseeing include:**

- Continue to be the ETBI CE forum CE representative on the Departments Apprenticeship Capacity Oversight Group
- Continue to be the ETBI CE forum CE representative on the National Apprenticeship Alliance NAA and its subgroups working on the future model of Apprenticeship which is required by the Action plan for apprenticeship 2021- 2025 and is considering the Apprenticeship Future Governance arrangements.
- 14<sup>th</sup> December 2023 – Visit by Eamon Dunican – Principal Officer of Building Unit DFHERIS visiting properties in Sligo relating to the Nearly Zero Energy Buildings and the Strategic Assessment Report for Sligo College of FET. In the process of furnishing the Department with FET critical accommodation requirements at Ballinode.
- CE Forum Meeting.
- 23<sup>rd</sup> – 24<sup>th</sup> January, the CE attended the College Alliance - International Conference 2024 in Manchester College on behalf of the ETBI CE Forum accompanied by one other Chief Executive.
- ETB CE's Workshop on OD11 Preparation Strategy
- A key Item for MSLETB senior Leadership has been significant background work leading to announcement today of the establishment of our Leitrim College of FET and Sligo College of FET. The CE noted that between now and the end of August MSLETB will be establishing a new college and will be working with staff, learners and stakeholders.

The CE advised the Board that MSLETB will be aiming to meet the needs of the region in a way that maximises our approach as an ETB.

- The CE noted that he is overseeing significant work by staff on FET Funding, School Allocation and Budgeting and OSD projects in many areas including the service plan, Financial and HR ongoing work.

The CE informed the Board that correspondence from the Department could be found in the Board pack/One Note in relation to the appointment of Ms. Bernie Rowland as Manager of Grange Post Primary School by the patron.

The CE conveyed his congratulations to Mr. Pat Howley as Director of Organisational Support and Development on permanent basis and thanked him for his work to date in an Acting capacity. Also, Ce congratulated Mr. Anthony Quinn on his appointment as Training Centre Manager for Sligo Training Centre and wished him well in this role.

### **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 informed the Board regarding the founding of two new Further Education and Training Colleges which was announced to the public today: **Leitrim College of Further Education and Training and Sligo College of Further Education**. These colleges will bring together all entities in a major evolution of further education and training for the regions.

Chairperson, Cllr. J. Caulfield thanked the Director of Further Education and Training and his staff in MSLETB for all their hard work.

### **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.

Cllr. S. Carey acknowledged all the hard work that the DOSD has made progressing work in St. Brendan's College in Belmullet.

Chairperson, Cllr. J. Caulfield thanked the Director of Organisation, Support & Development and his staff in MSLETB for all their hard work.

### **SCHOOLS REPORT**

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

The DOS informed the Board that the LLSU has scheduled a legal day for all Principals and Deputy Principals and this will take place in April/May 2024.

Enrolments in MSLETB schools remain strong for the coming academic year. Schools have had

their Open Evenings.

The DOS informed the Board that an assurance document was issued by the Department of Education on the School Completion Programme and the EMT met in relation to the School Completion Programme. The DOS informed the Board that they are taking steps to lift the pause on recruitment.

The Chairperson, Cllr. John Caulfield 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 pack (OneNote) for Noting by the Board:**

|   |
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| MSLETB Travel and Subsistence Policy – Approved at EMT 18 <sup>th</sup> December 2023 |
| MSLETB Corporate Procurement Plan V5 – Approved at EMT 19 <sup>th</sup> February 2024 |
| MSLETB Procurement Policy V4 – Approved at EMT 19 <sup>th</sup> February 2024         |
| MSLETB ICT Strategy 2024 – 2027 – Approved at EMT 19 <sup>th</sup> February 2024      |
| Finance Committee Minutes 7 <sup>th</sup> December 2023                               |
| Appointment of Ms. Bernie Rowland as Manager of Grange PPS by the patron              |
| Approved permission to attend Foreign Travel  |
| MSLETB – List of Correspondence   |
| MSLETB – List of Circulars  |
| MSLETB - List of School BOM Minutes   |

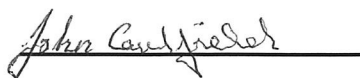
**AOB**

The next Board meeting will take place on 26<sup>th</sup> March 2024.

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

This concluded the business of the meeting.

Signed:



Chairperson

Date:

26-3-2024