

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

**Sligo Park Hotel, 21<sup>st</sup> May 2024 at 11.00am**

**In attendance:**

**Mmes**

P. Ní. Thaidhg  
M. Bohan, L.C.C  
D. Sheridan, M.C.C  
R. O'Grady, S.C.C  
Ms. N. McGowan  
Ms. A.M McDaniel

**Messrs**

S. Kilgannon  
P. Coffey  
E. Stenson L.C.C  
M. Molloy  
P. Forde  
J. Caulfield M.C.C  
C. Hyland M.C.C  
A. Gibbons S.C.C

The following were also in attendance:

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. T. Grady, Chief Executive, Mr. P. Egan, Director of Further Education and Training, Cllr. T. Connolly, Cllr. M. Casserly, Mr. J. Moran, Cllr. S. Carey, Dr. J. Van Aswegen, Cllr. R. Finn and Cllr. P. O'Rourke.

**DECLARATION OF CONFLICT OF INTEREST**

There were no conflicts of interests declared.

### **ADOPTION OF MINUTES**

The Minutes of MSLETB's Board Meeting held on 26<sup>th</sup> March 2024 were adopted by the Board on the proposal of Cllr. Enda Stenson and seconded by Mr. Pat Forde

### **MATTERS ARISING**

There were no matters arising.

### **RISK MANAGEMENT**

Mr. Pat Howley, OSD Director deferred risk management until the next meeting.

### **APPROVAL OF 2023 ANNUAL REPORT**

A copy of the 2023 Annual Report was circulated to the Board members prior to the meeting. The Board members reviewed the 2023 Annual Report. The 2023 Annual Report was approved by the Board on the recommendation by Ms. Pamela Ní Thaidhg and was seconded by Cllr. Enda Stenson. Mr. Pat Howley, DOSD thanked the Board and MSLETB staff for their assistance in compiling the 2023 Annual Report.

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

The DOSD, Mr. Pat Howley advised the Board of the signed minutes of the Audit and Risk Committee meeting on 19<sup>th</sup> March 2024. A review of the 2023 Internal Controls took place at this meeting and there was a good attendance by members. The OSD Risk Register was also reviewed at this meeting. Ms Cathy Powell, Adult Education Officer attended the Audit and Risk Committee meeting where she gave an update on the Adult Literacy Programme. The DOSD advised that the minutes of the Finance Committee meeting which took place on 21<sup>st</sup> March 2024 are also available in the Board pack (One Note). The DOSD thanked the members of the Audit and Risk Committee and the Finance Committee for their work and commitment.

The DOSD also advised that the minutes for the Youthreach Advisory Committee Meeting, 14<sup>th</sup> May 2024 and the minutes for the FET Committee Meeting, 7<sup>th</sup> March 2024 are available in the Board pack/One note.

### **CHIEF EXECUTIVE'S REPORT**

The DOSD presented a comprehensive report to the board on behalf of the CE:

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

### **STAFF ELECTIONS**

The DOSD on behalf of the CE confirmed with the Board that the following candidates were nominated for the Mayo, Sligo and Leitrim Education and Training Board 2024 Staff Elections: Ms. Sabina McLoughlin (Teacher Drumshanbo Vocational School) and Mr. Aidan Brogan (Teacher Davitt College). The DOSD on behalf of the CE extended his thanks to the outgoing staff representatives of the Board; Ms. Niclole McGowan and Mr. Pat Coffey

## **RETIREMENT FUNCTION**

The DOSD on behalf of the CE advised the Board that a new date would be considered for the retirement function.

## **THANK YOU NOTE**

The DOSD on behalf of the CE informed the Board that a thank you be extended to Cllr. Paddy O'Rourke and Cllr. John Caulfield for attending the Oversight and Performance Delivery Agreement meeting.

**The DOSD informed the Board regarding a sample of some ongoing events and tasks the CE is directly involved in or overseeing, which 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.
- Annual FET Colleges Ireland Conference 10<sup>th</sup> and 11<sup>th</sup> April 2024.
- Attended the South West College showcase event at the Erne Campus and the Workhouse for the Lord Lieutenant of Fermanagh 11<sup>th</sup> April.
- Northwest Regional Enterprise Steering Committee meeting, Carrick-on-Shannon on the 12<sup>th</sup> April.
- Allocation of additional posts to special schools for September 2024 – online meeting 12<sup>th</sup> April.
- ETBI Showcase Event Midlands Park Hotel Portlaoise on the 16<sup>th</sup> April.
- Attended ATU Castlebar to meet Erasmus Visitors on 17<sup>th</sup> April.
- School completion programme meeting in Swinford FEC on 19<sup>th</sup> April.
- Attended MSLETB, DFHERIS & SOLAS College of the Future (CotF) Workshop in SOLAS office, Dublin on 22<sup>nd</sup> April.
- Attended the Deputy Principals meeting on the 23<sup>rd</sup> April.
- Attended ETBI Joint Meetings of the Forums, Hudson Bay, Athlone 24 & 25<sup>th</sup> April.
- Erasmus Trip to Oslo 29<sup>th</sup> April - 1<sup>st</sup> May
- ETBI Legal Updates Day 2024 2<sup>nd</sup> May in Radisson in Sligo.
- IPB Cyber insurance meeting 8<sup>th</sup> May online.
- CE Forum meeting 15<sup>th</sup> May.

The DOSD on behalf of the CE extended good wishes to all Board Members who are running in upcoming Elections. The DOSD thanked the Board on behalf of the CE for their help, support and time over the last five years. The DOSD advised the Board on behalf of the CE that the current Board stays in place until the new Board is constituted.

### **FURTHER EDUCATION AND TRAINING REPORT**

Ms. Mary Madden, Director of Schools (DOS) presented a comprehensive report on behalf of Mr. Peter Egan, Director of Further Education and Training for Mayo, Sligo and Leitrim Education and Training Board.

The DOS informed the Board on behalf of the Director of FET that the five key priority areas in FET for 2024 are the Ukrainian/Refugee Resettlement; Delivering on Strategic Performance Agreement; People and Resources; Apprenticeship Backlog and MSLETB FET College of the Future.

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

Chairperson, Cllr. John Caulfield extended his thanks to 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.

The 2023 Draft Accounts and Statement on Internal Controls were submitted to the C&AG by the due date of 1<sup>st</sup> April 2024

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

Chairperson, Cllr. John Caulfield acknowledged the hard work undertaken by 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 Department has published a Circular 0028/2024 detailing the "Appointment of Administrative Deputy Principals and Staffing Arrangements in Special Schools" to take effect from the 2024/2025 school year, and the role of ETBs in the deployment of an additional 100 post primary teaching posts to special schools through the cooperation hours process.

The DOS advised the Board that the 2024 Gaeltacht Scholarship from Mayo Sligo Leitrim Education Training Board (MSLETB) have been allocated to a course in Coláiste Mhuigheo during

July or August. The DOS extended a big thank you to Mr. Máirtín Ó Móráin and Ms. Orla Sweeney who supported MSLETB in this process.

The DOS extended her best wishes to the Leaving Certificate and Junior Certificate students who are currently preparing for their examinations and acknowledged the hard work undertaken by Principals and teachers during this busy time in schools.

Ms. Pamela Ní Thaidhg requested an update on the School Completion Programme. The DOS informed the Board that MSLETB are still in discussions with the Department and that a meeting with Human Resources has been arranged for next week. Mr. Pat Howley (DOSD) also noted that there is a review nationally of all ETBs and that MSLETB will do all possible to assist where it can in keeping the programme in place.

Mr. Pat Coffey enquired around the reason that Youthreach Ballina was being reduced in numbers from a 40 place centre to a 25 place centre. The DOSD explained that Youthreach Ballina has been operating at less than full capacity and therefore a reduction in places was prudent considering the requirements of the Youthreach Operational Guidelines.

Ms. Nicola McGowan asked if there was an impact on any staff would the national agreements be used in consideration of this. The DOSD confirmed that the nationally agreed procedures would be utilised.

Cllr. Hyland asked if there would be any redundancies as a result of the reduction in places in the Ballina centre. The DOSD confirmed that there would be no redundancies as a result of the reduction.

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 report on schools is 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:**

MSLETB Sick Leave Policy – Approved at EMT 20 <sup>th</sup> May 2024
MSLETB Probation Policy – Approved at EMT 20 <sup>th</sup> May 2024
Audit and Risk Committee Minutes 19 <sup>th</sup> March 2024
Finance Committee Minutes 21 <sup>st</sup> March 2024
FET Committee Meeting, 7 <sup>th</sup> March 2024
Youthreach Advisory Committee Meeting, 14 <sup>th</sup> May 2024
Approved permission to attend Foreign Travel
MSLETB – List of Correspondence

MSLETB – List of Circulars
MSLETB - List of School BOM Minutes

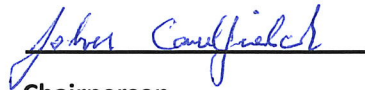
**AOB**

The next Board meeting will take place on 17<sup>th</sup> June 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:

17<sup>th</sup> June  
17<sup>th</sup> - 6 - 2024.