

Minutes of MSLETB Board Meeting

Date: 24th March 2026
Venue: The Landmark Hotel
Carrick on Shannon
Co. Leitrim.



msletb

Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

Members Present

Cllr. Mary Bohan Chairperson
Cllr. James Gilmartin
Cllr. Gerry Murray
Cllr. Dara Mulvey
Ms. Colette Brawn
Cllr. Paddy O'Rourke
Mr. Pat Forde
Cllr. Edel McSharry
Ms. Sabina McLoughlin
Cllr. Gerry Coyle
Mr. Shane Goldsberry
Cllr. Donna Sheridan
Mr. Aidan Brogan
Ms. Angela O'Brien
Cllr. John Caulfield
Ms. Pamela Ni Thaidhg

Apologies:

Cllr. Joeseoph Queenan
Mr. Malachy Molloy
Cllr. Richard Finn
Cllr. Sean Carey
Mr. Seamus Kilgannon

MSLETB Staff:

Mr. Tom Grady, Chief Executive, (CE)
Mr. Pat Howley, Director of Organisational Support and Development (DOSD)
Mr. Peter Egan, Director of Further Education & Training (DFET)
Mr. Michael Walshe, Director of Schools (Acting DOS)
Ms. Mary McDonald, APO, Head of Corporate Services, Governance and Compliance
Mr. John McGoey, APO, Head of Finance
Ms. Fiona Foody, Corporate Services Governance and Compliance

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| 1. Declarations of conflict of Interest | No conflict of interest was declared. |
| 2. Adoption of Minutes | The adoption of the minutes of MSLETB's Board Meeting held on Tuesday 24th February 2026, were proposed by Mr. Pat Forde and seconded by Cllr. Paddy O'Rourke. |
| 3. Matters Arising | There were no matters arising. |
| 4. Risk Management - FET | DFET gave a comprehensive overview of the FET Risk Register. He outlined some of the red risks such as Special Education needs, AI, Equipment in facilities and Budgets. The DFET noted that Risk Management remains a standing item on the FET agenda. The Chair thanked the DFET and his team for their work to date on this. |
| 5. Finance Committee 2025 Annual Report to the Board | The DOSD provided the Finance Committee 2025 Annual Report to the Board. He gave details on the Membership and Meetings of the Committee, the Key Activities during the year, the Compliance Statement and the Recommendations to the Board. The Finance Committee recommend the Board approve the Draft Annual Financial Statements and the Draft Letter of Representation for the year ended 31 st December 2025 and the ratified Annual Financial Statements and Letter of Representation be submitted to the Comptroller and Auditor General in accordance with statutory requirements. The Chair thanked the DOSD and the members of the Finance Committee for the work carried out. |
| 6. Results of Board Self-Assessment Evaluation | APO, Head of Corporate Services presented the findings from the Board self-assessment evaluation carried out in November 2025. Fourteen members were present at the meeting, and we received thirteen evaluation forms back. The APO discussed the constructive comments received and thanked the Board for their participation. Overall, it was very positive feedback, and some measures will be implemented from the survey. The Chair thanked the APO for presenting the findings to the Board and welcomed any changes that would improve the overall function of the Board. |
| 7. Approval of 2025 Financial Statements including Statement of Internal Controls and associate Letter of Representation | APO, Head of Finance presented the 2025 Draft Financial Statements including Statement on Internal Controls and associated Letter of Representation. It was noted by the Board that the 2025 MSLETB draft Financial Statements and Draft Letter of |

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| | <p>Representation were reviewed and discussed by the Finance Committee at their meeting on 19th March 2025 and were recommended for approval by the Board.</p> <p>The Chairperson, CE and DOSD thanked the Head of Finance and the Finance Team and others who contributed to the significant body of work involved in preparing these Financial Statements.</p> <p>The 2025 Financial Statements including Statement on Internal Controls were adopted on the proposal of Cllr. Gerry Coyle and seconded by Cllr. John Caulfield.</p> <p>The Letter of Representation was adopted on the proposal of Cllr. Gerry Coyle and seconded by Cllr. John Caulfield.</p> |
| 8. | Audit and Risk Committee note to the Board on the Statement of Internal Controls for the members review and noting. |
| | <p>APO, Head of Finance presented the 2025 Draft Financial Statements including Statement on Internal Controls and associated Letter of Representation. The draft Statement on Internal Controls was reviewed and discussed in detail by the Audit and Risk Committee at their meeting on 18th March 2026 and was recommended for approval by the Board.</p> |
| 9. | Approval of Lease Agreement(s)/ Purchase of Land(s) |
| | <p>Property: Teagasc FET Lease 1st of April 2026 – 31st March 2027 €33,000 per year plus Vat</p> <p>Proposed by Mr. Pat Forde and Seconded by Cllr. James Gilmartin.</p> |
| 10. | Report from Sub Committees |
| | <p>The DOSD presented his update on the Sub- committees to the Board. The DOSD referred to the Audit & Risk Committee and the Finance Committee.</p> <p>The DOSD presented and summarised minutes from the Audit & Risk Committee meeting and the Finance meeting and all minutes from these committee meetings were made available to the Board.</p> <p>The Chair noted the excellent work and complimented the staff for the work that has been done to date.</p> |
| 11. | Chief Executive's Report |
| | <p>The CE extended his welcome to the Board members.</p> <p>The CE extended sympathies to several colleagues & staff members and their families on recent bereavements.</p> |

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| | <p>The Chair also asked we extend our sympathies to the family of Ms. Mary Griffin, former teacher in Lough Allen College.</p> <p><u>Sligo Sports Partnership</u></p> <p>Mr. Seamus Kilgallon has asked to step down from the Sligo Sports Partnership. Mr. Pat Forde was approved by the Board to take up the vacant position on the proposal of Cllr. Paddy O'Rourke and seconded by Cllr. Dara Mulvey.</p> <p>The CE gave a summary of some of the ongoing current events and items he is directly involved in or overseeing. He gave an update on items from the CE Forum, the Apprenticeship transfer plan from QQI to Higher Education and that he has been nominated to sit on the steering committee for this. He also gave an update on the Contracted Training collapse of tender.</p> <p>He discussed the National Development Plan 2025 and noted that MSLETB had no school included.</p> <p>Following discussion, the Chair requested that the Department be contacted to request a meeting regarding progressing additional accommodation in schools. The CE agreed to contact the department in relation to this.</p> <p>The CE welcome the appointment of the new Chief Executive of SOLAS, Ms. Deirdre McDonnell.</p> <p>The CE advised that he has been in touch with the Department in relation to sanction for critical posts and will keep the Board updated.</p> <p>The CE informed the Board that we are currently doing an internal review of the Statement of Strategy as we are progressing thorough the five-year term of the current statement. He will keep the Board informed of any priority changes that arise from this review.</p> <p>The CE discussed the new National Convention on Education taking place and that MSLETB are hosting a Conversation of Education on the 9th of April in The Landmark Hotel, Carrick on Shannon. Invitations will issue to the Board and the CE asked that the Board RSVP as soon as possible as places will book out quickly.</p> <p>The CE advised the Board of their responsibility in relation to documentation retention and referred to accompanying documentation.</p> |
| 12. | Directors Reports |
| | a. Schools Report |

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| | <p>The Acting DOS gave a comprehensive overview of the schools' report.</p> <p>The full report was circulated to the Board prior to the meeting and is available in full in the Board One Note/Board pack.</p> <p>b. Further Education and Training Report</p> <p>The DFET gave a comprehensive overview of the Further Education and Training Report</p> <p>The full report was circulated to the Board prior to the meeting and is available in full in the Board One Note/Board pack.</p> <p>c. Organisation Support and Development Report including Corporate Services, HR, Buildings, Finance and ICT Report</p> <p>The DOSD gave a comprehensive overview of the OSD Report.</p> <p>The full report was circulated to the Board prior to the meeting and is available in full in the Board One Note/Board pack.</p> |
| 13. | Any Correspondence / documents for noting |
| | <p>The following documents were included in the Board pack (onenote) for Noting by the Board:</p> <ul style="list-style-type: none"> • Audit and Risk Committee Minutes 15/12/25 • MSLETB Garda Vetting Policy • MSLETB Procurement Policy • MSLETB AI Policy • MSLETB Overseas Clearance Requirements • MSLETB – List of Correspondence • MSLETB – List of Circulars • MSLETB – List of BOM Minutes and Policies |
| 14. | Any Other Business |
| | No |

Signed:



Mrs. Mary Bohan,

Chairperson, MSLETB Board

Date:

19th May 2026.