

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

**The Landmark, Carrick-on-Shannon 26<sup>th</sup> March 2024 at**

**4.00pm**

**In attendance:**

**Mmes**

P. Ní. Thaidhg  
M. Bohan, L.C.C  
J. Van Aswegen  
D. Sheridan, M.C.C

**Messrs**

S. Kilgannon  
P. Coffey  
E. Stenson L.C.C  
P. O'Rourke, L.C.C  
M. Molloy  
P. Forde  
J. Caulfield M.C.C  
C. Hyland M.C.C  
R. Finn 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. A Gibbons, Ms. N. McGowan, Ms. A.M McDaniel, Mr. J. Moran, Cllr. S. Carey and Cllr. R. O'Grady 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 20<sup>th</sup> February 2024 were adopted by the Board on the proposal of Cllr. Mary Bohan and seconded by Cllr. Enda Stenson

### **MATTERS ARISING**

There were no matters arising.

### **RISK MANAGEMENT**

Mr. Pat Howley, OSD Director presented the Organisation, Support and Development Risk Register for Quarter 3 and Quarter 4 to the Board. This was circulated for review prior to the Board meeting and was also available in the Board pack/One Note. The OSD Director advised the Board that the OSD Risk Register was updated recently and was also brought to the Audit and Risk Committee meeting for review and comment on the 19<sup>th</sup> March 2024.

### **APPROVAL OF 2023 FINANCIAL STATEMENTS INCLUDING STATEMENTS ON INTERNAL CONTROLS**

Mr. J. McGoey, A.P.O Finance briefed the board on MSLETB's 2023 Draft Financial Statements which included a Draft Statement on Internal Controls. The Draft Statement on Internal Controls was reviewed and discussed in detail by the Audit and Risk Committee at their meeting on 19<sup>th</sup> March 2024 and was recommended for approval by the Board. A correspondence note from the Audit and Risk Committee on the 2023 Draft Statement on Internal Controls was provided to the Board for their consideration. The 2023 MSLETB Draft Financial Statements and Draft Letter of Representation were reviewed and discussed by the Finance Committee at their meeting on 21st March 2024 and were recommended for approval by the Board. The Chairperson, CE and DOSD thanked the Head of Finance and Finance Team and others who contributed to the significant body of work involved in preparing these Financial Statements.

The 2023 Financial Statements including the Statement on Internal Controls were adopted on the proposal of Mr. Pat Forde and were seconded by Cllr. Richard Finn.

The Letter of Representation was adopted on the proposal of Ms. Pamela Ní Thaidhg and was seconded by Cllr. Paddy O'Rourke.

### **APPROVAL OF NEW BOARD MEMBER TO SCHOOL BOARD OF MANAGEMENT**

The Chief Executive, Mr. Tom Grady advised the Board that a vacant position for Parent Representative member has become available on St. Patrick's College Lacken Cross. MSLETB are now seeking the Board's approval to nominate Ms. Maria Bilbow as parent representative member to the Board of Management in St. Patrick's College, Lacken Cross.

The Board approved the nomination of Ms. Maria Bilbow as parent representative member to the Board of Management in St. Patricks's College, Lacken Cross on the proposal of Mr. Pat Coffey and this was seconded by Mr. Pat. Forde.

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

The DOSD, Mr. Pat Howley advised the Board that the signed minutes of the Audit and Risk Committee meeting on 5<sup>th</sup> December 2023 as well as the signed minutes of the Finance Committee meeting on 13<sup>th</sup> February 2024 were available in the Board pack (One Note). The DOSD advised the Board that there was good attendance at both meetings, and he was very thankful to the members on the Audit and Risk Committee and the Finance Committee for their work and commitment.

#### **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.

#### **RETIREMENT**

The CE acknowledged the retirement of Mr. William Culkeen, Principal Ballinrobe Community School. The CE thanked Mr. Willian Culkeen for his work and support over the last number of years and wished him the very best in his retirement.

**The CE advised the Board of a sample of some ongoing current events and tasks that he has recently been directly involved in or overseeing. These include:**

- Continues to be the ETBI CE forum CE representative on the Departments Apprenticeship Capacity Oversight Group
- Continues 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.
- Attended the CE Forum, Athlone Training Centre, Athlone – 21<sup>st</sup> February.
- Attended the ETBI FET Conference 2024 – 21<sup>st</sup> February.
- Attended the Senior cycle redevelopment workshop for CES and others in Croke park – 27<sup>th</sup> February.
- Attended the IBEC North West REC Q1 Meeting – 29<sup>th</sup> February
- Attended the West REP Steering Committee with Minister Dara Calleary – 1<sup>st</sup> March
- Attended Mayo Employer Event – 6<sup>th</sup> March in Breaffy Hotel
- Gave a presentation on Apprenticeship and QQI agenda Items at Apprenticeship meeting FET/HE/DFHERIS – 7<sup>th</sup> March.



- Attended Graduation - New Apprenticeships 2024 – 8<sup>th</sup> March
- Attended Jobs Expo Sligo Skills to advance/apprenticeships (SC) -12<sup>th</sup> March
- In person meeting in Sligo with Andrew Brownlee, CEO of SOLAS - MSLETB Funding, Strategy and Performance Meeting -12<sup>th</sup> March
- Mind Yourself Youth Conference on 13<sup>th</sup> March in Mulranny Hotel.
- ETB Week 2024: Thomand Park, Limerick – 14<sup>th</sup> March

### **SCHOOLS REPORT**

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

The DOS advised the Board that a senior cycle redevelopment conference took place Tuesday 27<sup>th</sup> February 2024 in Croke Park.

The DOS also advised the Board that the Legal Service Support Unit (LSSU) has scheduled a legal day for all Principals and Deputy Principals. These will take place in April/May and will cover topics such as Child Protection, Admissions and Parental Complaints.

Cllr. Christy Hyland raised an issue regarding buildings for Holy Trinity National School in Westport. This matter was discussed by the Board.

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.

### **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.

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. 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.

Chairperson, Cllr. J. Caulfield acknowledged the hard work undertaken by the Director of

Organisation, Support & Development and his staff in MSLETB for all their hard work.

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

Guidelines for Financial Management in School centres Version 2 – Approved at EMT 11 <sup>th</sup> March 2024
OSD Risk Register – Q3 and Q4
Audit and Risk Committee Minutes 5th December 2023
Finance Committee Minutes 13 <sup>th</sup> February 2024
Approved permission to attend Foreign Travel
MSLETB – List of Correspondence
MSLETB – List of Circulars
MSLETB - List of School BOM Minutes

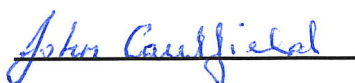
**AOB**

The next Board meeting will take place on 21<sup>st</sup> May 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:

21-5-2024

