Minutes of MSLETB Board Meeting

Date: **29th September 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

1.	**Members Present**

Cllr. Richard Finn (Chairperson)
Cllr. Paddy O'Rourke
Cllr. James Gilmartin
Cllr. John Caulfield
Cllr. Mary Bohan
Cllr. Edel McSharry
Cllr. Sean Carey
Mr. Pat Ford
Ms. Sabina McLoughlin
Cllr. Donna Sheridan
Cllr. Gerry Coyle
Cllr. Gerry Murray
Ms. Angela O'Brien
Mr. Seamus Kilgannon
Ms. Pamela Ni Thaidhig
Ms. Colette Brawn

Apologies:
Mr. Malachy Molloy
Mr. Aidan Brogan
Cllr. Joeseph Queenan
Cllr. Dara Mulvey

MSLETB Staff:
Mr. Tom Grady, Chief Executive
Mr. Pat Howley, Director of Organisational Support and Development (DOSD)
Mr. Peter Egan, Director of Further Education & Training (DFET)
Ms. Regina Anderson, Director of Schools (DOS)
Ms. Mary McDonald, APO, Head of Corporate Services, Governance and Compliance
Ms. Fiona Foody, Corporate Services Governance and Compliance

	Ms. Sarah Mulroe, Corporate Services Governance and Compliance
1.	**Election of Chairperson**
	Cllr. John Caulfield proposed Cllr. Richard Finn as Chairperson and this was seconded by Cllr. Gerry Murray. Cllr. Richard Finn was formally declared elected as Chairperson of Mayo Sligo and Leitrim Education and Training Board. The CE wished the new Chairperson Cllr. Richard Finn well in his role. Cllr. Richard Finn thanked the outgoing Chairperson, Cllr. Mary Bohan for her dedication and work over the past year. Cllr. Richard Finn accepted and thanked the Board for his selection and advised the Board that he was looking forward to the year ahead.
2.	**Election of Deputy Chairperson**
	Cllr. Seamus Kilgannon proposed Cllr. Edel McSharry as Deputy Chairperson and this was seconded by Cllr. Mary Bohan. Cllr. Edel McSharry was formally declared elected as Deputy Chairperson to Mayo Sligo Leitrim Education and Training Board. Cllr. Edel McSharry accepted the position and thanked the Board for her selection.
3.	**Declaration of Conflict of Interest**
	There were no conflicts of interests declared.
4.	**Draft Minutes of Meeting held on 23rd June, 2026**
	The minutes of MSLETB Board Meeting held on 23rd June 2026 were approved by the Board on the proposal of Mr. Pat Forde and seconded by Cllr. Gerry Coyle
5.	**Matters Arising**
	There were no matters arising.
6.	**Risk Management**
	The DOSD gave a comprehensive overview of the Organisation Support and Development Risk Register. He outlined some of MSLETB's red risks: Outstanding post sanctions, financial cost pressures on budgets and Cyber Security. The DOSD noted that Risk Management remains a standing item on the agenda.
7.	**Code of Conduct for Board Members**
	Ms Mary McDonald, APO, Head of Corporate Services, Governance and Compliance, presented the revised MSLETB Code of Conduct for Members of the Board, which has been updated to reflect the requirements of Circular Letter 0083/2024 and the Code of Practice for the Governance of Education and Training Boards (2024). She outlined the Code's purpose in promoting the highest standards of integrity, accountability, transparency, confidentiality, ethical conduct and compliance with statutory obligations among Board members.
8.	**Code of Conduct for Staff Members**
	Ms Mary McDonald, APO, Head of Corporate Services, Governance and Compliance, presented the revised MSLETB Code of Conduct for Staff Members for approval, which has been updated to reflect the requirements of Circular Letter 0083/2024 and the Code of Practice for the Governance of Education and Training Boards (2024). She advised that the Code provides a framework for staff conduct and sets out the ethical principles, standards of integrity, confidentiality, accountability, fairness, compliance with statutory

	obligations, and professional behaviours expected of all MSLETB staff in the performance of their duties. The Code of Conduct for Staff members was approved by the Board on the proposal of Ms. Collete Brawn and seconded by Cllr. Gerry Coyle.
9.	**Nomination of MSLETB Delegates to ETBI Conference 2026**
	The following board members were nominated to attend the upcoming ETBI Annual Congress on the 15th of October: • Cllr. Mary Bohan • Cllr. Donna Sheridan • Ms. Collette Brawn • Cllr. Paddy O' Rourke Proposed by Cllr. Mary Bohan and seconded by Ms. Colette Brawn **Nomination of the Directors for ETBI Conference 2026** 1. CE, Mr. Tom Grady 2. DOSD, Mr. Pat Howley 3. DOS, Ms. Regina Anderson Proposed by Mr. Pat Forde and seconded by Ms. Colette Brawn
10.	**Update Department replacement post sanctions and Schools financial position**
	Mr. Pat. Howley, Director of OSD (DOSD) presented a comprehensive report and an update from the Department of Education and Youth (DEY) replacement post sanctions and Schools financial position. There are currently 8 positions (7.5 WTE) vacant and/or awaiting sanction across Organisational Support & Development. The DOSD noted that engagement with the DEY remains ongoing in relation to outstanding sanction requests and backfill arrangements. Delays in approval and recruitment continue to present operational challenges and increased pressure on existing teams. The full report was circulated to the Board prior to the meeting and is available in full in the Board One Note/Board pack.
11.	**Appraisal of the Chairperson of the Finance Committee by the Chairperson of the Board as per Section 4.22 of the Code of Practice.**
	Ms Mary McDonald, APO, Head of Corporate Services, Governance and Compliance, advised members of the requirement under the Code of Practice for the Governance of Education and Training Boards (the Code) that the performance of the Chairperson of the Audit & Risk Committee and the Chairperson of the Finance Committee be appraised. Ms Mary McDonald confirmed that she would facilitate the appraisal process, including the preparation of supporting documentation, coordination with the relevant Committee Chairpersons and the scheduling of meetings. It was noted that suitable dates and the format of the appraisal discussions would be agreed with the respective Committee Chairpersons in due course.

12.	**Approval of Lease agreements**
	The Board approved a Lease Agreement for 10 years from 4th August 2026 for the XR Hub Sligo. Annual Rent including vat is €68,880. Total cost, including fees per annum is €76,039.83 (inc vat) Proposed by Mr. Seamus Kilgannon and seconded by Ms. Pamela Ní Thaidhig
13.	***Governance / Report from Sub Committees***
	There were no reports from the Sub Committees.
14.	**Chief Executive's Report**
	The CE extended his welcome to the Board members and wished the new Chairperson Cllr. Richard Finn and Deputy Chair Cllr. Edel McSharry well in their new roles and advised that he is looking forward to working with them over the coming year. The CE thanked the outgoing chair Cllr. Mary Bohan for her service as chairperson. **Votes of Sympathy** The CE extended sympathies to a number of colleagues & staff members and their families on recent bereavements. **Cuilmore CNS** The Board noted that, following the transfer of patronage of Cuilmore CNS to MSLETB, the Chief Executive, acting on behalf of the Patron, appointed Ms Teresa McGuire as Single Manager pending the establishment of a Board of Management in accordance with Section 14 of the Education Act 1998 and the Governance Manual for Primary Schools. The CE appointed Ms. Tracy Hanley, Principal Cuilmore Community National School as the Patron's Representative to oversee the election of the staff and parent nominees of Cuilmore Community National School. **Boards of Management** The following nominations to Board of Managements were approved by the Board:

School	Name	Proposer	Seconder
Lough Allen	Aoife Heeran	Cllr. Mary Bohan	Mr Pat Forde
Ballinode CS	Martin Fallon	Cllr. Mary Bohan	Ms S. McLoughlin
St Patricks CS	Annette Maughan	Cllr. Sean Carey	Cllr. Gerry Coyle
Mohill CS	Frank McGowan	Mr Pat Forde	Cllr. Gerry Coyle
St Tiernan's	Brian Benson	Ms Collete Brawn	Cllr. Sean Carey
Moyne College	John Cribben	Ms Collete Brawn	Cllr. Mary Bohan

Leitrim College	Noelle Keaveney Eimear Kenny Gerry Brannigan	Cllr. Mary Bohan	Mr Pat Forde

The CE provided a summary of some of the ongoing current events and items he is directly involved in or overseeing.

The CE advised that Mr. Shane Goldsberry, Parent Representative on the Board has stepped down from the Board following his son's completion of schooling, in line with the requirements governing parent representative membership of the Board.

The CE thanked Mr. Goldsberry for his time and the contribution he made to the Board. The National Parents Council (NPC) have been notified and are in the process of seeking a new Parent Representative to fill the position.

The CE also advised the Board that Ms. Sarah Mulroe was due to leave MSLETB to take up a new opportunity. The CE wished Sarah well and thanked her for her work with the Board and sub-committees over the last two years.

Directors Reports

a. Organisation Support and Development Report including Corporate Services, HR, Buildings, Finance and ICT Report

The DOSD gave a comprehensive overview of the OSD Report.

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

Cllr. Mary Bohan noted that the lack of sanctions was very disappointing but noted that it was a problem at ETBI Level too.
Ms. Pamela Ni Thaidhig asked if it was on the Risk Register and DOSD advised that it was.

The Chief Executive advised that the matter had previously been highlighted through the Early Warning Report process and had been raised at a number of meetings and through correspondence with the Department. The DOSD noted that the addition of the Schools Completion Programme (SCP) and Community National Schools to the ETB's remit had increased workloads, with no corresponding increase in administrative support.

	The Chief Executive informed the Board that the matter would be considered further by the Executive Management Team (EMT) to identify priorities and ensure the continued effective operation of the ETB. The CE acknowledged the challenges arising, particularly for Mr. Pat Howley and the Organisational Support and Development (OSD) Department. Following a query from Ms. Colette Brawn regarding whether the Board should write to the Department again on the matter, the Chief Executive advised that he did not consider such action necessary at this time. **b. Schools Report** Ms. Regina Anderson, Director of Schools (DOS) gave a comprehensive summary of the school's report. The full report was circulated to the Board prior to the meeting and is available in full in the Board One Note/Board pack. The DOS congratulated all the Leaving Certificate students who received their Leaving Certificate results and college placements recently. **c. Further Education and Training Report** The DFET gave a comprehensive summary of the FET report. A full Report was circulated to the Board prior to the meeting and is available in full in the Board One Note/Board pack.
11.	**Any Correspondence / documents for noting**
	No document for noting.
12.	**Any Other Business**
	The next board meeting will be held in County Sligo at 4.00pm on Tuesday 17th November 2026

Signed: Cllr Richard Finn

Cllr. Richard Finn,

Chairperson, MSLETB Board

Date: 17/11/25

17th Nov 2026.