

Minutes of LWETB Board Meeting	
<b>Date</b>	Tuesday, 13 <sup>th</sup> March, 2018
<b>Time</b>	5.30 p.m.
<b>Venue</b>	Mullingar Community College

Attendance			
<b>(Present: P, Apologies: AP, Absent: AB)</b>			
Board Member		Board Member	
Cllr. Seamus Butler	<b>AP</b>	Ms. Helen Macken	<b>AP</b>
Cllr. Sorca Clarke	<b>P</b>	Cllr. Liam McDaniel	<b>P</b>
Fr. Paul Connell	<b>P</b>	Mr. Mark Murphy	<b>P</b>
Cllr. Una D'Arcy	<b>P</b>	Cllr. Peggy Nolan	<b>P</b>
Cllr. Michael Dollard	<b>P</b>	Mr. James O'Keeffe	<b>AP</b>
Cllr. Tom Farrell	<b>P</b>	Mr. Pat O'Rourke	<b>AP</b>
Mr. Declan Flanagan	<b>P</b>	Cllr. Pat O'Toole	<b>P</b>
Cllr. Ken Glynn	<b>AP</b>	Cllr. Mae Sexton	<b>P</b>
Ms. Celine Kearney Medforth	<b>AP</b>	Cllr. Emily Wallace	<b>AP</b>
Cllr. Frankie Keena	<b>P</b>	Ms. Denise Watkins	<b>P</b>
Ms. Laura Leonard	<b>P</b>		
<b>Also Present:</b>			
Dr. Christy Duffy, Chief Executive	<b>P</b>	Ms. Antonine Healy, Director of FET	<b>P</b>
Mr. Charlie Mitchell, Director of OSD	<b>P</b>	Ms. Sarah Geelon, Assistant Principal Officer	<b>P</b>
Ms. Geraldine Lee, Acting Administrative Officer	<b>P</b>		

### 1. **Apologies, Condolences, Congratulations**

Apologies: Cllr. Seamus Butler, Cllr. Ken Glynn, Ms. Celine Kearney Medforth, Ms. Helen Macken, Mr. James O'Keeffe, Mr. Pat O'Rourke, Ms. Emily Wallace

Condolences: Kevin Fitzpatrick, former member of Castlepollard Community College BOM and his son Eric Fitzpatrick who is in Leaving Cert on the death of their son and brother Darren.

Rosemary Johnston, Principal, Ballymahon Vocational School on the death of her father P.J. Killian.

2.	<p><b>Minutes of Meeting held on 30<sup>th</sup> January, 2018</b></p> <p>On a proposal from Cllr. Mae Sexton, seconded by Cllr. Pat O’Toole, the minutes of the meeting held on 30<sup>th</sup> January, 2018 copies of which had been distributed in advance, were adopted.</p>
3.	<p><b>Matters arising from Minutes</b></p> <p>In response to a query from Ms. Denise Watkins, the Chief Executive said that he issued a further letter to TUI regarding Individual Grievance as he had received correspondence from TUI in relation to the matter.</p> <p>The Chief Executive informed the Board that enquiries had been made in relation to Garda Vetting for members of Boards of Management and Parents’ Associations. The National Vetting Bureau replied that as these individuals are not doing relevant work they are not required to be Garda Vetted. The only people required to be Garda Vetted are any person who is carrying out work or activity, a necessary and regular part of which consists mainly of the person having access to, or contact with, children or vulnerable adults.</p>
4.	<p><b>Correspondence and Circulars</b></p> <p>Correspondence items of importance were highlighted by Dr. Christy Duffy and clarification was provided as required. <i>(See Appendix 1)</i>.</p> <p>A detailed discussion took place regarding Circular Letter 0013/2018 – Religious instruction and worship in certain second level schools. It was agreed that clarification should be sought regarding the implementation of the circular letter.</p> <p>In response to a query from Ms. Denise Watkins, the Chief Executive said that there had been no policy change in regard to applications from teachers for Career Break and Job-Sharing. Cllr Frankie Keena requested a breakdown of figures in regard to this query for the next meeting of the Board.</p>
5.	<p><b>Committees</b></p> <p><b>Audit Committee</b></p> <p>The Audit Committee Reports to the Board were circulated to all members in advance of the meeting. The reports were in respect of meetings held on 15<sup>th</sup> January, 2018, 22<sup>nd</sup> February, 2018 and 5<sup>th</sup> March, 2018 <i>(See Appendix 2 and 3)</i>. Ms. Sorca Clarke briefed the Board on the meetings. The Executive indicated that there were up-dates on the matters raised that should be made available to the Audit Committee. Ms. Clarke confirmed that it was in order for these up-dates to be provided directly to the Chairperson of the Audit Committee.</p> <p><b>Finance Committee</b></p> <p>The Finance Committee Report to the Board was circulated to all members in advance of the meeting. The report was in respect of meeting held on 6<sup>th</sup> March, 2018 <i>(See Appendix 4)</i>. The report was read by Cllr. Michael Dollard, Chairperson of the Finance Committee and noted by the Board. Cllr. Dollard said that a full report on the meeting would issue to the Board for the next meeting. Cllr. Dollard also thanked the administrative staff for their continued assistance.</p>

**Youth Work Committee**

The Youth Work Committee Report to the Board was circulated to all members in advance of the meeting. The report was in respect of meeting held on 16<sup>th</sup> January, 2018 (*See Appendix 5*). The report was read by Cllr. Una D’Arcy, Chairperson of the Youth Work Committee and noted by the Board. Cllr. D’Arcy also briefed members on the meeting which was held on 6<sup>th</sup> March, 2018. It was agreed to invite Ms. Maria Fox, Youth Officer to give a presentation at a future Board meeting.

**BOMs**

**Nominees to Columba College, Killucan**

Mr. Des Briody – Community/Business representative

**Proposed:** Cllr. Michael Dollard                      **Seconded:** Cllr. Liam McDaniel

Fr. Mark English – Community/Business representative

**Proposed:** Cllr. Una D’Arcy                              **Seconded:** Cllr. Tom Farrell

Cllr. Sorca Clarke – LWETB representative

**Proposed:** Cllr. Una D’Arcy                              **Seconded:** Mr. Laura Leonard

**Procedures for Hearing and Determining Appeals under Section 29 of the Education Act 1998 in respect of ETB Schools.**

The Chief Executive informed the Board that the Ms. Mary Irwin had agreed to be on a panel for Section 29 Appeal Committee.

**Proposed:** Cllr. Michael Dollard                              **Seconded:** Cllr. Tom Farrell

**Section 29 Appeal Hearing**

The Chief Executive informed the Board that an Appeal Board was formed to hear an appeal. The decision of the Board of Management of the school was over-turned.

**Policies and Procedures**

**Child Safeguarding Statement.**

The Chief Executive informed the Board that it was a requirement that Child Safeguarding Statements are to be in place for schools and centres by a statutory deadline.

**Bullying Prevention Policy – Complaint Procedure for ETB Staff**

**Proposed:** Cllr. Tom Farrell                              **Seconded:** Cllr. Liam McDaniel

**Harassment/Sexual Harassment Policy – Complaint Procedure for ETB Staff**

**Proposed:** Cllr. Pat O’Toole                              **Seconded:** Cllr. Peggy Nolan

**7. Governance and Publications.**

None

**8. Chief Executive’s Report**

**Finance Report**

The Finance Report was introduced by Dr. Christy Duffy and presented by Ms. Sarah Geelon (*See Appendix 6*).

**Financial Statements for the period 1<sup>st</sup> January, 2017 to 31<sup>st</sup> December, 2017.**

A review of internal controls has been carried out by the Audit Committee on behalf of the Board in accordance with section 15.2 of the Code of Practice for the Governance of ETBs and the procedures outlined there in appendix 8. They have issued a report to the Board recommending the signing of the SIC. The Board reviewed the effectiveness of the internal control system and approved the signing of the Statement of Internal Control.

**Proposed:** Mr. Declan Flanagan

**Seconded:** Cllr. Mae Sexton

The Finance Committee report recommends that the Board accept the financial statements as presented by the Chief Executive and that they should be signed by the Chairperson. Members of the Board received a copy of the unaudited draft financial statement by email and post. The draft Financial Statements for the period 1<sup>st</sup> January 2017 to 31<sup>st</sup> December, 2017 were adopted by the Board. Ms. Sarah Geelon informed the Board that the Financial Statements are prepared as per the format issued by DES in February 2018. Ms. Geelon said that an up-date of the Financial Statements format was issued yesterday by DES. The changes were to notes in the Financial Statements mainly and the receipts and payments etc. will remain the same. The up-dated version will be sent to the C&AG by 1<sup>st</sup> April.

**Proposed:** Cllr. Michael Dollard

**Seconded:** Cllr. Tom Farrell

**Human Resources Report**

Dr. Christy Duffy gave details of the report to the members (*See Appendix 7*). A breakdown of LWETB staff is to be made available for the next Board meeting.

**OSD Report**

The OSD Report was introduced by Dr. Christy Duffy and presented by Mr. Charlie Mitchell (*See Appendix 8*). A copy of the report had been circulated to members in advance of the meeting. Mr. Mitchell briefed members on the Procurement Plan.

**Schools Report**

The Schools Report was introduced and presented by Dr. Christy Duffy. The Chief Executive briefed members on the Building Report and PE Facilities report which had been circulated to members in advance of the meeting (*See Appendix 9 and Appendix 10*).

**Further Education Report**

The Further Education Report was introduced by Dr. Christy Duffy and presented by Ms. Antonine Healy (*See Appendix 11*). A copy of the report had been circulated to members in advance of the meeting.

**9. Inspection Reports**

**Final Evaluation Report for Ballymahon Youthreach**

Copies of the Report were circulated to members in advance of the meeting. The report was noted by the Board.

**10. Board of Management minutes**

**Draft Minutes noted:**

Templemichael College dated 18<sup>th</sup> January, 2018  
 Castlepollard Community College dated 19<sup>th</sup> December, 2017  
 Columba College, dated 16<sup>th</sup> November, 2017

