

### Minutes of LWETB Board Meeting

<b>Date</b>	Tuesday, 27 <sup>th</sup> November, 2018
<b>Time</b>	5.30 p.m.
<b>Venue</b>	LWETB Office, Battery Road, Longford

### Attendance

**(Present: P, Apologies: AP, Absent: AB)**

Board Member		Board Member	
Cllr. Seamus Butler	<b>P</b>	Cllr. Liam McDaniel	<b>AP</b>
Cllr. Sorca Clarke	<b>P</b>	Mr. Mark Murphy	<b>P</b>
Fr. Paul Connell	<b>P</b>	Cllr. Peggy Nolan	<b>P</b>
Cllr. Úna D'Arcy	<b>P</b>	Mr. James O'Keeffe	<b>P</b>
Cllr. Michael Dollard	<b>P</b>	Mr. Pat O'Rourke	<b>AP</b>
Cllr. Tom Farrell	<b>P</b>	Cllr. Pat O'Toole	<b>P</b>
Mr. Declan Flanagan	<b>P</b>	Cllr. Mae Sexton	<b>P</b>
Cllr. Ken Glynn	<b>AP</b>	Ms. Pauline Smyth	<b>P</b>
Ms. Celine Kearney Medforth	<b>P</b>	Cllr. Emily Wallace	<b>AP</b>
Cllr. Frankie Keena	<b>P</b>	Ms. Denise Watkins	<b>P</b>
Also Present:			
Dr. Christy Duffy, Chief Executive	<b>P</b>	Ms. Liz Lavery, Director of Schools	<b>P</b>
Ms. Antonine Healy, Director of FET	<b>P</b>	Ms. Sarah Geelon, Assistant Principal Officer	<b>P</b>
Ms. Geraldine Lee, Administrative Officer	<b>P</b>	Ms. Elaine Farrelly, Assistant Staff Officer	<b>P</b>

<b>1.</b>	<p><b>Apologies, Condolences, Congratulations</b></p> <p>Apologies: Cllr. Ken Glynn, Cllr. Liam McDaniel, Mr. Pat O'Rourke, Cllr. Emily Wallace.</p> <p>Condolences to:</p> <p>The family of Mr. Harry McGahern, former teacher, Ardscoil Phádraig, Granard.</p> <p>Ms. Orla Barrett, teacher, Athlone Community College on death of her mother, Mrs. Noreen Hanley.</p>
<b>2.</b>	<p><b>Matters arising from Minutes</b></p>

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	<ul style="list-style-type: none"> <li>• Ms. Celine Kearney said that her query on the adequacy of Data Protection training was not included in the minutes.</li> <li>• Mr. Declan Flanagan said that he queried, as there was no member of the Audit Committee present at the last meeting, why the Audit Committee Reports were not brought to this Board meeting. Cllr. Sorca Clarke then gave an up-date from the Reports to the Board.</li> <li>• Ms. Denise Watkins asked if there was any up-date on the Sick Leave Policy. It was stated that we were awaiting clarification on the matter.</li> <li>• After some discussion, It was agreed to amend the minutes to read that no sick leave policy other than a nationally agreed sick leave policy with all the relevant logos would be adopted by the Board.  <b>Proposed:</b> Cllr. Peggy Nolan                      <b>Seconded:</b> Cllr. Una D’Arcy</li> </ul>
	<p><b>Adoption of Minutes – 13<sup>th</sup> November, 2018</b>  On a proposal from Cllr Pat O’Toole, seconded by Mr. Declan Flanagan, the minutes of the meeting held on 13<sup>th</sup> November, 2018 copies of which had been distributed in advance, were adopted.</p>
4.	<p><b>Correspondence and Circulars</b>  Correspondence items of importance were highlighted by Dr. Christy Duffy and clarification was provided as required. (See Appendix 1).</p>
5.	<p><b>Committees</b></p> <p><b>Audit Committee</b>  No report for this meeting.</p> <p><b>Finance Committee</b>  No report for this meeting.</p> <p><b>Youth Work Committee</b>  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> October, 2018 (See Appendix 2). The report was read by Cllr. Una D’Arcy, Chairperson of the Youth Work Committee and noted by the Board.</p> <p><b>BOMs</b>  None</p>
6.	<p><b>Policies and Procedures</b>  No policies and procedures for this meeting.</p>
7.	<p><b>Governance and Publications</b></p> <ul style="list-style-type: none"> <li>• <b>Schools Reconfiguration for Diversity Process Report</b>  The Chief Executive informed the Board that the report was nearly finalised and a copy will be given to the Board when issued to the Department of Education and Skills.</li> </ul>

8.	<p><b>Chief Executive's Report</b></p> <ul style="list-style-type: none"> <li>The Chief Executive informed the members that the Board is still short one member since Ms. Laura Leonard resigned. It was agreed at the meeting held on 25<sup>th</sup> September, 2018 to approach the three bodies under the category. Two out of three bodies said they had no nominations and the third body has yet to confirm if they have a nomination. The Department of Education and Skills have been contacted again to brief them on the situation. If the third body does not nominate someone then we have to go back to the Department to get direction on how to proceed.</li> </ul> <p><b>Finance Report</b> The Finance Report was introduced by Dr. Christy Duffy and presented by Ms. Sarah Geelon (<i>See Appendix 3</i>).</p> <p><b>Overdraft Facility</b> Ms. Geelon informed the Board that a letter had been received from the Department of Education and Skills conveying sanction of the Minister for an overdraft facility. The Board accepted the proposal for the Chief Executive to approach the bank with a view to putting an overdraft facility in place if required. <b>Proposed:</b> Cllr. Una D'Arcy                      <b>Seconded:</b> Cllr. Peggy Nolan</p> <p><b>Human Resources Report</b> No report for this meeting.</p> <p><b>Schools Report</b> No report for this meeting.</p> <p><b>Further Education Report – Strategic Performance Agreement 2018-2020.</b> Ms. Antonine Healy gave members present an up-date on projects in the Further Education and Training area. Ms. Healy handed out packs to members which included flyers on adult guidance, apprenticeships and details on the recruitment team in Athlone Training Centre. The flyers contain contact details for everyone involved. Cllr. Peggy Nolan asked if a presentation could be given to the Board on Community Education. It was agreed to invite the Community Education Facilitator to the next meeting.</p>
9.	<p><b>Inspection Reports</b> No reports for this meeting.</p>
10.	<p><b>Board of Management minutes</b> No minutes for this meeting.</p>
11.	<p><b>Members Business – Motions.</b> No motions for this meeting.</p>
12.	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>Cllr. Una D'Arcy asked whether the information that is discussed at a Board meeting, can be discussed at a Board of Management meeting? It was stated that Board meetings are public meetings. The only occasion it can't be reported back is if the Chief Executive says it is confidential.</li> </ul>

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In reply to a query from Cllr. Una D'Arcy, the Chief Executive said that we are in process of making the minutes of Board meetings held in 2018 available on our website.

- In reply to a query from Cllr. Tom Farrell regarding Music Generation, Ms. Liz Lavery said that this year LWETB have committed €10,000 to Westmeath and Offaly Music Generation and Ms. Lavery will be sitting on the board. Cllr. Mae Sexton said she was involved in the Longford application and was very disappointed that it wasn't successful. The Chief Executive said that he had invited the Chief Executive of Longford County Council and the National Director of Music Generation to a meeting. Ms. Lavery said the Longford application was very good and she was very hopeful that it will be sanctioned in the next phase. Cllr. Seamus Butler asked that this item be an agenda item for up-date in February.
- Clarification was sought from members regarding the process surrounding upcoming AP1 and AP2 posts. Ms. Liz Lavery explained that there are posts to be filled in all eight schools. She said the process is clearly defined on how it should be carried out by the Department of Education and Skills. Each school had to review its needs and priorities. There is a considerable amount of work involved in the process. Fr. Paul Connell said the process is very complex. After interview applicants have the right to appeal the decision. It is the nature of competency based interviews and interview boards have to be trained. In reply to Ms. Denise Watkins, Ms. Lavery said that the process had started in all schools.
- Ms. Una D'Arcy informed the Board that two schools, Castlepollard Community College and Columba College, Killucan had taken part in the Mullingar Soroptimist Public Speaking Competition.

**13. Date, time and place of next meeting.**

The next meeting will be held in Mullingar Community College on Tuesday, 22<sup>nd</sup> January, 2019 at 5.30 p.m.

There being no further business the meeting ended at 6.55 p.m.

Signature of Presiding Chairman: \_\_\_\_\_

*Frankie Keene*

Dated: \_\_\_\_\_

*22<sup>nd</sup> January 2019*