

Minutes of LWETB Board Meeting

Date	Tuesday, 15 th October, 2019
Time	5.30 p.m.
Venue	LWETB FET Office, Marlinstown Business Park, Mullingar.

Attendance

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

Board Member		Board Member	
Mr. Luke Casserly	P	Cllr. Frankie Keena	P
Mr. Donie Cassidy	P	Cllr. Denis Leonard	P
Cllr. Aoife Davitt	P	Ms. Kathleen McGahern	P
Cllr. John Dolan	P	Mr. Mark Murphy	AP
Cllr. Michael Dollard	P	Cllr. Garry Murtagh	P
Ms. Josephine Donohue	AP	Cllr. Peggy Nolan	P
Ms. Niamh Ginnell	P	Ms. Mary O'Brien	P
Cllr. Ken Glynn	P	Cllr. Pat O'Toole	P
Cllr. Gerry Hagan	P	Ms. Emily Wallace	P
Mr. Colm Harte	P	Mr. Colin Whyte	P
Cllr. Louise Heavin	AP		
Also Present:			
Dr. Christy Duffy, Chief Executive	P	Ms. Antonine Healy, Director of FET	P
Mr. Charlie Mitchell, Director of OSD	P	Ms. Elaine McEvoy, Staff Officer	P
Ms. Liz Lavery, Director of Schools Music and Youth	P		

1. Preliminary

Chairperson, Cllr Frankie Keena, opened the meeting by welcoming the new Female Parent Representative, Ms. Kathleen McGahern.

1.3 Apologies

Ms. Josephine Donohue
Cllr. Louise Heavin
Mr. Mark Murphy

Condolences

Antoinette Wims, Special Needs Assistant Mullingar Community College, on the death of her Father Mr. P.J. Bracken
Seamus Mohan, Principal Mullingar Community College, on the death of his Uncle Mr. John Heenan

1.4 Adoption of Minutes of 24th September, 2019

A copy of the minutes were circulated to all members in advance of the meeting (*See Appendix 1*). The Minutes of the meeting of 24th September, 2019 were proposed by Cllr. Ken Glynn and seconded by Cllr. Peggy Nolan.

2. Information and Communication

2.1 Summary of Correspondence

Correspondence items were circulated to all members in advance of the meeting and items requiring a decision were highlighted by Dr. Christy Duffy for consideration later at the meeting. (*See Appendix 2*).

3. Committee Reports

Dr. Christy Duffy, Chief Executive, thanked members for being prompt in replying and expressing an interest in the Committees. He explained that the working group met and the document that was circulated to Members in advance of the meeting was the outcome of the working group's deliberations (*See Appendix 3*).

3.1 Audit and Risk Committee Members

The Audit and Risk Committee members were proposed by Cllr Peggy Nolan and seconded by Cllr. Emily Wallace.

3.2 Audit and Risk Committee Chairperson

Mr. Gerard Quirke was proposed for the position of Chairperson of the Audit and Risk Committee by Cllr. Michael Dollard and seconded by Cllr. Denis Leonard. As there was no other nominee proposed, Mr. Gerard Quirke was deemed elected as Chairperson of the Audit and Risk Committee.

3.3 Audit and Risk Committee Terms of Reference

The Terms of Reference were circulated to all members in advance of the meeting. Dr. Christy Duffy, Chief Executive, explained that they were taken from the template provided at Appendix 11 of the Code of Practice for the Governance of ETBs and rebranded with the LWETB logo. He also explained that the Terms of Reference are a living document. The Audit and Risk Committee Terms of Reference were proposed by Mr. Colm Harte and seconded by Mr. Donie Cassidy.

3.4 Finance Committee Members

The Finance Committee Members were proposed by Cllr. Pat O'Toole and seconded by Cllr. Michael Dollard.

3.5 Finance Committee Chairperson

Cllr. Michael Dollard was proposed for the position of Chairperson of the Finance Committee by Cllr. Pat O'Toole and seconded by Cllr. John Dolan. As there was no other nominee proposed, Cllr. Michael Dollard was deemed elected as Chairperson of the Finance Committee. Cllr. Dollard thanked his proposer and seconder and said he looked forward to the challenge ahead.

3.6 Finance Committee Terms of Reference

The Terms of Reference were circulated to Members in advance of the meeting. Dr. Christy Duffy, Chief Executive explained again that they were taken from the template provided at Appendix 14 of the Code of Practice for the Governance of ETBs and rebranded with the LWETB logo. The Finance Committee Terms of Reference were proposed by Cllr. Pat O'Toole and seconded by Cllr. Peggy Nolan.

3.7 Youth Work Committee Members

The Youth Work Committee Members were proposed by Cllr. Ken Glynn and seconded by Mr. Colm Harte.

3.8 Boards of Management (to include BOM Minutes)

Dr. Christy Duffy, Chief Executive provided clarification in relation to the Board of Management nominees (*See Appendix 5*). Following a discussion, it was requested that a report be brought to the Board on the practice in other ETB's regarding the nomination of the ETB Board Staff Representatives to their own school Board of Management.

Ardcoil Phádraig

The nominees for Ardcoil Phádraig Board of Management were proposed by Cllr. Peggy Nolan and seconded by Cllr. Gerry Hagan.

Athlone Community College

The nominees for Athlone Community College Board of Management were proposed by Cllr. Aoife Davitt and seconded by Cllr. Ken Glynn.

Ballymahon Vocational School

The nominees for Ballymahon Vocational School Board of Management were proposed by Cllr. Emily Wallace and seconded by Cllr. Pat O'Toole.

Castlepollard Community College

The nominees for Castlepollard Community College Board of Management were proposed by Cllr. Denis Leonard and seconded by Cllr. Emily Wallace.

Columba College, Killucan

The nominees for Columba College Board of Management were proposed by Cllr. Ken Glynn and seconded by Mr. Colm Harte.

Lanesboro Community College

The nominees for Lanesboro Community College Board of Management were proposed by Cllr. Gerry Hagan and seconded by Cllr. Peggy Nolan.

Mullingar Community College

The nominees for Mullingar Community College Board of Management were proposed by Cllr. Pat O'Toole and seconded by Cllr. Denis Leonard.

Templemichael College

The nominees for Templemichael College Board of Management were proposed by Cllr. Garry Murtagh and seconded by Cllr. Aoife Davitt.

Moate Community College

The nominees to Moate Community College Board of Management were proposed by Cllr. Denis Leonard and seconded by Cllr. Ken Glynn.

Moyne Community College

The nominees to Moyne Community College Board of Management were proposed by Cllr. John Dolan and seconded by Cllr. Pat O'Toole.

BOM Minutes (*See Appendix 6*).

Draft Minutes Noted

Mullingar Community College 05th February, 2019

Mullingar Community College 26th March, 2019

Adopted Minutes

Lanesboro Community College 21st August, 2019

The adopted Board of Management minutes were proposed by Cllr. Pat O'Toole and seconded by Cllr. Peggy Nolan.

4. Policies and Procedures

4.1 LWETB Standing Orders v6

LWETB Standing Orders v6 were circulated to all members before the meeting (*See Appendix 7*). Following a discussion, it was agreed that the section on teleconferencing would be removed from the Standing Orders and the topic of teleconferencing would be revisited in 12 months' time. On a proposal from Cllr. Frankie Keena, Chairperson, it was agreed that the meetings of the Board of LWETB would take place on the third Monday of every month going forward. On a proposal from Cllr. Ken Glynn, seconded by Cllr. Denis Leonard the Standing Orders including the amendments were adopted by the Board.

4.2 Membership of ETBI Reserve Members Forum

A letter from ETBI was circulated to all Members in advance of the meeting (*See Appendix 8*). Cllr. Ken Glynn proposed Cllr. Frankie Keena as a nominee to the ETBI Reserve Members Forum seconded by Mr. Donie Cassidy. As there was no other nominee proposed, Cllr. Frankie Keena was deemed the LWETB nominee to the ETBI Reserve Members Forum for a term of 3 years.

5. Governance & Publications

5.1 Circular Letters from the Department of Education and Skills

Circulars of importance were highlighted by Dr. Christy Duffy and the circulars were noted by the Board. (*See Appendix 9*)

5.2 Code of Conduct for Members of LWETB

The Code of Conduct was circulated to all members in advance of the meeting (*See Appendix 10*). Dr. Christy Duffy, Chief Executive, outlined the key aspects of the new Code of Conduct to members.

6. Chief Executives Report

6.1 Director of Organisation Support and Development Report

Proposal to Borrow

Correspondence from the Department of Education and Skills was circulated to members in advance of the meeting (*See Appendix 11*). On a proposal from Cllr. Michael Dollard, seconded by Cllr. John Dolan 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.

HR Report

The HR Report was circulated to members in advance of the meeting and outlined by Mr. Charlie Mitchell, Director of Organisation Support and Development to the members (*See Appendix 12*).

Buildings Report

The Buildings Report was circulated to members in advance of the meeting. Mr. Charlie Mitchell, Director of Organisation Support and Development gave an overview of the report to the members (See Appendix 13). A number of concerns were raised in relation to the lack of a gymnasium facility in Mullingar Community College and an ongoing leak in Athlone Community College. The concerns were noted by the Executive. Ms. Liz Lavery, Director of Schools also gave an update on the Fire Escape in Lanesboro Community College. Dr. Christy Duffy, Chief Executive, clarified that the Buildings Report falls under the remit of Mr. Charlie Mitchell, Director of Organisation Support and Development and Mr. Mitchell would generally deliver the report to the Board going forward.

6.2 Director of Schools, Music and Youth Report

A copy of the report was circulated to all members in advance of the meeting (See Appendix 14). Ms. Liz Lavery, Director of Schools Music and Youth gave a detailed outline of LWETB schools.

6.3 Director of Further Education and Training Report

A copy of the SOLAS Performance Agreement was circulated to all members in advance of the meeting (See Appendix 15). Ms. Antonine Healy, Director of Further Education and Training, explained to the Board that she will give members time to look at the agreement as it is extensive, and it will form the basis of the Director of FET report for the next meeting.

7. Members' Business

7.1 Motions

None

8. Any Other Business

8.1 Date and location of next meeting

It was agreed to hold the next meeting in Athlone Community College on Monday, 18th November, 2019 at 5:00 p.m. to facilitate a tour of the school prior to the commencement of the meeting at 5:30 p.m.

There being no further business the meeting ended at 7.45 p.m.

Signature of Presiding Chairman: _____

Frank Keene

Dated: _____

18/11/19