

Minutes of LWETB Board Meeting

Date	Tuesday, 24 th September, 2019
Time	5.30 p.m.
Venue	LWETB Office, Battery Road, Longford.

Attendance

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

Board Member		Board Member	
Mr. Luke Casserly	P	Cllr. Louise Heavin	P
Mr. Donie Cassidy	P	Cllr. Frankie Keena	P
Cllr. Aoife Davitt	P	Cllr. Denis Leonard	P
Cllr. John Dolan	P	Mr. Mark Murphy	P
Cllr. Michael Dollard	P	Cllr. Garry Murtagh	P
Ms. Josephine Donohue	P	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	AP
Mr. Colm Harte	P	Mr. Colin Whyte	P
Also Present:			
Dr. Christy Duffy, Chief Executive	P	Ms. Liz Lavery, Director of Schools	P
Mr. Charlie Mitchell, Director of OSD	P	Ms. Antonine Healy, Director of FET	P
Ms. Sarah Geelon, Assistant Principal Officer	P	Ms. Elaine McEvoy, Assistant Staff Officer	P

1. Preliminary

Dr. Christy Duffy, Chief Executive welcomed everyone present. He welcomed the 5 Representatives from Bodies Specified by the Minister to their first meeting and everyone present introduced themselves.

1.2 Apologies

Cllr. Emily Wallace

Condolences

Tom Grennan, Asst. Manager Athlone Training Centre, on the death of his father Laurence (Larry) Grennan

Marie Forde, LWETB Head Office, on the death of her brother Pat Minnock

Election of Chairperson and Deputy Chairperson in accordance with the Code of Practice for Governing Education and Training Boards 2019

Dr. Christy Duffy, Chief Executive, suggested that items 1.6 and 1.7, Election of Chairperson and Deputy Chairperson in accordance with the Code of Practice for the Governance of Education and Training Boards were brought forward on the Agenda. Dr. Duffy referred to Section 2 of the Code of Practice for the Governance of Education and Training Boards and he outlined the main provisions relating to the Role of the Chairperson.

Cllr. Frankie Keena was proposed for the position of Chairperson by Cllr. Ken Glynn and seconded by Mr. Mark Murphy. As there was no other member proposed, Cllr. Keena was deemed elected as Chairperson of the Board. Cllr. Keena thanked his proposer and seconder and said it was a great honour for him to be elected Chairperson of Longford and Westmeath ETB.

Cllr. Pat O'Toole was proposed as Deputy Chairperson by Cllr. Ken Glynn and seconded by Cllr. Peggy Nolan. Cllr. Nolan asked if the Deputy Chair position could be shared. Following a brief discussion Cllr Gerry Hagan was proposed as Deputy Chairperson by Cllr Garry Murtagh and seconded by Mr. Luke Casserly for the second half of the term of the Board. Cllr. Pat O'Toole was deemed elected and it was agreed to revisit the issue of sharing the position at a later date.

Adoption of Minutes

A copy of the minutes for 3 previous meetings were distributed in advance of the meeting.

The minutes of the meeting of 26th March, 2019 were proposed by Cllr. Michael Dollard and seconded by Cllr. Pat O'Toole.

The minutes of the post election meeting of 30th July, 2019 were proposed by Cllr. Ken Glynn and seconded by Cllr. Peggy Nolan.

The minutes of the second meeting of 30th July, 2019 were proposed by Cllr. Ken Glynn and seconded by Mr. Mark Murphy.

2. Information and Communication

2.1 Summary of Correspondence

Correspondence items of importance were highlighted by Dr. Christy Duffy and clarification was provided as required. (See Appendix 1). It was agreed that any items of correspondence requiring a decision will be circulated to Members in advance of the meeting going forward.

Athlone Institute of Technology Governing Body Membership Student Representatives

On a proposal from Cllr. John Dolan, seconded by Cllr. Denis Leonard 2 AIT nominees were ratified as student representatives of the AIT Governing Body under section 4(1)(e) of the Regional Technical Colleges (Amendment) Act 1994 in accordance with their letter of 28th March, 2019.

Athlone Institute of Technology Governing Body Membership Male Staff Representatives

On a proposal from Cllr. Pat O'Toole, seconded by Cllr. Gerry Hagan 1 AIT nominee was ratified as Academic Male Representative of the Governing Body in accordance with their letter of 23rd May, 2019.

Irish Public Bodies Members Representative Nominations

On a proposal from Cllr. Michael Dollard, seconded by Cllr. Denis Leonard, Chairperson Cllr. Frankie Keena was nominated as the representative for LWETB.

Letter of resignation from the Female Parent Representative of the new LWETB Board

Dr. Christy Duffy explained that a letter of resignation was submitted to the Board from the Female Parent Representative, Caroline Murphy. It was agreed that a letter would be sent to Caroline thanking her for her participation.

2.2 Appointment of one member to the Board in accordance with Section 30 subsection (10) of the Education and Training Boards Act 2013

On a proposal from Cllr. Gerry Hagan, seconded by Cllr. Garry Murtagh, Ms. Kathleen McGahern was ratified as the new Female Parent Representative to the Board of LWETB.

3. Committee Reports

Following a brief discussion it was agreed that a working group would be set up to bring nominations forward to the Board in respect of the Audit and Risk Committee, Finance Committee, Youth Work Committee and Boards of Management. The working group comprises of the Chairperson Cllr. Frankie Keena, Deputy Chairperson Cllr. Pat O'Toole, Mr. Colm Harte, Cllr. Garry Murtagh, Cllr. Michael Dollard and Mr. Donie Cassidy.

3.1 Audit and Risk Committee

The Director of Organisation Support and Development, Mr. Charlie Mitchell, gave a brief overview of the function of the LWETB Audit and Risk Committee and a briefing document based on section 7 of the Code of Practice for the Governance of Education and Training Boards was circulated to members during the presentation (*See Appendix 2*)

3.2 Finance Committee

Ms. Sarah Geelon, Assistant Principal Officer, gave a brief overview of the function of the LWETB Finance Committee and a briefing document based on provision 4 of the Code of Practice for the Governance of Education and Training Boards was circulated to members during the presentation (*See Appendix 3*)

3.3 Youth Work Committee

The Director of Schools, Ms. Liz Lavery, gave a brief overview of the function of the LWETB Youth Work Committee and a briefing document was circulated to members during the presentation (*See Appendix 4*)

3.4 Boards of Management (BOM) Minutes

The Director of Schools, Ms. Liz Lavery, gave a brief overview of the function of the Boards of Managements of LWETB Schools and LWETB Trustee Schools and a briefing document was circulated to members during the presentation (*See Appendix 5*). Ms. Lavery also gave a brief overview on the participation of members on Interview Boards and a briefing document was circulated to members during the presentation (*See Appendix 6*). Ms. Lavery explained that Interview training would be provided to Members at a later date.

Draft Minutes Noted

Templemichael College 23rd May, 2019

Templemichael College 21st March, 2019

Templemichael College 04th April, 2019

Castlepollard Community College 27th May, 2019

Columba College 11th April, 2019
Columba College 12th February, 2019
Mullingar Community College 26th March, 2019
Mullingar Community College 05th February, 2019

Adopted Minutes

Templemichael College 04th April, 2019
Templemichael College 21st March, 2019
Templemichael College 28th February, 2019
The adopted Board of Management minutes were proposed by Cllr. Gerry Hagan and seconded by Cllr. Pat O'Toole.

4. Policies and Procedures

4.1 LWETB Standing Orders v5

LWETB Standing Orders v5 were circulated to all members before the meeting (*See Appendix 7*). Following a brief discussion on the issue of teleconferencing it was agreed that the LWETB Standing Orders v5 would be included as an Agenda item for the October meeting to continue the discussion. It was also agreed that LWETB meetings would take place on the 3rd Tuesday of every month going forward. On a proposal from Cllr. Ken Glynn, seconded by Cllr. Peggy Nolan it was agreed that the Standing Orders would include an opportunity for members to put on a motion.

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 8*)

6. Chief Executives Report

6.1 Director of Organisation Support and Development Report

Finance Report

The Finance Report was circulated to members in advance of the meeting. The report was introduced by Dr. Christy Duffy and presented by Ms. Sarah Geelon (*See Appendix 9*).

Ms. Geelon read a proposal for the Board to seek permission to sanction an overdraft facility of up to €1,250,000 for the purposes of carrying out the functions of LWETB and to allow LWETB to meet pay and non-pay commitment from up to the year end and into the beginning of 2020.

On a proposal from Cllr. Michael Dollard, seconded by Cllr. Peggy Nolan it was decided in principle that the proposal should be accepted and that the consent of the Minister for Education and Skills be sought. (*See Appendix 10*).

HR Report

The HR Report was circulated to members in advance of the meeting. Mr. Charlie Mitchell, Director of Organisation Support and Development gave a brief overview of the report to the members (*See Appendix 11*).

Buildings Report

The Buildings Report was circulated to members in advance of the meeting. Following a brief discussion Dr. Christy Duffy explained that the Buildings Report will be gone through in more detail at the next meeting.

Following a request from the ESBS that specified the need for a designated space near the LWETB HR function, Mr Charlie Mitchell outlined that the Department of Education and Skills sanctioned the renting of office space subject to the Board's approval. The request was proposed by Cllr. Pat O'Toole and seconded Cllr. Denis Leonard.

6.2 Director of Schools Report

Inspection Reports

Child Protection and Safeguarding Final Inspection - Moyne CS
Subject Inspection in Technical Graphics and DCG - Athlone CC
Subject Inspection in Metalwork and Engineering - Castlepollard CC
Subject Inspection in Metalwork and Engineering - Ballymahon VS
Subject Inspection in Technical Graphics and DCG - Ardscoil Phádraig
Subject inspection in English - Templemichael College

Copies of the Reports were circulated to members in advance of the meeting (See Appendix 12) and Ms. Liz Lavery gave a brief overview of the reports.

6.3 Director of Further Education and Training Report

Ms. Antonine Healy, Director of Further Education and Training, explained to the Board that she will give an overview of FET provisions at a later meeting and will introduce some staff from different areas in FET.

7. Members' Business

7.1 Motions

None

8. Any Other Business

Cllr. Michael Dollard requested that the Board is provided with an overview of the progression of students after their Leaving Certificate at a later meeting.

Expression of Interest Forms were circulated to members in respect of participation of members on LWETB Committees and Interview Boards (See Appendix 13). Dr. Christy Duffy requested that a timeline be agreed to allow members submit Expressions of Interest. Following a brief discussion it was agreed that Ms. Elaine McEvoy, Administrative Support to the Board of LWETB, would email soft copies of the Expression of Interest Forms to all members and they were asked to return the completed forms by Wednesday 02nd October. The working group agreed to meet at 10 a.m. on Thursday 03rd October in LWETB Head Office, Mullingar.

8.1 Date and location of next meeting

It was agreed to hold the next meeting in LWETB FET Centre, Mullingar on Tuesday, 15th October, 2019 at 5.30 p.m.

There being no further business the meeting ended at 7.30 p.m.

Signature of Presiding Chairman: _____

Frank Keene

Dated: _____

15/10/19