



LWETB Head Office,  
Marlinstown Business Park,  
Mullingar,  
N91 RW96.

## Minutes of LWETB Board Meeting

<b>Date</b>	Tuesday, 18 <sup>th</sup> November, 2019
<b>Time</b>	5.30 p.m.
<b>Venue</b>	Athlone Community College, Athlone

### Attendance

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

Board Member		Board Member	
Mr. Luke Casserly	AP	Cllr. Frankie Keena	P
Mr. Donie Cassidy	P	Cllr. Denis Leonard	P
Cllr. Aoife Davitt	P	Ms. Kathleen McGahern	AP
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
Cllr. Louise Heavin	P		
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 everyone present to Athlone Community College. He thanked Ms. Eileen Donohue, Principal, for her hospitality and Eva and Neil, students from Athlone Community College, for giving members a tour of the school.

### 1.2 Apologies

Mr. Luke Casserly  
Ms. Kathleen McGahern  
Ms. Emily Wallace

### Condolences

Matt Curley, Athlone Training Centre, on the death of his mother Teresa (Tess) Curley  
Joe Mulvihill, Teacher Athlone Community College, on the death of his father Joseph (Joe) Mulvihill.  
Joseph is also Father in Law to Grainne Kilian, Teacher Templemichael College.

### **1.3 Adoption of Minutes of 15<sup>th</sup> October, 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 15<sup>th</sup> October, 2019 were proposed by Cllr. Michael Dollard and seconded by Cllr. Gerry Hagan.

### **1.4 Matters arising from Minutes**

Cllr. Peggy Nolan requested that the October Minutes reflect her proposal to have a report on the LWETB facility on Battery Road, Longford outlining what it is currently being used for and what the future plans are for the Building. The proposal was seconded by Cllr. Michael Dollard at the meeting held on 15<sup>th</sup> October, 2019.

## **2. Information and Communication**

### **2.1 Summary of Correspondence**

Correspondence items were circulated to all members in advance of the meeting and were highlighted by Dr. Christy Duffy (See Appendix 2).

## **3. Committee Reports**

### **3.3 Youth Work Committee**

#### **Election of Chairperson**

Cllr. Aoife Davitt was proposed for the position of Chairperson by Cllr. Michael Dollard and seconded by Cllr. Ken Glynn. As there was no other member proposed, Cllr. Davitt was deemed elected as Chairperson of the Youth Work Committee.

#### **Youth Work Committee Terms of Reference**

The Youth Work Committee Terms of Reference were circulated to all members in advance of the meeting (See Appendix 3). On a proposal from Cllr. Pat O'Toole, seconded by Cllr. Peggy Nolan the Youth Work Terms of Reference were adopted.

### **3.4 Boards of Management**

#### **Athlone Community College**

On a proposal by Mr. Mark Murphy, seconded by Cllr. Gerry Hagan, the minutes for the meeting held on 16<sup>th</sup> October, 2019 were adopted by the Board.

#### **Columba College Killucan**

On a proposal by Mr. Donie Cassidy, seconded by Cllr. Denis Leonard, the minutes for the meeting held on 21<sup>st</sup> May, 2019 were adopted by the Board.

#### **Athlone Community College**

On a proposal by Cllr. Pat O'Toole, seconded by Cllr. John Dolan, the minutes for the meeting held on 11<sup>th</sup> February, 2019 were adopted by the Board.

### **3.5 Board of Management Representatives**

Following a discussion it was clarified that if further clarification was received from the DES regarding Board of Management representation it would be brought to the attention of the Board.

#### **Ardscoil Phádraig**

The Female Parent Representative nominee and Male Parent Representative nominee for Ardscoil Phádraig Board of Management were proposed by Mr. Donie Cassidy and seconded by Cllr. Gerry Hagan.

### **Castlepollard Community College**

The Male Parent Representative for Castlepollard Community College Board of Management was proposed by Mr. Donie Cassidy and seconded by Cllr. Gerry Hagan.

## **4. Policies and Procedures**

### **4.1 Disclosure of Interest Policy**

On a proposal by Cllr. Gerry Hagan, seconded by Cllr. Michael Dollard, the Disclosure of Interest Policy was adopted by the Board. (See *Appendix 4*)

### **4.2 Anti-Fraud and Corruption Policy**

On a proposal by Cllr. Garry Murtagh, seconded by Cllr. Pat O'Toole, the Anti-Fraud and Corruption Policy was adopted by the Board. (See *Appendix 5*)

### **4.3 Protected Disclosures Policy**

On a proposal by Cllr. Gerry Hagan, seconded by Mr. Colm Harte, the Protected Disclosures Policy was adopted by the Board. (see *Appendix 6*)

## **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 7*)

### **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 8*). On a proposal by Cllr. Peggy Nolan, seconded by Cllr. Denis Leonard, the Code of Conduct for Members of LWETB was adopted by the Board.

## **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 and outlined by Mr. Charlie Mitchell, Director of Organisation Support and Development to the members (See *Appendix 9*).

#### **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 10*).

#### **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 11*). Mr. Mitchell advised that the NDFA (National Development Finance Agency) had been in touch in relation to the extension in Castlepollard Community College and additional information may be available at the next meeting.

On a proposal from Cllr. Peggy Nolan, seconded by Cllr. Gerry Hagan it was requested that the issue of an assembly room in Templemichael College can be progressed by the new board. Ms. Antonine Healy, Director of Further Education outlined in more detail the proposal for a new FET facility in Mullingar.

Cllr. Frankie Keena enquired about the Lanesboro Community College fire escape and he was advised that it is being progressed.

### 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 12). Ms. Antonine Healy, Director of Further Education and Training, gave an extensive overview of the SOLAS Performance Agreement and FET provision in Longford and Westmeath.

Following a discussion, on a proposal by Cllr. Peggy Nolan, seconded by Mr. Colm Harfe it was agreed that LWETB would engage with ESB Networks and Bord na Mona with a view to becoming the lead agency in upskilling workers ahead of the closure of sites. Members also expressed a view that Coillte should be engaged due to the forestry surrounding the sites. Ms. Antonine Healy, Director of Further Education and Training also provided clarification in relation to the future of the VTOS programme in Longford.

## 7. Members' Business

### 7.1 Motions

None

## 8. Any Other Business

### 8.1 Date and location of next meeting

Following a discussion, it was agreed that the March 2020 meeting would be brought forward to Monday 9<sup>th</sup> March in light of St. Patrick's Day. It was agreed to hold the next meeting on Monday 20<sup>th</sup> January, 2020 in LWETB FET Office, Mullingar at 5:30 p.m.

There being no further business the meeting ended at 7.15 p.m.

Signature of Presiding Chairman: *Frankie Keene*

Dated: *20<sup>th</sup> January 2020.*