

Minutes of LWETB Board Meeting	
Date	Monday 20 th January, 2020
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	AB	Ms. Kathleen McGahern	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	AP	Cllr. Pat O'Toole	P
Cllr. Gerry Hagan	AB	Ms. Emily Wallace	AB
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

1. Preliminary

Chairperson, Cllr Frankie Keena, opened the meeting by welcoming everyone present.

1.2 Apologies

Cllr. Ken Glynn

Condolences

Garrett Buckley, former Principal of Ardscoil Phádraig, on the death of his brother John Buckley
 Liz McNamee, Head Office, on the death of her father Christy (Kit) Murtagh

Congratulations

Congratulations were extended to Athlone Community College, Lanesboro Community College, Ballymahon Vocational School and Ardscoil Phádraig on their entries into the BT Young Scientist 2020. It was agreed that LWETB would correspond with all schools who participated in this event to compliment students and staff for their efforts.

1.3 Adoption of Minutes of 18th November, 2019 (See Appendix 1)

Proposed: Cllr. John Dolan **Seconded:** Cllr. Michael Dollard.

1.4 Matters arising from Minutes

It was requested that the names of the Parent Representatives that were ratified at the meeting on the 18th November, 2019 be included in the minutes.



2. Information and Communication

2.1 Summary of Correspondence (See Appendix 2)

Correspondence items of importance were highlighted by Dr. Christy Duffy and noted by the Board.

3. Committee Reports

3.1 Audit and Risk Committee (See Appendix 3)

There reports in respect of meetings held on 05th December, 2019 and 06th January, 2020 were noted by the Board.

3.2 Finance Committee (See Appendix 4)

The report in respect of meeting held on 3rd December, 2019 was noted by the Board.

3.3 Youth Work Committee (See Appendix 5)

External Nominees:

Ms. Olivia Hamilton, Mr. Christopher Lynn, Ms. Laura McPhillips, Ms. Annette Barr Jordan, Ms. Bernie McHugh, Ms. Geraldine Lacey, Ms. Sara Jane McNaboe, Ms. Sinead O'Shea.
Proposed: Cllr. Denis Leonard **Seconded:** Mr. Colm Harte

3.4 Boards of Management (See Appendix 6)

Mullingar Community College

Proposed: Cllr. Michael Dollard **Seconded:** Cllr. Pat O'Toole

Templemichael College

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

3.5 Board of Management Representatives (See Appendix 7)

Lanesboro Community College

CE/IST/Sisters of Mercy Western Province Nominees: Fr. Michael Reilly, Ms. Rose McCormack, Ms. Josephine O'Donnell

Proposed: Cllr. Peggy Nolan **Seconded:** Mr. Colm Harte

Templemichael College

Community Rep. Nominees: Ms. Teresa Victory, Mr. Jim Maher

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

4. Policies and Procedures

4.1 LWETB Travel and Subsistence Policy

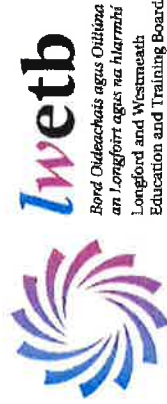
Proposed: Cllr. Denis Leonard **Seconded:** Ms. Josephine Donohue

4.2 LWETB Framework for Code of Conduct for Staff of LWETB

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

4.3 LWETB Acceptable Usage Policy

Proposed: Mr. Colm Harte **Seconded:** Cllr. Pat O'Toole



4.4 LWETB Password Acceptable Usage Policy

Proposed: Cllr. John Dolan **Seconded:** Cllr. Pat O'Toole

4.5 LWETB Staff Leaving Policy ICT

Proposed: Cllr. John Dolan **Seconded:** Mr. Mark Murphy

5. Governance & Publications

5.1 LWETB Annual Report 2019 (See Appendix 8)

Proposed: Cllr. Denis Leonard **Seconded:** Cllr. Peggy Nolan

It was also suggested that the operation of Boards of Management could be included in Annual Reports.

5.2 Circular Letters (See Appendix 9)

Circulars of importance were highlighted by Dr. Christy Duffy and noted by the Board.

6. Chief Executives Report

6.1 Director of Organisation Support and Development Report (See Appendix 10)

Presentation by Mr. Charlie Mitchell, Director of Organisation Support and Development
Mr Mitchell outlined the statutory obligations of the Board and the timelines around same. It was agreed that when a quorum is required to make a decision in relation to the statutory obligations of the Board this will be highlighted to members in advance of the meeting.

Finance Report

The Finance Report was outlined by Mr. Charlie Mitchell, Director of Organisation Support and Development and noted by the Board.

HR Report

The HR Report was outlined by Mr. Charlie Mitchell, Director of Organisation Support and Development and noted by the Board.

Buildings Report

The Buildings Report was outlined by Mr. Charlie Mitchell, Director of Organisation Support and Development and noted by the Board. A report was requested on the future use of the LWETB building in Longford and it was agreed that this will be provided at a later date. Following a brief discussion on School Patronage it was agreed that the Board would extend an invitation to a member of ETBI to attend a future meeting and give a talk on Community National Schools.

6.2 Director of Schools, Youth and Music Report

Mullingar Community College – Subject Inspection in Science and Biology

A copy of the inspection was circulated to all members in advance of the meeting (See Appendix 11) and its contents were noted by the Board.

6.3 Director of Further Education and Training Report

Presentation by Ms. Caroline Cornally, FET Guidance Coordinator

The presentation was circulated to members in advance of the meeting (See Appendix 12). Ms. Cornally gave the Board an overview of LWETB's Guidance Service and answered queries from members in relation to same.



lwetb
Boird Oideachais agus Oiliúna
an Longfoirt agus na hIarthair
Longford and Westmeath
Education and Training Board

LWETB Minutes – 20th January, 2020

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 on Monday 17th February, 2020 in LWETB Longford Office, Battery Road at 5:30 p.m.

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

Signature of Presiding Chairman: _____

Janie Keene

Dated: _____

17th February 2020.