

Minutes of LWETB Board Meeting

Date	Monday 09 th March, 2020
Time	5.30 p.m.
Venue	LWET FET Office, 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	P
Cllr. Michael Dollard	AP	Cllr. Garry Murtagh	P
Ms. Josephine Donohue	AP	Cllr. Peggy Nolan	AP
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	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.

1.1 Music Generation Longford Official Launch

Dr. Christy Duffy, Chief Executive gave a brief overview of the Music Generation Longford initiative in which LWETB are in partnership with Longford County Council. This was followed by a detailed presentation by Ms. Mary Jane Sweeney, Music Generation Longford Development Officer. Ms. Sweeney then answered questions from members in relation to this initiative.

1.3 Apologies

Cllr. Michael Dollard
Ms. Josephine Donohue
Cllr. Peggy Nolan

Condolences

Mr. Fergal McElgunn, teacher Lanesboro Community College, on the death of his Father, Mr. Farrell McElgunn, father-in-law to Ms. Alva Sheehan, also a teacher in Lanesboro Community College.

1.4 Adoption of Minutes of 17th February, 2020 (See Appendix 1)

Proposed: Cllr. Ken Glynn **Seconded:** Mr. Colm Harte

1.5 Matters arising from Minutes

Cllr. John Dolan requested that an email previously received by Board Members was noted 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)

The 2019 Activity Report of LWETB Audit and Risk Committee was noted by the Board.

3.2 Finance Committee (See Appendix 4)

The report in respect of meeting held on 02nd March, 2020 was noted by the Board. Mr Charlie Mitchell, Director of OSD outlined some changes to the wording of the Statement of Internal Controls at the request of the C&AG.

3.3 Youth Work Committee

No report for this meeting.

3.4 Boards of Management (See Appendix 5)

Mullingar Community College

Proposed: Cllr. Aoife Davitt **Seconded:** Cllr. Ken Glynn

Templemichael College

Proposed: Cllr. Pat O'Toole **Seconded:** Cllr. Garry Murtagh

Lanesboro Community College

Proposed: Ms. Mary O'Brien **Seconded:** Cllr. Garry Murtagh

Lanesboro Community College

Proposed: Cllr. Pat O'Toole **Seconded:** Ms. Mary O'Brien

3.5 Templemichael College DEIS Evaluation Report (See Appendix 6)

The Templemichael evaluation report was noted by the Board.

3.6 Athlone IT Governing Body Membership 2020 – 2025

Dr. Christy Duffy, Chief Executive explained that under the provisions of the Regional Technical Colleges (Amendment) Act 1994 LWETB is charged with statutory functions in relation to the formation of the new Governing Body. This includes seeking a nomination from Laois Offaly ETB and one nomination from the Irish Congress of Trade Unions.

Nominee

Ms. Geraldine Talty (ICTU)
 Cllr. Claire Claffey (LOETB)

Proposed

Cllr. Pat O'Toole
 Cllr. Denis Leonard

Seconded

Cllr. Garry Murtagh
 Cllr. Pat O'Toole

4. Policies and Procedures

4.1 LWETB USB Acceptable Usage Policy

This policy was noted by the Board. Following a brief discussion it was agreed that members who wish to receive meeting packs by email only can notify Ms. Elaine McEvoy, administrative support to LWETB Board.

4.2 LWETB Third Party Access to LWETB ICT Systems and Resources Policy

This policy was noted by the Board.

4.3 LWETB Portable Devices Acceptable Usage Policy

This policy was noted by the Board.

4.4 LWETB Partnering Policy

This policy was noted by the Board.

5. Governance & Publications

5.1 Circular Letters

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 11)*

Finance Report

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

Statement of Internal Controls 2019

A review of internal controls has been carried out by the Audit and Risk Committee on behalf of the Board in accordance with sections 7.7 – 7.11 of the Code of Practice for the Governance of ETBs and the procedures outlined there in appendix 13 (per circular letter 02/2019). They have issued a report to the Board recommending the signing of the SIC. The Board reviewed the effectiveness of the internal control system and approved the signing of the Statement of Internal Control.

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

Financial Statements for the period 1st January, 2019 to 31st December, 2019.

The Finance Committee have reviewed the Financial Statements and in their report to the Board they recommend that the Board adopt the financial statements as presented by the Chief Executive and that they should be signed by the Chairperson. Members of the Board received a copy of the unaudited draft financial statements by email and post. The draft Financial Statements for the period 1st January 2019 to 31st December, 2019 were adopted by the Board. The Financial Statements will be sent to the C&AG by 1st April.

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

Letter of Representation

The letter of representation was noted by the Board.

6. Chief Executives Report

Buildings Report

The Buildings Report was outlined by Mr. Charlie Mitchell, Director of Organisation Support and Development and noted by the Board. It was agreed that the executive would provide a spreadsheet to all members outlining building project submissions to the Department of Education and Skills and their outcome for all schools and this would be discussed at the meeting of LWETB scheduled for 18th May, 2020.

6.1 Director of Schools, Youth and Music Report *(See Appendix 10)*

No report for this meeting

6.3 Director of Further Education and Training Report

No report for this meeting

7. Members' Business

7.1 Motions

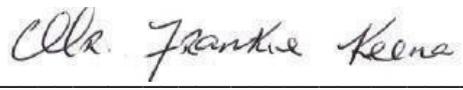
None

8. Any Other Business

8.1 Date and location of next meeting

It was agreed to hold the next meeting on Monday 18th May, 2020 in LWETB FET Office, Mullingar at 5:30 p.m.

There being no further business the meeting ended at 7.10 p.m.

Signature of Presiding Chairman: 

Dated: 09/03/2020