

## Minutes of LWETB Board Meeting

<b>Date</b>	Tuesday 13 <sup>th</sup> October, 2020
<b>Time</b>	5.30 p.m.
<b>Venue</b>	Teleconferencing due to COVID19

### Attendance

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

Board Member		Board Member	
Mr. Luke Casserly	<b>P</b>	Cllr. Frankie Keena	<b>P</b>
Mr. Donie Cassidy	<b>AP</b>	Cllr. Denis Leonard	<b>AP</b>
Cllr. Aoife Davitt	<b>P</b>	Ms. Kathleen McGahern	<b>P</b>
Cllr. John Dolan	<b>P</b>	Mr. Mark Murphy	<b>P</b>
Cllr. Michael Dollard	<b>AP</b>	Cllr. Garry Murtagh	<b>P</b>
Ms. Josephine Donohue	<b>AP</b>	Cllr. Peggy Nolan	<b>P</b>
Ms. Niamh Ginnell	<b>P</b>	Ms. Mary O'Brien	<b>P</b>
Cllr. Ken Glynn	<b>AP</b>	Cllr. Pat O'Toole	<b>P</b>
Cllr. Gerry Hagan	<b>AB</b>	Ms. Emily Wallace	<b>AB</b>
Mr. Colm Harte	<b>P</b>	Mr. Colin Whyte	<b>P</b>
Cllr. Louise Heavin	<b>P</b>		

Also Present:

Dr. Christy Duffy, Chief Executive	<b>P</b>	Ms. Antonine Healy, Director of FET	<b>P</b>
Ms. Liz Lavery, Director of SYM	<b>P</b>	Ms. Elaine McEvoy, Staff Officer	<b>P</b>
Mr. Charlie Mitchell, Director of OSD	<b>P</b>		

## 1. Preliminary

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

### 1.2 Apologies

Mr. Donie Cassidy  
Cllr. Michael Dollard  
Ms. Josephine Donohue  
Cllr. Ken Glynn  
Cllr. Denis Leonard

### Condolences

Mr. Colin Whyte, LWETB Board Member and Teacher in Mullingar Community College, on the death of his mother Margaret Whyte.  
Ms. Catherine Hopkins, teacher in Ardscoil Phádraig, on the death of her Mother Maeve Halpenny  
Ms. Sorcha Nic Dhonnacha, Principal Templemichael College, on the death of her father John (Johnny Pháidin) McDonagh

### 1.3 Adoption of Minutes of 17<sup>th</sup> August, 2020 (See Appendix 1)

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

### 1.4 Matters arising from Minutes

There were no matters arising.

### 1.5 Overdraft Facility (See Appendix 2)

Dr. Christy Duffy 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 2021. It was decided in principle that the proposal should be accepted and that the consent of the Minister for Education be sought.

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

Dr. Christy Duffy informed the Board that a letter had been received by email from the Department of Education during the course of the meeting conveying sanction of the Minister for an overdraft facility. 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.

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

## 2. Information and Communication

### 2.1 Summary of Correspondence (See Appendix 3)

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

## 3. Committee Reports

### 3.1 Audit and Risk Committee

No report for this meeting.

### 3.2 Finance Committee (See Appendix 4)

The report in respect of meeting held on 13<sup>th</sup> October, 2020 was noted by the Board.

### 3.3 Youth Work Committee

No report for this meeting.

### 3.4 Boards of Management (See Appendix 5)

**Mullingar Community College, 13<sup>th</sup> February, 2020**

Noted

## 4. Policies & Procedures

The following policies were noted by the Board

- 4.1 LWETB Email Policy
- 4.2 LWETB Internet Acceptable Use Policy
- 4.3 LWETB Password Policy
- 4.4 LWETB Technology Acceptable Use Policy
- 4.5 LWETB Communications Policy
- 4.6 LWETB Child Protection Policy for LWETB Staff

## 5. Governance & Publications

### 5.1 LWETB Property Lease Register

Mr Charlie Mitchell, Director of Organisation Support and Development sought approval from the Board to enter into the following new lease agreements as outlined in the lease listing provided to the Board ahead of the meeting.

Premises in Longford Town

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

Office space in Marlinstown Business Park

**Proposed:** Cllr. John Dolan **Seconded:** Cllr. Aoife Davitt

Mr Charlie Mitchell also sought approval from the Board to seek permission from the Department of Education to purchase prefab accommodation that was offered to LWETB.

**Proposed:** Cllr. Aoife Davitt **Seconded:** Mr. Colin Whyte

### 5.2 Circular Letters

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

## 6. Chief Executives Report

Dr. Christy Duffy informed members that the Department of Education requested a meeting in relation to the Performance Delivery Agreement and Oversight Agreement between the Department and LWETB. They requested that the meeting be attended by the Chief Executive, the Director of OSD and representatives of the Board. Following a brief discussion, it was agreed that Chairperson, Cllr. Frankie Keena, and Deputy Chairperson, Cllr. Pat O'Toole, should attend the meeting also.

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

### 6.1 Director of Organisation Support and Development Report

#### Précis of Senior Counsel Opinion

#### Legal Services Support Unit Note

The Précis of Senior Counsel Opinion and Legal Services Support Unit Note were outlined by Mr. Charlie Mitchell, Director of Organisation Support and Development and noted by the Board.

#### Finance Report

The Finance 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.

#### HR Report

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

### 6.2 Director of Schools, Youth and Music Report

Ms. Liz Lavery, Director of Schools, briefed the Board on the ongoing measures in place to support staff and students and minimise the risk associated with COVID-19 for all. Ms. Lavery answered questions from the Board in relation to these supports. Ms. Lavery also gave a brief presentation of the Leaving Certificate Results 2020, a copy of which was circulated to all members in advance of the meeting.

### 6.3 Director of Further Education and Training Report

Ms. Antonine Healy, Director of FET, gave a brief update on the measures put in place to ensure the safety of all staff and students in LWETB FET centres during COVID-19. Ms. Healy also gave a presentation on the progress made to date with the building formally known as Midlands Art Centre. Ms. Healy explained that LWETB, in partnership with Westmeath County Council, intend to renovate the building for the purpose of providing a library facility and a training facility in Kinnegad. Three design options were presented, a copy of which were circulated to members in advance of the meeting. Following a brief discussion Ms. Healy addressed board members concerns regarding the preservation of swift nests on the site. Ms. Healy stated that this had been taken into consideration and their preservation would form part of the development.

## 7. Motions

### 7.1 Motions

None

## 8. Any Other Business

### 8.1 Date and location of next meeting

As previously agreed the next meeting will be held on Tuesday 10<sup>th</sup> November, 2020 via teleconferencing due to COVID-19 restrictions. It was agreed that there would be a brief meeting from 5:30 p.m. – 5.45 p.m. followed by a two-hour training session provided by ETBI on the Role of ETB Members.

**Proposed:** Cllr. Louise Heavin **Seconded:** Mr. Colm Harte

There being no further business the meeting ended at 6.45 p.m.

Signature of Presiding Chairman: 

Dated: 13/10/20