

## Minutes of LWETB Board Meeting

<b>Date</b>	Monday 17 <sup>th</sup> August, 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>P</b>
Cllr. Aoife Davitt	<b>P</b>	Ms. Kathleen McGahern	<b>P</b>
Cllr. John Dolan	<b>AP</b>	Mr. Mark Murphy	<b>AP</b>
Cllr. Michael Dollard	<b>AP</b>	Cllr. Garry Murtagh	<b>P</b>
Ms. Josephine Donohue	<b>P</b>	Cllr. Peggy Nolan	<b>AP</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>P</b>	Ms. Emily Wallace	<b>AP</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

Cllr. Michael Dollard  
Cllr. Peggy Nolan  
Cllr. John Dolan  
Cllr. Emily Wallace  
Mr. Donie Cassidy  
Cllr. Ken Glynn  
Mr. Mark Murphy

#### 1.3 Adoption of Minutes of 26<sup>th</sup> May, 2020 (See Appendix 1)

**Proposed:** Cllr. Pat O'Toole **Seconded:** Mr. Denis Leonard

#### 1.4 Matters arising from Minutes

There were no matters arising.

## 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

No report for this meeting.

### 3.2 Finance Committee

No report for this meeting.

### 3.3 Youth Work Committee

No report for this meeting.

### 3.4 Boards of Management (See Appendix 3)

#### **Athlone Community College 23<sup>rd</sup> January, 2020**

Noted

#### **Ballymahon Vocational School 03<sup>rd</sup> March, 2020**

Noted

## 4. Policies & Procedures

The following policies were noted by the Board

4.1 LWETB Policy and Procedure for the Management of Lone Working

4.2 LWETB Social Media Policy

4.3 LWETB Bring Your Own Device Policy

4.4 LWETB COVID-19 Policy

## 5. Governance & Publications

Mr. Charlie Mitchell, Director of Organisation Support and Development explained that the Department of Education requested amendments to the LWETB Annual Report 2019, LWETB Chairpersons Report 2019 and LWETB Annual Financial Statements 2019 to ensure compliance with c/l 0002/2019 Code of Practice for the Governance of Education and Training Boards.

### 5.1 LWETB Annual Report 2019 with Amendments

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

### 5.2 LWETB Chairpersons Report 2019 with Amendments

**Proposed:** Mr. Denis Leonard **Seconded:** Cllr. Pat O'Toole

### 5.3 LWETB Annual Financial Statements 2019 with Amendments

**Proposed:** Mr. Denis Leonard **Seconded:** Mr. Colin Whyte

#### 5.4 LWETB Property Lease Register

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

**Proposed:** Mr. Denis Leonard **Seconded:** Mr. Colin Whyte

#### 5.5 Circular Letters

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

### 6. Chief Executives Report

LWETBs Chief Executives Report was circulated to members in advance of the meeting. Dr. Christy Duffy, Chief Executive explained that each of the Directors would give an update on key developments as a follow on to the update provided to the Board at the meeting held on 26<sup>th</sup> May, 2020.

#### 6.1 Director of Organisation Support and Development Report

Mr. Charlie Mitchell, Director of OSD, gave the Board an update on the maintenance of services by OSD during the COVID-19 lockdown. He stated that LWETB has continued to maintain services and successfully completed the C&AG Audit and the transfer to the Payroll Shared Services with ESBS. Mr. Mitchell also gave the Board an overview of the work carried out to date by the Workplace Safety Task Team and guideline documents disseminated to LWETB staff. Mr. Mitchell also answered questions from Board Members in relation to same.

#### 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 steps and operational supports being undertaken by LWETB to lead the safe reopening of schools while minimising the risk associated with COVID-19. Ms. Lavery gave an overview of the operational changes in the schools, COVID19 Induction Programmes, recruitment of teaching posts and funding from the Department of Education and Skills in the form of the minor works grant. Ms. Lavery also answered questions from Board Members regarding the reopening of schools.

#### 6.3 Director of Further Education and Training Report

Ms. Antonine Healy, Director of FET, briefed the Board on the steps taken to ensure the safe reopening of LWETB FET centres. Ms. Healy gave an overview of the guideline documents issued to staff relating to returning to work, staff wellbeing videos that have been developed and her engagement with different Agencies in relation to COVID-19.

