

Minutes of LWETB Board Meeting

Date	Monday 26 th May, 2020
Time	5.00 p.m.
Venue	Teleconferencing due to COVID19

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	AB
Cllr. John Dolan	P	Mr. Mark Murphy	P
Cllr. Michael Dollard	AP	Cllr. Garry Murtagh	AB
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	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
Ms. Liz Lavery, Director of SYM	P	Ms. Elaine McEvoy, Staff Officer	P
Mr. Charlie Mitchell, Director of OSD	P		

1. Preliminary

Chairperson, Cllr Frankie Keena, opened the meeting by welcoming everyone present and wishing everyone well during these unprecedented times.

1.2 Apologies

Cllr. Michael Dollard

Condolences

- Angela Campbell, teacher in Athlone Community College, on the death of her brother Donal Harrington
- Edel Menton, Teacher in Athlone Community College, on the death of her sister Bridgetta Menton
- Megan Duffy, Teacher in Athlone Community College, on the death of her mother Pamela Duffy
- Pdraig Lennon, Teacher in Athlone Community College, on the death of his brother in law Shane Walsh
- Jo Gallagher, Secretary in Athlone Community College, on the death of her brother in law Michael Hanley
- Tony Ghee, Teacher in VTOS Longford, on the death of his Father Michael Ghee
- Mark Murphy, LWETB Board Member, on the death of his sister Zita Murphy

- Mary Jane Sweeney, Music Generation Development Officer, on the death of her grandmother Theresa Donnelly
- Cllr. Gerry Hagan, LWETB Board Member, on the death of his brother in law Manfredi Anello

5.2 LWETB Standing Orders Amendment (See Appendix 1)

Chairperson, Cllr. Frankie Keena brought Agenda item 5.2 LWETB Standing Orders Amendment forward.

On 23rd March, 2020 Chairperson Cllr. Frankie Keena and Deputy Chairperson Cllr. Pat O'Toole, in consultation with Dr. Christy Duffy, Chief Executive approved the inclusion of a paragraph on Teleconferencing in the LWETB Standing Orders.

Proposed: Cllr. Ken Glynn **Seconded:** Cllr. Peggy Nolan

1.3 Adoption of Minutes of 26th May, 2020 (See Appendix 2)

Proposed: Mr. Donie Cassidy **Seconded:** Mr. Denis Leonard

It was agreed to extend the compliments of the Board to the staff and students of LWETB at this time.

1.4 Matters arising from Minutes

There were no matters arising.

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 (See Appendix 4)

The report in respect of the meeting held on 24th April, 2020 was noted by the Board

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 5)

Ballymahon Vocational School 30th January, 2020

Proposed: Cllr. Peggy Nolan **Seconded:** Cllr. Ken Glynn

Ballymahon Vocational School 24th February, 2020

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

It was agreed that concerns raised by members in relation to legislation of School Admission Policies would be brought to the attention of the Department of Education and Skills.

3.5 Athlone IT Governing Body Membership 2020 – 2025

GRETB Nominees:

Cllr. Kathleen Shanagher and Cllr. Peter Roche

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

AIT Student Representative Nominees:

Ms. Aine Daly and Mr. Niall Naughton

Proposed: Cllr. Denis Leonard **Seconded:** Mr. Colm Harte

4. Policies & Procedures

The following policies were noted by the Board

- 4.1 LWETB Asset Protection Policy
- 4.2 LWETB Encryption Usage policy
- 4.3 LWETB Remote Access Policy
- 4.4 LWETN Wireless Devices Policy
- 4.5 LWETB Email Acceptable Usage Policy
- 4.6 LWETB Clean Desk Policy

5. Governance & Publications

5.1 LWETB Service Plan Amendment

On 26th April, 2020 Chairperson Cllr. Frankie Keena and Deputy Chairperson Cllr. Pat O’Toole, in consultation with Dr. Christy Duffy, Chief Executive approved an amendment to page 17 of the LWETB Service Plan 2020. This change reflects current building projects under the remit of LWETB.

Proposed: Mr. Donie Cassidy **Seconded:** Mr. Colm Harte

5.3 Performance Delivery Agreement between DES & LWETB and Oversight Agreement between DES & LWETB

The Performance Delivery Agreement and Oversight Agreement between the DES and LWETB were noted by the Board.

5.4 LWETB Property Lease Register

Mr Charlie Mitchell, Director of Organisation Support and Development sought approval from the Board to renew leases on properties as outlined in the lease listing provided to the Board ahead of the meeting.

Proposed: Mr. Donie Cassidy **Seconded:** Cllr. Pat O’Toole

5.5 Circular Letters

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

6. Chief Executives Report

Dr. Christy Duffy, Chief Executive gave an overview of the approach and strategic direction of LWETB in light of the unprecedented challenges it faced under COVID-19. He said that the Directors will give an overview of operational initiatives in each area but the overall operational transition was remarkable and represented a huge achievement. He commended staff and students for how they have responded and adapted to working and learning remotely. He said LWETB adopted an ETB wide approach to responding to the emerging situation from the beginning. A COVID-19 Task Group was set up immediately to oversee the implementation of closing down of all schools, centres and offices. A LWETB Covid19 Workplace Safety Response Team has also been working on the implementation process of reopening all schools, offices and centres in the organisation. There has been a huge focus on student and staff wellbeing with a

new Wellbeing section on the LWETB website and a staff newsletter on the experience of working during COVID -19. He commended staff for their agility and responsiveness.

6.1 Director of Organisation Support and Development Report

Mr. Charlie Mitchell, Director of OSD, gave the Board an update on the changeover to working remotely. He outlined how functions like creditor payments, payroll and procurement have continued seamlessly. Mr. Mitchell also informed the Board that the Payroll Shared Services project has continued and has moved to the parallel running phase with 98% accuracy. The C&AG audit was carried out remotely and Mary Mulligan indicated her appreciation of the speed at which responses were provided as well as the level of detail that was available. He commended staff on their proactivity and forbearance which has reflected our underlying ethos of being “Dynamic, Diverse and Innovative”.

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 measures put in place prior to the closure of schools. The Principals were designated as key contact persons for the schools as per LWETB Covid-19 Task Team. Relevant guidelines and protocols were provided. She stated that Leaders and school staff were exemplary in their approach to dealing with the crisis. Microsoft Teams is operational in all schools to support student engagement and delivery of lessons. Laptops and other electronic devices have been provided to all schools to support engagement and ensure connectivity where possible. Ms. Lavery stated that Junior Cycle Assessment commenced in second half of May 2020. 7 out of 8 schools issued subject assessment for 3rd year students for marking before 29th May 2020. The issuing of these assessments supported student engagement with lessons until end of school term. In terms of Leaving Certificate LWETB schools are currently in extensive preparation and planning to deliver on calculated grades for all Leaving Certificate Students 2020 (LC, LCA, LCVP) and LWETB is supporting schools through constant engagement and updates. Ms. Lavery confirmed that Youth Services funded through LWETB are ongoing remotely and reporting to DCYA is continuing as normal. Ms. Lavery also spoke about her engagement with the Music Generation Officer and stated that the development of relationships with relevant agencies is still ongoing.

6.3 Director of Further Education and Training Report

Ms. Antonine Healy, Director of FET, briefed the Board on the development of a programme template for converting programmes to a revised delivery model to support Blended learning. Laptops were purchased and setup for FET learners and staff with plans to purchase additional ones. The Professional Development/Technology enhancing learning coordinator has delivered a weekly online training programme for staff over the last 10 weeks. This is focused on blended

learning and supporting staff with this. The programmes have been developed across a number of online learning platforms such as Moodle, Teams and Google. Ms. Healy also outlined that there has been a number of LWETB QOG meetings (Quality Oversight Group) since March 2020 and there are also a number of audits currently taking place and FET are responding to requests for data.

7. Motions

7.1 Motions

None

8. Any Other Business

The chair invited board member Luke Casserly to speak about his experience as a Leaving Certificate student and he was also congratulated on being recently voted vice president of the student's union.

8.1 Date and location of next meeting

Due to the unpredictability of the current crisis it was agreed that a date for the next meeting of LWETB would be advised to members in due course.

There being no further business the meeting ended at 6.30 p.m.

Signature of Presiding Chairman: *Chk. Frankie Keena*

Dated: 26/05/2020