

**Minutes of LWETB Board Meeting**

Date	Monday 17 th February, 2020
Time	5.30 p.m.
Venue	LWETB Office, Battery Road, Longford

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

Board Member		Board Member	
Mr. Luke Casserly	AP	Cllr. Frankie Keena	P
Mr. Donie Cassidy	P	Cllr. Denis Leonard	P
Cllr. Aoife Davitt	P	Ms. Kathleen McGahern	AP
Cllr. John Dolan	P	Mr. Mark Murphy	P
Cllr. Michael Dollard	P	Cllr. Garry Murtagh	P
Ms. Josephine Donohue	AP	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	AP
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

Deputy Chairperson, Cllr Pat O'Toole, opened the meeting by welcoming everyone present.

1.2 Apologies

Mr. Luke Casserly
Ms. Josephine Donohue
Ms. Kathleen McGahern
Cllr. Emily Wallace

1.3 Adoption of Minutes of 20th January, 2020 (See Appendix 1)

Proposed: Cllr. Michael Dollard **Seconded:** Cllr. Peggy Nolan

1.4 Matters arising from Minutes

None

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 reports in respect of meetings held on 27th January, 2020 and 07th February, 2020 were noted by the Board.

It was agreed that the recommendation of the Audit & Risk Committee in their report of 27th January, 2020 would be brought to the Department of Education and Skills on behalf of both the Audit & Risk Committee and the Finance Committee in order to ensure that the risk regarding potential continuity issues following a local election are addressed.

Proposed: Mr. Donie Cassidy **Seconded:** Cllr. Gerry Hagan

Review of the System of LWETB Internal Control

It is the recommendation of the Audit and Risk Committee that the Statement of System of Internal Controls for the period 1st January, 2019 to 31st December, 2019 is adopted by the Board.

Proposed: Mr. Donie Cassidy **Seconded:** Cllr. Garry Murtagh

3.2 Finance Committee (See Appendix 4)

The report in respect of meeting held on 3rd February, 2020 was noted by the Board.

3.3 Youth Work Committee (See Appendix 5)

The report in respect of meeting held on 28th February, 2020 was noted by the Board.

3.4 Boards of Management (See Appendix 6)

Athlone Community College

Proposed: Mr. Mark Murphy **Seconded:** Mr. Donie Cassidy

3.5 Board of Management Representatives (See Appendix 7)

Castlepollard Community College

Community Rep. Nominees: Mr. Alfie Devine, Cllr. Frank McDermott, Ms. Lorraine Scally

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

3.6 Athlone IT Governing Body Membership 2020 – 2025

Dr. Christy Duffy, Chief Executive, explained that the term of office of the Governing Body of Athlone IT will end on 31st March, 2020. 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 three nominations from the Board of LWETB. Chairperson, Cllr. Frankie Keena joined the meeting and gave apologies for his lateness. He then took the Chair.

Nominee

Cllr. Frankie Keena

Cllr. Pat O'Toole

Mr. Colm Harte

Cllr. John Dolan

Proposed

Cllr. Ken Glynn

Mr. Donie Cassidy

Cllr. Aoife Davitt

Cllr. Gary Murtagh

Seconded

Cllr. Michael Dollard

Cllr. Peggy Nolan

Cllr. Gerry Hagan

Cllr. Denis Leonard

The nominations went to a vote following which Cllr. Frankie Keena, Cllr. Pat O'Toole and Mr. Colm Harte were deemed elected.

4. Policies and Procedures

4.1 LWETB Anti-Virus and Malware Protection Policy

Proposed: Cllr. Garry Murtagh **Seconded:** Cllr. Louise Heavin

4.2 LWETB Disposal, Resale and Donation of ICT Equipment

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

4.3 LWETB Mobile Phone Usage Policy

Proposed: Cllr. Gerry Hagan **Seconded:** Cllr. Louise Heavin

4.4 LWETB VPN Acceptable Usage Policy

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

5. Governance & Publications

5.1 LWETB Service Plan 2020 *(See Appendix 8)*

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

5.2 Protected Disclosures Annual Report 2019 *(See Appendix 9)*

The Protected Disclosures Act 2014 came into effect on 15th July, 2014. Section 22 of the Protected Disclosures Act 2014 requires LWETB to publish a report each year detailing the number of protected disclosures received by the ETB in the preceding year, to include publication of information with regard to any actions taken in response to protected disclosures made. Pursuant to this requirement LWETB confirms that no protected disclosures were received to the end of 2019. Consequently no action was required to be taken by Longford and Westmeath ETB in relation to protected disclosures. The Annual Report for 2019 was noted by the Board.

5.3 Circular Letters

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

6. Chief Executives Report

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

Presentation by Mr. Seamus Conboy, Director of Schools, ETBI

Mr. Conboy gave the Board an overview of Community National Schools and answered queries from members in relation to same. There was an extensive discussion on the role of LWETB in relation to Community National Schools and the promotion of the CNS model within the region.

6.2 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.

HR Report

The HR Report was outlined by Mr. Charlie Mitchell, Director of Organisation Support and Development and noted by the Board. Mr. Mitchell addressed queries from members in relation to the timeline surrounding recruitment processes and agreed to revert with details on current practices.

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. After a discussion it was agreed that the executive would revisit previous submissions to the Department in respect of facilities in LWETB schools, in light of upcoming changes to the leaving certificate P.E. curriculum. It was agreed that the executive would provide an update on the concerns raised at a later date.

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 09th March, 2020 in LWETB FET Office, Mullingar at 5:30 p.m.

There being no further business the meeting ended at 7.20 p.m.

Signature of Presiding Chairman: 

Dated: 17/02/2020