

## Minutes of LWETB Board Meeting

<b>Date</b>	Monday 21 <sup>st</sup> March, 2022
<b>Time</b>	5.30 p.m.
<b>Venue</b>	Mullingar Park Hotel

### Attendance

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

Board Member		Board Member	
Mr. Luke Casserly	<b>AP</b>	Cllr. Frankie Keena	<b>AB</b>
Mr. Donie Cassidy	<b>P</b>	Cllr. Denis Leonard	<b>AB</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>P</b>	Cllr. Garry Murtagh	<b>AB</b>
Ms. Josephine Donohue	<b>P</b>	Cllr. Peggy Nolan	<b>AP</b>
Ms. Niamh Ginnell	<b>AP</b>	Ms. Mary O'Brien	<b>AP</b>
Cllr. Ken Glynn	<b>P</b>	Cllr. Pat O'Toole	<b>P</b>
Cllr. Gerry Hagan	<b>P</b>	Ms. Emily Wallace	<b>P</b>
Mr. Colm Harte	<b>P</b>	Mr. Colin Whyte	<b>P</b>
Cllr. Louise Heavin	<b>P</b>		
Also Present:			
Ms. Liz Lavery, Chief Executive (Acting)	<b>P</b>	Ms. Antonine Healy, Director of FET	<b>P</b>
Mr. Brian Higgins, Director of SYM (Acting)	<b>P</b>	Ms. Elaine McEvoy, Senior Staff Officer	<b>P</b>
Mr. Charlie Mitchell, Director of OSD	<b>P</b>		

### 1. Preliminary

Chairperson, Cllr Aoife Davitt, opened the meeting by welcoming everyone present.

#### 1.2 Apologies

Mr. Luke Casserly  
Ms. Niamh Ginnell  
Ms. Peggy Nolan  
Ms. Mary O'Brien

#### 1.3 Adoption of Minutes of 21<sup>st</sup> February, 2022

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

#### 1.4 Matters arising from Minutes

None

## 2. Summary of Correspondence

### 2.1 Summary of Correspondence

None for this meeting

## 3. Committee Reports

### 3.1 Audit and Risk Committee

#### Review of the System of LWETB Internal Control

It is the recommendation of the Audit & Risk Committee that the Statement of System of Internal Controls for the period 01<sup>st</sup> January, 2021 to 31<sup>st</sup> December, 2021 is adopted by the Board.

The report in respect of the meeting dated 04<sup>th</sup> March, 2022, at which the Audit & Risk Committee completed the self-evaluation process, was noted by the Board.

### 3.2 Finance Committee

The report in respect of meeting held on 16<sup>th</sup> March, 2022 was noted by the Board.

### 3.3 Youth Work Committee Nominee

Westmeath Comhairle na nÓg – Tori Trower

**Proposed:** Mr. Colin Whyte **Seconded:** Mr. Mark Murphy

### 3.4 Boards of Management

None for this meeting

## 4. Policies & Procedures

### 4.1 LWETB Risk Management Policy

**Proposed:** Mr. Donie Cassidy **Seconded:** Ms. Kathleen McGahern

## 5. Governance & Publications

### 5.1 LWETB Annual Financial Statements & 5.2 LWETB Statement of Internal Controls 2021

Members thanked that staff and the executive of LWETB for the volume of work that went into completing the accounts.

#### Statement of Internal Controls 2021

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. Michael Dollard **Seconded:** Mr. Colm Harte

#### Financial Statement for the period 1st January, 2021 to 31st December, 2021

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 before the meeting. The draft Financial Statements for the period 01<sup>st</sup> January, 2021 to 31<sup>st</sup> December, 2021 were adopted by the Board. The Financial Statements will be sent to the C&AG by 01<sup>st</sup> April, 2022.

**Proposed:** Cllr. Michael Dollard **Seconded:** Mr. Colm Harte

## Letter of Representation

The Letter of Representation was noted by the Board

### 5.3 LWETB Annual Report

**Proposed:** Ms. Kathleen McGahern **Seconded:** Mr. Donie Cassidy

### 5.4 LWETB Protected Disclosures Annual Report

**Proposed:** Ms. Kathleen McGahern **Seconded:** Mr. Donie Cassidy

### 5.5 LWETB Scholarships

Ms. Liz Lavery, Chief Executive, explained that LWETB Scholarships were awarded to students to promote the Irish Language. In recent years there are less and less Gaeltacht areas and following discussion members agreed that schools could award the scholarships to promote other subjects.

### 5.6 LWETB Property Register

Longford Admin Offices

**Proposed:** Mr. Colm Harte **Seconded:** Mr. Colin Whyte

### 5.7 Circular Letters

Noted

## 6. Chief Executives Report

### Finance Report

The Finance Report was noted by the Board.

### Buildings Report

The Buildings Report was noted by the Board.

### HR Report

The HR Report was noted by the Board.

### LWETB Schools Presentation – Innovation in LWETB Schools

Ms. Eileen Donohue, Principal Athlone Community College, Mr. Dermot Brady, Principal Columba College Killucan and Mr. Wayne Walsh, Principal Castlepollard Community College, attended the LWETB Meeting and gave members an update on the SEN Provision Mapping process, Ethos in LWETB Schools and Teaching and Learning respectively.

## 7. Motions

### 7.1 Motions

None

## 8. Any Other Business

### 8.1 Date and location of next meeting

Following discussion a request was put forward to change the day of the meetings due to clashes with County Council meetings. A decision on this will be made at a later date.

It was agreed that the next meeting of LWETB will be held on Tuesday 12<sup>th</sup> April in Athlone Training Centre. A tour of the centre will commence at 3:30 p.m. for members with the Board meeting scheduled to begin at 5:30 p.m.

There being no further business the meeting concluded at 7.15p.m.

Signature of Presiding Chairman: \_\_\_\_\_

Dated: \_\_\_\_\_