

Minutes of LWETB Board Meeting			
Date	Monday, 26 th September, 2022		
Time	5.30 p.m.		
Venue	Athlone Training Centre, Garrycastle, Athlone		
Attendance			
(Present: P, Apologies: AP, Absent: AB)			
Board Member		Board Member	
Mr. Luke Casserly	AP	Cllr. Frankie Keena	P
Mr. Donie Cassidy	AP	Cllr. Denis Leonard	P
Cllr. Aoife Davitt	P	Ms. Kathleen McGahern	P
Cllr. John Dolan	P	Mr. Mark Murphy	P
Cllr. Michael Dollard	AP	Cllr. Garry Murtagh	P
Ms. Josephine Donohue	P	Cllr. Peggy Nolan	P
Ms. Niamh Ginnell	AP	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:			
Ms. Liz Lavery, Chief Executive	P	Ms. Antonine Healy, Director of FET	P
Mr. Brian Higgins, Director of SYM	P	Ms. Geraldine Lee, Administrative Officer	P
Mr. Charlie Mitchell, Director of OSD	P		
1. Preliminary			
Chairperson, Cllr Aoife Davitt, opened the meeting by welcoming everyone present.			
Following a tour of the centre, Mr. Ronan Murray, Training Manager, ATC welcomed everyone to Athlone Training Centre. Mr. Colm Harte proposed thanks to Mr. Murray. Cllr. Davitt thanked Ronan for the tour and welcoming members.			
1.2 Apologies			
Luke Casserly			
Donie Cassidy			
Michael Dollard			
Niamh Ginnell			
Emily Wallace			
Condolences			
<ul style="list-style-type: none"> • [REDACTED] and [REDACTED], [REDACTED] on the death of [REDACTED] Sean Cassidy • [REDACTED] on the death of [REDACTED] Patricia. 			

Congratulations

Ms. Aoife Davitt, Chairperson congratulated students in all LWETB schools for their Leaving Certificate results and thanked the staff and requested a note to be sent to all schools.

Cllr Davitt facilitated discussion on:

- Hybrid meetings – facilities not always suitable for hybrid meetings.
- LWETB meetings – 3 on-line and 3 in person
- Attendance at Board meetings is priority
- Agenda and supporting documentation to be emailed going forward.
- Time of Meetings - time to remain at 5.30pm
- Media – check what other ETB's are doing in relation to inviting media to attend.
- Board meetings – schedule of meetings to be circulated to board for review.

1.3 Minutes of meeting of 20th June, 2022

Proposed: Mr. Colin Whyte **Seconded:** Cllr. Pat O'Toole

1.4 Matters arising from minutes

No matters arising.

2. Summary of Correspondence

2.1 Summary of Correspondence

None for this meeting.

3. Committee Reports

3.1 Audit and Risk Committee

None for this meeting.

3.2 Finance Committee

The Report of Meeting held on 9th June, 2022 was noted by the Board.

3.3 Youth Work Committee Nominee

None for this meeting

3.4 Boards of Management

The following Boards of Management Minutes were noted by the Board:

Lanesboro Community College 30th May, 2022
Castlepollard Community College 19th May, 2022
Mullingar Community College 19th May, 2022
Lanesboro Community College 18th May, 2022
Mullingar Community College 7th April, 2022
Mullingar Community College 24th March, 2022

4. Policies & Procedures

The following policies were noted by the Board:

- 4.1 LWETB Health and Safety Policy
- 4.2 LWETB Travel and Subsistence Policy
- 4.3 LWETB Visual Display Unit Policy
- 4.4 LWETB Data Processing Policy

5. Governance & Publications

5.1 Circular Letters

Noted

5.2 LWETB Property Lease Register

Kinnegad FET Centre – New Library/FET Centre. Currently waiting for decision from Department of Education to proceed with project.

Proposed: Mr. Colin Whyte

Seconded: Cllr. Denis Leonard

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.

Up-date on Service Plan 2022

Ms. Liz Lavery, Chief Executive gave a brief update on the Service Plan 2022.

Brief Up-date from each Director (SYM, FET, OSD)

SYM

- Educational Conference for Senior LWETB Leaders. To be held in TU on 10th November, 2022. Number of speakers from TU and others. The Strategy Statement will be launched on the day.
- Staff Orientation held on 23rd September, 2022 – GDPR Presentation and Governance
- Community National Schools (CNS) LWETB continuing to engage in the process.

FET

- QQI process – Final Report came back with commendations and recommendations.
- Develop and new website for FET. Link from LWETB website.
- Ukrainian Refugees – More than 600 learners, 60 different courses.

OSD

- C&AG Audit – The Audit is going well.
- IAU Audit – Health and Safety Audit. The end of audit meeting took place.
- 2026-2030 – Energy – Crisis, uplift in costs. LWETB has to make 15% reduction by the end of the year.
- **Training on expense claims for members by Mr. Cyril O’Sullivan, Travel Section, Athlone Training Centre**
 Mr. Cyril demonstrated to the Board members how to claim travel in Core HR.
 Ms. Aoife Davitt thanked Cyril for his time.

7. Motions

7.1 Motions

None

8. Any Other Business

8.1 Date and location of next meeting

The date of the next Board Meeting has to be decided. It will be in November 2022. The Location is on-line on MS Teams. The time is 5.30 p.m.

There being no further business the meeting concluded at 7.30 p.m.

Signature of Presiding Chairman: _____

Dated: _____

