

Minutes of LWETB Board Meeting

Date:	Tuesday 14 th November 2023
Time:	5.30 p.m.
Venue:	College of Further Education & Training, Marlinstown Campus, Block A, Marlinstown Business Park, Marlinstown, Mullingar

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	P
Cllr. John Dolan	P	Mr. Mark Murphy	AP
Cllr. Michael Dollard	AB	Cllr. Garry Murtagh	AP
Ms. Josephine Donohue	P	Cllr. Peggy Nolan	AB
Ms. Niamh Ginnell	P	Ms. Mary O'Brien	P
Cllr. Ken Glynn	AP	Cllr. Pat O'Toole	P
Cllr. Gerry Hagan	AB	Ms. Emily Wallace	P
Mr. Colm Harte	P	Mr. Colin Whyte	P
Cllr. Louise Heavin	AP		

Also Present:

Ms. Liz Lavery, Chief Executive	P	Ms. Antonine Healy, Director of FET	AP
Mr. Charlie Mitchell, Director of OSD	P	Ms. Elaine McEvoy, Administrative Officer	AP
Mr. Brian Higgins, Director of SYM	P	Ms. Gabrielle Gilligan, Clerical Officer	P

1. Preliminary

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

1.1 Conflict of Interest Disclosure Form

The Chairperson invited members to disclose any conflict of interest they might have. One member of board disclosed Conflict of Interest regarding LWETB Property Register. The member removed themselves from the room while this item was being discussed. No other conflict of interest was declared.

1.2 Apologies

Luke Casserly
Ken Glynn
Louise Heavin

Mark Murphy
Garry Murtagh

1.3 Adoption of Minutes of 19th September 2023

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

1.4 Matters arising from Minutes

At the September 19th Meeting Mr. Donie Cassidy requested that the Chief Executive, on behalf of the LWETB Board, write to the Department of Education and to the Department of Health re the lands adjacent to Castlepollard Community College.

2. Summary of Correspondence

Letters sent to Minister Foley and Minister Donnelly were read to the meeting by the Chief Executive and follow-up was agreed.

Correspondence from ETBI regarding the ETBI AGM on 28th November was highlighted by the Chief Executive.

Item 5.3 Overdraft Request was moved up the agenda and outlined to the meeting by the Chief Executive and Mr. Charlie Mitchell, Director OSD, regarding the Overdraft Request being made to the Department of Education, the Board approved the request.

Proposed: Cllr. John Dolan. **Seconded:** Cllr. Pat O'Toole

The request was then forwarded to the Department via email and the meeting will await the response from the Department.

Correspondence from the National Parents Council (NPC) stating that all future parent nominees being made to the ETB Board must be approved by NPC was highlighted by the Chief Executive.

3. Committee Reports

3.1 Audit & Risk Committee

Report of meeting dated 22nd September 2023 was noted by the Board

3.2 Finance Committee

Report of meeting dated 22nd June 2023 was noted by the Board.

3.3 Youth Work Committee

There were two nominees put forward for the Youth Work Committee, Ronan Skujins from Comhairle na nÓg and Gary Nugent from Foróige, for approval by the Board.

Proposed: Cllr. Denis Leonard. **Seconded:** Cllr. Frankie Keena

3.4 Boards of Management

Mullingar Community College 01st June 2023
Lanesboro Community College 07th September 2022
Lanesboro Community College 17th October 2022

Lanesboro Community College 18th January 2023
Lanesboro Community College 15th March 2023
Lanesboro Community College 17th May 2023
Lanesboro Community College 24th May 2023
Lanesboro Community College 01st June 2023
Templemichael College 02nd February 2023
Templemichael College 27th April 2023

Noted by the Board.

3.5 Boards of Management

The Board were requested to nominate two representatives to Cornamaddy Community National School Board of Management.

John Dolan was nominated.

Proposed: Cllr. Denis Leonard. **Seconded:** Cllr. Emily Wallace

Frankie Keena was nominated.

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

4. Policies

4.1 Policies:

LWETB Social Media Policy
LWETB Sustainability Policy Statement
LWETB Energy Policy
LWETB Technology Acceptable Usage Policy
LWETB Password Policy
LWETB Email Policy
LWETB Firewall Policy
LWETB Bring Your Own Device Policy
LWETB Encryption Policy
LWETB ICT Access Control Policy
LWETB ICT Asset Management Policy
LWETB Phishing Awareness and Training Policy
LWETB Outsourcing and Acquisitions Policy
LWETB ICT Backup and Restore Policy
LWETB ICT Patch and Configuration Policy
LWETB National Procurement Policy
LWETB CCTV Policy
LWETB Blended Working Arrangements Policy

Noted by the Board.

LWETB Risk Management Policy

Approved by the Board.

Proposed: Cllr. Emily Wallace. **Seconded:** John Dolan.

5. Governance and Publications

5.1 Circular Letters

Noted by the Board.

5.2 LWETB Properties Register

One property at Pearse Street, Mullingar.
10-year lease.

Proposed: Cllr. Denis Leonard. **Seconded:** Cllr. Emily Wallace.

5.3 Overdraft Facility

The overdraft request emailed to the Department of Education at the start of the meeting received a reply which sanctioned the overdraft facility.

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

6. Chief Executives Report

6.1 Chief Executives Report

Finance Report

Noted by the Board

HR Report

Noted by the Board

Buildings Report

Noted by the Board

Climate Action Roadmap

Noted by the Board

General Updates

Progression Routes for Leaving Certificate Students 2023

Noted by the Board

LWETB Service Plan – Performance Tracker presented by Chief Executive

Noted by the Board

7. Members Business

7.1 Motions

None for this meeting.

8. Any Other Business

8.1 LWETB nominee for ETBI Reserve Forum

Need a nominee from LWETB to ETBI Reserve Forum. Ms. Niamh Ginnell is no longer available to attend this forum. Nominees to be forwarded to LWETB.

8.2 Meeting Dates 2024

Proposed dates for next meetings in 2024:

Tues., 9 Jan. 2024 – Online

Tues., 6 Feb. 2024 – Hybrid

Tues. 12 Mar. 2024 – Hybrid
Tues. 16 Apr. 2024 – Hybrid

The Chairperson thanked Charlie Mitchell and Brian Higgins for attending the meeting and welcomed Sarah Murphy to facilitate the Board Evaluation.

9. Board Evaluation

Board evaluation was undertaken by an external facilitator. It was agreed that the evaluation questionnaire would be emailed to all Board Members and they would have until 28th November, thus allowing those who were not in attendance the opportunity to give their feedback and those who were in attendance could provide additional feedback if they so wished.

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

Signature of Presiding Chairman: _____

Dated: _____