

## Minutes of LWETB Board Meeting

<b>Date:</b>	Tuesday 19 <sup>th</sup> March 2024
<b>Time:</b>	6.00 p.m.
<b>Venue:</b>	Bloomfield House Hotel, Belvedere, Mullingar and online via MS Teams

### 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	AP
Cllr. John Dolan	AP	Mr. Mark Murphy	AP
Cllr. Michael Dollard	AB	Cllr. Garry Murtagh	AB
Ms. Josephine Donohue	P	Cllr. Peggy Nolan	AB
Ms. Niamh Ginnell	P	Ms. Mary O'Brien	P
Cllr. Ken Glynn	P	Cllr. Pat O'Toole	AP
Cllr. Gerry Hagan	AB	Ms. Emily Wallace	P
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	AP
Mr. Charlie Mitchell, Director of OSD	P	Ms. Gabrielle Gilligan, Clerical Officer	P
Mr. Brian Higgins, Director of SYM	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. No conflict of interest was declared.

#### 1.2 Apologies

Mr. Mark Murphy  
Ms. Kathleen McGahern  
Cllr. Pat O'Toole  
Cllr. John Dolan

## 1.2 Condolences

- [REDACTED]
- [REDACTED]

## 1.3 Adoption of Minutes of 20<sup>th</sup> February 2024

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

## 1.4 Matters arising from Minutes

The Chief Executive informed the meeting that a letter was sent to the HSE calling for a feasibility study at St. Peters, Castlepollard, to follow on from the Members Motion at the February meeting.

As recommended at the last meeting a Message from the Chairperson was added to the Service Plan 2024.

The Chief Executive provided follow-up to the query raised at the February meeting regarding learner non-attendance at Youthreach and linked payments. This has now been rectified.

Provision of Further Education and Training across both counties was discussed by the board. A request for the breakdown of expenditure for each county and a comparison be drawn up to be sent to the Board. This was agreed.

## 2. Summary of Correspondence

2.1 None for this meeting

## 3. Committee Reports

### 3.1 Audit & Risk Committee

Report of the Meeting dated 1<sup>st</sup> March 2024.

**Noted by the Board.**

Annual Report of Audit and Risk Committee to Board.

**Noted by the Board.**

Report of the Review of the Operation of the System of LWETB Internal Controls.

**Noted by the Board.**

### 3.2 Finance Committee

Report of the Meeting dated 15<sup>th</sup> February 2024.

**Noted by the Board.**

Report of the Meeting dated 14<sup>th</sup> March 2024.

**Noted by the Board.**

### 3.3 Boards of Management

Mullingar Community College, Minutes of Meeting dated 11<sup>th</sup> January 2024 - noted by the Board.

Mullingar Community College, Minutes of Meeting dated 23<sup>rd</sup> January 2024 - noted by the Board.

Mullingar Community College, Minutes of Meeting dated 25<sup>th</sup> January 2024 - noted by the Board

Mullingar Community College, Minutes of Meeting dated 31<sup>st</sup> January 2024 - noted by the Board

Mullingar Community College, Minutes of Meeting dated 8<sup>th</sup> February 2024 - noted by the Board

Ardcoil Phadraig Granard, Minutes of meeting dated 15<sup>th</sup> June 2023 - noted by the Board.

**Noted by the Board.**

## 4. Policies

### 4.1 LWETB Policies

LWETB New Starter Policy

LWETB Staff Leaving Policy

LWETB Portable Device Acceptable Usage Policy

LWETB USB Acceptable Usage Policy

LWETB VPN Acceptable Usage Policy

LWETB Wireless Devices Policy

**Noted by the Board.**

## 5. Governance and Publications

### 5.1 Chairperson's Comprehensive Report 2023.

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

### 5.2 Annual Financial Statement 2023.

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

### 5.3 Statement of Internal Control.

**Proposed:** Mr. Donie Cassidy. **Seconded:** Cllr Frankie Keena.

### 5.4 Letter of Representation.

**Noted by the Board.**

### 5.5 Annual Report 2024.

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

## 5.6 ETBI Post Primary BOM Terms of Reference.

ETBI Post Primary Board of Management Terms of Reference V1 January 2024 EN

ETBI Post Primary Board of Management Terms of Reference V1 January 2024 GA

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

## 5.7 Circular Letters.

**Noted by the Board.**

## 5.8 LWETB Property Register.

Director of OSD indicated that the lease agreements for the following properties will fall due later this year or early in 2025. As the Department requires a minimum of six months' notice it was decided to bring to this meeting for approval: -

1. LWETB Head Office Marlinstown Business Park – 10-year lease
2. Mullingar FET Centre Marlinstown – 10-year lease
3. Three Additional Rooms on Ground Floor, Mullingar FET Centre, Marlinstown – 2-year lease
4. Mullingar FET O'Growney Drive – 5-year lease
5. Ball Alley Lane, Athlone – 3-year lease

**Proposed:** Cllr. Frankie Keena. **Seconded:** Mr. Colin Whyte.

Director of OSD informed the meeting that LWETB are seeking Board approval to proceed with the process to purchase a small parcel of land at the front of Ballymahon Vocational School. If approved the request to purchase will then go to the Property Section of the Department of Education for approval. The land is owned by Longford County Council and has been valued at €90,000.

**Proposed:** Mr. Colm Harte. **Seconded:** Ms. Josephine Donohoe.

## 5.9 LWETB Communication Plan 2024 - 2027.

Our new Communications Section has drawn up a three-year communications plan.

**Noted by the Board**

# 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**

**Risk Report**

A summary was presented.

**Noted by the Board**

**General Updates**

The Chief Executive indicated that the LWETB Risk Report will be included on future board meeting agendas.

ETBI Week was a great success. The Chairperson noted how lovely it was to see the Mullingar Community College Alumni receiving an award.

The Director of SYM informed the meeting concerning the UBU Program, which had been due to fund two projects in Longford and Westmeath in 2024. While attending a meeting with the Department LWETB were informed that this funding was no longer available. The Board requested a briefing paper regarding the matter. The Director of SYM agreed to provide the Board with same.

Chief Executive stated that an invitation was sent to the Minister for Education, Norma Foley to officially open and visit a number of LWETB schools.

As requested by the Board the Irish Deaf Society has been contacted regarding the inclusion of Irish Sign Language in the Curriculum for the autumn.

**7. Members Business**

7.1 Motions

**8. Any Other Business**

8.2 Meeting Date

The Chairperson noted the date for next meeting is Tuesday, 16<sup>th</sup> April 2024. This meeting will be held online via MS-Teams.

There being no further business the meeting concluded at 7.35p.m.

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

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