

<b>Minutes of LWETB Board Meeting</b>			
<b>Date:</b>	Tuesday 15 <sup>th</sup> October 2024		
<b>Time:</b>	6.30 p.m.		
<b>Venue:</b>	Connolly Campus, Longford College of Further Education, Battery Road, Longford		
<b>Attendance</b>			
<b>(Present: P, Apologies: AP, Absent: AB)</b>			
Board Member		Board Member	
Ms. Olivia Callaghan	<b>P</b>	Ms. Niamh Ginnell	<b>AB</b>
Ms. Joanne Cosgrove	<b>AP</b>	Cllr. Ken Glynn	<b>AP</b>
Mr. Luke Casserly	<b>P</b>	Mr. Colm Harte	<b>P</b>
Mr. Donie Cassidy	<b>AP</b>	Cllr. Frankie Keena	<b>P</b>
Mr. Owen Catterall	<b>P</b>	Cllr. Denis Leonard	<b>AP</b>
Ms. Sheila Corcoran	<b>P</b>	Cllr. Pdraig McNamara	<b>P</b>
Cllr Aoife Davitt	<b>P</b>	Mr. Mark Murphy	<b>AP</b>
Cllr. Alfie Devine	<b>P</b>	Cllr. Peggy Nolan	<b>P</b>
Cllr. John Dolan	<b>P</b>	Cllr. Pat O’Toole	<b>P</b>
Cllr. Michael Dollard	<b>P</b>	Cllr. Emily Wallace	<b>AB</b>
Cllr. Niall Gannon	<b>P</b>		
Also Present:			
Mr. Brian Higgins, Chief Executive (Acting)	<b>P</b>	Ms. Elaine McEvoy, Communications Officer	<b>P</b>
Mr. Charlie Mitchell, Director of OSD	<b>P</b>	Ms. Gabrielle Gilligan, Clerical Officer	<b>P</b>
Ms. Antonine Healy, Director of FET	<b>P</b>		
<b>1. Preliminary</b>			
Chairperson, Cllr. Aoife Davitt, opened the meeting by welcoming everyone present.			
<b>1.1 Conflict of Interest Disclosure Form</b>			
The Chairperson invited members to disclose any conflict of interest they might have. No conflict of interest was declared.			
<b>1.2 Apologies / condolences / congratulations</b>			
<b>Apologies</b>			
<ul style="list-style-type: none"> <li>• Cllr. Denis Leonard</li> <li>• Mr. Donie Cassidy</li> <li>• Ms. Joanne Cosgrove</li> <li>• Mr. Mark Murphy</li> <li>• Cllr. Ken Glynn</li> </ul>			

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**Congratulations:**

Congratulations to Ballymahon Vocational School, winners of the Department of Education’s Cineáltas Community Award, highlighting good practice in school communities for anti-bullying, friendship and kindness (25<sup>th</sup> September 2024).

**1.3 Adoption of Minutes of 16<sup>th</sup> September 2024**

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

**1.4 Matters arising from Minutes**

Director of OSD, Mr. Charlie Mitchell, addressed a question that arose at the September Board Meeting under agenda item 6.1 Finance Report confirmed that this matter is now resolved.

**2. Summary of Correspondence**

**2.1 ETBI Reserve Members Forum - Nominee**

Cllr. Pat O’Toole.

**Proposed:** Cllr. Peggy Nolan. **Seconded:** Cllr. Frankie Keena.

## 2.2 Letter of Resignation.

Chairperson, Aoife Davitt, informed members that Ms. Niamh Ginnell submitted a letter of resignation to vacate her position on LWETB Board.

The Chairperson thanked Ms. Ginnell for her work with the Board and with LWETB over the past five years.

It was agreed that the selection process for this position be dealt with at the November meeting.

## 3. Committee Reports

### 3.1 Audit & Risk Committee

Due to a vacancy on the Audit & Risk Committee it was agreed that expressions of interest would be sought from members, by email, following the meeting,

**Noted by the Board.**

### 3.2 Finance Committee

The nominees for the Finance Committee are:

LWETB Nominee	Cllr. John Dolan
LWETB Nominee	Cllr. Pat O'Toole
External	Mr. Pat O'Rourke
External	Mr. Eamon Reilly
External	Mr. Pat McCarrick

**Proposed:** Cllr. Frankie Keena. **Seconded:** Cllr. Alfie Devine.

### 3.3 Youth Work Committee:

The nominees before the Board for the Youth Work Committee are: -

LWETB Nominee	Mr. Colm Harte
LWETB Nominee	Mr. Luke Casserly
LWETB Nominee	Cllr. Niall Gannon

**Proposed:** Cllr. Frankie Keena. **Seconded:** Cllr. Alfie Devine.

### 3.4 Boards of Management:

**Boards of Management Nominees – for ratification**

#### Lanesboro Community College:

LWETB Nominees: Mr. Colm Harte, Mr. Willie Dennigan, Ms. Karen Johnston

Staff Representatives: Ms. Chloe Finnerty, Mr. Emmet Dolan

Parent Representatives: Ms. Tina Dowd, Mr. Sean Mimmagh

Sisters of Mercy Nominees: Fr. Turlough Baxter, Ms. Josephine O'Donnell, Mr. William Culkeen

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

**Castlepollard Community College:**

LWETB Nominees: Cllr. Alfie Devine, Mr. Donie Cassidy, Ms. Niamh Ginnell, Mr. Patrick Moore.

Staff Representatives: Ms. Aoife Smith, Mr. Patrick Gilsenan

Parent Representatives: Ms. Lesley Fay, Mr. Noel Morgan.

Community Representatives: Ms Gillian Roddy, Mr. Kieran Williams, Mr. Michael Cassidy, Mr. Brian Crum.

**Proposed:** Cllr. Alfie Devine. **Seconded:** Cllr Peggy Nolan.

**Ardcoil Phádraig, Granard:**

LWETB Nominees: Cllr. Pdraig McNamara, Cllr. Garry Murtagh, Senator Micheál Carrigy, Ms. Kathleen McGahern.

Staff Representatives: Ms. Nicola Tully, Mr. Daniel Byrne

Parent Representatives: Ms. Bernie O'Reilly, Mr. John Maguire

**Proposed:** Cllr. Pdraig McNamara. **Seconded:** Cllr. Peggy Nolan.

**Athlone Community College:**

LWETB Nominees: Cllr. John Dolan, Cllr. Frankie Keena, Mr. Mark Murphy, Ms. Olivia Callaghan

Staff Representatives: Ms. Eithne Dowling, Mr. Gavin Beirne

Parent Representatives: Ms. Amy O'Connor, Mr. Somesh Kumar

**Proposed:** Cllr. Frankie Keena. **Seconded:** Cllr. Pat O'Toole.

**Ballymahon Vocational College:**

LWETB Nominees: Cllr. Pat O'Toole, Ms. Anne Lloyd, Mr. Liam Natton

Staff Representatives: Ms. Anne Tully, Mr. Enda Farrell

Parent Representatives: Ms. Sarah Walsh Motyl, Mr. Martin Smith

**Proposed:** Cllr. Pat O'Toole. **Seconded:** Mr. Owen Catterall.

**Columba College Killucan:**

LWETB Nominees: Cllr. Denis Leonard, Ms. Niamh Ginnell, Ms. Elizabeth Glennon, Ms. Shauna Coyne.

Staff Representatives: Ms. Helena Kennedy, Mr. Thomas Sheerin

Parent Representatives: Ms. Elaine McManus, Mr. Billy Gough

**Proposed:** Cllr. Alfie Devine **Seconded:** Cllr. Michael Dollard

**Mullingar Community College:**

LWETB Nominees: Cllr. Aoife Davitt, Cllr. Michael Dollard, Cllr. Ken Glynn, Ms. Fidelma Bennett.

Staff Representatives: Ms. Elaine O'Reilly, Mr. Michael Reynolds

Parent Representatives: Ms. Michelle Roche, Mr. Aaron Maloney

**Proposed:** Cllr. Michael Dollard. **Seconded:** Ms. Sheila Corcoran.

**Templemichael College:**

LWETB Nominees: Cllr. Peggy Nolan, Mr. Luke Casserly, Ms. Teresa Farrell, Mr. John Browne.

Staff Representatives: Ms. Maeve McGarrity, Mr. Mark Hanley

Parent Representatives: Ms. Patricia Carrigy Brady, Mr. Jim Bruen.

**Proposed:** Mr. Luke Casserly. **Seconded:** Cllr. Peggy Nolan.

**Moyné Community School:**

LWETB Nominees: Cllr. Garry Murtagh, Ms. Liz Lavery, Mr. John Duffy

**Proposed:** Mr. Colm Harte. **Seconded:** Cllr. Pat O’Toole

**Moate Community School:**

LWETB Nominees: Cllr. John Dolan, Ms. Olivia Callaghan, Ms. Sheila Corcoran.

**Proposed:** Cllr. Frankie Keena. **Seconded:** Cllr. Pat O’Toole.

**3.5 Minutes of Board of Management Meetings**

**Castlepollard Community College Minutes - 21/03/2024**

Castlepollard Community College Minutes - 07/05/2024

**Columba College, Killucan Minutes - 28/09/2023**

Columba College, Killucan Minutes - 14/12/2024

Columba College, Killucan Minutes - 27/02/2024

**Ardcoil Phádraig, Granard Minutes - 10/10/2023**

**Lanesboro Community College Minutes - 04/10/2023**

Lanesboro Community College Minutes - 17/01/2024

Lanesboro Community College Minutes - 06/03/2024

**Templemichael College Minutes - 14/03/2024**

Templemichael College Minutes - 16/04/2024

**Mullingar Community College Minutes - 29/02/2024**

Mullingar Community College Minutes - 20 /03/2024

Mullingar Community College Minutes - 01/05/2024

Mullingar Community College Minutes - 07/05/2024

**Noted by the Board.**

**3.6 Department of Education Inspectorate Reports**

Lanesboro Community College - (September 2024)

**Noted by the Board.**

**4. Policies**

**4.1 LWETB Policies**

- LWETB P3 Academic Integrity Policy
- LWETB P4 Digital Learning Policy
- LWETB Remote Access Policy
- LWETB Anti-Fraud and Corruption Policy
- LWETB ICT Security Framework Policy
- LWETB Mobile Phone Usage Policy
- LWETB Protected Disclosures Policy
- LWETB Clean Desk Policy
- LWETB Energy Policy

**Noted by the Board.**

## 5. Governance and Publications

### 5.1 Circular Letters

**Noted by the Board**

### 5.2 LWETB Property Register

Way Leave - ESB Networks, Electricity Power Sub-Station on the grounds of Mullingar Community College, Millmount Road, Mullingar, Co. Westmeath.

**Proposed:** Cllr. John Dolan. **Seconded:** Mr. Owen Catterall.

### 5.3 LWETB Charity Compliance Record Form 2023, Charities Governance Code

Chief Executive (Acting), Mr. Brian Higgins, took members through the Registered Charity Declaration 2023. A copy of the documents were circulated to members in advance of the meeting.

**Noted by the Board**

### 5.4 Overdraft Facility

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

The overdraft request was sent via email to the Department of Education for approval. The Department of Education replied, during the course of the meeting, sanctioning the overdraft facility.

**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**

Noted by the Board.

#### **General Updates**

Chief Executive (Acting), Mr. Brian Higgins, gave a presentation on the structure of LWETB and presented data regarding progression of Leaving Certificate students 2024.

**7. Members Business**

7.1 Motions - None for this meeting

**8. Any Other Business**

**8.2 Meeting Date**

The Chairperson noted the date for next meeting is Tuesday, 19<sup>th</sup> November 2024. This meeting will be held in Mullingar at 5.30pm.

There being no further business the meeting concluded at 8.15p.m.

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

Dated: 19<sup>th</sup> November 2024