

Minutes of LWETB Board Meeting			
Date:	Tuesday 19 th November 2024		
Time:	5.30 p.m.		
Venue:	Mullingar Community College, Millmount Road, Mullingar, Co. Westmeath and online via MS Teams.		
Attendance			
(Present: P, Apologies: AP, Absent: AB)			
Board Member		Board Member	
Ms. Olivia Callaghan	P	Cllr. Niall Gannon	P
Ms. Joanne Cosgrove	P	Cllr. Ken Glynn	AP
Mr. Luke Casserly	P	Mr. Colm Harte	P
Mr. Donie Cassidy	P	Cllr. Frankie Keena	AP
Mr. Owen Catterall	P	Cllr. Denis Leonard	P
Ms. Sheila Corcoran	P	Cllr. Pdraig McNamara	AP
Cllr Aoife Davitt	P	Mr. Mark Murphy	AP
Cllr. Alfie Devine	AP	Cllr. Peggy Nolan	AP
Cllr. John Dolan	P	Cllr. Pat O’Toole	AP
Cllr. Michael Dollard	P	Cllr. Emily Wallace	AB
Also Present:			
Mr. Brian Higgins, Chief Executive (Acting)	P	Mr. Seamus Mohan, Director of SYM (Acting)	P
Mr. Charlie Mitchell, Director of OSD	P	Ms. Gabrielle Gilligan, Clerical Officer	P
Ms. Antonine Healy, Director of FET	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 / condolences / congratulations			
Apologies			
<ul style="list-style-type: none"> • Cllr. Alfie Devine • Cllr. Ken Glynn • Cllr. Frankie Keena • Cllr. Pdraig McNamara • Mr. Mark Murphy 			

- Cllr. Peggy Nolan
- Cllr. Pat O’Toole

Condolences:

- None for this meeting.

Congratulations:

- None for this meeting.

1.3 Adoption of Minutes of 15th October 2024

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

1.4 Matters arising from Minutes

No matters arising

2. Summary of Correspondence

None for this meeting

3. Committee Reports

3.1 Audit & Risk Committee

The nominees for the Audit and Risk Committee are:

LWETB Nominee	Mr. Donie Cassidy
LWETB Nominee	Mr. Colm Harte
External	Mr. John Duffy
External	Mr. Gerry Quirke
External	Mr. Eamon Temple
External	Mr. Hugh Farrell

Proposed: Cllr. John Dolan. **Seconded:** Cllr. Denis Leonard

Cllr. Davitt indicated that Mr. John Duffy was being put forward as Chairperson of the committee.

Proposed: Mr. Donie Cassidy. **Seconded:** Mr. Luke Casserly.

Terms of Reference for the Audit and Risk Committee.

Proposed: Mr. Donie Cassidy. **Seconded:** Cllr. Denis Leonard.

3.2 Finance Committee

Cllr. Davitt indicated that the Chairperson of the Committee must be ratified by the Board.
Cllr. Denis Leonard proposed Cllr. John Dolan as Chairperson.

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

Terms of Reference for the Finance Committee.

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

3.3 Youth Work Committee:

None for this meeting.

3.4 Boards of Management:

Boards of Management Nominees – for ratification: -

Lanesboro Community College:

LWETB Nominees: Ms. Margaret Mullooly

Proposed: Mr. Colm Harte. **Seconded:** Cllr. John Dolan.

Mullingar Community College:

Community Representative Nominees:

- Dr. Tom Hunt
- Ms. Mary Hughes
- Mr. Darach Johnson

Proposed: Cllr. Michael Dollard. **Seconded:** Cllr Denis Leonard.

3.5 Minutes of Board of Management Meetings

Mullingar Community College Minutes - 13/06/2024

Mullingar Community College Minutes - 03/09/2024

Mullingar Community College Minutes - 04/09/2024

Mullingar Community College Minutes - 11/09/2024

Mullingar Community College Minutes / 03/10/2024

Mullingar Community College Minutes - 21/10/2024

Noted by the Board.

4. Policies

4.1 LWETB Policies

- LWETB Bring Your Own Device (BYOD) Policy
- LWETB CCTV Policy
- LWETB Email Policy
- LWETB ICT Backup and Restore Policy
- LWETB Password Policy
- LWETB Phishing Awareness and Training Policy
- LWETB Risk Management Policy
- LWETB Managing Attendance & Sick Leave Policy
- LWETB Sustainability Policy

Noted by the Board.

5. Governance and Publications

5.1 Circular Letters

Chief Executive (Acting) stated that Circular 0083/2024 the new Code of Practice for the Governance of Education and Training Boards was issued by the Department this afternoon and we will revisit this circular at our next meeting.

Noted by the Board

5.2 LWETB Property Register

1. Mullingar FET O'Growney Drive, O'Growney Drive, Ashe Road, Mullingar, Co. Westmeath.

Proposed: Cllr. Michael Dollard. **Seconded:** Mr. Donie Cassidy.

2. LWETB Head Office & FET (Combined), 1st Floor, Block A, Marlinstown Business Park, Mullingar, Co. Westmeath

Proposed: Mr. Donie Cassidy. **Seconded:** Cllr. Michael Dollard.

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

None for this meeting.

Climate Action Report

None for this meeting.

General Updates

None for this meeting.

7. Members Business

7.1 Motions - None for this meeting

8. Any Other Business

8.1 Any Other Business

Cllr. Denis Leonard asked for an update regarding the feasibility study for St. Peter's, Castlepollard?

Chief Executive (Acting) indicated that he was aware there had been some correspondence regarding the matter which he will review and update the board.

8.2 Meeting Date

The Chairperson noted the date for next meeting is Tuesday, 21st January 2024. This meeting will be held online via MS Teams at 5.30pm.

Phase 1 of the Institute of Public Administration Governance Training for ETB's, being provided through ETBI, took place directly after the meeting.

There being no further business the meeting concluded at 6.15p.m.

Signature of Presiding Chairperson: _____

Dated: 21st January 2024