

Minutes of LWETB Board Meeting			
Date:	Tuesday 23 rd September 2025		
Time:	6.00p.m.		
Venue:	College of Further Education & Training, Marlinstown Campus, Block A, Marlinstown Business Park, 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	AB
Mr. Luke Casserly	P	Mr. Colm Harte	P
Mr. Donie Cassidy	AB	Cllr. Frankie Keena	P
Mr. Owen Catterall	P	Cllr. Denis Leonard	AP
Ms. Sheila Corcoran	P	Cllr. Padraig McNamara	P
Ms. Shauna Coyne	P	Mr. Mark Murphy	AP
Cllr Aoife Davitt	P	Cllr. Peggy Nolan	AB
Cllr. Alfie Devine	AP	Cllr. Pat O'Toole	P
Cllr. John Dolan	P	Cllr. Emily Wallace	AB
Cllr. Michael Dollard	AB		
Also Present:			
Ms. Siobhán Lynch, Chief Executive	P	Mr. Denis McDermott, APO, Corporate Services	P
Mr. Charlie Mitchell, Director of OSD	AP	Ms. Sarah Geelon, APO, Finance	P
Ms. Antonine Healy, Director of FET	P	Mr. Neill Hanley, APO, Buildings & Capital Development	P
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. No conflict of interest was declared.			
1.2 Apologies / condolences / congratulations			
Apologies			
<ul style="list-style-type: none"> • Mr. Mark Murphy. • Cllr. Alfie Devine. • Cllr. Denis Leonard. 			

Condolences:

- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]
- [Redacted]

Congratulations:

- Chairperson Cllr. Aoife Davitt, on becoming the first female Cathaoirleach of Westmeath County Council.
- Board Member Ms. Shauna Coyne and her family on the birth of her son.

1.3 Adoption of Minutes of 20th May 2025

Proposed: Mr. Colm Harte. **Seconded:** Cllr. Pdraig McNamara.

1.4 Matters arising from Minutes

No matters arising

2. Information and Communication

2.1 Summary of Correspondence

- ETBI Annual Congress 2025 – 9th October 2025.
- Department of Education and Youth – declined the ASA application in relation to the acquisition of grounds at Castlepollard Community College.
- SOLAS – declined funding for feasibility study at St. Peter’s Castlepollard.

2.2 Amendment to date on Board Meeting Minutes

An amendment is being sought to Minutes of LWETB’s Board Meeting on 16th September 2024 as below:

Currently states “While there was no report for this meeting the Chief Executive informed the meeting that the 2023 budget was resubmitted to SOLAS for funding in relation to the overspend for ESOL and Apprenticeships.

Director of OSD indicated that the Board of SOLAS asked that the overspend go before them, before the accounts are signed by the Chairperson. The letter will be signed off on by the Board of SOLAS.”

Clarified:

“While there was no report for this meeting the Chief Executive informed the meeting that the 2024 budget was resubmitted to SOLAS for funding in relation to the overspend for ESOL and Apprenticeships.

Director of OSD indicated that the Board of SOLAS asked that the 2023 overspend go before them, before the 2023 accounts are signed by the Chairperson. Then the letter will be signed off on by the Board of SOLAS.”

Proposed: Cllr. Frankie Keena. **Seconded:** Cllr. John Dolan

3. Committee Reports

3.1 Audit & Risk Committee

Report of Audit and Risk Committee to LWETB Board of meeting dated 23rd May 2025

Noted by the Board.

3.2 Finance Committee

Report of Finance Committee to LWETB Board of meeting dated 5th June 2025.

Noted by the Board.

3.3 Youth Work Committee:

External Nominee:

Name	Organisation
Annette Barr Jordan	Westmeath County Council

Proposed: Cllr. John Dolan. **Seconded:** Ms. Shauna Coyne.

3.4 Boards of Management:

Boards of Management Nominees – for ratification: -

Columba College, Killucan

LWETB Nominee: Mr. Des Broidy

Proposed: Cllr. Aoife Davitt. **Seconded:** Cllr. John Dolan.

Seeking a nominee to the Board of Management of Castlepollard Community College. Put this on the agenda for our next meeting.

3.5 Minutes of Board of Management Meetings

The following DoE Inspectorate Reports were noted by the Board

- DE Inspectorate Subject Inspection - French CCK Final – 11/06/2025
- DE Inspectorate Subject Inspection - Mathematics BVS Final – 12/06/2025
- DE Inspectorate Programme Evaluation in LCA - ACC Final – 13/06/2025

Noted by the Board.

The following BOM items were noted by the Board

Castlepollard Community College

- Board of Management Meeting dated 11th June 2025

Columba College Killucan

- Board of Management Meeting dated 8th May 2025

Lanesboro Community College

- Board of Management Meeting dated 11th September 2024
- Board of Management Meeting dated 4th December 2024
- Board of Management Meeting dated 22nd January 2025
- Board of Management Meeting dated 26th March 2025

Athlone Community College

- Board of Management Meeting dated 10th April 2025
- Board of Management Meeting dated 14th May 2025
- Board of Management Meeting dated 16th June 2025

Ardcoil Phádraig, Granar,

- Board of Management Meeting dated 28th January 2025
- Board of Management Meeting dated 27th May 2025

Cornamaddy Community National School

- Board of Management Meeting dated 9th April 2025

Noted by the Board.

4. Policies

4.1 LWETB Policies

- Policy for the Prevention and Resolution of Sexual Harassment and Harassment at Work Policy - LWETB

Noted by the Board.

5. Governance and Publications

5.1 Circular Letters

Circulars of importance were highlighted by the Chief Executive and Director of Schools, Youth and Music.

Noted by the Board.

5.2 LWETB Property Register

1. Connolly Campus, Battery Road, Longford – the OPW have offered LWETB the opportunity to purchase the two garage buildings in Connolly Barracks for €210,000.

We request permission from the Board to proceed to seek funding of €210,000 to purchase the two garage buildings.

Proposed: Cllr. Pat O’Toole. **Seconded:** Cllr. Niall Gannon.

2. Deerpark Commercial Centre, Clonown Road, Athlone – 5 year lease

We request permission to enter a 5-year lease for this facility.

Proposed: Cllr. John Dolan. **Seconded:** Cllr. Frankie Keena.

5.3 Charities Regulation

LWETB Charity Annual Report

Proposed: Cllr. John Dolan. **Seconded:** Cllr. Frankie Keena.

LWETB Charity Compliance Record Form 2024

Proposed: Cllr. Niall Gannon. **Seconded:** Cllr. Padraig McNamara..

5.4 Authentication of LWETB Seal

Per Schedule 3.2 of the Education and Training Boards Act 2013 the seal of the ETB shall be authenticated by the signature of the Chairperson/Chief Executive and the signature of a member of staff of the board authorised by the board. The holders of the staff roles indicated below are put forward for this purpose.

Role
Director of Organisation, Support and Development
Director of Further Education & Training
Director of Schools, Youth & Music
Assistant Principal Officer Corporate Services (Grade 8)
Administrative Officer Corporate Services (Grade 7)
Assistant Principal Officer Human Resources (Grade 8)
Administrative Officer Human Resources (Grade 7)
Administrative Officer Pensions (Grade 7)

Proposed: Cllr. Frankie Keena. **Seconded:** Ms. Shauna Coyne.

5.5 ICT and GDPR Update

APO Corporate Services provided an input to confirm the importance of GDPR and the need to ensure secure access to LWETB documents with members.

5.6 Overdraft Facility

The proposal from the Chief Executive to put an overdraft facility in place was presented to the Board.

Proposed: Mr. Colm Harte. **Seconded:** Cllr. Frankie Keena.

The request was sent via email to the Department of Education and Youth for approval. The Department of Education and Youth replied during 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

The Buildings Report was noted by the Board. APO Buildings provided an update for members regarding the various building projects currently underway.

Risk Report

None for this meeting.

Climate Action Report

None for this meeting.

General Updates

Chief Executive Update – 23rd September 2025:

1. Opening remarks.

- The Chief Executive (CE) expressed pride in leading LWETB and acknowledged the strength of the middle management team she has observed to date who support the organization.

- Appreciation was extended to the Board members for their contributions through the Boards of Management (BOM) of schools.

2. Updates on Relationships and Visits

- Over the past three months, the CE focused on building relationships with key staff, including leaders in our schools and in FET locations.

- At Head Office, the CE acknowledged the experienced and cooperative group of APOs forming the middle leadership team.

3. Governance Update:

LWETB-Statement of Strategy

- A review was conducted with positive survey results indicating progress toward strategic priorities.

- A presentation on the review will be prepared for the November Board meeting.

New Statement of Strategy:

- Preparation will commence soon to ensure broad involvement from staff, learners, and external stakeholders.

LWETB Service Plan:

- The Service Plan has been reviewed and updated regularly.

- Mid-year review showed most actions were achieved or partially achieved, with most on target for full achievement by year-end.
- Some actions dependent on external stakeholders are lagging or unlikely to be achieved by 2025.

4. Service Plan Updates:

- SOLAS funding receipts are projected to be €40.920M, circa €4M less than the €45M required to meet the demand projected for FET in the 2025 Service Plan.
- Therefore, FET beneficiary numbers for 2025 will be at least 3,406 beneficiaries less than initial projections.

5. Governance Structures:

- The CE stressed the importance of robust governance and communication structures and her focus on making sure LWETB systems are maintained and improved going forward.

Director of Further Education and Training - Update 23rd September 2025.

1. FET Budget 2025.
2. LWETB hosted DSP along with Employer to provide Jobs Events held in August and September.
3. QQI Dialogue Meeting scheduled for 16th October 2025
4. Kinnegad Library Project with Westmeath County Council – Soft Launch in October 2025.
5. Adult Educator Conversion Process in LWETB.
6. New Skills to Advance Initiative with Local Enterprise Boards and Enterprise Ireland – Event planned for 9th October 2025 in Mullingar Park Hotel as a promotional opportunity.

Director of Schools, Youth and Music - Update 23rd September 2025.

- School Management Teams
- LC Results analysis
- UBU project for Castlepollard
- STEM in LWETB schools
- School support links
 - The following supports are currently in place across our schools:
 - Ethos – T. Dennigan
 - RISE – (Realising Inclusive Special Education) – J. Ganly
 - DEIS – (Delivering Equality of opportunity In Schools) – N. Greville
 - STEM – J. Conroy.

Noted by the Board.

7. Members Business

7.1 Motions

None for this meeting

8. Any Other Business

8.1 Any Other Business

None for this meeting.

8.2 Meeting Date

The Chairperson noted the date for next meeting is Tuesday 18th November 2025 at 6.00pm.
Venue for the meeting to be confirmed.

There being no further business the meeting concluded at 8.00 p.m.

Signature of Presiding Chairperson: _____

Dated: _____