LWETB Meeting – 16th June 2026

Minutes of LWETB Board Meeting	
Date:	Tuesday, 16th June 2026
Time:	6.30 p.m.
Venue:	Bloomfield House Hotel, Belvedere, Mullingar, Co. Westmeath, Ireland N91HP8E / Online via MS Teams.

Attendance

(Present: P, Apologies: AP, Absent: AB)

Board Member		Board Member	
Ms. Olivia Callaghan	**P**	Cllr. Michael Dollard	**AB**
Ms. Joanne Cosgrove	**P**	Cllr. Niall Gannon	**P**
Mr. Luke Casserly	**P**	Cllr. Ken Glynn	**AB**
Mr. Donie Cassidy	**P**	Mr. Colm Harte	**P**
Mr. Owen Catterall	**P**	Cllr. Frankie Keena	**P**
Ms. Sheila Corcoran	**P**	Cllr. Denis Leonard	**AP**
Ms. Shauna Coyne	**AB**	Cllr. Padraig McNamara	**P**
Cllr Aoife Davitt	**P**	Mr. Mark Murphy	**P**
Cllr. Alfie Devine	**P**	Cllr. Peggy Nolan	**P**
Cllr. John Dolan	**P**	Cllr. Pat O'Toole	**AP**

Also Present:			
Ms. Siobhán Lynch, Chief Executive	**P**	Director of SYM – Post Vacant	
Mr. Charlie Mitchell, Director of OSD	**P**	Ms. Elaine McEvoy, Administrative 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

- Cllr. Denis Leonard
- Cllr. Pat O'Toole

[redacted]

- [redacted]
- [redacted]
- [redacted]

Congratulations:

- Apex Racing, Athlone Community College's STEM Racing team, was congratulated on placing third in the National STEM Racing Championships and progressing to the World Championships, which will take place in Singapore in September 2026. It was agreed that a letter of congratulations would be issued on behalf of the Board.

1.3 Adoption of Minutes of Meeting dated 19th May 2026

Proposed: Mr. Mark Murphy. **Seconded:** Mr. Colm Harte.

1.4 Matters arising from Minutes

No matters arising

2. Information and Communication

2.1 Summary of Correspondence

None for this meeting.

3. Committee Reports

3.1 Audit & Risk Committee

None for this Meeting.

3.1.2 Risk Advisory

Mr. Mitchell also indicated that the post of Director of Schools, Youth and Music remains vacant and that this currently poses the greatest risk to LWETB.

3.2 Finance Committee

None for this meeting.

3.3 Youth Work Committee:

Youth Development Officer, Ms. Maria Fox, attended the meeting and gave members a comprehensive overview of youth services across Longford and Westmeath. Ms. Fox also took some questions from the board following the presentation.

3.4 Boards of Management and DEY Inspectorate Reports:

Castlepollard Community College, Minutes of meeting dated 11th March 2026
Ardscoil Pádraig, Granard, Minutes of meeting dated 15th December 2025

Noted by the Board.

DEY Inspectorate Report:
Athlone Community College – Final Report – Subject Inspection: Physical Education – May 2026

Noted by the Board.

3.5 Board of Management Trust Nominees

Moyne Community School
Mr. John Duffy
Ms. Liz Lavery
Cllr. Garry Murtagh

Proposed: Cllr. Peggy Nolan **Seconded:** Mr. Colm Harte.

Moate Community School
Ms. Olivia Callaghan
Ms. Sheila Corcoran
Cllr. John Dolan

Proposed: Cllr. Frankie Keena **Seconded:** Cllr. Niall Gannon

4. Policies

4.1 LWETB Policies

- LWETB Garda Vetting Policy
- LWETB Hospitality and Gifts Policy
- LWETB New Starter Policy
- LWETB Portable Device Acceptable Usage Policy
- LWETB Staff Leaving Policy
- LWETB Travel and Subsistence Policy
- LWETB USB Acceptable Usage Policy
- LWETB VPN Acceptable Usage Policy

Noted by the Board

5. Governance and Publications

5.1 Circular Letters

Chief Executive drew members attention to the Circular Letters.

Noted by the Board

5.2 ACC Fundraising Request – STEM Racing

The Chairperson, Ms Aoife Davitt, informed members that she had given interim approval for staff and students of Athlone Community College to proceed with fundraising initiatives to support the Apex Racing team in attending the STEM Racing World Championship, following their recent success in placing third in the National Championships.

Ms. Davitt stated that, as no objections had been received in relation to the letter circulated to members recently, she had granted approval and was seeking ratification at this evening's meeting.

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

6. Chief Executives Report

6.1 Chief Executives Report

Director of Further Education & Training Update

Ms. Antonine Healy, Director of Further Education & Training, gave members a presentation regarding several hugely positive developments within LWETB's FET services.

A discussion followed the presentation during which it was proposed that LWETB engage with PHECC with a view to delivering training for paramedics and advanced paramedics for reserve firefighters in the fire service. It was noted that this is a critical service, particularly in rural areas where members of the fire service are not trained as paramedics, unlike in Dublin.

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

A further discussion took place regarding the occupancy of the new apprenticeship building in Longford. Ms Healy informed members that apprentices would commence on site from September 2026. Cllr. Peggy Nolan requested that this remain as a standing agenda item until all places in the building are filled.

Director of Organisation Support & Development Update

Finance Report

Noted by the Board.

HR Report

None for this meeting.

Buildings Report

Noted by the Board.

General Updates

The Director of Organisation Support & Development, Mr. Charlie Mitchell, provided an update on the following items:

- Health and Safety
- LWETB's Climate Action Plan and the achievement of its 2030 energy efficiency target and
- LWETB's Financial Fixed Assets Pilot Project.

A discussion followed regarding the provision of scholarships. Members requested that the procedure be amended to provide more students with access to the scholarships. Mr. Mitchell informed the meeting that the scholarship funding comes in January of that year. It was proposed that the approval of the scholarships be brought forward each year and presented at the September meeting for approval, rather than in January as in previous years. It was agreed that schools would be notified of their allocation in the autumn, so that parents would have more time to prepare.

Proposed: Cllr. John Dolan **Seconded:** Mr. Donie Cassidy

7. Members Business

7.1 Motions

None for this meeting.

8. Any Other Business

8.1 Any Other Business

A question was raised by a member regarding a change in procedure for the delivery of schoolbooks to incoming first-year students and the use of personal information. It was agreed that the SLT would investigate the matter and report back at the next meeting.

8.2 Meeting Date

The Chairperson stated that LWETB would circulate an email to agree the date of the next meeting. She wished members well for the summer break.

There being no further business the meeting concluded at 9:00 p.m.

Signature of Presiding Chairperson: _____

Dated: _____