Minutes of LWETB Board Meeting	
Date:	Tuesday, 29th September 2026
Time:	6.30 p.m.
Venue:	College of Further Education, Marlinstown Campus, Block A, Marlinstown Business Park, Mullingar, Co. Westmeath, N91 DN02, and online via MS Teams.

Attendance

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

Board Member		Board Member	
Ms. Olivia Callaghan	**P**	Cllr. Niall Gannon	**P**
Mr. Luke Casserly	**P**	Cllr. Ken Glynn	**P**
Mr. Donie Cassidy	**P**	Mr. Colm Harte	**P**
Mr. Owen Catterall	**P**	Cllr. Frankie Keena	**P**
Ms. Sheila Corcoran	**P**	Cllr. Denis Leonard	**P**
Ms. Shauna Coyne	**P**	Cllr. Padraig McNamara	**P**
Cllr Aoife Davitt	**P**	Mr. Mark Murphy	**AP**
Cllr. Alfie Devine	**P**	Cllr. Peggy Nolan	**P**
Cllr. John Dolan	**P**	Cllr. Pat O'Toole	**P**
Cllr. Michael Dollard	**P**		
Also Present:			
Ms. Siobhán Lynch, Chief Executive	**P**	Mr. Dermot Brady, Director of SYM	**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

- Mr. Mark Murphy.

[redacted]

- [redacted]

[redacted]

- [redacted]

1.3 Adoption of Minutes of Meeting dated 16th June 2026

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

1.4 Matters arising from Minutes

No matters arising.

2. Information and Communication

2.1 Summary of Correspondence

ETBI Annual Congress on 15th October 2026 in Tralee. Members were encouraged to attend this one–day event.

3. Committee Reports

3.1 Audit & Risk Committee

Report of Meeting dated 22nd May 2026.

Noted by the Board.

3.1.1 Risk Advisory

Director of Organisation Support and Development (DOSD) stated the current unrest and the strike prospect is concerning.

Noted by the Board.

3.2 Finance Committee

Report of Meeting dated 4th June 2026.

Noted by the Board.

3.3 Youth Work Committee

None for this meeting.

3.4 Boards of Management, Minutes and DEY Inspectorate Reports:

Boards of Management Minutes – for noting: -

Mullingar Community College Minutes of Meeting dated 26th March 2026

Athlone Community College:
- Minutes of Meeting dated 14th January 2026
- Minutes of Emergency Meeting dated 30th April 2026

Lanesboro Community College:
- Minutes of Meeting dated 14th May 2025
- Minutes of 10th September 2025
- Minutes of Emergency Meeting 15th October 2025
- Minutes of Emergency Meeting 6th November 2025
- Minutes of Emergency Meeting 5th December 2025
- Minutes of Meeting 14th January 2026
- Minutes of Meeting 4th March 2026
- Minutes of Emergency Meeting 11th March 2026
- Minutes of Meeting 22nd April 2026

Ardscoil Phádraig, Granard Minutes of Meeting 23rd March 2026

Ballymahon Vocational School:
- Minutes of Meeting 25th September 2025
- Minutes of Meeting 5th February 2026
- Minutes of Meeting 30th April 2026
- Minutes of Meeting 17th June 2026

Noted by the Board.

Department of Education and Youth Inspectorate Reports:

Lanesboro Community College – Follow-through inspection on progress made by the school following the Whole School Evaluation – March 2024.

Noted by the Board.

4. Policies

4.1 LWETB Policies

4.1 Policies

The following policies were noted by the Board:

- LWETB Remote Access Policy
- LWETB Data Processing Policy
- LWETB Phishing Awareness and Training Policy
- LWETB Procurement Policy
- LWETB Backup and Restore Policy
- LWETB Energy Policy
- LWETB UAS Usage Policy
- LWETB Sustainability Policy
- LWETB Password Policy

- LWETB Health and Safety Policy
- LWETB Account and Device Closure Policy

Noted by the Board.

5. Governance and Publications

5.1 Circular Letters

Director of Schools, Youth and Music (DSYM) drew members attention to the relevant circulars.

Noted by the Board

5.2 Charities Regulator

DOSD gave an overview of both the Charities Annual Report and the Charity Compliance Record Form.

5.2.0 2025 Charity Annual Report (Draft)

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

5.2.0 2025 Charity Compliance Record Form

Proposed: Cllr. Denis Leonard. **Seconded:** Cllr. Pádraig McNamara.

The following Charities documents were noted by the Board:

- Charities Governance Code
- Charities Act 2009
- Charities (amendment) Act 2024

Noted by the Board.

5.3 LWETB Overdraft Facility

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

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

The request was then sent via email to the Department of Education and Youth (DEY) for approval.

DEY replied to LWETB's request, while the meeting was ongoing, sanctioning the overdraft facility. DOSD requested Board approval for Finance section to action the DEY's sanction.

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

5.4 LWETB Strategy Statement

Chief Executive provided an input on the process and developments to date regarding the LWETB's Strategy Statement 2027 – 2031.

5.5 Youth Work Committee Nominees

External Nominees:

Name	Organisation
Mr. John Fitzgerald	Foróige
Ms. Sarah Taitt	Longford Comhairle na nÓg

Proposed: Mr. Colm Harte. **Seconded:** Cllr. Alfie Devine.

5.6 Child Protection Update

The updated Child Protection Procedures for Schools 2025 came into effect from September. LWETB has circulated a hard copy of the Procedures to all schools and youth centres. Supporting templates issued by the Department have also been provided for local use, where required. In addition, LWETB has developed and issued a Protocol for Authorising Immediate Action in Child Safeguarding Cases, as provided for under the 2025 Procedures. Boards of Management are responsible for adopting and implementing the Procedures and associated requirements at local level.

Noted by the Board.

5.7 LWETB Scholarships Scheme 2027

Director of Schools Youth and Music sought approval for the LWETB Scholarship Scheme for 2027.

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

6. Chief Executives Report

6.1 Chief Executives Report

The Chief Executive thanked members for returning and for their ongoing support. We had our annual review with the Department of Education and Youth last week and I thank you Cllr. Aoife Davitt for attending this meeting with me.

The impending strike action is concerning, there will be a work to rule in place from 30th September and two days of, all out, strike action are planned for 14th and 21st October 2026.

Lanesboro Community College has a new Principal, Mr. Brendan McGlynn and an Acting Deputy Principal, Mr. Jonathan Conroy.

6.2 Director of Schools, Youth & Music

Mr. Dermot Brady gave members a presentation on the 2026 Leaving Certificate and Leaving Certificate Applied results.

Noted by the Board.

6.3 Director of Further Education & Training

Ms. Antonine Healy gave members a presentation on the programmes running across the Further Education and Training Centres:

- Connolly Campus
  - Provision from Levels 1 to 6
  - Electrical Apprenticeship
  - Campus Canteen
- New course offerings in Westmeath include:
  - QQI Level 4 Healthcare Programme
  - QQI Level 4 Preparation for the Civil Service
  - Engineering – New Milling Machines
- Reach Grant – providing opportunities in lifelong learning and community education.
- Apprenticeship Information Evening – a hugely successful evening was held at Garrycastle Campus early in September, similar events are planned for Longford and Kinnegad.
- Digital Badges – providing a flexible and accessible way for adults to develop new skills, build confidence and receive recognition of their learning.

Noted by the Board.

6.4 Director of Organisation Support & Development

Mr. Charlie Mitchell brought members attention to the following reports:

- **Finance Report**

Noted by the Board.

- **HR Report**

Noted by the Board.

- **Buildings Report**

Noted by the Board.

Mr. Mitchell sought the Board's approval to engage with the Parish Council at St. Mary's, Granard regarding the use of a field as a football pitch by Ardscoil Phadraig, the location of the field is in close proximity to the school.

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

Mr. Mitchell informed the meeting that DEY have asked us to review our building project and to resubmit them. We are in the process of this work at present.

Risk Update
Mr. Mitchell highlighted the cost-of-living crisis and the impact on schools and centres.

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

None for this meeting.

8.2 Meeting Date

The Chairperson noted the date for next meeting is Tuesday 10th November 2026. This meeting will be held at the College of Further Education, Connolly Campus, Longford.

There being no further business the meeting concluded at 8.10 p.m.

Signature of Presiding Chairperson: _____

Dated: _____