

Date	Tuesday, 22 nd May, 2018
Time	5.30 p.m.
Venue	Mullingar Community College

(Present: P, Apologies: AP, Absent: AB)			
Board Member		Board Member	
Cllr. Seamus Butler	AP	Ms. Laura Leonard	AP
Cllr. Sorca Clarke	P	Cllr. Liam McDaniel	P
Fr. Paul Connell	P	Mr. Mark Murphy	AP
Cllr. Úna D'Arcy	P	Cllr. Peggy Nolan	AB
Cllr. Michael Dollard	P	Mr. James O'Keeffe	P
Cllr. Tom Farrell	AP	Mr. Pat O'Rourke	P
Mr. Declan Flanagan	P	Cllr. Pat O'Toole	P
Cllr. Ken Glynn	P	Cllr. Mae Sexton	P
Ms. Celine Kearney Medforth	AB	Cllr. Emily Wallace	P
Cllr. Frankie Keena	P	Ms. Denise Watkins	P
Also Present:			
Dr. Christy Duffy, Chief Executive	P	Ms. Antonine Healy, Director of FET	P
Mr. Charlie Mitchell, Director of OSD	P	Ms. Sarah Geelon, Assistant Principal Officer	P
Ms. Geraldine Lee, Acting Administrative Officer	P		

1.	<p>Apologies, Condolences, Congratulations</p> <p>Apologies: Cllr. Seamus Butler, Cllr. Tom Farrell, Ms. Laura Leonard, Mr. Mark Murphy.</p> <p>Condolences: Liz Lavery, Director of Schools on the death of her husband Pat Lavery.</p>
2.	<p>Minutes of Meeting held on 13th March, 2018.</p> <p>On a proposal from Cllr. Emily Wallace, seconded by, Cllr. Michael Dollard the minutes of the meeting held on 13th March, 2018 copies of which had been distributed in advance, were adopted.</p>

The Finance Committee Reports to the Board were circulated to all members in advance of the meeting. The reports were in respect of meetings held on 6th March, 2018 and 23rd April, 2018 (See Appendix 2 and Appendix 3). The reports were read by Cllr. Michael Dollard, Chairperson of the Finance Committee and noted by the Board.

Youth Work Committee

The Youth Work Committee Report to the Board was circulated to all members in advance of the meeting. The report was in respect of meeting held on 6th March, 2018 (See Appendix 4). The report was read by Cllr. Una D’Arcy, Chairperson of the Youth Work Committee and noted by the Board.

Youth Work Committee – Nominees to Committee.

Ms. Amy Devin– Longford Comhairle na nÓg.

Proposed: Cllr. Una D’Arcy

Seconded: Cllr. Sorca Clarke

BOMs

Nominees to Athlone Community College

Mr. Gary Walsh – Community representative

Mr. Paul Madden – Parent representative

Proposed: Cllr. Una D’Arcy

Seconded: Cllr. Sorca Clarke

Section 29 Appeal Hearing

The Chief Executive informed the Board that an Appeal Board was formed to hear an appeal. The decision of the Board of Management of the school was over-turned.

6. Policies and Procedures

LWETB Procurement Policy

Proposed: Cllr. Emily Wallace

Seconded: Cllr. Una D’Arcy

LWETB Travel and Subsistence Policy

Proposed: Cllr. Sorca Clarke

Seconded: Cllr. Pat O’Toole

LWETB Garda Vetting Policies

Proposed: Cllr. Pat O’Toole

Seconded: Cllr. Sorca Clarke

LWETB Data Protection Policy

Proposed: Cllr. Una D’Arcy

Seconded: Cllr. Emily Wallace

LWETB Data Breach Protocol

Proposed: Cllr. Una D’Arcy

Seconded: Cllr. Emily Wallace

LWETB CCTV Policy

Proposed: Cllr. Ken Glynn

Seconded: Cllr. Emily Wallace

7.	<p>Governance and Publications.</p> <p>Service Plan 2018 It was agreed by the Board to adopt the Service Plan for 2018.</p> <p>Proposed: Cllr. Michael Dollard Seconded: Cllr. Pat O’Toole</p> <p>Protected Disclosures – Annual Report 2017 The Chief Executive explained that the Protected Disclosures Act 2014 came into effect on 15th July, 2014. Section 22 of the Protected Disclosures Act 2014 requires LWETB to publish a report each year detailing the number of protected disclosures received by the ETB in the preceding year, to include publication of information with regard to any actions taken in response to protected disclosures made. Pursuant to this requirement LWETB confirms that a protected disclosure was received in 2017. Consequently action was required to be taken by LWETB and the matter is being investigated. The Annual Report for 2017 was noted by the Board.</p>
8.	<p>Chief Executive’s Report</p> <p>Finance Report The Finance Report was introduced by Dr. Christy Duffy and presented by Ms. Sarah Geelon (<i>See Appendix 5</i>). Ms. Geelon informed the Board that the Audit of the Financial Statements for 2017 had commenced yesterday, Monday, 21st May. The audit had been outsourced from the Comptroller and Auditor General to Mazars.</p> <p>Human Resources Report Dr. Christy Duffy gave details of the report to the members (<i>See Appendix 6</i>).</p> <p>OSD Report The OSD Report was introduced by Dr. Christy Duffy. Mr. David McGreal from the LWETB Data Protection Office gave a presentation to the Board members on General Data Protection Regulation (GDPR) which is coming into effect on 25th May, 2018. A copy of the power point presentation had been circulated to members in advance of the meeting (<i>See Appendix 7</i>). Mr. McGreal also brought members through a Privacy Notice for Board Members which set out that as members of the Board they acknowledge that their personal data shall be processed by LWETB. It was agreed to circulate a revised Privacy Notice to Board members for their attention.</p> <p>Schools Report The Schools Report was introduced and presented by Dr. Christy Duffy. The Chief Executive briefed members on the Building Report, Career Break and Job-Sharing Applications and LWETB Staff Breakdown which had been circulated to members in advance of the meeting (<i>See Appendix 8, 9 and Appendix 10</i>). Dr. Duffy up-dated the members on the Reconfiguration for Diversity Process being carried out by LWETB on behalf of the Department of Education and Skills.</p>
	<p>All other items were deferred as the required quorum was no longer present.</p>

9. Date, time and place of next meeting.

The next meeting of LWETB will be held in the LWETB Office, Battery Road, Longford on Tuesday, 26th June, 2018 at 5.30 p.m.

There being no further business the meeting ended at 7.35 p.m.

Signature of Presiding Chairman: Frankie Keane

Dated: 26th June 2018