



Head Office,
Marlinstown Business Park,
Mullingar.

Minutes of LWETB Board Meeting	
Date	Tuesday, 25 th September, 2018
Time	5.30 p.m.
Venue	Mullingar Community College

Attendance			
(Present: P, Apologies: AP, Absent: AB)			
Board Member		Board Member	
Cllr. Seamus Butler	P	Cllr. Liam McDaniel	P
Cllr. Sorca Clarke	P	Mr. Mark Murphy	AP
Fr. Paul Connell	P	Cllr. Peggy Nolan	AP
Cllr. Úna D'Arcy	P	Mr. James O'Keeffe	AP
Cllr. Michael Dollard	P	Mr. Pat O'Rourke	P
Cllr. Tom Farrell	P	Cllr. Pat O'Toole	P
Mr. Declan Flanagan	P	Cllr. Mae Sexton	P
Cllr. Ken Glynn	P	Ms. Pauline Smyth	P
Ms. Celine Kearney Medforth	P	Cllr. Emily Wallace	AP
Cllr. Frankie Keena	P	Ms. Denise Watkins	P
Also Present:			
Dr. Christy Duffy, Chief Executive	P	Ms. Liz Lavery, Director of Schools	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, Administrative Officer	P
Ms. Elaine Farrelly, Assistant Staff Officer	P		

1.	<p>Apologies, Condolences, Congratulations</p> <p>Apologies: Mr. Mark Murphy, Cllr. Peggy Nolan, Mr. James O'Keeffe, Cllr. Emily Wallace.</p> <p>Condolences to: Teresa Farrell, Administrative Staff, LWETB Office, Longford on the death of her son David Farrell.</p> <p>Mrs. Ann McCarthy and family on the death of Dan McCarthy former Councillor and Chairperson of Westmeath VEC.</p>
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	<p>Eileen Donohoe, Principal, Athlone Community College on the death of her father-in-law, Thomas Donohoe.</p> <p>Joe Keane, teacher, Athlone Community College on the death of his mother, Celia Keane.</p> <p>Family of Sean Howard, former teacher, Ardscoil Phádraig, Granard.</p> <p>Congratulations to: Templemichael College PLC students who had received their awards at the PLC Awards Ceremony which was held on 21st September in the Longford Arms Hotel.</p> <p>Well wishes Ms. Laura Leonard who has resigned from the Board of LWETB.</p> <p>Ms. Rose McCormack former Assistant Principal Officer on her retirement.</p>
2.	<p>Minutes of Meeting held on 26th June, 2018</p> <p>On a proposal from Cllr. Michael Dollard, seconded by Cllr. Pat O’Toole the minutes of the meeting held on 26th June, 2018 copies of which had been distributed in advance, were adopted.</p>
3.	<p>Matters arising from Minutes</p> <ul style="list-style-type: none">• Ms. Denise Watkins requested that the first bullet point at Item 3 be amended to read: Ms. Watkins queried why a further letter was sent to TUI given the Board rejected a proposal to send a second letter.• Mr. Declan Flanagan requested that the following amendments be made to the minutes:<ul style="list-style-type: none">(a) A proposal was made by Mr. Declan Flanagan, seconded by Cllr. Mae Sexton in support of the recommendations of the Audit Committee that outsourced internal auditors should be engaged<ul style="list-style-type: none">(i) To carry out an independent review of Risk Management.(ii) To perform a HR Audit of HR Policies, HR Systems, HR practices relating to grievance, complaints and discipline and assess compliance with employment and data protection legislation.(iii) The Board of LWETB consider the procurement of the services of an external reputable Accounting firm with sufficient breadth and depth of knowledge and skills for the purposes of issuing an opinion to the Audit Committee on the whole system of internal controls including IT security controls for the financial year ended 31st December, 2018. <p>It was agreed that in future Matters arising from Minutes would be item number 2 on the agenda and adoption of the minutes would move to item number 3.</p> <ul style="list-style-type: none">• Under Item No. 2 – Minutes of Meeting. The minutes to be amended to read: the minutes of the meeting held on 22nd May, 2018 and not 30th January, 2018.

Correspondence and Circulars

Correspondence items of importance were highlighted by Dr. Christy Duffy and clarification was provided as required. (See Appendix 1).

04/09/2018 Athlone Institute of Technology – Letter regarding Governing Body Membership.

Letter requesting the nomination of the following persons as student representatives:-

- Mr. Oisín Moloughney
- Ms. Aine Daly

Proposed: Cllr. Pat O'Toole

Seconded: Cllr. Sorca Clarke

18/09/2018 Member of LWETB Board – Email from Ms. Laura Leonard tendering her resignation from the Board of Longford and Westmeath ETB.

- The member replacing Ms. Laura Leonard must be from Bodies representative of business, industry and employers.
- The replacement must be a female nominee.

There are three options:

1. Contact Chambers Ireland to see if they would nominate a replacement for Ms. Leonard.
2. If Chambers Ireland are not in a position to nominate a replacement contact could be made with Irish Small and Medium Enterprises Association (ISME) and Irish Business and Employers' Confederation (IBEC).
3. Contact all three groups and request nominations and the Board can decide which nominee to accept as a member of the LWETB.

It was agreed to take option number 3.

Proposed: Cllr. Sorca Clarke

Seconded: Cllr. Ken Glynn

19/09/2018 Athlone Institute of Technology – Letter advising that Ms. Laura Leonard has submitted her resignation to the Governing Body as of 17th September, 2018 and requesting a nominee to replace Ms. Leonard for the duration of the term of office.

After some discussion it was agreed to ask Board members if any member was interested in becoming a Governing Body member. Ms. Celine Kearney Medforth and Cllr. Sorca Clarke expressed an interest. Ms. Celine Kearney Medforth was proposed by Ms. Denise

- As per the ETB Act 2013, Part 2 - Section 12, permission is sought from the Board to allow the Chief Executive to engage in three projects relating to land, which is reserved function of the Board:
 - Project in Lanesboro Community College. Permission is requested from the Board to make an application, for Sports Capital Programme Funding to the Department of Transport, Tourism and Sport, in conjunction with a third party.
Approved. **Proposed:** Cllr. Pat O'Toole **Seconded:** Mr. Pat O'Rourke
 - Project at Old School House in Kinnegad. Permission is requested from the Board to engage in a partnership with Westmeath County Council to seek funding under Category 2 from the Project Ireland 2040, Rural Regeneration and Development Fund.
Approved. **Proposed:** Cllr. Michael Dollard **Seconded:** Cllr. Una D'Arcy
 - Project at Castlepollard Community College. Permission is sought to engage with the HSE in relation to the cost of a parcel of land (for possible acquisition) adjacent to Castlepollard Community College.
Approved. **Proposed:** Cllr. Una D'Arcy **Seconded:** Ms. Celine Kearney

Human Resources Report

Dr. Christy Duffy gave details of the report to the members (*See Appendix 4*).

OSD Report

The OSD Report was introduced by Dr. Christy Duffy and presented by Mr. Charlie Mitchell (*See Appendix 5*). A copy of the report had been circulated to members in advance of the meeting. Mr. Mitchell briefed members on the Procurement Plan.

Schools Report

The Schools Report was introduced by Dr. Christy Duffy and presented by Ms. Liz Lavery. Copies of the report were circulated in advance. Ms. Lavery introduced Ms. Maria Fox, Youth Officer who gave a presentation to Board Members on Youth Services. A copy of the power point presentation had been circulated in advance (*See Appendix 6*). Ms. Lavery gave a presentation on Leaving Certificate results to the Board (*See Appendix 7*) and also briefed members on current building projects (*See Appendix 8*).

Further Education Report

The Further Education Report was introduced by Dr. Christy Duffy and presented by Ms. Antonine Healy (*See Appendix 9*). A copy of the report had been circulated to members in advance of the meeting.

9.	Inspection Reports No reports for this meeting.
10.	Board of Management minutes No minutes for this meeting.
11.	Members Business – Motions.

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	No motions for this meeting.
12.	AOB None
13.	Date, time and place of next meeting. The next meeting will be held in the LWETB Office, Battery Road, Longford on Tuesday, 23 rd October, 2018 at 5.30 p.m.

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

Signature of Presiding Chairman: Frank Keena

Dated: 13th November 2018