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Bord Oideachais agus Oiliúna
na Gaillimhe agus Ros Comáin
Galway and Roscommon
Education and Training Board

**Minutes of the Monthly Meeting of Galway Roscommon Education and Training Board
held on Tuesday, 12th December 2017,
in Ballinasloe College of Further Education ag 2.30 i.n.**

Members Present:

Cllr. Kathleen Shanagher - Cathaoirleach	Ms. Mary Reardon
Cllr. Michael Connolly – Leas Cathaoirleach	Cllr. Michael Mulligan
Mr. Pat Gilmore	Ms. Olive Kelly
Cllr. Tom Healy	Cllr. Michael Mogie Maher
Ms. Nora Fahy	Comh. Seán Ó Tuairisg
Cllr. Karey McHugh	Cllr. Terry O'Flaherty
Noel Larkin	

In Attendance: Mr. David Leahy, C.E., Tomás Uasal Mac Pháidín, Ms. Brenda Gaughan, Ms. Mairéad Thompson, Mr. Declan Glynn, Ms. Eithne Ni Dhonnchadha, Ms. Lorna Lynch, Ms. Caroline Reddington Ms. Claire Forde.

Members Apologies: Mr. Liam McDonagh, Cllr. Eileen Mannion, Cllr. Cathal Ó Conchúir, Cllr Niall McNeilis Mr. Felim McDonnell, Mr. James O'Leary, Ms Deirdre Leonard, Cllr. Paddy Kilduff

Apologies: Mr John O'Donnell.

Welcome:

Cllr. Kathleen Shanagher - Chairperson welcomed everyone to the meeting. She introduced Ms Bridie Dolan – Centre Co-ordinator of Ballinasloe College of Further Education to the GRET Board.

Ms Bridie Dolan welcomed GRET Board Members to Ballinasloe College of Further Education. She advised that the centre was formerly St Michael's Vocational School and was opened to adults in 2012. The centre has grown significantly and now has 282 learners. She outlined the courses which the centre provide and advised that the centre engage with local groups in the provision of education. She acknowledged the support that she received from GRET Buildings Unit in the refurbishment of the building. Ms Bridie Dolan wished all a very Happy Christmas.

Mr David Leahy – CE thanked Ms Bridie Dolan for her hospitality and congratulated Ms Bridie Dolan and her staff on their excellent provision of education in the Ballinasloe area.

1. Leithscéalta, Comhbhróin, Comhghairdis/Apologies, Sympathies & Congratulations

Condolences

A vote of sympathy was extended to the following:

1. Seán Mac Dhabhoc and family on the death of his father Mr William Cooke
2. Marie Lee and family on the death of her father Mr Patrick Ward
3. Family of Mr Christy Shaughnessy – Former Caretaker in GTI
4. Family of Christina Ruane, Mountbellew, Co Galway
5. Family of Eoin Burke – Former member of Petersburg OEC Board of Management

Congratulations

A vote of congratulations was extended to the following:

1. Bishop Brendan Kelly on his appointment to Dioceses of Galway, Kilmacduagh and Kilfenora.
2. Liam Mellows Hurling Club on wining Galway County Final – first time in 47 years.

2. Ratification of Minutes

The minutes of the meeting of Galway & Roscommon ETB, held Tuesday 10th October 2017, previously circulated, were adopted on the proposal of Cllr. Michael Maher and seconded by Ms Mary Reardon.

3. Matters Arising

No matters arising.

4. Coistí / Committees:

Boird Bhainistíochta, Miontuairiscí & Polasaithe / Boards of Management & Policies

A copy of the following School Minutes and Policies were previously circulated to all present. These were confirmed and adopted on the proposal of Cllr Michael Maher and seconded by Cllr Tom Healy.

- 4.1 Coláiste Naomh Feichín miontuairiscí 25/05/2017
- 4.2 Coláiste Naomh Feichín - Polasaí Maidir le Caomhnú Leanaí
- 4.3 Roscommon Community College BOM Minutes 9/05/2017
- 4.4 Roscommon Community College – Transfer Policy (amended 2017)
- 4.5 Coláiste an Chreagáin BOM Minutes 03/05/2017
- 4.6 Coláiste na bPiarsach – Polasaí Frithbhulaíocht
- 4.7 Coláiste na bPiarsach – Polasaí Fóh Póca
- 4.8 Coláiste na bPiarsach – Polasaí ar Mhí-úsáid Substaintí
- 4.9 Coláiste na bPiarsach – Polasaí ar Thurais Scoile
- 4.10 Coláiste na bPiarsach – Polasaí de Chlár Caidrimh Baile, Scoile agus Pobal
- 4.11 Coláiste na bPiarsach – Athbhreithniú Bainistiú Géarchéime
- 4.12 Coláiste na bPiarsach – Athbhreithniú Polasaí maidir le Caomhnú Leanaí
- 4.13 Coláiste na bPiarsach – Athbhreithniú Polasaí Riachtanas Speisialta
- 4.14 Coláiste na bPiarsach – Miontuairiscí de Chruinniú 31/05/2017
- 4.15 Coláiste na bPiarsach – Miontuairiscí de Chruinniú 03/10/2017
- 4.16 Coláiste Ghobnait – Miontuairiscí de Chruinniú 06/09/2017
- 4.17 Clarin College BOM Minutes 13/02/2017

- 4.18 Clarin College BOM Minutes 27/05/2017
- 4.19 Galway Technical College BOM Minutes 22/05/2017
- 4.20 Archbishop McHale College BOM Minutes 27/09/17
- 4.21 Archbishop McHale College – Code of Positive Behavior
- 4.22 Archbishop McHale College – Admissions Policy
- 4.23 Coláiste Chilleáin Naofa – BOM Minutes 12/10/2016
- 4.24 Coláiste Chilleáin Naofa – BOM Minutes 25/01/2017
- 4.25 Coláiste Chilleáin Naofa – BOM Minutes 5/04/2017
- 4.26 Coláiste Chilleáin Naofa – BOM Minutes 24/05/2017
- 4.27 Coláiste Chilleáin Naofa – Template Child Protection Policy
- 4.28 Coláiste Chilleáin Naofa – Checklist annual review of anti-bullying policy
- 4.29 Coláiste Chilleáin Naofa – Code of Behaviour and Discipline Policy
- 4.30 Coláiste Chilleáin Naofa – Admission, Enrolment and Participation Policy
- 4.31 Coláiste Chilleáin Naofa – SNA Policy
- 4.32 Coláiste Chilleáin Naofa – School Tour Policy
- 4.33 Coláiste an Eachreidh – Miontuairiscí de 08/06/2017
- 4.34 Coláiste an Eachreidh – Polasaí Iontrála
- 4.35 Coláiste an Eachreidh – Teimpléad do Pholasaí maidir le Caomhnú Leanáí

GRETB Executive Policies

The following GRETB Draft Policies were previously circulated to all present. These were adopted on the proposal of Mr Pat Gilmore and seconded by Cllr Michael Maher.

- 4.36 GRETB Garda Vetting Policy
- 4.37 Risk Assessment for National Vetting Form
- 4.38 GRETB Mobile Phone Policy
- 4.39 GRETB Records Management Policy
- 4.40 GRETB Disposal of Asset Policy
- 4.41 GRETB Fixed Asset Policy
- 4.42 GRETB Annual Leave Policy 2018

It was highlighted that GRETB Disposal of Fixed Asset Policy comprehends the disposal of land or buildings, however, it is the default position of GRETB not to dispose of land or buildings.

The following report/minutes were previously circulated for review by GRETB Board Members

- 4.43 GRETB Finance Committee Minutes of 8th September 2017
- 4.44 GRETB Audit Committee Report to the Board November 2017

GRETB Nominees to School BOM

- I. It was agreed on the proposal of Cllr Michael Maher and seconded by Mr Pat Gilmore that Mr Ciarán Mac Donnchadh was nominated as GRETB Nominee to Coláiste na bPíarsach BOM.
- II. It was agreed on the proposal of Cllr Michael Maher and seconded by Mr Pat Gilmore that Ms Amy Talbot was nominated as GRETB Nominee to Clarin College BOM.

Following a lengthy discussion with regard to the arrangement of meetings for GRETB Youthreach BOM, it was agreed that this would be reviewed at February 2018 GRETB Board Meeting.

5 Foilsiú Mhiontuairiscí BOOG&RC: Publication of GRETB Board Minutes

Following a comprehensive discussion, it was agreed that GRETB Board Meeting Minutes (excluding appendices) commencing with this meeting would be published on Galway & Roscommon ETB Website.

6 Comhfhreagras/Correspondence

The following correspondence received and issued were previously circulated to all GRETB Board Members.

Correspondence

- 6.1 Letter from Coláiste na Coiribe with regards to funding dated 30th November 2017
- 6.2 Letter from Coláiste na Coiribe with regards to shortage of teachers to teach through the medium of Irish dated 30th November 2017.
- 6.1 Update on New Youth Service in Roscommon and Ballygar/Ballyforan dated 1st December 2017.
- 6.4 Commencement of remaining provisions of the Children's First Act 2015 dated 6th December 2017.

It was agreed by all present that correspondence should be issued on behalf of the GRETB Board to Richard Bruton T.D., Minister for Education and Skills and Secretary General of Department of Education & Skills, Mr Seán Ó Foghlú seeking "deontas do scoileanna ag feidhmiú trí Ghaeilge go hiomlán". It was agreed that letters would be issued to all teachers who had travelled to Coláiste Ghobnait to assist in providing cover due to the shortage of Home Economics teacher, thanking them for their assistance.

DES Correspondence

- 6.5 Letter to Gillian Coffey – DES enclosing copy of GRETB Service Plan 2017 and advising of adoption of it at GRETB Board Meeting in June 2017 dated 27th October 2017.
- 6.6 Email to Oliver Brennan – DES requesting update with regard to funding for Sports Hall, Abbey Community College dated 1st November 2017.
- 6.7 Letter to Gillian Coffey – DES enclosing a copy of GRETB Strategy Statement 2017-2021 advising of adoption of it at GRETB Board Meeting June 2017 dated 27th November 2017.
- 6.8 GRETB Annual Report 2015 issued to Ms Gillian Coffey DES on 6th December 2017
- 6.9 Letter from DES – Seán Ó Foghlú to ETB Chief Executives & Chairpersons outlining statutory deadline of 1st April 2018 as date for submission of ETB 2017 Accounts dated 12th December 2017.
- 6.10 Letter to Seán Ó Foghlú – Submission of Accounts for GRETB 2017 dated 12th December 2017.

It was noted that at GRETB February Board Meeting, an update would be provided concerning submission of GRETB 2017 Accounts. Future date for GRETB Board meeting may have to be re-scheduled pending outcome in order to approve and adopt GRETB 2017 accounts.

ETBI Correspondence

- 6.11 Letter to Mr Michael Moyiarty requesting that ETBI would organise a meeting with Minister for Education & Skills – Mr Richard Bruton and GRETB delegation to discuss the ongoing challenges facing GRETB Island Schools in the context of post primary education provision dated 17th October 2017.
- 6.12 ETBI correspondence re meeting with local Oireachtas members dated 7th November 2017.
- 6.13 Letter to Mr Michael Moyiarty requesting update on how other ETB's implement Circular 39/2017 dated 14th November 2017.

6.14 Reply from ETBI regarding letter sent on 14/11/2017 with regards to Travel & Subsistence dated 15th November 2017.

7. Tuairisc an Phríomhfheidhmeannaig / Chief Executive's Report:

Reports: A written report from FET; Buildings; Corporate Services; H.R.; Tuairisc Scoile; and I.T. were tabled and addressed by Department Managers at the meeting. See Appendix (1).

The following correspondence was circulated to all GRETB Board Members prior to the meeting

- 7.1 Letter from Seán Ó Foghlú – Secretary General, DES outlining timeline for submission of GRETB 2017 Accounts dated 30th November 2017.
- 7.2 Letter from Michael Moyiarty – General Secretary, ETBI to Mr Seán Ó Foghlú, DES with regards to letter RE: Submission of ETB Accounts dated 5th December 2017.
- 7.3 Letter GRETB to Mr Seán Ó Foghlú, DES RE: Submission of GRETB 2017 Accounts dated 12th December 2017.
- 7.4 GRETB Organisational Plan
- 7.5 ETBI Organisation Design Phase 2
- 7.6 GRETB Youth Club Equipment Grant Scheme Allocations

FET Report

- Congratulations and best wishes were extended to Ms Nora Fahy in her role as Chairperson of GRETB FET Committee.
- Ms Alison Jones, ALO received a certificate of achievement from Marianne Thyssen – European Commissioner for Employment, Social Affairs, Skills and Labour Mobility at an Awards Ceremony in Brussels in November 2017. This was in recognition for her work in literacy/numeracy with the Apprenticeship Programme. It was agreed by all present that a letter of congratulations would be sent to Ms Alison Jones on behalf of the GRETB Board extending their congratulations.
- It was noted that there is an increase in demand for electrical apprenticeship places and GRETB are working towards provision of these places.
- A detailed discussion ensued with regards to ETB Representation on I.T. and University's Boards. It was agreed that GRETB would correspond with Reserve Forum, E.T.B.I highlighting this and would also seek that the Reserve Forum would meet with Ms Mary Mitchell O'Connor TD, Minister of State at the Department of Education & Skills with special responsibility for Higher Education to discuss this.

Buildings Unit

- Coláiste Ghobnait: Long-term lease presently being sought, if secured may get sanction from DES for permanent accommodation.
- Archbishop McHale College: GRETB have requested a schedule of accommodation for Phase 2 from DES.
- Coláiste an Chláirín: DES have advised that this project will now be included in their Rapid Build Initiative.

Tuairisc Oifigigh Oideachais GRETB

- Three (3) CPD JCT training days are scheduled in December 2017 for all GRETB teachers.
- GRETB will attend a session of Oireachtas Committee on Education & Skills on December 19th 2017, which will focus on Island Education Unique Challenges.
- It was agreed on the proposal of Cllr Seán O Tuairisc that GRETB will issue correspondence to President of ETBI, General Secretary of ETBI and DES highlighting the need to for an appointment of a Stuirthóir in ETBI.

IT Department

As per report issued.

Corporate Services

- GRETB Corporate Services Manager thanked all GRETB Board Members who had attending the Oireachtas meetings held in November/December 2017. It was confirmed that these meetings will be scheduled every six (6) months going forward.
- A copy of the GRETB Annual Report 2016 was previously circulated to all GRETB Board Members. This was adopted on the proposal of Mr Pat Gilmore and seconded by Mr Tom Healy.
- Deputy Seán Kyne, Minister of State and Rural Affairs and Natural Recourses will perform the Official Opening for New School Extension of Coláiste na bPiarsach which is scheduled for Friday 15th December 2017.

HR Department

- GRETB HR Manager thanked all GRETB Board Members who had assisted HR Department throughout 2017 by acting on Interview Boards
- GRETB HR Manager advised that she will confirm Interview Board training date at next GRETB Board meeting scheduled for Tuesday 13th February 2018.
- It was confirmed that all GRETB Schools are now live on DCS system. It is expected to be rolled out to the FET sector in 2018.
- Sanction for temporary appointments was highlighted as problematic. It was noted that ETBI submitted a composite position paper "Organisation Design Review Phase II" to the DES based on the recent data-gathering exercise conducted in each ETB – outcome awaited.

7 Faisnéis Airgeadais/Financial Report.

- See Appendix 2 for Finance Report.
- Budget allocation for Travel & Subsistence was highlighted as an issue at GRETB Finance Committee meeting. It was agreed on the proposal of Cllr Michael Maher and seconded by Cllr Tom Healy that correspondence would be issued on behalf of GRETB Board to DES highlighting this and seeking sanction for an increase in budget. GRETB Director of OSD confirmed that she had highlighted this in her letter of appeal for additional non-pay funds in 2017 to DES dated 5th December 2017.

8 Polasaí Taistil & Cothaithe /Travel & Subsistence Policy

For discussion at GRETB Board Meeting in February 2018.

9 Pobalscoil(eanna) Náisiúnta – cur i láthair /Community National School Presentation – Mr Seamus Conboy

See Appendix 3 - Copy of Presentation.

Cllr Kathleen Shanagher thanked Mr Seamus Conboy for his comprehensive presentation.

10 Bainistíocht Riosca/ Risk Management

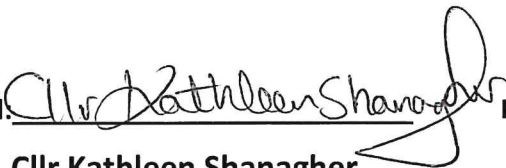
Each GRETB Director will give an update at GRETB Board Meetings throughout 2018. This was agreed at GRETB Audit Committee Meeting in November 2017.

11 Gnó an Chathaoirligh / Chairperson's Business

It was noted that that ETBI Annual Conference will be held in Kilashee House Hotel, Naas in 2018 and an agency booking service will not be used going forward.

As there was no further business, the Chairperson wished all a very Happy Christmas and the meeting was concluded.

Signed:



Date:

13th February 2018

**Cllr Kathleen Shanagher
(Chairperson)**

