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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 ETB Board held in
Galway & Roscommon ETB HQ on Tuesday 8th October 2019 at 2.30p.m.**

Members Present:

Cllr Michael Maher - Chairperson	Cllr Colm Keaveney
Cllr Kathleen Shanagher	Ms Jean Beswick-Duignan
Cllr Terry O Flaherty	Ms Marie Lough
Cllr Michael Crowe	Mr Sean Harnett
Cllr Shane Curley	Ms Bernadette Costello
Cllr Aisling Dolan	Ms Nora Fahy
Cllr Tom Welby	Mr Tomás Ó Nidh
Cllr Marty McDermott	Ms Mary Mullarkey
Mr Michael Hannon	Cllr Laurence Fallon
Mr Daniel Cronin	Cllr Peter Roche

In Attendance: Mr. David Leahy, C.E., Ms. Brenda Gaughan, Ms Eithne Nic Dhonnchadha, Ms. Claire Forde.

Apologies: Mr Tomás Mac Pháidín

Welcome:

Cllr Michael Maher – Chairperson opened the meeting and thanked all for their attendance.

1. Leithscéalta/Apologies

Cllr Noel Larkin.

2. Dearbhú Leasa Comhaltaí : Declaration of Members Interests

De réir fhorálacha Imlitir 00/02/2019 - Cód Cleachtais um Rialachas Boird Oideachais agus Oiliúna agus Bhuanorduithe, le do thoil, cuir in iúl do Chathaoirleach BOOGRC nó don Phríomhfheidhmeannach aon choinbhleacht leasa i leith aon cheann de na míreanna atá liostaithe le haghaidh breithniú, roimh thús gach cruinnithe de Bhord Oideachais agus Oiliúna na Gaillimhe agus Ros Comáin.

In accordance with the provisions of CL00/02/2019 Code Of Practice For The Governance Of Education and Training Boards, please declare any conflict of interest in respect of any of the matters listed for consideration suitably in advance of meetings of Galway & Roscommon ETB to the Chairperson of GRETB Board or Chief Executive.

There were no conflicts of interest declared by the members present.

3. Miontuairiscí: Minutes

Draft minutes of the meeting of Galway & Roscommon ETB Board, held Tuesday 10th September 2019, previously circulated; were taken as read, considered, adopted and signed by the Chairperson on the proposal of Cllr Colm Keaveney and seconded by Cllr Marty McDermott.

3. Nithe ag éirí as: Matters arising

None

5. Ballraíocht Bhord BOOÉ: ETBI Board Membership

A copy of correspondence from ETBI in relation to ETBI Reserve Forum membership was previously circulated to all. It was agreed on the proposal of Cllr Colm Keaveney and seconded by Cllr Terry O Flaherty to nominate Cllr Michael Maher to represent GRETB Board on this forum for a period of three years.

It was highlighted that the Chairperson of GRETB Board represented GRETB on Irish Public Bodies – IPB Board. It was agreed on the proposal of Cllr Terry O Flaherty and seconded by Cllr Laurence Fallon that Cllr Michael Maher would represent GRETB Board on IPB Board.

It was agreed on the proposal of Cllr Michael Maher and seconded by Cllr Peter Roche that Cllr Kathleen Shanagher – Vice Chairperson would deputise if Cllr Michael Maher was unavailable for meetings.

6. Coistí / Committees:

(a) Boird Bhainistíochta, Miontuairiscí & Polasaithe: BOM Minutes & Policies

Prior to the meeting each Member was circulated with copies of the following draft school BOM minutes and policies, which were presented, taken as read. These were confirmed and adopted on the proposal of Mr Tomás Ó Nidh and seconded by Cllr Colm Keaveney.

- 6.1 St Brigid's College BOM minutes dated 5th February 2019.
- 6.2 St Brigid's College Principal Child Protection Oversight Report dated 6th June 2019
- 6.3 St Killian's College BOM minutes dated 18th December 2018
- 6.4 St Killian's College Assessment Policy
- 6.5 St Killian's College Cyberbullying Policy
- 6.6 St Killian's College Team Teaching Policy
- 6.7 St Killian's College Transition Year Admissions Policy
- 6.8 St Killian's College BOM minutes dated 21st March 2019
- 6.9 St Killian's College Uniform and Presentation Policy
- 6.10 St Killian's College Attendance Policy
- 6.11 Coláiste an Eachréidh miontuairiscí de 14 Bealtaine 2019
- 6.12 Coláiste an Eachréidh Polasaí – Oideachas Sóisialta, Pearsanta agus Sláinte (OSPS) le Polasaí Oideachas Caidrimh agus Gnéasachta
- 6.13 Coláiste Ghobnait miontuairiscí de 13 Feabhra, 2019
- 6.14 Coláiste Mhuirlinne BOM minutes dated 29th May 2018
- 6.15 Coláiste Mhuirlinne BOM minutes dated 25th September 2018
- 6.16 Coláiste Mhuirlinne BOM minutes dated 23rd October 2018
- 6.17 Coláiste Mhuirlinne BOM minutes dated 9th January 2019

- 6.18 Coláiste Mhuirlinne BOM minutes dated 12th March 2019
- 6.19 Coláiste Mhuirlinne BOM minutes dated 11th April 2019
- 6.20 Coláiste Mhuirlinne Relationships and Sexuality Education (RSE) Policy
- 6.21 Coláiste Mhuirlinne Anti-Racism Policy
- 6.22 Coláiste Mhuirlinne Special Education Needs Policy
- 6.23 Coláiste Mhuirlinne School Tour Policy
- 6.24 Coláiste Mhuirlinne Safety, Health and Welfare Policy Statement
- 6.25 Coláiste Mhuirlinne checklist for annual review of the anti-bullying policy
- 6.26 Coláiste Mhuirlinne checklist for Review of the Child Safeguarding Statement
- 6.27 Coláiste Mhuirlinne notification regarding the BOM Review of the Child Safeguarding Statement
- 6.28 Archbishop McHale College Child Safeguarding Statement
- 6.29 Archbishop McHale College BOM minutes of 25th March 2019
- 6.30 Archbishop McHale College Admissions Policy
- 6.31 Archbishop McHale College Child Protection Policy
- 6.32 Archbishop McHale College Code of Positive Behaviour
- 6.33 Coláiste Cholmcille Miontuairiscí de 8 Samhain 2018
- 6.34 Coláiste Cholmcille Cruinniú Bord Bainistíochata de 21 Márta 2019
- 6.35 Coláiste Cholmcille Cruinniú Bord Bainistíochta de 25 Márta 2019 (ar lean ón 210319)
- 6.36 Coláiste Cholmcille Cruinniú Réamh Chigireachta de 28 Márta 2019
- 6.37 Coláiste Cholmcille Cruinniú Iar-Chigireachta de 11 Aibreán 2019
- 6.38 Coláiste Cholmcille Cruinniú Bord Bainistíochta 2 Bealtaine 2019.
- 6.39 Coláiste an Chreagáin BOM minutes 5th June 2019
- 6.40 Coláiste an Chreagáin Pastoral Care Policy
- 6.41 Coláiste an Chreagáin Code of Behaviour & Discipline Policy
- 6.42 Coláiste an Chreagáin Assessment Policy
- 6.43 Coláiste an Chreagáin BOM minutes 18th September 2019
- 6.44 Coláiste an Chreagáin Visitors Policy
- 6.45 Coláiste an Chreagáin Homework Policy
- 6.46 Abbey Community College School BOM minutes dated 4th June 2019
- 6.47 Abbey Community College House Exams Policy
- 6.48 Youthreach Committee minutes dated 14th March 2019

(b) Ainmniúcháin do Choláiste Pobail na Mainistreach, Mainistir na Búille/Nominations to Abbey Community College

Abbey Community College Board term runs from October 2019 to October 2022. Correspondence was received from Bishop of Elphin and Sisters of Mercy Western Province (Patrons to Abbey Community College) advising their nominations to Abbey Community College Board of Governors and Board of Management. Parent and Staff nominations were received from Secretary of Abbey Community College. It was confirmed that Cllr Kathleen Shanagher and Cllr Laurence Fallon would act as GRETB nominees to Abbey Community College BOM. Abbey Community College School Board of Management were agreed on the proposal of Cllr Colm Keaveney and seconded by Ms Mary Mullarkey.

7. Comhfhreagras/Correspondence

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

DES Correspondence

1. DES Circulars January 2019 – October 2019
2. Appointment of Student Representatives to GMIT Governing Body by Minister for Education & Skills - Joe McHugh TD dated 4th October 2019

ETBI Correspondence

1. Membership of ETBI Reserve Members Forum dated 25th July 2019.

8. Tuairisc an Phríomhfheidhmeannaigh : CE's Report Department Reports

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

- Director of OSD confirmed that Galway & Roscommon ETB are expected to move over to Payroll Shared Services in June 2020. She advised that this is an extremely large project impacting all Finance and HR staff. She noted that all pension data will have to be transferred over in the coming years and this will consume a large volume of resources.
- A lease agreement for FET accommodation in An Spidéal was agreed on the proposal of Cllr Terry O Flaherty and seconded by Cllr Kathleen Shanagher
- A copy of draft Annual Report 2018 was previously circulated to all. This was agreed on the proposal of Dr. Michael Hannon and seconded by Ms Mary Mullarkey.
- Director of FET provided a comprehensive overview of apprenticeship and traineeship programmes presently being developed and rolled out in Galway & Roscommon ETB region.

9 Cu i láthair ón Stiúrthóir Tacaíochta agus Forbartha Eagraíochta : Director of OSD Presentation

As part of the ongoing induction for new Board member, Director of OSD – Ms Brenda Gaughan provided a comprehensive overview of the work carried out in the Organisation, Support and Development area of Galway & Roscommon ETB.

Copy of presentation can be accessed by all GRETB Board Members on Sharepoint.

10 Gnó an Chathaoirligh : Chairperson's Business

GRETB Task Group Update

Cllr Michael Maher – Chairperson provided a comprehensive overview of the work carried out by GRETB Task Group. Documentation was issued in advance of the meeting advising each GRETB Board member of School BOM and Committees which they were nominated. He confirmed that the task group had tried to facilitate all GRETB Board Members with their first/second preference. He confirmed that they would continue working with the Director of FET and associated managers on populating all associated GRETB Committees.

Documentation will be forwarded to all Secretaries of School BOM this week requesting them to submit parent and staff nominees for their school by Friday 25th October 2019.

Chairperson confirmed that GRETB Board Interview Training was scheduled for Tuesday 12th November and he stressed that it was imperative that those wishing to sit on interview boards must attend this training. He confirmed that a GRETB Board meeting will be held in advance of the training wherein they would approve all GRETB School BOM's and GRETB Committees. Draft Terms of Reference for each Committee will be adopted at this meeting.

Chairperson confirmed that GRETB Task Group would assign Chairperson/Deputy Chairperson to each committee, however, School BOM at their first meeting, elect their Chairperson/Deputy Chairperson.

ETBI are presently reviewing School BOM Training and it is expected that it will be rolled out in Spring 2020. ETBI are also updating the BOM Handbook as it is now outdated due to circular 02/2019. GRETB Board Members were advised that "Know Your School" document should be available to all members of School Board of Management.

As there was no further business, Chairperson thanked all for their attendance and the meeting was concluded.

Signed: Michael Maher

Date: 10/12/2019

**Cllr Michael Maher
Chairperson**