Cavan and Monaghan Education and Training Board

Monaghan Institute Board of Management

A meeting of the above Board was held in Monaghan Institute Boardroom on Wednesday 10th April at 4.00pm. The following is a summary for MI teaching staff of the items discussed on the agenda.

No 1: Minutes of Previous Board Meeting	Minutes of meeting of 27th February 2024 adopted.
No 2: Matters Arising	Nil
No 3: Correspondence	Confidential
No 4: Finance	Confidential
No 5: Child Protection	Confidential
No 6: Anti-Bullying Procedures	Confidential
No 7: Risk Management	**Risk Register 2024 Quarter 1 Review:** The director referred the board to review the Risk Register and landscape for Q1 2024. **Building Maintenance:** Several preventative and required upgrades and maintenance tasks have been progressing: • A list of general electrical issued has been generated and sent to DSCCS. General wear and tear. • A list of plumbing jobs also to be completed, general wear and tear. • Bus shelter planning permission was approved on 26th March. There follows a four-week appeals window. **Health and Safety Statement:** This is a live document and needs to be kept up to date. Version 1.6 is live but under review as Evening Provision and Skills to Advance, who use the building after school hours need to be included from a risk and safety perspective.
No 8: Directors Report	Available on request

No 9: Teaching & Learning	**Self-evaluations of programmes / Labour Market Justifications:** Five course areas including Beauty, Business, Pharmacy, Liberal Arts and Science are completing their Self-evaluation and external examiner Teresa Stack plans to come on 19th April. Labour market justifications are completed and are being reviewed before being submitted to CMETB QAES. **CPD for staff:** CPD for staff took place in March and focused on quality assurance. • CMETB's Guidelines on the Use of Artificial Intelligence in Assessment • Assessment Deadlines: Compassionate Consideration and Short-term Extension policies • Overview of the Recognition of Prior Learning Policy • Reminder about Stage 2 Internal Verification **Examination Planning and External Authentication:** Learners have been notified of end of year examination dates. The director, in conjunction with QAES, has external authenticators confirmed for the week commencing 20th May 2024.
No 10: Student/Learner Matters	The SU representatives were not in attendance.
No 11: Planning & Policies	The following policies were adopted by the board: • CMETB Protected Disclosures Policy 04.12.2023 • CMETB ICT Policies - 19.02.2024 • CMETB Mobile Phone Policy 07.02.2024 • CMETB CCTV Policy 07.02.2024 • CMETB CCTV Guide for best practice • CMETB Leavers Policy • CMETB Lone Workers Policy • CMETB Procurement Policy • CMETB Anti-Fraud and Corruption Policy updated 11.12.2023 • CMETB Customer Charter (A3) • CMETB Customer Action Plan 2023 Final • CMETB Complaints and Appeals Procedure • CMETB Procedure for Dealing with Anonymous Complaints

No 12: Sub Committee Reports	• **Services to Business** - MI Evening Provision Report was reviewed during the meeting. • **Project Children** – Rynagh provided an update on this initiative
No 13: Any Other Business	The director explained to the board that the MI TUI representative has requested that BoM summary is provided to all MI staff. It was agreed that a brief standard report will be developed by MI BoM staff reps for circulation with staff, once minutes have been adopted. It will not include Agenda items around finance, child protection, anti-bullying and anything else deemed to be of a confidential nature to the board of management's role. This will be circulated to the MI Teacher email group.