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 16th October at 4pm. 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 29th May 2024 were 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 3 Review: The Director completed a review of Risk Register 2024. Health and Safety Statement**:** MI continues to update their live version the Safety Statement. The director presented version 1.7 to the board. Risk Assessments form part of the Safety Statement and need to be updated annually. Staff have been completing risk assessments for allocated rooms, using the templates provided. Building Maintenance: Various preventative and required upgrades took place during the summer months: • Roof glass leakages in multimedia labs S04 and S09 have been resolved. • The additional tarmac ramp on the approach to MI roundabout has been constructed.

	• Ashdown Control Systems has completed a 3 day repairs and maintenance project on the buildings management system which included the weather station on the roof and various AHU's being repaired. • The tender process has been completed and Galetech Contracts have been awarded the contract for this project. The company are currently in design phase with the structure, and it is planned that shelter will be completed by December 2024. • Work is almost complete on the new Solar Classroom. The PVC fontage was installed last week. There is a mock roof inside and also capacity for work on panels at a height added to the roof space. A new equipment garage is being installed at present for MI caretaking equipment.
No 8: Directors Report	Available on request
No 9: Teaching & Learning	The review of Posts of Responsibility was carried out by Martina Rooney in May with relevant staff. APII Recruitment: Monaghan Institute became eligible for an additional APII post. The recruitment process is ongoing for this position from existing MI teaching staff. Comparison of Award and Modules: Reviewed for 2019-2024 Additional Educational Needs (AEN): The Guidance Counsellor has completed needs assessment with learners and is notifying staff of the Additional Educational Needs of learners that they teach. A calendar of additional academic support hours has been developed and will starts w/c 21st October. Lunchtime ICT and Assignment Support classes started w/c 14th October.
No 10: Student/Learner Matters	Students Union: The MI SU representatives are currently in the process of electing for positions. The new MI BOM reps will be invited to join the next BOM meeting.

No 11: Planning & Policies	• CMETB Child Protection Policy 26.08.2024 • CMETB Course Fee Policy 26.08.2024 • CMETB Centre Usage Policy 26.08.2024 including the application for, indemnity and risk assessment.
No 12: Sub Committee Reports	Services to Business - MI Evening Provision Report – Appendix 2 The report details evening provision courses which have commenced in MI, September 2024.
No 13: Any Other Business	**Sad News** The board were also briefed on the sad news of the passing of Mark Swift, husband of Maggie Swift who was a trainee tutor in MI last year. We offer sincere sympathies to the Swift family. We also remember MI tutor Lynda Smyth whose father Francis passed away on 9th August 2024. Ar dheis Dé go raibh a n-anamacha **Retirements** The director notified the board of Nursing and Healthcare tutor Marie Conlon's resignation from CMETB after many years of service. She wished her well with their future plans. **Graduation 2024** The director informed the board that date for Graduation 2024 is Friday 22nd November at 2pm in the Garage Theatre.