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 29th May 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 10th April 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 Review:** not applicable for this meeting. **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 and the four-week appeals window has passed. A meeting was held two weeks ago to plan for the build. Work is progressing on preparation of the etender documents and specifications. The build must be completed in 2024.

	Health and Safety Statement: This is a live document and needs to be kept up to date. Version 1.6 is live.
No 8: Directors Report	See Directors Report – Appendix 1
No 9: Teaching & Learning	**Post of Responsibility:** The director has received an annual report from staff members with a post of responsibility. Review meetings will take place Thursday 30th and Friday 31st May.
No 10: Student/Learner Matters	The SU representative in attendance provided board members with a summary of 2023-2024 SU activities.
No 11: Planning & Policies	Nil
No 12: Sub Committee Reports	• **Services to Business** - MI Evening Provision Report was reviewed during the meeting.
No 13: Any Other Business	The director thanked the BoM members for their support, commitment, and expertise to Monaghan Institute over the term of the board. She advised that she would be communicating with the board re. terms as office. Chair of the board David Maxwell commended the board on the five years working for Monaghan Institute.