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 4th December 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 and 16th October 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 did not review the risk register at the meeting but drew board members attention to it. Q4 will be reviewed in the first meeting of 2025. **Health and Safety Statement:** MI continues to update their live version the Safety Statement. Version 1.7 has been shared with the board. **Risk Assessments** form part of the Safety Statement and need to be updated annually. The completion of risk assessments for allocated rooms within MI has been completed and sent to CMETB's H&S officer Gary Martin for a desk review. **Building Maintenance:** Various preventative and required upgrades have taken please including: • Shay Murtagh Ltd were procured to repair the rainwater harvesting system in MI. This is now fully operational. This company have also been secured for a 3-year maintenance contract.

	• Galetech Contracts are progressing well with the Bus Shelter build. The structure is now in place. It is planned that shelter will be completed by end of December 2024. • The new equipment garage has been installed in the carpark for MI caretaking equipment as the previous garage has been converted into the Solar classroom.
No 8: Directors Report	Available on request
No 9: Teaching & Learning	**First Aid and Manual Handling classes:** First Aid and Patient Moving and Handling took place in October and November, for learners from the HSS, OT, Childcare, Sport, Physio, Speech and Language, and Nursing course groups. **Additional Educational Needs (AEN):** The Guidance Counsellor has completed needs assessment with learners; and staff have been notified of the Additional Educational Needs of learners that they teach. Weekly academic support classes have been organised with learners who require additional learning support. Additionally, the Learner Support Hub (in room F23) has drop-in sessions during lunchtimes daily.
No 10: Student/Learner Matters	**Leargas Mobility Presentation:** Ten learners from L5 Engineering, L5 Software and L6 Software participated on a two-week Erasmus+ work experience in conjunction with ROC Friese Poort, Friesland in the Netherlands in February 2024. There will be a presentation to these learners in MI on Friday 6th December. Additionally, seven staff members will be visiting ROC Friese Poort in February 2025 for course development and professional development purposes. Preparations for the first trip are under way. **Students Union:** The BoM Representatives provided the board with an update on learner and union activities. There are 43 representatives in the students' union, and this generates great success in student engagement. It is fully functioning with all roles filled. The group are proactive and

	have successful hosted eleven events to date. The coffee morning for cancer awareness raised over €300 for the Marie Keating Foundation. Other notable events and initiatives included the World Mental Health Awareness table quiz, wear a Hat Day, the Gratitude Notice Board, Walk and Talk to the Green Way, World Heart Day, Mental Health Talk, Intercultural day and the Halloween movie with fancy dress. The reps discussed how students are comfortable with showing their voice. Support in MI is strong. They are also working on a quiet space for learners to destress. There are great plans for Christmas including the 12 Days of MI, the St. Vincent de Paul appeal, a Christmas themed Quiz, Christmas Jumper Day and football and basketball tournaments. In terms of Student Societies, they have reached out to external group and are planning a Horse-Riding Society. There are plans for additional groups including Horticulture. There is also an active book and sports society. The student reps are very pleased that the MI Gym opens daily for students at the college. The reps thanked Assistant Principal Sinead Nimmervoll for her support.
No 11: Planning & Policies	A number of policies (updated and new) have been circulated by Cavan and Monaghan ETB and brought to the Board for noting/ratification, as listed below: • CMETB Equality and Diversity Policy Nov 2024 • CMETB Purchasing Card Protocol 25.11.2024 • MI's Admissions Policy and Admissions Notice for 2025 • MI Statement of Internal Control 2024
No 12: Sub Committee Reports	**Services to Business** - MI Evening Provision Report was reviewed during the meeting.

No 13: Any Other Business	• The Deputy director advised the board of the increased administration on PLSS this academic year. MI have met all targets and deadlines in relation to capturing learner data. In addition, approximately 270 staff and learners have completed the eCollege course '*Energy and You*: *Reduce your use*', which assist the wider CMETB in reaching their green skills targets. • Joe proposed for a letter of congratulations be sent to David Maxwell and Cathy Bennett on their recent success in being elected to Dail Eireann.