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	The Minutes of meeting of 4th December 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 4 Review**: The director referred the board to review the Risk Register and landscape for 2024. Two covid risks were removed from the register. A Q1 review will take place at next meeting. **Building Maintenance**: A number of preventative and required upgrades and maintenance tasks have been progressing, subject to funding: • A list of plumbing and electrical jobs to be completed, general wear and tear. • Two external fire doors to be replaced – one in G12 and one in canteen. • External glass repair – outside of canteen. • A repair has been scheduled to the roof damage caused by Storm Éowyn.

	Health and Safety: Version 1.7 of the Safety Statement Policy is available on the staff SharePoint site and also a printed version is available in the staffroom. • Risk Assessments: Health and safety co-ordinator for CMETB is completing a bench review on all room risk assessments currently. RAs have been requested for the rooms being used for the Construction Studies traineeship including the SOLAR classroom. • The health and safety committee meeting will meet next week to plan for updating of first aid boxes, deliberators, and the servicing of engineering equipment. Also, fire drill planning.
No 8: Directors Report	Available on request
No 9: Teaching & Learning	**QQI Programme Development Process:** Work is progressing nationally on Phase 1 of the QQI module rewrite process with the review of the first 27 modules. 15 of these modules are delivered in MI. This week, links have been shared with staff to draft content (descriptors, assessments and feedback forms). It is planned that these modules should be ready for delivery in September 2025. Staff have been encouraged to participate in the review over the coming months. **Self-evaluations of programmes / Labour Market Justifications**: Six course areas including Adv Business, Sport, Tourism, Hairdressing, Creative Media and Animal Care are completing their LMJ and Self-evaluation at present. The external examiner will be contacted to visit MI week commencing 26th May to review these course areas. Labour market justifications are completed and are being reviewed before being submitted to CMETB QAES. **CPD for staff**: It is planned that CPD for staff in March will focus on Restorative Practice Principals. Invitations have been extended to TS and Evening Provision tutors working in MI. **Examination Planning and External Authentication**: Learners have been notified of end of year examination dates. The director, in

	conjunction with QAES, has contacted EAs. All EAs have confirmed to authenticate for MI week commencing 19th May 2025.
No 10: Student/Learner Matters	**Fund for Learners with disabilities**: In January Monaghan Institute submitted with FSD (Fund for learners with Disabilities) report for 2024. **Sport and Academic Scholarships**: Congratulations to Academic Scholar 2024-2025 Ellen Rooney (Liberal Arts) and to Sport Scholars 2024-2025 Callum Gallagher (Occupational Therapy) and Max Maguire (Physiotherapy). Images will be organised for use on social media celebrating each scholar and an article will be sent to the Northern Standard. Thank you to Ollie and Rynagh for working on this. **SU Representative**: The SU representative has met with learners who are happy within the college. Students are currently working on assignments and exam preparation. Students end of year ball is being organised and March coffee morning. Links with Monaghan Sports Partnerships in relation to coaching and getting learners involved. Learners and staff are grateful to be utilising the gym.
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: • MI course fees 2025-2026 • Monaghan Institute's Sustainability Policy (December 2024)

No 12: Sub Committee Reports	**Services to Business** - MI Evening Provision Report was reviewed during the meeting.
No 13: Any Other Business	**Condolences**: To the family of CMETB colleague Dr Fiona Maloney on her sad passing on Friday February 7th. Our thoughts and prayers are with them at this very difficult time. To staff members Eileen Roddy, Brenda Treanor and Johann McCague on the passing of their uncle Eugene (Gene) McCague, former Finance Officer for Monaghan VEC. Ar dheis Dé go raibh a n-anamacha

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