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 Tuesday 14th October 2025 at 4.00 pm. 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 27th May 2025 be 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 2025 Quarter 3 Review: The Director completed a review of Risk Register 2025. Health and Safety Statement**:** MI continues to update their live version the Safety Statement. Version 1.8 is under review. 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: • External glass repair above the canteen. • Replacement emergency doors in the canteen and G09. • Internal and external glass clean. • Internal painting. • The social space on east side second floor has been reopened and is now an excellent place for learner group meetings. • S27 is being piloted as a quiet room this year due to a number of needs with learners.

No 8: Directors Report	Available on request
No 9: Teaching & Learning	Comparison of Awards and Modules: Reviewed for 2019-2025. Additional Educational Needs (AEN): The Guidance Counsellor, Karol Harvey 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 will be developed shortly and will commence in coming weeks. Lunchtime ICT and Assignment Support classes will also commence.
No 10: Student/Learner Matters	Nicole Hugo and Chukwuemeka Benbella Benson are ratified as SU representatives for the 2025 2026 academic year.
No 11: Planning & Policies	The following policies have been circulated by Cavan and Monaghan ETB and brought to the Board for noting/ratification, as below: **Resolution 08-10/25** That *"Policy for the Prevention and Resolution of Harassment at Work"* be adopted. **Resolution 09-10/25** That *"CMETB Adverse Weather Policy*" be adopted. **Resolution 10-10/25** That *"CMETB Educational Tours and Field Trips Policy"* be adopted. **Resolution 06-05/25** That the *"Recognised Prior Learning (RPL Policy)"* be adopted. **Resolution 11-10/25** That "Acceptance of Gifts and Donations Policy" be adopted. **Resolution 12-10/25** That *"Travel Policy and Procedures"* be adopted. **Resolution 13-10/25** That *"Protocol for short-term teaching cover in CMETB Schools and PLC Centres"* be adopted. **Resolution 14-10/25** That *"FET Adult Safeguarding Policy Procedures v3.0"* be adopted.
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 2025.

No 13: Any Other Business	**Happy News** Congratulations to Elaine and Mick Reilly on the birth of their baby boy Seanie. **Graduation 2025** The director informed the board that date for Graduation 2025 is Friday 21st November at 2pm in the Garage Theatre.