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 27th May 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 9th April 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 Review:** This is not applicable for this meeting. **Building Maintenance:** Several preventative and required upgrades and maintenance tasks have been progressing: A list of general wear and tear electrical and plumbing issues has been generated, sent to DSCCS and the works are in progress. A mini competition has been completed to repair broken external glass outside of the canteen. DSCCS appointed to complete works. Fire Safety Ireland have quoted to replace damaged fire doors in lab G09 and canteen. Awaiting arrival. **Health and Safety Statement:** This is a live document and needs to be kept up to date. Version 1.7 is live.
No 8: Directors Report	Available on request
No 9: Teaching & Learning	**Posts of Responsibility:** The director has received an annual report from staff members with a post of responsibility. Review

	meetings will take place Thursday 29th and Friday 30th May. The two-year annual review will take place during the start-up period in early September.
No 10: Student/Learner Matters	The SU representative in attendance provided board members with a summary of 2024-2025 SU activities. He thanked the Board for their support. The staff, guidance, and management. The Board thanked Billy for his support and work.
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 03-05/25** That the *"CMETB Policy for the Prevention and Resolution of Bullying at Work"* be adopted. **Resolution 04-05/25** *That the "External Authentication (EA) policy"* be adopted. **Resolution 05-05/25** That the *"Blended Learning Policy"* be adopted. **Resolution 06-05/25** That the *"Recognised Prior Learning (RPL Policy)"* be adopted. **Resolution 07-05/25** That the *"Academic Integrity and Assessment Malpractice Policy"* be adopted. **Resolution 08-05/25** That the *"Assessment Deadlines Compassionate Consideration in Extenuating Circumstances policy"* be adopted. **Resolution 09-05/25** That the *"Assessment Process Appeals Policy"* be adopted. **Resolution 10-05/25** That the *"Assessment Submission Deadlines Short Term Extension Policy"* be adopted. **Resolution 11-05/25** That the *"Examinations; Planning, Conducting and Concluding)"* be adopted. **Resolution 12-05/25** That the *"Reasonable Accommodation in Assessment Policy"* be adopted.

	<u>Resolution 13-05/25</u> That the *"Secure Storage of Assessment Materials, Records and Learner Assessment Evidence Policy"* be adopted.
No 12: Sub Committee Reports	Services to Business - Appendix 2 MI Evening Provision Report was reviewed during the meeting and this is available in the Boards Teams folder.
No 13: Any Other Business	**Condolences:** To our colleague Fergal Sherry on the sad passing of his wife Catherine on Monday 12th May. Our thoughts and prayers are with Fergal, Manus, Tomás, and Donal at this very difficult time. Ar dheis Dé go raibh a hanam