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 the 9th April 2025. 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 February 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 2025 Quarter 1 Review**: The director referred the board to review the Risk Register and landscape for Q1 2025. **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. • An RFQ has been completed for the replacement of broken glass external to MI canteen. • An RFQ is in progress for the replacement of damaged Fire Doors, one in canteen and one in G10. • We are still awaiting the repair to the roof damage caused by Storm Éowyn, which will be covered by insurance. • We have commenced work and preparation for using room S27 as a 'pilot' quiet/sensory type space for the 2025/2026 academic year.

	Health and Safety Statement: This is a live document and needs to be kept up to date. Version 1.7 is currently the live version. The director updated the meeting about the outcome of the desk review on Risk Assessments completed by CMETB's H&S officer.
No 8: Directors Report	Available on request
No 9: Teaching & Learning	**Self-evaluations of programmes / Labour Market Justifications**: External examiner Teresa Stack plans to visit MI on 19th May to complete the SE process. Labour market justifications are completed and are being reviewed before being submitted to CMETB QAES. **CPD for staff**: CPD for staff took place in March and focused on Restorative Practice. **Examination Planning and External Authentication**: Learners have been notified of end of year examination dates. The director, in conjunction with QAES, has 9 external authenticators confirmed for the week commencing 19th May 2025.
No 10: Student/Learner Matters	The SU representative discussed how learners were preparing for exams and that there is a positive attitude in the college among them - they are looking forward towards their future. An update was provided on a recent meeting with Monaghan's Sports Partnership.

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's Purchasing Card Protocol (March 2025) was adopted.
No 12: Sub Committee Reports	**Services to Business** - MI Evening Provision Report was reviewed during the meeting.
No 13: Any Other Business	**Condolences**: To our colleague Dr Naill McVeigh, Director of Cavan Institute on the sad passing of his sister Gemma on Friday 7th March. Our thoughts and prayers are with Niall and his family at this very difficult time. The board were also briefed on the sad news of the passing of Anna Corrigan, mother of Training Service tutor Tracy Hourican. We offer sincere sympathies to the Corrigan family. Ar dheis Dé go raibh a n-anamacha.