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 2nd December 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 14th October 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 4 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 2026. Health and Safety Statement**:** MI continues to update their live version of the Safety Statement. Version 1.8 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 Nadine Boyle for a desk review.
No 8: Directors Report	Available on request
No 9: Teaching & Learning	First Aid and Patient Moving and 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. Academic Integrity eLearning module: Almost 300 MI learners have completed the new Academic Integrity module which assists in training the learners about the importance of referencing, plagiarism prevention and how to appropriately use .AI.
No 10: Student/Learner Matters	Students Union: The BoM Representatives provided the board with an update on learner and union activities. There are over 40 representatives in the students' union, and this generates great success in student engagement. It is fully functioning with all roles filled. The rep thanked Assistant Principal Trina Marron for her support.
No 11: Planning & Policies	NIL
No 12: Sub Committee Reports	Services to Business - MI Evening Provision Report – Appendix 2 The report details evening provision courses and the SECBA courses which have commenced and are commencing Spring 2026.
No 13: Any Other Business	**Condolences:** To our colleague Caroline Nelson on the sad passing of Martina Nelson, her sister on Friday 25th October 2025. Ar dheis Dé go raibh a hanam.