

Monaghan Institute Board of Management

A meeting of the above Board was held in Monaghan Institute Boardroom
on Thursday 26th February 2026 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 2nd December 2025 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	<p>Risk Register 2025 Quarter 4 Review: The director referred the board to review the Risk Register and landscape for 2025.</p> <p>Building Maintenance: A number of preventative and required upgrades and maintenance tasks will be progressing in 2026, subject to funding where applicable.</p> <ul style="list-style-type: none">○ The Building Management System five day PPM took place in January.○ MI have been successful in securing Green Devolved Capital funding from SOLAS to enable a full internal and external LED lighting upgrade. Following the tender process, a contractor has been appointed, and works will commence in March. This will also include works on one of the campus's electrical transformers. SOLAS have indicated that they wish to use this project as a case-study.○ Land and Buildings are assisting MI to organise for a roof survey to take place in order to deal with the leaks particularly in S04, but this must wait until the weather improves. The plan is to assess this survey so longer term fixes can be carried out with the roof.○ A list of plumbing and electrical jobs to be completed, general wear and tear.

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	<p>○ An additional 12 hours of cleaning has been organised for MI in light of increase student numbers and evening provision. Katarzyna Szemraj completes this in the evening times in MI.</p> <p>Health and Safety Audit: An internal CMETB audit took place at MI on 5th February. The auditor was very satisfied that a strong emphasis on Health and Safety Management was evident throughout the building and in our approach to the safety statement policy, risk assessment process, fire safety and general maintenance of rooms/equipment.</p> <p>Health and Safety Statement: Version 1.8 of the Safety Statement Policy is in operation. The health and safety committee (with assistance from PAs) completed checks on first aid boxes and deliberators in the lead up to the audit. Two new defibrillators will be required this year as the current versions will be defunct in 2027. Eight staff members recently attended FAR training while the PAs attended chair evacuation training.</p>
<p>No 8: Directors Report</p>	<p>Available on request</p>
<p>No 9: Teaching & Learning</p>	<p>Labour Market Justifications and Self-Evaluation: External assessor Teresa Stack will be contacted to complete self-evaluations again this year in May. This year relevant staff will be submitting their LMJ and SE documents at the end of April in good time for the evaluation visit.</p> <p>External Authenticators: Nine EA's have been contacted to complete external authentication from Wednesday 20th, Thursday 21st, Friday 22nd, Monday 25th or Tuesday 26th May. All but one has confirmed. Most have opted to EA remotely.</p> <p>Learner Voice: 21 MI learners attended the QA Learner Forums in Hillgrove on the 10th of February. Additionally, 145 learners completed the learner survey.</p> <p>Examination Planning: Learners have been notified of end of year examination dates.</p>
<p>No 10: Student/Learner Matters</p>	<p>Fund for Learners with disabilities: In January Monaghan Institute submitted with FSD (Fund for learners with Disabilities) report for 2025.</p>

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	<p>Sport and Academic Scholarships: Academic Scholarships have been awarded to Rafa Murphy and Nikola Fjodorovska. Sports Scholarships have been awarded to Annie Rooney, Dane Flanagan, James Canning and Cormac O’Hanlon. Congratulations to all.</p> <p>SU Representative: The board were updated on the many events which have taken place this academic year for learners in MI. Chuk also explained how involvement in the SU and clubs and societies has increased satisfaction of learners during their time in MI.</p>
No 11: Planning & Policies	<p><u>Resolution 05-02/26</u></p> <p>“That Monaghan Institute’s Statement of Internal Control be adopted”</p> <p><u>Resolution 06-02/26</u></p> <p>“That MI Admission Policy and Admission Notice for 2026 be adopted”</p> <p><u>Resolution 07-02/26</u></p> <p>“That MI Fee Payment and Refund Policy February 2026 be adopted”</p> <p><u>Resolution 08-02/26</u></p> <p>“That MI course fees 2026-2027 be adopted”</p> <p><u>Resolution 09-02/26</u></p> <p>“That CMETB Hybrid Working Policy” be adopted”</p> <p><u>Resolution 10-02/26</u></p> <p>“That CMETB Employee Reference Policy” be adopted”</p> <p><u>Resolution 11-02/26</u></p>

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	<p>“That CMETB Policy and Procedure for the Administration of Medications” be adopted”</p> <p><u>Resolution 12-02/26</u></p> <p>“That CMETB Locally Raised Funds Procedure” be adopted”</p> <p><u>Resolution 13-02/26</u></p> <p>“That CMETB Staff Handbook” be adopted”</p>
No 12: Sub Committee Reports	Services to Business - Appendix 2 MI Evening Provision Report was reviewed during the meeting
No 13: Any Other Business	<p>Congratulations: To Tracy Molloy and her new husband Phillip on the occasion of their recent wedding. We wish them health and happiness in the future.</p> <p>Excellence in FET Showcase We congratulate the MI learners who participated in and are very proud of Vanessa Treaner, Digital Marketing Course Co-ordinator and DM trainee Naula Conaty for capturing and producing this excellent video showcasing MI.</p>