

**SOLAS – Further Education and Training Authority**  
**Ordinary Board Meeting No. 066**  
**Thursday, 29<sup>th</sup> April, 2021**  
**Board meeting note**

Part 1 – Ordinary Board business

Present:	Mr. S. Aylward	- Chairman	
	Mr. A. Brownlee	- Chief Executive Officer	
	Mr. S. Burke		
	Ms. P. Carey		
	Ms. O. Coughlan		
	Mr. P. Cremmins		
	Mr. P. J. Dwyer		
	Mr. D.J. Loftus		
	Ms. Y. McNulty		
	Ms. C. Munro		
	Ms. N. O'Reilly		
	Ms. C. Sheridan		
		Mr. C.J. Dunne	- SOLAS Executive
		Dr. M-L Trant	- SOLAS Executive
In attendance:	Ms. M. Walshe	- Secretary	
	Ms. T. Dunne	- Board Secretariat	
		Mr C. McDonnell	- Deloitte
		Ms. S Grant	- Deloitte
		Mr. G. Bissett	- SOLAS
		Ms. U. Matthews	- SOLAS
		Ms. G. Gasparro	- SOLAS
		Mr. J. Roe	- SOLAS
		Ms. S. O'Neill	- SOLAS
		Ms. M. Walsh	- SOLAS

Part 2 – Board meets in Private Session.

**1. Minutes**

**(i) Draft Minutes – No. 065 – Wednesday, 24<sup>th</sup> March, 2021**

The Board approved the draft Minutes of Board meeting No. 065 held on Wednesday, 24<sup>th</sup> March, 2021.

**(ii) Meeting Note (for publication) - No. 065 – Wednesday, 24<sup>th</sup> March, 2021**

The Board approved the meeting note for Meeting No. 065 – Wednesday, 24<sup>th</sup> March, 2021, for publication on the SOLAS website.

**2. Matters Arising**

There were no matters arising.

**3. Report from Chief Executive Officer**

The Board noted the CEO Report which had been circulated in advance of the meeting.

Items in the report and highlighted on the day included: -

- An update on the phased return of Apprentices and other FET learners to on-site learning for courses that cannot be delivered online or those that require time critical practical training and assessment.
- The establishment and first meeting of a working group to examine how best to ensure that FET and apprenticeship options are presented alongside higher education choices as part of the CAO decision making process.
- The launch of the Apprenticeship Action Plan on 19<sup>th</sup> April 2021 by Minister Simon Harris.
- A progress update on the development on the online delivery option for Safe Pass including the development of a test bank for proof of concept. It was noted that a tender for ICT support for delivery of the online option is being prepared. The announcement by Minister Harris that legislation for a new licensing model for construction and quarrying employees is to be developed was also noted.
- An update on the development of the SOLAS Corporate Plan following discussion at the recent Strategic Planning Committee meeting with a draft plan to be presented to Board in July.
- Engagement with relevant stakeholders on the potential transition of outdoor education centres, which are run by ETBs, into the FET system.
- The development and publication of the Initial and Ongoing Assessment of English Language Competency of Migrant Learners in Further Education and Training – Background Report, Guidelines and Toolkit.

- An update on communications activity including media coverage and SOLAS involvement in a number of events such as the Annual Institute of Guidance Counsellors Conference, Transition Year Talks, Jobs Week, and the Business Show.
- An update on the approval of two lease agreements for WWETB to expand apprenticeship capacity and develop integrated FET provision following approval of these leases by the Department of Further and Higher Education, Research, Innovation and Science.

#### Progress on delivery of 2021 SOLAS Business Plan

The CEO provided an update on progress against the five core business objectives in the 2021 SOLAS Business Plan and the current status of KPIs underpinning the balanced scorecard. RAG (Red, Amber, Green) ratings were provided on the balanced scorecard with two items reported as having a red rating including the areas of widening participation and reforming apprenticeship. An update on steps being taken to address these items was provided including the establishment of a working group to look at the area of widening participation along with the putting in place of a new expanded Mitigating Against Educational Disadvantage (MAEDF) fund. On the area of reforming apprenticeships, the Board was provided with an update on steps being taken to address backlogs and waiting times for off-the-job training for craft apprentices.

The Board welcomed the CEO report and the update on progress against the Business Plan. The establishment of a working group to examine the area of widening participation was particularly welcomed with a suggestion that priority be given to addressing barriers to participation including childcare supports for vulnerable and marginalised women returners to the workforce.

#### **4. 2021 Further Education and Training (FET) Services Plan**

##### **(i) 2021 Funding Allocations for Further Education and Training**

#### Proposal

The Board was asked to approve and authorise funding allocations for Further Education and Training (FET) provision totalling €880.9m for Education and Training Boards (ETBs) and for the other FET providers and FET organisations funded under the FET 2021 vote as set out in the Board paper.

#### Overview and discussion

Following overall budget approval at the March Board meeting, the Board was provided with the proposed initial 2021 funding allocations for Further Education and Training noting: -

- The total amount available for allocation to ETBs for 2021 is €860.66m. which represents an overall increase of 12% when compared to the 2020 mid-year forecast.
- The proposed initial allocation to ETBs, based on their respective Funding Allocation Requests, is €828.821m.
- An unallocated amount of €31.84m will be held back and allocated throughout the year through a mix of mechanisms involving targeted funding, open calls, and/or competitive bidding.
- The proposed allocation to other FET providers and FET organisations is €19,827,114 which includes Voluntary Secondary and Community and Comprehensive Schools, other non-ETB FET providers, FET Support Organisations and 2016+ Apprenticeship Consortia/Co-ordinating Providers.
- SOLAS costs for 2021 amount to €64.5m.
- Capital Grants, for which Board approval will be sought separately, amount to €32.5m.
- Other centrally managed grants include €14m for the Apprenticeship Incentivisation Scheme and €1.1m for 2016+ Apprenticeship Development Grants for which Board approval will be sought separately.
- A number of other key areas were also highlighted, including governance, the impact of Covid-19 on the number of beneficiaries in 2021, the backlog in apprenticeship, 2020 outturn reported beneficiaries v 2021 planned beneficiaries.

The Board noted the overview and the detail provided in the Board paper. In response to a query regarding staff allocations, the Board was advised that the funding for staff posts will only be allocated as they are approved and will not be allocated automatically.

#### Board Decision

The Board approved and authorised funding allocations for Further Education and Training (FET) provision totalling €880.9m as set out in Table 2 for Education and Training Boards (ETBs), and Tables 4 to 11 for the other FET providers and FET organisations funded under the FET 2021 vote.

The Board noted the analysis of the 2020 outturn reported beneficiaries v 2021 planned beneficiaries and requested to be kept update on progress.

#### **(ii) 2021 Further Education and Training (FET) Provision**

##### Proposal

The Board was asked to note the following as set out in the Board paper:

- (i) The 2020 FET reported outturn from FET providers.
- (ii) The 2021 planned further education and training provision for Education and Training Boards (ETBs) and other FET Providers that are funded through SOLAS.

- (iii) The analysis of the 2021 FET provision planned.

#### Overview and discussion

The Board was advised that the paper, circulated ahead of the meeting, sets out the 2020 provision outturn and the planned provision of providers in 2021.

A breakdown of the reported number of starters, beneficiaries and learners that completed courses during 2020 was provided with 265,575 beneficiaries reported. Detail around planned further education and training provision for 2021 through Education and Training Boards (ETBs) and other FET Providers funded through SOLAS was also provided. The impact of Covid-19 on FET provision in 2020, which is continuing into 2021 was highlighted with the overall number of FET beneficiaries in 2020 lower than planned. An increase in the number of eCollege beneficiaries was noted.

#### Board Decision

The Board: -

- (i) Noted the 2020 FET reported outturn from FET providers in Tables 1 and 2.
- (ii) Noted the 2021 planned further education and training provision as set out in Tables 3 and 4 for Education and Training Boards (ETBs) and other FET Providers that are funded through SOLAS.
- (iii) Noted the detail of the analysis of the 2021 FET provision as set out in Tables 5 to 10.

### **5. SOLAS Annual Report and Financial Statements**

#### **(a) Internal Control Framework**

##### **(i) 1. Internal Audit Review 2020**

#### Proposal

The Board was asked to note the Internal Audit Review 2020.

#### Overview and discussion

Deloitte presented the annual Internal Audit Review 2020 including an overview of the internal audit reports issued for the 12-month period ended 31<sup>st</sup> December, 2020.

The Board was advised that ten audits were conducted in 2020 and no issues of concern were identified. It was noted that while Covid-19 restrictions placed some challenges on normal evidence gathering processes, no problems arose, and audits was duly concluded.

The Review also included the proposed internal audit plan for 2021, as agreed with the Audit and Risk Committee.

Board Decision

The Board noted the Internal Audit Review for 2020.

**5.(a) Internal Control Framework – Cont'd**

**(ii) 2. Audit and Risk Committee Annual Report 2020**

The Chairperson of the Audit and Risk Committee presented the Committee's Annual Report for 2020 to the Board and provided an update on work undertaken by the Committee throughout the year. The Board was advised that based on the work detailed in the report, the Committee were of the opinion that risk management and internal control systems are operating effectively in SOLAS. The Chairperson also acknowledged the assistance of both Deloitte and the SOLAS executive team and thanked them for their work particularly given the impact of Covid-19.

The Board noted the Audit and Risk Committee Annual Report 2020.

**5.(a) Internal Control Framework – Cont'd**

**(iii) Update on Corporate Governance Register**

Proposal

The Board was asked to note the update on the Corporate Governance Register.

Overview and discussion

The Board was advised that SOLAS had met all of the requirements of the register, with the exception of one area which requires that the Board meets in private session without SOLAS management present twice yearly. It was noted that arising from the restrictions imposed by Covid-19, the Board only met in private session once during 2020.

The Board committed to meeting in private session twice in 2021.

Board Decision

The Board noted the update on the SOLAS Corporate Governance Register 2020.

**5. (a) Internal Control Framework – Cont'd**

**(iv) Information on Disposal of Fixed Assets in 2020**

Proposal

The Board was asked to note the information on the disposal of fixed assets for the year ended 31<sup>st</sup> December 2020.

### Overview and discussion

The Board was advised that the Code of Practice for the Governance of State Bodies requires that the Executive report on the disposal of fixed assets annually. The Board was advised that there were no such transactions in the year ended 31<sup>st</sup> December 2020 as set out in the Board paper.

### Board Decision

The Board noted the information on disposal of fixed assets for the year ended 31<sup>st</sup> December 2020 as required by the Code of Practice for the Governance of State Bodies (2016).

## **5. (a) Internal Control Framework – Cont'd**

### **(iv) Update on SOLAS Corporate Risk Register**

#### Proposal

The Board was asked to note the revised and updated SOLAS Corporate Risk Register (February 2021).

#### Overview and discussion

The Board was advised that following the most recent review of the Corporate Risk Register, there had been a number of updates as outlined in the Board paper including: -

- That additional controls and actions had been added to a number of risks.
- Three risks, (i) the SOLAS Brexit Plan, (ii) the risk of adequately recognising and monitoring obligations across all legislation and regulation and (iii) the risk associated with not keeping Apprenticeship curricula up to date, had been archived.
- The Covid-19 risk has been split into two (i) internal Covid risks and (ii) external Covid risks.
- Two new risks have been added to the register (i) risk associated with the Construction Skills Certification Scheme card derogation and (ii) the risk with regard to apprenticeship waiting lists and on-line delivery.
- Two of the ten risks included in the register have shown progress through the completion of action plans and significant further actions due for completion in Q1 2021 and reviewed at risk workshops in April and May 2021.

The Board was advised that the SOLAS Corporate Risk Register, which accompanied the Board Paper, was reviewed by the Senior Leadership Team

on 8<sup>th</sup> February 2021 and by the Audit and Risk Committee on the 13<sup>th</sup> April, 2021.

#### Board Decision

The Board noted the revised and updated SOLAS Corporate Risk Register (February 2021).

### **5. (a) Internal Control Framework – Cont'd** **(v) Statement on Internal Control**

#### Proposal

The Board was asked to approve the Statement on Internal Control which had been circulated in advance of the meeting.

#### Background

The Board was provided an overview of the Statement of Internal Control and was advised that it was included in the financial statements as per the Code of Practice for the Governance of State Bodies (2016).

#### Board Decision

The Board approved the Statement on Internal Control.

### **SOLAS Annual Report and Financial Statements – Cont'd**

#### **5. (b) 2020 Financial Statements**

- (i) Statement of Responsibilities of SOLAS**
- (ii) Financial Statements (including Accounting Policies)**
- (iii) Governance Statement and Board Members' Report**

#### Proposal

The Board was asked to approve the Draft Financial Statements of SOLAS for the year ended 31st December 2020, approve the Governance Statement & Board Members' Report and, nominate the Chairperson and Chief Executive Officer at the 29<sup>th</sup> April 2021 meeting to sign the final accounts, following clearance from the Audit and Risk Committee and from the Comptroller & Auditor General.

#### Overview and discussion

The Board was advised that SOLAS is required under section 31(1) of the Further Education and Training Act 2013, to prepare final accounts that give a true and fair view of its affairs and of its income and expenditure for the period.

The Board was provided with an outline of the structure of the 2020 draft Financial Statements, including the Statement on Internal Control and noted



that that there were no material changes to the figures in the report since the March 2020 Board meeting. The addition of section on the impact of Covid-19 in the Statement of Internal Control was also highlighted.

The Board was advised that the draft Financial Statements and Governance Statement and Board Members' report were presented to the Audit & Risk Committee on 13<sup>th</sup> April 2021 and that the Committee had also met with the Comptroller and Auditor-General to discuss its audit of the statements at that meeting.

The Board welcomed the update and nominated the Chairman and CEO to sign the final accounts, following clearance by the Comptroller and Auditor-General.

#### Board Decision

The Board approved the draft Financial Statements of SOLAS for the year ended 31<sup>st</sup> December 2020, the Governance Statement & Board Members' Report and, nominated the Chairperson and Chief Executive Officer, at the 29<sup>th</sup> April 2021 meeting, to sign the final accounts, following clearance from the Comptroller & Auditor General.

### **SOLAS Annual Report and Financial Statements – Cont'd**

#### **5.(c) SOLAS Annual Report 2020**

##### Proposal

The Board was asked to note the draft of the SOLAS Annual Report 2020.

##### Overview and discussion

The Board was advised that the draft text of the SOLAS Annual Report had been circulated ahead of the meeting and Board members were invited to submit feedback to the Executive ahead of final editing and proofing.

It was noted that the Annual Report and the Financial Statements are required to be submitted to the Minister for Further and Higher Education, Research, Innovation and Science by the end of May 2021.

##### Board Decision

The Board noted the draft SOLAS Annual Report 2020.

### **SOLAS Annual Report and Financial Statements – Cont'd**

#### **5. (d) Chairperson's Report to the Minister to accompany the Annual Report 2020.**

##### Proposal

The Board was asked to consider and approve the Chairperson's Report to the Minister for Further and Higher Education, Research, Innovation and Skills, to accompany the 2020 Annual Report.

Overview and discussion

The Board was provided with an outline of the draft Chairperson's Letter to the Minister as required under the Code of Practice for the Governance of State Bodies (2016) and noted the inclusion of an additional section on the Impact of Covid-19.

Board Decision

The Board approved the Chairperson's Report to the Minister for Further and Higher Education, Research, Innovation and Skills, to accompany the 2020 Annual Report.

**6. Cleaning Contract Tender**

Proposal

The Board was asked to approve the addition of a proposed tender for the SOLAS Cleaning Contract for a four-year period with an estimated value of €420k including VAT to the 2021 Procurement Plan.

Overview and discussion

At its meeting on 11<sup>th</sup> February 2021, the Board approved the 2021 Procurement Plan which included 65 items totalling €23.5m proposed for tender in 2021.

The Board was advised that the current SOLAS Cleaning Contract expires on 31<sup>st</sup> December 2021 and that the Executive were seeking approval to add the proposed tender to the 2021 Procurement Plan.

The Board was advised that the tender award will be brought back to the Board for approval at a future date when the tender process has been completed.

Board Decision

The Board approved an addition to the 2021 Procurement Plan to include a proposed tender for the SOLAS Cleaning Contract over a four-year period with an estimated value of €420k including VAT.

**7. SOLAS Car Parking Arrangements**

Proposal

The Board was asked to approve, in principle, the securing of up to 30 additional parking spaces for SOLAS staff adjacent to Castleforbes House, Castleforbes Road, Dublin 1.

Overview and discussion

The Board was provided with an overview of the paper circulated in advance of the meeting and advised that the Executive were seeking approval in principle

to secure additional parking capacity as a result of the loss of parking facilities in Castleforbes Business Park. The Board was advised on the rationale for the proposal, and it was noted that SOLAS staff availing of the parking facilities will make an agreed contribution to the cost of the parking and that a final proposal will be brought to the Board for consideration.

#### Board Decision

The Board approved, in principle, the securing of additional parking facilities for SOLAS staff adjacent to Castleforbes House, Castleforbes Road, Dublin 1.

Details of the final option selected and associated costs, will be brought to the Board for approval at a future date.

### **8. Progress Report on Post Leaving Certificate (PLC) Provision**

#### Proposal

The Board was asked to note the update on the reform programme around Post Leaving Certificate (PLC) provision, and how the role of PLC type courses and Further Education colleges will continue to evolve and develop in line with implementation of Further Education and Training (FET) strategy.

#### Overview and discussion

The Board was provided with the background to and an update on the progress following the evaluation of PLC provision in 2018 and the recommendations arising out of the review. An overview was provided on the progress of many of the recommendations under the oversight of the Programme Improvement Advisory Committee which had been established following the issuing of the report. At its 8<sup>th</sup> meeting in November 2019, the Committee agreed that outstanding recommendations related to wider reform issues that needed to be tackled on a cross-FET basis particularly given the strong integration and programme harmonisation agenda which was emerging at that time in the final draft of the new FET strategy.

The Board was advised that the further reform of PLC provision will be done in the context of wider cross-FET transformation and through the implementation of the FET Strategy.

The Board welcomed the update and sought assurances around further reform particularly in the area of Governance and projected timelines. The Board also discussed possible issues arising around the funding of PLC provision through the Voluntary Secondary, Community and Comprehensive Schools. The CEO advised that he come back to the Board on the current position re transfer of resources for dual provision schools.

#### Board Decision

The Board noted the update on the reform programme around Post Leaving Certificate (PLC) provision, and how the role of PLC type courses and Further

Education colleges will continue to evolve and develop in line with implementation of Further Education and Training (FET) Strategy.

## **9. Human Capital Report 2020**

### Proposal

The Board was asked to note the first SOLAS Human Capital Report 2020.

### Overview and discussion

The Chairperson of the Workforce and Organisational Development Committee introduced the item by welcoming the First SOLAS Human Capital Report and paying tribute to the work of the Committee, the SOLAS People Team, management and staff.

The Board was provided an overview of the report and highlighted areas of progress and development, key wins and a summary of achievements in 2020. Key wins included the refreshing of the organisational structure, development of leadership capability, a new HR operating model, a centralised approach to learning and development and supports around performance including the introduction of coaching for all staff.

The Board welcomed the report and congratulated the Executive on the achievements to date.

### Board Decision

The Board noted the first annual SOLAS Human Capital Report 2020.

## **10. Gender Pay Gap Report 2021**

### Proposal

The Board was asked to note the SOLAS Gender Pay Gap Report 2021 and approve its future publication.

### Overview and discussion

The Board was provided with an overview of the paper and advised that, in 2019, SOLAS was introduced to the Pay Pioneers Project which was looking at the Gender Pay Gap in Ireland and had committed to being an early adopter. The Board was provided with details of the current Gender Pay Gap in SOLAS with 2020 comparisons along with details of the efforts made to address the pay gap including initiatives around staff promotions, acting roles and work around diversity.

It was noted that SOLAS proposes to release its gender pay gap data early and to adopt immediate, practical steps to narrow the gap over the next 12 months.

### Discussion

The Board welcomed progress to date and provided feedback including a suggestion around engagement with ETBs on their Gender Pay Gap.

### Board Decision

The Board noted the SOLAS Gender Pay Gap Report 2021 and approved its future publication.

## **11. Annual Board Performance Survey – 2020 Results**

### Proposal

The Board was asked to consider the results of Annual Board Performance Survey 2020.

### Overview and discussion

The Board was provided an overview on the results of the annual Board Performance Survey which is a requirement of the Code of Practice for the Governance of State Bodies, 2016. The Board was provided with key themes emerging from the results. It was agreed that the Board would consider the results as part of their discussion in private session at the end of the meeting.

### Board Decision

The Board noted the results of the Annual Board Performance Survey 2020 and agreed to continue their consideration of the themes emerging under Part 2 – Board Private Session.

## **12. SOLAS Finance Report For the three-month period to 26<sup>th</sup> March 2021**

### Proposal

The Board was asked to note the SOLAS Finance Report for the three-month period to 26<sup>th</sup> March 2021.

### Overview and discussion

The Board was provided an update on expenditure compared with income for the three-month period ended 26<sup>th</sup> March 2021.

Total expenditure for the period was €243.618m and €2.5m behind the year-to-date budget.

Further updates included:-

- Two phases of Grants to ETB's amounting to €223.5m have been paid to date.
- Apprenticeship Incentivisation Grants was underspent by €2.3m against a year-to-date budget of €4.4m.

- SOLAS actual direct costs in line with estimated year-to-date budget while SOLAS Operational costs were under by €0.102m.

#### Board Decision

The Board noted the Finance Report for the three-month period to 26<sup>th</sup> March, 2021.

### **13. Board Committees and Advisory Committees**

#### **(1) Committee & Advisory Committee - Update from Chairpersons**

##### Audit and Risk Committee

The Chairperson of the Committee, referred to the earlier update on the work of the Committee, as reported under Item 5 – ‘Audit and Risk Committee Annual Report 2020’. It was noted that the Committee was satisfied that there were no significant findings arising from the six Internal Audit reports issued during 2020.

##### Strategic Planning Committee

The Chairperson of the Committee, referred to the Minutes of the 26<sup>th</sup> January 2021 which were before the Board today for noting.

The Board was advised on areas discussed at its recent meeting including:

- the themes and priorities for the 10-year Adult Literacy, Numeracy and Digital Literacy Strategy.
- the Further Education and Training (FET) Strategy
- the SOLAS Corporate Plan.

The Chairperson also advised that the Committee may convene an additional meeting in June to discuss the Further Education and Training (FET) Strategy Implementation Plan.

##### Workforce and Organisational Development Committee

The Chairperson of the Committee, reported that, at its recent meeting, the Committee discussed: -

- the SOLAS Human Capital Report 2020
- the SOLAS Gender Pay Gap Report.

##### National Apprenticeship Advisory Committee

The Chairperson of the Committee reported that no recent NAAC meeting had taken place. However, it was noted that the backlogs in those waiting for off-the-job training on craft apprenticeship was an issue of concern for the Committee and highlighted the need for an increase in

those returning to practical training as well as the need for an increase in the capacity to deliver this training.

**(2) Committee & Advisory Committee - Minutes**

**(i) Audit and Risk Committee**

Minutes – Tuesday, 26<sup>th</sup> January 2021

The Board noted the minutes of the Audit and Risk Committee meeting held on 26<sup>th</sup> January 2021

**(ii) Strategic Planning Committee**

Minutes – Tuesday, 26<sup>th</sup> January 2021

The Board noted the minutes of the Strategic Planning Committee meeting held on Tuesday, 26<sup>th</sup> January 2021.

**(iii) Workforce & Organisation Development Committee**

Minutes – Monday, 22<sup>nd</sup> March 2021

The Board noted the minutes of the Workforce and Organisational Development Committee meeting held on Monday, 22<sup>nd</sup> March 2021.

**14. Any Other Business**

The Board supported a proposal to invite staff at various levels in the organisation to attend Board meetings in an observational capacity as part of their continuous professional development. It was noted that this process would commence with the attendance by Board Committee secretariat at the 1<sup>st</sup> June, 2021 Board meeting.

There was no other business.

**15. Date of Next Meeting**

The next meeting was scheduled to take place on Tuesday, 1<sup>st</sup> June 2020 from 10.00am to 12.30pm

**Part 2 – Board met in private Session.**

Note: The Board Secretariat and Executive did not attend this private session.

**APPENDIX 1**



**Time: 10.00am – 2.30pm**

**Venue: SOLAS – Castleforbes House, Dublin 1**

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**Board of SOLAS Meeting**

**A G E N D A**

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**10.00am – 1.00pm Part 1 – Ordinary Board business**

**1.30pm – 2.30pm Part 2 – Private Session**

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**Part 1 – Ordinary Board business**

**Note: Declaration of Conflict of Interest**

- \* 1. Minutes
  - (i) Draft Minutes – No. 065 – Wednesday, 24<sup>th</sup> March, 2021
  - (ii) Meeting Note (for publication) - No. 065 – Wednesday, 24<sup>th</sup> March, 2021
- 2. Matters Arising
- \* 3. Report from Chief Executive Officer

**DECISION ITEMS**

- \* 4. 2021 Further Education and Training (FET) Services Plan (paper(s) to follow)
  - (i) 2021 Funding Allocations for Further Education and Training (FET)
  - (ii) 2021 Further Education and Training (FET) Provision
- \* 5. SOLAS Annual Report and Financial Statements
  - (a) Internal Control Framework
    - (i) 1. Internal Audit Review 2020
    - (ii) 2. Audit and Risk Committee Annual Report 2020
    - (iii) Update on Corporate Governance Register (verbal)



- (iv) Information on Disposal of Fixed Assets in 2020
- (v) Update on SOLAS Corporate Risk Register
- (vi) Statement on Internal Control

Cont'd....

**DECISION ITEMS** - Cont'd....

- \* 5. SOLAS Annual Report and Financial Statements – (Cont'd)
  - (b) 2020 Financial Statements
    - (i) Statement of Responsibilities of SOLAS
    - (ii) Financial Statements (including Accounting Policies)
    - (iii) Governance Statement and Board Members' Report
  - (c) SOLAS Annual Report 2020
  - (d) Chairperson's Report to the Minister to accompany the Annual Report 2020
- \* 6. Cleaning Contract Tender
- \* 7. SOLAS Car Parking Arrangements

**DISCUSSION ITEMS**

- \* 8. Update on Post-Leaving Certificate (PLC) Reform Programme
- \* 9. Human Capital Report 2020
- \* 10. Gender Pay Gap Report 2021
- \* 11. Annual Board Performance Survey – 2020 Results  
(Deferred from March 2021 Board meeting)

**INFORMATION ITEMS**

- \* 12. SOLAS Finance Report  
For the three-month period to 26<sup>th</sup> March, 2021
- \* 13. Board Committees and Advisory Committees  
Committee & Advisory Committee - Update from Chairpersons  
Committee & Advisory Committee - Minutes
  - (ii) Audit and Risk Committee  
Minutes – Tuesday, 26<sup>th</sup> January, 2021  
Strategic Planning Committee  
Minutes – Tuesday, 26<sup>th</sup> January, 2021
  - (iii) Workforce & Organisation Development Committee  
Minutes – Monday, 22<sup>nd</sup> March, 2021
- 14. Any Other Business

15. Date of Next Meeting

\* (Denotes Paper)

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**1.30pm – 2.30pm - Part 2 – Private Session**