

**NCGE Management of Guidance Committee (MGC) 2017-2019**  
**Record of the 9<sup>th</sup> Meeting**  
**28<sup>th</sup> November 2018**

**1. Minutes from the last meeting (26<sup>th</sup> September 2018) and Matters Arising**

**Matters Arising**

**DES Online Compliance Survey**

There was no update on the DES Online Compliance Survey since the last MGC Meeting.

**SOLAS – FET Guidance**

The NCGE Director gave an update on the NCGE with ETBs AGMS consultation meetings in collaboration with the ETBI, which took place in November in Mullingar and Dublin venues. In compliance with GDPR, NCGE and each ETB are the joint data controllers with the proposal that NCGE is the Lead Joint Controller. On the advice of the Léargas solicitor and external consultant, NCGE is to create a template agreement with each ETB. This is still in process and the NCGE MGC will be updated on this at the next NCGE MGC meeting in January 2019.

**DES Career Guidance Review**

Due to the change in Minister and the school building issues there is a further delay in meeting to discuss the review report. There is no date set for the report to be available.

**Discussion on Ibec Report re Career Guidance ‘Informed choices: career guidance in an uncertain world’**

DES was informed about the report and received detailed feedback from the NCGE Director. The author of the Ibec Report, Kara McGann, received feedback on a number of issues with the report, and was invited to meet with the NCGE Director on the 5<sup>th</sup> December.

**Whole School Guidance Framework – Pilot and Resources**

There was a very good response to the Framework with a large number interested in it. NCGE’s next step is submitting a proposal on how best to roll out the WSGF. There are currently online resources on the NCGE website with more to be uploaded after Christmas.

The Minutes of the 8<sup>th</sup> Meeting were proposed and seconded.

**1a. Draft Meeting Record of 8<sup>th</sup> Meeting**

There were no suggested changes to the meeting record of the 8<sup>th</sup> meeting which were then approved to upload onto the NCGE website.

**2. Governance (Risk Assessment & Management)**

The NCGE Director provided a confidential handout on NCGE Governance to each MGC Member which was followed by a discussion on risk assessment and management. The Léargas Executive Director highlighted the need to include ‘Risk Assessment and Management’ as an Agenda Item for every NCGE MGC Meeting.

The Chair introduced a discussion among the MGC Members on how and what exactly the new agenda item 'Risk Assessment and Management' would be discussed and noted. It was considered that any potential risks to NCGE be brought and discussed at the MGC Meeting to ascertain if it is a risk, and if so, to note on a NCGE Risk Register. The next step would be for the MGC to decide whether the risk could be solved among staff or be escalated.

The internal audit review in Léargas/NCGE in November 2018 was also discussed among the MGC Members.

### **3. NCGE MGC Members Updates**

Each NCGE MGC Member present at the meeting provided input on the current status of their respective organisation.

### **4. Report from the Finance Sub-Committee**

The Finance Sub-Committee met on the 23<sup>rd</sup> October and reviewed the Q3 Income and Expenditure Returns. NCGE are operating within budget. A copy of the FSC Report was given to each member and the NCGE Director explained this in detail.

### **5. Strategic Plan Discussion**

There was a short discussion on the NCGE Strategic Plan for 2018-2020 and it was decided to focus on this plan during an extended MGC meeting to take place from 11:00-15:00 on Wednesday 27<sup>th</sup> March.

### **6. A.O.B.**

The NCGE Director distributed a copy of the revised MGC TOR to the MGC Members. This updated version will be uploaded onto the NCGE website.

The meeting ended at 13:07.