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Board Meeting Residential
16th and 17th May 2026
Midlands Park Hotel, Portlaoise

Minutes

The main object for which the Youth Work Ireland is established is:

- **To benefit the community through a planned programme of education designed for the purpose of aiding and enhancing the personal and social development of young persons through their voluntary participation, and which is complementary to their formal, academic, or vocational education and training; and is provided by voluntary youth work organisations. (Constitution of YWI)**

Date: **16th &17th May 2026**
Time: **2 days**
Venue: **Midlands Park Hotel**
Chair: Catherine Durkin
Facilitation: Helen Newman
Expected : Catherine Durkin (Chairperson) Caolan Faux, Danielle Gayson (President), Geraldine Hogarty**,** Molly Hickey, Donal Kelly, Jamie Mac Giolla Bháin, Deirdre Bermingham, Pat Hayes (Treasurer)
Apologies: Leo Galvin, Sean Roche, Doireann Walsh, Ger Conlon,
Absent:
In Attendance: Patrick Burke CEO., Mary Horgan, Paul Gralton and Matthew Seebach in attendance for certain agenda items:

Day 1 16th May 2026

No	Item	Issues / Actions	Lead	Timeline
1	**Welcome by Chair**	The chair welcomed all to the residential and expressed her hope that it would be fruitful, beneficial and enjoyable for all. She welcomed Helen Newman as our facilitator, and all the members of the Management Team present.	Catherine Durkin	
2	**Introduction to the Day**	Helen introduced the agenda and lead an opening exercise to help bring focus to our day.	Helen Newman	

3	**Safeguarding Training**	All board members present undertook the required Safeguarding Training. The session was led by Geraldine Hogarty (Chair of the Board Safeguarding subcommittee)	Paul Gralton, Geraldine Hogarty	
4	**Review of Action Tracker**	The CEO brough the board through the Action Tracker document. Progress on the Action Tracker was welcomed and thought useful. Points noted • The Pobal Audit is considered an ongoing piece rather than a completed task. • Clarification was sought and provided on capital funding.		Immediately

Day 2 17th May 2026

No		**Agenda Item**	**Decisions / Actions**
1	*a.*	Welcome	The Chair welcomed all to the meeting and thanked them for taking the time to participate in the residential.
	b.	Quorum	The chair declared that a quorum was present.
	c.	Adoption of Agenda	The meeting reviewed the agenda, and it was then formally adopted.
	d.	Conflict of Interest	The chair invited those present to declare if any item on the agenda represented a conflict of interest for them. No such conflict was declared.
	e.	Conflict of Loyalties	The chair invited those present to declare if any item on the agenda represented a conflict of loyalty for them. No such conflict was declared.
	f.	Apologies	Apologies from Leo Galvin, Sean Roche, Doireann Walsh, and Ger Conlon were noted.

2	*a.*	Minutes of Board Meeting 23rd April	The meeting reviewed the minutes of the meeting of 23rd April 2026 and then they were formally approved.		
	b.	Minutes for Board Meeting 23rd April 2026	The meeting reviewed the minutes of the meeting of 23rd April 2026 and then they were formally approved.		
	c.	Matters Arising			
3	**Finance**		Head of Finance presentation available		
	a.	Management Accounts 30April 2026	The HOF presented the Management Accounts to the end of April 2026 to the board. She reported that very little had changed in the accounts since our last meeting, as the accounts to the end of March had already been reviewed and approved. Both income and expenditure continue to be broadly in line with expenditure.		

	b.	Balance Sheet *30th April 2026*	It was noted that the Balance Sheet continues to be strong and healthy, and this was very much welcomed.		
	c.	Cashflow Report *30th April 2026*	The management accounts, balance sheet and cash flow were then formally approve.		
	d.	Minutes of Governance Subgroup	The meeting noted the Minutes of the Governance Subgroup Meetings of 7th May and 13th May 2026		
	d.	2025 Trustee Report and Audit	The Treasurer introduced the 2025 Trustee Report. The Governance subgroup had met on two occasions to consider the report and had also met with the Auditors. In addition, the treasurer explained that he had submitted detailed comments on the draft in the previous week and had liaised with the management to ensure that concerns were addressed. He also had spoken to the Auditors and requested assurances that the report is fully compliant with all our obligations as a charity. The Governance subgroup is now satisfied to recommend approval of the Trustee report to the board. The chair thanked the Management and Board for their work and highlighted the enormous quality and quantity of work that had been delivered by the organisation in 2025. The board then formally approved the Trustee Report.		
	e.	Audit finding Report	The Head of Finance brought the board through the audit letter and noted that items of concern whatsoever were identified by the auditors. The letter was then formally approved.		
	f.	Pobal Audit	The Head of Finance brought the board through the most recent updates to the implementation plan in relation to the findings of the recent Pobal Audit. This item will be on the agenda for each Governance Meeting and Board Meeting.		
4	**Strategic Considerations**				
	a.	Youth Work For all Campaign	The Chair and the CEO reported that they are still delivering the *Youth Work for All* stakeholder events with MYSs. In the coming two weeks three more MYSs will have hosted an event. They invited members of the board and the National Youth Action Group to participate in the events. We continue to work to make sure all MYS engage in the process.		
	b.	ECYC update	The Chair provided a verbal update on ECYC. Preparations are underway for the GA in Slovakia in June. The Secretary General is on leave, and the work is being undertaken by the bureau, which is very onerous. We are awaiting word on a number of applications made to ERASMUS 2026.		

	c.	ERYICA Update	The meeting welcomed and noted the written report provided by Geraldine Lacey (our current representative on the ERYICA Board). It was agreed that hosting the ERYICA GA in Ireland this year was a great opportunity to promote the work of youth information.		
	d.	Communications Strategy	The meeting reviewed and very much welcomed the updated communications strategy. The board members look forward to receiving reports at each of its meetings on progress.		
	e.	Info omics Conference and ERYICA General Assembly	The meeting reviewed the draft "Date for the Diary" publication in relation to the conference. The CEO informed the meeting that we are being encouraged by the DOEY to apply to have the conference officially designated as an associated event for the Irish EU Presidency. This would allow us to use the EU Presidency branding and add status to the event. The application will go in during the coming days. The working group is currently working on the line up of speakers for the event and also liaising with the ERYICA secretariat on their needs.		
	f.	YWI Convention 2026	Plans are very well underway for this event with speakers from the DOEY and DOJHAM committed to the event. An academic expert with international experience in youth justice will also participate in the event. MYS will also have the opportunity to showcase their work and also two MYSs will present at the plenary.		
5	**Operational**				
	a.	Staff Highlights Report June to December 2026	The staff highlights document was taken as read. It was welcomed by the board, and the quality and extent of the work was noted.		
	b.	Updated Line Management Structure	The updated Line Management Structure was noted by the board		
	c.	Organisational Structure	The updated Organisation Structue was also noted and welcomed.		
	d	Work Plans	There was an extensive presentationon on the work plan for 2026 prepared by Matthew Seebach. The board was made aware of how the implemtation of the plan will be monitored and reported on. There will be an update on the monitoring of the plan at each board meeting. The plan was discussed in detail and comments for the board were noted. The plan was then formally approved by th board.		
6	**Federal Governance**				

	a.	Federal Leadership Group	The Federal Leadership Group's draft terms of reference was formally approved by the board.		
	b.	Pre Budget submission	The meeting reviewed the draft Pre-Budget Submission and after some discussion it was formally approved.		
7	**National Office Governance**				
	a.	AGM	The board reviewed and formally approved the agenda for the AGM.		
	b.	Risk Assessment / Management	The CEO presented the risk report in relation to ***Principle 1 of the Charities Governance Code: Advancing Charitable purpose of the charity***. He highlighted the controls which are in place to mitigate against this risk and the evidence which is uploaded onto the Cal risk System to support the controls The current level of risk was noted		
	c.	Safeguarding Subgroup Update	Geraldine Hogarty (Chair of the Safeguarding Sub-group) reported the group continues to meet and are implementing their work plan. The group continues to review the Safeguarding Policy and procedures to ensure that they kept up to date. They also review the training system for safeguarding within the federation. There is good attendance at this meeting.		
	d.	Youth Justice Subgroup update	Deirdre Birmingham (Chair of the Youth Justice Subgroup) updated the meeting on the activities of the subgroup. The group meets very regularly and there is excellent attendance. Key topics current under consideration by the Group include: • The Youth Justice Convention • Participating in ongoing research being carried out by UL • Participation in various subgroups of the national Advisory committees (Patrick Burke and Ger Lacey are our representatives on this board) • The group meet regularly with Helen McGuire of UL who keeps the group informed on all research and policy developments.		
	e.	Advocacy Subgroup update	In the absence of Leo Galvin (Chair of the Advocacy subgroup) the Chair of the Board provide a verbal update on the key issues being considered by the subgroup: • Prebudget submission		

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<tr><td></td><td></td><td></td><td>Youth Spaces Research
WRC and Staff Salaries in the light of the WRC recommendations
It was noted that more work was needed in this area to improve participation on the committee.</td><td></td><td></td></tr>
<tr><td></td><td>f.</td><td>National Youth Action Group update</td><td>Following discussion at the last Board meeting, there has been reflection on the current functioning of the NYAG and areas where reform may strengthen its governance, participation from the membership, effectiveness, representation, and fairness. There is now a real opportunity to build on what is already strong while addressing a number of structural and participation challenges. It was agreed at some NYAG reform is required. The following steps were agreed in order to reform some of the systems and be more compliant with the recent Pobal audit finding:
We need to return to the original idea of inviting the board of all MYSs to nominate two young people to the group.
For now, existing members will continue, and we will discuss at a later date if we accept membership in other ways other than nominations from the youth work Ireland membership.
The board agreed that the system of a rotating chair for the NYAG must cease in favour of a chair being appointed from among those members currently on the Board of Trustees. This will give everybody clarity on who to speak to in relation to the subgroup and its activities. It also provides a direct connection to the board as is the case in all other subgroups of the Board of Trustees.
Minutes must be taken at each meeting and formally signed at the following meeting when approved
A list of names, the MYSs they represent, and the date appointed must be maintained
A list of attendees, absences, and apologies must be maintained
The CEO will review the supports being provided to the group by National Office in terms of personnel with the Management Team and current support staff and revert to the group with a plan
The CEO attend the next meeting of the group if invited.
These decisions were formally approved.</td><td></td><td></td></tr>
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	g.	Board skills audit Review	The meeting reviewed the skills audit document, and agreed that generally speaking we have a wide range of applicable skills on the board and that this is a very good position to be in. A potential gap in the area of cyber security was noted although they may well be covered by our IT contract. The Governance Group will keep the situation under review.		
	h.	Review of list of Company Policies for review in 2026	The meeting noted the progress on reviewing company policies. The grant from ERASMUS has been confirmed and this will assist us on a very intensive review and updating of our youth participation policy in the coming year.		
	i.	Board Priorities Plan	The board noted the plan and agreed that it will be reviewed again towards the end of the year, and its impact will be reviewed and assessed.		
	j.	Premises	The CEO provided a verbal update on progress in relation to the ongoing works in Dominick street. We expect to be finalising the works for the back of the building following planning permission in August / September. The windows will then be fitted. The gas connection to the new boiler will then be finalised.		
8	**HR**				
	New Assistant CEO		The CEO report on the work he has being doing with the Management Team with regard to the assignment / reassignment of critical managerial tasks. This process will help toward finalise the job description and personal specification of the new ACEO. He plans to go to market in September with a view to having the new person in place by late January 2027.		
9	**Any Other Business**				
	a.	2026 Meetings and Trainings	The next meeting of the board will be face to face in Dominick street on July 18th, 2026. The Chair thanked everybody for their contribution to the board residential, the board members staff in attendance, and the CEO Patrick Burke, and she drew the meeting to a formal close.		

Board Registration Record 2025 - 2026

13 current Members: Quorum is 50% +1 which is 6 Members present. Gender breakdown: 7 identify as male, 5 as female and 1 as non-binary

		Code of Conduct Signed	Trustee Register of Interest	Safeguarding Training	Induction Training Revised Pack	22nd No 2025	7th Feb 2026	23rd April 2026	16 &17 May 2026
1	Catherine Durkin	✓	✓	✓ 12/05/26		✓	✓	✓	✓
2	Danielle Gayson	✓	✓	✓ 12/05/26		✓	✓	Apo	✓
3	Geraldine Hogarty	✓	✓	✓ 12/05/26		✓	✓	✓	✓
4	Sean Roche	✓	✓			✓	✓	✓	Apol
5	Donal Kelly	✓	✓	✓ 12/05/26		✓	✓	✓	Apol
6	Molly Hickey	✓	✓	✓ 12/05/26		✓	✓	Apo	✓
7	Leo Galvin	✓	N/A			✓	✓	✓	Apol
8	Pat Hayes	✓	✓	✓ 12/05/26		Apol	✓	✓	✓
9	Doireann Walsh	✓	✓			✓	✓	✓	Apol
10	Ger Conlon	✓	✓			✓	✓	Apo	Apol
11	Caolan Faux	✓	✓	✓ 12/05/26		Apol	✓	Apo	✓
12	Jamie Mac Giolla Bháin	✓	✓	✓ 12/05/26		Appointed	✓	✓	✓
13	Deirdre Bermingham	✓	✓	✓ 12/05/26		Appointed	✓	✓	✓