

## Minutes of Meeting held on Friday, 5<sup>th</sup> January 2018

An extraordinary meeting of Louth and Meath Education and Training Board took place in King Street, Drogheda at 10am.

<b>CATHAOIRLEACH:</b>	Ms. Jennifer D'Arcy
<b>BAILL I LATHAIR:</b>	Marianne Butler, Oliver Tully, Bill Sweeney, Ashimedu Okonkwo, Tomás Sharkey, Wayne Harding, Nick Killian, Damien O'Reilly, Ciaran O'Donnell, Eimear Ferguson, Catherine Clair, Maeve Yore, Sean Carey, Cormac Bohan, Sharon Tolan, Siobhan Greer, Jenny Darcy
<b>LEITHSCEIL:</b>	Trevor Golden, Alan Breathnach and Maria Murphy
<b>AR FREASTAIL:</b>	Mr. Martin G. O' Brien, CE Ms. Fiona Kindlon, Director of Schools Mr. Brian Murphy, Director OSD Ms. Sadie Ward McDermott, Director of FET Ms. Anne Whyte, APO Finance Mr. Frank Smith, APO Corporate Services

<b>CLAR</b>	<b>Apologies/Condolences/Congratulations</b>
<b>1.</b>	<b>Absence Approval</b>
<b>2.</b>	<b>AFS 2016</b>
<b>3.</b>	<b>AOB</b>

### **APOLOGIES**

Apologies were noted from Trevor Golden, Alan Breathnach and Maria Murphy

### **CONDOLENCES**

Votes of sympathy were passed in the usual respectful manner.

### **CONGRATULATIONS**

Nothing to report

<b>1. Absence Approval</b>
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It was resolved **R. 01/01/2018**

“To approve the absence of LMETB members Trevor Golden, Alan Breathnach and Maria Murphy”

**Proposed: Cormac Bohan**

**Seconded: Cllr. Wayne Harding**

<b>2. AFS 2016</b>
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The revised draft of AFS 2016 was circulated to Board members for information and review. Oliver Tully spoke about the AFS 2016 on behalf of the Finance Committee. He thanked staff and other Board members for their contribution in completing these documents.

The CE acknowledged the work of staff in preparing the AFS 2016. He said that a significant amount of work had been done in the area of school bank accounts and that it is important that the area continues to receive ongoing attention. Surplus funds in school bank accounts will be dealt with and run down as appropriate. There is a generally held expectation that the audit process will be easier moving forward. He advised that while the Audit and Finance Committee are requested to meet at least four times per year that they are perfectly free to meet more often should they wish.

Brian Murphy, Director of OSD explained that draft AFS for 2016 were submitted to C&AG in March 2017 but were returned due to the possible impact on them of issues that emerged in respect of the 2015 AFS. He advised that C&AG staff are expected to commence the audit of 2016 AFS early in 2018 and the audit of AFS 2017 late in 2018.

Anne Whyte, APO Finance took members through the draft AFS for 2016. She explained that they reflect revisions in three areas:

1. All school bank accounts are reflected. This is on foot of C&AG direction given as part of the audit of 2015 AFS. Prior to this LMETB had operated within internal audit guidelines which stated that only category 1 and 2 bank accounts needed to be included in AFS
2. EU project expenditure reclassification.
3. PLC expenditure reclassification. She noted that the Finance Committee had met to review draft AFS on 21<sup>st</sup> December and this morning.

The Chairperson commended the ETB on their work to date and responsiveness to questions posed. She also commended the Finance Committee and Audit Committee on their work in relation to the AFS to date.

Bill Sweeney thanked the staff for their patience and professionalism in the matter.

It was resolved **R 02/01/2018** to approve the draft of the AFS 2016 as presented to LMETB.

**Proposed: Cllr. Oliver Tully**

**Seconded: Cllr. Nick Killian**

Brian Murphy Director OSD circulated a revised Statement of Internal Control (SIC) for 2016. He explained that it had been updated and forwarded to the Chairperson of the Audit



Committee. It was resolved **R 03/01/2018** to approve the draft Statement of Internal Control (SIC) of LMETB

**Proposed: Ciaran O'Donnell**

**Seconded: Cllr. Oliver Tully**

**3. Requirement for newly appointed managerial staff in RSTC to be approved as signatories on the RSTC bank account**

Brian Murphy, Director of Organisation Support and Development requested that the Board would grant approval for newly appointed staff members of Management in the Regional Skills and Technical College Dundalk - Bernie McKevitt and Paul Rosbotham as as signatories on the RSTC bank account.

It was resolved **R 04/01/2018** to grant approval for newly appointed staff members of Management in the Regional Skills and Technical College Dundalk - Bernie McKevitt and Paul Rosbotham as signatories on the RSTC bank account.

**Proposed: Maeve Yore**

**Seconded: Sean Carey**

All outstanding matters being resolved the meeting was concluded through the Chair with appreciation to members for attending.

The next meeting of LMETB will take place on January 18<sup>th</sup> 2018 at 5pm in the new building at Beaufort College where the election of a new Chairperson will be the first item on the agenda

SIGNED:

Marta O'Brien  
CHIEF EXECUTIVE

Sean Carey  
CHAIRPERSON

DATE:

26-2-18

26-2-18