

Minutes of Meeting held on Thursday, 27th May 2021

A meeting of Louth and Meath Education and Training Board commenced at 5.00 p.m.
 The meeting took place remotely in the light of government direction
 regarding the Covid 19 virus

CATHAOIRLEACH:	Cllr. Wayne Harding
BAILL I LATHAIR:	Cllr. Andrea McKevitt, Cllr. Antóin Watters, Mr. Barry McCourt, Mr. Bill Sweeney, Mr. Billy Doyle, Cllr. Damien O'Reilly, Cllr. Eileen Tully, Cllr. Emer Tóibín, Cllr. John Sheridan, Ms. Karen Tobin, Ms. Malgorzata Gilani, Cllr. Maria Murphy, Cllr. Marianne Butler, Cllr. Nick Killian, Mr. Paul Dermody, Cllr. Sharon Tolan and Ms. Siobhán Greer
LEITHSCEIL:	Cllr. Deirdre Geraghty-Smith and Ms. Máirín Uí Fháinnín
AR FREASTAIL:	Mr. Martin G. O'Brien, CE Ms. Fiona Kindlon, Director of Schools Ms. Sadie Ward McDermott, Director of FET Mr. Brian Murphy, Director of OSD Ms. Imelda Brehony, APO Human Resources Ms. Roisin Duffy, APO Finance Ms. Sinead Murphy, APO Land and Buildings Mr. Frank Smith, APO Corporate Services Ms. Carmel McEvoy, PA to CE

The Chairperson advised that the meeting was being held on-line due to government directives regarding the Covid 19 virus. The Chairperson thanked LMETB staff for making the necessary arrangements and thanked members for attending remotely.

APOLOGIES

Apologies were noted from Ms. Máirín Uí Fháinnín.

CONDOLENCES

Condolences were expressed in the usual respectful manner.

CONGRATULATIONS

Congratulations were expressed to the following:

Mr. Séamus McCarthy who has been appointed to the permanent position of Deputy Principal at Ashbourne Community National School, Ashbourne,

Ms. Shabana Hussain Dowd who joins the Schools Leadership Team as Deputy Principal at Coláiste Ríoga.

Ms. Saoirse Mc Dermott who has been appointed to the permanent position of Deputy Principal at Faughart Community National School, Faughart, Dundalk and

Mr. Ken Flynn, currently Deputy Principal, who has been appointed as Principal of Beaufort College, Navan with effect from 1st September 2021

CONFLICTS OF INTEREST

The chairperson noted that, in the circumstances, the normal hard copy conflict of interest sheet was not being circulated and asked members to advise of any conflicts of interest in relation to any item on the agenda. No conflicts of interest were declared. The Chairperson noted that members had been requested to confirm the position by email and urged any members who had not yet done so to do so as soon as possible.

1. Absence Approval

It was resolved **R. 01/05/2021** to approve the absence of LMETB members: Cllr. Deirdre Geraghty-Smith and Ms. Máirín Uí Fháinnín.

Proposed: Cllr. Nick Killian

Seconded: Mr. Bill Sweeney

2. Minutes and matters arising

2.1 It was resolved **R. 02/05/2021** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 31st March 2021.

Proposed: Mr. Barry McCourt

Seconded: Cllr. John Sheridan

2.2 Matters Arising:

There were no matters arising.

3. Finance

3.1 Finance Update

APO Finance took members through the report which covers the period to 30th April. APO advised that a mid-year review of FET expenditure will take place and that this will examine FET expenditure against budget.

It was resolved **R. 03/05/2021** to approve the finance update.

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhán Greer

4. Annual Report and Chairperson's Report for 2020

4.1 Associated Resolutions

- 4.1.1 LMETB notes that a Public Spending Code Quality Assurance Group was established in 2019 to oversee compliance with the Public Spending Code and that the group has produced its second report. LMETB reaffirms its commitment to meeting all requirements relating to relevant aspects of the Public Spending Code and confirms also, that following a review of same, it is satisfied that in 2020 the Board adhered to the relevant aspects of said code.

It was resolved **R. 04/05/2021** to approve the above resolution.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Sharon Tolan

- 4.1.2 LMETB notes that goods and services to the value of approximately €0.2m procured in 2020 were not fully in accordance with national procurement guidelines and that this unaudited figure is based on a review of expenditure undertaken across in excess of thirty individual schools and centres. LMETB reaffirms its commitment to meeting all requirements relating to relevant procurement policies and procedures and confirms also that in 2020, in implementing its corporate procurement plan (as noted by the Board on 24 September 2020) it adhered to the relevant aspects of said policies and procedures.

It was resolved **R. 05/05/2021** to approve the above resolution.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Sharon Tolan

4.2 Annual Report for 2020

DOSD suggested that the draft report be taken as read and that members direct their attention to the governance components of the document. DOSD invited APO CES to take members through this and the associated Chairperson's report. APO CES advised that the Department of Education require that ETB annual reports must contain

certain statements and confirmations regarding governance. These include compliance with the Code of Practice, statement of Board responsibility for preparing the annual report and financial statements, frequency of meetings of the Board, Audit & Risk and Finance Committees, as well as attendance at same, a statement of how the board operates, key elements of the Board's oversight of risk management and review of the effectiveness of internal control. APO confirmed that the annual report contains the required text and referred members to pages 8 to 10 of the report in this regard.

It was resolved **R. 06/05/2021** to approve the Annual Report for 2020.

Proposed: Mr. Billy Doyle

Seconded: Ms. Karen Tobin

4.3 Chairperson's Report for 2020

APO CES advised that the format of the Chairperson's report is as required by the Department. The report outlines financially significant developments, including the Covid 19 pandemic, the establishment of the Advanced Manufacturing Training Centre of Excellence, opening of new schools, new patronage and significant developments on building projects. APO advised that the remainder of the report comprises specific confirmations as required by the Department.

It was resolved **R. 07/05/2021** to approve the Chairperson's Report for 2020.

Proposed: Cllr. Maria Murphy

Seconded: Mr. Billy Doyle

5. Correspondence

- Department of Education Circular Letters**

<i>C/L ref</i>	<i>RE:</i>
0021/2021	Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary schools – Primary & Post Primary
0022/2021	Breastfeeding Breaks for all Staff other than persons employed as Teachers and Special Needs Assistants in Education & Training Boards – ETB
0024/2021	Revised Payment Mechanism for Hourly-Paid Bus Escorts with effect from the commencement of the 2021/2022 Academic Year Cessation of "Rolled-up Holiday Pay" – Primary & Post Primary
0025/2021	Allocation of Assistant Principal Posts 2021/2022 – Primary
0026/2021	Recruitment of Special Needs Assistants (SNAs) – Supplementary Assignment Arrangements for the 2021/2022 school year – Primary & Post Primary
0027/2021	Cost Limits for Primary School Buildings – Primary
0028/2021	Cost Limits for Post-primary School Buildings – Post Primary

0029/2021	Special Needs Assistant Allocations for the 2021/22 School Year for Mainstream Classes in Primary and Post Primary Schools – Primary & Post Primary
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- **Correspondence received from Department of Education**

<i>Date Received</i>	<i>Subject</i>
23/03/2021	Memorandum of Understanding and Data Protection Agreement – signed
25/03/2021	Finance Circular 01/2021: Control of Secured Borrowings by General Government
26/03/2021	LMETB Q1 2021 Quarterly Early Warning Report Form
29/03/2021	REMINDER – ETBs Annual Financial Accounts 2020 due with C&AG on or before the 01.04.2021
30/03/2021	Finance Circular 01/2021: Control of Secured Borrowings by General Government
07/04/2021	Re. Funding provided for implementation of Gaeltacht School Recognition Scheme
09/04/2021	Department approval of scholarships
15/04/2021	Re. Application for additional accommodation St. Peter's College, Dunboyne – Final Approval Letter
19/04/2021	Request for update – LMETB – Resignation of male parent nominee from ETB Main Board
20/04/2021	Acknowledging update – RE: LMETB – Resignation of male parent nominee from ETB Main Board
27/04/2021	LMETB – Amendments to the 2021 Service Plan
27/04/2021	LMETB Q1 2021 Quarterly Early Warning Report Form
28/04/2021	Acknowledgement of amendments to 2021 Service Plan
29/04/2021	Sign-off of the 2021 Service Plan
30/04/2021	LMETB – Sign-off of the 2021 Service Plan
04/05/2021	REMINDER Annual Chairpersons Comprehensive Reports 2020
10/05/2021	LMETB – Sign-off of the 2021 Service Plan
14/05/2021	Curricular Concession decision

- **Correspondence received from Department of Further of Further and Higher Education, Research, Innovation and Science (DFHERIS)**

<i>Date Received</i>	<i>Subject</i>
23/03/2021	Call for Submissions for ESF Newsletter
07/04/2021	EU in my Region Campaign 2021
16/04/2021	PRESS RELEASE: Minister Harris opens public consultation to inform the development of the next National Plan for Equity of Access to Higher Education
16/04/2021	Save the Date – Action Plan for Apprenticeship 2021-2025 Information Session, 28 th April 2021

19/04/2021	Action Plan for Apprenticeship 2021-2025 Launch
20/04/2021	DFHERIS Response to Letter & email 9.4.21 re. Terms of Reference AMTCE
19/05/2021	DFHERIS - EU in my Region Campaign 2021

- **Correspondence received from other sources**

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
23/03/2021	ETBsNPA	Male Parent representative nominee to LMETB Board – update
24/03/2021	Athboy CS	BoM Minutes 22/02/2021
25/03/2021	ETBsNPA	Male Parent representative nominee to LMETB Board – Name of nominee
25/03/2021	Grant Thornton	Re. Sammon Contracting Irl. Ltd. – in liquidation
25/03/2021	SOLAS	Advising of error in letter detailing approved PLC teaching allocation for the academic year 2021/22
26/03/2021	SOLAS Apprenticeship	PRESS RELEASE: Minister Harris and Minister Collins announce €20 million capital funding to expand apprenticeship provision across further and higher education
26/03/2021	Apprenticeship Council	PRESS RELEASE: Minister Harris and Minister Collins announce €20 million capital funding to expand apprenticeship provision across further and higher education
26/03/2021	ETBI	FET Stakeholders communication update 26 March 2021
26/03/2021	ETBI	ETBI Brief 03/2021: CL 0019 2021 – Staffing Arrangements in Primary Schools and Transfer/Redeployment of Surplus CNS teachers
26/03/2021	ETBI	FET Stakeholders communication update 26 March 2021 – 1 st Group
26/03/2021	Keenan CF	Re. McAleer & Teague Ltd. – Company Voluntary Arrangement
26/03/2021	Apprenticeship Council	PRESS RELEASE: Minister Harris and Minister Collins announce €20 million capital funding to expand apprenticeship provision across further and higher education
26/03/2021	SOLAS	PRESS RELEASE: Minister Harris and Minister Collins announce €20 million capital funding to expand apprenticeship provision across further and higher education
30/03/2021	ETBsNPA	Male Parent representative nominee to LMETB Board – advising awaiting receipt of the completed Application Form
31/03/2021	DCEDIY – Youth Affairs	Letter & analysis paper regarding the UBU Financial Rule 75/25
31/03/2021	ETBsNPA	Male Parent representative nominee to LMETB Board – advising completed nominee form in post
01/04/2021	Enterprise Ireland	Reply re. Terms of Reference for AMTCE Board of Governance

01/04/2021	Oifig an Choimisinéara Teanga	G6143-2021
01/04/2021	SOLAS	Re. LMETB FET Capital updates 2021
07/04/2021	SOLAS Apprenticeship	Launching Generation Apprenticeship Mental Health Aware initiative 07 April 2021
09/04/2021	Oifig an Choimisinéara Teanga	G6143-2021
14/04/2021	ETBI	Future Partnership Arrangements with Other Patrons
15/04/2021	O'Carolan College	BOM Correspondence 14 th April 2021
15/04/2021	DCEDIY – Youth Affairs	LMETB 2021 Capital
15/04/2021	Mary Lyons SOLAS	Acknowledging nomination to Board of AMTCE
15/04/2021	Apprenticeship Council	Publication of new Action Plan for Apprenticeship Monday 19 April 2021
16/04/2021	DCEDIY – Youth Affairs	Re. LMETB Capital Allocation 2021
16/04/2021	ETBI	Stakeholder communication update
16/04/2021	ETBI	ETB Youth Work Function Report on the Results of the Structure & Staff Surveys.
19/04/2021	ETBI	Youth Capital funding Scheme 2021 DCEDIY Error in recent correspondence
19/04/2021	SOLAS Apprenticeship	Action Plan for Apprenticeship 2021-2025 Launch
19/04/2021	ETBI	Youth Capital funding Scheme 2021 DCEDIY Error in recent correspondence
20/04/2021	Enterprise Ireland	RE. Terms of Reference AMTCE & Proposed Nominee
21/04/2021	SOLAS	RE. Terms of Reference AMTCE
27/04/2021	ETBI	Tender Price Inflation
29/04/2021	ETBI	Stakeholder communication update 29 April
29/04/2021	ETBI	Amendment re. Draft OETC Implementation Action Plan
29/04/2021	PIAB	A Allen & Coláiste na Mí
04/05/2021	ETBI	Safeguarding Adults Strategic Briefing Session for Senior Managers
04/05/2021	SOLAS	Invitation to Apply for Emergency Health & Safety Works Capital funding
06/05/2021	Enterprise Ireland	Changes to conditions on LMETB AMTCE
10/05/2021	SOLAS	International Protection Applicants Seeking to Gain Access to PLC
11/05/2021	SOLAS	SOLAS - LMETB FET Funding Allocation 2021
13/05/2021	Boyne CS	Minutes of BoM for 10/3/21 & 25/2/21
13/5/2021	SOLAS	SOLAS 2021 FET Approved Funding Allocation – LMETB
17/05/2021	NCGE	NCGE 'Bulletin' (May 2021)
17/05/2021	HEANET	Ransomware attacks affecting the Irish Higher Education Sector - update
19/05/2021	SOLAS	REMINDER Emergency Health Safety Works Capital funding
19/05/2021	ETBI	Leaving Certificate Gaeilge Consultation Process

19/05/2021	ETBI	Re. National Cyber Security Centre (NCSC) - Presentation regarding recent HSE Ransomware attack
19/05/2021	AHEAD	AHEAD & UCD UDL Digital Badge 2021 – dates confirmed
21/05/2021	Athboy CS	Athboy CS BoM Mins 22.3.21 & 12.4.21

- **Correspondence sent**

Date	Re:
23/03/2021	DOSD to DE – acknowledging receipt of RE LM MOU and Data Protection Agreement
23/03/2021	DOSD to Dir. FET re. Call for Submissions to ESF Newsletter
24/03/2021	CE's Office to ETBsNPA re. Male Parent representative nominee to LMETB Board – reply to email 23.4.21
26/03/2021	DOSD to DE re. LMETB – Amendments to the 2021 Service Plan
29/03/2021	CE's Office to Board Members re. LMETB Board Meeting 31.3.21
29/03/2021	DOS to School Leaders re. Junior Cycle Wellbeing Programme – Maidir le Clár Folláine don tSraith Shóisearach
29/03/2021	DOS to School Leaders re. Statement by Minister for Education Norma Foley TD on State Examinations Commission Supplementary Guidance on the conduct of Leaving Certificate and Leaving Certificate Applied Oral Examinations
29/03/2021	DOSD to APO Finance re. REMINDER – ETBs Annual Financial Accounts 2020 due with CAG on or before the 01.04.2021
30/03/2021	CE's Office to ETBsNPA – Reply to email 25.3.21 re. Male Parent representative nominee to LMETB Board
30/03/2021	DOS to School Leaders – Return to School 12 April 2021
31/03/2021	CE's Office to Dept Ed – Finance Circular 012021 Control of Secured Borrowings by General Government
31/03/2021	CE's Office to ETBSNPA Male Parent representative nominee to LMETB Board acknowledging update
01/04/2021	APO CES to Enterprise Ireland – Terms of Reference for AMTCE Board of Governance
01/04/2021	APO Finance to CA&G – LMETB Financial Statements 2020
07/04/2021	APO CES to Dept Ed – Request by LMETB to Department for approval of gifts
07/04/2021	DOS to School Leaders – Minister Foley announces development of a New Digital Strategy for Schools
07/04/2021	DOS to School Leaders – Ministers Foley and Harris announce additional places on upskilling programmes for post-primary teachers in mathematics, physics and Spanish and new upskilling programme in Irish
08/04/2021	STGE chuig Oifig an Choimisinéara Teanga FW G6143-2021
09/04/2021	APO CES to Principal St. Oliver's re. Approval of scholarships
13/04/2021	DOS to All Staff re. Extension of application deadline for the Think About Teaching Foundation Certificate 2021-2022
15/04/2021	CE's Office to Board Members – re. Teaching Vacancies 2021-2022 – Circulation to Board Members
15/04/2021	DOS to School Leaders re. Forced masking and other NPIs in Secondary School
15/04/2021	DOS to School Leaders re. Revised CBA arrangements for Second Years 2020-2021

16/04/2021	Dir. FET to Dir. RST re. Save the Date – Action Plan for Apprenticeship 2021-2025 Information Session 28 th April 2021
16/04/2021	Dir FET to Dir RST re. Stakeholder communication update
20/04/2021	CE reply to DFHERIS re. Terms of Reference AMTCE
20/04/2021	CE's office to Dept Ed re. LMETB – Update re. male parent nominee for ETB Main Board
20/04/2021	DOSD to APO's – ETB Youth Work Function Report on the Results of the Structure Staff Surveys
21/04/2021	APO CES to Dept Ed re. LMETB Q1 2021 Quarterly Early Warning Report Form
21/04/2021	DOS to School Leaders re. Tiktok Challenge – concerns around damage to School Property
22/04/2021	Dir. FET to DFHERIS – Information re FET LMETB – Drogheda
27/04/2021	DOSD to DE – Reply re. Amendments to the 2021 Service Plan LMETB
28/04/2021	CE's Office to DE – LMETB – Amendments to the 2021 Service Plan
29/04/2021	Dir. FET to FET Leaders Stakeholder communication ETBI
29/4/2021	Dir. FET to SOLAS re. LMETB Appeal for additional PLC Teacher Allocation
04/05/2021	CE's Office to DE re. in reply to email 29.4.21 LMETB – Sign-off of the 2021 Service Plan
06/05/2021	DOS to School Leaders – Guidance from the Department of Education regarding end of school year activities
10/05/2021	Dir. FET to FET Leaders – International Protection Applicants seeking to gain access to PLC and Fees application
11/05/2021	DOSD to APO Finance re. LMETB FET Funding Allocation 2021
11/05/2021	DOS to School Leaders re. Ministers Foley and Madigan announce expanded summer provision for pupils with complex special educational needs and those at greatest risk of educational disadvantage
13/05/2021	DOS to School Leaders re. Post Primary Schools Only Week of 31 May – 4 June 2021
13/05/2021	DOS to School Leaders re. LC Graduation Ceremonies
18/05/2021	DOS to School Leaders Re. Urgent Message from HSE Department of Public Health
19/05/2021	DOS to School Leaders Written LC Exams 2021
19/05/2021	Dir. FET to FET Guidance - NCGE 'Bulletin' (May 2021)
19/05/2021	DOSD to SMT re. SOLAS REMINDER Emergency Health Safety Works Capital funding
19/05/2021	DOS to School Leaders RE. Written LC Exams 2021
19/05/2021	DOSD to IT Dept & APO CES Re. National Cyber Security Centre (NCSC) - Presentation regarding recent HSE Ransomware attack
19/05/2021	Dir. FET to SOLAS re. PQ - Youthreach
20/05/2021	DOSD to APO Buildings Re. Building Group Meeting Friday 28 th May
20/05/2021	DOSD to APO CES & IT - Ransomware attacks affecting the Irish Higher Education Sector - update
20/05/2021	Dir. FET to FET Leaders – ETBI Communication all FET management re HSE ICT Systems
20/05/2021	DOSD to APO's – ETBI Communication all FET management re HSE ICT Systems
20/05/2021	DOSD to APO HR - Date for your diary - Single Scheme Town Hall (Virtual) - 2 June 2021
24/05/2021	DOSD to APO CES & Head of IT - Ransomware Framework Guidance Document

- **Correspondence sent on foot of Board meeting held on 31st March 2021**

Date	Re:
09/04/2021	CE's Office to DFHERIS re. AMTCE Board of Governance Terms of Reference
09/04/2021	CE's Office to Enterprise Ireland re. AMTCE Board of Governance Terms of Reference
09/04/2021	CE's Office to SOLAS re. AMTCE Board of Governance Terms of Reference
09/04/2021	CE's Office to Dir. AMTCE, Dir. FET, APO CES re. AMTCE Board of Governance Terms of Reference
09/04/2021	CE's Office to Chairperson Audit & Risk Committee re. Reports & Minutes approved
09/04/2021	CE's Office to Chairperson Youth Work Committee re. Minutes noted
09/04/2021	CE's Office to Chairperson Finance Committee re. Reports & Minutes approved
09/04/2021	CE's Office to Chairperson Gifts, Trusts & Scholarships Committee re. Approval of Minutes and Recommendations
09/04/2021	CE's Office to Dir. FET re. FET Report noted
09/04/2021	CE's Office to Dir. OSD re. Finance matters approved; Nominations to Strategy Statement Working Group approved; Updated Executive Orders approved; Data Breach Report & Risk Management Report noted
09/04/2021	CE's Office to DOS re. Approval for Ms. Lydia Mannion to carry out research between religion & wellbeing among student at Senior Cycle in Irish post Primary Schools
09/04/2021	CE's Office to Cllr. Nick Killian re. Nomination as Chairperson of BoM Coláiste Ríoga
09/04/2021	CE's Office to Ms. Mary Lyons re. Nomination to Board AMTCE
09/04/2021	CE's Office to Mr. Shane Kerr re. Nomination to Youth Work Committee
09/04/2021	CE's Office to Sec. BoM DCFE re. Minutes noted & Contributions approved
09/04/2021	CE's Office to Sec. BoM DIFE re. Minutes noted & Contributions approved
09/04/2021	CE's Office to Sec. BoM OFI re. Policies noted & Contributions approved
09/04/2021	CE's Office to Sec. BoM Youthreach re. Minutes noted
09/04/2021	CE's Office to DOS re. approval of request from Ms. Lydia Mannion to carry out research to explore potential relationship between religion & wellbeing among Senior Cycle level students
09/04/2021	CE's Office to Cllr. Dolores Minogue re. nomination to BoM Ardee CS
09/04/2021	CE's Office to Cllr. John Sheridan re. nomination to BoM Ardee CS
09/04/2021	CE's Office to Cllr. Paula Butterly re. nomination to BoM Ardee CS
09/04/2021	CE's Office to Sec. BoM Ashbourne CS re. Minutes noted
09/04/2021	CE's Office to Sec. BoM Athboy CS re. Minutes noted
09/04/2021	CE's Office to Sec. BoM Beaufort re. Minutes noted
09/04/2021	CE's Office to Sec. BoM Boyne CS re. Minutes noted
09/04/2021	CE's Office to Sec. BoM Coláiste Chú Chulainn re. Minutes noted & Contributions approved
09/04/2021	CE's Office to Sec. BoM Coláiste na hInse re. Minutes & Policies noted
09/04/2021	Oifig an PF chuig Runaí BB Coláiste Pobail Rath Chairn maidir le Miontuairiscí an Bhoird Bainistíochta, Ranníocaíochtaí
09/04/2021	CE's Office to Sec. BoM St. Peter's College Dunboyne re. Minutes noted & Contributions approved

09/04/2021	CE's Office to Sec. BoM Dunshaughlin CC re. Minutes noted & Contributions approved
09/04/2021	CE's Office to Sec. BoM Enfield CC re. Policies noted
09/04/2021	CE's Office to Sec. BoM Coláiste Clavin re. Minutes & Policies noted & Contributions approved
09/04/2021	CE's Office to Sec. BoM St Oliver PP re. Policies noted
09/04/2021	CE's Office to Sec. BoM St. Oliver's Drogheda re. Policies noted
09/04/2021	CE's Office to Sec. BoM re. Minutes noted
15/04/2021	CE's Office to Cllr. Damien O'Reilly re. nomination to LMETB Strategy Statement Working Group
15/04/2021	CE's Office to Cllr. Marianne Butler re. nomination to LMETB Strategy Statement Working Group
21/04/2021	CE's Office to SOLAS - Reminder following Letter 8/4/21 re. ToR AMTCE

There were no questions regarding correspondence.

6. Committees and Reports

6.1 Director of Further Education and Training Report

Director of Further Education and Training took members through her report highlighting a number of matters:

- The Skills to Advance Programme
- Apprenticeships
- Youthreach
- The award, for the second year in a row, to Drogheda Institute of Further Education of winner of the best provider of Further Education in Ireland. Director congratulated Mr. Davy McDonnell, Principal and his staff on this fantastic achievement. Members supported these congratulations and extended them to Director and her team. Cllr. Tolan commended LMETB and DIFE for facilitating the provision of Covid 19 vaccinations on the college premises.

The report of the Director of Further Education and Training was noted.

6.1.1 Further Education and Training Committee/Board of Management Minutes

Minutes were presented to the Board for noting in accordance with advice from ETBI Legal Services Support Unit.

The minutes of the meetings of the Adult Education Committee which took place on 26th January 2021 were noted.

The minutes of the meetings of the Youth Work Committee which took place on 2nd March 2021 were noted.

The minutes of the meeting of the Board of Management of Youthreach which took place on 11th March 2021 were noted.

6.1.2 Membership of Committees

It was resolved **R. 08/05/2021** to approve the nomination of Mr. Neil Kerrigan as Enterprise Ireland nominee to the Board of Governance of the Advance Manufacturing Training Centre of Excellence.

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhán Greer

It was resolved **R. 09/05/2021** to approve the nomination of Mr. Paddy Kavanagh as Connect Trade Union nominee to the Board of Governance of the Advance Manufacturing Training Centre of Excellence.

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhán Greer

6.1.3 Further Education and Training Policies

The Draft Policy on Professional Practice Placements in ELC – April 2021, Draft LMETB Policy on Assessments in the Early Learning and Care Programmes, Draft LMETB Work Experience Policy - April 2021 and Draft LMETB Assessment Repeats Policy V1 – April 2021 were noted by the Board.

6.1.4 AMTCE Board of Governance Terms of Reference

DOSD advised members that the Department of Further of Further and Higher Education, Research, Innovation and Science (DFHERIS) advised that it does not generally participate in the governance of education and training institutions so is not in a position to put forward a nominee. DOSD advised that it is therefore proposed therefore to remove DFHERIS as a nominating body. DOSD further advised that it is proposed to replace Dromone Engineering as a nominating body with Connect Trade Union.

It was resolved **R. 10/05/2021** to approve Terms of Reference of the AMTCE Board of Governance updated accordingly.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Eileen Tully

6.1.5 Memorandum of Understanding – Portview

6.1.6 Memorandum of Understanding - IMR

6.1.7 Memorandum of Understanding – AM Group UK

CE advised members that the purposes of these Memoranda of Understanding is to fine tune the relationship between LMETB and the third party partners and to endeavour to arrive at a

coherent, streamlined structure between ETB and Advanced Manufacturing Training/Research. DOSD advised that the documents had been reviewed by legal.

Cllr. Killian reported that the Adult Education Committee received a briefing from the AMTCE Director, Mr. Michael McGrath, and were highly impressed with the position and plans. Cllr. Murphy echoed these sentiments and suggested that a presentation by Mr. McGrath to an upcoming board meeting would be very worthwhile.

It was resolved **R. 11/05/2021** to approve Memoranda of Understanding between the Board and Portview, IMR and the AM Group UK:

Proposed: Cllr Nick Killian

Seconded: Cllr. Maria Murphy

6.2 Director of Schools Report

Director of Schools took members through her report highlighting initiatives and developments on a number of fronts including:

- End of school year ceremonies
- State examinations
- Recruitment for 2021/22
- Open nights
- Ongoing liaison with the Direct Provision Centre in Mosney
- Initiatives in Drogheda aimed at tackling early drop out from school
- Announcement by Department of follow up Digital Strategy
- Recent high profile developments in schools namely the Jerusalema challenge in Ratoath College, Travis, the dog who joined the ranks of St. Peter's College last September as part of a 'Community Dog' pilot scheme from the Irish Guide Dogs for the Blind. Travis has a calming affect particularly on students with autism and Scoil Uí Mhuirí's success in the Foróige Youth Entrepreneur competition.

Director thanked school management and staff for their ongoing hard work, flexibility and dedication in successfully navigating a particularly challenging school year.

Chairperson thanked Director for her report and expressed his appreciation to all school staff.

Cllr. Tolan thanked Director and her team and asked whether it would be possible to allow parents to agree to donating any refunds due from schools to schools. DOSD advised that C&AG are very focussed on usage of funds for the purposes intended and suggested that the matter should be discussed in more detail separately.

Members expressed their appreciation to Director, her team, all school staff and the HR department for their sterling work.

6.2.1 Minutes of Boards of Management meetings

School	Date of Meeting
Coláiste Chú Chulainn	16/11/2020

Coláiste na hInse	09/02/2021
Coláiste na Mí	10/12/2020
Coláiste na Mí	18/03/2021
Dunshaughlin CC	08/03/2021
Enfield CC	24/03/2021
Scoil Uí Mhuirí	03/11/2020
St. Oliver PP, Oldcastle	28/01/2021
St. Oliver's CC, Drogheda	27/01/2021
St. Peter's College, Dunboyne	08/03/2021
Ashbourne CNS	24/09/2020
Ashbourne CNS	21/10/2020
Ashbourne CNS	03/12/2020
Ashbourne CNS	26/01/2021
Faughart CNS	09/02/2021
Joint Patronage Schools	
Boyne CS	10/03/2021

The minutes of the above meetings were noted.

6.2.2 Establishment of and approval of Terms of Reference for a Management Advisory Committee for The Centre of European Schooling

Consideration of this item was deferred pending response from the Department.

6.2.3 Memberships and Chairpersons of Boards of Management

Consideration of LMETB nominees to the Management Advisory Committee of The Centre for European Schooling was deferred pending response from the Department.

It was resolved **R. 12/05/2021** to approve the nomination of Ms. Fiona McQuaile as Board of Management Nominee to the Board of Management of Coláiste na Mí.

Proposed: Cllr. Emer Tóibín

Seconded: Cllr. Maria Murphy

It was resolved **R. 13/05/2021** to approve the nomination of Mr. Colm Lyons as Board of Management Nominee to the Board of Management of Coláiste na Mí.

Proposed: Cllr. Emer Tóibín

Seconded: Cllr. Maria Murphy

It was resolved **R. 14/05/2021** to approve the nomination of Cllr. Nick Killian as LMETB Nominee to the Board of Management of Athboy Community School to replace Ms. Maureen Murray for the period up to 31st July 2021 and thereafter in line with the term of the new Board of Management commencing on 1st August 2021.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

6.2.4 School Based Policies:

School	Policy
Faughart CNS	Health & Safety Statement and Health & Safety Statement Ratification Sheet
Faughart CNS	Administration of Medication Policy
Faughart CNS	Critical Incident Policy Review
Faughart CNS	Digital Learning Plan
Faughart CNS	School Self Evaluation Report & School Improvement Plan

The above policies were noted.

6.2.5 Proposed Contributions from Parents/Guardians 2021/2022

School	Year Group	Proposed Amount
Coláiste de Lacy	1 st Years	€133
Coláiste de Lacy	2 nd , 3 rd , 5 th & 6 th Years	€124
Coláiste de Lacy	TY	€252
Coláiste na hInse	1 st , 2 nd & 3 rd Years	€220
Coláiste na hInse	5 th & 6 th Years	€220
Coláiste na hInse	Idir Bliain (TY)	€350
Coláiste Ríoga	1 st Years	€180
St. Peter's College	LCA	€130
Ard Rí CNS	Junior Infants, Senior Infants, 1 st Class, 2 nd Class, 3 rd Class	€90
Ard Rí CNS	4 th , 5 th & 6 th Classes	€85
Dunshaughlin CNS	All Classes	€75

It was resolved **R. 15/05/2021** to approve the above proposed contributions for 2021/2022.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Eileen Tully

7. OSD Matters

DOSD advised members that, given the recent cyber attack on the HSE, it is timely to provide a briefing to members on LMETB's preparedness against cyber attack. DOSD requested members to treat the presentation as confidential. Mr. John D. McCabe, Head of IT, took members through the presentation and answered questions arising. Matters discussed following the presentation included the importance of staff awareness and training, the cost of third party support, the position of the Department in terms of resourcing and the Board's full support to the executive in its dealing with the Department. DOSD confirmed that LMETB is working through ETBI in relation to resources and is liaising with IPB. Members expressed their gratitude for the presentation.

7.1 Minutes:

It was resolved **R. 16/05/2021** to approve the minutes of the Gifts, Trusts and Scholarships Committee meeting held on 15th March 2021.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Sharon Tolan

It was resolved **R. 17/05/2021** to approve the minutes of the Land and Buildings Committee meeting held on 16th February 2021.

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhán Greer

7.2 Membership of Board

It was resolved **R. 18/05/2021** to approve the appointment of Mr. Damian Kearns as male parent nominee to the Board.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Eileen Tully

7.3 OSD Policies/ Documentation

Password Policy

Technology Acceptable Usage Policy

Internet Acceptable Usage Policy

Email Policy

Update to Procurement Policy

OSD Business Continuity Plan

OSD Disaster Recovery Plan

The above documents were noted by the Board.

7.4 Gifts, Trust and Scholarships

Cllr. Tolan, Chairperson of the Gifts, Trust and Scholarships Committee, advised that the Committee met on 6th May 2021 at which it approved minutes of the meeting on 15th March 2021 and considered one gift and a report by the CE thereon. Cllr. Tolan advised that the Committee resolved to recommend approval by the Board of a donation of €500 by the Society of Saint Vincent de Paul to St. Oliver Post Primary, Oldcastle.

It was resolved **R. 19/05/2021** to approve the recommendation of the Gifts, Trust and Scholarships Committee.

Proposed: Ms. Siobhán Greer

Seconded: Mr. Bill Sweeney

7.5 Data Breach Report

DOSD advised that two data breaches have been reported, details of which had been provided to members. He noted that LMETB has assessed that there is a low risk of the breach posing a substantial risk to the rights and freedoms of data subjects and that, therefore, the breaches did not need to be notified to the Data Protection Commission.

Members noted the Data Breach Report.

7.6 Risk Management Report for Quarter 2 2021

DOSD noted that 25 risk items are currently listed on the LMETB corporate register. 9 are designated as high risk, 14 as medium and 2 as low risk and that this is unchanged since the previous update. DOSD noted that Risk BC/005 “Risk arising from existential threats e.g. Pandemic” has been adjusted on review from risk rating of 16 (High) to risk rating of 8 (medium) and that Risk ICT/002 “Risk that a cyber attack may occur which would lead to loss of data and/or financial loss and/or denial of service to IT systems” has been adjusted on review from risk rating of 6 (Medium) to 9 (High). DOSD noted that the risk register is reviewed in detail by the Audit and Risk Committee.

Members noted the Risk Management Report.

7.7 Human Resources Update

APO Human Resources took members through her report and thanked them for their ongoing support. The Chairperson thanked APO and her staff.

8. Land and Buildings

8.1 Developments and Update on Building Projects – for Consideration

APO Land and Buildings Department that LMETB is no longer involved in work at Bellurgan N.S. Cllr. Tolan highlighted recent work at Colaiste na hInse which has significantly enhanced the daily school life of students with disabilities and expressed her gratitude to APO, the school and all concerned.

In response to a question from Cllr. Killian, APO advised that she would follow up regarding the status of temporary accommodation for Coláiste Ríoga, Dunshaughlin.

It was resolved **R. 20/05/2021** to approve the Developments and Update on Building Projects.

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhan Greer

8.2 Leases/Property

Mr. Bill Sweeney, Chairperson of the Land and Buildings Committee, took members through the items for consideration.

8.2.1 Consideration of signing deed of rectification in relation to regularising boundaries at St. Peter's College, Dunboyne.

Mr. Sweeney advised that, having considered the proposal, the Land and Buildings Committee had resolved to recommend signing the deed of rectification.

It was resolved **R. 21/05/2021** to approve the recommendation of the Land and Buildings Committee.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

8.2.2 Consideration of renewal of lease and signing of deed of renunciation at Robin House, O'Fiaich College, Dundalk.

Mr. Sweeney advised that, having considered the proposal, the Land and Buildings Committee had resolved to recommend not renewing the lease or signing the deed of rectification.

It was resolved **R. 22/05/2021** to approve the recommendation of the Land and Buildings Committee.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

8.2.3 Consideration of renewal of lease and signing of deed of renunciation at Unit 9, Dunboyne College of Further Education.

Mr. Sweeney advised that, having considered the proposal, the Land and Buildings Committee had resolved to recommend renewal of lease and signing of deed of renunciation.

It was resolved **R. 23/05/2021** to approve the recommendation of the Land and Buildings Committee.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

8.2.4 Consideration of renewal of licence for Pelletstown Equestrian Centre for Dunboyne College of Further Education.

Mr. Sweeney advised that, having considered the proposal, the Land and Buildings Committee had resolved to recommend renewal of licence.

It was resolved **R. 24/05/2021** to approve the recommendation of the Land and Buildings Committee.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

8.2.5 Consideration of renewal of licence for Dunboyne GAA for Dunboyne College of Further Education.

Mr. Sweeney advised that, having considered the proposal, the Land and Buildings Committee had resolved to recommend renewal of licence.

It was resolved **R. 25/05/2021** to approve the recommendation of the Land and Buildings Committee.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

8.2.6 Consideration of renewal of licence for Units 7 and 8 Dunboyne College of Further Education.

Mr. Sweeney advised that, having considered the proposal, the Land and Buildings Committee had resolved to recommend renewal of licence.

It was resolved **R. 26/05/2021** to approve the recommendation of the Land and Buildings Committee.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

8.2.7 Consideration of lease for Dunboyne College of Further Education for Sound Studio (Camelot).

Mr. Sweeney advised that, having considered the proposal, the Land and Buildings Committee had resolved to recommend the lease.

It was resolved **R. 27/05/2021** to approve the recommendation of the Land and Buildings Committee.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

8.2.8 Consideration of extension of the letting agreement period for the Old School House, Dunboyne for Dunboyne College of Further Education.

Mr. Sweeney advised that, having considered the proposal, the Land and Buildings Committee had resolved to recommend extension of the letting agreement period.
It was resolved **R. 28/05/2021** to approve the recommendation of the Land and Buildings Committee.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

8.2.9 Usage of Unit 32, Dunboyne College of Further Education – update for noting

The update was noted.

In response to a question from Cllr. Butler, Director of FET advised that LMET had been planning to accommodate O’Fiaich College staff and students on one campus as this is the optimal configuration and that the developments in relation to the lease for Robin House merely brought this position forward.

8.2.10 Short Term Rental of Premises

Mr. Bill Sweeney, Chairperson of the Land and Buildings Committee, took members through the items for consideration. Mr. Sweeney advised that, having considered the proposal, the Land and Buildings Committee had resolved to recommend the short-term rentals, per academic year 2021/2022 for the following:

Ratoath College	Athletics Club
Ratoath College	Scouts Den
Ratoath College	Community Centre Astro Pitch
Ratoath College	Tennis Club
St. Oliver’s CC, Drogheda	Drogheda Leisure Park

It was resolved **R. 29/05/2021** to approve the recommendation of the Land and Buildings Committee.

Proposed: Cllr. Sharon Tolan

Seconded: Ms. Siobhán Greer

8.3 Update on Advanced Manufacturing Training Centre of Excellence

CE advised members that LMETB is procuring a design team to oversee works at the centre and to obtain the necessary statutory approvals. CE further advised that the centre is operational with many courses being delivered remotely and that LMETB will be applying to Enterprise Ireland for further funding.

8.4 Dunleer Athletic Club

Mr. Bill Sweeney, Chairperson of the Land and Buildings Committee, advised members that Louth VEC had received funding under the sports capital grant programme to develop a running track at Scoil Uí Mhuirí but that the project had not commenced. Mr. Sweeney further advised that the funding in place is insufficient to meet the projected cost of works. Mr Sweeney stated that the Land and Buildings Committee has requested LMETB executive to check as to what, if any, agreement exists between Louth VEC and Dunleer Athletic Club regarding the proposed project.

8.5 Longwood Old School Site

APO advised that work is ongoing to have the site fully registered as belonging to LMETB, that the Land and Buildings Committee has recommended that this process be concluded and the site be disposed of, subject to Board and Department approval.

9. Any other business

As there was no other business the Chairperson extended his gratitude and best wishes to all and brought the meeting to a conclusion.

SIGNED:


CHAIRPERSON

DATE:



