

Minutes of Meeting held on Thursday, 25th February 2021

A meeting of Louth and Meath Education and Training Board commenced at 5pm.
The meeting took place remotely in the light of government direction
regarding the Covid 19 virus

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

The Chairperson welcomed attendees to the meeting, extending a special welcome to Mr. Billy Doyle, nominee of The Technological Higher Education Association, who joined the Board after Ms. Roisin Duffy stepped down as a member following her appointment as an employee of LMETB. 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 Cllr. Deirdre Geraghty-Smith and Mr. Bill Sweeney.

CONDOLENCES

Condolences were expressed in the usual respectful manner.

CONGRATULATIONS

Congratulations were expressed to newly promoted staff and to Cllr. Deirdre Geraghty-Smith on the recent birth of her daughter.

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. 01/02/2021** to approve the absence of LMETB members: Cllr. Andrea McKeivitt, Cllr. Deirdre Geraghty-Smith, Mr. Bill Sweeney and Mr. Paul Dermody

Proposed: Ms. Karen Tobin

Seconded: Cllr. Sharon Tolan

2. Minutes and matters arising

2.1 It was resolved **R. 02/02/2021** to adopt the minutes of the meeting of the Louth and Meath ETB board held on 26th November 2020.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. John Sheridan

2.2 It was resolved **R. 03/02/2021** to adopt the minutes of the special meeting of the Louth and Meath ETB board held on 1st February 2021.

Proposed: Cllr. Nick Killian

Seconded: Mr. Billy Doyle

2.3 Matters Arising:

There were no matters arising.

3. Finance

3.1 Finance Report

APO Finance took members through the finance report for January 2021. CE thanked APO Finance for her work and noted that the additional funding received from the Department of Education to clear the ONP deficit was excellent news.

It was resolved **R. 04/02/2021** to approve the finance report.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. John Sheridan

3.2 Service Plan for 2021

DOSD and APO Finance took members through the document. In the absence of Mr. Sweeney, the Chairperson of the Finance Committee, who could not attend the meeting, Cllr. Killian, a member of the Committee, advised members that the Finance Committee had considered the document in detail and recommended it for approval by the Board.

It was resolved **R. 05/02/2021** to approve the service plan for 2021.

Proposed: Mr. Billy Doyle

Seconded: Cllr. Maria Murphy

3.3 Report on behalf of Finance Committee

In the absence of Mr. Sweeney, the Chairperson of the Finance Committee, who could not attend the meeting, DOSD briefed members verbally and advised that a written report will be provided by the Committee when approved. Cllr. Killian confirmed the report of DOSD.

It was resolved **R. 06/02/2021** to approve the report on behalf of the Finance Committee.

Proposed: Ms. Siobhán Greer

Seconded: Ms. Karen Tobin

3.4 VAT issue

DOSD and APO Finance briefed members regarding an unprompted qualifying disclosure made to Revenue regarding a VAT underpayment. DOSD explained that LMETB has been engaging with the Revenue Commissioners and the Department of Education on the matter and has briefed other key stakeholders including the Chairperson of the Finance Committee, the Chairperson of the Audit and Risk Committee, the C&AG's office and the Internal Audit Unit. A payment has been made on account to stop the clock in terms of interest and penalties. LMETB is now compliant in procedure and has made adjustment to returns for the period from November 2019 to date within permitted Revenue deadlines. The Chairperson thanked DOSD, APO Finance and their team for their work.

4. Correspondence

- **Department of Education Circular Letters**

C/L ref	RE:
0077/2020	Grant Scheme for ICT Infrastructure – 2020/2021 School Year – Primary, Post Primary
0078/2020	Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2021/22 school year – Primary
0079/2020	Arrangements for the Election of Staff to the Board of KETB & DETB – ETB
0080/2020	Payment of Tool Allowance to Craft Workers – 2020 – ETB
0081/2020	Revised Procedures for the upgrading of Grade III Secretary posts in schools to Grade IV Posts (Revision to Section 7 of Circular F39/1997) – Primary, Secondary, Community & Comprehensive Schools & ETB
0082/2020	Revision of Schools Support Staff Funding Grant Rates for Voluntary Secondary Schools in the Free Education Scheme – Post Primary
0001/2021	Arrangements for Inspectorate engagement with Primary and Special Schools January – June 2021 – Primary
0002/2021	Arrangements for Inspectorate engagement with Post-Primary Schools and Centres for Education January – June 2021 – Post Primary
0003/2021	Waiver of Abatement of Public Sector Pensions under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 – Primary, Post Primary
0004/2021	Prescribed Material for the Leaving Certificate English Examination in 2023 – Post Primary
0010/2021	Teacher Fee Refund Scheme 2020 – Primary, Post Primary
0011/2021	Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder)

- **Correspondence received from Department of Education**

Date Received	Subject
23/11/2020	Ministerial Approval – Scholarships
23/11/2020	Department Approval – Bursary
23/11/2020	Ministerial consent- Gifts
30/11/2020	Confirmation of Ministerial Approval – Scholarships
30/11/2020	Minister Foley announces €50m ICT grant funding for all primary and post-primary schools
04/12/2020	Acknowledging receipt of LMETB's Annual Report 2019 (Irish)PT 2

04/12/2020	Acknowledging receipt of LMETB's Annual Report 2019 English Version & Chairpersons Report
07/12/2020	Supporting the Safe Provision of Schooling – Factual Verification Report – Ballymakenny College
07/12/2020	Supporting the Safe Provision of Schooling – Factual Verification Ballymakenny College
10/12/2020	Supporting the Safe Provision of Schooling – Report for School Response – Beaufort College
10/12/2020	Student capacity in School Planning Area – September 2021 – Dunshaughlin area
11/12/2020	School capacity requirements September 2021 – Navan Area
15/12/2020	Supporting the Safe Provision of Schooling Report for School Response – Boyne CS
15/12/2020	School capacity requirements September 2021 – Dundalk
17/12/2020	Supporting the Safe Provision of Schooling Response Report for School – Ballymakenny CS
21/12/2020	Reply from Department of Education Regarding LMETB – AFS 2019 – Note 25a and b in Accounts – Consultancy and legal
23/12/2020	Monthly Returns – December Monthly Returns due by Friday 8 th January 2021
06/01/2021	Advising that Publication of the LMETB Financial Statements for 2019 proceed
14/01/2021	LMETB – End of Year Service Plan 2020 – Letter and Figures
15/01/2021	Grants for the Financial Year ending 31 st December 2020
15/01/2021	DES Inspectorate Supporting the Safe Provision of Schooling Boyne Community School Final Inspectorate Report
15/01/2021	DES Inspectorate supporting safe provision of schooling BFT College final Inspectorate Report
19/01/2021	DES Inspectorate: Supporting the Safe Provision of Schooling, Ballymakenny College: Final Inspectorate Report
26/01/2021	School capacity requirements September 2021 – Dundalk
26/01/2021	ETB 2021 Calendar Regarding Returns & Reports
27/01/2021	Ethics Standards in Public Office Return for the period 1 st of January 2020 to the 31 st of December 2020
29/01/2021	SEC press release exam results date 2020
02/02/2021	Mins. Ed congratulate students on receiving Leaving Certificate and Junior Cycle examination results today
03/02/2021	Department of Education acknowledging update regarding LMETB – male parent nominee for ETB Main Board
04/02/2021	Department of Education Letter of Determination in respect of year ending 31.12.21
05/02/2021	Min Ed announces a new phase of planning for the State Exams to include both the provision of Leaving Cert exams and also exploring a corresponding non-examination process
08/02/2021	S22 Reports due on Protected Disclosures by aegis bodies on June 30 th 2021
09/02/2021	Acknowledging email from APO Buildings 9.2.21 re. Lands at Dunshaughlin (eTB258)

09/02/2021	Response from DoE re. Additional Accommodation Boyne Community School
11/02/2021	Service Plans
12/02/2021	Updates for the preparation and publication of the 2020 Annual Financial Statements
15/02/2021	Department of Education Approval regarding devolved project St. Mary's Primary School, Additional Accommodation
15/02/2021	Regarding Approval Colaiste na hInse 76103M, Additional Accommodation
09/02/2021	Acknowledgement of email regarding purchase of lands at Dunshaughlin – Rockture & LMETB
15/02/2021	Approval Coláiste na hInse Meath 76103M Additional Accommodation
16/02/2021	2021-002 report re VAT underpayment to DES Final – Summary note of meeting 4.2.21

- **Correspondence received from Department of Higher and Further Education**

Date Received	Subject
11/01/2021	RE PQ re Dundalk Training Centre
26/01/2021	PQ Ref 509521 Deputy Fergus O'Dowd Pharmacy Technician Course at DIFE
29/01/2021	Acknowledging receipt of email 29.1.21 RE PQ Ref 509521 Deputy Fergus O'Dowd Pharmacy Technician Course at DIFE
15/02/2021	Reply regarding FET accommodation in Dunboyne

- **Correspondence received from other sources**

Date Received	From:	Subject
18/11/2020	Dunleer AC	Letter Regarding Scoil Uí Mhuiri -Permission for new sports facilities
20/11/2020	SOLAS	Regarding Software Updates Required for BREXIT
23/11/2020	OCAG	Regarding Finalised Audit 2019
23/11/2020	Mr. Billy Doyle	Confirmation regarding Dept conditions regarding nomination to ETB Board
23/11/2020	Oifig an Choimisinéara Teanga	Faireacháin ar chur I bhfeidhm forálacha Acht na dTeangacha Oifigiúla 2003 – Reply to LMETB email 23/11/2020
24/11/2020	Principal, O'Fiaich College	Regarding Laptops for Staff and Special Needs Students
24/11/2020	PIAB	Regarding Claim
24/11/2020	Coláiste Chú Chulainn	CCL BOM Minutes 21 Sept 2020

24/11/2020	ESBS	Memorandum of Understanding – ESBS-ETB Payroll and Louth Meath ETB
25/11/2020	Ganson Ltd.	Ratoath College Extension Completion Works Contract
25/11/2020	Boyne CS	Regarding DP Vacancy
27/11/2020	Social Welfare Services	Regarding School Meals (Local Projects) Scheme 2020-2021
30/11/2020	ETBI	COVID-19: Further Education and Training services response update
01/12/2020	ETBI	Change in LSSU communications
01/12/2020	PAC	Acknowledging receipt of Correspondence from DOSD dated 30.11.20
02/12/2020	O'Carolan College	Board Nomination – Community Nominee
03/12/2020	O'Carolan College	BoM – Minutes, Policies & Plans
04/12/2020	Ashbourne CNS	December 2020 BOM meeting Minutes & Agreed Report to be approved
07/12/2020	Tallon Solicitors	N Devine v GRETB & LMETB
08/12/2020	ETBsNPA	Letter
09/12/2020	IAU – ETB's	LMETB Review of Previous Audit Findings and Recommendations Report 09.12.2020/ Opinion Report LM1220
11/12/2020	Dept. Tourism, Culture, Arts, Gaeltacht, Sport & Media	2020 Sports Capital and Equipment Programme Open
14/12/2020	Oifig an Choimisinéara Teanga	Faireacháin ar chur i bhfeidhm forálacha Acht na dTeangacha Oifigiúla 2003
16/12/2020	Drogheda City Status Group	Letter to Martin O'Brien from Drogheda City Status Group regarding LMETB HO
17/12/2020	SOLAS	Service Level Agreement
17/12/2020	Mr. Peter McGrath	Audit & Risk Committee Minutes & Report 30/9/20
18/12/2020	SOLAS	B10 Grant
18/12/20	IPB	2021 Renewals -Louth and Meath Education and Training Board
21/12/2020	Athboy CS	BoM Minutes – 9.11.20, 12.10.20, 21.10.20
21/12/2020	SOLAS	Grant
22/12/2020	Manguard	Manguard Plus Christmas Charity Donations
23/12/2020	Boyne CS	Boyne CS BoM Minutes 17.11.20
05/01/2021	NPC	Reply to email of 23/12/20 regarding Male Parent Representative to LMETB Board
08/01/2021	ETBI	ETBI Regarding UK Withdrawal Update from DFHERIS
11/01/2021	ETBI	ETBI – Letter to Principals COVID-19 Remote Learning absences substitution
11/01/2021	SEAI	Regarding Annual reporting of energy performance
11/01/2021	SOLAS	Regarding Just published Annual Report on Intra-EU labour mobility
12/01/2021	NPC	Reply regarding Male Parent Representative to LMETB Board
14/01/2021	Léargas	Grant Agreement Amendment
15/01/2021	NCSE	Regarding Request for 2 nd ASD in BFT

18/01/2021	Social Welfare Services	Regarding School Meals (Local Projects) Scheme 2020-2021
18/01/2021	OFI College	Letter Regarding Nomination to BoM
20/01/2021	Senator Rebecca Moynihan	Period Productions (Free Provision) Bill
21/01/2021	ETBI	DPC seeking consultation on data processing document re children
25/01/2021	Coláiste de Lacy BoM	Letter regarding MS Teams
25/01/2021	Coláiste de Lacy BoM	BoM Coláiste De Lacy reply to DOSD email 25.1.21
25/01/2021	ETBI	2021 Planning and Funding Update
25/01/2021	St. Ciaran's CS, Kells	St. Ciaran's CS re 2020 Sports Capital Equipment Programme
26/01/2021	An Coimisinéir Teanga	Tag. Faireachán ar chur ibhfeidhm gealltanais bhur scéim teanga
26/01/2021	Jenny Byrne	ASH CNS Minutes BoM AUP Jan 2021
26/01/2021	Public Accounts Committee	Correspondence from the Committee of Public Accounts
27/01/2021	Revenue Commissioners	Reply to DOSD letter of 21/1/21 regarding Qualifying disclosure
28/01/2021	ETBsNPC	Regarding Letter to Principals – seeking nomination for Male Parent representative nominee
28/01/2021	ETB'sNPA	Letter Regarding Male Parent Representative nominee
29/01/2021	ETBI	Regarding Service Plan template from Department of Education
03/02/2021	Boyne CS	Minutes 16.12.20 BoM meeting Boyne CS
03/02/2021	ETBI	Review of controls
03/02/2021	Paul O Hart	Relocation of Drogheda Educate Together Secondary School
04/02/2021	ETBI	Regarding LMETB Covid Costs
04/02/2021	SOLAS	ETB FAR returns SOLAS Confirming all ETB Returns have been received
04/02/2021	ETBI	ETBI – DPER Remote Working Survey
05/02/2021	Emer Nolan	Emer Nolan Regarding Cllr Video on LMETB Facebook – Educate Together Drogheda
05/02/2021	Sharon Tolan	Email from Sharon Tolan Regarding Correspondence from Educate Together
05/02/2021	Keenan CF	Letter Regarding McAleer & Teague Ltd. – Company Voluntary Arrangement
06/02/2021	Drogheda City Status Group	Request for update on Headquarters
08/02/2021	Siobhan Corcoran	Request re. Meetings minutes
08/02/2021	O'Carolan College	BoM Mins 1.12.20 & 4.2.20, Policies, Contributions 2021.22
09/02/2021	PAC	PAC Acknowledging receipt of LMETB Correspondence 8.2.21 Ref Eo345 PAC33
09/02/2021	NPC	Email Regarding Male Parent Representative
10/02/2021	Dept. Tourism, Culture, Arts, Gaeltacht, Sport & Media	Bord Oideachais agus Oiliúna Lú agus na Mí – Scéim 2 – AT686
11/02/2021	SOLAS	Re. Payment Advice Note from 11.02.2021

12/02/2021	ESBS	ESBS – LMETB 2020 KPI Annual Report
16/02/2021	Boyne CS BoM	Boyne CS BoM Minutes 14.12.20
16/02/2020	ETBsNPC	Male Parent representative nominee to LMETB Board

- **Correspondence sent**

Date	Re:
04/11/2020	CE's Office to Department of Education re ETBsNPA
23/11/2020	APO CES to Oifig an Choimisinéara Teanga regarding Faireacháin ar chur I bhfeidhm forálacha Acht na dTeangacha Oifigiúla 2003
24/11/2020	APO CES to Principal DBY – The Godolphin Bursary (St. Peters College Dunboyne) 202021
24/11/2020	APO CES to Principal DCFE – Various scholarships (Dunboyne College of Further Education) 201920
24/11/2020	APO CES to St. Oliver PP Oldcastle Credit Union Scholarship 201920
24/11/2020	APO CES to Bush PP regarding The George Moore Scholarship
26/11/2020	CE's Office – Signed Memorandum of Understanding – ESBS-ETB Payroll and Louth Meath ETB to ESBS
27/11/2020	APO CES to Department of Education Request to Department for approval of gift and scholarships
27/11/2020	APO CES to Billy Doyle confirming approval of nomination to LMETB Board
30/11/2020	Dos to School Leaders regarding HSE & DES Important WEBINAR for all school Principals, Primary & Post Primary
30/11/2020	DOSD to PAC reply to Correspondence of 17.11.20 from the Public Accounts Committee
30/11/2020	APO CES to Principal DCFE Various scholarships 202021
30/11/2020	APO CES to Principal Scoil Uí Mhuirí – The George Moore Scholarship
01/12/2020	DOS to School Leaders – ETBI Journal of Education
01/12/2020	DOS to School Leaders regarding Practical Steps for the Deployment of Good Ventilation Practices in Schools V2 from Department of Education
01/12/2020	CE's Office to Mr. Billy Doyle letter of appointment to LMETB Board 2020
01/12/2020	CE's Office to Mr. Billy Doyle (email) letter of appointment to LMETB Board 2020
02/12/2020	CE's Office to Department of Education – LMETB Annual Report 2019 (Irish)
02/12/2020	CE's Office to Department of Education – LMETB Annual Report 2019 (English)
02/12/2020	CE's Office to Department of Education – LMETB's Chairpersons Report 2019
03/12/2020	CE's Office to Department of Education – LMETB Annual Report 2019 (Irish)
03/12/2020	CE's Office to Department of Education – LMETB's Annual Report 2019 (Irish) PT1
03/12/2020	CE's Office to Department of Education – LMETB's Annual Report 2019 (Irish)PT 2
04/12/2020	CE's Office to Department of Education Resending LMETB's Annual Report 2019 (Irish)PT 2
08/12/2020	DOS to LMETB SMT – LMETB Revised Suspension and Expulsions Policy for Immediate Implementation

08/12/2020	DOS to School Leaders, SMT & BoM Members regarding Department of Education Updated Requirements in relation to the provision of a CPOR to the BOM December 2020
09/12/2020	DOS to All Staff regarding Teastas Iarchéime I dTeagasc Ábharbhunaithe (TTA) san Iarbhunscolaíocht Lán-Ghaeilge agus Ghaeltachta/ Postgraduate Certificate in Subject-based Teaching for post-primary subject teachers teaching through Irish in the Gaeltacht or outside the Gaeltacht
09/12/2020	DOSD to IAU ETBS – Reply to email of 9.12.20 regarding Review of Audit Findings
10/12/2020	DOS to School Leaders – Department of Education’s Guidance for end of term Christmas 2020
14/12/2020	DOSD to IAUETB’s regarding Typo in LMETB Review of Previous Audit Findings and Recommendations Report 09.12.2020/ Opinion Report LM1220
14/12/2020	DOS to School Leaders – Second meeting held of Advisory Group on planning for state examinations 2021
14/12/2020	DOS to School Leaders re JCT Letter with attachment to schools
16/12/2020	DOS to School Leaders, SMT, Members of BoM – Department of Education’s Updated Requirements in relation to the provision of a CPOR to the BOM December 2020
16/12/2020	CE to Drogheda City Status Group – reply to email dated 16.12.20
17/12/2020	DOS to School Leaders – Latest Publications from the Department of Education’s re COVID 19
17/12/2021	CE to President Mulvey DKIT re. Joining AMTCE Board
21/12/2020	DOS to School Leaders & APO CES – Return to Work Post Christmas
21/12/2020	DOSD to Department of Education – End of year Non-pay appeal – LMETB
21/12/2020	DOS to School Leaders & Secretaries & Admin Staff – Thank You & Seasons Greetings
21/12/2020	DOSD to Department of Education regarding LMETB – AFS 2019 – Note 25a and b in Accounts – Consultancy and legal
21/12/2020	CE – thank you Patronage Team from the Chief Executive
21/12/2020	DOS to Patronage Team – Update on Admissions Process for Coláiste Ríoga
21/12/2020	DOS to Department of Education – LMETB Patron of Choice for new Post Primary School in Dunshaughlin
21/12/2020	CE to SOLAS Regarding additional training capacity Elect and plumb
23/12/2020	CE’s Office to NPC regarding Male Parent Representative to LMETB Board
30/12/2020	DOS to School Leaders regarding Ministers Foley and Madigan announce three-day extension to school Christmas holidays, with schools to re-open on 11 January
05/01/2021	OSD to APO Finance & Dir FET Regarding NDP Review – Consultation
06/01/2021	DOS to School leaders – Mins Ed provide further detail of in-school and remote learning provision during the periods of school closure
07/01/2021	DOS to School Leaders – Min Ed has confirmed that all schools will regrettably remain closed to students from Monday 11 January
11/01/2021	DOS to School Leaders REGARDING ETBI – Letter to Principals COVID-19 Remote Learning absences substitution
11/01/2021	DOS to School Leaders regarding Department of Education guidance support documents
11/01/2021	Dir FET to DFHERIS RE PQ re Dundalk Training Centre
14/01/2021	DOS to Cllrs & LMETB Principals in DSH area regarding Applications for 1 st Year Coláiste Ríoga September 2021

14/01/2021	DOS to School Leaders regarding Joint Oireachtas Report on the Impact of COVID-19 on Primary and Secondary Education
15/01/2021	DOS to School Leaders regarding SEC Schools Update Examinations Post Primary
15/01/2021	DOS to LMETB Board Members Regarding Press statement school on-line learning incident
19/01/2021	DOS to School Leaders Regarding LMETB Template Internet Acceptable Use Policy (AUP) for immediate action
20/01/2021	DOS to School Leaders Regarding Inspectorate Helpline to support Curriculum in Remote Learning (CNS and PP)
20/01/2021	DOSD to Dir's & APO's Regarding Period Productions (Free Provision) Bill
21/01/2021	DOSD to SMT Regarding DPC seeking consultation on data processing document re children
21/01/2021	DOSD to Revenue Commissioners – regarding Unprompted Voluntary disclosure
22/01/2021	APO CES to Oifig an Choimisinéara Teanga regarding Faireacháin ar chur i bhfeidhm forálacha Acht na dTeangacha Oifigiúla 2003
25/01/2021	DOS to ALL Staff Regarding Postgraduate Diploma in Educational Guidance Counselling at Maynooth University
25/01/2021	DOSD to BoM Coláiste de Lacy Reply to email 25.1.21 Regarding MS Teams
26/01/2021	Principal Coláiste de Lacy to Staff MS Teams – Strictly Confidential and not for circulation
26/01/2021	DOSD to APOs regarding ETB 2021 Calendar Regarding Returns & Reports
26/01/2021	BB on behalf of Exec to PAC – Acknowledging receipt of Correspondence from the Committee of Public Accounts
27/01/2021	CE's Office to Dir FET – Greenfield Process 2021 A
27/01/2021	CE's Office to Dir FET regarding LMETB Greenfield Process 2021 B
27/01/2021	CE' Office to St. Ciaran's, CS, Kells Regarding 2020 sports capital and equipment programme
27/01/2021	DOS to School Leaders Regarding Engagement with the Inspectorate January – June 2021
28/01/2021	DOS to School Leaders – Meeting held of subgroup of Advisory Group on planning for state examinations 2021
28/01/2021	CE's Office to Principals Regarding ETBsNPA letter male parent representative nominee
28/01/2021	APO CES to SMT Regarding Board Correspondence
28/01/2021	Dir FET to RST - update to providers of off-the-job training on national craft apprenticeship programmes
28/01/2021	Dir FET to RST - SOLAS Construction sector shutdown - FET update
29/01/2021	Dir FET to F Lane DFHERIS Regarding PQ Ref 509521 Deputy Fergus O'Dowd Pharmacy Technician Course at DIFE
29/1/2021	DOSD to Chair of Audit & Risk Committee regarding DRAFT LMETB 2019 Management Letter 2019 responses
29/01/2021	DoS to Principals Regarding SEC press release exam results date 2020
29/01/2021	Dir FET to DFHERIS PQ Ref 509521 Deputy Fergus O'Dowd Pharmacy Technician Course at DIFE
29/01/2021	DOS to School Leaders - Extension of Level 5 Restrictions School Closures
29/01/2021	DOS to School Leaders - Further meeting held of subgroup of Advisory Group on planning for state examinations 2021
29/01/2021	Dir FET to SOLAS Regarding LMETB FAR 1 2 and 4 Completed Templates and Capital Request Documentation
01/02/2021	Dir FET to SOLAS regarding LMETB FAR 4 documentation (UPDATED)

01/02/2021	DOS to School Leaders RE Department of Education's Updated Requirements in relation to the provision of a CPOR to the BOM December 2020
02/02/2021	DOS to CNS Principals Regarding Mins. Ed welcome agreed plan for return to in-school learning for children with SEN at primary level
02/02/2021	CE's Office to DOSD, DOS & APO HR Regarding Pilot Voluntary Redeployment Scheme 2021
02/02/2021	CE's office to Department of Education Regarding LMETB Resignation of male parent nominee from ETB Main Board
03/02/2021	DOSD to SMT Regarding LMETB - Start of Year Service Plan 2021 - Letter and Figures from Department of Education
04/02/2021	CE Response to A Spearman - Educate Together Drogheda
04/02/2021	CE's Office forwarding CE's Response to A Spearman to LMETB Board Members
04/02/2021	DOSD to DoE Re. Final draft report with Actual 2015 included - VAT underpayment
05/02/2021	DOSD to Finance Section Regarding Letter re Financial Template 2020
05/02/2021	DOS to School Leaders & Secretaries Regarding Teacher Fee Refund Scheme 2020
05/02/2021	Dir FET to DFHERIS Regarding Parliamentary Questions for response by 2pm Friday 5/2/21
05/02/2021	Dir FET to DFHERIS Parliamentary Questions for response by 2pm Friday 5.2.2021 additional information
08/02/2021	CE to Drogheda City Status Group – Response regarding Request for update on Headquarters
08/02/2021	DOSD to PAC – Response to email 26.1.21 re. Procurement
08/02/2021	DOS to School Leaders - Forwarding DOSD Response to PAC Re. Procurement 8.2.21
08/02/2021	CE to Drogheda City Status Group Re. Drogheda City Status Group - Request for update on Headquarters
09/02/2021	CE to Principal St. Francis NS Blackrock, Van Dijk Arch, APO Buildings Re. St. Francis NS Blackrock
09/02/2021	CE to DFHERIS – regarding FET Accommodation in Dunboyne
09/02/2021	From Buildings Officer to DoE – regarding fully executed Contract of sale for lands at Dunshaughlin – Rockture 4 Ltd & LMETB
09/02/2021	DOS to School Leaders Re. Irish Sign Language Act
10/02/2021	APO CES to DoE Re. Report on Protected Disclosures
11/01/2021	DOS to School Leader re. Return for Special Classes at Post Primary Schools on 22 Feb
11/02/2021	DOS's Office to School Leaders – DoE's funded Post Graduate Programmes
11/02/2021	DOS to School Leaders - Information for Principals with SNU classes
11/02/2021	DOS to School Leaders – Supplementary Programme for PP SNU Students
12/02/2021	DOSD to Finance LMETB & RST - Invoice redirection (Attempted Fraud) as per ETBI
12/02/2021	DOS to School Leaders & Secretaries - Thank You - Well Done
12/02/2021	CE to DOSD Re. LMETB 2020 KPI Annual Report
12/02/2021	APO CES to Oifig An Choimisinéara Teanga -Re. Dréacht-tuairisc
15/02/2021	CE to Jan van Dijk & Design Team Re. HQ Drogheda.doc Revised 23 April V5 (002)
15/02/2021	CE to Department of Education regarding HQ Drogheda.doc Revised 23 April V5

16/02/2021	DOSD to Garda Síochána PCCC Unit re. Police Property application for funds frozen after fraud at LMETB in 2017
16/02/2021	DOSD to Chair ARC re. Audit Completion Memorandum LMETB 2019
16/02/2021	CE's Office to ETBsNPC Re. Male Parent representative nominee to LMETB Board

• **Correspondence sent on foot of Board meeting held on 26th November 2020**

Date	Re:
10/12/2020	CE's Office to Mr. Peter McGrath – Letter to Audit & Risk Committee
10/12/2020	CE's Office to Ms. Sadie Ward McDermott- Dir. FET Mins committee nominations & policies
10/12/2020	CE's Office to Mr. Brian Murphy, DOSD OSD Matters
10/12/2020	CE's Office to Mr. Bill Sweeney, Letter to Finance Committee
10/12/2020	CE's Office to Ms. Anne Malone, Finance
10/12/2020	CE's Office to Cllr Sharon Tolan Letter to Gifts Trusts Committee
10/12/2020	CE's Office to Nominee Mr. Barry McCourt Adult Ed Committee
10/12/2020	CE's Office to Nominee Ms. Karen Tobin Adult Ed Committee
10/12/2020	CE's Office to Nominee Mr. Liam Burke Brady BOM DIFE
10/12/2020	CE's Office to Nominee Ms. Niamh Ryan BOM DIFE
10/12/2020	CE's Office to Sec BOM DIFE – Minutes
10/12/2020	CE's Office to Sec BOM FAU CNS – Minutes
10/12/2020	CE's Office to Sec BOM OFI- Minutes
14/12/2020	CE's Office to Nominee Mr. Barry McCourt BOM CNH
14/12/2020	CE's Office to Nominee Ms. Malgorzata Gilani to Adult Ed Committee
14/12/2020	CE's Office to Nominee Ms. Malgorzata Gilani BOM SUM
14/12/2020	CE's Office to Nominee Cllr. Marianne Butler BOM BPP
14/12/2020	CE's Office to Sec BOM Athboy CS – Minutes
15/12/2020	CE's Office to Cllr Nick Killian Resignation from LMETB Board
15/12/2020	CE's Office to Nominee Mr. Billy Doyle to LMETB Board
15/12/2020	CE's Office to Nominee Cllr. John Sheridan Deputy Chairperson LMETB
15/12/2020	CE's Office to Nominee Cllr. John Sheridan to L&B Committee
15/12/2020	CE's Office to Nominee Cllr. Wayne Harding to Ballymakenny CS BOM
15/12/2020	CE's Office to Nominee Cllr. Wayne Harding Chairperson LMETB
15/12/2020	CE's Office to Nominee Mr. Cormac Bohan to Ballymakenny CS BOM
15/12/2020	CE's Office to Nominee Mr. Dara McGowan BOM OCC
15/12/2020	CE's Office to Nominee Mr. Emmet McDonagh BOM ECC
15/12/2020	CE's Office to Nominee Ms. Laura Walsh BOM ECC
15/12/2020	CE's Office to Nominee Mr. Paul McCusker to BOM FAU
15/12/2020	CE's Office to Nominee Senator Annie Hoey to Ballymakenny CS BOM
15/12/2020	CE's Office to Nominee Ms. Tara Cassidy BOM ECC
15/12/2020	CE's Office to Nominee Mr. Thomas Cooney BOM ECC
15/12/2020	CE's Office to THEA regarding Mr. Billy Doyle
22/12/2020	CE's Office to Mr. Alan O Hanlon Resignation from Adult Education Committee

- **Correspondence on foot of special board meeting held on 1st February 2021**

Date	Re:
02/02/2021	From Ms. Georgina McKenna, Drogheda Educate Together Board of Management
02/02/2021	From Mr. Rory Scott regarding Educate Together change of location
02/02/2021	From Ms. Rachel Doherty regarding change of location of Drogheda Educate Together Secondary School
02/02/2021	From Mr. Ian Watters regarding Drogheda Educate Together SS
02/02/2021	CE's Office to LMETB Board Members regarding Press Release Educate Together
02/02/2021	CE's Office to TD's regarding Press Release Educate Together
02/02/2021	CE's Office to Senators regarding Press Release Educate Together
02/02/2021	CE's Office to Principal, St. Oliver's CC, & Principals regarding Press Release Educate Together
02/02/2021	From Mr. Ged Nash TD regarding LMETB HO - Drogheda Educate Together & St. Oliver's site
02/02/2021	CE'S Office to Ged Nash TD regarding LMETB HO - Drogheda Educate Together & St. Oliver's Site

Members were advised that the documentation regarding the above correspondence has been provided on Sharepoint.

5. Committees and Reports

5.1 Director of Further Education and Training Report

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

- The continuation of teaching and learning notwithstanding prevailing public health directives
- ICT initiatives including the distribution of 423 devices to FET learners and the Mitigating Against Educational Disadvantage (MAED) scheme,
- Advanced Manufacturing and Training Centre of Excellence,
- Update on efforts to secure approval for a permanent premises for Dunboyne College of Further Education

5.1.1 Further Education and Training Committee/Board of Management Minutes

It was resolved **R. 07/02/2021** to approve the minutes of the meeting of the Adult Education Committee which took place on 28th May 2020.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maria Murphy

It was resolved **R. 08/02/2021** to approve the minutes of the meeting of the Adult Education Committee which took place on 3rd December 2020.

Proposed: Cllr. Maria Murphy

Seconded: Ms. Karen Tobin

It was resolved **R. 09/02/2021** to approve the minutes of the meeting of the Board of Management of Dunboyne College of Further Education which took place on 13th October 2020.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Nick Killian

It was resolved **R. 10/02/2021** to approve the minutes of the meeting of the Board of Management of Dunboyne College of Further Education which took place on 1st December 2020.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Nick Killian

5.1.2 Membership of Committees

It was resolved **R. 11/02/2021** to approve the nomination of Mr. Kadir Guirey as male student nominee to the Board of Management of Dunboyne College of Further Education.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Sharon Tolan

It was resolved **R. 12/02/2021** to approve the nomination of Ms. Ava Reilly as female student nominee to the Board of Management of Dunboyne College of Further Education.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Sharon Tolan

It was resolved **R. 13/02/2021** to approve the nomination of Cllr. Wayne Harding as LMETB nominee to the Board of Governance of the Advance Manufacturing Training Centre of Excellence.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Sharon Tolan

It was resolved **R. 14/02/2021** to approve the nomination of Dr. Andrew Lynch, IMR, to the Board of Governance of the Advance Manufacturing Training Centre of Excellence.

Proposed: Ms. Siobhán Greer

Seconded: Mr. Barry McCourt

It was resolved **R. 15/02/2021** to approve the nomination of Mr. Peter Davitt, FIT, to the Board of Governance of the Advance Manufacturing Training Centre of Excellence.

Proposed: Cllr. John Sheridan

Seconded: Mr. Barry McCourt

It was resolved **R. 16/02/2021** to approve the nomination of Mr. Brendan Mackin, Portview, to the Board of Governance of the Advance Manufacturing Training Centre of Excellence.

Proposed: Cllr. John Sheridan

Seconded: Mr. Barry McCourt

It was resolved **R. 17/02/2021** to approve the nomination of Mr. Brian Cooney, Kuka Ltd., to the Board of Governance of the Advance Manufacturing Training Centre of Excellence.

Proposed: Cllr. John Sheridan

Seconded: Mr. Barry McCourt

It was resolved **R. 18/02/2021** to approve the nomination of Mr. Michael Mulvey, DKIT, to the Board of Governance of the Advance Manufacturing Training Centre of Excellence.

Proposed: Cllr. John Sheridan

Seconded: Mr. Barry McCourt

It was resolved **R. 19/02/2021** to approve the nomination of Mr. Jonathan McKenna, Combilift Ltd., to the Board of Governance of the Advance Manufacturing Training Centre of Excellence.

Proposed: Cllr. John Sheridan

Seconded: Mr. Barry McCourt

It was resolved **R. 20/02/2021** to approve the nomination of Cllr. Sharon Tolan as Chairperson of the Board of Governance of the Advance Manufacturing Training Centre of Excellence.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Nick Killian

Members discussed the lack of gender balance on the Board of Governance noting the difficulty to date in identifying females with relevant experience or qualifications in the area. CE undertook to write to the State Board Appointments Service and invited members to bring forward names of females for Board consideration.

5.1.3 Further Education and Training Policies

College/Centre	Policy
All Youthreach Centres	Child Safeguarding Statements Youthreach Centres LMETB – Ratification Document
YR Ardee	Child Safeguarding Statement
YR Ashbourne	Child Safeguarding Statement
YR Drogheda	Child Safeguarding Statement
YR Dundalk	Child Safeguarding Statement
YR Kells	Child Safeguarding Statement
YR Bettystown/Laytown	Child Safeguarding Statement
YR Navan	Child Safeguarding Statement
YR Trim	Child Safeguarding Statement

The above policies were noted by the Board.

5.2 Director of Schools Report

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

- The phased reopening of schools and related issues
- The successful outcome of the patronage campaign for the new second level school in Dunshaughlin
- Arrangements for 2021 state exams
- The overwhelmingly positive response from parents to teaching and learning provided by schools
- Ongoing activity and planning for recruitment of staff

Director expressed her gratitude to Board members for their valuable assistance with the Dunshaughlin patronage campaign and for their ongoing dedication and commitment in sitting on interview boards.

5.2.1 Consideration of request from Mr. Stephen Dunne studying for Doctorate of Education degree for ethical approval regarding Research Study in relation to Droichead

It was resolved **R. 21/02/2021** to approve the request.

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhán Greer

5.2.2 Dunshaughlin Patronage Assessment Report

The Report was noted.

5.2.3 Minutes of Boards of Management meetings

The minutes of the meeting of the Board of Management of Bush Post Primary School which took place on 17 September 2020 were noted.

It was resolved **R. 22/02/2021** to approve the minutes of the meeting of the Board of Management of Bush Post Primary School which took place on 10 December 2020.

Proposed: Cllr. Marianne Butler

Seconded: Ms. Siobhán Greer

The minutes of the meeting of the Board of Management of Coláiste de Lacy which took place on 21 September 2020 were noted.

The minutes of the meeting of the Board of Management of Dunshaughlin Community College which took place on 1 March 2019 were noted.

The minutes of the meeting of the Board of Management of Dunshaughlin Community College which took place on 30 September 2019 were noted.

The minutes of the meeting of the Board of Management of Dunshaughlin Community College which took place on 20 November 2019 were noted.

It was resolved **R. 23/02/2021** to approve the minutes of the meeting of the Board of Management of Dunshaughlin Community College which took place on 20 January 2020.

Proposed: Cllr. Damien O'Reilly

Seconded: Ms. Karen Tobin

It was resolved **R. 24/02/2021** to approve the minutes of the meeting of the Board of Management of Dunshaughlin Community College which took place on 21 September 2020.

Proposed: Cllr. Damien O'Reilly

Seconded: Ms. Karen Tobin

It was resolved **R. 25/02/2021** to approve the minutes of the meeting of Dunshaughlin Community College the Board of Management of which took place on 29 April 2020.

Proposed: Cllr. Damien O'Reilly

Seconded: Ms. Karen Tobin

The minutes of the meeting of the Board of Management of O'Carolan College, Nobber which took place on 17 September 2020 were noted.

The minutes of the meeting of the Board of Management of O'Carolan College, Nobber which took place on 1 December 2020 were noted.

The minutes of the meeting of the Board of Management of O'Fiaich College which took place on 16 June 2020 were noted.

The minutes of the meeting of the Board of Management of Scoil Uí Mhuirí which took place on 3 March 2020 were noted.

It was resolved **R. 26/02/2021** to approve the minutes of the meeting of the Board of Management of Scoil Uí Mhuirí which took place on 29 April 2020.

Proposed: Cllr. John Sheridan

Seconded: Cllr. Eileen Tully

The minutes of the meeting of the Board of Management of Scoil Uí Mhuirí which took place on 26 May 2020 were noted.

The minutes of the meeting of the Board of Management of St. Oliver's Community College which took place on 11 March 2020 were noted.

It was resolved **R. 27/02/2021** to approve the minutes of the meeting of the Board of Management of St. Oliver's Community College which took place on 30 April 2020.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Wayne Harding

It was resolved **R. 28/02/2021** to approve the minutes of the meeting of the Board of Management of St. Oliver's Community College which took place on 21 September 2020.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Wayne Harding

The minutes of the meeting of the Board of Management of St. Oliver's Community College which took place on 19 November 2020 were noted.

The minutes of the meeting of the Board of Management of St. Oliver Post Primary, Oldcastle which took place on 17 September 2020 were noted.

The minutes of the meeting of the Board of Management of St. Oliver Post Primary, Oldcastle which took place on 22 October 2020 were noted.

The minutes of the meeting of the Board of Management of St. Peter's College, Dunboyne which took place on 15 June 2020 were noted.

The minutes of the meeting of the Board of Management of St. Peter's College, Dunboyne which took place on 23 June 2020 were noted.

The minutes of the meeting of the Board of Management of St. Peter's College, Dunboyne which took place on 17 August 2020 were noted.

The minutes of the meeting of the Board of Management of St. Peter's College, Dunboyne which took place on 28 September 2020 were noted.

The minutes of the meeting of the Board of Management of St. Peter's College, Dunboyne which took place on 22 October 2020 were noted.

The minutes of the meeting of the Board of Management of St. Peter's College, Dunboyne which took place on 23 November 2020 were noted.

The minutes of the meeting of the Board of Management of St. Peter's College, Dunboyne which took place on 14 December 2020 were noted.

It was resolved **R. 29/02/2021** to approve the minutes of the meeting of the Board of Management of Ratoath College which took place on 20 August 2020.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maria Murphy

The minutes of the meeting of the Board of Management of Ard Rí Community National School which took place on 22 September 2020 were noted.

The minutes of the meeting of the Board of Management of Ard Rí Community National School which took place on 3 March 2020 were noted.

The minutes of the meeting of the Board of Management of Faughart Community National School which took place on 19 August 2020 were noted.

The minutes of the meeting of the Board of Management of Faughart Community National School which took place on 3 November 2020 were noted.

The minutes of the meeting of the Board of Management of Boyne Community School which took place on 24 September 2020 were noted.

The minutes of the meeting of the Board of Management of Boyne Community School which took place on 9 November 2020 were noted.

The minutes of the meeting of the Board of Management of Boyne Community School which took place on 17 November 2020 were noted.

Cllr. Killian noted that not all schools are submitting minutes in a timely fashion. Director of Schools agreed that this is a concern in a minority of schools and advised that her Directorate maintains a log of Board of Management meetings and is working with schools with a view to bringing minutes up to date by July.

5.2.4 Memberships and Chairpersons of Boards of Management

It was resolved **R. 30/02/2021** to approve the nomination of Mr. Brendan O'Malley as male staff nominee to the Board of Management of O'Fiaich College to replace Mr. John Caraher.

Proposed: Cllr. Marianne Butler

Seconded: Mr. Barry McCourt

It was resolved **R. 31/02/2021** to approve the nomination of Cllr. Damien O'Reilly as LMETB nominee to the Board of Management of Ratoath College to replace Ms. Gillian Toole.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maria Murphy

It was resolved **R. 32/02/2021** to approve the nomination of Cllr. Nick Killian as LMETB nominee to the Board of Management of Coláiste Ríoga.

Proposed: Cllr. Damien O'Reilly

Seconded: Cllr. Maria Murphy

It was resolved **R. 33/02/2021** to approve the nomination of Cllr. Maria Murphy as LMETB nominee to the Board of Management of Coláiste Ríoga.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Marianne Butler

It was resolved **R. 34/02/2021** to approve the nomination of Cllr. Damien O'Reilly as LMETB nominee to the Board of Management of Coláiste Ríoga.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Sharon Tolan

It was resolved **R. 35/02/2021** to approve the nomination of Cllr. Paula Butterly to the Board of Management of Ardee Community School to replace Mr. Colm Markey MEP.

Proposed: Cllr. John Sheridan

Seconded: Cllr. Eileen Tully

It was resolved **R. 36/02/2021** to approve the nomination of Fr. Seán McCartan to the Board of Management of Ardee Community School to replace Fr. Brian Slator.

Proposed: Cllr. John Sheridan

Seconded: Cllr. Marianne Butler

5.2.5 School Based Policies:

School	Policy
LMETB All Schools	LMETB Suspension & Expulsion Policy
Bush PP	Acceptable Usage Policy
Coláiste na Mí, Navan	Acceptable Usage Policy & Consultation Form
O'Carolan College, Nobber	Child Safe Guarding Policy
O'Carolan College, Nobber	Cyber Bullying Policy
O'Carolan College, Nobber	DEIS Plan
O'Carolan College, Nobber	OCC Droichead Policy
St. Oliver PP Oldcastle	RSE Policy
St. Oliver PP Oldcastle	Anti-Bullying Policy 2020
St. Oliver PP Oldcastle	Internet Acceptable Use Policy
St. Peter's College	Student Internet Safety – Acceptable use Policy & AUP Ratification Document
Ratoath College	ICT Acceptable Use Policy & ICT AUP Policy Ratification Document
Faughart CNS	Anti-Bullying Policy & Anti-Bullying Ratification Document
Faughart CNS	Homework Policy & Ratification Document
Faughart CNS	Internet Acceptable Use Policy

The above policies were noted.

5.2.6 Proposed Contributions from Parents/Guardians 2021/2022

School	Year Group	Proposed Amount
Bush PP	1 st Year	€140
Bush PP	2 nd – 6 th Year	€110
Bush PP	TY	€465
Bush PP	LCA	€50
Coláiste Pobail Ráth Chairn	Bliain 1, 2, 3	€140
Coláiste Pobail Ráth Chairn	Bliain 5,6	€200
O'Carolan College, Nobber	1 st , 2 nd , 3 rd , 5 th & 6 th Years	€160
O'Carolan College, Nobber	TY 2021/2022	€300
O'Carolan College, Nobber	LCA 2021/2022	€200
Ratoath College	1 st Year	€270
Ratoath College	2 nd Year	€270
Ratoath College	3 rd year	€230
Ratoath College	4 th Year	€450
Ratoath College	5 th year	€270
Ratoath College	6 th Year	€270
Ratoath College	LCA	€270
St. Oliver's CC, Drogheda	1 st , 2 nd , & 3 rd Years	€200
St. Oliver's CC, Drogheda	5 th & 6 th Years	€150
St. Oliver's CC, Drogheda	TY	€240
St. Oliver's CC, Drogheda	All Years (Optional Insurance Cover)	€8.50
Faughart CNS	All Year Groups	€85

It was resolved **R. 37/02/2021** to approve the above proposed contributions for 2021/2022.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. John Sheridan

6. OSD Matters

6.1 Minutes:

It was resolved **R. 38/02/2021** to approve the minutes of the Gifts, Trusts & Scholarships Committee meeting held on 16th November 2020

Proposed: Cllr. Maria Murphy

Seconded: Ms. Siobhán Greer

It was resolved **R. 39/02/2021** to approve the minutes of the Land & Buildings Committee meeting held on 23rd November 2020

Proposed: Cllr. Maria Murphy

Seconded: Ms. Siobhán Greer

It was resolved **R. 40/02/2021** to approve the minutes of the Land & Buildings Committee meeting held on 1st February 2021

Proposed: Cllr. Maria Murphy

Seconded: Ms. Siobhán Greer

It was resolved **R. 41/02/2021** to approve the minutes of the Music Generation Louth meeting held on 25th November 2020

Proposed: Cllr. Maria Murphy

Seconded: Ms. Siobhán Greer

6.2 Memberships and Chairpersons of Committees

The Board noted that there were no nominees from NPC or ETB'sNPA for a male parent to replace Mr. Fabio De Araujo and deferred consideration.

DOSD advised members that he and APO Corporate Services met Mr. Paddy Malone in the context of the requirements of the Code of Practice regarding membership of ETB Audit and Risk Committees and could confirm that he meets those requirements. DOSD referred members to the report furnished to the Board for further detail.

It was resolved **R. 42/02/2021** to approve the nomination of Mr. Paddy Malone to the Audit & Risk Committee to replace Ms. Roisin Duffy.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Nick Killian

CE noted that Mr. Malone is the Chairperson of DKIT and welcomed his appointment. CE noted that Mr. Malone brings a wealth of experience and his appointment represents a deepening of the important relationship between LMETB and DKIT.

It was resolved **R. 43/02/2021** to approve the nomination of Mr. Billy Doyle to the Finance Committee to replace Ms. Roisin Duffy.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Sharon Tolan

6.3 Updated Terms of Reference of Committees

It was resolved **R. 44/02/2021** to approve the Updated Terms of Reference of the Audit and Risk Committee.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Nick Killian

It was resolved **R. 45/02/2021** to approve the Updated Terms of Reference of the Finance Committee.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Eileen Tully

6.4 OSD Policies/ Documentation

6.4.1 Updated Procurement Policy

DOSD advised members that the procurement policy has been updated on foot of a new template issued on behalf of ETBs by ETBI. DOSD noted that modifications to the previous template approved by LMETB, including the requirement that tenders be opened by three personnel rather than two, are retained. The updated policy was noted.

6.4.2 Updated Executive Orders

DOSD advised members that the Code of Practice requires LMETB to inform the board of executive orders and highlighted recent executive orders 43 to 48.

It was resolved **R. 46/02/2021** to approve the updated executive orders.

Proposed: Mr. Billy Doyle

Seconded: Cllr. Sharon Tolan

6.5 Gifts, Trust and Scholarships

APO Corporate Services advised that the Committee met on 11th February 2021 and at the meeting it approved minutes of the meeting on 16th November 2020, considered a scholarship and gifts and reports by the CE thereon and reviewed the register of gifts and scholarships for 2020.

APO advised that the Committee resolved to recommend approval by the Board of the George Moore Scholarships worth €8,000 to two students in St. Oliver's Community College, Drogheda.

APO advised that the Committee considered the following gifts:

1. Court ordered contribution to Youthreach Drogheda - €2,500
2. Donation to St. Peter's College, Dunboyne - €1,000
3. Donation to St. Peter's College, Dunboyne - €1,500
4. Donation to St. Oliver Post Primary School, Oldcastle - €500
5. Donation to Faughart Community National School - €87
6. Donation to Ashbourne Community National School - €33

And resolved to recommend approval of the gifts, 1, 4, 5 and 6 and resolved to defer consideration of items 2 and 3 pending receipt of further information.

Cllr. Sharon Tolan, Chairperson of the Gifts, Trust and Scholarships confirmed APO's report.

It was resolved **R. 47/02/2021** to approve the recommendations of the Gifts, Trust and Scholarships Committee.

Proposed: Cllr. Eileen Tully

Seconded: Ms. Siobhán Greer

6.6 Data Breach Reports

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

Members noted the Data Breach Report.

6.7 Risk Management Report for Quarter 1 2021

Members considered the report as circulated. 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. Members noted the Risk Management Report. DOSD noted that the Audit and Risk Committee reviews the risk register at its meetings and will continue to do so.

DOSD noted that the Code of Practice requires ETBs to agree a Risk Appetite Statement and that the Audit and Risk Committee has considered and recommended the draft presented for approval by the Board. DOSD acknowledged the assistance of IPB in the area.

It was resolved **R. 48/02/2021** to approve the Draft Risk Appetite Statement.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

6.8 Human Resources Update

APO Human Resources took members through her report. APO noted the challenges presented by remote working to the ETB and its staff and thanked staff for their ongoing work. APO advised that an Employee Assistance Service is available to staff on a confidential 24/7 basis. APO noted that LMETB is considering replacing the software package used for recruitment with more efficient and user-friendly software. APO noted that LMETB has agreed to participate in a pilot process in the area of pensions at the request of the Department of Education.

6.9 Report of the Audit & Risk Committee

It was resolved **R. 49/02/2021** to approve the Report of the Audit & Risk Committee dated 14 December 2020.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Damien O'Reilly

7. Land and Buildings

7.1 Leases/Property

7.1.1 Leases/Licences

It was resolved **R. 50/02/2021** to approve the recommendation of the Land and Buildings Committee to agree to a one-year license with Meath County Council for its use of the Ceard Scoil carpark at O'Carolan College, Nobber to facilitate the temporary relocation of Fire Station during the construction phase of the new fire station in Nobber.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Emer Tóibín

It was resolved **R. 51/02/2021** to approve the recommendation of the Land and Buildings Committee that LMETB sign a Deed of Renunciation for Unit 6, Dunboyne College of Further Education thus renouncing its entitlement to a new tenancy on expiry of the existing lease for the unit under the provisions of the Landlord and Tenant Acts.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Nick Killian

It was resolved **R. 52/02/2021** to approve the recommendation of the Land and Buildings Committee that LMETB sign a Deed of Renunciation for Student Carpark, Dunboyne College of Further Education thus renouncing its entitlement to a new tenancy on expiry of the existing lease under the provisions of the Landlord and Tenant Acts.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Sharon Tolan

The Board noted that LMETB have been renting Unit 32, Dunboyne College of Further Education since August 2017 and that this lease will end at the end of March 2021 when landlord exits her lease.

7.1.2 Rent of Premises

It was resolved **R. 53/02/2021** to approve the recommendation of the Land and Buildings Committee to grant retrospective and ongoing approval for the rental of two offices in Chapel Street, Dundalk from 9am to 5pm, Monday to Friday, to TUSLA at an annual rental of €6,000.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Nick Killian

It was resolved **R. 54/02/2021** to approve the recommendation of the Land and Buildings Committee to grant retrospective and ongoing approval for the rental of two offices in King Street, Drogheda from 9am to 5pm, Monday to Friday, to TUSLA at an annual rental of €5,200.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Nick Killian

7.1.3 Updates

APO Land and Buildings advised members that LMETB is tendering for a contractor to carry out necessary modifications to the Advanced Manufacturing Training Centre of Excellence premises.

APO advised members that a response is awaited from the developer regarding the proposed development of footpath and cycle path at Dunshaughlin Community College (Castlethorn).

7.2 Building Projects Report - Developments and Update

APO Land and Buildings reported to members on developments including:

- LMETB's role in the project at St. Ciaran's Community School in Kells and Bellurgan Special Needs Unit, Dundalk
- Ongoing efforts to secure playing pitches at Colaiste na hInse, Laytown
- Receipt of approval to proceed to the next stage on projects at Coláiste na Mí, Navan, Bush Post Primary School, St. Mary's National School, Enfield and St. Peter's National School, Dunboyne
- Meetings with the Department of Education regarding the proposed LMETB Head Office in Drogheda and agreement that a third storey will be needed.

It was resolved **R. 55/02/2021** to approve the report.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Sharon Tolan

A discussion took place regarding the reaction to LMETB's recent agreement to provide a temporary site for Educate Together and to procure modular accommodation on the site of St Oliver's Community College for their short to medium term needs at the request of the Department of Education on behalf of Educate Together.

Members noted that:

- LMETB's Land and Buildings Committee considered the request in detail and made a recommendation to the Board which was considered and approved.
- LMETB considered the request fully and properly in accordance with the 2019 Code of Governance and the 2013 Act.

Members expressed the opinion that:

- LMETB had been badly treated by Educate Together and associated media coverage.
- The experience leaves a bad taste particularly given that LMETB provides assistance and support to schools outside the ETB sector.
- The treatment of Cllr. Tolan by supporters of Educate Together was disgraceful.

CE confirmed that LMETB meetings are held in public. CE confirmed that LMETB were requested by the Department of Education on behalf of Educate Together to assist in providing a site and in procuring a modular building for Educate Together and that LMETB had no role in the selection of the St Oliver's site.

CE reiterated that LMETB were not asked for a view on the site location.

CE rejected any suggestion that Educate Together were not aware of the temporary relocation to the St. Oliver's site. CE confirmed that Educate Together HQ were briefed at a meeting they attended with the Department of Education the week previous to the LMETB meeting.

CE noted that the following week LMETB met to consider their request and approved same. CE confirmed that LMETB's APO Land & Buildings rang the Secretary of Drogheda Educate Together Board of Management prior to the LMETB meeting to appraise Drogheda Educate Together of matters and immediately after the LMETB meeting to inform her of the outcome of the meeting. The CE informed the Department of Education of the outcome of the decision taken by LMETB to cooperate with their request after the LMETB meeting had concluded.

CE confirmed that the funding recently approved by the Department of Education for the development of St. Oliver's Community College is in place but pointed out that a possible investment of €15 million to construct a publicly funded modular building in Drogheda has now been lost. This facility when constructed would have become available to the people of Drogheda after Educate Together had moved to their permanent site and left Drogheda with a lasting legacy and enormous opportunity for delivery of additional public services. He formed the view that, without LMETB's actions, the resultant agreement with the owner of the Educate Together school site would not have progressed so quickly.

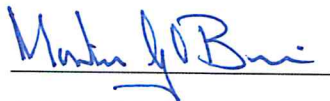
CE updated members on recent engagement with The Department of Education regarding the proposed LMETB Head Office in Drogheda. He expressed his confidence that the building will now be fit for purpose and meet LMETB's needs for the next fifty years.

CE commended the work of Directors, APOs and staff to members, noting his pride in them and appreciation for their efforts.

8. 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:



CHIEF EXECUTIVE



CHAIRPERSON

DATE:

31/03/2021

31/03/2021