

Minutes of Meeting held on Wednesday, 31st March 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. John Sheridan
BAILL I LATHAIR:	Cllr. Andrea McKevitt, Cllr. Antóin Watters, Mr. Barry McCourt, Mr. Bill Sweeney, Mr. Billy Doyle, Cllr. Damien O'Reilly, Cllr. John Sheridan, Ms. Karen Tobin, Ms. Máirín Uí Fháinnín, Ms. Malgorzata Gilani, Cllr. Maria Murphy, Cllr. Marianne Butler, Cllr. Nick Killian, Mr. Paul Dermody, Cllr. Sharon Tolan, Ms. Siobhán Greer and Cllr. Wayne Harding.
LEITHSCEIL:	Cllr. Deirdre Geraghty-Smith, Cllr. Eileen Tully and Cllr. Emer Tóibín.
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

It was resolved **R. 01/03/2021** that Cllr. Sheridan, Deputy Chairperson, should, in accordance with standing orders, chair the meeting until the Chairperson joined the meeting.

Proposed: Cllr. Damien O'Reilly

Seconded: Cllr. Maria Murphy

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. Emer Tóibín.

CONDOLENCES

Condolences were expressed in the usual respectful manner.

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. 02/03/2021** to approve the absence of LMETB members: Cllr. Deirdre Geraghty-Smith, Cllr. Eileen Tully and Cllr. Emer Tóibín.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Nick Killian

2. Minutes and matters arising

2.1 It was resolved **R. 03/03/2021** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 25th February 2021.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maria Murphy

2.2 Matters Arising:

There were no matters arising.

3. Finance

- 3.1 Mr. Sweeney reported on behalf of the Audit and Risk Committee referring to the written reports furnished to the Board.

Report on foot of meeting on 14th December 2020:

Mr. Sweeney advised members that the Committee reviewed the Risk Register noting that two risks had been added following review.

1. As a result of an inadequate system of internal control pertaining to both IT systems and Network Management Controls, thereby ensuring the availability of each individual ETB's network and associated systems, a cyber-attack may occur which would lead to loss of data and/or financial loss and/or denial of service to IT systems. Mr. Sweeney advised that likelihood of occurrence was assessed as 2 (unlikely) and that potential impact was assessed as 3 (major), generating an overall risk rating of 6 (medium).
2. As a result of reliance on IT devices to deliver teaching and learning in LMETB schools and centres, issues may arise which could have a detrimental effect on the quality of teaching and learning provided. Mr. Sweeney advised that likelihood of occurrence was assessed as 3 (likely) and that potential impact was assessed as 3 (major), generating an overall risk rating of 9 (high).

Mr. Sweeney advised that the Committee reviewed and recommended that the draft updated risk appetite statement be approved by the Board. Mr. Sweeney also advised that the Committee held confidential discussions, in the absence of LMETB management, individually with representatives from the Internal Audit Unit and the Comptroller and Auditor General's office and were briefed by those representatives on current and upcoming work.

It was resolved **R. 04/03/2021** to approve the report on behalf of the Audit and Risk Committee on foot of its meeting on 14th December 2020.

Proposed: Cllr. Sharon Tolan

Seconded: Mr. Billy Doyle

Report on foot of meeting on 12th March 2021

Mr. Sweeney advised members that the Committee reviewed Department of Education - ESF Audit Authority audit reports on foot of ESF expenditure claims for Youthreach in 2016 and 2018, C&AG Management letter, Audit Certificate and Audit Completion Memorandum in respect of the audit of the 2019 financial statements and Internal Audit Unit report on Review of Previous Audit Recommendations in Louth and Meath ETB. Mr. Sweeney also noted that the Committee received a briefing on the VAT underpayment and reviewed correspondence with the Public Accounts Committee regarding non-compliant procurement in 2018 and 2019. Mr. Sweeney commended LMETB on progress in further reducing non-compliant procurement in 2020.

It was resolved **R. 05/03/2021** to approve the report on behalf of the Audit and Risk Committee on foot of its meeting on 12th March 2021.

Proposed: Ms. Siobhán Greer

Seconded: Mr. Billy Doyle

Report on foot of meeting on 16th March 2021

Mr. Sweeney advised members that the Committee reviewed the Report of the Chief Executive on the effectiveness of the internal control system, the draft Statement of System of Internal Control, the completed Comptroller and Auditor General Audit Insights Questionnaire - Impact of Covid-19 on the control environment, external audit reports from Comptroller and Auditor General and Department of Education - ESF Audit Authority, Internal Audit reports, reports on foot of external reviews and inspections, Risk Register and Risk management report for Quarter 1 2021, Management Assessment of Internal Control, Register of Audit Findings, analysis of expenditure in 2020 which was non-compliant with procurement regulations, Public Spending Code Quality Assurance Group Report in respect of 2020, the latest Code of Practice Compliance Toolkit, Board and Committee Meeting Minutes, Oversight Agreement and Performance Delivery Agreement between LMETB and the Department of Education, Early Warning Reports to the Department of Education, Letter of Assurance from the Secretary General of the Department of Education regarding Payroll Shared Services, the Register of Executive Orders and the Report of the Independent Review Group on the use of tablet devices in Ratoath College.

Mr. Sweeney confirmed that, on the basis of the above and the Committee's ongoing work, the Committee:

- 1/ concluded that LMETB's system of internal control operated effectively during the reporting period (2020) and that the system of internal reporting gives early warning of internal control failures and emerging risks.
- 2/ recommended that the draft Statement of System of Internal Control be approved by the Board
- 3/ approved its reports to the Board

It was resolved **R. 06/03/2021** to approve the report on behalf of the Audit and Risk Committee on foot of its meeting on 16th March 2021.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Sharon Tolan

3.2 Reports on behalf of the Finance Committee

The Chairperson of the Finance Committee, Mr. Sweeney, reported on behalf of the Finance Committee referring to the written reports furnished to the Board.

Report on foot of meeting on 6th October 2020

Mr. Sweeney confirmed that the Committee reviewed a Service Plan 2020 implementation update which had been provided by the executive, reviewed its own effectiveness and terms of reference and reached the opinion that the Chief Executive is implementing the Service Plan, as adopted by the Board, and within the expenditure limits set by the Minister.

It was resolved **R. 07/03/2021** to approve the report on behalf of the Finance Committee on foot of its meeting on 6th October 2020.

Proposed: Cllr. Sharon Tolan

Seconded: Ms. Siobhán Greer

Report on foot of meeting on 19th February 2021

Mr. Sweeney noted that the Committee reviewed the Comptroller and Auditor General Management letter, Audit Certificate and Audit Completion Memorandum in respect of the audit of the 2019 financial statements, correspondence with the Public Accounts Committee regarding non-compliant procurement in 2018 and 2019, received a briefing on the VAT underpayment and approved the draft Service Plan for 2021.

It was resolved **R. 08/03/2021** to approve the report on behalf of the Finance Committee on foot of its meeting on 19th February 2021.

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhán Greer

Report on foot of meeting on 30th March 2021

Mr. Sweeney noted that a written report on foot of the meeting would be furnished to the Board following approval by the Committee. Mr. Sweeney noted the Committee reviewed the report of the Audit and Risk Committee, the draft Statement of System of Internal Control, the letter of representation and the draft financial statements for 2020. Mr. Sweeney noted that the Committee approved the documents subject to a number of minor amendments to the financial statements.

It was resolved **R. 09/03/2021** to approve the report on behalf of the Finance Committee on foot of its meeting on 30th March 2021.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Andrea McKeivitt

3.3 Draft Financial Statements for 2020

DOSD acknowledged the commitment and hard work of the finance department and APO Finance in preparing the draft Financial Statements for 2020. Mr. Sweeney, on behalf of the Audit and Risk Committee and Finance Committee, supported those comments.

APO Finance took members through the draft Financial Statements highlighting a number of items:

- The statement of Board responsibilities which outlines the Board's responsibility to keep proper books of account,
- Total receipts of €149,993,664, total payments of €141,234,484 resulting in a cash surplus of €8,699,180 and an increase in the bank balance from €11,154,149 to €19,853,328,
- The movement of €7,891,860 in other net current assets reflects that the cash surplus is owed back to funders and results in an accruals-based surplus of €807,319 for the year,

- A resultant reduction in the cumulative deficit at year end from €1,023,481 at the start of 2020 to €216,162 at the end of the year,
- In line with Department of Education instruction, PLC pay receipts and payments are recorded within the further Education and Training heading rather than the Post Primary Schools heading,
- The excess of capital payments over receipts reflects funding due from Enterprise Ireland for AMTCE

The Chairperson thanked APO Finance for her briefing.

It was resolved **R. 10/03/2021** to approve the draft financial statements for 2020.

Proposed: Mr. Bill Sweeney **Seconded:** Cllr. Maria Murphy

3.4 Draft Letter of Representation for 2020

APO Finance took members through the document. Mr. Sweeney confirmed that the Finance Committee had reviewed it in detail and recommended that it be approved by the Board.

It was resolved **R. 11/03/2021** to approve the Draft Letter of Representation for 2020.

Proposed: Cllr. Maria Murphy **Seconded:** Cllr. Nick Killian

3.5 Draft Statement of System of Internal Control for 2020

DOSD took members through the document highlighting a number of items:

- The responsibility of the Board for ensuring that an efficient, effective system of internal control is maintained and operated,
- Steps taken by the Board to ensure an appropriate control environment,
- The roles of the Audit and Risk Committee, Finance Committee and Internal Audit Unit,
- No incidents were reported under LMETB's Fraud Policy in 2020,
- LMETB received no protected disclosures in 2020 under the Protected Disclosure Act 2014,
- Risk Management arrangements,
- The assessment of the impact of the Covid 19 pandemic on the effectiveness of internal control,
- Two breaches of internal control are cited. Firstly, LMETB did not meet its obligations to provide annual pension statements to all members of the Single Public Service Pension Scheme in 2020. This is an issue across the ETB sector and is being pursued at national level. Secondly, an unprompted qualifying disclosure (UQD) has been made to Revenue regarding a VAT underpayment,
- The review of internal control for 2020,

DOSD noted that the report of the Audit and Risk Committee on foot of its meeting on 16th March contained a recommendation that the draft Statement of System of Internal Control be approved by the Board.

It was resolved **R. 12/03/2021** to approve the Draft Statement of System of Internal Control for 2020.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Andrea McKevitt

3.6 Information Note on the Comptroller and Auditor General Special Report – Financial Governance and Reporting in ETBs

DOSD advised members that this report has been issued by the Comptroller and Auditor General on foot of the Financial Maturity Model Assessment conducted by it in a sample of five ETBs. DOSD took members through the recommendations, noting that they are addressed to the Department of Education. DOSD noted that members who feel that they require or would benefit from training should not hesitate to contact LMETB.

It was resolved **R. 13/03/2021** to approve the information note.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Antóin Watters

3.7 Finance Update

APO finance took members through the report which covers the period to 28 February.

It was resolved **R. 14/03/2021** to approve the finance update.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Andrea McKevitt

Cllr. Harding joined the meeting, thanked Cllr. Sheridan for chairing the meeting in his absence and chaired the meeting until its conclusion.

4. Correspondence

- Department of Education Circular Letters

<i>C/L ref</i>	<i>RE:</i>
0006/2021	Staffing arrangements in Community and Comprehensive Schools for the 2021/22 school year – Post Primary

0007/2021	Staffing arrangements in Education and Training Boards for the 2021/22 school year – Post Primary
0008/2021	Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2021/2022 – Primary, Post Primary
0009/2021	Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers, 2021/2022 – Primary, Post Primary
0013/2021	Policy on Gaeltacht Education 2017-2022 Post-Primary Schools in Gaeltacht Language-Planning areas participating in the Gaeltacht School Recognition Scheme - Ongoing Implementation of the Scheme (2021 2022) – Post Primary
0014/2021	Information in relation to Standardised Testing and Other Matters – Academic Year 2020/21 and Subsequent Years – Primary Schools
0015/2021	Update to the Teacher Fee Refund Scheme – Prioritisation of Funding – Primary, Post Primary
0016/2021	Prescribed Material for the Junior Cycle Examination in 2023 and Leaving Certificate Examination in 2023 – Primary, Post Primary
0017/2021	Revision of Grant Rates in 2021 for Boards of Management of Recognised Primary Schools or by ETBs in Community National Schools using Ancillary Services Grant funding – Primary
0019/2021	Staffing arrangements in Primary Schools for the 2021/22 school year including Appendices A, B, C, D, E, F, G, H, Info Note & FAQ

- Correspondence received from Department of Education**

<i>Date Received</i>	<i>Subject</i>
24/02/2021	REMINDER 2021 Service Plans
26/02/2021	DoE to LMETB - Acknowledgment of 2021 Service Plans
26/02/2021	ETBs Annual Financial Accounts 2020 - Progress Report
02/03/2021	Reply to email of 1.3.21 re. LMETB - Resignation of male parent nominee from ETB Main Board
03/03/2021	Reply to email 3.3.21 re. LMETB -Continue to seek male parent rep nomination to LMETB Board

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

<i>Date Received</i>	<i>Subject</i>

- **Correspondence received from other sources**

Date Received	From:	Subject
17/02/2021	ETBI	FET stakeholder communication update
17/02/2021	Drogheda City Status Group	Drogheda City Status Group - Request for update on Headquarters
18/02/2021	DoE ESBS	Letter of Assurance re. Internal Control & Audit arrangements for ESBS – ETB Payroll Shared Services
23/02/2021	SOLAS	SOLAS FET Application for Capital Grant for Purchase of Capital equip
24/02/2021	ETBI	IBEC submission to WRC on proposed drafting of a Code of Practice on a Right to Disconnect
24/02/2021	DCEDIY Youth Affairs	Youth Affairs Unit re. LMETB Details of Grant Conditions for 2021 UPDATE
25/02/2021	Ardee CS	Nominations to BoM, thank you re. Building Project, Interview Board
25/02/2021	DCEDIY Youth Affairs	Reply to LMETB request February
26/02/2021	PIAB	Claim Case
26/02/2021	Parent Association of Ratoath College	Re. Affiliation to NPCPP
26/02/2021	Meath CoCo	Laytown-Bettystown Municipal District re. relocation of Educate Together School
26/02/2021	Music Generation	Meath 2021 Funding Agreement
26/02/2021	Music Generation	Louth 2021 Funding Agreement
26/02/2021	SOLAS	LMETB Mitigating against Educational Disadvantage Fund - Balancing Statement and Benefits Report
26/02/2021	An Coimisinéir Teanga	Report from Oifig an Choimisinéara Teanga
02/03/2021	Leargas	Notice of Payment from Leargas The Exchange Bureau Erasmus to LMETB ON BEHALF OF DUNBOYNE CF
03/03/2021	An Coimisinéir Teanga	Faireacháin ar chur i bhfeidhm gealltanais bhur Scéim Teanga
03/03/2021	Head IT	Reply Re. O day vulnerabilities
04/03/2021	ETBI	Evaluation of TOBAR Project
04/03/2021	Music Generation	Acknowledging receipt of signed MG Meath Louth 2021 Funding Agreements
04/03/2021	ETBsNPA	Advising contacting schools re. Male Parent representative nominee to LMETB Board
04/03/2021	Athboy CS	Mins of BoM Meetings 16/12/20 & 18/01/2021
05/03/2021	An Coimisinéir Teanga	RE G6143-2021
09/03/2021	Mazars	Michael McKernan (In Receivership)
09/03/2021	SOLAS	Remittance advice 16.2.21
09/03/2021	Coláiste Chú Chulainn	Student Direct Costs 21-22
11/03/2021	Coláiste Chu Chulainn	BOM Minutes Nov 2020
11/03/2021	ETBI	Charities Act requirements for ETBs

11/03/2021	C&AG	PP Procurement
12/03/2021	C&AG	Audit of ETB - LMETB Financial Statements 2020- Letter of Engagement
12/03/2021	C&AG	Letter to Chair 2020 re. Audit LMETB Financial Statements 2020
12/03/2021	Boyne CS	Mins of BoM Meeting 28/01/2021
12/03/2021	Meath CoCo	Licence agreement re. property at Nobber
12/03/2021	ETBI	PRESS RELEASE Minister Harris urges people to have their say on Review of the Student Grant
15/03/2021	IPB	Retained Earnings Distribution and Members Commercial Dividend
15/03/2021	ETBI	Publication of CAG Special Report on Financial Governance and Reporting in ETBs
15/03/2021	Ernst & Young	Memorandum of Understanding and Data Protection Agreement LMETB & ESBS
16/03/2021	Hugh Farrell	Noting change of meeting date
16/03/2021	Nick Killian	Re. Change of Finance Committee meeting date
16/03/2021	DCEDIY Youth Affairs	New Initiatives Feedback Request to ETBs
16/03/2021	DCEDIY Youth Affairs	LMETB 2021 Payment letter Q2 UBU
16/03/2021	ETBI	Brexit
18/03/2021	Music Generation	Report on Online Engagement for the CNMME
19/03/2021	ETBsNPA	unsuccessful in acquiring nominations for Male Parent representative nominee to LMETB Board
19/03/2021	Peter McGrath	Minutes and report from A & R Meeting 12.3.21
22/03/2021	30% Club	Reply to DOSD email 15.3.21 re. AMTCE Board membership

- **Correspondence sent**

Date	Re:
17/02/2021	DOS to School Leaders – DoE's announcement re JC - LC 2021
18/02/2021	DOSD to APO CES re. Letter of Assurance
19/02/2021	CE's Office to LMETB Board Members – Notification of LMETB Board Meeting – Thursday 25.2.21 at 1700 via Teams
23/02/2021	CE's office to A & R Committee re. DoE ESF Audit Authority audit of YR LMETB 2018 ESF Claim
23/02/2021	DOS to School Leaders – Documents re. Phased Reopening of Schools
23/02/2021	DOS to School Leaders – Mins Foley & Madigan on phased return to school commencing 1.3.21
24/02/2021	DOSD to DoE re. 2021 Service Plans Approval Dates
24/02/2021	CE's Office to Audit Risk Committee re. Meeting 12 th March 2021
25/02/2021	Dir FET to FET Leaders – re. COVID communication update
25/02/2021	CE to Youth Affairs Unit – Confirming receipt of Sanction letter – LMETB request February 2021
25/02/2021	Dir. FET to FET Leaders re: URGENT COVID communication to the sector
25/02/2021	DOS to School Leaders – Guidance issued by DoE late this evening re State Examinations 2021
26/02/2021	CE's Office to Paddy Malone – Letter Appointment to Audit & Risk Committee & relevant documents

26/02/2021	APO CES to ATO re. Bord Oideachais agus Oiliúna Lú agus na Mí – Scéim 2 – AT686
26/02/2021	DOS to DoE – Annual Service Plan 2021 – Signed
01/03/2021	APO HR to All Staff re. ETB Notification Illness Benefit change with effect from 01 March 2021
01/03/2021	DOS to School Leaders & HR – re. Minister Foley announces new measures to tackle educational disadvantage
01/03/2021	CE's Office to DoE re. Male Parent Rep to LMETB Board
01/03/2021	CE's Office to A& R Committee re. Documentation update
03/03/2021	CE's Office to A& R Committee – Documentation re. Audit Risk Meeting 12 March 2021
03/03/2021	CE's Office to DoE - Confirming continue to seek nomination of male parent nominee for ETB Main Board
03/03/2021	APO CES to DoE – Request to Department for approval of gifts and a scholarship
03/03/2021	DOSD to APO CES & IT Staff re. O day vulnerabilities
04/03/2021	CE's Office to ETBsNPA re. Male Parent representative nominee to LMETB Board
04/03/2021	CE's Office to Music Generation – MG Meath Louth 2021 Funding Agreements signed
05/03/2021	STFE do Oifig an Choimisiúneara Teanga tag. G6143-2021
05/03/2021	DOS to School Leaders – Update from NERSG Meeting Friday 5 March 2021
08/03/2021	DOS to School Leaders – Update to the Teacher Fee Refund Scheme Prioritisation of Funding
09/03/2021	Dir. FET's Office to SOLAS re. ICT Questionnaire additional information
09/03/2021	DOS to School Leaders re. Return of 5 th Year Students on 15 March 2021
10/03/2021	DOS to School Leaders re. Junior Certificate 2021
10/03/2021	DOS to School Leaders re. NCCA Sample School Report Templates for Junior Certificate 2021
12/03/2021	CE's Office to LMETB Audit Risk Committee Meeting re. Meeting documentation
12/03/2021	DOSD to C&AG Reply to email 11.3.21 Re. PP Procurement
12/03/2021	DOSD to Chair of A& R Committee & CE – OCAG correspondence re audit 2020
12/03/2021	DOS to LMETB BM, Staff, and BoM Scoil Uí Mhuirí re appointment of Mr. Mark Flanagan as DP at Scoil Uí Mhuirí
12/03/2021	Dir FET to All Staff- Minister Harris urges people to have their say on Review of the Student Grant Scheme
15/03/2021	DOSD to Ernst & Young – Memorandum of Understanding and Data Protection Agreement LMETB & ESBS
15/03/2021	DOSD to 30% Club re. AMTCE Board membership
16/03/2021	CE's Office to LMETB Finance Committee – Rescheduling of Finance Committee Meeting
16/03/2021	CE's Office to LMETB Board Members – Rescheduling of LMETB Board Meeting
16/03/2021	CE's Office to Chair LMETB Board – Re. Audit LMETB Financial Statements 2020
16/03/2021	CE's Office to Chair LMETB Board – Re. Audit LMETB Financial Statements 2020 & Letter of Engagement
16/03/2021	Dir FET to FET Leaders – Stakeholder communication update
16/03/2021	APO Land & Buildings to All Staff – Land and Buildings Insight

18/03/2021	DOS to CPR - Tionscadal Píolótach ríomh Mhoil Ghaeltachta
18/03/2021	DOS to LMETB Executive and CCC leaders - Irish medium satellite in Coláiste Ghlór na Mara DLK campus
19/03/2021	DOS to School Leaders - Leaving Certificate Oral Language Examinations 2021
22/03/2021	CE's Office to School Leaders - Re. Male Parent Representative nominee to LMETB Board (ETBsNPA)

• **Correspondence sent on foot of Board meeting held on 25th February 2021**

Date	Re:
05/03/2021	Letter to Nominee Brendan O'Malley BoM O'Fiaich College
05/03/2021	Letter to Nominee Cllr. Damien O'Reilly BoM Coláiste Ríoga
05/03/2021	Letter to nominee Cllr. Damien O'Reilly BoM Ratoath College
05/03/2021	Letter to Nominee Cllr. Maria Murphy BoM Coláiste Ríoga
05/03/2021	Letter to Nominee Cllr. Nick Killian BoM Coláiste Ríoga
05/03/2021	Letter to Nominee Cllr. Paula Butterly BoM Ardee CS
05/03/2021	Letter to Nominee Fr. Seán McCartan BoM Ardee CS
08/03/2021	Letter to Dir. FET Mins of Ad Ed Committee 28/5/20 & 3/12/20; Youthreach Child Safeguarding Policies
08/03/2021	Letter to DOSD re. approval of Service Plan; Mins of Music Generation Louth 25/11/20 approved; Updated Procurement Policy & Data Breach Report noted, Updated Executive Orders and Draft Risk Appetite Statement approved; Land & Buildings meetings 23/11/20 & 1/2/21 approved, Approved 50/02/2021, 51/02/21, 52/02/2021, 53/02/2021, 54/02/2021 & 55/02/2021 approved
08/03/2021	Letter to Chair of Finance Committee re. Approval of Finance Committee's report and Updated Terms of Reference of the Finance Committee
08/03/2021	Letter to Sec BOM DCFE – Mins of BoM 13/10/20 & 1/12/20
10/03/2021	Letter to Nominee Cllr. Sharon Tolan as Chairperson to Board of AMTCE
10/03/2021	Letter to Nominee Cllr. Wayne Harding to Board of AMTCE
10/03/2021	Letter to Nominee Dr. Andrew Lynch to Board of AMTCE
10/03/2021	Letter to Nominee Mr. Brendan Mackin to Board of AMTCE
10/03/2021	Letter to Nominee Mr. Brian Cooney to Board of AMTCE
10/03/2021	Letter to Nominee Mr. Jonathan McKenna to Board of AMTCE
10/03/2021	Letter to Nominee Mr. Michael Mulvey to Board of AMTCE
10/03/2021	Letter to Nominee Mr. Peter Davitt to Board of AMTCE
10/02/2021	Letter to Nominee Mr. Kadir Guirey BoM DCFE
10/03/2021	Letter to Nominee Ms. Ava Reilly BoM DCFE
11/03/2021	Letter to Chair of Audit & Risk Committee re. approval Updated Terms of Reference of the Audit & Risk Committee and Report of the Audit and Risk Committee dated 14/12/20
11/03/2021	Letter to Chair of Gifts Trusts & Scholarships Committee re. approval of meeting 16/11/20 and recommendations of the committee re. 1,4,5 & 6 approved with 2 & 3 pending further information
11/03/2021	Letter to Nominee Billy Doyle to Finance Committee
11/03/2021	Letter to Nominee Paddy Malone to Audit & Risk Committee
11/03/2021	Letter to Sec BOM Ard Rí CNS – Mins 22/9/20 & 3/3/20 noted
11/03/2021	Letter to Sec BOM Boyne CS – Mins 24/9/20 9/11/20 & 17/11/20 noted

11/03/2021	Letter to Sec BOM Bush PP: Mins 17/9/20 noted, 10/12/20 approved; AUP policy noted; Contributions for 2021/2022 approved
11/03/2021	Letter to Sec BOM Coláiste na Mí – AUP Policy noted
11/03/2021	Letter to Sec BB Coláiste Pobail Rath Chairn – Ranníocaíochtaí 2021/2022
11/03/2021	Letter to Sec BOM St. Peter's - Mins 15/6/20 23/6/20 17/8/20 28/9/20 22/10/20 23/11/20 14/12/20: AUP Policy noted
11/03/2021	Letter to Sec BOM Coláiste de Lacy: Mins 21/9/20 noted
11/03/2021	Letter to Sec BOM Dunshaughlin CC; Mins 1/3/19, 200/11/19 noted, 20/1/20, 21/9/20, 29/4/20 approved
11/03/2021	Letter to Sec BOM Faughart CNS – Mins 19/8/20 & 3/11/20 noted; Policies noted; Contributions for 2021/2022
11/03/2021	Letter to Sec BOM O'Carolan College; Mins 19/9/20 & 1/12/20 noted; Policies noted; Contributions for 2021/2022 approved.
11/03/2021	Letter to Sec BOM O' Fiaich College: Mins 16/6/20 noted
11/03/2021	Letter to Sec BOM St. Oliver PP; Mins 17/9/20 & 22/10/20 noted; Policies noted
11/03/2021	Letter to Sec BOM St. Oliver's Drogheda; Mins 11/3/20 & 19/11/20 noted, 30/4/20 & 21/9/20 approved; Contributions 2021/2022
11/03/2021	Letter to Sec BOM Ratoath College: Mins 20/8/20 noted; ICT & ICT AUP policies; Contributions for 32021/2022
11/03/2021	Letter to Sec BOM Scoil Uí Mhuirí - Mins 3/3/20 & 26/5/20 noted; Mins 29/4/20 approved
11/03/2021 - email	Email to DOS re. Forwarding LMETB Suspension & Expulsion Policy which was noted to all Secretaries of BoM's

5. Committees and Reports

5.1 Director of Further Education and Training Report

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

5.1.1 Further Education and Training Committee/Board of Management Minutes

DOSD noted that, traditionally, minutes of committee meetings were presented for approval by two members in attendance who were also in attendance at the Committee meeting, or, alternatively, for noting. DOSD noted that the ETBI Legal Services Support Unit advice is that minutes should be presented to CE or to the Board for noting and that, on foot of this, minutes would be presented to the Board for noting.

The minutes of the meetings of the Youth Work Committee which took place on 18th November and 26th November 2020 were noted.

The minutes of the meeting of the Board of Management of Youthreach which took place on 19th November 2020 were noted.

The minutes of the meeting of the meeting of the Board of Management of Drogheda Institute of Further Education which took place on 1st October 2020 were noted.

The minutes of the meeting of the Board of Management of Dunboyne College of Further Education which took place on 9th February 2021 were noted.

5.1.2 Membership of Committees

It was resolved **R. 15/03/2021** to approve the nomination of Ms. Mary Lyons as SOLAS nominee to the Board of Governance of the Advance Manufacturing Training Centre of Excellence.

Proposed: Cllr. Sharon Tolan

Seconded: Mr. Bill Sweeney

It was resolved **R. 16/03/2021** to approve the nomination of Ms. Siun Smith as Meath Comhairle na nÓg nominee to the LMETB Youth Work Committee.

Proposed: Cllr. Maria Murphy

Seconded: Ms. Siobhán Greer

It was resolved **R. 17/03/2021** to approve the nomination of Mr. Shane Kerr as Louth Comhairle na nÓg nominee to the LMETB Youth Work Committee.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Antóin Watters

5.1.3 Further Education and Training Policies

The Acceptable Use Policy (AUP), Critical Incident Policy, Covid 19 Risk Management Policy and Code of Practice Policy FET of O'Fiaich College were noted by the Board.

5.1.4 Proposed Contributions for 2021/2022

It was resolved **R. 18/03/2021** to approve the proposed contributions for Drogheda Institute of Further Education, Dunboyne College of Further Education and O'Fiaich College for 2021/2022 as set out.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maria Murphy

5.1.5 AMTCE Board of Governance Terms of Reference

DOSD advised members that draft terms of reference were provided to Enterprise Ireland within a suite of documents supporting the funding application and that since then the draft terms of reference have been refined and reviewed by LMETB's solicitors. DOSD noted that the draft terms are subject to approval by SOLAS, Enterprise Ireland and the Department of Further and Higher Education, Research, Innovation and Science.

It was resolved **R. 19/03/2021** to approve the draft Terms of Reference of the AMTCE Board of Governance.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Andrea McKevitt

5.1.6 Update on Further Education and Training Funding

Director of Further Education and Training briefed members regarding funding for 2021.

5.2 Director of Schools Report

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

- Arrangements for Junior and Leaving Certificate examinations
- Teaching allocation from the Department of Education
- Recruitment of teachers for 2021/22
- Preparations to open Colaiste Ríoga, Dunshaughlin in September

A discussion took place on apprenticeships, recruitment of teachers and educational supports to students and their families.

5.2.1 Consideration of request from Ms. Lydia Mannion completing Doctorate in Educational and Child Psychology programme in Mary Immaculate College, Limerick, to carry out research which aims to explore the potential relationship between religion and wellbeing among students at Senior Cycle level in Irish post-primary schools.

It was resolved **R. 20/03/2021** to approve the request.

Proposed: Cllr. Sharon Tolan

Seconded: Ms. Siobhán Greer

5.2.2 Minutes of Boards of Management meetings

The minutes of the meetings of the Board of Management of Beaufort College which took place on 5th April 2017, 11th October 2017, 13th December 2017, 7th March 2018, 9th May 2018, 13th September 2018, 25th October 2018, 3rd April 2019 and 21st January 2020 were noted.

The minutes of the meeting of the Board of Management of Coláiste Chú Chulainn which took place on 21st September 2020 were noted.

The minutes of the meetings of the Board of Management of Coláiste Clavin which took place on 12th February 2019, 9th April 2019, 21st May 2019, 2nd October 2019, 4th December 2019, 11th February 2020 and 15th September 2020 were noted.

The minutes of the meetings of the Board of Management of Coláiste Pobail Ráth Chairn which took place on 11th September 2018, 14th January 2019, 5th March 2019, 5th May 2019, 23rd September 2019, 9th December 2019 and 27th January 2020 were noted.

The minutes of the meetings of the Board of Management of Coláiste na hInse which took place on 18th September 2020 and 1st December 2020 were noted.

The minutes of the meetings of the Board of Management of Dunshaughlin Community College which took place on 13th December 2018, 13th February 2020 and 23rd November 2020 were noted.

The minutes of the meetings of the Board of Management of St. Peter's College, Dunboyne which took place on 10th February 2020, 9th March 2020, 28th April 2020, 11th May 2020, 16th December 2020, 6th January 2021 and 25th January 2021 were noted.

The minutes of the meeting of the Board of Management of Ratoath College which took place on 4th April 2019 were noted.

The minutes of the meetings of the Board of Management of Athboy Community School which took place on 16th December 2020 and 18th January 2021 were noted.

The minutes of the meeting of the Board of Management of Boyne Community School which took place on 28th January 2021 were noted.

5.2.3 Memberships and Chairpersons of Boards of Management

It was resolved **R. 21/03/2021** to approve the nomination of Cllr. Nick Killian as Chairperson of the Board of Management of Coláiste Ríoga.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Sharon Tolan

CE congratulated Cllr. Killian on his nomination and reaffirmed LMETB's commitment to him and the Board of Management in its important work.

It was resolved **R. 22/03/2021** to approve the nomination of Cllr. Paula Butterly to the new Board of Management of Ardee Community School to commence on 1st August 2021.

Proposed: Cllr. John Sheridan

Seconded: Cllr. Andrea McKevitt

It was resolved **R. 23/03/2021** to approve the nomination of Ms. Dolores Minogue to the new Board of Management of Ardee Community School to commence on 1st August 2021.

Proposed: Cllr. John Sheridan

Seconded: Cllr. Marianne Butler

It was resolved **R. 24/03/2021** to approve the nomination of Cllr. John Sheridan to the new Board of Management of Ardee Community School to commence on 1st August 2021.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Nick Killian

5.2.4 School Based Policies:

School	Policy
Coláiste Clavin	Child Safeguarding Statement
Coláiste Clavin	Covid Response Policy
Coláiste na hInse	Child Safeguarding Statement & Risk Assessment
Enfield CC	Child Safeguarding Statement & Notification
Enfield CC	Acceptable Use Policy
Enfield CC	Admissions Policy incl. Admissions Notice
Enfield CC	Code of Behaviour
Enfield CC	Critical Incident Management Plan
Enfield CC	Anti-Bullying Policy inc. Annual Checklist
Enfield CC	Covid Response Plan and Policy Statement
St. Oliver PP, Oldcastle	School Self Evaluation
St. Oliver's CC, Drogheda	Addendum to Code of Behaviour
Ashbourne Community School	Child Safeguarding Statement; Child Safeguarding Checklist; Risk Assessment written Statement

The above policies were noted.

5.2.5 Proposed Contributions from Parents/Guardians 2021/2022

School	Year Group	Proposed Amount
Coláiste Clavin	1 st , 2 nd , 3 rd , 5 th & 6 th Years	€175
Coláiste Clavin	TY	€400
Coláiste Clavin	LCA	€145
Coláiste Chú Chulainn	1 st , 2 nd , 3 rd , 5 th & 6 th Years	€235
Coláiste Chú Chulainn	TY	€270
Coláiste Pobail Ráth Chairn	An Idirbhliain	€500
Dunshaughlin CC	1 st , 2 nd , 3 rd , 5 th & 6 th Years	€175
Dunshaughlin CC	TY	€335
St. Peter's College, Dunboyne	1 st , 2 nd & 3 rd Years	€220
St. Peter's College, Dunboyne	5 th & 6 th Years	€255
St. Peter's College, Dunboyne	TY	€260

It was resolved **R. 25/03/2021** to approve the above proposed contributions for 2021/2022.

Proposed: Cllr. Nick Killian

Seconded: Ms. Karen Tobin

6. OSD Matters

6.1 Minutes:

It was resolved **R. 26/03/2021** to approve the minutes of the Gifts, Trusts & Scholarships Committee meeting held on 11th February 2021.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Andrea McKevitt

It was resolved **R. 27/03/2021** to approve the minutes of the Finance Committee meetings held on 6th October 2020 and 19th February 2021.

Proposed: Ms. Karen Tobin

Seconded: Ms. Siobhán Greer

It was resolved **R. 28/03/2021** to approve the minutes of the Audit and Risk Committee meetings held on 14th December 2020 and 12th March 2021.

Proposed: Mr. Billy Doyle

Seconded: Ms. Karen Tobin

6.2 Strategy Statement Working Group

DOSD explained that LMETB's current strategy statement expires this year and that work is commencing to formulate a strategy for the five year period up to the end of 2026. DOSD suggested that a working group comprising nominees from the Board and executive be formed to prepare a strategy for Board consideration.

It was resolved **R. 29/03/2021** to appoint Cllr. Damien O'Reilly as LMETB Board nominee to the Strategy Statement Working Group.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Sharon Tolan

It was resolved **R. 30/03/2021** to appoint Cllr. Marianne Butler as LMETB Board nominee to the Strategy Statement Working Group.

Proposed: Cllr. Andrea McKevitt

Seconded: Cllr. Sharon Tolan

6.3 OSD Policies/ Documentation

6.3.1 Updated Executive Orders

DOSD advised members that the Code of Practice requires LMETB to inform the board of executive orders.

It was resolved **R. 31/03/2021** to approve the current schedule of executive orders.

Proposed: Mr. Bill Sweeney

Seconded: Ms. Karen Tobin

6.4 Gifts, Trust and Scholarships

Cllr. Tolan, Chairperson of the Gifts, Trust and Scholarships Committee, advised that the Committee met on 15th March 2021 at which it approved minutes of the meeting on 11th February 2021 and considered three gifts and a report by the CE thereon. Cllr. Tolan advised that the Committee resolved to recommend approval by the Board of a donation of €1,000 by Godolpin to St. Peter's College, Dunboyne, a donation of €1,500 by the Ivascu family to St. Peter's College, Dunboyne and a donation of US\$1,000 by the Irish American Partnership to Faughart Community National School.

It was resolved **R. 32/03/2021** to approve the recommendations of the Gifts, Trust and Scholarships Committee.

Proposed: Cllr. Damien O'Reilly

Seconded: Cllr. Andrea McKevitt

6.5 Data Breach Report

DOSD advised that one data breach had 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 breach did not need to be notified to the Data Protection Commission.

Members noted the Data Breach Report.

6.6 Risk Management Report for Quarter 1 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 F/002 "Risk that correct procedures are not followed in respect of all financial transactions which could result in error/fraud" has been updated to include the risk of non-compliance or underpayment of taxes. DOSD also noted that LMETB completed C&AG document "OCAG insights: The impact of Covid-19 on your control environment" and that the register now contains links to this document where risks are directly affected by Covid 19. DOSD also noted that IAU recently recommended that LMETB review the risk register in light of internal audit findings and recommendations to ensure that the risk register captures and reflects: all risks; effectiveness of associated controls and the risk rating. DOSD advised that LMETB is reviewing partially or not yet implemented audit

recommendations in the audit register in order to implement this recommendation. DOSD noted that the Audit and Risk Committee reviews the risk register at its meetings and will continue to do so. Members noted the Risk Management Report.

6.7 Human Resources Update

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

7. Land and Buildings

Members congratulated APO Land and Buildings and her team on the Land and Buildings Insight Report and suggested that it be forwarded to local and national press. CE expressed his support for those comments and expressed his gratitude to staff and Board members for their ongoing commitment to LMETB.

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:


CHAIRPERSON

DATE:

