

Minutes of Meeting held on Thursday, 16th September 2021

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

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

1. Order of Business

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.

1.1 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.

1.2 Apologies, condolences and congratulations

Apologies were noted from Cllr. Eileen Tully and Mr. Paul Dermody.

Condolences were expressed in the usual respectful manner.

Congratulations were expressed to the following:

- Ms. Karen Tobin who has been appointed to the permanent position of Deputy Principal at Beaufort College, Navan, Co. Meath.
- Ms. Stephanie Spillane, formerly teaching in Coláiste de Lacy, Ashbourne, Co. Meath who has been appointed to the permanent position of Deputy Principal at Coláiste de Lacy, Ashbourne, Co. Meath.
- Mr. Kevin Reilly who has been appointed to the permanent position of Deputy Principal at Dunshaughlin Community College, Dunshaughlin, Co. Meath. Kevin was formerly acting Deputy Principal in Dunshaughlin Community School.
- Mr. Gordon McDonnell, formerly teaching in St. Mary's Secondary School, Edenderry, County Offaly, who has been appointed to the permanent position of Deputy Principal at Enfield Community College, Enfield, Co. Meath.
- The Principal, Deputy Principal and staff of Coláiste Ríoga, Dunshaughlin on the opening of the school this month.
- The Meath Ladies' Football Team on winning the All-Ireland Senior football Championship.
- The Meath Mens' Football Team on winning the All-Ireland Minor football Championship.

1.3 Board membership

The Chairperson welcomed new Board member Cllr. Amanda Smith, Meath County Council nominee.

1.4 Absences

It was resolved **R. 01/09/2021** to approve the absence of LMETB members: Mr. Damian Kearns, Cllr. Eileen Tully, Ms. Máirín Uí Fháinnín, Cllr. Antóin Watters and Mr. Paul Dermody.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Sharon Tolan

1.5 Board self-assessment

APO CES advised members that The Code of Practice for the Governance of ETBs requires that the board should undertake a self-assessment evaluation of its own performance and that of its committees. APO noted that a survey has been issued to board members to facilitate members in providing responses in an efficient and comprehensive manner. APO advised members that responses will be anonymous and encouraged members to complete the survey as this will not only fulfill the requirements of the Code but, more importantly, provide LMETB with clear feedback on any areas requiring attention. APO encouraged members to contact him with any queries.

2. Minutes and matters arising

2.1 It was resolved **R. 02/09/2021** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 15th July 2021.

Proposed: Cllr. Paul McCabe

Seconded: Mr. Barry McCourt

2.2 Matters Arising:

There were no matters arising.

3. Finance

3.1 Finance Update

APO Finance took members through the report which covers the period to 30th June. APO noted that the move to the new financial shared services platform has been challenging but that good progress is being made. APO noted that Ms. Veronica Traynor is moving from the Finance Department to the FET Directorate and thanked her for her work and assistance. APO also noted that Ms. Louise Carroll has joined the Finance Department.

CE commended APO and her team on their hard work.

It was resolved **R. 03/09/2021** to approve the finance update.

Proposed: Cllr. John Sheridan

Seconded: Cllr. Maria Murphy

3.2 Report on behalf of the Finance Committee on foot of meeting on 30th March 2021

It was resolved **R. 04/09/2021** to approve the report on behalf of the Finance Committee on foot of the meeting on 30th March 2021.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Maria Murphy

3.3 Banking approval

Approval for all banking access to be granted to Ms. Louise Carroll which was previously in place for Ms. Veronica Traynor and that Ms. Traynor's access remains in place during handover.

It was resolved **R. 05/09/2021** to approve the above.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Paul McCabe

3.4 New Programme Facebook Grant

APO Finance advised members that Facebook are making a one-time donation available of €84,000 which is to be spent on three projects in County Meath. APO advised that in order to receive approval from the Department of Education for the provision of these services to be funded by Facebook, and not by the Dept. of Education, approval by the board is required.

It was resolved **R. 06/09/2021** to approve the above.

Proposed: Cllr. Damien O'Reilly

Seconded: Cllr. Maria Murphy

4. Correspondence

- Department of Education Circular Letters

<i>C/L ref</i>	<i>RE:</i>
0039/2021	Extended Breastfeeding Breaks for Special Needs Assistants employed In Recognised Primary and Post Primary Schools – Primary & Post Primary
0040/2021	Partial Return to Work for Special Needs Assistants employed in Recognised Primary and Post Primary Schools – Primary & Post Primary
0041/2021	Fair Processing Notice to explain how the personal data of students in post-primary schools on the Post-Primary Online Database (PPOD) will be recorded, processed and shared – Post Primary
0042/2021	Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary schools – Primary & Post Primary
0043/2021	Coronavirus (COVID-19): Arrangements for Staff other than Teachers and Special Needs Assistants who are employed in ETBs - ETB
0045/2021	Covid Learning and Support Scheme – Primary, Post Primary
0046 - 2021	Arrangements for the Election of Staff to the Board of LMETB - ETB

- **Correspondence received from Department of Education**

<i>Date Received</i>	<i>Subject</i>
21/07/2021	REMINDER Minister O’Gorman announces 2021 LGBTI+ Community Services Funding Call
23/07/2021	Extension of Rental Period for Ard Rí CNS
27/07/2021	Acknowledging receipt of 2020 Annual Chairpersons Comprehensive Reports
28/07/2021	DoE Response re. LMETB – Staff Vacancy on ETB Main Board (Female)
29/07/2021	LMETB – Staff Vacancy on ETB Main Board (Female) – Staff by-election
29/07/2021	Re. Appropriation Accounts Returns
30/07/2021	LMETB – Draft Schedule of Dates – Female Staff By-Election
03/08/2021	Re. Monthly Returns 2021
03/08/2021	Ministerial Approval – Gifts Donations up to 30/7/21
26/08/2021	Approval re. Request by LMETB to Department for approval of gift SVP to St. Oliver Oldcastle
03/09/2021	DoE requesting final version - LMETB - Final Version of 2020 Annual Report Irish & English
06/09/2021	Reply to email 3/9/21 from APO CES - Re. LMETB - Final Version of 2020 Annual Report - Irish & English Versions
06/09/2021	Requesting re-send of LMETB - Final Version of 2020 Annual Report emailed on 27.7.21
06/09/2021	LMETB Co-Operation Hours 2021.22
06/09/2021	RE. Monthly Returns 2021 - August Monthly Returns by Thursday 9th September 2021
09/09/2021	Ministerial Approval to fill the Female Staff Vacancy on the Board of LMETB to allow By-Election process by way of postal vote

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

<i>Date Received</i>	<i>Subject</i>
17/08/2021	Reply from DFHERIS re. Proposed Nominees to Governing Body of DKIT
01/09/2021	Acknowledgement re. email – LMETB’s Strategy Statement for 2022 to 2026

- **Correspondence received from other sources**

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
13/07/2021	Peter McGrath	A & R Committee Minutes 16.3.21
15/07/2021	Tara Art Supplies	Re. Loss of Contract
15/07/2021	Music Generation Meath– A O’Connell	Music Generation Meath – Letter to Meath CoCo requesting continuing support
15/07/2021	Michael Mulvey – DKIT	DKIT to Dir. FET re. Term 1 2021/2022 – Apprenticeship Provision for Phase 4 and 6
15/07/2021	SOLAS	SOLAS Payment Advice Note from 15.07.2021
20/07/2021	DCEDIY	Regret Letter re. New Service National Selection

23/07/2021	DCEDIY	DCEDIY LMETB Allocation TYESI 2021
26/07/2021	ETBI	ETBI Re. SAVE THE DATE- ETBI ONLINE AGM 2021
28/07/2021	An Coimisinéir Teanga	Tuarascáil Faireacháin 2020-2021
29/07/2021	Meath CoCo	Acknowledging receipt of Music Generation Funding Meath funding request
29/07/2021	DKIT	DKIT request for update re. Request for Male / Female Student Reps to Governing Body
29/07/2021	DCEDIY	Payment letter LMETB ETB Youth Grant (2) LYCGS and Covid 19 Minor Grant Scheme
30/07/2021	SOLAS	SOLAS re. Mitigating against Educational Disadvantage Fund 2021 – Open call
30/07/2021	SOLAS	SOLAS acknowledging receipt of 2021 Mid Term Review-Louth and Meath ETB
30/07/2021	DCEDIY	FAO Chief Executive UBU Resilience and Effectiveness Outcome
04/08/2021	Cllr. David Gilroy	Re. stepping down from Athboy CS – Board of Management
05/08/2021	Cllr. Mike Bray	Cllr Mike Bray accepting nomination to BoM Athboy CS
06/08/2021	Principal Ardee CS	Principal Ardee CS acknowledging email 4.8.21 and support for Ardee CS
10/08/2021	DCEDIY	Re. UBU 2021 Additional Funding Allocation- Resilience and Effectiveness
11/08/2021	ESBS	LMETB - ESBS KPI Report - Q2 2021
12/08/2021	SOLAS	SOLAS Acknowledging receipt RE 2021 Mid Term Review-Louth and Meath ETB
17/08/2021	DCEDIY	Re. Payment letter LMETB Initial Capital Payment
17/08/2021	DCEDIY	Payment letter LMETB Targeted Youth Employability Support Initiative 2021
18/08/2021	ETBI	Re. Additional allocations for re-opening schools
18/08/2021	Dept. of Tourism, Culture, Arts, Gaeltacht, Sport & Media	Scéim 2 ó Bhord Oideachais agus Oiliúna Lú agus na Mí Approved
19/08/2021	SOLAS EU Finance	Reply to email 19.8.21 re. EU PQ from the Commission – ESF Funding to Timken
19/08/2021	ETBI	Re. FET Safe Return to Work documents
19/08/2021	IAU ETB's	LMETB- Engagement Letter Utilisation of Further Education Training -Internal Audit
20/08/2021	ETBI	ETBI re. Air Cleaners
24/08/2021	ETBI	Re. Planning & implementation for full onsite activity in FET
26/08/2021	Cllr. Sharon Tolan	Re. resignation from Gifts. Trusts & Scholarships Committee and Youthreach BoM
30/8/2021	Music Generation	Re. An Independent Review of Department of Education Public Funding to Music Generation
31/08/2021	Minister for Justice	Letter re. Drogheda Implementation Plan – Geiran Report
02/09/2021	Ms. Karen Tobin	Letter of Resignation from LMETB Board Karen Tobin

02/09/2021	St. Oliver PP	Resignation of Karen Tobin as BoM Member St. Oliver PP
02/09/2021	Dunshaughlin CC	Resignation of Karen Tobin as BoM Member Dunshaughlin CC
03/09/2021	SOLAS	SOLAS Re. Update Business Case AMTCE July 2021
06/09/2021	Dir. Schools	Re. amendment to Letter on foot of LMETB BM 15.7.21 Coláiste Clavin
06/09/2021	ETBI	Re. Return to on-site activity for FET Sector
06/09/2021	Cllr. Nick Killian	Re. Registration for ETBI AGM 30921
06/09/2021	Cllr. Andrea McKevitt	Re. Registration for ETBI AGM 30921
06/09/2021	Máirín Uí Fháinnín	Re. registration for ETBI AGM 30921
07/09/2021	ETBI	Re. HSE facemasks available to tertiary sector – info required
07/09/2021	ETBI	ETBI Update re. HSE facemasks available to tertiary sector
07/09/2021	ETBI	ETBI re. Return to on-site activity for FET Sector
07/09/2021	Meath CoCo	Re. Resignation Cllr. Emer Tóibín and Nomination of Replacement Cllr. Amanda Smith
08/09/2021	Coláiste Chú Chulainn	CCL BoM Documentation
09/09/2021	ETBI	ETBI Learner Experience Survey Report release
09/09/2021	SOLAS	SOLAS Acknowledging receipt of email 6.9.21 RE Update Business Case AMTCE July 2021 SM4 (002) sent to BM (002)
09/09/2021	ETBI	ETBI Partner Packs - Ministerial launch of the Adult Literacy for Life (ALL) Strategy
09/09/2021	Enterprise Ireland	EI acknowledging receipt of re. LMETB Project Number 169750CA CES ID 116402
09/09/2021	Cllr. Smith	Cllr. Smith acknowledging Letter of Appointment
10/09/2021	Coláiste Chú Chulainn	CCL Admissions Policy
10/09/2021	Sec BoM Coláiste na Mí	Re. BoM nomination – Cllr. Tommy Reilly

• **Correspondence sent**

Date	Re:
12/07/2021	DOSD to DoE – LMETB Q2 2021 Quarterly Early Warning Report Form
15/07/2021	CE's office to LMETB Board Members re. LMETB Board Meeting
15/07/2021	DOSD to LMETB Board Members RE LMETB Board self-assessment 2021
16/07/2021	APO CES to DoE – Request by LMETB to Department for approval of gift
16/07/2021	HR Leave Management to All Staff re. Information Note- Very High Risk and Pregnant Employees 21.22 School Year
27/07/2021	APO CES to DoE Re LMETB – DoE sign off on the 2020 Annual Chairpersons Report
27/07/2021	APO CES to DoE Re LMETB – DoE sign off on the 2020 Annual Report
27/07/2021	APO CES to DoE re. LMETB – Eligibility for board membership – Deputy Principal
27/07/2021	CE's Office to Finance Committee Members re. Monthly School Accounts up to June 2021

27/07/2021	APO CES to Media RE. Press release from LMETB regarding Drogheda Implementation Board
27/07/2021	APO CES to Media – Second Press release from LMETB regarding Drogheda Implementation Board
28/07/2021	APO CES to DoE Re LMETB – Staff Vacancy on ETB Main Board (Female)
29/07/2021	CE's office to DFHERIS re. Seeking Ministerial approval for Proposed Nominees to Governing Body of DKIT
30/07/2021	APO CES to DoE accepting schedule re. LMETB – Draft Schedule of Dates – Female Staff By-Election
30/07/2021	APO Finance to SOLAS re. 2021 Mid Term Review-Louth and Meath ETB
30/07/2021	APO CES to Directors re. Guidance to Schools and Centres in updating Covid 19 Response Plans
03/08/2021	CE's Office to LMETB Board Members re. Notice of ETBI Annual General Meeting 2021 – 30 th September 2021
05/08/2021	DOS to School Leaders re. Additional EUNRRP ICT Funding for Schools announced by the Department of Education
05/08/2021	DOS to School Leaders re. Minister Foley confirms plans for full reopening of schools for the new school year
09/08/2021	APO CES to Chair Gifts. Trusts etc re. Ministerial Approval – Gifts Donations up to 30/7/21
09/08/2021	APO CES to DOSD & Dir FET re. response from DoE on Guidance on Ventilation in FET Centres
09/08/2021	APO CES to DoE - Request by LMETB to Department for approval of gift re. SVP for St. Oliver PP
09/08/2021	DOSD to Cllr David Gilroy in response to email 4.8.21
09/08/2021	APO CES to Music Gen. Re Ministerial Approval of IPB Sponsorship – ETB Music Generation Musical Instrumentation Fund 2020-2022
09/08/2021	APO CES to Principal CDL re. Ministerial Approval of sponsorship of Virtual Tour of CDL by Jones Engineering
09/08/2021	APO CES to Drogheda Youthreach re. Ministerial Approval of Charity Contribution
09/08/2021	APO CES to Principal St. Oliver PP Re Ministerial Approval of Gift/Donation Bank of Ireland – Junk Kouture
09/08/2021	APO CES to Principal Faughart CNS re. Ministerial Approval of Gift/Donation by Emerald Photography
09/08/2021	APO CES to Principal Ashbourne CNS re. Ministerial approval of TESCO Gift/Donation
09/08/2021	APO CES to Principal Dunboyne CC Re. Ministerial approval of Donations by Godolphin & Ivascu Family
09/08/2021	APO CES to Principal Faughart CNS re. Ministerial approval of Irish American Partnership Grant
09/08/2021	APO CES to Principal St Oliver PP re. Ministerial approval of €150 Gift/Donation FSW Coatings
11/08/2021	HR Leave Management to All Staff re. Covid 19 arrangements for Staff other than Teacher & SNA's
11/08/2021	DOSD to All Staff re. Covid and the return to work
12/08/2021	HR Leave Management to All Staff re. Final Covid 19 – Arrangements for Teachers & SNA's employed in recognised Primary & Post Primary schools
12/08/2021	HR Leave Management to All Staff re. CL 0040.2021 & CL XX00.2021
12/08/2021	DOS to School Leaders re. Dept. of Education letter to schools re reopening for new academic year
17/08/2021	CE's Office to Min. DFHERIS Forwarding email of 29.7.21 re. Proposed Nominees to Governing Body of DKIT

17/08/2021	APO CES to School & FET Leaders – Process for visitors to LMETB schools, centres and administrative offices during Covid 19
17/08/2021	CE's Office to DFHERIS reply to email 17.8.21 re. Proposed Nominees to Governing Body of DKIT
19/08/2021	DOSD to SOLAS EU Finance – EU PQ from the Commission – ESF Funding to Timken
19/08/2021	Dir Schools Office to School Leaders re. Board of Management Templates & CPD
23/08/2021	APO CES to School & FET Leaders & Dirs. – Re. Guidance to Schools and Centres in updating Covid 19 Response Plans
24/08/2021	L Hendrick to Chair LMETB re. Scéim 2 ó Bhord Oideachais agus Oiliúna Lú agus na Mí
25/08/2021	APO CES to D O'Reilly & M Butler re. LMETB Strategy
25/08/2021	HR Leave Management to All Staff re. CL0043-2021 Covid 19 Arrangements for Staff other than Teachers and SNAs employed in ETB's.
26/08/2021	APO CES to Principal St. Oliver OLD re. Department approval of gift/donation
27/08/2021	L Hendrick to All Staff re. Scéim Teanga 2 - Language Scheme 2021-2024 - Approved and available online.
31/08/2021	CE's Office to Secs BoMs LMETB Strategy for 2022 to 2026 – 1 – Consultation with BoM
31/08/2021	CE's Office to Chairs of LMETB Committees re. LMETB Strategy for 2022 to 2026 – 2 – Consultation with Committees
31/08/2021	CE's Office to All staff re. LMETB Strategy for 2022 to 2026 – 3 – Consultation with staff
31/08/2021	CE's Office to Students re. LMETB Strategy for 2022 to 2026 – 4 – Consultation with students
31/08/2021	CE's Office to FET Leaders re. LMETB Strategy for 2022 to 2026 – 5 – Consultation with Adult Education Mosney
31/08/2021	CE's Office to Parent Bodies Re. LMETB Strategy for 2022 to 2026 – 6 – Consultation with Parent Bodies
31/8/2021	CE's Office to Reps re. LMETB Strategy for 2022 to 2026 – 7 – Consultation with representatives of business, industry and employers
31/08/2021	CE's Office to Other Stakeholders re. LMETB Strategy for 2022 to 2026 – 8 – Consultation with other stakeholders
01/09/2021	APO CES to Strategy Group advising emails issued re. Strategy Survey 2022-2026
01/09/2021	DOSD to Dir's and APO's – Emailing 210901OSD2.2 DPER Innovation Strategy
02/09/2021	CE's Office to Karen Tobin acknowledging Letter of Resignation from LMETB Board
03/09/2021	APO CES to DoE replying to email 3.9.21 re. LMETB – Final Version of 2020 Annual Report advising already emailed on 27/7/21
03/09/2021	APO HR to all Staff re. Return to the Office - Government Announcement
03/09/2021	Dir FET to FET Leaders - Good Luck to Learners and staff
03/09/2021	DOS to School Leaders re. Good Luck today (Leaving Cert Results Day)
06/09/2021	CE to SOLAS in reply to SOLAS email 3/9/21 re. Update Business Case AMTCE July 2021 SM4 (002) sent to BM (002)
06/09/2021	APO CES to DoE advising email already sent on 27/7/21 re. LMETB - Final Version of 2020 Annual Report
06/09/2021	APO CES to DoE resending email of 27.7.21 re. LMETB - DoE sign off on the 2020 Annual Report
06/09/2021	CE's Office to LMETB Board Members re. registering for ETBI AGM

06/09/2021	CE's Office to A & R Committee Members re. Documents uploaded to Sharepoint – 2 audit reports
07/09/2021	CE's Office to Meath CoCo – acknowledging receipt of letter re. Resignation of Cllr. Emer Tóibín and Nomination of Replacement, Cllr. Amanda Smith to LMETB Board
09/09/2021	CE's Office to Directors re. ETBI AGM 30921
09/09/2021	CE's Office to LMETB Directors re. Invitation to attend ETBI AGM on 30.9.21
09/09/2021	APO CES to DoE Forwarding LMETB Annual Report for 2020 as Gaeilge
09/09/2021	CE's Office to Cllr. Amanda Smith re. Letter of Appointment to LMETB Board
10/09/2021	APO CES to Cllr. Smith re. Additional Info. following Letter of Appointment
10/09/2021	Dir. FET to FET Principals re. PLC principal's information on Safe Return
10/09/2021	APO CES to Charities Regulator re. Compliance with the Charities Governance Code

- **Correspondence sent on foot of Board meeting held on 15th July 2021**

Date	Re:
28/07/2021	CE's Office to Chair of Finance Committee re. Reports, Minutes & Terms of Reference of Finance Committee
28/07/2021	CE's Office to Cllr. Paul McCabe re. Nomination to LMETB Board
28/07/2021	CE's Office to DOSD re. OSD Matters
28/07/2021	CE's Office to Chair A & R Committee re. Reports, Minutes & Terms of Reference of A & R Committee
28/07/2021	CE's Office to Chair of Gifts, Trusts & Scholarships Committee re. Minutes & Recommendation
28/07/2021	CE's Office to Chair Finance Committee Reports, Minutes & ToR
29/07/2021	CE's office to DFHERIS re. Seeking Ministerial approval for Proposed Nominees to Governing Body of DKIT
29/07/2021	CE's Office to Dir. FET re. FET Report
29/07/2021	CE's Office to Sec BoM DIFE re. Minutes of Board of Management
29/07/2021	CE's Office to Sec BoM DCFE re. Minutes of Board of Management
29/07/2021	CE's Office to Sec BoM O'Fiaich College re. FET Policies
29/07/2021	CE's Office to Chair Youth Work Committee re. Committee Minutes
29/07/2021	CE's Office to Chair of Adult Education Committee re. Committee Minutes
04/08/2021	CE's Office to Dir. FET re. MoU AMTCE, Portview, Catalyst & IIP
04/08/2021	CE's Office to Sec. BoM Ardee CS re. Membership of BoM
04/08/2021	CE's Office to Cllr. Paul McCabe re. Nomination to BoM Athboy CS
04/08/2021	CE's Office to Ms. Vera Kelly re. Nomination to BoM Enfield CC
04/08/2021	CE's Office to Cllr. Mike Bray re. Nomination to BoM Athboy CS
05/08/2021	CE's Office to Sec BoM Athboy CS re. Minutes of BoM
05/08/2021	CE's Office to Sec BoM Beaufort College re. BoM Minutes, Policies & Contributions
05/08/2021	CE's Office to Sec BoM Boyne CS re. Minutes of BoM
05/08/2021	CE's Office to Sec BoM Bush PP re. Minutes of BoM & School Based Policies

05/08/2021	CE's Office to Sec BoM Coláiste Chú Chulainn re. Minutes of BoM & School Based Policies
05/08/2021	CE's Office to Sec BoM Coláiste na Mí re. Contributions
05/08/2021	CE's Office to Sec BoM Ard Rí CNS re. School Based Policies
05/08/2021	CE's Office to Sec BoM Ashbourne CNS re. Contributions
05/08/2021	CE's Office to Sec BoM Faughart CNS re. Minutes of BoM & School Based Policies
05/08/2021	CE's Office to Sec BoM Dunboyne College re. Minutes of BoM & Policies
05/08/2021	CE's Office to Sec BoM Coláiste De Lacy re. Minutes BoM & Contributions
05/08/2021	CE's Office to Sec BoM Dunshaughlin CC re. Minutes of BoM & School Based Policies
05/08/2021	CE's Office to Sec BoM Enfield CC re. School Based Policies & Contributions
05/08/2021	CE's Office to Sec BoM Coláiste Clavin re. Minutes of BoM & School Based Policies
05/08/2021	CE's Office to Sec BoM O'Carolan College re. Minutes of BoM & School Based Policies
05/08/2021	CE's Office to Sec BoM O'Fiaich College re. Minutes BoM, Policies & Contributions
05/08/2021	CE's Office to Sec BoM St. Oliver PP re. Minutes of BoM & School Based Policies
05/08/2021	CE's Office to Sec BoM St. Oliver's Drogheda re. Minutes BoM
05/08/2021	CE's Office to Sec BoM Ratoath College re. Minutes of BoM
05/08/2021	CE's Office to Sec BoM Scoil Uí Mhuirí re. Minutes of BoM, School Based Policies & Contributions
17/08/2021	CE's Office to Mr. Ray Finlay re. nomination to BoM Coláiste na hInse
07/09/2021	CE's Office to Sec BoM Coláiste Clavin re. amended date for Minutes of BoM 28/04/2020
29/07/2021	CE's office to DFHERIS re. Seeking Ministerial approval for Proposed Nominees to Governing Body of DKIT

There were no questions regarding correspondence.

5. Committees and Reports

5.1 Director of Further Education and Training Report

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

- Staffing changes
- Safe return to learning
- Partnership initiatives
- Quality Assurance

Cllr. Tolan cited delays nationally in training apprentices and suggested that representation be made to SOLAS requesting statistics and an update. CE agreed and confirmed that LMETB would do this. Director of FET advised that ETBs are exploring ways of addressing the issue including longer working week and the use of blended learning and that SOLAS is due to reply regarding requests for extra resources.

The Chairperson thanked the Director for her 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

It was resolved **R. 07/09/2021** to approve the minutes of the meeting of the Adult Education Committee which took place on 25th May 2021.

Proposed: Cllr. Nick Killian

Seconded: Mr. Barry McCourt

It was resolved **R. 08/09/2021** to approve the minutes of the meeting of the Youth Work Committee which took place on 23rd June 2021.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Marianne Butler

It was resolved **R. 09/09/2021** to approve the minutes of the meeting of the Youth Work Committee which took place on 16th July 2021.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Marianne Butler

5.1.2 Membership of Committees

It was resolved **R. 10/09/2021** to approve the nomination of Cllr. Nick Killian to the Youthreach Board of Management to replace Cllr. Sharon Tolan who has resigned as a member.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Sharon Tolan

Consideration of nomination of a Chairperson of the Youthreach Board of Management to replace Cllr. Sharon Tolan who has resigned as Chairperson was deferred.

It was resolved **R. 11/09/2021** to approve the nomination of Cllr. Amanda Smith to the Adult Education Committee to replace Ms. Karen Tobin who has resigned as a member.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Sharon Tolan

5.1.3 Further Education and Training Policies

College/Centre	Policy
All FET Centres	ETBI Adult Safeguarding Policy and Procedures
DIFE	Admissions Policy
DIFE	Critical Incident Policy
DIFE	COVID Response Plan

The above policies were noted by the Board.

5.1.5 Revised Memorandum of Understanding – LMETB and Catalyst, Portview and IIP

APO CES noted that the Board approved a Memorandum of Understanding on 15 July, that this had been issued to partners, two of whom are based in the USA and requested an amendment being removal of the following clause:

This MoU shall be governed by and construed in accordance with Irish law and each party agrees to submit to the exclusive jurisdiction of the courts of Ireland.

LMETB's solicitors advised while they would prefer to retain the clause they would not be concerned about its removal.

It was resolved **R. 12/09/2021** to approve the revised Memorandum of Understanding.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Sharon Tolan

5.1.6 Revised Youth Work Committee Terms of Reference

APO CES noted that LMETB is seeking to alter the governance arrangements regarding Music Generation. Presently there is a Louth Music Education Partnership which reports to the board. This body can no longer continue as a committee of the board as it is not carrying out any delegated function of the board. The proposal is that the terms of reference of the existing Youth Work Committee be amended to incorporate Music Generation and that the Music Education Partnership will become an advisory group to the executive.

Cllr. Butler advised members that she, as Chairperson of the Youth Work Committee, is in agreement with the proposal. Ms. Greer advised members that she, as Chairperson of Louth Music Education Partnership is in agreement with the proposal.

It was resolved **R. 13/09/2021** to approve the revised Terms of Reference.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Marianne Butler

5.1.7 Youth Grant Funding as recommended by Youth Work Committee

Director of FET took members through the schedules and confirmed that they have been recommended by the Youth Work Committee.

It was resolved **R. 14/09/2021** to approve the recommendation of the Youth Work Committee regarding proposed funding for the following:

1. Summary of Covid & Capital/Club Equip Grants for approval
2. Youth Work Capital Grant 2021 applications 2nd round
3. Youth Work Covid 19 2021 Grant Applications

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

5.2 Director of Schools Report

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

- Director congratulated Principal, Deputy Principal and staff of Coláiste Ríoga, Dunshaughlin on the successful opening of the school.
- Director thanked members for their participation on interview panels and noted that feedback on the quality of teachers recruited is very encouraging.
- Current enrolment numbers.
- Meetings with and Continuing Professional Development of Principals and Deputy Principals.
- Induction of newly appointed teachers, tutors and PM students which was held remotely on 17th August.
- Meeting of SEN/SNU co-ordinators held on 13th September.
- Director congratulated school staff on the exceptional provisional Leaving Certificate Results.
- Proposed Board of Management Training on 5th October.
- Update on deployment of CO2 monitors.

Cllr. Killian congratulated schools and staff on the excellent Leaving Certificate results. Cllr. Killian suggested that the proposed Board of Management Training be deferred until after 22nd October and be held in person.

Cllr. Killian noted that members of a particular Board of Management are being subjected to undue pressure including legal proceedings and that it is important that LMETB provides as much support as possible. Cllr. Killian expressed the fear that current members might step down or that prospective members would not put themselves forward and that this would be to the detriment of schools. Director of Schools noted that all correspondence to Boards of Management is to go through the Principal, as secretary to the Board, and that Principals would contact her to discuss issues related to correspondence. Director confirmed that she would contact the school principal in this case.

A discussion took place regarding the availability of places in ASD classes and the impact which the practices of non-ETB schools can have on availability. Director of Schools advised that every school is obliged to follow its admissions policy, that she and CE monitor the position and meet

with the National Council for Special Education regularly and that the Department has exercised its power to direct a school to provide a special class. Director confirmed that she can brief Boards of Management on the overall position.

The Chairperson thanked Director for her report. The report of the Director of Schools was noted.

5.2.1 Minutes of Boards of Management meetings

School	Date of Meeting
Beaufort College	01/06/2021
Bush PP	08/06/2021
Coláiste Chú Chulainn	24/05/2021
Coláiste na Mí	30/09/2019
Coláiste na Mí	25/11/2019
Coláiste na Mí	03/02/2020
Coláiste na Mí	09/03/2020
Coláiste na Mí	29/04/2020
Coláiste na Mí	23/06/2020
Coláiste na Mí	24/08/2020
Coláiste na Mí	17/09/2020
Coláiste na Mí	22/10/2020
Coláiste na Mí	15/12/2020
Coláiste na Mí	28/01/2021
Coláiste na Mí	20/05/2021
Coláiste na Mí	23/06/2021
Enfield CC	03/12/2020
Enfield CC	24/03/2021
Enfield CC	04/05/2021
O'Carolan College, Nobber	08/04/2020
St. Oliver's CC, Drogheda	14/04/2021
St. Peter's College, Dunboyne	08/06/2021
Ratoath College	03/06/2021
Faughart CNS	08/06/2021

The minutes of the above meetings were noted.

5.2.2 Memberships of Boards of Management

Consideration of nomination of a replacement of Ms. Karen Tobin who has resigned as a member of the Board of Management of St. Oliver Post Primary, Oldcastle was deferred.

It was resolved **R. 15/09/2021** to approve the nomination of Cllr. Gerry O'Connor to the Board of Management of Dunshaughlin Community College to replace Ms. Karen Tobin who has resigned as a member.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Damien O'Reilly

It was resolved **R. 16/09/2021** to approve the nomination of Cllr. Tommy Reilly as Board of Management nominee to the Board of Management of Coláiste na Mí.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Nick Killian

It was resolved **R. 17/09/2021** to approve the nomination of Ms. Joanne Owens as Board of Management nominee to the Board of Management of Coláiste na Mí.

Proposed: Cllr. Paul McCabe

Seconded: Cllr. Marianne Butler

It was resolved **R. 18/09/2021** to approve the nomination of Mr. Padraig Keenan as male staff nominee to the Board of Management of Enfield Community College to replace Mr. Emmet McDonagh.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Sharon Tolan

It was resolved **R. 19/09/2021** to approve the nomination of Ms. Marie Morgan as female parent nominee to the Board of Management of Faughart CNS to replace Ms. Fiona O'Donnell.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Marianne Butler

5.2.3 School Based Policies:

School	Policy
Beaufort College	Admissions Policy 2022
Beaufort College	Anti-Bullying Policy 21-22
Beaufort College	Child Safeguarding Statement Risk Assessment 010921
Beaufort College	Code of Behaviour 21-22
Beaufort College	Covid 19 Return to School Guidelines V5
Beaufort College	Signed Covid 19 Policy Statement
Beaufort College	Critical Incident Policy 2021
Beaufort College	Safety Statement 2021
Bush PP	Admissions Policy 2022-2023
Coláiste Chú Chulainn	Admissions Policy 2022-2023 Academic Year
Coláiste Chú Chulainn	Anti-Bullying Policy 2021
Coláiste Chú Chulainn	Child Safeguarding Statement 2021
Coláiste Chú Chulainn	Covid Policy 2021
Coláiste Chú Chulainn	Critical Incident Policy 2021
Coláiste Chú Chulainn	Health and Safety Control of COVID-19 Policy for students
Coláiste Chú Chulainn	RSE Policy
Coláiste Chú Chulainn	SEN Policy
Coláiste Chú Chulainn	Statement of Strategy Attendance 2021-2022

Coláiste Clavin	Admission Policy 2022-2023
Coláiste de Lacy	Admissions Notice 2022-2023
Coláiste de Lacy	Admissions Policy V14
Coláiste de Lacy	Ratification & Consultation Log re. Admissions Policy V14
Coláiste na hInse	Admissions Policy 2022-23
Coláiste na hInse	Admissions Notice 2022-23
Coláiste na hInse	Child Safeguarding Statement and Risk Assessment 2021-22
Coláiste na Mí	Child Safeguarding Statement
Coláiste na Mí	Policy for Admission 2022-2023
Coláiste na Mí	Admissions Notice
Coláiste Pobail Ráth Chairn	Polasaí Iontrála do 2022 2023 as Béarla
Coláiste Pobail Ráth Chairn	Polasaí Iontrála do 2022 2023 as Gaeilge
Coláiste Pobail Ráth Chairn	Polasaí Iontrála - Ratification Sheet GA Policy Sheet Sign off by BOM
O'Fiaich College	Admissions Policy 2022-23
O'Fiaich College	Admissions Notice 2022-23
Ratoath College	Admissions Policy 2022- 2023
Ratoath College	Admissions Notice 2022-2023 ratified & Admissions Policy 2022-23 ratification sheet
Ratoath College	Anti-Bullying Policy Reviewed 2021-22
Ratoath College	Annual Anti-Bullying Notification 2021-22
Ratoath College	Child Safeguarding Statement and Risk Assessment 2021-22
St. Oliver's CC, Drogheda	Admissions Policy 22 -23
St. Peter's CC, Dunboyne	Admissions Policy 2022.2023 v5
Faughart CNS	Admission Policy September 2022- 2023

The above policies were noted.

6.2.4 Proposed Contributions from Parents/Guardians 2021/2022

There were no contributions for noting.

6. OSD Matters

6.1 Human Resources Update

6.2 Minutes:

It was resolved **R. 20/09/2021** to approve the minutes of the Finance Committee meeting held on 30th March 2021

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maria Murphy

It was resolved **R. 21/09/2021** to approve the minutes of the Land and Buildings Committee meeting held on 8th July 2021.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Maria Murphy

It was resolved **R. 22/09/2021** to approve the minutes of the Gifts, Trusts and Scholarships Committee held on 29th June 2021.

Proposed: Cllr. John Sheridan

Seconded: Cllr. Sharon Tolan

6.3 Memberships and Chairpersons of Committees

It was resolved **R. 23/09/2021** to approve the nomination of Cllr. Amanda Smith to the Gifts, Trusts and Scholarships Committee to replace Cllr. Sharon Tolan who has resigned as member.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Sharon Tolan

It was resolved **R. 24/09/2021** to approve the nomination of Cllr. John Sheridan as Chairperson of the Gifts, Trusts and Scholarships Committee to replace Cllr. Sharon Tolan who has resigned as Chairperson.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Nick Killian

6.4 OSD Policies/Documentation

APO CES advised members that an executive order is the means by which the CE formally delegates authority to a staff member to carry out a particular task or function. The updated schedule of Executive Orders was noted by the Board.

6.5 Gifts, Trust and Scholarships

Cllr. Sheridan, reported on behalf of the Gifts, Trust and Scholarships Committee. Cllr. Sheridan advised that the Committee met on 7th September 2021 at which it noted Cllr. Tolan's resignation from the Committee, approved minutes of the meeting held on 29th June 2021 and considered two gifts and a report by the CE thereon. Cllr. Sheridan advised that the Committee resolved to recommend approval by the Board of the following donations:

- donation of €100 by Ganson Builders to Ratoath College, to purchase a Christmas tree.
- donation of €166.66 from the Tesco Community Fund to Ratoath College. The donation has been earmarked for the purchase of teaching and learning resources in the ASD (Autistic Spectrum Disorder) Unit of Ratoath College.

It was resolved **R. 25/09/2021** to approve the recommendation of the Gifts, Trust and Scholarships Committee.

Proposed: Cllr. Maria Murphy

Seconded: Ms. Siobhán Greer

6.6 Data Breach Report

APO CES advised that two data breaches have been reported, details of which had been provided to members.

DB 7 occurred when a staff member sent an email intended for one colleague to one with the same forename. The email included an attachment containing salary details of one employee. The incorrect recipient was contacted and has confirmed that they deleted the email.

DB 8 occurred when completed maternity leave application forms were emailed to the incorrect employee. The recipient informed HR and confirmed that they deleted the email. HR advised the data subject of the breach.

APO CES noted that LMETB has assessed that there is a low risk of the breaches posing a substantial risk to the rights and freedoms of data subjects and that, therefore, the breaches did not need to be notified to the Data Protection Commission.

Members noted the Data Breach Report.

6.7 Risk Management Report for Quarter 3 2021

APO CES noted that 24 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. APO noted that the risk register is reviewed by the Audit and Risk Committee and that a special meeting of the Committee is to be arranged which will be fully or largely devoted to risk.

Members noted the Risk Management Report.

6.8 Corporate Procurement Plan (CPP) & Multi Annual Procurement Policy (MAPP)

APO CES noted the Corporate Procurement Plan sets out the ETB's practical strategic aims and objectives for improved procurement outcomes and appropriate measures to achieve these aims. The plan is underpinned by analysis of expenditure on procurement and the procurement and purchasing structures in the organisation and facilitates ETB planning for future procurement requirements through the 3-year Multi-Annual Procurement Plan (MAPP). The documents for noting cover the three year cycle 2021 to 2023 and are in line with templates provided by ETBI and Education Procurement Services. Projected expenditure over the three year term is €81.9m

The Chairperson noted that a significant amount of work is required to compile the documents and thanked the procurement department for their work.

APO CES advised that both documents have been approved by the Chief Executive and recommended for approval by the Audit and Risk Committee.

The Corporate Procurement Plan and Multi-Annual Procurement Plan were noted.

6.9 Compliance with Charities Governance Code

6.9.1 Presentation to Board Members regarding the Code

APO CES took members through the presentation highlighting the following:

- Each ETB is a registered charity and is therefore subject to the Charities Governance Code.
- Each ETB is required by law to submit an annual report to the Charities Regulator by the end of October.
- 2021 is the first year in which charities are obliged to report on their compliance with the code.
- Education and Training Boards must also meet the requirements of their own founding legislation and Code of Governance.
- The role of charity trustees is derived from the Governing document of the charity – The Education and Training Boards Act 2013.
- General Duties of a Charity Trustee:
 - Comply with your charity's governing documents
 - Manage your charity's resources responsibly
 - Ensure your charity is carrying out its charitable purposes for the public benefit
 - Act in the best interests of your charity
 - Act with reasonable care and skill
 - Be accountable and comply with the law
- The Charities Regulator have developed a template document for organisations to record how they are meeting the core and additional standards which apply to each of the principles.
- Through the Corporate Services Group at ETBI a working group was established to provide a co-ordinated response and approach to completing the compliance record form.
- The ETB Act is interpreted as the Governing Document of the Charity.
- The distinction between reserved versus executive decisions is maintained.

6.9.2 Charities Governance Code Compliance Record Form (for Consideration)

APO CES took members through the form highlighting the following:

- It is laid out to demonstrate LMETB's actions and the supporting evidence in meeting core and additional standards under six principles
- As far as possible the evidence is in the form of links to source documents, e.g., financial statements, annual reports
- This is a live document and will be updated as necessary.
- Item 6.1: displaying the Registered Charity number on websites, social media and communications documents is work in progress.
- It is proposed to report to the Regulator that LMETB is in compliance with the requirements of the code and to note that this work is in progress.

It was resolved **R. 26/09/2021** that LMETB is fully in compliance with the requirements of the Charities Governance Code, noting that LMETB will include it's registered Charity number on it's websites, social media accounts and stationery.

Proposed: Mr. Billy Doyle

Seconded: Ms. Siobhán Greer

6.9.3 Charity Trustee Declaration to Accompany a Change of Particulars in the Register of Charities

APO CES advised members that they are requested to complete and return the form as required by the regulator. APO advised that if members would like to have a follow up briefing on the requirements of the charities code then this can be arranged.

6.10 Update on strategy formation process

APO CES advised members that

- A list of parties to be consulted was drawn up in accordance with the requirements of the 2013 Act
- Parties comprise school boards of management, other committees of the board, staff, students, parent representative bodies, bodies representative of business, industry and learners, other bodies
- A survey was developed and issued to get views on the current vision, core values and principles, strengths, opportunities, aspirations and results,
- APO noted that LMETB's strategy will need to be consistent with those of its principal funders

7. Land and Buildings

7.1 AMTCE

APO Land and Buildings took members through the update regarding AMTCE. CE briefed members on possible innovative projects which may be initiated in the region as a result of the establishment of the centre.

7.2 Report on behalf of the Land and Buildings Committee

APO Land and Buildings in the absence of the Chairperson, reported on behalf of the Committee. The report is as documented in the Land and Buildings report dated 16th September.

It was resolved **R. 27/09/2021** to approve the Report on behalf of the Land and Buildings Committee.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

7.3 Developments and Updates on Land and Buildings recommended by Land and Buildings Committee for Board Approval

APO Land and Buildings took members through the report, highlighting significant developments/new projects.

It was resolved **R. 28/09/2021** to approve the Developments and Update on Building Projects.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Amanda Smith

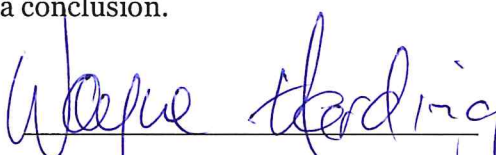
8. Any other business

The Admissions Policy of O'Carolan College, Nobber for 2022/2023 was noted.

The Chairperson reminded members to complete the self- assessment survey and the charities form.

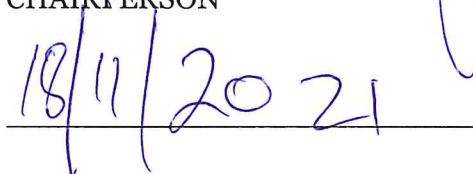
As there was no other business the Chairperson extended his gratitude and best wishes to all and brought the meeting to a conclusion.

SIGNED:



CHAIRPERSON

DATE:



18/11/2021