

Minutes of Meeting held on Thursday, 15th July 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:	Mr. Barry McCourt, Mr. Bill Sweeney, Mr. Billy Doyle, Mr. Damian Kearns, Cllr. Damien O'Reilly, Cllr. Eileen Tully, Cllr. John Sheridan, Ms. Karen Tobin, Ms. Malgorzata Gilani, Cllr. Maria Murphy, Cllr. Marianne Butler, Ms. Máirín Uí Fháinnín, Cllr. Nick Killian, Cllr. Paul McCabe and Ms. Siobhán Greer
LEITHSCEIL:	Cllr. Andrea McKeivitt, Cllr. Antóin Watters, Cllr. Emer Tóibín, Mr. Paul Dermody and Cllr. Sharon Tolan
AR FREASTAIL:	Mr. Martin G. O'Brien, CE Ms. Fiona Kindlon, Director of Schools Ms. Sadie Ward McDermott, Director of FET Mr. Brian Murphy, Director of OSD Ms. Roisin Duffy, APO Finance Ms. Sinead Murphy, APO Land and Buildings Mr. Frank Smith, APO Corporate Services Ms. Carmel McEvoy, PA to CE Ms. Shirley Kavanagh, PA to Director of OSD Mr. John Halpin, Principal of St. Oliver; Community College, Drogheda (Item 6.2.5)

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.

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.

APOLOGIES

Apologies were noted from Cllr. Antóin Watters, Mr. Paul Dermody and Cllr. Sharon Tolan.

CONDOLENCES

Condolences were expressed in the usual respectful manner.

CONGRATULATIONS

Congratulations were expressed to the following:

Ms. Rosanna Hart on her appointment as Deputy Principal of Bush Post Primary School, Riverstown, Dundalk.

Mr. Eddie Burke on his appointment as Deputy Principal of Ballymakenny College

BOARD MEMBERSHIP

It was resolved **R. 01/07/2021** to approve the nomination of Cllr. Paul McCabe as Meath County Council nominee to replace Cllr. Deirdre Geraghty Smith:

Proposed: Cllr. John Sheridan

Seconded: Mr. Bill Sweeney

The Chairperson welcomed new Board members Mr. Damian Kearns, male parent nominee and Cllr. Paul McCabe, Meath County Council nominee. The Chairperson noted that Cllr. Emer Tóibín has advised him of her wish to tender her resignation from the Board.

BOARD SHAREPOINT PAGE

DOSD reminded members that information of relevance is available on the LMETB Board Sharepoint page. This includes material relating to board meetings, material of ongoing relevance including standing orders, board membership, schedule of matters reserved to the board, code of practice, board responsibility in relation to keeping of accounts, internal control and audit, memberships and terms of reference of committees and boards of management, access to administrative support, code of conduct, disclosure of interests, letter of appointment and corporate governance training. DOSD encouraged members to contact LMETB with any questions or issues.

1. Absence Approval

It was resolved **R. 02/07/2021** to approve the absence of LMETB members: Cllr. Andrea McKevitt, Cllr. Antóin Watters, Cllr. Emer Tóibín, Mr. Paul Dermody and Cllr. Sharon Tolan.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Maria Murphy

2. Minutes and matters arising

2.1 It was resolved **R. 03/07/2021** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 27th May 2021.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Eileen Tully

2.2 Matters Arising:

There were no matters arising.

3. Finance

3.1 Reports on behalf of the Finance Committee

Mr. Bill Sweeney, Chairperson of the Finance Committee, reported to members on foot of two recent meetings of the Committee.

Meeting on 24 June: The Committee received briefings on and discussed VAT, migration to the new Financial Shared Services Platform, cyber security and implementation of the 2021 Service Plan. The Committee considered and recommended updated Terms of Reference for approval by the Board.

Meeting on 8 July: The Committee held a special meeting to review expenditure versus budget under the Further Education and Training cost centres/programmes and agreed to hold a follow up meeting in a fortnight. Mr. Sweeney acknowledged the hard work and commitment of staff in their engagement with the Committee.

It was resolved **R. 04/07/2021** to approve the report on behalf of the Finance Committee on foot of the meetings on 24 June and 8 July 2021.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Eileen Tully

3.2 Finance Update

APO Finance took members through the report which covers the period to 31 May.

It was resolved **R. 05/07/2021** to approve the finance update.

Proposed: Ms. Máirín Uí Fháinnín

Seconded: Ms. Siobhán Greer

3.3 Update on VAT

APO Finance briefed members on the current situation noting payments made and that LMETB is awaiting confirmation from Revenue that the matter is closed. DOSD thanked APO for drawing attention to the matter and dealing with it comprehensively and efficiently.

3.4 Update on migration to Financial Shared Services Platform on 1 July

APO Finance advised that LMETB migrated to the new financial shared services system on 1 July. This means that purchase orders and payments to suppliers are now processed through a purchase to pay system which interfaces with the Sun financial accounting system. APO noted that two payment runs have been completed with a third due tomorrow. APO thanked all staff in the finance department for their dedication and hard work, particularly Anne Malone who led the migration on behalf of LMETB.

DOSD noted that LMETB has now successfully migrated to payroll shared services and financial shared services during the Covid 19 lock down. He thanked all staff who played a part in this, particularly APO and Anne Malone. The Chairperson congratulated staff on this achievement on behalf of the Board. Mr. Sweeney echoed this sentiment on behalf of the Finance Committee.

3.5 Report on behalf of Audit and Risk Committee on foot of meeting on 8 July 2021

Mr. Sweeney, member of the Audit and Risk Committee, reported to members on foot of the meeting of the Committee held on 8 July. Mr. Sweeney advised that the Committee received briefings on and discussed VAT, LMETB's preparedness against cyber-attack, the Business Continuity and Disaster Recovery Plans for the OSD Directorate, risk management, the Corporate Procurement Plan and internal and external audits. Mr. Sweeney noted that the committee expressed serious concern at the fact that there are only two employees in the LMETB IT department and concluded that this is completely inadequate given the scale and complexity of LMETB and the risk of cyber threat. Mr. Sweeney noted that one consequence of this situation is that LMETB is forced to rely to a significant extent on third party IT support. Mr. Sweeney advised that the Committee had also considered and recommended updated Terms of Reference for approval by the Board. Mr. Sweeney noted that the Committee received a briefing on the obligations of board members in relation to declarations and conflicts of interest. Mr. Sweeney encouraged members to have due regard to these obligations. DOSD confirmed that LMETB is in the process of making a submission to the Department regarding IT staffing.

It was resolved **R. 06/07/2021** to approve the report on behalf of the Audit and Risk Committee on foot of meeting on 8 July 2021.

Proposed: Cllr. Maria Murphy

Seconded: Ms. Siobhán Greer

4. Annual Report and Chairperson's Report for 2020 – revised on foot of Department feedback

4.1 Annual Report for 2020

APO CES noted that the Board had approved the Annual Report and Chairperson's Report for 2020 on 27 May, that the Department had reviewed both documents and asked LMETB to approve some minor changes. APO took members through the changes noting that they arise in the context of the Department's wish to standardise ETB Chairperson's and Annual reports.

It was resolved **R. 07/07/2021** to approve the updated Annual Report for 2020.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Nick Killian

4.2 Chairperson's Report for 2020

It was resolved **R. 08/07/2021** to approve the updated Chairperson's Report for 2020.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Nick Killian

5. Correspondence

- Department of Education Circular Letters

<i>C/L ref</i>	<i>RE:</i>
0030/2021	Parent's Leave Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools – Primary & Post Primary Schools
0031/2021	Coronavirus (COVID-19): Arrangements for Staff other than Teachers and Special Needs Assistants who are employed in ETBs - ETB
0032/2021	Arrangements for Inspectorate Engagement with Primary and Special Schools 2021/2022 School Year - Primary
0033/2021	Arrangements for Inspectorate Engagement with Post-Primary Schools and Centres for Education 2021/2022 School Year – Post Primary
0034/2021	Updated Entry Criteria for the Gaeltacht Entry route to the (English Medium) Primary Bachelor of Education – Post Primary
0035/2021	Parent's Leave Scheme for Special Needs Assistants employed In Recognised Primary and Post Primary Schools - SNA
0036/2021	Application of 1st July 2021 FEMPI Pay Restoration of certain grades other than Teachers and SNAs employed by ETBs with salaries of between €70,000 and €150,000 - ETB.
0037/2021	Building Momentum Agreement 2021 - 2022 Revision of 2011 Entrant Teacher Salaries with effect from 1 March 2021 – Application of Additional Incremental Skips – Primary, Post Primary
0038/2021	Home Tuition Grant Scheme 2021/2022 Special Education Component – Primary, Post Primary

- **Correspondence received from Department of Education**

<i>Date Received</i>	<i>Subject</i>
12/05/2021	ETB Notification Change of Department name to FETPLC
04/06/2021	Re. Additional Information for Schools where Escorts have to Self-Isolate
10/06/2021	Re. Acknowledging receipt of Annual & Chairpersons Reports and requesting Annual & Chairperson Comprehensive Report checklist to be completed
10/06/2021	Acknowledging receipt of male parent nominee from ETB Main Board
16/06/2021	DoE Acknowledgement of Checklist - Annual Chairperson Comprehensive Reports
17/06/2021	REMINDER LMETB - Sign-off of the 2021 Service Plan
22/06/2021	Service Level Agreement re. Ard Rí & St. Ultan's
25/06/2021	LMETB - Amendments to the 2020 Annual and Chairpersons Comprehensive Reports
25/06/2021	RE. Appointment of Single Manager for Dunshaughlin CNS
29/06/2021	DoE Acknowledging email re. Publishing of 2021 Service Plan on LMETB website
29/06/2021	LMETB - Amendments to the 2020 Chairpersons Comprehensive Reports
30/06/2021	Acknowledging receipt of DOSD email re Update on Fraud Suspected Fraud and Financial Irregularities
02/07/2021	LMETB - DoE sign off on the 2020 Annual Chairpersons Comprehensive Reports after LMETB Board Approval
02/07/2021	LMETB OA and PDA to be signed and returned to DoE

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

<i>Date Received</i>	<i>Subject</i>
24/06/2021	DFHERIS Apprentices Emergency Tax
07/07/2021	RE. Minister Simon Harris visit to Louth Regional Skills Training Centre 12/07/21

- **Correspondence received from other sources**

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
21/05/2021	Athboy CS	Athboy CS BoM Mins 22.3.21 & 12.4.21 – LAST ONE
25/05/2021	SOLAS	Acknowledging response re. Parliamentary Question - apprenticeship
26/05/2021	SOLAS	Please support announcement 11am today of 2021 Generation Apprenticeship competition winners
26/05/2021	Enterprise Ireland	26.5.21 Payment Report - Project 169750 Capital - Border Enterprise Development Fund

26/05/2021	SOLAS	Re. Payment Advice Note from 26.05.2021
28/05/2021	Department of the Taoiseach	28.5.21 INVITATION Shared Island Dialogue Building back together Economic recovery on a shared island
28/05/2021	DCEDIY	REMINDER 2020 Annual Progress Reporting Process
28/05/2021	DCEDIY	Targeted Youth Employability Support Scheme 2021/2022
28/05/2021	ETBI	SEAI Public Sector Energy Conference
28/05/2021	ETBI	SPECIAL WEBINAR - The Board Members Guide to Cyber Security Risk and Governance
31/05/2021	Dept. Taoiseach	Shared Island Dialogue Building back together Economic recovery on a shared island
01/06/2021	ETBI	Request for Submission 428 - PLS of the General Scheme of the HEA Bill 2021
02/06/2021	DDLETB	Re. Early Learning Care Validation Panel findings
03/06/2021	Boyne CS	Minutes of BoM - 22/4/2021
03/06/2021	ETBNPC	Response to email re. Update on appointment of new male parent nominee to LMETB Board
04/06/2021	O'Carolan College	Re. Board of Management Minutes and Documentation
08/06/2021	ETBI	Re. Micro-credentials for lifelong learning and employability
09/06/2021	Athboy CS	Acknowledging Letter re. nomination Cllr. Nick Killian to Athboy CS BoM
10/06/2021	OFX	Re. School at Longwood
11/06/2021	Paul McCabe on behalf of Min. Thomas Byrne	Re. Visit of Minister Ms. Norma Foley TD to Meath
11/06/2021	SOLAS	2021 FET Approved Funding Allocation - LMETB
14/06/2021	DKIT	DKIT Request for Male Female Student Reps to Governing Body
15/06/2021	Paddy Kavanagh	Connect TU - P Kavanagh accepting nomination to AMTCE Board
15/06/2021	DCEDIY Youth Affairs	UBU New Services National Selection
15/06/2021	DCEDIY Youth Affairs	ETB Participation Framework - Update
16/06/2021	SOLAS	Payment Advice Note from 15.06.2021
16/06/2021	CE LMETB	CE acknowledging receipt of email re. Emergency Health Safety Works Applications
17/06/2021	Michael McKiernan	Letter re Units 14- 18, 20
18/06/2021	Dept CEDY	Re. APNASR Navan West
21/06/2021	OFI College	Letter re. Robin House
21/06/2021	PIM Investments	PIM response to LMETB letter re. Service Charge Dunboyne Business - Units 10 & 13 Dunboyne Business Park
21/06/2021	ETBI	Summer Provision in Tertiary Education
28/06/2021	Noel Grealish TD	Re. PQ on negative interest submitted to the Minister for Education
28/06/2021	Colm Whelan	Re. Service Charges Unit 6, Dunboyne Business Park
28/06/2021	keenancf	Re. McAleer & Teague Ltd in Company Voluntary Arrangement

29/06/2021	DCEDIY	Youth Affairs Unit Update
01/07/2021	OFX	Re. Robin House
02/07/2021	Sec. Beaufort BoM	BOM Minutes BFT 2020-2021
02/07/2021	Sec. Bom Coláiste Chú Chulainn	CCL BOM Minutes and policies
02/07/2021	Athboy CS	BoM Minutes 17/05/2021, 19/05/2021, 23/06/2021
02/07/2021	IAU Unit -ETBs	Register of Internal Audits updated
08/07/2021	Cllr. Wayne Harding	Forwarding email from Cllr. Emer Tóibín re. resignation from Board of LMETB
08/07/2021	Meath CoCo	Letter re. Resignation of Cllr. Deirdre Geraghty Smith and nomination of Cllr. Paul McCabe
09/07/2021	ETBI	Re. Dept of Justice press release - Minister Humphreys announces new structures to drive delivery for Drogheda
09/07/2021	Cllr. Paul McCabe	Acknowledging letter from LMETB re. LMETB Board

• **Correspondence sent**

Date	Re:
25/05/2021	Dir. FET to SOLAS RE Parliamentary Question – apprenticeship
28/05/2021	APO CES to DoE Request by LMETB to Department for approval of gift
28/05/2021	FET to SOLAS Questionnaire LMETB response Once-Off Covid19 ICT Grant to Support Disadvantaged Learners Laptop Return & Reallocation
28/05/2021	Dir FET to SOLAS RE PQ 29186 and PQ 29187 – Advanced Manufacturing
31/05/2021	DOSD to DOS re. Refund of fees
31/05/2021	CE to Min. Justice re. Drogheda Institute
01/06/2021	Dir FET to SOLAS re. Youthreach PQ – approved places
03/06/2021	DOS to School Leaders Re. Post Primary Schools Only – Minister Foley announces Leaving Certificate results to issue on 3 September
03/06/2021	CE's Office to DoE Re. LMETB Annual Chairperson's Reports; Statement of System of internal Control 2020
03/06/2021	CE's Office to Damian Kearns re. Letter of Appointment to LMETB Board
03/06/2021	CE's Office to DoE re. Update on appointment of new male parent nominee to LMETB Board
03/06/2021	CE's Office to ETB NPC re. Update on appointment of new male parent nominee to LMETB Board
08/06/2021	APO CES to D Kearns re. LMETB Board member intranet
11/06/2021	CE to Paul McCabe (Min. Thomas Byrne) Re Visit of Minister Norma Foley to Meath
11/06/2021	DoS to Paul McCabe (Thomas Byrne) RE Visit of Minister Norma Foley to Meath
14/06/2021	DOS to Dept Ed re. Visit of Minister to Ard Ri CNS Tuesday 15 June 2021
14/06/2021	CE's Office to DKIT re. Acknowledging DKIT Request for Male Female Student Reps to Governing Body
15/06/2021	APO CES to Dept Ed Re LMETB – Acknowledgement of Annual Chairperson Comprehensive Reports

16/06/2021	DOSD to CE, APO L&B, Dir FET RE. Emergency Health Safety Works Applications
16/06/2021	APO HR to OFI Acknowledging receipt of letter re. Clerical Staff
16/06/2021	APO L&B to PIM Investments re. Service Charges 10 & 13 Dunboyne Business Park
17/06/2021	Dir FET to FET Leaders Safe Return of Further and Higher Education and Research in 2021 IMPORTANT FET communication
21/06/2021	CES Dept. to LMETB Board Members re. issuance of Disclosure of Interests Letter to Board Members
22/06/2021	CES Dept to Board Members Reminder re Code of Practice for the Governance of ETBs requirement re. attendance at board meetings
24/06/2021	DOS to School Leaders -ETBI Journal of Education Volume 3
24/06/2021	APO CES Re. LMETB Service plans for 2021 for upload to website
24/06/2021	DOSD to SMT RE. ETB Pay Circular 1 st July 2021 – Clarification from DPER
24/06/2021	DOSD to Information Officer re. Irish National Opera
25/06/2021	APO CES to B Sweeney re. Query regarding IT support costs
25/06/2021	APO CES to DoE re Response to LMETB – Amendments to the 2020 Annual and Chairpersons Comprehensive Reports
25/06/2021	DOSD to Dir Schools re. Appointment of Single Manager for DSH CNS
25/06/2021	DOS to School Secretaries re. Thank You & Enjoy the summer break
28/06/2021	DOSD to APO Finance Re PQ submitted to the Minister
29/06/2021	CE's Office to DoE re. Publishing of 2021 Service Plan on LMETB website
30/06/2021	DOSD to APOs CES & L&B re. ETBI response- Land and Conveyancing Law Reform Act 2009 WOPPETBOSDL2U
30/06/2021	DOSD to DoE RE Update on Fraud Suspected Fraud and Financial Irregularities
30/06/2021	DOSD to APO HR ETBI email re DoE Letter re Ancillary Staff who are VHR
30/06/2021	DOS to School Leaders – Seventh meeting held of Advisory Group on Planning for State Examinations 2021
01/07/2021	APO CES to DoE re. LMETB – Amendments to the 2020 Chairpersons Comprehensive Reports
01/07/2021	DOSD to APO HR & Pay Admin re. ETB Pay Circular 1 st July 2021 – Clarification from DPER
05/07/2021	DOSD to Chair of Finance Committee re. Terms of Reference for LMETB Finance Committee – Approved by LMETB Board 25.2.21
06/07/2021	CE's Office to Board Members Note for Board Members re. their obligations in relation to declarations and conflicts of interest
06/07/2021	CE's Office to Board Members re. LMETB Board self-assessment 2021
06/07/2021	CE's Office to Finance Committee Meeting re. Meeting 8.7.21
08/07/2021	DOSD to All Staff re. Minister Humphreys announces new structures to drive delivery for Drogheda
08/07/2021	CE's Office to Finance Committee Members re. Additional Documentation re. Finance Meeting 8/7/2021
08/07/2021	CE's Office to A&R Committee Members re. Guide to Cyber Security Risk and Governance
08/07/2021	CE's Office to Board Members re. The Board Members Guide to Cyber Security Risk and Governance
09/07/2021	CE's Office to Board Members re. LMETB Board Meeting
09/07/2021	CE's Office to Cllr. Deirdre Geraghty Smith following Resignation from LMETB board
09/07/2021	CE's Office to Cllr. Paul McCabe re. nomination to LMETB Board

- **Correspondence sent on foot of Board meeting held on 27th May 2021**

Date	Re:
03/06/2021	CE's Office to Neil Kerrigan re. nomination to Board of AMTCE
03/06/2021	CE's Office to Paddy Kavanagh re. nomination to Board of AMTCE
03/06/2021	CE's Office to Chair Adult Education Committee re. Minutes noted
03/06/2021	CE's Office to Chair Youth Work Committee re. Minutes noted
03/06/2021	CE's Office to Dir. FET re. AMTCE Board of Governance Terms of Reference and Memoranda
03/06/2021	CE's Office to Dir. FET Report & Policies noted
03/06/2021	CE's Office to DOSD re. approval of Finance Update, resolution relating to Public Spending Code, resolution relating to Procurement Policies and Procedures, Annual Report, Chairpersons Report, Land & Buildings - Minutes, Leases, Licences & Rentals. Password Policy, Technology Acceptable Usage Policy, Internet Acceptable Usage Policy, Email Policy, Update to Procurement Policy, OSD Business Continuity Plan, OSD Disaster Recovery Plan, Data Breach Reports, Risk Management Report, L & b re. usage of Unit 32 DCFE all noted.
03/06/2021	CE's Office to Sec BoM Youthreach re. BoM Minutes noted
08/06/2021	CE's Office to Gifts Trusts etc re. approval of Minutes & Recommendation of donation from SVP to St. Oliver PP
08/06/2021	CE's Office to Cllr. Nick Killian re. nomination to BoM Athboy CS
09/06/2021	CE's Office to Sec BoM Boyne CS re. BoM minutes noted
09/06/2021	CE's Office to Sec BoM Coláiste Chú Chulainn re. BoM minutes noted
09/06/2021	CE's Office to Sec BoM Coláiste na hInse re. BoM minutes noted & Contributions approved
09/06/2021	CE's Office to Sec BoM Coláiste na Mí re. BoM minutes noted
09/06/2021	CE's Office to Sec BoM Ard Rí CNS re. Contributions approved
09/06/2021	CE's Office to Sec BoM Ashbourne CNS re. BoM minutes noted
09/06/2021	CE's Office to Sec BoM Dunshaughlin CNS re. Contributions approved
09/06/2021	CE's Office to Sec BoM Faughart CNS re. BoM minutes and Policies noted
09/06/2021	CE's Office to Sec BoM Dunboyne College re. BoM minutes noted, and Contributions approved
09/06/2021	CE's Office to Sec BoM Coláiste de Lacy re. Contributions approved
09/06/2021	CE's Office to Sec BoM Dunshaughlin CC re. BoM minutes noted
09/06/2021	CE's Office to Sec BoM Enfield CC re. BoM minutes noted
09/06/2021	CE's Office to Sec BoM St Oliver PP, Oldcastle re. BoM minutes noted
09/06/2021	CE's Office to Sec BoM St Oliver's DRG, re. BoM minutes noted
09/06/2021	CE's Office to Sec BoM Coláiste Ríoga re. Contributions approved
09/06/2021	CE's Office to Sec BoM Scoil Uí Mhuirí re. BoM minutes noted
09/06/2021	CE's Office to DOS re EUR Management Advisory Group & Terms of Reference (ToRs)
29/06/2021	CE's Office to Colm Lyons re. nomination to BoM Coláiste na Mí
30/06/2021	CE's Office to Fiona McQuaile re. nomination to BoM Coláiste na Mí

There were no questions regarding correspondence.

6. Committees and Reports

6.1 Director of Further Education and Training Report

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

- The visit by Minister Simon Harris, TD to the Regional Skills and Training Centre on Monday.
- The mid-year review of FET expenditure in conjunction with SOLAS
- Quality Assurance
- Youth Services
- PEACE Project

The Chairperson thanked Director for her report and commended LMETB on its hosting on Monday of the Government's launch of Pathways to Work 2021-2025 in the Advanced Manufacturing Training Centre of Excellence by An Taoiseach, Micheál Martin TD, Minister for Social Protection, Heather Humphreys TD, Minister for Further and Higher Education, Simon Harris TD and Minister of State with responsibility for Business and Employment, Damien English TD. Also, in attendance was Minister for Rural and Community Development and Charities, Joe O'Brien TD.

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

6.1.1 Further Education and Training Committee/Board of Management Minutes

The minutes of the meetings of the Board of Management of Drogheda Institute of Further Education which took place on 15th December 2020, 10 March 2021 and 31 May 2021 were noted.

The minutes of the meeting of the Board of Management of Dunboyne College of Further Education which took place on 18th May 2021 were noted.

It was resolved **R. 09/07/2021** to approve the minutes of the meeting of the Adult Education Committee which took place on 14th April 2021.

Proposed: Cllr. Maria Murphy

Seconded: Ms. Karen Tobin

It was resolved **R. 10/07/2021** to approve the minutes of the meeting of the Youth Work Committee which took place on 8th April 2021.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Marianne Butler

6.1.2 Membership of Committees

It was resolved **R. 11/07/2021** to approve the nomination of Mr. Christopher O'Neill to replace Mr. Taidgh Kavanagh as male student nominee on the Governing Body of DKIT.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Nick Killian

It was resolved **R. 12/07/2021** to approve the nomination of Ms. Caitlin Connor to replace Ms. Cindy Andrews as female student nominee on the Governing Body of DKIT.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Nick Killian

6.1.3 Further Education and Training Policies

The Covid Response Policy 2021 of O’Fiaich College was noted by the Board.

6.1.5 Memorandum of Understanding – LMETB and Catalyst, Portview and IIP

DOSD took members through the document noting that it has been reviewed by LMETB’s legal advisors.

It was resolved **R. 13/07/2021** to approve the Memorandum of Understanding.

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhán Greer

6.1.6 Youth Grant Funding as recommended by Youth Work Committee

It was resolved **R. 14/07/2021** to approve the recommendation of the Youth Work Committee regarding proposed funding under the

1. LMETB Local Youth Club Grants Scheme (LYCGS)
2. UBU Capital & Club Equipment Grant 2021
3. LGBTi+ Grants 2021

Proposed: Cllr. Maria Murphy

Seconded: Ms. Siobhán Greer

6.2 Director of Schools Report

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

- Junior and Leaving Certificate Examinations 2021 and plans for 2022
- Planning for 2021/22
- Challenges in recruiting teachers
- Support to schools in dealing with Covid 19 including delivery of CO2 monitors
- Plans for training to members of Boards of Management
- Visit by Minister Norma Foley, TD to Ard Rí CNS and Ashbourne CNS
- Appointment of Ms. Karen Tobin as Deputy Principal of Beaufort College

- Welcome of the announcement of the Drogheda Implementation Board and confirmation of support from the schools' directorate

The Chairperson thanked Director for her report, congratulated Ms. Tobin on her appointment, acknowledged the Minister's visit and noted that LMETB's role in the Drogheda Implementation Plan is a significant expression of confidence by the State in LMETB. The report of the Director of Schools was noted.

6.2.1 Minutes of Boards of Management meetings

School	Date of Meeting
Beaufort College	16/09/2020
Beaufort College	03/11/2020
Bush PP	04/02/2021
Coláiste Clavin	08/03/2021
Coláiste Clavin	28/04/2020
Coláiste Chú Chulainn	09/03/2021
Coláiste de Lacy	08/12/2020
Coláiste de Lacy	21/01/2021
Coláiste de Lacy	23/03/2021
Coláiste de Lacy	29/04/2021
Dunshaughlin CC	26/03/2021
O'Carolan College	04/02/2021
O'Carolan College	14/04/2021
O'Fiaich College	02/09/2020
O'Fiaich College	14/10/2020
O'Fiaich College	27/01/2021
O'Fiaich College	16/03/2021
Ratoath College	01/12/2020
Ratoath College	04/02/2021
Ratoath College	23/03/2021
Scoil Uí Mhuirí	22/09/2020
Scoil Uí Mhuirí	15/12/2020
Scoil Uí Mhuirí	21/01/2021
Scoil Uí Mhuirí	18/05/2021
St. Oliver PP, Oldcastle	25/03/2021
St. Oliver's CC, Drogheda	16/04/2018
St. Oliver's CC, Drogheda	15/10/2018
St. Oliver's CC, Drogheda	10/12/2018
St. Oliver's CC, Drogheda	21/03/2019
St. Oliver's CC, Drogheda	11/11/2019
St. Oliver's CC, Drogheda	21/01/2020
St. Peter's College	26/04/2021
Faughart CNS	13/04/2021

Joint Patronage Schools	
Athboy CS	22/02/2021
Athboy CS	22/03/2021
Athboy CS	12/04/2021
Athboy CS	17/05/2021
Athboy CS	19/05/2021
Athboy CS	23/06/2021
Boyne CS	22/04/2021

The minutes of the above meetings were noted.

6.2.2 Memberships of Boards of Management

It was resolved **R. 15/07/2021** to approve the nomination of Mr. Ray Finlay to replace Mr. Joe Kelly as Board of Management Nominee to the Board of Management of Coláiste na hInse.

Proposed: Cllr. Eileen Tully

Seconded: Ms. Siobhán Greer

It was resolved **R. 16/07/2021** to approve the nomination of Ms. Vera Kelly as Board of Management Nominee to the Board of Management of Enfield Community College.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Paul McCabe

6.2.3 School Based Policies:

School	Policy
Beaufort College	Code of Behaviour 2020
Beaufort College	AUP Policy June 2021
Beaufort College	Child Safeguarding Statement & Risk Assessment
Beaufort College	Return to School 2020/ Covid response Plan
Beaufort College	RSE Policy 2021
Bush PP	Anti-Bullying Policy Annual Checklist 2021
Coláiste Chú Chulainn	Whole School Guidance Plan May 21
Coláiste Chú Chulainn	Uniform Policy Statement adopted 2021
Coláiste Clavin	Mobile Phone Personal Media Player Policy Introduction
Coláiste Clavin	Revised Substance Use Policy
Dunshaughlin CC	Child Safeguarding Statement
Enfield CC	RSE Policy 2021
O'Carolan College	PE Uniform Policy
O'Carolan College	Self-Evaluation Report & Improvement Plan
O'Fiaich College	Covid Response Policy 2021
Scoil Uí Mhuirí	Student Internet Safety Acceptable Use Policy

St. Oliver PP OLD	Digital Learning Plan
St. Oliver PP OLD	Substance Use Policy
St. Oliver PP OLD	Guidance Plan 2021
St. Peter's College, Dunboyne	Community Dog Policy
St. Peter's College, Dunboyne	Suspensions & Expulsions Policy
Ard Rí CNS	Pupil Internet Safety Acceptable Use Policy (AUP)
Faughart CNS	Child Safeguarding Statement

The above policies were noted.

6.2.4 Proposed Contributions from Parents/Guardians 2021/2022

School	Year Group	Proposed Amount
Beaufort College	1 st Year	€200
Beaufort College	2 nd , 3 rd , 5 th & 6 th Year	€180
Beaufort College	TY	€250
Coláiste de Lacy	LCA	€68.50
Coláiste na Mí	1 st Years	€235
Coláiste na Mí	2 nd Years	€185
Coláiste na Mí	3 rd Year	€110
Coláiste na Mí	TY	€330
Coláiste na Mí	5 th Year	€260
Coláiste na Mí	6 th Year	€140
Coláiste na Mí	LCA	€120
Enfield College	1 st & 2 nd Years	€180
O'Fiaich College	All Years	€180
Scoil Uí Mhuirí	1 st , 2 nd , 3 rd , 5 th & 6 th	€150
Scoil Uí Mhuirí	TY	€500
Ashbourne CNS	All School	€105

It was resolved **R. 17/07/2021** to approve the above proposed contributions for 2021/2022.

Proposed: Mr. Bill Sweeney

Seconded: Ms. Siobhán Greer

6.2.5 Presentation by Mr. John Halpin, Principal of St. Oliver's Community College, Drogheda, on Core Values Project for ETB Schools

Mr. Halpin took members through his presentation highlighting a number of points including:

- The project is now at implementation stage
- Schools have flexibility in how they implement the core values

- It is envisaged that Further Education will become part of the process in due course
- The importance of briefing board members given their roles in directing and controlling the ETB and in serving on school Boards of Management and interview boards.

Director of Schools thanked Mr. Halpin for his presentation noting that core values are an important aspect of patronage campaigns.

The Chairperson thanked Mr. Halpin for his presentation and invited comments and questions.

Cllr. Killian welcomed the initiative and stressed the importance of parent associations being involved. Cllr. Killian commented that teacher training colleges must do more to inform and educate prospective teachers about ETBs and that ETBs need to take a more proactive role in promoting themselves.

Mr. Halpin advised that the process provides for the views of parents, pupils, teachers and the community to be provided.

Ms. Greer thanked Mr. Halpin for his presentation and noted that the project will result in an expression of what ETB schools represent.

7. OSD Matters

7.1 Human Resources Update

DOSD took members through the report.

7.2 Minutes:

It was resolved **R. 18/07/2021** to approve the minutes of the Gifts, Trusts and Scholarships Committee meeting held on 6th May 2021.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Eileen Tully

It was resolved **R. 19/07/2021** to approve the minutes of the Audit and Risk Committee meeting held on 16th March 2021.

Proposed: Cllr. John Sheridan

Seconded: Ms. Siobhán Greer

It was resolved **R. 20/07/2021** to approve the minutes of the Finance Committee meeting held on 24th June 2021.

Proposed: Cllr. Eileen Tully

Seconded: Ms. Siobhán Greer

It was resolved **R. 21/07/2021** to approve the minutes of the Land and Buildings Committee meeting held on 11th May 2021.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Nick Killian

It was resolved **R. 22/07/2021** to approve the minutes of the Louth Music Education Partnership meeting held on 2nd February 2021.

Proposed: Ms. Siobhán Greer

Seconded: Mr. Bill Sweeney

7.3 Terms of Reference

It was resolved **R. 23/07/2021** to approve the updated Terms of Reference of the Audit and Risk Committee as recommended by the Committee.

Proposed: Cllr. Eileen Tully

Seconded: Mr. Billy Doyle

It was resolved **R. 24/07/2021** to approve the updated Terms of Reference of the Finance Committee as recommended by the Committee.

Proposed: Mr. Barry McCourt

Seconded: Cllr. Eileen Tully

7.4 OSD Policies/Documentation

DOSD 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.

7.5 Gifts, Trust and Scholarships

Cllr. Sheridan, reported on behalf of the Gifts, Trust and Scholarships Committee in the absence of the Chairperson, Cllr. Tolan. Cllr. Sheridan advised that the Committee met on 29th June 2021 at which it approved minutes of the meeting held on 6th May 2021 and considered one gift and a report by the CE thereon. Cllr. Sheridan advised that the Committee resolved to recommend approval by the Board of a donation of €150 by FSW Coatings Limited to St. Oliver Post Primary, Oldcastle to support student wellbeing.

It was resolved **R. 25/07/2021** to approve the recommendation of the Gifts, Trust and Scholarships Committee.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Nick Killian

7.6 Data Breach Report

DOSD advised that two data breaches have been reported, details of which had been provided to members. He noted that LMETB has assessed that there is a low risk of the 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.

7.7 Risk Management Report for Quarter 3 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 the risk register is reviewed in detail by the Audit and Risk Committee.

Members noted the Risk Management Report.

7.8 Board Self-Assessment

DOSD 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. DOSD noted that a survey has been issued to board members to facilitate members in providing responses in an efficient and comprehensive manner. DOSD 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. DOSD encouraged members to contact APO CES or himself with any queries.

8. Land and Buildings

8.1 Report on behalf of the Land and Buildings Committee

Mr. Sweeney, Chairperson of the Land and Buildings Committee, reported on behalf of the Committee. Mr. Sweeney's report included updates regarding Robin House, AMTCE, proposed licences and proposed short term rentals.

It was resolved **R. 26/07/2021** to approve the Report on behalf of the Land and Buildings Committee.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Maria Murphy

8.2 Leases/Property

8.2.1 Licence

Mr. Bill Sweeney took members through the item for consideration. Mr. Sweeney advised that, having considered the proposal, the Land and Buildings Committee had resolved to recommend entering a licence with Na Fianna GAA, Enfield for use of Astro Turf Pitches for Enfield Community College.

It was resolved **R. 27/07/2021** to approve the recommendation of the Land and Buildings Committee.

Proposed: Cllr. John Sheridan

Seconded: Cllr. Damien O'Reilly

8.2.2 Short Term Rental of Premises

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

O'Fiaich College, Dundalk

Utopia Hair Salon

It was resolved **R. 28/07/2021** to approve the recommendation of the Land and Buildings Committee.

Proposed: Ms. Siobhán Greer

Seconded: Ms. Máirín Uí Fháinnín

O'Fiaich College, Dundalk

Dundalk Sports Centre, Muirhevnamor

It was resolved **R. 29/07/2021** to approve the recommendation of the Land and Buildings Committee.

Proposed: Ms. Siobhán Greer

Seconded: Ms. Máirín Uí Fháinnín

O'Fiaich College, Dundalk

DKIT Sport

It was resolved **R. 30/07/2021** to approve the recommendation of the Land and Buildings Committee.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Eileen Tully

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

APO Land and Buildings took members through the report.

It was resolved **R. 31/07/2021** to approve the Developments and Update on Building Projects.

Proposed: Cllr. Damien O'Reilly

Seconded: Cllr. Maria Murphy

9. Any other business

9.1 Memberships and Chairpersons of Boards of Management

9.1.1 Ardee Community School - Board of Management 2021-2024

Board Member	Nominating Body
Ms. Lorraine McMahon	Archdioceses of Armagh
Ms. Mary Farrell	Archdioceses of Armagh
Fr. Sean McCartan	Archdioceses of Armagh
Ms. Dolores Minogue	LMETB Approved at LMETB BM 31/3/21
Cllr. John Sheridan	LMETB Approved at LMETB BM 31/3/21
Cllr. Paula Butterly	LMETB Approved at LMETB BM 31/3/21
Ms. Michelle Scanlon	Parent
Mr. Seamus Roe	Parent
Ms. Joanne Finnegan	Teacher
Ms. Michelle Caffrey	Teacher

It was resolved **R. 32/07/2021** to approve the composition of the Ardee Community School Board of Management 2021-2024 as set out above.

Proposed: Cllr. John Sheridan

Seconded: Cllr. Marianne Butler

9.1.2 Athboy Community School - Board of Management

Director of Schools noted that the Principal of Athboy Community School has written to LMETB requesting that LMETB nominate three nominees to act on the next board from 1 August 2021 to 31 July 2024 and that Cllr. Nick Killian had been nominated by the LMETB board at its meeting on 27 May. Accordingly, there are two vacancies to be filled.

It was resolved **R. 33/07/2021** to approve the nomination of Cllr. Paul McCabe as LMETB nominee to the Athboy Community School Board of Management from 1 August 2021.

Proposed: Cllr. Nick Killian

Seconded: Mr. Bill Sweeney

It was resolved **R. 34/07/2021** to approve the nomination of Cllr. David Gilroy, outgoing, as LMETB nominee to the Athboy Community School Board of Management from 1 August 2021, subject to his willingness to continue.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Paul McCabe

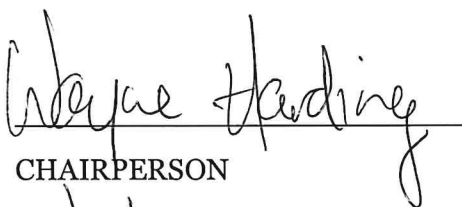
It was resolved **R. 35/07/2021** to approve the nomination of Cllr. Mike Bray as LMETB nominee to the Athboy Community School Board of Management from 1 August 2021 in the event that Cllr. Gilroy does not wish to continue as a board member.

Proposed: Cllr. Paul McCabe

Seconded: Cllr. Damien O'Reilly

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:

