

Minutes of Meeting held on Thursday, 24th February 2022

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. Eileen Tully, Cllr. Gerry O'Connor, Cllr. Maria Murphy, Cllr. Marianne Butler, Cllr. Nick Killian, Cllr. Paul McCabe, Cllr. Wayne Harding, Cllr. Damien O'Reilly, Mr. Bill Sweeney, Mr. Billy Doyle, Mr. Damian Kearns, Ms. Caroline Canny, Ms. Máirín Uí Fháinnín and Ms. Siobhán Greer
LEITHSCEIL:	Cllr. Amanda Smith, Cllr. Andrea McKevitt, Cllr. Antóin Watters, Mr. Barry McCourt, Mr. Paul Dermody and Ms. Malgorzata Gilani.
AR FREASTAIL:	Ms. Fiona Kindlon, Director of Schools Ms. Sadie Ward McDermott, Director of FET Mr. Brian Murphy, Director of OSD Ms. Sinead Murphy, APO Land and Buildings Mr. Frank Smith, APO Corporate Services Ms. Louise Carroll, Administrative Officer, Finance 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 Welcome to new Board Members

The Chairperson introduced and welcomed two new board members: Ms. Caroline Canny, Staff Nominee, replacing Ms. Karen Tobin and Cllr. Gerry O'Connor, Meath County Council Nominee, replacing Cllr. Sharon Tolan and wished both well as board members.

1.2 Nomination of Deputy Chairperson

The Chairperson noted that the position of Deputy Chairperson of LMETB is vacant and invited members to propose nominees.

It was resolved **R. 01/02/2022** to approve the appointment of Cllr. Damien O'Reilly as Deputy Chairperson of LMETB:

Proposed: Cllr. Nick Killian

Seconded: Cllr. Paul McCabe

Cllr. O'Reilly thanked Cllrs Killian and McCabe and stated that he looks forward to working as Deputy Chairperson of LMETB.

1.3 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.

1.4 Apologies, condolences and congratulations

Apologies were noted from Cllr. Amanda Smith, Cllr. Antóin Watters, Mr. Barry McCourt, Ms. Malgorzata Gilani and Mr. Martin O'Brien CE.

Condolences were expressed in the usual respectful manner. The Chairperson noted that members have events in Ukraine in their thoughts.

1.5 Absences

It was resolved **R. 02/02/2022** to approve the absence of LMETB members: Cllr. Amanda Smith, Cllr. Andrea McKeivitt, Cllr. Antóin Watters, Mr. Barry McCourt, Mr. Paul Dermody and Ms. Malgorzata Gilani.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Paul McCabe

1.6 Ethics in Public Office Declaration Returns by Board Members for 2021

The Chairperson reminded members that the deadline for return of declarations for 2021 was 31 January and urged any members who have not yet done so to complete and return their declaration as a matter of urgency.

1.7 Charity Trustee Declarations

The Chairperson reminded members of the need to complete and return charity trustee declarations and urged any members who have not yet done so to complete and return their declaration as a matter of urgency.

2. Minutes and matters arising

2.1 It was resolved **R. 03/02/2022** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 18th November 2021.

Proposed: Cllr. Nick Killian

Seconded: Mr. Bill Sweeney

2.2 Matters Arising:

There were no matters arising

3. Finance

3.1 Financial Report

Administrative Officer, Finance took members through the report which covers the period to 31 December 2021, noting that work on the preparation of the financial statements for 2021 are well advanced. The challenges in providing up to date financial reports to schools and centres were discussed. DOSD acknowledged that financial reports have not been provided to schools and centres as promptly as the organisation would wish. He noted that migration to the new financial management system during the year required a very significant amount of time and effort by the finance department and that the benefits of this new system in terms of prompt and more meaningful reporting would be felt across the organisation.

The Chairperson thanked Administrative Officer for her report.

It was resolved **R. 04/02/2022** to approve the finance report.

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhán Greer

3.1 Draft Service Plan for 2022

The Chairperson of the Finance Committee, Mr. Sweeney, briefed members on the draft Service Plan for 2022 noting that the Committee reviewed the plan last week and had resolved to recommend its approval by the Board. Mr. Sweeney noted that the plan proposes a substantial increase in expenditure and service at the current staff complement and thanked all involved in its preparation. DOSD provided an outline of the document and Administrative Officer, Finance took members through the financial section.

The Chairperson invited questions and comments from members.

It was resolved **R. 05/02/2022** to approve the Service Plan for 2022.

Proposed: Cllr. Paul McCabe

Seconded: Cllr. Maria Murphy

4. Correspondence

• Department of Education Circular Letters

C/L ref	RE:
0057/2021	Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2022/23 school year - Primary
0058/2021	Payment of Tool Allowance to Craft Workers – 2021 - ETB
0059/2021	Arrangements for the implementation of the Framework for Junior Cycle with particular reference to the school year 2021/22. – Post Primary
0060/2021	Grant Scheme for EU NRRP Funding to Schools to address the Digital Divide, and Learners at Risk of Educational Disadvantage – Primary & Post Primary
0061/2021	Study and Examination Leave for Staff other than Persons employed as Teachers and Special Needs Assistants employed in Education and Training Boards – ETB
0062/2021	Appeal System for Permanent Principal and Deputy Principal Appointments – Post Primary
0063/2021	Final closing date of 30th April 2022 for receipt of eligible qualification allowance applications (as a Result of the Findings of the Adjudicator under Claim 447/19) – Primary & Post Primary
0064/2021	Changes to the Domestic Subsistence Rates Effective from 1st December 2021 Payable to Staff in Education and Training Boards (ETBs) and members of ETBs and of ETB Statutory Committees - ETB
0065/2021	Enhanced Minor Works Grant Funding for Primary Schools Exceptional Minor Works Grant Funding for Post-Primary Schools with a particular focus on supporting enhanced ventilation – Primary & Post Primary
0001/2022	Teacher Refund Fee Refund Scheme – Primary & Post Primary
0006/2022	Revision of salaries with effect from 1 February 2022 for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme – Primary & Post Primary
0007/2022	Revision of Salaries of School Secretaries and School Maintenance Staff in Community and Comprehensive Schools with effect from 1 February 2022

• Correspondence received from Department of Education

Date Received	Subject
22/11/2021	DoE re. Pre-Fabrication MA Task Order - Asset Rentals
22/11/2021	DoE re. Pre-Fabrication MA Task Order - Cpac - Cabinpac
23/11/2021	DoE acknowledging receipt of LMETB Draft Strategy 2022-2026
24/11/2021	Message from DES Inspectorate St Oliver's Community College. Tuairisc le haghaidh Freagairt Scoile Report for School Response
24/11/2021	Message from DES Inspectorate Ratoath College. Tuairisc le haghaidh Freagairt Scoile
24/11/2021	Message from DES Inspectorate Community College Dunshaughlin. Tuairisc le haghaidh Freagairt Scoile Report for School Response
25/11/2021	3 rd reminder LMETB - Final Version of 2020 Annual Report

25/11/2021	Request for November Monthly Return due no later than Friday 3 December
25/11/2021	Ashbourne CNS - RN 20546J - Request LMETB take over Cabinpac rental agreement for Start-up Interim Accommodation Prefabs
29/11/2021	DoE acknowledging receipt of Final Version of 2020 Annual Report
29/11/2021	Message from DES Inspectorate Ashbourne Youthreach. Tuairisc le haghaidh Freagairt Scoile Report for School Response
30/11/2021	Message from DES Inspectorate: Athboy Community School. Tuairisc le haghaidh Freagairt Scoile / Report for School Response
01/12/2021	DoE re. Publication of LMETB Annual Report 2020
01/12/2021	O'Carolan College - DT Members - Termination of Contract
02/12/2021	DoE O'Carolan College - Stage 2B Report - DT Members - Conditions of Engagement - Termination of Contracts
03/12/2021	DoE re. Enquiring if full election to take place - LMETB - Female Staff By-Election - Nominations
06/12/2021	DoE re. Enquiring if full election to take place - LMETB - Female Staff By-Election - Nominations
07/12/2021	DoE to LMETB - Re-imburement of expenses incurred during the ETB By-Staff Elections
07/12/2021	Pre-Fabrication MA Task Order - Cpac - Cabinpac re. Fees
07/12/2021	Approval to Proceed to Award Process (Reserved Specialists) Johnstown Campus
13/12/2021	DoE re. IMIS Ratoath College. Tuairisc le haghaidh Dearbhú Fíricí - Report for Factual Verification
15/12/2021	DES Inspectorate Supporting the Safe Provision of Schooling Athboy Community School Final Inspectorate Report
15/12/2021	DES Inspectorate Supporting the Safe Provision of Schooling Community College Dunshaughlin Final Inspectorate Report
15/12/2021	Deadline for Quarterly Non-Teaching Staffing Returns - Quarter 4 2021 - Short Template
16/12/2021	DoE re. Ethics Standards in Public Office Return for the period 1st of January to the 31st of December 2021
21/12/2021	DoE Letter re Financial Template 2021
23/12/2021	Re.: Reporting requirements for the Covid-19 Learning and Support Scheme (CLASS) with October Monthly Returns
29/12/2021	2022 Initial Service Plans
30/12/2021	Deadline for Quarterly Non-Teaching Staffing Returns - Quarter 4 2021 - Short Template
04/01/2022	DES Inspectorate Ratoath College. Tuairisc le haghaidh Freagairt Scoile Report for School Response
04/01/2022	IMIS St Oliver's Community College. Tuairisc le haghaidh Dearbhú Fíricí Report for Factual Verification
07/01/2022	DoE re. ETB's general and post primary non-pay grant 2021
07/01/2022	DoE reply to email sent 7.1.22 RE S22 Reports due on Protected Disclosures by aegis bodies on June 30 th 2022
10/01/2022	DoE acknowledging email re. new Chairperson LMETB Board & requesting contact details
10/01/2022	DoE Request for Q4 2021 Prompt Payment Returns
10/01/2022	DES Inspectorate Supporting the Safe Provision of Schooling Ashbourne Youthreach Final Inspectorate Report
14/01/2022	DoE re. Council Regulation (EC) No 12222004 of 28 June 2004 concerning the compilation and transmission of data on the quarterly government debt.
18/01/2022	Dept Education - Grants for financial year ending 31 December 2021

19/01/2022	DES Inspectorate St Oliver's Community College. Tuairisc le haghaidh Freagairt Scoile Report for School Response
21/01/2022	DoE to Coláiste de Lacy - Update on the Schools Remediation Programme - 21st January 2022
24/01/2022	DoE reminders Re: Council Regulation (EC) No 1222/2004 of 28 June 2004 concerning the compilation and transmission of data on the quarterly government debt.
25/01/2022	DoE requesting Q4 2021 PPI
26/01/2022	DoE Incremental Credit SD
27/01/2022	DoE re. Secondment to Child & Family Agency
28/01/2022	DES Inspectorate CPSIPP-INITIAL Ratoath College Final Inspectorate Report
02/02/2022	DoE - Letter of determination in respect of year ending 31 December 2022
03/02/2022	DES Inspectorate Supporting the Safe Provision of Schooling Coláiste Ríoga Final Inspectorate Report
03/02/2022	DES Inspectorate Supporting the Safe Provision of Schooling St Ciaran's Community School Final Inspectorate Report
07/02/2022	Reminder re. Deadline for Q4 2021 Non-Teaching Staffing Returns for ETBs – Long Return
08/02/2022	DoE to APO CES further to email from DOSD to DoE on 8.2.22 re. Review meeting with Department
08/02/2022	DoE reply to DOSD to DoE querying Letter of assurance from SG for current year & audit arrangements for ESBS-ETB Payroll Shared Services
09/02/2022	DoE acknowledging receipt of Q4 2021 - Early Warning Returns
09/02/2022	DES Inspectorate St Peter's College. Tuairisc le haghaidh Freagairt Scoile Report for School Response
11/02/2022	DoE querying re. Any new financial irregularities
15/02/2022	DoE acknowledging receipt of LMETB Oversight Agreement and Performance Delivery Agreement 2022

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

<i>Date Received</i>	<i>Subject</i>
02/02/2022	PQ 625822 Oral from – Aengus Ó Snodaigh – Response required by 11.00 a.m. 3.2.22

- **Correspondence received from other sources**

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
15/11/2021	ETBI	ETBI re. Individual ETB MAPP Reports (2020 – 2022 Data)
16/11/2021	DCEDIY	Payment letter LMETB UBU YWI Meath Navan
16/11/2021	DCEDIY	Invitation to Youth Climate Justice Fund Outcomes Event Nov 30
17/11/2021	DCEDIY	Invitation to Youth Climate Justice Fund Outcomes Event Nov 30
19/11/2021	SOLAS	Green Skills and Retrofitting Accreditation PQ received

20/11/2021	ETBI	COVID-19 Communications update – FET
23/11/2021	OFX	OFX to APO CES reply to email 23.11.21 re. letter
23/11/2021	SOLAS	SOLAS re. Payment Advice Note – FET 6 th
24/11/2021	Dr. Yvonne Kennedy NEPS	Requesting meeting re. NEPS Critical Incident Support in Schools
24/11/2021	HSE & Louth CoCo	HSE & Louth CoCo Media Statement re. Increase in COVID Cases
25/11/2021	Sharon Tolan	Email – Sharon Tolan Resignation from LMETB Board
26/11/2021	Dept An Taoiseach	Dept An Taoiseach – Book your place Shared Island Week
29/11/2021	Schools Directorate	Schools Directorate re. BOM Minutes 9 th September 2021
30/11/2021	Coady Architects	Coady Architects re. 2200-Formal return of tender opening
01/12/2021	SOLAS	SOLAS re. LMETB Project #86 Approval to Decision Gate 3 at AMTCE
02/12/2021	O'Carolan College	O'Carolan College BoM Documentation 14.9.21, 30.11.21 & Policies, Reports
03/12/2021	Boyne CS	Form of Appointment re. Board of Management Boyne CS
07/12/2021	Meath CoCo	Meath CoCo – Advising of replacement Board member following Cllr. S Tolan's resignation from LMETB Board
07/12/2021	SOLAS	SOLAS re. Payment Advice Note from 07.12.2021
08/12/2021	SOLAS	SOLAS re. LMETB EHSW Project #73 Life Safety Systems at the Regional Skills and Training Centre (RSTC) Dundalk
09/12/2021	ETBI	ETBI re. CAO FET Frequently Asked Questions resource
09/12/2021	SOLAS	9.12.21 SOLAS re. Approval to Award Contract Trim Youthreach (LMETB EHSW #78 DG3)
10/12/2021	SOLAS	SOLAS re. Update on announcement of 2021 Generation Apprenticeship Employers of the Year
12/12/2021	Meath Partnership	Meath Partnership acknowledging letter re. Nominee Aisling Sheridan to Meath Partnership Board
14/12/2021	Athboy CS	BoM minutes for 3/11/21 & 17/11/21
14/12/2021	Dept. Social Protection	Dept. Social Protection re. School meals Coláiste Chú Chulainn
14/12/2021	Dept. Social Protection	Dept. Social Protection re. School meals Scoil Uí Mhuirí
15/12/2021	SOLAS	SOLAS Payment Advice Note from 14.12.2021
16/12/2021	DKIT	DKIT re. Vacancy on DKIT Governing Body
16/12/2021	The Property Registration Authority	The Property Registration Authority re. Wayleave re. Folio No. LH35340F
16/12/2021	ETBI	ETBI – FET Reminder re COVID-19 Guidelines
16/12/2021	SOLAS	SOLAS Payment Advice Note from 16.12.2021
17/12/2021	IAUETBS	IAUETBS re. acknowledging invitation & confirming attendance at LMETB Audit and Risk Committee meeting

17/12/2021	SOLAS	SOLAS re. 2021 Revised FET Approved Funding Allocation – LMETB
17/12/2021	Dept. An Taoiseach	Dept. An Taoiseach – Shared Island Initiative Update December 2021
20/12/2021	Cllr. Sharon Tolan	Cllr. Sharon Tolan re. Confirmation by outgoing board member re. board documents
21/12/2021	Peter McGrath	Sec. A & R Committee re. A & R Minutes 15.9.21
21/12/2021	Boyne CS	Boyne CS BoM Minutes 21.9.21
21/12/2021	DCEDIY	DCEDIY – LMETB 2022 UBU Allocation letter
21/12/2021	DCEDIY	DCEDIY re. Amended LMETB 2022 UBU Allocation letter
23/12/2021	IAUETBs	IAUETBs acknowledging LMETB's email of 23.12.21 RE LMETB Policy Compliance audit
23/12/2021	ESBS	RE.- Service Management Agreement (SMA) – ESBS-ETB Payroll and LMETB
04/01/2022	Meath CoCo	Meath CoCo Letter re. Aggregated Travel System for Elected Members
07/01/2022	ETBI	ETBI- Note from TES group 7.01.22 re. COVID updates
08/01/2022	SOLAS	SOLAS re. PQ Referred 6328421 for answer 19012022 Written from – Rose Conway-Walsh
10/01/2022	IAUETBs	IAUETBs re. LMETB Policy Compliance Final Reports
13/01/2022	ETBI	ETBI re. FET Stakeholder Communication update 12 January 2021
17/01/2022	DKIT	DKIT requesting update re. replacement for Governing Body of DKIT following resignation of Cllr. Tolan from LMETB Board
17/01/2022	DKIT	DKIT acknowledging update re. replacement of Cllr. Tolan which will be before LMETB Board on 24.2.22
17/01/2022	DCEDIY	DCEDIY re. Payment LMETB Q1 UBU 2022
19/01/2022	DCEDIY	DCEDIY re. National Youth Assembly of Ireland
19/01/2022	DKIT	DKIT – Seeking replacement for IBEC Technology Ireland to DKIT Governing Body Board
19/01/2022	ETBI	Updates following 7 th Jan Tertiary Education Steering Group (TES) meeting
20/01/2022	DKIT	DKIT request re. Nomination to the Governing Body – IBEC Technology Ireland (Original letter)
20/01/2022	DCEDIY	DCEDIY re. Payment Letter LMETB TYESI Q1
21/01/2022	SOLAS – Mary Liz Trant	SOLAS Mary Liz Trant acknowledging letter/email of 19.1.22
21/01/2022	DCEDIY	DCEDIY re. LMETB ETB Youth Grant Letter of Allocation 2022
24/01/2022	ETBI	ETBI re. Comms Update
25/01/2022	Athboy CS	Athboy CS BoM Minutes 8.12.21 & 14.1.22
26/01/2022	Dept. Soc Welfare	Re. School Meals Scheme 2021-2022 Bush PP
26/01/2022	SOLAS	SOLAS re. Payment Advice Note from 26.01.2022
28/01/2022	ETBI	ETBI re. FET Comms Update
31/01/2022	ETBI	ETBI re. FET Stakeholder meeting update

01/02/2022	SOLAS	SOLAS Mary Liz Trant re. Liaison for AMTCE group
03/02/2022	ESBS	ESBS re. LMETB YTD Expenditure Report now available to run on P2P system
07/02/2022	Boyne CS	Boyne CS re. School accommodation
07/02/2022	O'Carolan College	O'Carolan College re. BoM Documentation
08/02/2022	Dept Social Welfare	Dept Social Welfare School Meals Scheme 2021.2022: Beaufort College, Bush PP, Coláiste Chú Chulainn, Coláiste Clavin, O'Carolan College, O'Fiaich College, Scoil Uí Mhuirí, St. Oliver's CC
09/02/2022	ESBS	ESBS re. FW LMETB KPI Report - Q4 2021
11/02/2022	Meath Partnership	11.2.22 Meath Partnership advising LMETB Nominee Aisling Sheridan elected to Meath Partnership Board
14/02/2022	Boyne CS	Boyne CS BoM Minutes 16.12.21
14/02/2022	SOLAS	SOLAS Capital Call for College of the Future and Building Works Proposals

- **Correspondence sent**

Date	Re:
18/11/2021	DOS to School Leaders and LMETB Management Team re. LMETB Schools Directorate Directory of Schools
18/11/2021	DOS to Primary School Leaders re. Important Information /Eolas Tábhachtach Antigen Testing from Dept. of Education
23/11/2021	APO CES to OFX re. letter
23/11/2021	APO CES to DoE re. Submission of LMETB Draft Strategy 2022-2026
24/11/2021	APO CES to DoE Request for approval of gift and scholarships – Google, Amazon & Donation
24/11/2021	DOSD to Dept Justice RE Update regarding CE's membership of DIB
24/11/2021	APO CES to School & FET Leaders re. Update to Gifts Trusts and Scholarships Policy
25/11/2021	APO CES reply to DoE's email of 25.11.21 re. LMETB – DoE sign off on the 2020 Annual Chairpersons Comprehensive Reports emailed on 27.7.21
25/11/2021	APO CES to DoE re. LMETB Annual Report for 2020 as Gaeilge originally submitted 9.9.21
25/11/2021	APO to DoE re. 3 rd REMINDER LMETB – Final Version of 2020 Annual Report – advising that already sent on numerous occasions
26/11/2021	APO CES to DoE 2 nd Reply – 3 rd REMINDER LMETB – Final Version of 2020 Annual Report
29/11/2021	DOSD to CE, APO HR, APO Finance, Pay Admin re. Circular 58.2021 – Payment of Tool Allowance to Craft Workers 2021
29/11/2021	APO CES to All Staff Election of female staff nominee to the LMETB Board – documents as Gaeilge
29/11/2021	DOSD to APO CES, APO L&B, Procurement re. Revision of EU Thresholds
01/12/2021	DOS to Primary School Leaders re. Department of Education Guidance on Face Coverings in Primary Schools
01/12/2021	DOSD to DoE acknowledging email of 1.12.21 re. Publication of LMETB Annual Report 2020
02/12/2021	DOS to DOSD Dir FET APO HR & Recruitment re. CL 00622021 Appeal System for Permanent Principal and Deputy Principal Appointments

02/12/2021	DOS to School Leaders re. Post Primary Schools Only Arrangements for the implementation of the Framework for Junior Cycle with particular reference to school year 2021/22
02/12/2021	DOS to School Leaders, APO HR, GV, Measures to increase the availability of substitutes for primary and post primary schools for 2021/22 school year
02/12/2021	DOS to Primary School Leaders re. Use of antigen testing in certain circumstances in children who are asymptomatic and part of a classroom pod where there is a confirmed case of COVID-19
03/12/2021	DOSD to APO CES & Procurement re. Individual ETB MAPP Reports (2020 – 2022 Data)
03/12/2021	CE's Office to Board Members re. Schedule of LMETB Board meetings in 2022
03/12/2021	DOS to Boyne CS acknowledging receipt of Form of Appointment BoM Boyne CS
03/12/2021	Dir FET to SOLAS re. Apprenticeship Electrical LMETB Ref project No. AP42021
06/12/2021	APO CES to All Staff re. Declaration of election of female staff nominee to the LMETB Board – Ms. Caroline Canny
06/12/2021	APO CES to DoE – Advising of outcome of LMETB – Female Staff By-Election
06/12/2021	DOS to School Leaders re. Statement from the Department of Education on Storm Barra
07/12/2021	APO CES to Oireachtas Members Invitation to provide feedback on dedicated email account Oireachtas@lmetb.ie
07/12/2021	DOS to School Leaders re. Statement from the Dept. of Education on Storm Barra – 7.12.21- Louth and Meath Schools to reopen
07/12/2021	Dir FET to Dir AMTCE re. Storm Barra Wednesday
07/12/2021	Dir FET to FET Leaders re. Storm Barra Wednesday FET Centre's colleges services
07/12/2021	DOS to School Leaders re. Closures 7 th December 2021 – query on remote teaching and learning
08/12/2021	APO CES to All Staff re. availability of Annual Report for 2020 on LMETB's website
09/12/2021	DOS to Bishops Office re. Signature of Appointment Form for Board of Management Boyne CS
10/12/2021	DOS to Boyne CS re. Board of Management Boyne Community School 1 August 2021 to 31 July 2024
10/12/2021	CE's Office to SOLAS – 2021 Year-End Sign-Off Funding Schedule
10/12/2021	Ethics LMETB to LMETB Board Members – Ethics in Public Office Acts 1995 and 2001 for the Year ending 2021 – Deadline 31 st Jan 2022
13/12/2021	DOS to School Leaders re. Min. Foley announces payment of €62 mill. minor works grant funding – primary special and PP schools
13/12/2021	DOS to School Leaders re. Department of Education Room Air Cleaner Guidance for Schools
13/12/2021	DOS to School Leaders – NEPS E Learning Course Responding to Critical Incidents in Schools
13/12/2021	CE's Office to DKIT re. Resignation of Cllr. Sharon Tolan from LMETB Board
15/12/2021	CE's Office to All Staff re. LMETB Strategy 2022-2026
16/12/2021	DOS to School Leaders re. Department of Education Room Air Cleaner Guidance for Schools

17/12/2021	DOS to School Leaders re. Min. Foley -consultation on second phase STEM Education Implementation Plan 2022-2026
17/12/2021	IT Dept. to All Staff re. New LMETB Website
20/12/2021	DOS to School Leaders Min. Madigan – review of the Education for Persons with Special Educational Needs (EPSEN) Act 2004
20/12/2021	DOS to School Leaders re. Post Primary Schools Meeting held of Advisory Group on Planning for State Examinations 2022
21/12/2021	DOS to School Leaders – Thank You & Seasons Greetings from the Schools Directorate LMETB
21/12/2021	CE's Office to LMETB Board re. New Open LMETB Community Education Spring 2022 Application for FREE Direct/Online Tuition Hours for Community & Voluntary Groups in Meath and Louth
21/12/2021	DOSD to Finance Dept. – Letter from DoE re. Financial Template 2021
22/12/2021	DOSD to APO CES & APO Finance – DoE re. 2022 Initial Service Plans
22/12/2021	DOSD to APO CES – SOLAS re. EcoA Request LMETB
23/12/2021	APO CES to IAUETBS Re. LMETB Policy Compliance audit
05/01/2022	CE's Office to Meath CoCo re Letter – Aggregated Travel System for Elected Members
06/01/2022	DOS to School leaders re. DoE COVID 19 Multi Lingual Communications Campaign
06/01/2022	CE's Office to Finance Committee re. School Accounts for Nov 2021
07/01/2022	APO CES to DoE -Re S22 Reports due on Protected Disclosures by aegis bodies on June 30 th 2022
10/01/2022	CE's Office to DoE advising re. New Chairperson LMETB Board
10/01/2022	CE's Office to DoE re. Contact details for the Chairperson LMETB Board
10/01/2022	DOSD to Chair A& R Committee re. IAUETBs LMETB Policy Compliance Final Reports
11/01/2022	DOS to School Leaders re. Information regarding face mask coverings Eolas maidir le maiscclúdaigh aghaidhe
12/01/2022	DOSD to APOs re. DoE – ETBs Returns and Reports Deadline Calendar 2022
12/01/2022	DOS to School Leaders: Important information from the State Exams Commission in light of the on-going disruption caused by COVID 19
12/01/2022	CE's Office to Finance Committee re. LMETB Policy Compliance Final Reports
12/01/2022	Ethics to Staff re. Ethics in Public Office Acts – Designated Position of Employment Declaration for the year 2021
12/01/2022	Ethics to Board Members re. REMINDER- Ethics in Public Office Acts 1995 and 2001 for the Year ending 2021 – Deadline 31 st Jan 2022
14/01/2022	APO CES to CE & DOSD advising CSO Waste Generation Survey 2020 submitted
14/01/2022	APO L&B advising CSO Environmental Expenditure Survey 2019 submitted
17/01/2022	LMETB Oireachtas email to SOLAS – Reply to PQ Referred 6328421 for answer 19012022 Written from – Rose Conway-Walsh
17/01/2022	CE's Office to DKIT advising re. replacement of Cllr. Tolan will be before LMETB Board on 24.2.22
19/01/2022	CE's Office to DKIT acknowledgement re. 19.1.22 DKIT – Seeking replacement for IBEC Technology Ireland to DKIT Governing Body Board
19/01/2022	CE's Office to Mary Liz Trant SOLAS re. AMTCE – response to email 201221
19/01/2022	DOS to School Leaders re. Information Note TC 00012022 – COVID-19 Updated Working and Leave Arrangements from January 2022 for Teachers and SNAs in recognised Primary & Post Primary Schools

19/01/2022	APO CES to C. Canny & G. O'Connor re. Information for incoming LMETB board members
21/01/2022	DOS to School Leaders re. Statement regarding meeting of Advisory Group on planning for State Examinations 20.1.22
21/01/2022	Leave Management to All Staff re. Information Note TC 00012022 Covid-19 – Updated working and Leave Arrangements from January 2022 for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary Schools
21/01/2022	DOS to School Leaders – Statement from the Department of Education on COVID-19 measures in place in schools
24/01/2022	Leave Management to All Staff re. Information Note ESR-ETB 0001/2022 – Covid-19 Updated working and Leave Arrangements from January 2022 for Staff, other than Teachers and Special Needs Assistants who are employed in ETBs.
25/01/2022	CE's Office to IBEC Technology Ireland re. Replacement Nomination to Governing Body DKIT
26/01/2022	DOS to All Staff re. Postgraduate Diploma in Educational Guidance Counselling at Maynooth University – Closing date 7 February 2022
26/01/2022	CE's Office to DKIT advising of letter issued to IBEC Technology Ireland re. replacement DKIT board member
26/01/2022	Dir FET to Drogheda Youthreach re. Congratulations on article in Drogheda Independent
27/01/2022	CE's Office to Cllr. Sharon Tolan re. LMETB Boards of Management
28/01/2022	APO CES to Gifts, Trusts & Scholarships Committee re. Meeting 1.2.22
31/01/2022	DOS to School Leaders re. Teacher Refund Scheme 2021
31/01/2022	DOS to Diocesan Office re. Nomination following a resignation from Board of Management St. Peter's College
01/02/2022	DOS to School Leaders re. Wellbeing support for Leaving Certificate students, parents and school staff
01/02/2022	APO L&B to Tallan Sols re. DMFN100230304 Drogheda VEC Deed of Transfer
01/02/2022	DOS to School Leaders re. Minister Foley confirms arrangements for State Examinations 2022
01/02/2022	CE to SOLAS Mary Liz Trant – reply to email 1.2.22 re. Liaison for AMTCE group
03/02/2022	Dir FET to DFHERIS re. PQ 625822 Oral from – Aengus Ó Snodaigh – Response required by 11am 3.2.22
04/02/2022	APO CES to DoE re. Submission of Q4 2021 – Early Warning Returns
04/02/2022	CE's Office to DoE re. Submission of LMETB OA and PDA
04/02/2022	CE's Office to LMETB Board & Committee Members re. Copies of LMETB's Self- Evaluation Report and Provider Profile
04/02/2022	Leave Management to All Staff re. Information Note TC 00022022 – Changes to Special Leave with pay from 7/02/2022 for Teachers and NSA's employed in recognised Primary and Post Primary Schools
07/02/2022	CE to Principals re. Article 'Making the Ireland of Tomorrow' in Business Post
07/02/2022	CE's Office to Board & Committee Members re. Article 'Making the Ireland of Tomorrow' in Business Post
08/02/2022	DOSD to DoE re. Review meeting with Department
08/02/2022	DOSD to DoE querying Letter of assurance from SG for current year & audit arrangements for ESBS-ETB Payroll Shared Services
08/02/2022	CE's Office to Board Members re. Charity Trustee Declaration to Accompany a Change of Particulars in the Register of Charities

08/02/2022	CE's Office to IBEC (M. Una Fitzpatrick) Seeking confirmation re. Technology Ireland Nominee to Governing Body of DKIT
09/02/2022	DOS to School Leaders re. Urgent Post Primary Schools State Examinations 2022
11/02/2022	CE's Office to Meath Partnership Acknowledging Letter re. LMETB Nominee Aisling Sheridan being elected to Meath Partnership Board
14/02/2022	DOS to School Leaders re. DES SEN Circulars 202223 - Provision of CPD Programmes for teachers working in the area of LS and Special Education
14/02/2022	DOSD to DoE Reply to query regarding any new financial irregularities
14/02/2022	CE's Office to DKIT forwarding letter to IBEC 8.2.22 re. Technology Ireland Nominee to Governing Body of DKIT

• **Correspondence sent on foot of Board meeting held on 18th November 2021**

Date	Re:
03/12/2021	Condolence Cards sent to the Families of the following: Sen̄r Jose Ramon Fuentes, Mr. Joe Harvey, Mr. Séamus Lynch, Mrs. Mary Tolan, Mrs. Vera McCann, Mrs. Joan Colleran, Mr. Des Ferguson,
03/12/2021	CE's Office to Dir. OSD re. approval /noting of: Draft Strategy 2022-2026, Results of Board Self-Assessment, OSD Matters – Minutes, Reports, Committee Self-Evaluation, Policies/Documentation, Gifts, Trusts & Scholarships Committee, Data Breach Reports, Risk Management Report, Land & Buildings, Nomination of new Chairperson.
06/12/2021	CE's Office to Ms. Moya Hodgers re. Nomination to Louth Music Education Partnership
06/12/2021	CE's Office to Mr. Sean Hughes re. Nomination as male staff nominee to BoM Beaufort College
06/12/2021	CE's Office to Suzanne Markey re. Nomination as female staff nominee to BoM Beaufort College
06/12/2021	CE's Office to Mr. Thomas Harford re. Nomination as student nominee to BoM Drogheda Institute of Further Education
06/12/2021	CE's Office to Ms. Amy O'Reilly re. Nomination as student nominee to BoM Drogheda Institute of Further Education
07/12/2021	CE's Office to Dir FET re. approval/noting of Report, Minutes, Nominations, Policies and revised Memoranda of Understanding
07/12/2021	CE's Office to Mr. Joseph Reilly re. Nomination as male parent nominee to BoM Coláiste Ríoga
07/12/2021	CE's Office to Ms. Natalie Graham re. Nomination as female parent nominee to BoM Coláiste Ríoga
07/12/2021	CE's Office to Ms. Gillian Pender re. Nomination as female staff nominee to BoM Coláiste Ríoga
07/12/2021	CE's Office to Mr. Graham McDermott re. Nomination as male staff nominee to BoM Coláiste Ríoga
07/12/2021	CE's Office to Mr. John Grant re. Nomination as LMETB nominee to BoM Boyne CS
07/12/2021	CE's Office to Mr. John Condon re. Nomination as LMETB nominee to BoM Boyne CS
07/12/2021	CE's Office to Cllr. Nick Killian re. Nomination as LMETB nominee to BoM Boyne CS
07/12/2021	CE's Office to Ms. Emma Daly re. Nomination as female staff nominee to BoM Coláiste de Lacy
07/12/2021	CE's Office to Ms. Aisling Sheridan re. Nomination Meath Partnership as LMETB nominee

07/12/2021	CE's Office to Cllr. Nick Killian re. Nomination as Chairperson of Youthreach BoM
08/12/2021	CE's Office to Dir AMTCE re. approval of revised Memoranda LMETB/AM Group and LMETB/Irish Manufacturing Research Ltd. (IMR)
08/12/2021	CE's Office to Dir. FET re. approval/noting of Report, Minutes, Revised MoU's
08/12/2021	CE's Office to Dir. Schools re. approval/noting of School Minutes, Memberships of BoM's and School Policies
08/12/2021	CE's Office to Sec. BoM Athboy CS re. BoM Minutes
08/12/2021	CE's Office to Sec. BoM Ardee CS re. School-based Policies
08/12/2021	CE's Office to Sec. BoM Ballymakenny College re. School-based Policies
08/12/2021	CE's Office to Sec. BoM Boyne CS re. BoM Minutes
08/12/2021	CE's Office to Sec. BoM Beaufort College re. BoM Minutes and Contributions
08/12/2021	CE's Office to Sec. BoM Bush PP re. School-based Policies
08/12/2021	CE's Office to Sec. BoM Coláiste Chú Chulainn re. School-based Policies
08/12/2021	CE's Office to Sec. BoM Coláiste Clavin re. BoM Minutes and School-based Policies
08/12/2021	CE's Office to Sec. BoM Coláiste na hInse re. BoM Minutes
08/12/2021	CE's Office to Sec. BoM Ard Rí CNS re. BoM Minutes and School-based Policies
08/12/2021	CE's Office to Sec. BoM Dunshaughlin CNS re. School-based Policies
08/12/2021	Oifig an PF chuig Runaí BB Coláiste Ráth Chairn maidir le Miontuairiscí Bainistíochta
08/12/2021	CE's Office to Sec. BoM Faughart CNS re. School-based Policies
08/12/2021	CE's Office to Sec. BoM St. Peter's College re. BoM Minutes and School-based Policies
08/12/2021	CE's Office to Sec. BoM Dunshaughlin CC re. BoM Minutes and School-based Policies
08/12/2021	CE's Office to Sec. BoM Dunboyne College of Further Education re. School-based Policies
08/12/2021	CE's Office to Sec. BoM Coláiste de Lacy re. School-based Policies
08/12/2021	CE's Office to Sec. BoM O'Carolan College re. BoM Minutes and School-based Policies
08/12/2021	CE's Office to Sec. BoM O'Fiaich College re. BoM Minutes and School-based Policies
08/12/2021	CE's Office to Sec. BoM St. Oliver PP re. BoM Minutes and School-based Policies
08/12/2021	CE's Office to Sec. BoM St. Oliver's CC re. BoM Minutes and School-based Policies
08/12/2021	CE's Office to Sec. BoM Coláiste Ríoga re. School-based Policies
09/12/2021	CE's Office to Sec. Finance Committee re approval of the Committee's minutes and reports
09/12/2021	CE's Office to Sec. Gifts, Trusts & Scholarships Committee re. approval of the Committee's minutes and recommendations of Committee re. Google Certificates, Amazon Web Service Bursary and €200 donation by Cllr. McKevitt
09/12/2021	CE's Office to Sec. Audit & Risk Committee re. approval of the Committee's minutes, report and self-evaluation
09/12/2021	CE's Office to Sec. Land & Buildings Committee re. Reports, Minutes and Recommendation of Land of Buildings Committee

09/12/2021	CE's Office to APO Finance re. approval/noting of Finance Update, Finance Committee Minutes & Reports
09/12/2021	CE's Office to Cllr. Wayne Harding letter following resignation as Chairperson of LMETB Board
10/12/2021	CE's Office to Cllr. Sharon Tolan RE. Resignation letter from LMETB Board
13/12/2021	CE's Office to Cllr. Gerry O Connor re. Appointment to LMETB Board
13/12/2021	CE's Office to Ms. Caroline Canny Re. Appointment to LMETB Board

The Chairperson invited questions and comments from members.

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 and answered questions from members. The Chairperson acknowledged the work done in further education and training over the last two years in particular and expressed his gratitude to Director and the entire further education and training community. The Chairperson thanked 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. 06/02/2022** to approve the minutes of the meeting of the Adult Education Committee which took place on 7th September 2021.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Nick Killian

It was resolved **R. 07/02/2022** to approve the minutes of the meeting of the Board of Management of Dunboyne College of Further Education which took place on 19th October 2021.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Nick Killian

The minutes of the meeting of the Drogheda Institute of Further Education which took place on 20th October 2021 were noted.

It was resolved **R. 08/02/2022** to approve the minutes of the meetings of the Board of Management of Youthreach which took place on 7th October and 25th November 2021.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Damien O'Reilly

It was resolved **R. 09/02/2022** to approve the minutes of the meetings of the Board of Management of Youth Work which took place on 10th August 2021.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Marianne Butler

5.1.2 Membership of Committees

It was resolved **R. 10/02/2022** to approve the nomination of Cllr. Maria Murphy to the Board of Governance of AMTCE to replace Cllr. Sharon Tolan.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Paul McCabe

It was resolved **R. 11/02/2022** to approve the nomination of Cllr. Wayne Harding as Chairperson of the Board of Governance of AMTCE to replace Cllr. Sharon Tolan.

Proposed: Cllr. Damien O'Reilly

Seconded: Cllr. Paul McCabe

Nomination of a replacement to the Board of Management of O'Fiaich College to replace Ms. Roisin Duffy was deferred.

5.1.3 Further Education and Training Policies

College/Centre	Policy
LMETB FET	LMETB – Minimum % mark for submission to QQI
LMETB FET	LMETB-Assessment-Malpractice-Procedure
LMETB FET	LMETB-Communication-Sub-Committee-Terms-of-Reference-Revised-Nov-2021
LMETB FET	LMETB-Programme-Development-Review-and-Evaluation-Sub-Committee-Terms-of-Reference-Revised-Nov-2021
LMETB FET	LMETB-Quality-Assurance-Governance-Management-Committee-Terms-of-Reference-Revised-Nov-2021
LMETB FET	LMETB-Quality-Assurance-Sub-Committee-Terms-of-Reference-Revised-Nov-2021
DCFE	Dress Code Policy 2021-22
DIFE	Safety Statement November 2021
O'Fiaich College	Admission Policy 2021-22
O'Fiaich College	Code of Practice 2021-22
O'Fiaich College	Covid Risk Management 2021-22
O'Fiaich College	Covid19 Policy Statement

The above policies were noted by the Board.

5.2 Director of Schools Report

Director of Schools took members through her report highlighting a number of matters and answered questions from members. The Chairperson acknowledged the work done in schools over the last two years in particular and expressed his gratitude to Director and the entire school community. 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	28/10/2021
Bush PP	13/09/2021
Bush PP	29/09/2021
Coláiste de Lacy	13/09/2021
Coláiste Ríoga	15/12/2021
Dunshaughlin CC	20/09/2021
Enfield CC	24/06/2021
O'Carolan College	30/11/2021
O'Fiaich College	13/10/2021
St. Oliver PP	23/09/2021
St. Oliver PP	11/11/2021
St. Oliver's CC	28/09/2021
St. Oliver's CC	30/11/2021
Faughart CNS	14/09/2021
Faughart CNS	09/11/2021
Joint Patronage Schools	

The minutes of the above meetings were noted.

5.2.2 Memberships of Boards of Management

Consideration of a nominee to the Board of Management of St. Oliver's Community College, Drogheda to replace Cllr. Sharon Tolan who has resigned as a member was deferred.

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

It was resolved **R. 12/02/2022** to approve the nomination of Ms. Geraldine McWeeney as nominee of The Bishop of Meath to the Board of Management of St. Peter's College, Dunboyne replacing Ms. Maeve Gallagher.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Maria Murphy

It was resolved **R. 13/02/2022** to approve the nomination of Mr. Glen Spratt as Teacher nominee to the Board of Management of St. Peter's College, Dunboyne replacing Mr. Colm Colleran.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Marianne Butler

It was resolved **R. 14/02/2022** to approve the nomination of Ms. Paula O'Brien as Board of Management nominee to the Board of Management of Coláiste na Mí replacing Ms. Joanne Owens.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Eileen Tully

It was resolved **R. 15/02/2022** to approve the nomination of Cllr. Gerry O'Connor as Board of Management nominee to the Board of Management of Coláiste Ríoga.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maria Murphy

Members paid tribute to Ms. Maeve Gallagher for her service to LMETB and previously County Meath VEC and agreed that LMETB would write to her to convey its appreciation.

5.2.3 School Based Policies:

School	Policy
Beaufort College	Anti-Bullying Policy 2022 Review
Beaufort College	Mobile Devices Policy
Bush Post Primary	Child Safeguarding and Risk Assessment Statement 2021
Bush Post Primary	Covid-19 Response Plan 2021
Bush Post Primary	Critical Incident Management Plan 2021
Coláiste Ríoga	Anti-Bullying Policy 2022
Dunshaughlin CC	Anti-Bullying Policy 2021
Enfield CC	Admissions Policy 2022 - 2023
Enfield CC	Anti-bullying policy 2021 - 2022 (1)
Enfield CC	Child Safeguarding Statement & Risk Assessment (1)
O'Fiaich College	Critical Incident Policy 2021 (V1)
St. Oliver's Community College	Anti-bullying annual review 2021-22
St. Oliver's Community College	Attendance and Participation Policy 2022
St. Oliver's Community College	Autism Class Policy
St. Oliver's Community College	Child protection Review Jan2022
St. Oliver's Community College	Droichead Policy
St. Oliver's Community College	Substance Abuse Policy 2022
St. Oliver Post Primary	Attendance and Participation Policy 2022 - signed
St. Oliver Post Primary	Teaching and Learning Policy 2022 - signed
Faughart CNS	Anti-Bullying Policy
Faughart CNS	Code of Behaviour 2021
Faughart CNS	Health Eating Policy 2021
Faughart CNS	Internet Acceptable Use Policy 2021
Faughart CNS	School Self Evaluation Report and School Improvement Plan
Faughart CNS	SEN Policy Ratified Nov 2021

Faughart CNS	Statement of Strategy for School Attendance
Faughart CNS	RSE Policy 2021
Faughart CNS	Policy Ratification Documentation for above 8 policies 14.09.2021

The above policies were noted.

5.2.4 Proposed Contributions from Parents/Guardians 2022/2023

School	Year Group	Proposed Amount
O'Carolan College	1 st 2 nd 3 rd 5 th 6 th Years	€160
O'Carolan College	LCA Programme	€200
O'Carolan College	Transition Year Programme	€400
Ratoath College	1 st , 2 nd , 3 rd , 5 th & 6 th Years	€270
Ratoath College	4 th Year	€450
Ratoath College	LCA	€170
Faughart CNS	All Primary Classes	€85

It was resolved **R. 16/02/2022** to approve the above proposed contributions.

Proposed: Cllr. Damien O'Reilly

Seconded: Cllr. Paul McCabe

6. OSD Matters

6.1 Human Resources Update

DOSD referred to the report and acknowledged the sterling work of the pay administration team in ensuring that staff continued to be paid particularly over the last two years.

6.2 Minutes:

It was resolved **R. 17/02/2022** to approve the minutes of the Finance Committee meeting held on 15th November 2021.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Eileen Tully

It was resolved **R. 18/02/2022** to approve the minutes of the Audit and Risk Committee meeting held on 15th September 2021.

Proposed: Mr. Billy Doyle

Seconded: Cllr. Nick Killian

It was resolved **R. 19/02/2022** to approve the minutes of the Land and Buildings Committee meeting held on 9th November 2021.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maria Murphy

It was resolved **R. 20/02/2022** to approve the minutes of the Gifts, Trusts and Scholarships Committee held on 1st November 2021.

Proposed: Cllr. John Sheridan

Seconded: Mr. Bill Sweeney

6.3 Reports:

It was resolved **R. 21/02/2022** to approve the report of the Finance Committee on foot of the meeting held on 15th November 2021.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Nick Killian

It was resolved **R. 22/02/2022** to approve the report of the Audit and Risk Committee on foot of the meeting held on 15th September 2021.

Proposed: Mr. Billy Doyle

Seconded: Mr. Bill Sweeney

6.4 Memberships and Chairpersons of Committees

It was resolved **R. 23/02/2022** to approve the nomination of Cllr. Gerry O'Connor to the Land & Buildings Committee replacing Cllr. Sharon Tolan.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Nick Killian

It was resolved **R. 24/02/2022** to approve the nomination of Cllr. Damien O'Reilly to the Governing Body of DKIT replacing Cllr. Sharon Tolan.

Proposed: Cllr. Nick Killian

Seconded: Cllr. John Sheridan

6.5 OSD Policies

APO CES advised that the Procurement Policy is amended to reflect the new EU thresholds. DOSD advised that the latest register of Executive Orders has been circulated for noting.

The above items were noted.

6.6 Gifts, Trust and Scholarships

Cllr. Sheridan, reported on behalf of the Gifts, Trust and Scholarships Committee. Cllr. Sheridan advised that the Committee met on 1st February at which it approved minutes of the meeting held on 1st November 2021, considered scholarships, gifts and reports by the CE thereon, noted the register of Gifts, Trusts and Scholarships for 2021 and the extract from the draft minutes of the Board meeting held on 18 November 2021.

Cllr. Sheridan advised that the Committee resolved to recommend approval by the Board of the following scholarships:

1/ Scholarships in Dunboyne College of Further Education 2021/22, (schedule below):

No of scholarships	Department	Course	Business Name	Amount
1	Healthcare	Pre-Nursing HCA Paramedic Pharmacy Assistant Occupational Therapy Physiotherapy	Lyons Financial	500
1	Healthcare	HCA / Nursing Paramedic	Bluebird Care	500
4	Healthcare	Pre-Nursing HCA	Marymount Care Centre (A condition of the scholarship is that they complete their placements in Dec in Marymount)	500 each
1	Pre-University / Science	Arts Teaching Liberal Arts Law Business Law	Headway Security	400
1	Business and IT	Pre-uni Business Pre-uni Business and Accounting Office Accounts, Admin and Info. Processing	Joseph Hickey and Sons Ltd. (Will also give the winner work experience)	500
1	Business and IT	Software Development CSN	EMR	500
1	Business and IT	Pre-uni Business Pre-uni Business and Accounting Legal & Medical Secretary Office Accounts, Admin and Info. Processing	Kelly O'Reilly Accounting	500

1	Business and IT	Students with Digital Marketing (E-Business, JournalismGraphic Design)	Coffee Perfection (May give the winner work experience)	500
1	Vocational	Prof Cookery	Sidewalk Café	500
2	Vocational	Animal Care Animal Science	Alltech	500 each
2	Vocational	Equine L5 and L6	Horse Racing Ireland	1,500 each
1	Vocational	Beauty Therapy	Johnstown Estate	500
1	Vocational	Airline / Tourism	Shannonside Aviation	500
1	Hardship Fund	All	Synoptix	500
1	Attendance	All	Enterprise Freight	500
Total 20				

2/ Naughton Scholarship and Donation in St. Oliver Post Primary, Oldcastle

Cllr. Sheridan advised that the Committee resolved to recommend approval by the Board of the following gifts:

1. Donation of books to Ashbourne CNS

Details of the Donor: Laureate na nÓg.

Details of Gift: A box of 25 original Irish language books.

Purpose of the Gift: To be used by teachers and students to help with learning the Irish language.

2. Donation by Godolphin to St. Peter's College, Dunboyne

Details of the Donor: Godolphin Ireland Limited.

Value of the gift: €1,000

Purpose of the gift: The donation is to be for any educational or social/practical purpose on the understanding that it benefits all students and school.

3. Donation by Meath County Council to Coláiste Na Mí

Details of the Donor: Meath County Council at the behest of Councillor Tommy Reilly.

Value of the gift: €500

Purpose of the gift: The donation is to be used to fund whatever the school decides is in their best interest.

4. Donation by Society of St. Vincent de Paul to Coláiste De Lacy

Details of the Donor: Society of St. Vincent de Paul

Value of the gift: €2,000

The purpose of the gift: The donation did not have any conditions attached and has been used to acquire resources for students who are experiencing financial challenge.

6. Donation by Smurfit Kappa to O'Carolan College, Nobber
Details of the Donor: Smurfit Kappa

Value of the gift: €5,000

Purpose of the Gift: €1,000 towards attendance and retention initiatives, €1,000 towards mental health and wellbeing initiatives and €3,000 towards general school supports

7. Sponsorship of Studyclix access by Dundalk IT to six LMETB schools
Details of the Donor: Dundalk Institute of Technology

Details of the gift: Sponsorship of access for 5th and 6th year pupils in Beaufort College, Bush Post Primary, O'Carolan College, O'Fiaich College, Scoil Uí Mhuirí and St. Oliver's Community College to study tools available in <https://studyclix.ie/>.

Purpose of the Gift: The sponsorship was made possible due to "Once-Off COVID-19 Contingency Funding for Access" which was administered via the Higher Education Authority (HEA). The funding aims to mitigate against some of the disruptive effects of the pandemic on learners and to ensure priority groups are not further disadvantaged and to provide support in a targeted way.

Cllr. Sheridan advised that the Committee resolved to defer consideration of item 5 pending receipt of further information.

It was resolved **R. 25/02/2022** to approve the recommendations of the Gifts, Trust and Scholarships Committee.

Proposed: Cllr. John Sheridan

Seconded: Cllr. Maria Murphy

It was resolved **R. 26/02/2022** to approve the report of the Chief Executive under Section 24 of the 2013 ETB Act (Scholarships).

Proposed: Cllr. John Sheridan

Seconded: Cllr. Maria Murphy

It was resolved **R. 27/02/2022** to approve the report of the Chief Executive under Section 29 of the 2013 ETB Act (Gifts).

Proposed: Cllr. John Sheridan

Seconded: Cllr. Maria Murphy

6.7 Data Breach Report

DOSD advised that eight data breaches have been reported, details of which had been provided to members.

DOSD noted that LMETB assessed that there is a low risk of the breaches posing a substantial risk to the rights and freedoms of data subjects in seven instances and that there is a high risk in one instance. DOSD confirmed that one of the breaches, that rated high, was notified to TUSLA and An Garda Síochána. DOSD thanked the IT department for their work in responding to the incident.

Members noted the Data Breach Report.

6.8 Risk Management Report for Quarter 4 2022

DOSD noted that 25 risk items are currently listed on the LMETB corporate register. 10 are designated as high risk, 13 as medium and 2 as low risk and that this reflects the following changes since the previous update:

L/R/002 - Legislative/Regulatory: (Risk that LMETB would be unable to continue to demonstrate full compliance with legislative requirements such as GDPR, Freedom of Information, Data Protection, Child Safeguarding, etc. due to reduction in resources and staff not aware of their responsibilities for compliance) moved from risk rating of Medium to High

L/R/004 - Legislative/Regulatory: (Risk arising if employees cannot demonstrate compliance with required codes of practice, standards and guidance relevant to LMETB) moved from risk rating of Medium to Low

F/002 - Financial: (Risk that correct procedures are not followed in respect of all financial transactions which could result in error/fraud) moved from risk rating of Low to Medium

Members noted the Risk Management Report.

7. Land and Buildings

7.1 Report on behalf of Land and Buildings Committee including update on AMTCE

Mr. Sweeney took members through the report on behalf of the Land and Buildings Committee. Cllr. Killian commented on the volume of work being undertaken by the Land and Buildings Department and thanked APO and her team for their efforts.

It was resolved **R. 28/02/2022** to approve the Report on behalf of the Land and Buildings Committee including update on AMTCE.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Nick Killian

7.2 Leases/Licenses/Short Term Rentals/Property

Mr. Sweeney took members through the matters for consideration.

7.2.1 Approval to renew lease of premises at Railway Street, Navan, County Meath

It was resolved **R. 29/02/2022** to approve the recommendation of the Land and Buildings Committee to renew the lease of premises at Railway Street, Navan, County Meath to cover the period from 1/12/21 to 31/11/2023.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Nick Killian

7.2.2 Approval to renew Licence for use of Pelletstown Equestrian Centre

It was resolved **R. 30/02/2022** to approve the recommendation of the Land and Buildings Committee to renew the Licence for use of Pelletstown Equestrian Centre to provide equine studies to cover the period from 1/9/22 to 31/05/24

Proposed: Cllr. Damien O'Reilly

Seconded: Cllr. Maria Murphy

7.2.3 Approval to extend licence to Meath County Council for use of old school car park at O'Carolan College, Nobber

It was resolved **R. 31/02/2022** to approve the recommendation of the Land and Buildings Committee to extend the licence to Meath County Council for use of the old school car park at O'Carolan College, Nobber to facilitate temporary relocation of the fire station for the construction phase of a new fire station to cover the period from 1/3/22 to 28/2/23

Proposed: Cllr. Paul McCabe

Seconded: Cllr. Marianne Butler

7.2.4 Approval to renew the rental of Unit 34, The Brewery Business Park, Dundalk

It was resolved **R. 32/02/2022** to approve the recommendation of the Land and Buildings Committee to renew the rental of Unit 34, The Brewery Business Park, Dundalk for provision of robotic welding courses to cover the period from 1/4/22 to 31/3/23

Proposed: Cllr. Marianne Butler

Seconded: Mr. Billy Doyle

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 and answered questions from members.

It was resolved **R. 33/02/2022** to approve the Developments and Updates on Land and Buildings recommended by Land and Buildings Committee.

Proposed: Cllr. Paul McCabe

Seconded: Cllr. John Sheridan

8. Any Other Business

School	Policy
Coláiste na Mí	Admission Policy 2022-2023

The above policy was noted.

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:

31 March 2022.