

Minutes of Meeting held on Thursday, 31st March 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

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| CATHAOIRLEACH: | Cllr. John Sheridan, |
| BAILL I LATHAIR: | Cllr. Damien O'Reilly (Deputy Chairperson), Cllr. Eileen Tully, Cllr. Gerry O'Connor, Cllr. Maria Murphy, Cllr. Marianne Butler, Cllr. Nick Killian, Cllr. Wayne Harding, Mr. Barry McCourt, Mr. Bill Sweeney, Mr. Billy Doyle, Mr. Paul Dermody, Ms. Caroline Canny, Ms. Máirín Uí Fháinnín, Ms. Malgorzata Gilani and Ms. Siobhán Greer |
| LEITHSCEIL: | Cllr. Amanda Smith, Cllr. Andrea McKevitt, Cllr. Paul McCabe, Cllr. Antóin Watters and Mr. Damian Kearns and Ms. Fiona Kindlon, Director of Schools. |
| AR FREASTAIL: | Mr. Martin G. O'Brien, Chief Executive Ms. Sadie Ward McDermott, Director of FET Mr. Brian Murphy, Director of OSD Ms. Roisin Duffy, APO Finance Mr. Frank Smith, APO Corporate Services Ms. Anne Malone, Administrative Officer, Finance Department Ms. Aileen Conry, Senior Staff Officer, Finance Department Ms. Carmel McEvoy, PA to Chief Executive |

1. Order of Business

The Chairperson advised that the meeting was being held on-line due to government directives regarding the Covid 19 virus. The Chairperson thanked LMETB staff for making the necessary arrangements and thanked members for attending remotely.

1.1 Conflicts of interest

The chairperson noted that, in the circumstances, the normal hard copy conflict of interest sheet was not being circulated and asked members to advise of any conflicts of interest in relation to any item on the agenda. No conflicts of interest were declared. The Chairperson noted that members had been requested to confirm the position by email and urged any members who had not yet done so to do so as soon as possible.

1.2 Apologies, condolences and congratulations

Apologies were noted from Cllr. Andrea McKevitt, Cllr. Paul McCabe, Cllr. Amanda Smith, Cllr. Antóin Watters and Ms. Fiona Kindlon, Director of Schools. Condolences were expressed in the usual respectful manner.

1.3 Absences

It was resolved **R. 01/03/2022** to approve the absence of LMETB members: Cllr. Amanda Smith, Cllr. Andrea McKevitt, Cllr. Paul McCabe, Cllr. Antóin Watters and Mr. Damian Kearns.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Nick Killian

1.4 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 31st January 2022 and urged any members who have not yet done so to complete and return their declaration as a matter of urgency.

1.5 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.

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| <h2>2. Minutes and matters arising</h2> |
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2.1 It was resolved **R. 02/03/2022** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 24th February 2022.

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhán Greer

2.2 Matters Arising:

There were no matters arising

3. Finance

3.1 Reports on behalf of the Audit and Risk Committee

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

Report on foot of meeting on 26th November 2021:

It was resolved **R. 03/03/2022** to approve the report on behalf of the Audit and Risk Committee on foot of its meeting on 26th November 2021.

Proposed: Ms. Máirín Uí Fháinnín

Seconded: Mr. Barry McCourt

Report on foot of meeting on 24th March 2022

Mr. Bill Sweeney advised members that the Committee reviewed the Report of the Chief Executive on the effectiveness of the internal control system, the draft Statement of System of Internal Control, the completed Comptroller and Auditor General Audit Insights Questionnaire - Impact of Covid-19 on the control environment, external audit reports from Comptroller and Auditor General and Department of Education - ESF Audit Authority, Internal Audit reports, reports on foot of external reviews and inspections, Risk Register and Risk Management Report for Quarter 1 2022, Management Assessment of Internal Control, Register of Audit Findings, analysis of expenditure in 2021 which was non-compliant with procurement regulations, Public Spending Code Quality Assurance Group Report in respect of 2021, the latest Code of Practice Compliance Toolkit, Charities Code Annual Report for 2020, Board and Committee Meeting Minutes, Oversight Agreement and Performance Delivery Agreement between LMETB and the Department of Education, Early Warning Reports to the Department of Education, Letter of Assurance from the Secretary General of the Department of Education regarding Payroll Shared Services, ESBS KPI Reports, Disaster Recovery and Business Continuity Planning Reports, the Register of Executive Orders and Inaugural Review of Quality Assurance – provider profile and self-evaluation report.

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

- 1/ concluded that LMETB's system of internal control operated effectively during the reporting period (2021) and that the system of internal reporting gives early warning of internal control failures and emerging risks,
- 2/ recommended that the draft Statement of System of Internal Control be approved by the Board subject to the inclusion of text on procurement as requested by C&AG and
- 3/ approved its reports to the Board

It was resolved **R. 04/03/2022** to approve the report on behalf of the Audit and Risk Committee on foot of its meeting on 24th March 2022.

Proposed: Mr. Paul Dermody

Seconded: Ms. Máirín Uí Fháinnín

3.2 Reports on behalf of the Finance Committee

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

Report on foot of meeting on 18th February 2022:

It was resolved **R. 04a/03/2022** to approve the report on behalf of the Finance Committee on foot of its meeting on 18th February 2022.

Proposed: Mr. Barry McCourt

Seconded: Cllr. Gerry O'Connor

Report on foot of meeting on 29th March 2022:

Mr. Bill Sweeney noted that a written report on foot of the meeting would be furnished to the Board following approval by the Committee. Mr. Sweeney noted the Committee reviewed the report of the Audit and Risk Committee, the draft Statement of System of Internal Control, the letter of representation and the draft financial statements for 2021. Mr. Sweeney noted that the Committee approved the documents subject to a number of minor amendments to the financial statements.

It was resolved **R. 05/03/2022** to approve the report on behalf of the Finance Committee on foot of its meeting on 29th March 2022.

Proposed: Cllr. Nick Killian

Seconded: Ms. Máirín Uí Fháinnín

3.3 Draft Statement of System of Internal Control for 2021

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

- The responsibility of the Board for ensuring that an efficient, effective system of internal control is maintained and operated,
- Steps taken by the Board to ensure an appropriate control environment,
- The roles of the Audit and Risk Committee, Finance Committee and Internal Audit Unit,
- Internal Audit Reports,
- No incidents were reported under LMETB's Fraud Policy in 2021,
- The previous year comparative figures in these accounts are unaudited,
- LMETB received no protected disclosures in 2020 under the Protected Disclosure Act 2014,
- Non-compliant procurement, noting that C&AG had requested inclusion of text regarding non-compliant procurement notwithstanding the fact that it is below €500,000,
- Risk Management arrangements,
- Two breaches of internal control are cited. Firstly, LMETB did not meet its obligations to provide annual pension statements to all members of the Single Public Service Pension Scheme in 2021. This is an issue across the ETB sector and is being pursued at national level. Secondly, an unprompted qualifying disclosure (UQD) was made to Revenue regarding a VAT underpayment. The Revenue accepted the UQD and the sum

of €398,047 was paid in full settlement of the liability from 1 January 2019 to 31 December 2020. A letter was received from Revenue on 6th October 2021 confirming that the enquiry was concluded,

- The assessment of the impact of the Covid 19 pandemic on the effectiveness of internal control,
- The review of internal control for 2021.

DOSD noted that the report of the Audit and Risk Committee on foot of its meeting on 24th March contained a recommendation that the draft Statement of System of Internal Control be approved by the Board. DOSD explained that the Statement is subject to change on foot of audit.

It was resolved **R. 06/03/2022** to approve the Draft Statement of System of Internal Control for 2021.

Proposed: Ms. Siobhán Greer

Seconded: Mr. Bill Sweeney

3.4 Draft Financial Statements for 2021

DOSD acknowledged the commitment and hard work of the finance department and APO Finance in preparing the draft Financial Statements for 2021. Mr. Sweeney, on behalf of the Audit and Risk Committee and Finance Committee, supported those comments.

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

The Chairperson thanked APO Finance for her briefing.

Mr. Sweeney confirmed that the Finance Committee had reviewed the draft Financial Statements in detail and had resolved to recommend their approval by the Board subject to some amendments. APO Finance confirmed that those amendments had been substantially dealt with.

It was resolved **R. 07/03/2022** to approve the draft financial statements for 2021.

Proposed: Cllr. Maria Murphy

Seconded: Ms. Siobhán Greer

3.5 Draft Letter of Representation for 2021

APO Finance took members through the document.

It was resolved **R. 08/03/2022** to approve the Draft Letter of Representation for 2021.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Maria Murphy

3.6 Draft revised Statement of System of Internal Control for 2020

DOSD advised that C&AG had requested three revisions to the document approved by the Board in March 2020:

the inclusion of text regarding non-compliant procurement in the 2020 statement notwithstanding the fact that it is below €500,000,

the inclusion of additional wording in the section “Internal audit report on Review of Specialist Training Providers” and

the inclusion of additional wording in the section “Breaches of system internal control - Underpayment of VAT”

DOSD noted that the Audit and Risk Committee had been briefed on this.

It was resolved **R. 09/03/2022** to approve the revised Draft Statement of System of Internal Control for 2020.

Proposed: Mr. Billy Doyle

Seconded: Cllr. Gerry O'Connor

3.7 Board approval for Facebook Donation (received after Gifts, Trust and Scholarships meeting)

Details of the Donor: Facebook

Details of Gift: €9,900

Purpose of the gift: To develop the school student film production club so as to facilitate further liaison with other schools and community groups and to record vignettes documenting local history or the activities of local groups for use for PR or fundraising.

It was resolved **R. 10/03/2022** to approve the donation.

Proposed: Mr. Billy Doyle

Seconded: Ms. Máirín Uí Fháinnín

3.8 Board approval for Intel Involve Donation (received after Gifts, Trust and Scholarships meeting)

Details of the Donor: Intel Involve

Details of Gift: US\$3,260

Purpose of the gift: To be used for student wellbeing and to improve student access to IT.

It was resolved **R. 11/03/2022** to approve the donation.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Damien O'Reilly

3.9 Finance Update

APO Finance updated members regarding the preparation of accounts for January to March, progress in migrating to payroll and finance shared services and the challenges of preparing financial statements for 2021. APO Finance paid tribute to the finance department team particularly Anne Malone and Louise Carroll. APO also paid tribute to Aileen Conry for her work in ensuring that system for payment of wave two learners successfully migrated to shared services and wished Ms. Conry well on her upcoming retirement. The Chief Executive echoed those remarks and noted that Ms. Conry has had a long career with Drogheda VEC, Louth VEC and now LMETB. DOSD noted that the first quarter of the year is always a challenging one for staff in OSD, thanked all for their contribution and wished Ms. Conry well on her retirement. The Chairperson thanked staff on behalf of the Board.

It was resolved **R. 12/03/2022** to approve the finance Update.

Proposed: Cllr. Gerry O'Connor

Seconded: Mr. Billy Doyle

4. Correspondence

- **Department of Education Circular Letters**

| <i>C/L ref</i> | <i>RE:</i> |
|-----------------------|--|
| 0008/2022 | New Public Holiday from 2022 – Primary & Post Primary |
| 0009/2022 | Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 February 2022 – Primary & Post Primary |
| | Prescribed Material for the Leaving Certificate English Examination in 2024 – Primary & Post Primary |
| 0013/2022 | Prescribed Material for the Leaving Certificate English Examination in 2024 – Post Primary |
| 0014/2022 | Prescribed material for Junior Cycle English (For the student cohorts commencing Junior Cycle in 2021, 2022 and 2023 and presenting for examination in 2024, 2025 and 2026) – Post Primary |
| 0015/2022 | Building Momentum - A New Public Service Agreement 2021-2022 Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs with effect from 1 February 2022 |

- **Department of Further & Higher Education, Research, Innovation and Science Letters**

| <i>C/L ref</i> | <i>RE:</i> |
|-----------------------|--|
| 0001/2022 | Application of 1st February 2022 pay adjustments |

- **Correspondence received from Department of Education**

| Date Received | Subject |
|----------------------|---|
| 16/02/2022 | DES Inspectorate Coláiste Pobail Rath Cairn. Tuairisc le haghaidh Freagairt Scoile - Supporting Safe Provision of Schooling Response |
| 16/02/2022 | DES Inspectorate Coláiste Pobail Rath Cairn. Tuairisc le haghaidh Freagairt Scoile - Supporting Safe Provision of Schooling Response Form |
| 21/02/2022 | Letter of Assurance re. internal control and audit arrangements for ESBS-ETB Payroll Shared Services |
| 23/02/2022 | DoE re. AFS 2021 Template update |
| 25/02/2022 | DES Inspectorate CPSIPP-INITIAL St. Oliver's Community College Final Inspectorate Report re. Child Protection & Safeguarding |
| 25/02/2022 | DES Inspectorate CPSIPP-FINAL St. Oliver's Community College Final Inspectorate Report re. Child Protection & Safeguarding |
| 01/03/2022 | DoE acknowledging receipt of 2022 Initial Service Plans-unsigned |
| 02/03/2022 | DoE - REMINDER FW Deadline for Q4 2021 Non-Teaching Staffing Returns for ETBs - Long Return |
| 04/03/2022 | DoE acknowledging receipt of signed LMETB Service Plan 2022 |
| 07/03/2022 | DoE re. ETBs Annual Financial Accounts 2021 - Progress Report to be submitted before 16.03.2022 |
| 07/03/2022 | DoE Re Statement of Internal Control - amendment to text in section Breaches of SIC – Single Public Services Pension Scheme |
| 09/03/2022 | Query re. replacement of Cllr Tolan by Cllr O'Reilly re. Nomination to Governing Body of DKIT |
| 21/03/2022 | DoE re. ETBs Annual Financial Accounts 2021 – Progress Report 25.03.2022 |
| 22/03/2022 | DoE advising that signed LMETB OA and PDA being posted to LMETB |

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

| Date Received | Subject |
|----------------------|----------------|
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- **Correspondence received from other sources**

| Date Received | From: | Subject |
|----------------------|---------------------------|--|
| 16/02/2022 | DKIT | Acknowledging update re. Technology Ireland Nominee to Governing Body of DKIT |
| 18/02/2022 | DCEDIY | LMETB Allocation UBU Resilience and Effectiveness 2022 |
| 18/02/2022 | ETBI | ETBI re. Press Release from Min. Foley re. Appointment of Bernie McNally as the new Secretary General of the Department of Education |
| 18/02/2022 | Sec BoM Coláiste na hInse | Sec BoM CNH acknowledging receipt of email 16.2.22 re. Membership of BoM |

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| 21/02/2022 | Music Generation | Music Generation re. Independent Review of Department of Education Public Funding to Music Generation |
| 28/02/2022 | European Welding Federation | EWf – Thanking for support letter emailed 25.2.22 re. RE GREEN project |
| 07/03/2022 | IBEC | IBEC reply to email of 7.3.22 advising no nominee re. Technology Ireland Nominee to Governing Body of DKIT |
| 07/03/2022 | Cllr. Damien O'Reilly | Cllr. Damien O'Reilly acknowledging receipt of letter re. Nomination as Deputy Chairperson of LMETB Board |
| 10/03/2022 | SOLAS | Re. Payment Advice Note from 10.03.2022 |
| 10/03/2022 | Cllr. Damien O'Reilly | Cllr. Damien O'Reilly acknowledging receipt of letter re. Nomination to Governing Body of DKIT |
| 11/03/2022 | National Council for Guidance in Education | NCGE 'Bulletin' (March 2022) |
| 11/03/2022 | Scoil Uí Mhuirí | Scoil Uí Mhuirí BOM Correspondence |
| 11/03/2022 | Coláiste Chú Chulainn | CCL BOM Documentation re. meeting 31 st January 2022 |
| 15/3/2022 | Coláiste Chú Chulainn | Amended CCL BOM Documentation re. meeting 31 st January 2022 |
| 15/03/2022 | DKIT | DKIT Acknowledging receipt of email 11.3.22 Re. Technology Ireland Nominee to Governing Body of DKIT |
| 22/03/2022 | Coláiste Chú Chulainn | Re. new nominee to BOM Membership – Ms. Maria Doyle |
| 22/03/2022 | DCEDIY | DCEDIY re. Payment Letter LMETB UBU Q2 |
| 22/03/2022 | Meath CoCo | Meath CoCo re. Enfield Community College - expedite permanent site - email |
| 24/03/2022 | Meath CoCo | Meath CoCo re. request to expedite site for Enfield CC – original letter |

- **Correspondence sent**

| Date | Re: |
|-------------|---|
| 16/02/2022 | DOS to School leaders re. Minister Foley establishes Steering Committee to develop new Action Plan on Bullying |
| 16/02/2022 | AEO to Prog Leaders re. Facebook Community Grant Scheme – Meath |
| 16/02/2022 | CE's Office to Board & Comm Members re. ETBI Stronger Together Event Details |
| 16/02/2022 | CE's Office to Sec BoM CNH confirming membership of Cllr. Sharon Tolan on BoM |
| 16/02/2022 | CE's Office to Sec BoM DIFE confirming membership of Cllr. Sharon Tolan on BoM |
| 21/02/2022 | Leave Management to All Staff re. Teaching Staff – Pilot Voluntary Redeployment Scheme 2022 2023 for Post Primary Schools |
| 21/02/2022 | DOS to School Leaders re. New Public Holiday from 2022 |

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| 21/02/2022 | CE's Office to IBEC re. Technology Ireland Nominee to Governing Body of DKIT |
| 24/02/2022 | DOS to School Leaders re. Return to School Monday 28 February 2022 |
| 25/02/2022 | CE's Office to Members Board & Committees re. Follow up documentation on Stronger Together ETBs for the Future Event |
| 25/02/2022 | Letter of Support to European Welding Federation re. Green-GreenerR European vet Network – AMTCE |
| 28/02/2022 | Leave Management to All Staff re. Procedure with regard to the Processing of illness benefit deductions while out on sick leave for more than 3 days for all employees who pay A Class PRSI. |
| 28/02/2022 | CE's Office to DCEDIY re. request for Youth Officer Post - Drogheda Area |
| 01/03/2022 | DOSD to DoE - Submitting 2022 Initial Service Plans unsigned |
| 02/03/2022 | Leave Management to All Staff re. TC0003- 2022 Information Note- Covid-19 Parental Leave Scheme - Arrangements for Remainder of 2021/2022 - Teachers and SNA's |
| 04/03/2022 | CE's Office to DoE re. Forwarding signed LMETB Service Plan 2022 |
| 04/03/2022 | Leave Management to All Staff re. Special Leave with Pay - Changes made from 07/02/2022 - Staff other than Teachers and SNAs |
| 04/03/2022 | APO CES to DoE re. LMETB request to Department for approval for Gifts and Scholarships |
| 07/03/2022 | DOS to School Leaders re. Supporting Children and Young People in a time of War |
| 07/03/2022 | DOS to School Leaders re. Ministers Foley and Madigan announce establishment of a scheme to provide Irish Sign Language Support for children whose primary language is Irish Sign Language (ISL) and who are attending recognised schools |
| 07/03/2022 | CE's Office to IBEC Requesting update re. Technology Ireland Nominee to Governing Body of DKIT |
| 09/03/2022 | DOS to SMT re. Minister Foley announces €32 million major expansion of the DEIS programme incorporating 310 new schools |
| 10/03/2022 | CE's Office to DoE - reply to email of 9.3.22 re. Nomination to Governing Body of DKIT Cllr. Damien O'Reilly replacing Cllr. Sharon Tolan |
| 11/03/2022 | Dos to SMT re. Minister Foley announces the commencement of arrangements in a number of pilot areas aimed at increasing the number of multi-denominational primary schools |
| 11/03/2022 | CE's Office to IBEC acknowledging receipt of email from IBEC advising no Nominee to Governing Body of DKIT |
| 22/03/2022 | CE's Office to DoE RE. acknowledging email 22.3.22 advising signed OA & PDA being posted to LMETB |
| 23/03/2022 | CE's Office to Meath CoCo acknowledging receipt of letter re. permanent site for Enfield CC |

• **Correspondence sent on foot of Board meeting held on 24th February 2022**

| Date | Re: |
|-------------|---|
| 03/03/2022 | Condolence Cards sent to the Families of the following: Mr. Ivan Acton, Mrs. Kathleen McCarney, Mr. Finbarr O'Connor, Ms. Patricia Quigley, Mr. John Kirk, Mr. James Levins, Ms. Mary Troy, Mrs. Kathleen Burns, Mr. Paddy Traynor, Mr. Colm Caffrey, Mr. Sean Rushe, Ms. Louise Boylan and Mrs. Millie McGowan |
| 07/03/2022 | CE's Office to DFHERIS seeking approval re. Nomination of Cllr. D O'Reilly to Governing Body of DKIT |

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| 07/03/2022 | CE's Office to Cllr. Damien O'Reilly re. approval as Deputy Chairperson of LMETB Board |
| 08/03/2022 | CE's Office to Dir. FET re. approval/noting of Director's Report, BoM Minutes, BoM Memberships and School Policies |
| 07/03/2022 | CE's Office to Dir. OSD re. approval /noting of: Nomination of new Deputy Chairperson, Draft Service Plan, OSD Matters – Minutes, Reports, Policies/Documentation, Gifts, Trusts & Scholarships Committee, Data Breach Reports, Risk Management Report, Land & Buildings. |
| 08/03/2022 | CE's Office to Cllr. Wayne Harding re. Nomination as Chairperson to Board of Governance of AMTCE |
| 08/03/2022 | CE's Office to Cllr. Maria Murphy re. Nomination to Board of Governance of AMTCE |
| 08/03/2022 | CE's Office to Chairperson of Youth Work Committee re. BoM Minutes |
| 08/03/2022 | CE's Office to Sec BoM O'Fiaich College (FET) re. Membership of BoM and Policies |
| 08/03/2022 | CE's Office to Sec BoM DIFE re. BoM Minutes and College Based Policies |
| 08/03/2022 | CE's Office to Sec BoM DCFE re. BoM Minutes and College Based Policies |
| 09/03/2022 | CE's Office to Dir. Schools re. approval/noting of Director's Report, Minutes and Policies |
| 09/03/2022 | CE's Office to Dir. FET Amended letter re. approval/noting of Director's Report, BoM Minutes, BoM Memberships and School Policies |
| 09/03/2022 | CE's Office to Sec BoM Beaufort College re. approval/noting of BoM Minutes & Policies |
| 09/03/2022 | CE's Office to Sec BoM Bush PP re. approval/noting of BoM Minutes & Policies |
| 09/03/2022 | CE's Office to Sec BoM Coláiste de Lacy re. noting of BoM Minutes |
| 09/03/2022 | CE's Office to Sec BoM Coláiste Ríoga re. approval/noting of BoM Minutes & Policies |
| 09/03/2022 | CE's Office to Sec BoM Dunshaughlin CC re. approval/noting of BoM Minutes & Policies |
| 09/03/2022 | CE's Office to Sec BoM Enfield CC re. approval/noting of BoM Minutes & Policies |
| 09/03/2022 | CE's Office to Sec BoM O'Carolan College re. approval/noting of BoM Minutes & School Contributions |
| 09/03/2022 | CE's Office to Sec BoM Enfield CC re. approval/noting of BoM Minutes & Policies |
| 09/03/2022 | CE's Office to Sec BoM O'Fiaich College re. approval/noting of BoM Minutes & Policies |
| 09/03/2022 | CE's Office to Sec BoM St. Oliver PP re. approval/noting of BoM Minutes, Policies & Membership of BoM |
| 09/03/2022 | CE's Office to Sec BoM St. Oliver's CC re. approval/noting of BoM Minutes, Policies & Membership of BoM |
| 09/03/2022 | CE's Office to Sec BoM Faughart CNS re. approval/noting of BoM Minutes, Policies & Contributions |
| 09/03/2022 | CE's Office to Sec BoM Ratoath College re. approval of Contributions |
| 10/03/2022 | CE's Office to Ms. Geraldine McWeeney re. nomination to BoM St. Peter's College, Dunboyne |
| 10/03/2022 | CE's Office to Cllr. Gerry O'Connor re. nomination to BoM Coláiste Ríoga |
| 10/03/2022 | CE's Office to Mr. Glen Spratt re. nomination to BoM St. Peter's College, Dunboyne |
| 10/03/2022 | CE's Office to Ms. Paula O'Brien re. nomination to BoM Coláiste na Mí |

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| 10/03/2022 | CE's Office to Chair Gifts, Trust & Scholarships Committee re. approval of the Committee's minutes and recommendations of the Committee re. Scholarships in DCFE, Naughton Scholarship & Donation in St. Oliver PP Oldcastle, Donation of books to Ashbourne CNS, Donation by Godolphin to St. Peter's, Donation by Meath CoCo to Coláiste na Mí, Donation by SVDP to Coláiste de Lacy, Donation by Smurfit Kappa t O'Carolan College & Sponsorship of Studyclix access by DKIT to 6 LMETB schools |
| 10/03/2022 | CE's Office to Chair Audit & Risk Committee re. approval of Committee's minutes and report |
| 10/03/2022 | CE's Office to Chair Finance Committee re. approval of Committee's minutes and report |
| 10/03/2022 | CE's Office to Chair Land & Buildings Committee re. approval of minutes, reposts and recommendations of Land & Buildings Committee |
| 10/03/2022 | CE's Office to Cllr. Damien O'Reilly re. Nomination to Governing Body of DKIT |
| 10/03/2022 | CE's Office to Cllr. Gerry O'Connor re. nomination to Land & Buildings Committee |
| 10/03/2022 | CE's Office to Sec BoM Coláiste na Mí re. approval/noting of BoM Minutes & Policies |
| 11/03/2022 | CE's Office to Ms. Maeve Gallagher – Letter of appreciation of service to LMETB |

The Chairperson invited questions and comments from members.

5. Committees and Reports

5.1 Director of Further Education and Training Report

The report of the Director of Further Education and Training was noted. Director briefed members on action being taken by LMETB in response to the arrival of refugees fleeing war in Ukraine.

5.1.1 Further Education and Training Committee/Board of Management Minutes

The minutes of the meeting of the Board of Governance of AMTCE which took place on 6th October 2021 were noted.

The minutes of the meeting of the Board of Management of Drogheda Institute of Further Education which took place on 16th February 2022 were noted.

5.1.2 Membership of Committees

There was no business under this heading.

5.1.3 Further Education and Training Policies

| College/Centre | Policy |
|----------------------|---------------------------|
| Ardee Youthreach | Covid 19 Policy Statement |
| Ashbourne Youthreach | Covid 19 Policy Statement |
| Drogheda Youthreach | Covid 19 Policy Statement |
| Dundalk Youthreach | Covid 19 Policy Statement |
| Kells Youthreach | Covid 19 Policy Statement |
| Laytown Youthreach | Covid 19 Policy Statement |
| Navan Youthreach | Covid 19 Policy Statement |
| Trim Youthreach | Covid 19 Policy Statement |

The above policies were noted by the Board.

5.2 Director of Schools Report

It was noted that the Director of Schools' March and May reports to the LMETB Board will be combined as the Director of Schools is on annual leave at present. One of the main priorities of the Schools Directorate at present is working with schools, colleges and relevant agencies across the two counties on supporting young people arriving from Ukraine.

5.2.1 Minutes of Boards of Management meetings

| School | Date of Meeting |
|------------------------------------|-----------------|
| Coláiste Chú Chulainn | 31/01/2022 |
| Coláiste na Mí | 09/09/2021 |
| Coláiste na Mí | 25/11/2021 |
| Coláiste na Mí | 20/12/2021 |
| Coláiste na Mí | 18/01/2022 |
| Coláiste na Mí | 10/02/2022 |
| St. Oliver Post Primary, Oldcastle | 20/01/2022 |
| St. Peter's College | 02/09/2021 |
| St. Peter's College | 18/10/2021 |
| St. Peter's College | 10/12/2021 |

The minutes of the above meetings were noted.

5.2.2 Memberships of Boards of Management

It was agreed that a group comprising Cllrs. Butler, Murphy and Sheridan will convene before the next board meeting to consider how best to fill vacancies in the Boards of Management of O'Fiaich College, St. Oliver's CC, Drogheda and St. Oliver PP, Oldcastle.

It was resolved **R. 13/03/2022** to approve the nomination of Ms. Maria Doyle to the Board of Management of Coláiste Chú Chulainn.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Maria Murphy

5.2.3 School Based Policies:

| School | Policy |
|-------------------------|-------------------------------|
| Coláiste Chú Chulainn | Uniform Policy updated 7/3/22 |
| St Oliver PP, Oldcastle | Student Voice Policy |

The above policies were noted.

5.2.4 Proposed Contributions from Parents/Guardians 2022/2023

| School | Year Group | Proposed Amount |
|-----------------------------|---|-----------------|
| Coláiste Chú Chulainn | 1 st , 2 nd , 3 rd , 5 th & 6 th Years | €240 |
| Coláiste Chú Chulainn | TY – 4 th Year | €285 |
| Coláiste Pobail Ráth Chairn | Bliain 1, 2, 3 | €140 |
| Coláiste Pobail Ráth Chairn | Bliain 5, 6 | €200 |
| Coláiste Pobail Ráth Chairn | Bliain 4 (An Idirbhliain) | €500 |
| Enfield Community College | 1 st 2 nd & 3 rd Years | €198 |
| | | |
| Ashbourne CNS | All Classes | €120 |
| Dunshaughlin CNS | All Classes | €75 |

It was resolved **R. 14/03/2022** to approve the above proposed contributions.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Marianne Butler

6. OSD Matters

6.1 Human Resources Update

The report was noted.

6.2 Minutes:

It was resolved **R. 15/03/2022** to approve the minutes of the Gifts, Trusts and Scholarships Committee held on 1st February 2022.

Proposed: Cllr. John Sheridan

Seconded: Ms. Siobhán Greer

It was resolved **R. 16/03/2022** to approve the minutes of the Finance Committee held on 18th February 2022.

Proposed: Mr. Billy Doyle

Seconded: Cllr. Nick Killian

6.3 Reports:

There was no business under this heading.

6.4 Memberships and Chairpersons of Committees

There was no business under this heading.

6.5 OSD Policies

DOSD advised that the updated COVID 19 Response Plan for Abbey Road and the latest register of Executive Orders have 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 14th March at which it approved minutes of the meeting held on 1st February and considered gifts and report by the CE thereon.

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

1: Donation by Emerald Photography to Faughart Community National School – further information

Details of the Donor: Emerald Photography

Details of Gift: Parents paid Emerald Photography to take pictures of school pupils. Emerald Photography made a donation to the school.

Value of the project/gift: €62

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

Details of the Donor: FEIS ran an Irish dancing FEIS in the local community centre. The school provided tables and chairs for the event.

Value of the gift: €150

Purpose of the gift: To be used for student wellbeing

3: Donation by Society of St. Vincent de Paul to St. Peter's College, Dunboyne

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

Value of the gift: €2,000

Purpose of the gift: To support students who are experiencing financial challenge

4: Donation by Johnstown Tidy Towns to Coláiste na Mí

Details of the Donor: Johnstown Tidy Towns

Details of Gift: Twelve 50litre compost bags

Purpose of the gift: In recognition of students' work in horticulture class

5: Donation by LIDL Ireland to Coláiste na Mí

Details of the Donor: LIDL Ireland

Details of the gift: Sponsorship of ladies' football jerseys, football gear and guest training session by a guest trainer

Purpose of the Gift: For the benefit of the school ladies' football team

6: Donation by Geoghegans Department Store, Navan to Beaufort College

Details of the Donor: Geoghegans Department Store

Details of the gift: €200

Purpose of the Gift: To support families struggling with the cost of uniforms.

7: Donation by Meath County Library Services to Beaufort College
Details of the Donor: Meath County Library Services

Details of the gift: Books and resources to the value of €600

Purpose of the Gift: To Junior Certificate School Programme (JCSP) library for student use.

9: Donation to Coláiste na hInse by the uncle of a former member of staff

Details of the Donor: The uncle of a former member of staff, Tracy O'Brien (RIP). Ms. O'Brien passed away in August 2021.

Details of the gift: €1,000 annual sponsorship of a short story competition

Purpose of the Gift: The school intend to run short story competitions for each year group. A prize of €200 prize each will be available for 5th and 6th years and a prize of €150 each will be available for Transition Year, 3rd, 2nd and 1st years. The competition will have guidelines and be judged by the English department.

Cllr. Sheridan advised that the Committee resolved to defer consideration of item 8 pending receipt of further information.

It was resolved **R. 17/03/2022** to approve the recommendations of the Gifts, Trust and Scholarships Committee.

Proposed: Cllr. John Sheridan

Seconded: Ms. Siobhán Greer

It was resolved **R. 18/03/2022** to approve the report of the Chief Executive under Section 29 of the 2013 ETB Act (Gifts).

Proposed: Cllr. John Sheridan

Seconded: Ms. Máirín Uí Fháinnín

6.7 Data Breach Report

DOSD advised that three 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 two instances and that there is a medium risk in one instance.

Members noted the Data Breach Report.

6.8 Risk Management Report for Quarter 1 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 there have been no changes since the previous update.

Members noted the Risk Management Report.

7. Land and Buildings

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

There was no business under this heading.

7.2 Leases/Licenses/Short Term Rentals/Property

There was no business under this heading.

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

There was no business under this heading.

8. Any Other Business

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

SIGNED:


CHAIRPERSON

DATE:

