

Minutes of Meeting held on Thursday, 19th May 2022

A meeting of Louth and Meath Education and Training Board commenced at 5.00 p.m.
 The meeting took place in LMETB Administrative Offices, Chapel Street, Dundalk with some
 members attending remotely via videoconference.

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

1. Order of Business

The Chairperson welcomed members to the meeting noting that a number of members are attending remotely via videoconference. DOSD noted that Standing Orders permits members to attend remotely in exceptional circumstances subject to three conditions, noted that the ongoing pandemic constitutes exceptional circumstances, that the three conditions are met and accordingly it is in order to proceed with some members in attendance remotely via videoconference.

It was resolved **R. 01/05/2022** to approve the attendance of members remotely via videoconference on this occasion.

Proposed: Cllr. Marianne Butler

Seconded: Mr. Billy Doyle

1.1 Conflicts of interest

The chairperson noted that the conflict of interest form was being circulated to members attending in person and remotely for completion and asked members to advise of any conflicts of interest in relation to any item on the agenda. No conflicts of interest were declared.

1.2 Apologies, condolences and congratulations

Apologies were noted from Cllr. Gerry O'Connor, Cllr. Eileen Tully, Cllr. Maria Murphy, Cllr. Andrea McKevitt, Cllr. Antóin Watters, Cllr. Paul McCabe and Ms. Sadie Ward McDermott. Director of FET.

Condolences were expressed in the usual respectful manner.

1.3 Absences

It was resolved **R. 02/05/2022** to approve the absence of LMETB members Mr. Damian Kearns, Cllr. Gerry O'Connor, Cllr. Eileen Tully, Cllr. Maria Murphy, Ms. Máirín Uí Fháinnín, Cllr. Andrea McKevitt, Cllr. Antóin Watters and Cllr. Paul McCabe.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Nick Killian

2. Minutes and matters arising

2.1 It was resolved **R. 03/05/2022** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 31st March 2022.

Proposed: Mr. Bill Sweeney

Seconded: Ms. Siobhán Greer

2.2 Matters Arising:

CE briefed members on developments and plans in a number of areas including Advanced Manufacturing and proposed initiatives designed to assist in meeting the recommendations of the Geiran Report.

3. Finance

3.1 Finance Update

APO Finance took members through the finance report to 30 April. APO noted that, thanks to the greater functionality of the SUN system as compared to the old ESI system, LMETB is now in a position to provide monthly reports in the format of the annual financial statements. APO advised that the Finance Committee will be reviewing progress in implementing the 2022 Service Plan at its meeting due to be held on 23rd June and that work has commenced in preparation for this. Mr. Bill Sweeney, Chairperson of the Finance Committee, acknowledged this work and noted that it would assist the Committee to discharge its function.

It was resolved **R. 04/05/2022** to approve the finance update.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Damien O'Reilly

3.2 Approval for all banking access to be granted to Ms. Gráinne White

It was resolved **R. 05/05/2022** to approve that banking access to be granted to Ms. Gráinne White.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Nick Killian

4. Annual Report and Chairperson's Report for 2021

4.1 Annual Report for 2021

It was resolved **R. 06/05/2022** to approve the Annual Report for 2021.

Proposed: Mr. Bill Sweeney

Seconded: Mr. Billy Doyle

4.2 Chairperson's Report for 2021

It was resolved **R. 07/05/2022** to approve the Chairperson's Report for 2021.

Proposed: Cllr. Marianne Butler

Seconded: Mr. Billy Doyle

4.3 Associated Resolutions

4.3.1 Public Spending Code

LMETB notes that a Public Spending Code Quality Assurance Group was established in 2019 to oversee compliance with the Public Spending Code and that the group has produced its second report. LMETB reaffirms its commitment to meeting all requirements relating to relevant aspects of the Public Spending Code and confirms also, that following a review of same, it is satisfied that in 2021 the Board adhered to the relevant aspects of said code.

It was resolved **R. 08/05/2022** to approve the above resolution.

Proposed: Cllr. Wayne Harding

Seconded: Cllr. Nick Killian

4.3.2 Procurement

LMETB notes that, goods and services to the value of approximately €0.14m procured in 2020 were not fully in accordance with national procurement guidelines and that this unaudited figure is based on a review of expenditure undertaken across in excess of thirty individual schools and centres. LMETB reaffirms its commitment to meeting all requirements relating to relevant procurement policies and procedures and confirms also that in 2021, in implementing its corporate procurement plan (as noted by the Board on 16 September 2021) it adhered to the relevant aspects of said policies and procedures.

It was resolved **R. 09/05/2022** to approve the above resolution.

Proposed: Ms. Siobhán Greer

Seconded: Ms. Caroline Canny

5. Correspondence

• Department of Education Circular Letters

<i>C/L ref</i>	<i>RE:</i>
0010/2022	Policy on Gaeltacht Education 2017-2022: Primary schools and special schools in Gaeltacht language-planning areas participating in the Gaeltacht school recognition scheme: Ongoing implementation of the Scheme (2022 - 2024)
0011/2022	Policy on Gaeltacht Education 2017-2022
0012/2022	Policy on Gaeltacht Education 2017-2022: Invitation to Primary schools in Gaeltacht language-planning areas to consider joining the Gaeltacht School Recognition Scheme (March 2022 - August 2023)
0016/2022	Employment of 3rd and 4th Year Undergraduate Student Teachers and application of the '5 Day Rule' – Primary & Post Primary
0017/2022	Building Momentum - A New Public Service Agreement 2021-2022 Implementation of Sectoral Bargaining with effect from 1 February 2022 – Primary
0018/2022	Information in relation to Standardised Testing and Other Matters – Academic Year 2021/22 and Subsequent Years - Primary
0019/2022	DEIS identification 2022: Appeals process for schools – Primary & Post Primary

0020/2022	Special Education Teaching Allocation 2022/23 - Primary
0021/2022	Special Education Teaching Allocation 2022/23 – Post Primary
0024/2022	Staffing arrangements in Education and Training Boards for the 2022/23 school year – ETB Post Primary
0025/2022	Staffing arrangements in Primary Schools for the 2022/23 school year - Primary
0026/2022	Release Time for Principals in Primary Schools for the 2022/23 School Year - Primary
0027/2022	“Say Yes to Languages” – Language Sampler Module 2022/23 – Primary & Post Primary
0028/2022	“Say Yes to Languages” – Language Sampler Module 2022/23 - Primary
0029/2022	Arrangements for Inspectorate Engagement with Primary Schools and Special Schools April to June 2022
0030/2022	Arrangements for Inspectorate Engagement with Post Primary Schools April to June 2022
0031/2022	Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2022/2023 school year

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

C/L ref	RE:

- Correspondence received from Department of Education**

Date Received	Subject
25/03/2022	Schedule for the submission of the 2022 Non-Teaching Staffing Returns
25/03/2022	From DoE signed Oversight Agreement between Department of Education & LMETB 2022
25/03/2022	From DoE signed Performance Delivery Agreement between DoE & LMETB
25/03/2022	Press Release - Minister Foley announces establishment of Regional Education and Language Teams for Ukraine
28/03/2022	ETBs Annual Financial Accounts 2020 due with C&AG on or before the 01.04.2022
29/03/2022	Letter to Chief Executive from T. Ó'Ruairc regarding REALT
29/03/2022	DoE requesting submission of Q1 2022 - Early Warning Return
30/03/2022	Re. ETB Monthly Return due back Friday 08/04/2022
04/04/2022	DoE approval of request 4.3.22 to Dept for approval for Gifts and Scholarships following BM 24.2.22
04/04/2022	DoE approval of gifts as requested by APO CES on 4.4.22
05/04/2022	DoE approval of gift and scholarships requested by APO CES on 28.1.22 – Goggle Certificates & Amazon Web Services Bursary
05/04/2022	DoE advising approval of donation re. Louth CoCo Councillor's Community Scheme for Faughart CNS
05/04/2022	Request for Q1 2022 Prompt Payment Returns

08/04/2022	DoE acknowledging receipt of LMETB January - March 2022 Monthly Return
12/04/2022	DoE acknowledging receipt of FW Q1 2022 - Early Warning Return
22/04/2022	DoE acknowledging submission of Q1 2022 re. the compilation and transmission of data on the quarterly government debt.
25/04/2022	Message from DE Inspectorate Supporting the Safe Provision of Schooling St Peter's College Final Inspectorate Report
26/04/2022	HSCL Support re. Coláiste Chú Chulainn
03/05/2022	DoE re. ETB Monthly Return due back Monday 9th May 2022.
04/05/2022	DoE acknowledging receipt of LMETB - Draft Chairperson's Report for 2021 & that it meets Dept's reporting requirements
05/05/2022	DoE acknowledging receipt of LMETB - Draft Annual Report for 2021 & advising it meets Dept's reporting requirements
12/05/2022	Request for Appendix D re. HSCL Assignment to be completed
12/05/2022	DoE to LMETB - Requesting Amendments to the 2022 Service Plan
12/05/2022	ARO litir maidir le cur i bhfeidhm an Scéim Aitheantais Scoileanna Gaeltachta
13/05/2022	SSSF Third Instalment 2021/2022 School Year - LMETB
16/05/2022	Re. Projected Enrolment 2022-2023
16/05/2022	DoE update re. Enfield Community College building project

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

<i>Date Received</i>	<i>Subject</i>
27/04/2022	Signed correspondence from Minister Simon Harris - Approval of Cllr. Damien O'Reilly as ordinary member of Governing Body of DKIT
03/05/2022	DFHERIS - Original letter of Appointment to DKIT Governing Body of Cllr. Damien O'Reilly – email 27/4/22

- **Correspondence received from other sources**

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
24/03/2022	ETBI	ETBI re. ETBs to lead out on the Establishment of Regional Support Teams for Ukraine (ESTU)
28/03/2022	ETBI	ETBI re. ETBs to lead out on the Establishment of Regional Support Teams for Ukraine (ESTU)
28/03/2022	ETBI	ETBI - Scoláireachtaí DEIS fógartha do chúrsaí Gaeltachta DEIS Gaeltacht Scholarships announced - €400k funding available
28/03/2022	GRETb	Advising Management by GRETb of Scoláireachtaí DEIS fógartha do chúrsaí Gaeltachta DEIS Gaeltacht Scholarships announced - €400k funding available

29/03/2022	Music Generation Louth (MG)	Dept. Foreign Affairs re. MG Louth Harp Ensemble St. Patricks' day performance was most popular choice of Embassies & Consulates across the world.
30/03/2022	ETBI	ETBI re. 400 DEIS Gaeltacht Scoláireachtaí
31/03/2022	ETBI	ETBI re. Documents for ETB REALT Co-ordinators
31/03/2022	Irish Human Rights & Equality Commission - IHREC	IHREC Codes of Practice
04/04/2022	ETBI	ETBI re. Application of the Temporary Protection Directive to Ukrainian nationals seeking school places in Ireland
05/04/2022	DCEDIY	DCEDIY re. Update National Participation Framework for Children and Young Peoples Participation in Decision Making
05/04/2022	Boyne CS	Boyne CS re. Emergency Works Grant - Original Letter
06/04/2022	FET Directorate	FET Directorate - Youthreach BOM Minutes 29th March 2022
07/04/2022	O'Carolan College	O'Carolan College re. Board of Management Meeting Correspondence – BoM Minutes for 3/2/22, 6/4/22 & Policies
08/04/2022	Beaufort College	Beaufort BoM Documents for BoM 2.2.22, 2.3.22 & Policies
08/04/2022	DCEDIY	DCEDIY re. LMETB Allocation letter Capital 2022
11/04/2022	SOLAS	SOLAS acknowledging receipt of signed submission of LMETB FET Programme Balance Process 2021
11/04/2022	NAPD	Advising Principal Shane Foley elected as incoming President of NAPD.
11/04/2022	IPB	Annual General Meeting at the Ashling Hotel, Dublin on 6 th May 2022
12/04/2022	DCEDIY	DCEDIY re. LMETB Allocation 2022 UBU Resilience and Effectiveness - Boomerang, Dundalk Youth Centre, YWI Math Navan West, Involve Meath YP, YWI Meath Youth Together
13/04/2022	DCEDIY	DCEDIY re. LMETB Allocation UBU Resilience and Effectiveness – Boomerang, Dundalk Youth Centre, YWI Math Navan West, Involve Meath YP, YWI Meath Youth Together
14/04/2022	DCEDIY	DCEDIY - Payment Letter LMETB TYESI Q2 2022
20/04/2022	Cllr. Maria Doyle	Acknowledging receipt of letter re. nomination to BoM Coláiste Chú Chulainn
26/04/2022	NCGE	NCGE 'Bulletin' -April 2022
26/04/2022	DCEDIY	DCEDIY re. Payment Letter LMETB Q2 UBU RESILIENCE
28/04/2022	Boyne CS	Boyne CS BoM Minutes 10/2/22
29/04/2022	National Disability Authority (NDA)	NDA re. Notice of Monitoring under the EU Web Accessibility Directive - https://www.lmetb.ie
01/05/2022	Eileen McDermott, JCSP Librarian Beaufort College	Librarian BFT re. Support for the expansion of the JCSP Library Project

03/05/2022	Music Generation	Congratulations Music Generation Louth - N6s Nua
03/05/2022	Boyne CS	Boyne CS request re. Deputy Principal Selection Committee nominations
03/05/2022	6 Fiaich College	6 Fiaich College re. further education accommodation issues
04/05/2022	NDA	Acknowledging receipt contacts details of LMETB Liaison persons
04/05/2022	ETBI	ETBI re. Psychological First Aid for Practitioners Webinar. Thursday 12th May - 2.30-4.00pm
05/05/2022	ETBI	ETBI re. OECD Local Development Forum - Cork - June 15th - 17th
10/05/2022	Athboy CS	Minutes of BoM meetings 19/1/22, 4/3/22 & 22/3/22
10/05/2022	Louth CoCo	Request for Statutory Representative from LMETB for New LOUTH PEACEPLUS Partnership
10/05/2022	SOLAS	SOLAS re. LMETB - 2022 FET Approved Funding Allocation
11/05/2022	ETBI	ETBI - ETB Tutors access to leave and Pension Schemes
11/05/2022	DCEDIY	DCEDIY reply re. Youth Officer Post
11/05/2022	Louth CoCo	Louth CoCo acknowledging receipt of LMETB's nominee to New LOUTH PEACEPLUS Partnership
11/05/2022	Meath CoCo	Meath CoCo - Combined Letter to LMETB re. Land at Beaufort College
13/05/2022	ESBS	ESBS re. Apprentice Revenue FAQs on the SOLAS Generation Apprenticeship website
13/05/2022	DCEDIY	DCEDIY Creative Ireland Stakeholder Questionnaire
13/05/2022	LMETB Dir. Schools	Response to CE's email re. Return to Face-to-Face Interviews
16/05/2022	ETBI	ESBS re. Blended Working Framework
16/05/2022	DCEDIY	DCEDIY re. Note to ETB Chief Executives - Co-ordination and latitude to include Ukrainian Young People in UBU

- **Correspondence sent**

Date	Re:
25/03/2022	CE's Office to LMETB members re. submission of Charity Trustee Declaration Form - LMETB
28/03/2022	DOSD to APO Finance re. ETBs Annual Financial Accounts 2020 due with C&AG on or before the 01.04.2022
29/03/2022	Schools Directorate to School Leaders re. Minister Foley announces plan for reform of Senior Cycle education - Equity and Excellence for All
29/03/2022	CE's Office to Meath CoCo re. Letter of support Arts Office Arts Council Creative Places application
29/03/2022	CE's Office to Meath CoCo - reply to letter from re. Enfield CC

30/03/2022	CE's Office to Paul Fay DCEDIY re. Following up on Youth Officer Post application
31/03/2022	DOSD to APO HR - forwarding IHREC Codes of Practice
31/03/2022	APO CES to School & Centre Leaders re. Update to Gifts Trusts and Scholarships Policy
04/04/2022	APO CES to DoE re. Requesting Approval of Gifts – Emerald Photography, FEIS, SVDP, Johnstown Tidy Towns, Lidl, Geoghegan's, Meath CoCo Library Services, Uncle of former staff member, Facebook & Intel Involved
05/04/2022	APO CES to Principal St Oliver Oldcastle – DoE Approval re Gift Donation - €1000 Naughton Scholarship
05/04/2022	APO CES to Principal Ashbourne CNS re. DoE approval of Book Donation Declaration
05/04/2022	APO CES to Principal Dunboyne Re. DoE approval of Godolphin Donation
05/04/2022	APO CES to Principal Coláiste na Mí re. DoE approval of Meath CoCo donation
05/04/2022	APO CES to Principal Coláiste de Lacy re. DoE approval of SVDP donation
05/04/2022	APO CES to Principal O'Carolan College re. DoE approval of Smurfitt Kappa Donation
05/04/2022	APO CES to Principals of Beaufort College, Bush PP, O'Carolan College, O'Fiaich College, Coláiste na hInse & St. Oliver's, Drogheda re. DoE Approval of Studyclix sponsorship
05/04/2022	APO CES to Principal DCFE re. DoE approval of Bursary by various sponsors
05/04/2022	APO CES to Principal Faughart CNS re. DoE approval of donation by Emerald Photography
05/04/2022	APO CES to Principal Faughart CNS re. DoE approval of Councillors Community Grants Scheme 2021
05/04/2022	APO CES to Principal of St. Peter's re. DoE approval of Feis donation
05/04/2022	APO CES to Principal of St. Peter's re. DoE approval of SVDP Donation
05/04/2022	APO CES to Principal Coláiste na Mí re DoE approval of Donation of Compost Bags
05/04/2022	APO CES to principal Coláiste na Mí re. DoE approval of LIDL Sponsorship for the school Ladies Gaelic Team
05/04/2022	APO CES to Principal Beaufort College re. DoE approval of Geoghegans & Meath CoCo donations
05/04/2022	APO CES to Principal Coláiste na hInse re. DoE approval of donation by Tracy O'Brien's uncle
05/04/2022	APO CES to Principal St Peter's Dunboyne re. DoE approval of Intel Involved Matching Grants LMETB
05/04/2022	APO CES to Principal St. Peter's Dunboyne re. DoE approval of Facebook Donation
06/04/2022	CE's Office to Boyne CS - Reply to Boyne CS letter dated 1.4.22 re. Emergency works grant
08/04/2022	CE's Office to DoE re. Submission of Q1 2022 - Early Warning Return
11/04/2022	Finance Dept to SOLAS re. LMETB FET Programme Balance Process 2021
11/04/2022	CE's Office acknowledging receipt of DCEDIY LMETB Allocation letter Capital 2022
11/04/2022	Finance Dept to SOLAS - Submission of LMETB FET Programme Balance Process 2021- signed copy
13/04/2022	DOS to School Leaders and SMT re. Schools Leaders Administrative and Governance Supports

14/04/2022	CE's Office to NAPD - Reply re. Shane Foley newly elected as NAPD President
21/04/2022	HR Recruitment to All Staff - TEACHING VACANCIES 2022/2023 - teaching vacancies that may arise during the 2022/2023 academic year in our Post Primary Schools, Colleges of Further Education and Centre for European Schooling.
22/04/2022	Finance Dept to DoE - Submission of Q1 2022 re. Council Regulation (EC) No 12222004 of 28 June 2004 concerning the compilation and transmission of data on the quarterly government debt.
26/04/2022	DOS to School Leaders - COVID 19 funding Term 3 AY 20212022
26/04/2022	DOS to School Leaders - Min. Foley initiative to provide a new postgraduate upskilling programme for post-primary SPHERSE teachers
26/04/2022	DOS to School Leaders - Min Foley re. extension of Say Yes to Languages primary languages sampler module for 202223 and invites applications from primary schools
26/04/2022	DOS to School Leaders - Minister Foley announces €20 million School Library Book Grant
26/04/2022	DOS to School Leaders - Min. Foley re. Digital Strategy for Schools to 2027 and announces payment of €50 million in ICT grant funding for schools
26/04/2022	DOS to DoE Acknowledging HSCL Support re. Coláiste Chú Chulainn
27/04/2022	DOS to School Leaders re. Arrangements for Inspectorate Engagement April to June 2022
27/04/2022	CE's Office to DFHERIS acknowledging receipt of approval of Cllr. O'Reilly as LMETB nominee to Governing Body of DKIT
27/04/2022	CE's Office to Cllr. O'Reilly advising of receipt of DFHERIS approval of Cllr. O'Reilly as LMETB nominee to DKIT Board
28/04/2022	APO CES to DoE re. Request for approval of LMETB Gaeltacht Scholarship Scheme
03/05/2022	CE's Office to DOSD APO CES & IT - Notice of Monitoring under the EU Web Accessibility Directive - https://www.lmetb.ie
03/05/2022	DOS to School Leaders re. Min. Foley launches Active Schools Week 2022 promoting wellbeing in school communities
03/05/2022	HR Recruitment to All Staff re. TEACHING VACANCIES 2022/2023 - REMINDER
04/05/2022	DOSD to NDA re. Nominees of LMETB Liaison persons under the EU Web Accessibility Directive
04/05/2022	APO CES to DoE re. LMETB - Draft Chairperson's Report for 2021 for review prior to BM
05/05/2022	APO CES to DoE re. LMETB - Draft Annual Report for 2021 for review prior to BM
05/05/2022	CE's Office to Sec BoM OFI in response to letter 27.4.22 re. accommodation
09/05/2022	DOS to Boyne CS re. Deputy Principal Post Boyne Community School
11/05/2022	DOSD to APO HR re. ETBI - ETB Tutors access to leave and Pension Schemes
11/05/2022	CE's Office to Louth CoCo re. confirmation of nominee to new LOUTH PEACEPLUS Partnership
11/05/2022	CE to Directors of OSD, Schools & FET re. Return to Face-to-Face Interviews
13/05/2022	Dir FET - acknowledging receipt of LMETB - 2022 FET Approved Funding Allocation
16/05/2022	APO CES to DoE submitting LMETB - Amendments to the 2022 Service Plan

17/05/2022	CE's Office acknowledging Response from DCEDIY on 11/5/22 re. Youth Officer Post
------------	--

• **Correspondence sent on foot of Board meeting held on 31st March 2022**

Date	Re:
04/04/2022	Condolence Card sent to the Family of: Ms. Olivia Dorian
14/04/2022	CE's Office to nominee Cllr. Maria Doyle re. BoM Coláiste Chú Chulainn
14/04/2022	CE's Office to Chair Audit & Risk Committee re. approval of Committee's reports for meetings 26/11/21 & 24/3/22 covering recommendation of SSIC for 2021
14/04/2022	CE's Office to Chair Finance Committee re. approval of Committee's minutes for 18/2/22 and reports for 18/2/22 & 29/3/22 covering recommendation of AFS for 2021
14/04/2022	CE's Office to Dir. FET re. Report, Minutes & Policies
14/04/2022	CE's Office to Dir. Schools re. Minutes of School BoM's, Memberships of BoMs, School Policies & Contributions
14/04/2022	CE's Office to Chair Gifts, Trusts & Scholarships Committee re. Minutes & Recommendations
14/04/2022	CE's Office to Secretary of BoM Youthreach re. FET-Youthreach Policies
14/04/2022	CE's Office to Sec Board of Governance AMTCE re. Minutes 6/10/21
14/04/2022	CE's Office to Sec BoM Coláiste Chú Chulainn re. Minutes of BoM, School based Policies & Contributions
14/04/2022	CE's Office to Sec BoM Coláiste na Mí re. Minutes of BoM
14/04/2022	Oifig an PF chuig Runaí BB Coláiste Pobail Rath Chairn maidir le Ranníochaíochtaí Molta ó Thuismithroirí/Chaomhnóirí 2022/2023
14/04/2022	CE's Office to Sec BoM St. Peter's College, Dunboyne re. Minutes of BoM
14/04/2022	CE's Office to Sec BoM DIFE re. Minutes of BoM
14/04/2022	CE's Office to Sec BoM Enfield CC re. Proposed Contributions from Parents/Guardians 2022/2023
14/04/2022	CE's Office to Sec BoM St. Oliver PP, Oldcastle re. Minutes of BoM & School based Policies
14/04/2022	CE's Office to Sec BoM Ashbourne CNS re. Proposed Contributions from Parents/Guardians 2022/2023
14/04/2022	CE's Office to Sec BoM Dunshaughlin CNS re. Proposed Contributions from Parents/Guardians 2022/2023
20/04/2022	CE's Office to Dir. OSD re. SSIC 2021, AFS 2021, Draft Letter of Representation 2021, Revised SSIC 2020, Donations (Facebook & Intel Involve), Finance Update, Minutes of Finance and Gifts, Trusts & Scholarships Committees, Updated Covid 19 Policy and Executive Orders, Donations recommended by Gifts, Trusts & Scholarships Committee, Data Breach Reports and Risk Management Report.

The Chairperson invited questions and comments from members.

6. Committees and Reports

6.1 Director of Further Education and Training Report

In the absence of Director of Further Education and Training, Director of Schools briefed members on highlights from the report. The report of Director of Further Education and Training was noted.

6.1.1 Further Education and Training Committee/Board of Management Minutes

It was resolved **R. 10/05/2022** to approve the minutes of the Adult Education Committee meeting which took place on 18th January 2022.

Proposed: Cllr. Nick Killian

Seconded: Mr. Barry McCourt

The minutes of the meeting of the meeting of the AMTCE Board of Governance which took place on 1st February 2022 were noted.

It was resolved **R. 11/05/2022** to approve the minutes of the Board of Management of Dunboyne College of Further Education which took place on 7th December 2021.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Damien O'Reilly

It was resolved **R. 12/05/2022** to approve the minutes of the Board of Management of Dunboyne College of Further Education which took place on 15th February 2022.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Damien O'Reilly

The minutes of the Board of Management of Youthreach which took place on 16th December 2021 were noted.

6.1.2 Membership of Committees

There was no business under this heading.

6.1.3 Further Education and Training Policies

There was no business under this heading.

6.1.4 Proposed Contributions/Fees

Consideration of proposed contributions for Dunboyne College of Further Education, Drogheda Institute of Further Education and O’Fiaich College was deferred.

6.2 Director of Schools Report

Director of Schools briefed members on highlights from the report and answered questions from members. The report of the Director of Schools was noted.

6.2.1 Minutes of Boards of Management meetings

School	Date of Meeting
Beaufort College	02/02/2022
Beaufort College	02/03/2022
Bush PP	26/01/2022
Coláiste de Lacy	01/12/2021
Coláiste na hInse	28/09/2021
Coláiste na hInse	16/11/2021
Coláiste na hInse	25/01/2022
Coláiste Ríoga	02/02/2022
O’Carolan College	03/02/2022
Dunshaughlin CC	16/12/2021
St. Peter’s College	18/10/2021
Ard Rí CNS	15/02/2022
Ashbourne CNS	28/04/2020
Ashbourne CNS	24/06/2020
Ashbourne CNS	26/01/2021
Ashbourne CNS	22/03/2021
Faughart CNS	01/02/2022
Joint Patronage Schools	

The minutes of the above meetings were noted.

6.2.2 Memberships of Boards of Management

Consideration of a nominee to the Board of Management of O’Fiaich College to replace Ms. Roisin Duffy was deferred.

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.

It was resolved **R. 13/05/2022** to approve the nomination of Ms. Philomena Lynch to the Board of Management of St. Oliver Post Primary, Oldcastle to replace Ms. Karen Tobin.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Nick Killian

It was resolved **R. 14/05/2022** to approve the nomination of Fr. Tom Gilroy to the Board of Management of Coláiste Clavin to replace Fr. Kilmartin.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Marianne Butler

It was resolved **R. 15/05/2022** to approve the nomination of Ms. Niamh Báille to the Board of Management of Coláiste Pobail Ráth Chairn.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Marianne Butler

6.2.3 School Based Policies:

School	Policy
Beaufort College	Attendance Strategy 2022
Beaufort College	Sustainability Policy 2022
Bush PP	Admissions Policy 2023 2024
Coláiste Pobail Ráth Chairn	Plean Teagmhas Criticiúil 2021
Coláiste Pobail Ráth Chairn	Polasaí Frithbhulaíochta 2020
Coláiste Pobail Ráth Chairn	Ráiteas um Chosaint Leanaí 2021
O'Carolan College	Acceptable Use Policy
St. Peter's College	Critical Incident Management Policy 2021
St. Peter's College	Digital Learning Plan 2021
St. Peter's College	Child Safe-Guarding Statement and Risk Assessment
Ashbourne CNS	Homework Policy 2020- 2021
Ashbourne CNS	Internet Safety Acceptable Usage Policy
Ashbourne CNS	Critical Incident Management Policy
Faughart CNS	Critical Incident Management Policy 2022
Faughart CNS	Digital Learning Plan 2022
Faughart CNS	Music Curriculum Plan 2022
Faughart CNS	Safety Statement 2022
Faughart CNS	School Calendar 2022 – 2023
Faughart CNS	Visual Arts Curriculum Plan 2022

The above policies were noted.

6.2.4 Proposed Contributions from Parents/Guardians 2022/2023

School	Year Group	Proposed Amount
Coláiste Clavin	1 st , 2 nd , 3 rd , 5 th & 6 th Years	€175
Coláiste Clavin	Leaving Cert. Applied	€145
Coláiste Clavin	Transition Year	€400
Coláiste de Lacy	1 st Years	€159.30
Coláiste de Lacy	2 nd , 3 rd , 5 th & 6 th Years	€150.30
Coláiste de Lacy	Leaving Cert Applied	€123.30
Coláiste de Lacy	Transition Year	€371.80
Coláiste na hInse	1 st , 2 nd & 3 rd Years	€220
Coláiste na hInse	Idir Bliain	€350
Coláiste na hInse	5 th & 6 th Years	€220
Coláiste na Mí	1 st Year	€240
Coláiste na Mí	2 nd Year	€190
Coláiste na Mí	3 rd Year	€145
Coláiste na Mí	Transition Year	€390
Coláiste na Mí	5 th Year	€255
Coláiste na Mí	6 th Year	€140
Coláiste na Mí	LCA & LCA - Year 1 & 2	€120
Dunshaughlin CC	1 st , 2 nd , 3 rd , 5 th & 6 th Years	€245
Dunshaughlin CC	Transition Year	€350
St. Peter's College	1 st , 2 nd & 3 rd Years	€210.50
St. Peter's College	Transition Year	€305
St. Peter's College	5 th & 6 th Years	€244.50
St. Peter's College	Leaving Cert. Applied - Year 1 & 2	€123.50
Ard Rí CNS	Junior & Senior Infants, 1 st , 2 nd & 3 rd Classes	€90
Ard Rí CNS	4 th , 5 th & 6 th Classes	€85

It was resolved **R. 16/05/2022** to approve the above proposed contributions.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Marianne Butler

7. OSD Matters

7.1 Human Resources Update

The report was noted.

CE advised members that LMETB is considering returning to holding recruitment interviews from 1st July and that, while the decision is ultimately one for the executive, it is important that the views of stakeholders, including board members, are considered. Members expressed their views on the matter. CE thanked members for their contributions and advised that he will consider the matter further.

7.2 Minutes:

It was resolved **R. 17/05/2022** to approve the minutes of the Audit and Risk Committee held on 26th November 2021.

Proposed: Mr. Bill Sweeney

Seconded: Ms. Siobhán Greer

It was resolved **R. 18/05/2022** to approve the minutes of the Audit and Risk Committee held on 15th March 2022.

Proposed: Mr. Billy Doyle

Seconded: Mr. Bill Sweeney

It was resolved **R. 19/05/2022** to approve the minutes of the Land & Buildings Committee held on 21st February 2022.

Proposed: Mr. Billy Doyle

Seconded: Ms. Siobhán Greer

7.3 Reports:

It was resolved **R. 20/05/2022** to approve the report of the Audit and Risk Committee on foot of its meeting held on 15th March 2022.

Proposed: Mr. Bill Sweeney

Seconded: Ms. Caroline Canny

7.4 Memberships and Chairpersons of Committees

There was no business under this heading.

7.5 Policies

DOSD advised that the LMETB Child Protection Policy and the latest register of Executive Orders have been circulated for noting.

The above items were noted.

7.6 Gifts, Trust and Scholarships

Cllr. Sheridan, reported on behalf of the Gifts, Trust and Scholarships Committee. Cllr. Sheridan advised that the Committee met on 4th May at which it approved minutes of the meeting held on 1st February and considered gifts and report by the CE thereon, noted gifts and scholarships which had been approved directly by the LMETB Board and reviewed the registers for 2021 and 2022 to date.

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

1: Donation on behalf of a local business to Ashbourne CNS – further information

Details of the Donor: Maria Baratu Ghiuzan, an Usborne Books Partner, on behalf of a local business, Sureskills Limited

Details of the gift: Books to the value of €100

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

It was resolved **R. 21/05/2022** to approve the recommendation of the Gifts, Trusts and Scholarships Committee.

Proposed: Cllr. Marianne Butler

Seconded: Ms. Siobhán Greer

2. College Group Bursary in O'Carolan College, Nobber

Details of the Donor: College Group, a private unlimited company, was founded in 1989 and operates from two state-of-the-art sites in Ireland – Nobber in County Meath and Monnery in County Cavan. They produce Category 1 and Category 3 animal feed ingredients and fertilisers from animal by-products (ABP) and bio-waste.

Value of the bursary: €12,000 over 3 years or €16,000 over 4 years

Purpose of the scholarship: To support a deserving and eligible student who attended O'Carolan College for the two years of the Leaving Certificate cycle, who is determined to undertake an eligible third level course, but who faces particular challenges due to financial and related constraints.

It was resolved **R. 22/05/2022** to approve the recommendation of the Gifts, Trusts and Scholarships Committee.

Proposed: Cllr. Marianne Butler

Seconded: Mr. Bill Sweeney

3: Donation by Memory Lane Photography to Ard Rí CNS

Details of the Donor: Memory Lane Photography

Value of the gift: €305

Purpose of the gift: For the benefit of the school

It was resolved **R. 23/05/2022** to approve the recommendation of the Gifts, Trusts and Scholarships Committee.

Proposed: Ms. Siobhán Greer

Seconded: Ms. Caroline Canny

It was resolved **R. 24/05/2022** to approve the report of the Chief Executive under Sections 24 and 29 of the 2013 ETB Act.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. John Sheridan

7.7 Data Breach Report

DOSD advised that two 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 both instances.

Members noted the Data Breach Report.

7.8 Risk Management Report for Quarter 2 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. DOSD noted that a detailed review of the OSD sub risk register has commenced and the results will be reflected in the next report.

Members noted the Risk Management Report.

8. Land and Buildings

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

It was resolved **R. 25/05/2022** to approve the report on behalf of Land and Buildings Committee including update on AMTCE.

Proposed: Ms. Siobhán Greer

Seconded: Ms. Caroline Canny

8.2 Leases/Licenses/Short Term Rentals/Property

8.2.1. Approval of renewal of lease and signing of deed of renunciation for Units 14-18 and 20 in Dunboyne College of Further Education for five years from 5th August 2022.

It was resolved **R. 26/05/2022** to approve the recommendation of the Land and Buildings Committee to renew lease and sign deed of renunciation for Units 14-18 and 20 in Dunboyne College of Further Education for five years from 5th August 2022.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.2. Approval of renewal of lease and signing of deed of renunciation for land at Navan Rugby Club for Ard Rí Community National School for three years from 1st September 2022 with two, one-year extensions if required.

It was resolved **R. 27/05/2022** to approve the recommendation of the Land and Buildings Committee to renew lease and sign deed of renunciation for land at Navan Rugby Club for Ard Rí Community National School for three years from 1 September 2022 with two, one-year extensions if required.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.3. Approval of renewal of licence for Unit 10a in Dunboyne College of Further Education from 1st September 2022 to 31st May 2024.

It was resolved **R. 28/05/2022** to approve the recommendation of the Land and Buildings Committee to renew licence for Unit 10a in Dunboyne College of Further Education from 1st September 2022 to 31st May 2024.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.4. Approval of renewal of licence for Unit 32 in Dunboyne College of Further Education from 1st September 2022 to 31st August 2023.

It was resolved **R. 29/05/2022** to approve the recommendation of the Land and Buildings Committee to renew licence for Unit 32 in Dunboyne College of Further Education from 1st September 2022 to 31st August 2023.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.5. Approval of renewal of licence for St. Mary's GAA, Ardee for FET Services from 1st June 2022 to 31st May 2024.

It was resolved **R. 30/05/2022** to approve the recommendation of the Land and Buildings Committee to renew licence for St. Mary's GAA, Ardee for FET Services from 1st June 2022 to 31st May 2024.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.6. Approval of renewal of licence for Old School House, Dunboyne for FET Services from 1st September 2022 to 31st May 2023.

It was resolved **R. 31/05/2022** to approve the recommendation of the Land and Buildings Committee to renew of licence for Old School House, Dunboyne for FET Services from 1st September 2022 to 31st May 2023.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.7. Approval of renewal of licence for Unit 12 in Dunboyne College of Further Education from 1st September 2022 to 31st August 2024.

It was resolved **R. 32/05/2022** to approve the recommendation of the Land and Buildings Committee to renew the licence for Unit 12 in Dunboyne College of Further Education from 1st September 2022 to 31st August 2024.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.8. Approval of licence for Unit 1 Workspace, Drogheda for FET Services for one year from 1st June 2022

It was resolved **R. 33/05/2022** to approve the recommendation of the Land and Buildings Committee to agree a licence for Unit 1 Workspace, Drogheda for FET Services for one year from 1st June 2022.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.9. Approval of renewal of licence for Camelot Studios in Dunboyne College of Further Education from 1st September 2022 to 31st May 2024 to include rental of performance hall.

It was resolved **R. 34/05/2022** to approve the recommendation of the Land and Buildings Committee to renew licence for Camelot Studios in Dunboyne College of Further Education from 1st September 2022 to 31st May 2024 to include rental of performance hall.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.10. Approval of renewal of licence for Na Fianna CLG or Enfield CC from 20th August 2022 to 19th June 2023 for use of Astro pitch.

It was resolved **R. 35/05/2022** to approve the recommendation of the Land and Buildings Committee to renew licence for Na Fianna CLG or Enfield CC from 20th August 2022 to 19th June 2023 for use of Astro pitch.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.11. Approval of short-term rental at Reddans Hotel, Bettystown for FET Services English Classes for Ukrainian Refugees for two days per week for two months on a rolling basis.

It was resolved **R. 36/05/2022** to approve the recommendation of the Land and Buildings Committee to agree a short-term rental at Reddans Hotel, Bettystown for FET Services English Classes for Ukrainian Refugees for two days per week for two months on a rolling basis.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.12. Approval of short-term rentals at Oldcastle Court Hotel for FET Services English Classes for Ukrainian Refugees for one day per week for two months on a rolling basis.

It was resolved **R. 37/05/2022** to approve the recommendation of the Land and Buildings Committee to agree a short-term rental at Oldcastle Court Hotel for FET Services English Classes for Ukrainian Refugees for one day per week for two months on a rolling basis.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.13. Approval of agreement to allow small area to rear of Railway St, Navan be used for storage of materials by contractor.

It was resolved **R. 38/05/2022** to approve the recommendation of the Land and Buildings Committee to allow small area to rear of Railway St, Navan be used for storage of materials by contractor.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.14. Approval of proposal for the disposal of lands at the rear of the pitch Beaufort College for new road LDR1a by Meath County Council.

It was resolved **R. 39/05/2022** to approve the recommendation of the Land and Buildings Committee to dispose of Lands at the rear of the pitch Beaufort College for new road LDR1a by Meath County Council.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.15. First registration on a portion of land at Beaufort College on Folio MH12529F.

It was resolved **R. 40/05/2022** to approve the recommendation of the Land and Buildings Committee for first registration on a portion of land at Beaufort College on Folio MH12529F and when regularised to dispose (part of folio MH12529F) to Meath County Council dispose for the new road LDR1a.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Wayne Harding

8.2.16. Unit 62 Fair St (Boomerang Café) – Change in licensor name

The change in licensor name was noted.

8.3 Developments and Updates on Land and Buildings recommended by Land and Buildings Committee

It was resolved **R. 41/05/2022** to approve the Developments and Updates on Land and Buildings recommended by Land and Buildings Committee.

Proposed: Ms. Siobhán Greer

Seconded: Mr. Billy Doyle

9. Any Other Business

Congratulations were extended to Dundalk boxer, Amy Broadhurst, on her win at the Women's World Elite Boxing Championships in Istanbul.

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

SIGNED:


CATHAOIRLEACH

DATE:

