

Louth and Meath Education and Training Board

Policy regarding Gifts, Trusts and Scholarships

Document reference number	LMETB/GTS	Document initiated by	LMETB CES Section
Revision number	004	Document drafted by	LMETB CES Section
Document reviewed by	SMT	Document ratified by	LMETB Board
Date document ratified	29/02/2024	Date document implemented	29/02/2024
Assigned review period	3 Years	Responsibility for implementation	LMETB SMT
Responsibility for review	SMT	Next review date	1 year after implementation
Original issued by	LMETB SMT	Date of withdrawal of obsolete document	29/02/2024

Amendment History

Date	Revision level	Details of amendment	Approval signature
18 November 2021	Version 2	Notification to Boards of Management	
29 September 2023	Version 3	Approval of works and IT	
29 February 2024	Version 4	Procurement and agreements with third parties	

It shall be the policy of LMETB that a decision by it to accept a gift, to act as a trustee of a trust or charity or to establish or provide assistance in establishing a scholarship by LMETB shall be taken in accordance with the requirements of the 2013 Education and Training Boards Act (“the Act”).

The authority to make the above decisions is reserved to the Board of LMETB (“the Board”) under Section 12 of the Act.

Accordingly, the Board has established a Gifts, Trusts and Scholarships Committee (“the Committee”) in accordance with the provisions of Section 44 (1) b of the Act **to advise** it in relation to the performance by it of its functions under:

- (a) section 29 of the Act (**Gifts and Trusts**), namely, the consideration of a report by the Chief Executive under Section 29 (1) of the Act pursuant to recommending a course of action to the Board under Section 29 (2) of the Act; and
- (b) section 24 of the Act (**Scholarships**), namely, the consideration of a report by the Chief Executive under Section 24 (1) of the Act pursuant to recommending a course of action to the Board under Section 24 (4) of the Act.

Gifts and Trusts

Section 29 of the Act requires the Chief Executive to make a report to the Board within one month of the offer or request being made. This report will contain the name and address of the donor of the gift, a description of the gift, particulars of any trust or condition attached to the gift and any other relevant information.

The Board may, with the consent of the Minister for Education and Skills and the Minister for Public Expenditure and Reform, accede to the request for purposes connected with the functions of the board or may refuse to act as a trustee of a trust or charity or accept a gift. The Board shall not act as a trustee or accept a gift if the trust or a condition of the gift is, in the board’s opinion, inconsistent with or likely to prejudice the board’s operational independence or effective performance of its functions.

If an offer of a gift or a request to act as a trustee would result in works to LMETB premises the relevant school principal or centre co-ordinator shall not proceed without written approval from APO LMETB Land & Buildings Department.

If an offer of a gift or a request to act as a trustee is in the nature of IT hardware or software the relevant school principal or centre co-ordinator shall not proceed without written approval from APO LMETB IT Department.

If an offer of a gift or a request to act as a trustee is made to a school or centre the relevant principal or manager shall notify the LMETB CES Department in writing as soon as possible.

This notification shall contain the name and address of the donor of the gift, a description of the gift, particulars of any trust or condition attached to the gift and any other relevant information. In the case of a gift of asset(s), the Principal/Co-ordinator shall confirm in writing whether or not the asset(s) are compatible with the objectives of LMETB and complies with minimum specifications, maintenance and warranty controls. Following the approval of a gift of asset(s), the details will be notified to LMETB's insurers by the CES Department and, if applicable, included in the asset register by the school or centre.

A gift shall not be accepted, or a decision taken to act as a trustee until all necessary approvals have been obtained. The CES department will advise the relevant principal or manager on this.

As approved by the Board on 10 January 2019, LMETB will include details of gifts exceeding €5,000 in its annual report.

The Principal/Co-ordinator of the school/centre shall inform the Board of Management of gifts and trusts as soon as possible.

Gifts shall be formally acknowledged, an official receipt issued for money received and lodgement made to the LMETB account.

Contributions, gifts, donations or other consideration are not to be accepted if directly or indirectly linked to the donor's placement on a panel, framework or selection as a supplier or if acceptance is discouraged or prohibited under agreements with third parties including funders. In accordance with procurement policy and The Code of Practice the selection of suppliers must be objective, relevant and in accordance with the principals of transparency, non-discrimination, equal treatment and proportionality.

This policy relates to the acceptance of gifts by LMETB. The acceptance of gifts by LMETB staff and members is dealt with in the Codes of Conduct for Staff Members and Board Members.

Scholarships

Under Section 24 of the 2013 Act, the Chief Executive may submit a report to the Board regarding a request to establish or provide assistance in the establishment of a scholarship by the Board. Any such report shall contain the amount and tenure of the scholarship, any terms and conditions to be attached to the scholarship, the nature of any assistance to be provided by the Board in the establishment of the scholarship and any other relevant information.

The Board may, with the approval of the Minister for Education and Skills, establish or assist in the establishment of a scholarship or refuse to do so.

If a school or centre is requested to establish or provide assistance in the establishment of a scholarship the relevant principal or manager shall notify the LMETB CES Department in writing as soon as possible. This notification shall contain the amount and tenure of the

scholarship, any terms and conditions to be attached to the scholarship, the nature of any assistance to be provided by the Board in the establishment of the scholarship and any other relevant information.

The Principal/Co-ordinator of the school/centre shall inform the Board of Management of scholarships as soon as possible.

A scholarship shall not be established, nor assistance provided in the establishment of a scholarship until all necessary approvals have been obtained. The CES department will advise the relevant principal or manager on this.

Version 1 – Approved by LMETB Board on 10 October 2019

Version 2 – Noted by LMETB Board on 18 November 2021

Version 3 – Noted by LMETB Board on 29 September 2023

Version 4 – Noted by LMETB Board on 29 February 2024