

## Minutes of Meeting held on Thursday, 27th February 2025

A meeting of Louth and Meath Education and Training Board commenced at 5.00 p.m.

The meeting took place in Advanced Manufacturing Centre of Excellence - AMTCE, Dundalk, Co. Louth.

<b>CATHAOIRLEACH:</b>	Cllr. Nick Killian
<b>BAILL I LÁTHAIR:</b>	Cllr. Gerry O'Connor Cllr. Wayne Harding Mr. Barry Williams Ms. Sinéad Edmonds Cllr. Andrea McKevitt Cllr. Ciarán Fisher Cllr. Kevin Meenan Mr. Paul McCabe Cllr. Anne-Marie Ford
<b>BAILL I LÁTHAIR AR LÍNE:</b>	Cllr. Caroline O'Reilly Cllr. Maria Murphy Cllr. Maria White Ms. Angela McGarvey Máirín Uí Fháinnín, a Uasal Ms. Paula Clinton Mr. Seán Peters
<b>AS LÁTHAIR:</b>	Cllr. John Sheridan Cllr. Carol Lennon Mr. Paul Harkin Mr. Bill Sweeney
<b>AG FREASTAL:</b>	Mr. Martin G. O'Brien, Chief Executive Mr. Brian Murphy, Director of OSD Ms. Fiona Kindlon, Director of Schools Ms. Aedín Ní Bhroin, APO Corporate Services Ms. Roisin Duffy, APO Finance Mr. Frank Smith, APO Estates, Climate Action and Sustainability

	Ms. Louise Carroll, APO Pay and Financial Shared Services Projects Ms. Carmel McEvoy, PA to Chief Executive
<b>AG FREASTAL AR LÍNE:</b>	Ms. Sadie Ward McDermott

**1. Ord Gnó  
Order of Business**

**1.1 Welcome by Cathaoirleach**

The Cathaoirleach welcomed members of the Board and of the executive to the meeting.

APO Pay and Financial Shared Services Projects gave a short overview of the new T&S system and advised that she will be in touch with members in due course to arrange training.

The Cathaoirleach invited Mr. Gerard Smith, Operational Director, AMTCE to address the meeting. Mr Smith welcomed all attendees to the AMTCE and gave a brief overview of the work being undertaken.

The Cathaoirleach thanked Mr. Smith for his contribution and congratulated him on the work of the AMTCE. Mr. Smith left the meeting at this point.

**1.2 Conflicts of interest**

The Cathaoirleach noted that the conflict of interest form was being circulated to members and asked members to advise of any conflicts of interest in relation to any item on the agenda.

One Board member declared a conflict of interest in relation to section 6.2.

**1.3 Apologies, condolences and congratulations**

Apologies were noted from Cllr. John Sheridan, Cllr. Carol Lennon, Mr. Paul Harkin, Mr. Bill Sweeney and Ms. Sinéad Murphy.

Condolences were expressed in the usual respectful manner.

Congratulations were offered to Mr. James McCoy, Mr. Gavin Byrne, and Mr. Dean Gallagher who have been appointed to the role of Deputy Principal in Bush Post Primary, Coláiste Chú Chulainn and O'Carolan College respectively.

**1.4 Absences**

It was resolved **R. 01/02/2025** to approve the absence of LMETB members.

**Proposed:** Cllr. Gerry O'Connor

**Seconded:** Mr. Paul McCabe

**2. Miontuairisci agus Nithe ag Éirí Astu**  
**Minutes and matters arising**

**2.1** It was resolved **R. 02/02/2025** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 21 November 2024.

**Proposed:** Cllr. Gerry O'Connor

**Seconded:** Mr. Barry Williams

**2.2 Matters Arising:**

There were no matters arising.

**3. Plean Stráitéiseach LMETB 2022 – 2026 - Agusín**  
**LMETB Strategy Statement 2022-2026 – Addendum**

Director of OSD advised that an addendum was required to the LMETB Strategy Statement 2022 – 2026 to take account of the organisation's public sector equality and human rights duty.

It was resolved **R. 03/02/2025** to approve the addendum to the LMETB Strategy Statement 2022 – 2026.

**Proposed:** Mr. Barry Williams

**Seconded:** Cllr. Anne-Marie Ford

**4. Airgeadais**  
**Finance**

**4.1 Finance Update**

APO Finance provided a verbal update to the Board.

It was resolved **R. 04/02/2025** to approve the finance update.

**Proposed:** Cllr. Gerry O'Connor

**Seconded:** Mr. Barry Williams

**4.2 Draft Service Plan for 2025**

DOSD noted that approval of the Service Plan is a reserved function of the Board, that a standard template is provided by the Department of Education and that the draft plan has been reviewed and recommended by the Finance Committee.

DOSD outlined the main elements of the plan noting that it includes actions under LMETB's strategic goals as well as some as required by the Department.

DOSD advised that projected expenditure is based upon an allocation from the Department and what is in effect a bid to SOLAS. SOLAS have not provided a budget to date for 2025.

APO Finance took members through the financial elements of the plan.

A discussion was held on the Service Plan.

Members thanked all those involved for their work in preparing the plan.

It was resolved **R. 05/02/2025** to approve the Service Plan for 2025.

**Proposed:** Ms. Sinéad Edmonds

**Seconded:** Mr. Barry Williams

#### **4.3 META**

##### **Approval of META funding application for Coláiste De Lacy and Coláiste Ríoga**

The Board considered approval of a funding application of €30,000 from META to Coláiste De Lacy and €19,200 from META to Coláiste Ríoga in line with Circular 0003/2019.

It was resolved **R. 06/02/2025** to approve/recommend approval of the funding applications.

**Proposed:** Cllr. Andrea McKevitt

**Seconded:** Cllr. Gerry O'Connor

#### **5. Comhfheagras agus Nithe ag Éirí Astu** **Correspondence and Matters Arising**

##### **• Department of Education Circular Letters**

<b>C/L ref</b>	<b>RE:</b>
0050/2024	Not previously on Dept. Website: Home Tuition Grant Scheme 2024/2025 – Primary, Post Primary
0055/2024	Not previously on Dept. Website: Publication of Bí Cineálta Procedures to Prevent and Address Bullying Behaviour for Primary and Post-Primary Schools
0057/2024	Not on Dept. Website
0064/2024	Not previously on Dept. Website: The operation/application and deployment of Special Education Teacher resources. – Post Primary, Primary
0068/2024	Not on Dept. Website
0082/2024	Not on Dept. Website
0083/2024	Not previously on Dept. Website: Code of Practice for the Governance of Education and Training Boards 2024 - ETBs
0084/2024	Not previously on Dept. Website: Advice on the use of assessment instruments/tests for Guidance or for additional and special educational needs (SEN) in post-primary schools
0086/2024	Not previously on Dept. Website: Prescribed material for Junior Cycle Irish Specification for Junior Cycle Irish: Irish-medium schools (T1)

	(2023) and Specification for Junior Cycle Irish: English-medium schools (T2) (2023) (For students presenting for Final Examination in 2027, 2028 and 2029)
0087/2024	Not previously on Dept. Website: NQF Level 9 Graduate Diploma in Social Personal and Health Education/Relationships and Sexuality Education (SPHE/RSE) Programme 2025 – Post Primary
0089/2024	Not on Dept. Website
0090/2024	Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2025/26 school year - Primary
0091/2024	Not on Dept. Website
0092/2024	Special Leave with Pay for Sporting Purposes for Registered Teachers employed in Recognised Primary and Post-Primary Schools
0093/2024	Special Leave with Pay for Sporting Purposes for Special Needs Assistants employed in Recognised Primary and Post-Primary Schools –
0001/2025	Guidance in Post-Primary Schools
0002/2025	Prescribed Material for the Leaving Certificate Drama, Film and Theatre Studies Examination 2027, 2028, 2029 (For student cohort commencing 5 <sup>th</sup> year in Sept 2025, 2026 & 2027) – Post Primary
0003/2025	Teacher Fee Refund Scheme 2024 – Primary, Post Primary
0004/2025	The Special Education Teacher (SET) allocation for 2025/26 school year - Primary
0005/2025	The Special Education Teacher (SET) allocation for the 2025/26 school year. – Post Primary
0006/2025	Staffing Arrangements in Voluntary Secondary Schools for the 2025/26 school year – Post Primary
0007/2025	Staffing Arrangements in Educational and Training Boards for the 2025/26 school year – Post Primary
0008/2025	Staffing Arrangements in Community and Comprehensive Schools for the 2025/26 school year – Post Primary
0009/2025	Gaeltacht School Recognition Scheme: Continued Implementation of the Scheme (2025/26) in Post-Primary Schools
0010/2025	Gaeltacht School Recognition Scheme: Continued Implementation of the Scheme (2025/26) in Primary Schools and Special Schools
0011/2025	Staffing arrangements in Primary Schools for the 2025/26 school year - Primary
0012/2025	Amendments to the Social Education Leaving Certificate Applied (LCA) Module Descriptor – Post Primary
0013/2025	Not on Dept. Website
0014/2025	Revised Domestic Subsistence Allowances effective from 29th January 2025 payable to Staff in Education and Training Boards (ETBs) and Members of ETBs and of ETB Statutory Committees - ETB

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

There was no correspondence under this heading.

- Correspondence received from Department of Education

<b>Date Received</b>	<b>Subject</b>
25/11/2024	DoE Reminder re. submission of Louth Meath ETB Utilisation by 29/11/24
25/11/2024	DoE Requesting ETB Board members contact details update
27/11/2024	DoE Request for November Monthly Return due no later than Monday 2 December 2024
27/11/2024	DoE to APO CES -Acknowledging receipt of Request for approval of Donation and Scholarship - Naughton Foundation
02/12/2024	DoE re. Reporting on Public Sector Climate Action Mandate for 2023
03/12/2024	DoE re. Ukrainian and IPAS Allocation for the commencement of the January 2025 term
04/12/2024	DoE re. Updated Guidelines Appointment of members to ETB Audit and Finance Committees who are not members of the ETB Board
05/12/2024	DoE to APO CES confirming Sanction for Donation & Scholarship re. LMETB letter Dated 27/11/24 & awaiting sanction from DPENDRDR
10/12/2024	DoE forwarding DPENDRDR sanction re. DoE approval of donation & scholarship from Naughton Foundation
13/12/2024	DoE re. Year End Appropriation Account 2024 RN 76088T RN 71780G
13/12/2024	DoE re. Year End Appropriation Accounts 2024 LMETB RN 71980O RN 71750U RN 20191V
16/12/2024	DoE Inspectorate De Lacy College. Tuairisc le haghaidh Freagairt Scoile - Report for School Response
18/12/2024	DoE - Request for December Monthly Return due no later than Friday 3 January 2025
19/12/2024	DoE -LMETBs Dec 2024 ONP Grant
19/12/2024	DoE acknowledging receipt of letter re. LMETB End of Year non-pay appeal 2024
23/12/2024	DoE - LMETB Q4 2024 - Early Warning Return to be submitted by 15/01/25
10/01/2025	DoE acknowledging receipt of LMETB Q4 2024 - Early Warning Return
14/01/2025	DoE ETB Salary Breakdown required for DoE 2024 Appropriation Account
14/01/2025	DoE - ETB Calendar 2025 re. deadlines for submission returns & reports for 2025
20/01/2025	DoE - 2024 End of Year Service Plan - Letter & Figures - LMETB
20/01/2025	DoE Inspectorate WSEMLLPP De Lacy College Final Inspectorate Report
21/01/2025	DoE re. Grants for the Financial year ending 31/12/2024
21/01/2025	DoE Reminder - Request for Q4 2024 Prompt Payment Returns
22/01/2025	DoE re. Local Creative Youth Partnership (LCYP) 2025 Applications
22/01/2025	DoE Asking if any new financial irregularities/new fraud cases
05/02/2025	DoE - Letter of determination in respect of year ending 31/12/25
11/02/2025	DoE re. Redeployment 2025
17/02/2025	DoE re. Important Notification Email REPower EU - Energy Inventory Profile Survey of Primary and Post Primary Schools
19/02/2025	DoE re. ETBs Annual Financial Accounts 2024 Progress Report No. 1 to be submitted by 28/2/25
21/02/2025	DoE - Non-Teaching Staffing Long Return Template for 2024 - Deadline 28/2/25 Additional information

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

<b>Date Received</b>	<b>Subject</b>
19/12/2024	DFHERIS – Acknowledging receipt of Dir. FET email re. Correspondence to Minister O'Donovan related to personal assistants employed by LMETB
10/01/2025	DFHERIS response to Dir FET email 20/12/25 re. Corresp. to Min. O'Donovan related to personal assistants employed by LMETB

- Correspondence received from other sources

<b>Date Received</b>	<b>From:</b>	<b>Subject</b>
22/11/2024	SOLAS	SOLAS - Payment advice note from 20/11/24 re. Chapel St. roof repair
22/11/2024	Meath CoCo	Meath CoCo re. Navan Town Scheme (Navan 2030) Newsletter 22/11/24
25/11/2024	DPENDRDR	DPENDRDR re. Letter to HR Managers 22/11/24 - Transition of Civil and Public Service AVC Schemes to Master Trusts
26/11/2024	ETBI	DPENDRDR Letter to HR Managers 22/11/24 - Transition of Civil and Public Service AVC Schemes to Master Trusts
28/11/2024	QQI	QQI re. Extension of Scope to include Blended and/or Fully Online Programmes
29/11/2024	Boyne Community School	Boyne CS - Additional documentation re. Anti Bullying Policy
29/11/2024	SOLAS	SOLAS re. Training Allowance Guide 2025
29/11/2024	Mr. Hugh Farrell	Mr. Hugh Farrell, Chair A&R Committee acknowledging receipt of letter on foot of BM 21/11/2024
02/12/2024	Social Welfare Services Offices	School Meals Scheme 2024-2025 – Coláiste Chú Chulainn
02/12/2024	Social Welfare Services Offices	School Meals Scheme 2024-2025 – Coláiste Clavin
02/12/2024	Ms. Riona Gilroy	Ms. Riona Gilroy acknowledging receipt of letter re. BoM Nominee to O'Carolan College BoM
02/12/2024	Fr. Robert McCabe	Fr. Robert McCabe acknowledging receipt of letter re. BoM Nominee to Beaufort College BoM
02/12/2024		Complaint about the ITB student
03/12/2024	DCEDIY	DCEDIY re. LMETB TYESI Letter of Allocation 2025
04/12/2024	Ms. Kate Woods	Acknowledging receipt of letter re. nomination to Youthreach BoM
04/12/2024	Mr. Paul Dermody	Acknowledging receipt of letter re. nomination to DCFE BoM

04/12/2024	DCEDIY	DCEDIY re. Renewal Application for Youth Information Centre Schemes for 2025
05/12/2024	Dept. Social Welfare	Dept. Social Welfare - School Meals Scheme 2024-2025 – St. Oliver's CC
05/12/2024	Mr. Michael Kenny	Acknowledging receipt of letter re. nomination to DCFE BoM
06/12/2024	SOLAS	ETB 6th Tranche Remittance
06/12/2024	SOLAS	SOLAS - Payment Advice Note from 05/12/2024 - DCFE
09/12/2024	Ms. Ger Hogarty	Acknowledging receipt of letter re. nomination to Youth Work Committee
10/12/2024	Dept Social Welfare	Dept Social Welfare - School Meals Scheme 2024-2025 – Ard Rí CNS
11/12/2024	Ard Rí CNS	Ard Rí CNS Board of Management Minutes for meeting of 12/11/24
11/12/2024	DCEDIY	DCEDIY re. LMETB Letter of Allocation for Integration Fund 2025
12/12/2024	SIPO	SIPO re. Annual Statement of Interests Reminder
12/12/2024	NAO	NAO re. Briefing note on apprenticeship funding review from January 2025
12/12/2024	Dept. Social Welfare	Dept. Social Welfare - School Meals Scheme 2024-2025 – Scoil Uí Mhúirí
12/12/2024	SOLAS	SOLAS - Payment Advice Note from 11/12/2024
12/12/2024	Boyne CS	Boyne CS BoM Minutes from meeting 12/11/2024
16/12/2024	TUI	TUI re. Letter regarding TUI Directive December 2024
18/12/2024	IHREC	IHREC re. Public Sector Equality and Human Rights Duty Portal
19/12/2024	Dept. Social Welfare	Dept. Social Welfare - School Meals Scheme 2024-2025 – Ó Fiaich College
19/12/2024	Dept. Social Welfare	Dept. Social Welfare - School Meals Scheme 2024-2025 – Ard Rí CNS
19/12/2024	SOLAS	SOLAS re. 2024 Devolved Capital Grant Top Up
24/12/2024	SOLAS	SOLAS - 2024 Year-End Sign-Off Funding Schedule
03/01/2025	Dept. Social Welfare	Dept. Social Welfare - School Meals Scheme 2024-2025 – O'Carolan College
03/01/2025	Brendan McKenna	Confirmation as outgoing member re. disposal of Finance Committee documents
03/01/2025	Brendan McKenna	Confirmation as outgoing member re. disposal of A&R Committee documents
09/01/2025	DCEDIY	DCEDIY re. LMETB UBU Letter of Allocation 2025
14/01/2025	DCEDIY	DCEDIY re. LMETB Letter of Allocation for TYESI 2025
16/01/2025	DCEDIY	DCEDIY Schools Meals Scheme 2024-2025 Ard Rí CNS
16/01/2025	DCEDIY	DCEDIY Schools Meals Scheme 2024-2025 Coláiste Clavin
16/01/2025	DCEDIY	DCEDIY Schools Meals Scheme 2024-2025 Bush PP
16/01/2025	DCEDIY	DCEDIY Schools Meals Scheme 2024-2025 O'Carolan College

16/01/2025	DCEDIY	DCEDIY Schools Meals Scheme 2024-2025 Coláiste Chú Chulainn
16/01/2025	DCEDIY	DCEDIY Schools Meals Scheme 2024-2025 St. Oliver's CC
16/01/2025	DCEDIY	DCEDIY Schools Meals Scheme 2024-2025 Ó Fiach College
16/01/2025	DCEDIY	DCEDIY Schools Meals Scheme 2024-2025 Beaufort College
16/01/2025	DCEDIY	DCEDIY Schools Meals Scheme 2024-2025 Scoil Uí Mhuirí
16/01/2025	SOLAS	SOLAS - Reach funding Guidelines 2025
22/01/2025	DCEDIY	DCEDIY re. ETB Site Visits 2025
23/01/2025	Boyne CS	Boyne CS BoM Minutes of meeting held on 21/1/25
23/01/2025	ETBI	ETBI re. FET News FET Spotlight and More
27/01/2025	SOLAS	SOLAS - FET Learner Payments Policy and Guidelines
27/01/2025	DCEDIY	DCEDIY - UBU Resilience and Effectiveness Initiative 2025
30/01/2025	Social Welfare Services	Social Welfare Services re. School Meals Scheme 2024-2025 NSCP
04/02/2025	DCEDIY	DCEDIY re. LMETB LYCGS Allocation Letter 2025
05/02/2025	DCEDIY	DCEDIY re. Payment Letter UBU Q1 Integration Fund Part 1
06/02/2025	NSCE	NCSE re. NSCE School Patron Letter 6/2/25
06/02/2025	Meath CoCo	Meath CoCo - Gaeltacht Scholarship Scheme Meath County Council 2025
06/02/2025	ETBI	ETBI re. Minister McEntee -Thank you for everything you did after storm Éowyn Go raibh maith agat as gach rud a rinne tú tar éis stoirm Éowyn (SEN)
07/02/2025	RST Manager	RST Manager – Minister O'Rourke's query re. International qualifications
07/02/2025	Dir. Schools	Dir. Schools Advising that NCSE School Patron Letter 6/2/25 is being dealt with
07/02/2025	SOLAS	SOLAS - Louth Meath ETB 2025 Devolved Capital Grant
11/02/2025	DCEDIY	DCEDIY re. LMETB ETB Youth Grant Letter of Allocation 2025
11/02/2025	DCEDIY	DCEDIY re. Payment Letter TYESI Part 1
12/02/2025	Ashbourne CNS	Ashbourne CNS BOM meeting minutes; 27/6/24, 10/10/24, 14/11/24
13/02/2025	ESBS	ESBS response to LMETB Letter re. Pension
15/02/2025	SOLAS	SOLAS to Dir. OSD L&B acknowledging receipt of T&C for Louth Meath ETB 2025 Devolved Capital Grant
18/02/2025	SOLAS	SOLAS - Update on 2nd Green Devolved Capital Grant workshop
19/02/2025	QQI	QQI Green Paper Consultation - Extended Deadline Meeting Invitation
19/02/2025	Teaching Council	The Teaching Council announces Féilte Bursary Scheme recipients

21/01/2025	ETBI	ETBI LSSU Summary Note - Update regarding the Official Languages (Amendment) Act 2021
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- **Correspondence sent**

Date	Re:
22/11/2024	Dir. FET acknowledging Apprenticeship Equip Capital Funding Approval Letter & confirming T&Cs
26/11/2024	CE's Office to Board & Committee members re. Circular Letter 0083 of 2024 - Code of Practice for the Governance of Education and Training Boards 2024
27/11/2024	APO CES to DoE -Request for approval of Donation and Scholarship - Naughton Foundation
28/11/2024	DOS to School Principals re. Training for Boards of Management on Child Safeguarding
29/11/2024	CE's Office to SOLAS acknowledging receipt of email re. Training Allowance Guide 2025
02/12/2024	CE's office to DoE acknowledging receipt of email re. Reporting on Public Sector Climate Action Mandate for 2023
03/12/2024	CE's Office to DoE acknowledging receipt of email re. Ukrainian and IPAS Allocation for the commencement of the January 2025 term
03/12/2024	Acknowledging receipt of email re. Complaint about the ITB student
03/12/2024	CE's Office to DCEDIY acknowledging receipt of email re. LMETB TYESI Letter of Allocation 2025
03/12/2024	APO CES to DoE Submitting further info re. LMETB- Request for approval of Donation and Scholarship
04/12/2024	CE's Office to DoE acknowledging receipt of Updated Guidelines Appointment of members to ETB Audit and Finance Committees who are not members of the ETB Board
04/12/2024	CE's Office to ETB Chair forwarding re. Updated Guidelines Appointment of members to ETB Audit and Finance Committees who are not members of the ETB Board
06/12/2024	CE's Office to DoE forwarding ETB Board members contact details update
06/12/2024	CE's Office to A&R and Finance Committees - Updated Guidelines Appointment of members to ETB Audit and Finance Committees who are not members of the ETB Board
06/12/2024	CE's Office to A&R Committee - LMETB Findings & Recommendations Internal Audit report on Capital Projects & related Opinion Report
09/12/2024	DOS to School Leaders - Senior Cycle Redevelopment Information Note to Schools
09/12/2024	DOS to School Leaders -Training for Boards of Management on Child Safeguarding
10/12/2024	CE's Office to Board Members advising of 2025 Board meeting dates
12/12/2024	CE's Office to DCEDIY Acknowledging receipt of email re. LMETB Letter of Allocation for Integration Fund 2025
13/12/2024	CES to ATO RE GNÍOMH DE DHÍTH- Dátaí Reachtúla le socrú dOifigí agus Seirbhísí Gaeltachta

17/12/2024	DOS to School Leaders re. Post Primary Principals Letter regarding TUI Directive December 2024
18/12/2024	Dir. FET to DFHERIS - Correspondence to Minister O'Donovan related to personal assistants employed by LMETB
18/12/2024	CE's Office to DoE re. LMETB End of Year non-pay appeal 2024
18/12/2024	DOS to NCSE re. Sanction Letter - Ashbourne CNS
18/12/2024	DOS to Chairs & Sec of BoMs re. In Person Training for Chairpersons and Secretaries of LMETB Boards of Management 16/01/25
18/12/2024	CE's Office to DoE Acknowledging receipt of email re. Request for December Monthly Return due no later than Friday 3 January 2025
19/12/2024	CE's Office to Dir OSDs & DOS & APO Finance re. DoE acknowledging receipt of letter re. LMETB End of Year non-pay appeal 2024
19/12/2024	APO CES to Principal St. Oliver's confirming Departmental sanction re. Donation & Scholarship - Naughton Foundation
19/12/2024	DOS to DoE re. Pupil moving to 17480L
19/12/2024	DOS to DoE submitting LMETB Annual Census Returns 2024-2025 for CNS & Community Special School
20/12/2024	Dir. FET to DFHERIS - Correspondence to Minister O'Donovan related to personal assistants employed by LMETB
02/01/2025	CE's Office to DoE acknowledging receipt of email re. LMETB Q4 Early Warning Return
06/01/2025	CE's Office to DoE submitting LMETB Q4 2024 - Early Warning Return
06/01/2025	DOS to Chairs & Sec of BoMs Reminder re. In Person Training for Chairpersons and Secretaries of LMETB Boards of Management 16/01/25
06/01/2025	CE to All Staff & Principals re. Circular Letter 0072/2022
07/01/2025	DOS to School Leaders - Understanding Behaviours of Concern and Responding to Crisis Situations
07/01/2025	DOS to School Leaders - Understanding Behaviours of Concern and Responding to Crisis Situations - Update to email sent
07/01/2025	Finance Office Submitting unsigned December 2024 Monthly Return
08/01/2025	CE's Office Submitting signed December 2024 Monthly Return
09/01/2025	DOS re. Email Notification for School Training on the 6th Jan
10/01/2025	CE's Office to DCEDIY acknowledging receipt of email re. LMETB UBU Letter of Allocation 2025
13/01/2025	APO CES to DPENDRDR submitting Report on Protected Disclosures by aegis bodies
14/01/2025	CE's Office to DCEDIY acknowledging receipt of email re. LMETB Letter of Allocation for TYESI 2025
14/01/2025	DOSD to DoE acknowledging receipt of email re. ETB Calendar 2025 re. deadlines for submission returns & reports for 2025
20/01/2025	DOSD to Directors - Cuireadh Seimineár Faisnéise ATO - Invitation OLA Information Seminar
20/01/2025	APO Finance to DoE responding to email re. 2024 End of Year Service Plan - Letter & Figures - LMETB
21/01/2025	Finance Section to DoE submitting Q4 2024 Prompt Payment Returns
22/01/2025	CE's Office to DCEDIY acknowledging letter re. ETB Site Visits 2025

22/01/2025	CE's Office to DoE Acknowledging email re. Local Creative Youth Partnership (LCYP) 2025 Applications
27/01/2025	APO Pay Admin to All Staff re. T& S Core XD system - now live
27/01/2025	CE's Office to DCEDIY - acknowledging receipt of letter re. UBU Resilience and Effectiveness Initiative 2025
28/01/2025	DOSD to DoE responding to request re. Any new financial irregularities
29/01/2025	DOSD to Directors re. 2025 Initial Service Plans
31/01/2025	DOS to Secretaries of BoMs re. Meeting the Needs of Children & Young People with SEN in Primary and PP Schools An Introduction for BoMs
04/02/2025	APO CES to Chair A&R advising of resignation from Gifts, Trusts & Scholarship Committee – Cllr. A McKevitt
04/02/2025	CE's Office to DCEDIY acknowledging receipt of email re. LMETB LYCGS Allocation Letter 2025
05/02/2025	CE's office to DCEDIY acknowledging receipt of email re. Payment Letter UBU Q1 Integration Fund Part 1
07/02/2025	DOS to Principals & Gaeilge Co-ordinators re. Meath CoCo - Gaeltacht Scholarship Scheme Meath County Council 2025
11/02/2025	CE's Office to DCEDIY acknowledging email re. LMETB ETB Youth Grant Letter of Allocation 2025
11/02/2025	CE's Office to DCEDIY acknowledging receipt of email re. Payment Letter TYESI Part 1
15/02/2025	Dir. OSD L&B to SOLAS forwarding T&C for Louth Meath ETB 2025 Devolved Capital Grant
16/02/2025	Dir. OSD L&B Responding to DoE email re. Reporting on Public Sector Climate Action Mandate for 2023
16/02/2025	DOSD to ESBS acknowledging ESBS response to LMETB Letter re. Pension
17/02/2025	CE's office to DoE acknowledging receipt of email re. Important Notification Email REPower EU - Energy Inventory Profile Survey of Primary and Post Primary Schools
21/02/2025	CE's Acknowledging receipt of Non-Teaching Staffing Long Return Template for 2024 - Deadline 28/2/25

• **Correspondence sent on foot of Board meeting held on 16<sup>th</sup> November 2023**

Date	Re:
29/11/2024	CE's Office to Chair Audit & Risk Committee re. Minutes & Membership
29/11/2024	CE's Office to Cllr. Nik Killian re. appointment as member to A&R Committee.
29/11/2024	CE's Office to Chair Finance Committee re. Minutes & Reports
29/11/2024	CE's Office to Chair GTS Committee re. Minutes & Reports
29/11/2024	CE's Office to Chair L&B Committee re. Minutes Reports and approvals
29/11/2024	CE's Office to Dir. OSD re. OSD Matters
29/11/2024	CE's Office to Mr. Frank Scully, BoM Nominee to Beaufort College BoM
29/11/2024	CE's Office to Fr. Robert McCabe, BoM Nominee to Beaufort College BoM
29/11/2024	CE's Office to Mr. Paul Kelly, BoM Nominee to Bush PP BoM
29/11/2024	CE's Office to Ms. Anne O'Connor, BoM Nominee to Bush PP BoM
29/11/2024	CE's Office to Cllr. Antón Watters, BoM Nominee to Bush PP BoM
29/11/2024	CE's Office to Mr. Barry Williams, nominated as Chairperson to Bush PP BoM

29/11/2024	CE's Office to Ms. Caitriona Ruane, BoM Nominee to Bush PP BoM
29/11/2024	CE's Office to Cllr. Marianne Butler, LMETB Nominee & Chairperson Coláiste Chú Chulainn BoM
29/11/2024	CE's Office to Mr. Barry Williams, LMETB Nominee to Coláiste Chú Chulainn BoM
29/11/2024	CE's Office to Fr. Tom Gilroy, BoM Nominee to Coláiste Clavin BoM
29/11/2024	CE's Office to Mr. Darren Fay, Teacher Nominee to Coláiste Clavin BoM
29/11/2024	CE's Office to Ms. Stacey Coburn, BoM Nominee to Coláiste Clavin BoM
29/11/2024	CE's Office to Ms. Valerija Borovkova, BoM Nominee to Coláiste de Lacy BoM
29/11/2024	CE's Office to Mr. Ian Davy, BoM Nominee to Coláiste de Lacy BoM
29/11/2024	CE's Office to Ms. Yvonne Finn, BoM Nominee to Coláiste de Lacy BoM
29/11/2024	CE's Office to Mr. James O'Meara, BoM Nominee to Coláiste de Lacy BoM
29/11/2024	CE's Office to Mr. Tom Stack, BoM Nominee to Coláiste na Mí BoM
29/11/2024	CE's Office to Ms. Joanne Owens, BoM Nominee to Coláiste na Mí BoM
29/11/2024	CE's Office to Mr. Eamon O'Ceallaigh, BoM Nominee to Coláiste na Mí BoM
29/11/2024	CE's Office to Mr. David Quinn, BoM Nominee to Dunshaughlin CC BoM
29/11/2024	CE's Office to Ms. Donna Henry, Parent Nominee to Dunshaughlin CC BoM
29/11/2024	CE's Office to Mr. Noel Dempsey, BoM Nominee to Dunshaughlin CC BoM
29/11/2024	CE's Office to Mr. Tom Curran, BoM Nominee to Enfield CC BoM
29/11/2024	CE's Office to Ms. Vera Kelly, BoM Nominee to Enfield CC BoM
29/11/2024	CE's Office to Mr. Dara McGowan, BoM Nominee to O'Carolan College BoM
29/11/2024	CE's Office to Ms. Riona Gilroy, BoM Nominee to O'Carolan College BoM
29/11/2024	CE's Office to Mr. Dudley Farrell, BoM Nominee to O'Carolan College BoM
29/11/2024	CE's Office to Ms. Ann Frawley, BoM Nominee to Ó Fiaich College BoM
29/11/2024	CE's Office to Mr. Keith Halpenny, BoM Nominee to Ó Fiaich College BoM
29/11/2024	CE's Office to Fr. Gerry Stuart, Bishops Nominee to Ratoath College BoM
29/11/2024	CE's Office to Ms. Catherine McGuinness, Parent Nominee to Scoil Uí Mhuirí BoM
29/11/2024	CE's Office to Ms. Frances Kirwan, BoM Nominee to Scoil Uí Mhuirí BoM
29/11/2024	CE's Office to Mr. Andrew McCullough, BoM Nominee to Scoil Uí Mhuirí BoM
29/11/2024	CE's Office to Mr. John Dorian, BoM Nominee to Scoil Uí Mhuirí BoM
29/11/2024	CE's Office to Ms. Annette Kelly, BoM Nominee to Scoil Uí Mhuirí BoM
02/12/2024	CE's Office to Mr. Derek Halligan, BoM Nominee to Dunshaughlin CC BoM
02/12/2024	CE's Office to Ms. Valerija Borovkova, BoM Nominee to Coláiste de Lacy BoM – email of 29/11/24 not delivered
03/12/2024	CE's Office to Mr. Andrew McCullough, BoM Nominee to Scoil Uí Mhuirí BoM - email of 29/11/24 not delivered
03/12/2024	CE's Office to Mr. James O'Meara, BoM Nominee to Coláiste de Lacy BoM --- email of 29/11/24 not delivered
03/12/2024	CE's Office to Mr. John Gunn, Bishop's Nominee to Ratoath College BoM
03/12/2024	CE's Office to Fr. Mark Mohan, Bishop's Nominee & Chairperson to St Oliver PP BoM

03/12/2024	CE's Office to Mr. Martin O'Reilly, Community Nominee to St Oliver PP BoM
03/12/2024	CE's Office to Ms. Lesley Gleeson, Parent Nominee to St Oliver PP BoM
03/12/2024	CE's Office to Ms. Ann Pallin, Gilson Trust Nominee to St Oliver PP BoM
03/12/2024	CE's Office to Ms. Philomena McEnroe Lynch, ETB Nominee to St Oliver PP BoM
03/12/2024	CE's Office to Garda Gerry Walsh, Nominee from local associations, organisations or interests nominated by ETB in consultation with the Bishop to St. Peter's College BoM
03/12/2024	CE's Office to Mr. Martin Long, Bishop's Nominee to St. Peter's College BoM
03/12/2024	CE's Office to Ms. Olivia Barrett, Bishop's Nominee to St. Peter's College BoM
03/12/2024	CE's Office to Ms. Geraldine McWeeney, Bishop's Nominee to St. Peter's College BoM
03/012/2024	CE's Office to Dir. Schools re. School Matters
03/12/2024	CE's Office to Ms. Siobhán Gilligan, Bishop's Nominee to Ratoath College BoM
03/12/2024	CE's Office to Ms. Kate Woods, Staff Nominee to Youthreach BoM
03/12/2024	CE's Office to Mr. Paul Breslin, Staff Nominee to Youthreach BoM
03/12/2024	CE's Office to Garda Anita O'Shea, appointed to Youth Work Committee
03/12/2024	CE's Office to Mr. Kevin Moran, appointed to Youth Work Committee
03/12/2024	CE's Office to Mr. Leonard Callaghan, appointed to Youth Work Committee
03/12/2024	CE's Office to Ms. Mary Murphy, appointed to Youth Work Committee
03/12/2024	CE's Office to Ms. Geraldine Hogarty, appointed to Youth Work Committee
03/12/2024	CE's Office to Ms. Sophie McHale, Student Nominee to DCFE BoM
03/12/2024	CE's Office to Meghan (David) Cooney, Student Nominee to DCFE BoM
03/12/2024	CE's Office to Mr. Joe Hickey, BoM Nominee to DCFE BoM
03/12/2024	CE's Office to Mr. Paul Dermody, LMETB Nominee to DCFE BoM
03/12/2024	CE's Office to Mr. Michael Kenny, BoM Nominee to DCFE BoM
03/12/2024	CE's Office to Mr. Joe Hickey, BoM Nominee to DCFE BoM
03/12/2024	CE's Office to Mr. James Moriarty, BoM Nominee to DCFE BoM
03/12/2024	CE's Office to Mr. Martin Craig, BoM Nominee to DCFE BoM
03/12/2024	CE's Office to Mr. Hubert Murphy, BoM Nominee to DIFE BoM
03/12/2024	CE's Office to Ms. Robyn Chidgey, Student Nominee to DIFE BoM
03/12/2024	CE's Office to Mr. Luke Dunne, Student Nominee to DIFE BoM
03/12/2024	CE's Office to Mr. Mick Toner, BoM Nominee to DIFE BoM
03/12/2024	CE's Office to Mr. Colin Cooney, BoM Nominee to DIFE BoM
03/12/2024	CE's Office to Cllr. Maria Murphy, Chair of Youth Work Committee re. Minutes
03/12/2024	CE's Office to Cllr. Nick Killian, Voluntary/Community Nominee to Adult Education Committee
05/12/2024	CE's Office to Mr. James Moriarty, BoM Nominee to DCFE BoM – 1 <sup>st</sup> email undeliverable
19/12/2024	CE's Office to Ms. Morag McGowan, Nominee from local associations, organisations or interests nominated by ETB in consultation with the Bishop to Ratoath College BoM

20/12/2024	CE's Office to Mr. Luke Dunne, Student Nominee to DIFE BoM – 1 <sup>st</sup> email incorrect email address
06/01/2025	Condolence Card/Letter sent to the Families of: Mr. Joe Carberry, Mrs. Marie Wickham, Ms. Niki Heatley, Mr. Leonard Flynn, Mr. Jack O'Connell, Mr. David Carroll, Mrs. Lucy Murphy & Mr. Sean Gaffney Ennis
10/01/2025	CE's Office to Dir. FET re. FET Matters

## **6. Coistí agus Tuairisci Committees and Reports**

### **6.1 Director of Further Education and Training Report**

Director of FET gave an overview of the report provided.

The Cathaoirleach congratulated all involved in Skills to Advance.

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

#### ***6.1.1. Presentation by Ms. Vivienne Branigan, Adult Education Officer (AEO), in relation to Youthreach Services***

The Cathaoirleach welcomed Ms. Vivienne Branigan who joined the meeting and gave a presentation on the work of Youthreach Services in Louth and Meath. Ms. Branigan addressed queries raised by members.

The Cathaoirleach thanked Ms. Branigan for the presentation and acknowledged the great service being provided.

#### **6.1.2 Memberships and Chairpersons of Committees/Board of Governance**

It was resolved **R. 07/02/2025** to approve the appointment of Mr. Rhys Murphy as Comhairle na nÓg Nominee to the Youth Work Committee.

**Proposed:** Cllr. Andrea McKevitt

**Seconded:** Mr. Barry Williams

It was resolved **R. 08/02/2025** to approve the appointment of Mr. Stephen McArdle as Education Nominee to the Youthreach Board of Management.

**Proposed:** Cllr. Andrea McKevitt

**Seconded:** Mr. Barry Williams

It was resolved **R. 09/02/2025** to approve the appointment of Mr. Joe Doyle as Community Nominee to the Youthreach Board of Management.

**Proposed:** Cllr. Andrea McKevitt

**Seconded:** Mr. Barry Williams

It was resolved **R. 10/02/2025** to approve the appointment of Garda Anita O'Shea as Community Nominee to the Youthreach Board of Management.

**Proposed:** Cllr. Andrea McKevitt

**Seconded:** Mr. Barry Williams

It was resolved **R. 11/02/2025** to approve the appointment of Garda Aisling O'Connor as Community Nominee to the Youthreach Board of Management.

**Proposed:** Cllr. Andrea McKevitt

**Seconded:** Mr. Barry Williams

### **6.1.3 Further Education and Training Committee/Board of Management Minutes**

The minutes of the meeting of the Board of Management of Drogheda Institute of Further Education held on 21 October 2024 were noted.

### **6.1.4 Draft updated Terms of Reference for Youthreach Board of Management**

It was resolved **R. 12/02/2025** to approve the updated Terms of Reference for Youthreach Board of Management.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Cllr. Gerry O'Connor

### **6.2 Director of Schools Report**

Director of Schools gave an overview of the report provided.

The report of the Director of Schools was noted.

Mr. Barry Williams left the meeting at this point due to a conflict of interest.

### **6.2.1 Memberships and Chairpersons of Boards of Management & Management Advisory Committees**

#### **Board of Management of Coláiste de Lacy, Ashbourne, Co. Meath**

It was resolved **R. 13/02/2025** to approve the appointment of Dr. Rivea Mulganhish to the Board of Management of Coláiste de Lacy, Ashbourne.

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Andrea McKevitt

**Bord Bainistíochta Coláiste Pobail Ráth Chairn, Co. Na Mí**

Beartaíodh **R. 14/02/2025** ceapachán Bean Maria Uí Ruairc mar ainmní LMETB ar Bhord Bainistíochta Coláiste Pobail Ráth Chairn a fhaomhadh.

**Molta:** Mr. Paul McCabe

**Cuidithe:** Cllr. Andrea McKevitt

**Bord Bainistíochta Coláiste Pobail Ráth Chairn, Co. Na Mí**

Beartaíodh **R. 15/02/2025** ceapachán Niamh Báille mar ainmní an Bhord Bainistíochta ar Bhord Bainistíochta Coláiste Pobail Ráth Chairn a fhaomhadh.

**Molta:** Mr. Paul McCabe

**Cuidithe:** Cllr. Andrea McKevitt

**Bord Bainistíochta Coláiste Pobail Ráth Chairn, Co. Na Mí**

Beartaíodh **R. 16/02/2025** ceapachán Ursula Ní Shionainn mar ainmní an Bhord Bainistíochta ar Bhord Bainistíochta Coláiste Pobail Ráth Chairn a fhaomhadh.

**Molta:** Mr. Paul McCabe

**Cuidithe:** Cllr. Andrea McKevitt

**Board of Management, Enfield Community College, Co. Meath**

It was resolved **R. 17/02/2025** to approve the appointment of Mr. Tom Curran as Chairperson to the Board of Management of Enfield Community College.

**Proposed:** Cllr. Gerry O'Connor

**Seconded:** Ms. Sinéad Edmonds

**Board of Management, St. Oliver Post Primary School, Oldcastle, Co. Meath**

It was resolved **R. 18/02/2025** to approve the appointment of Ms. Eileen Farrelly as LMETB nominee to the Board of Management of St. Oliver Post Primary School.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Andrea McKevitt

**Board of Management, Cara Community Special School, Enfield, Co. Meath**

It was resolved **R. 19/02/2025** to approve the appointment of Cllr. Nick Killian as LMETB nominee to the Board of Management of Cara Community Special School, Enfield.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Andrea McKevitt

**Board of Management, Cara Community Special School, Enfield, Co. Meath**

It was resolved **R. 20/02/2025** to approve the appointment of Ms. Miriam Hilliard as LMETB nominee to the Board of Management of Cara Community Special School, Enfield.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Andrea McKevitt

## **Board of Management, Cara Community Special School, Enfield, Co. Meath**

It was resolved **R. 21/02/2025** to approve the appointment of Ms. Miriam Hilliard as Chairperson to the Board of Management of Cara Community Special School, Enfield.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Andrea McEvitt

Mr. Barry Williams rejoined the meeting.

### **7. Cúrsaí OSD**

#### **OSD matters**

##### **7.1 Human Resources Update**

DOSD provided a verbal update on recruitment to date.

##### **7.2 Minutes**

7.2.1 It was resolved **R. 22/02/2025** to approve the minutes of the Audit and Risk Committee meeting held on 4<sup>th</sup> November 2024.

**Proposed:** Cllr. Andrea McEvitt

**Seconded:** Mr. Barry Williams

7.2.2 It was resolved **R. 23/02/2025** to approve the minutes of the Audit and Risk Committee meeting held on 20<sup>th</sup> December 2024.

**Proposed:** Cllr. Andrea McEvitt

**Seconded:** Mr. Barry Williams

7.2.3 It was resolved **R. 24/02/2025** to approve the minutes of the Finance Committee meeting held on 19<sup>th</sup> November 2024.

**Proposed:** Cllr. Andrea McEvitt

**Seconded:** Mr. Barry Williams

7.2.4 It was resolved **R. 25/02/2025** to approve the minutes of the Finance Committee meeting held on 16<sup>th</sup> December 2024.

**Proposed:** Cllr. Andrea McEvitt

**Seconded:** Mr. Barry Williams

7.2.5 It was resolved **R. 26/02/2025** to approve the minutes of the Gifts, Trusts and Scholarships Committee meeting held on 12<sup>th</sup> November 2024.

**Proposed:** Cllr. Ciarán Fisher

**Seconded:** Ms. Sinéad Edmonds

7.2.6 It was resolved **R. 27/02/2025** to approve the minutes of the Land and Buildings Committee meeting held on 11<sup>th</sup> November 2024.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Cllr. Gerry O'Connor

### **7.3 Reports**

7.3.1 It was resolved **R. 28/02/2025** to approve the report on foot of the Audit and Risk Committee meeting held on 26<sup>th</sup> March 2024.

**Proposed:** Cllr. Andrea McKevitt

**Seconded:** Cllr. Gerry O'Connor

7.3.2 It was resolved **R. 29/02/2025** to approve the report on foot of the Audit and Risk Committee meeting held on 4<sup>th</sup> November 2024.

**Proposed:** Cllr. Andrea McKevitt

**Seconded:** Cllr. Gerry O'Connor

7.3.3 It was resolved **R. 30/02/2025** to approve the report on foot of the Finance Committee meeting held on 19<sup>th</sup> November 2024.

**Proposed:** Cllr. Andrea McKevitt

**Seconded:** Cllr. Gerry O'Connor

7.3.4 It was resolved **R. 31/02/2024** to approve the report on foot of the Finance Committee meeting held on 16<sup>th</sup> December 2024.

**Proposed:** Cllr. Andrea McKevitt

**Seconded:** Cllr. Gerry O'Connor

7.3.5 It was resolved **R. 32/02/2025** to approve the report by the Finance Committee to the Board for the year 2024.

**Proposed:** Cllr. Andrea McKevitt

**Seconded:** Cllr. Gerry O'Connor

### ***In camera session***

It was resolved R. **33/02/2025** to hold an in camera session relating to a matter outlined in minutes of the Audit and Risk Committee meeting held in December 2024 due to the confidential and sensitive nature of the matter.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Andrea McKevitt

It was resolved R. **34/02/2025** to conclude the in camera session and return to the meeting.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Gerry O'Connor

## **7.4 Memberships and Chairpersons of Boards/Committees**

This item was deferred until the next meeting.

## **7.5 Policies and Documentation**

- 7.5.1 Updated Executive Orders
- 7.5.2 LMETB Equality Diversity and Inclusion Policy 02 2025 – as Béarla & as Gaeilge
- 7.5.3 LMETB Procurement Policy
- 7.5.4 HR Policy – Staff Absence Reporting Procedure 2025
- 7.5.5 LMETB Garda Vetting Policy

DOSD advised members that they could contact him if they had any queries in relation to the above documents. The above documents were noted.

## **7.6 Gifts, Trusts and Scholarships (For Approval)**

### **7.6.1. Report on behalf of Gifts, Trusts & Scholarships Committee – Verbal**

With the agreement of the Chairperson, the DOSD reported on behalf of the Gifts, Trust and Scholarships Committee. DOSD advised that the Committee resolved to recommend approval by the Board of the following donations:

**Details of the donor:** St. Vincent de Paul, Dundalk

**Details of the gift:** €10,000 to Coláiste Chú Chulainn, Dundalk

**Purpose of the Gift:** To support children in need to provide items not supplied by DES

It was resolved **R. 35/02/2025** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Andrea McKevitt

**Details of the donor:** Nobber Show Fair and Vintage Club

**Details of the gift:** €500 to O'Carolan College, Nobber

**Purpose of the Gift:** Donation to the Special Class

It was resolved **R. 36/02/2025** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Andrea McKevitt

**Details of the donor:** John Curran (Curran Bulk Logistics)  
**Details of the gift:** €1,000 to St. Oliver Post Primary School, Oldcastle  
**Purpose of the Gift:** To support children in need

It was resolved **R. 37/02/2025** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Andrea McKevitt

**Details of the donor:** Sheelagh Phelan  
**Details of the gift:** €900 to O'Carolan College, Nobber  
**Purpose of the Gift:** Donation to the ASD special class

It was resolved **R. 38/02/2025** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Andrea McKevitt

**Details of the donor:** Godolphin  
**Details of the gift:** €1,000 to St. Peter's College, Dunboyne  
**Purpose of the Gift:** Donation for any educational or social purpose that benefits all pupils

It was resolved **R. 39/02/2025** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Andrea McKevitt

#### 7.6.2. Report of the Chief Executive under Section 29 of the 2013 ETB Act (Gifts)

It was resolved **R. 40/02/2024** to approve the Report of the Chief Executive under Section 29 of the 2013 ETB Act.

**Proposed:** Mr. Paul McCabe

**Seconded:** Mr. Barry Williams

#### 7.7 Data Breach Reports

This item was deferred until the next meeting.

#### 7.8 Risk Management

##### 7.8.1 Risk Management Report for Quarter 1, 2025

This item was deferred until the next meeting.

## **7.8.2 Risk Register for Quarter 1, 2025**

This item was deferred until the next meeting.

## **7.9 Music Generation Strategic Plans 2024 – 2026**

### **7.9.1 Music Generation Meath/na Mí Strategic Plan 2024-2026**

This item was deferred until the next meeting.

## **8. Talamh agus Foirgnimh**

### **Land and Buildings**

#### **8.1 Report on behalf of the Land and Buildings Committee**

This item was deferred until the next meeting.

## **7.2 Leases/Licenses/Short Term Rentals/Property**

APO Estates, Climate Action and Sustainability gave an update in relation to the leases for consideration.

### ***Leases***

APO briefed members on revised terms proposed by the landlord following consideration and recommendation of the proposed lease by the Land & Buildings Committee. APO advised that LMETB would instruct its agent to negotiate terms on its behalf. It was resolved **R. 41/02/2024** to approve the recommendation of the Land and Buildings Committee to approve the following new lease (including a deed of renunciation):

Unit 73 Dunboyne Business Park – Further Education

**Proposed:** Cllr. Gerry O'Connor

**Seconded:** Ms. Sinéad Edmonds

It was resolved **R. 42/02/2024** to approve the recommendation of the Land and Buildings Committee to approve the following new lease (including a deed of renunciation):

Former 2468 Building Dunboyne Business Park – Further Education

**Proposed:** Cllr. Gerry O'Connor

**Seconded:** Ms. Sinéad Edmonds

It was resolved **R. 43/02/2024** to approve the recommendation of the Land and Buildings Committee to approve renewal of the following lease (including a deed of renunciation):

Unit 5a Dunboyne Business Park – Further Education

**Proposed:** Cllr. Gerry O'Connor

**Seconded:** Ms. Sinéad Edmonds

It was resolved **R. 44/02/2024** to approve the recommendation of the Land and Buildings Committee to approve renewal of the following lease (including a deed of renunciation):

Dan Shaw Road, Navan – Youthreach Services

**Proposed:** Cllr. Gerry O'Connor

**Seconded:** Ms. Sinéad Edmonds

It was resolved **R. 45/02/2024** to approve the recommendation of the Land and Buildings Committee to approve renewal of the following lease (including a deed of renunciation):

Unit 19 Dunboyne Business Park – Further Education

**Proposed:** Cllr. Gerry O'Connor

**Seconded:** Ms. Sinéad Edmonds

It was resolved **R. 46/02/2024** to approve the recommendation of the Land and Buildings Committee to approve renewal of the following lease (including a deed of renunciation):

Unit 6 Dunboyne Business Park – Further Education

**Proposed:** Cllr. Gerry O'Connor

**Seconded:** Ms. Sinéad Edmonds

### ***Licences***

It was resolved **R. 47/02/2024** to approve the recommendation of the Land and Buildings Committee to approve the following licence extension:

Boomerang Café, 62 Fair Street, Drogheda - Drogheda Implementation Group

**Proposed:** Cllr. Gerry O'Connor

**Seconded:** Mr. Barry Williams

### ***Short-Term Agreement***

There was no business under this heading.

### **8.3 Climate Action Road Map**

This item was deferred until the next meeting.

### **8.4 Developments and Updates on Land & Buildings recommended by Land & Buildings Committee**

This item was deferred until the next meeting.

#### **9. Aon Ghnó Eile**

##### **Any Other Business**

Congratulations were extended to the under 19 Coláiste Cú Chulainn basketball team on their win in the All-Ireland Schools League final that evening.

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

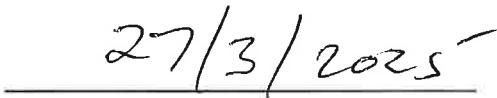
The next meeting to be held on the 27<sup>th</sup> March 2025.

SIGNED:

  
A handwritten signature in black ink, appearing to read 'Kieran'.

CATHAOIRLEACH

DATE:

  
A handwritten date in black ink, appearing to read '27/3/2025'.