

**Minutes of Meeting held on**

**Thursday, 27<sup>th</sup> March 2025**

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

The meeting took place in Coláiste de Lacy, Ashbourne, Co. Meath.

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

## **1. Ord Gnó/Order of Business**

### **1.1 Welcome by Cathaoirleach**

Chuir an Cathaoirleach fáilte roimh gach duine a bhí i láthair.

The Cathaoirleach invited Ms. Janice Úi Bheoláin, Principal of Coláiste de Lacy to address the meeting. Ms. Úi Bheoláin welcomed all attendees to Coláiste de Lacy and gave a brief overview of the school.

The Cathaoirleach thanked Ms. Úi Bheoláin for her contribution.

### **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.

No conflicts were raised.

### **1.3 Apologies, condolences and congratulations**

Apologies were noted from: Cllr. Ciarán Fisher, Mr. Paul Harkin, Ms. Angela McGarvey, Ms. Paula Clinton, Ms. Fiona Kindlon, Director of Schools and Mr. Martin G. O'Brien, Chief Executive.

Condolences were expressed in the usual respectful manner.

Congratulations were offered to Mr. Eoin Murphy on his appointment to the role of Principal in Ashbourne Community National School.

### **1.4 Absences**

It was resolved **R. 01/03/2025** to approve the absence of LMETB members.

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

**Seconded:** Cllr. Maria Murphy

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

**2.1** It was resolved **R. 02/03/2025** to adopt the full version of the minutes of the meeting of the Louth and Meath ETB Board held on 27<sup>th</sup> February 2025.

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

**Seconded:** Cllr. Maria Murphy

**2.2** It was resolved **R. 03/03/2025** to adopt the in camera version of the minutes of the meeting of the Louth and Meath ETB Board held on 27<sup>th</sup> February 2025.

**Proposed:** Mr. Paul McCabe

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

### **Matters Arising:**

There were no matters arising.

### **3. Airgeadais/ Finance**

#### **3.1 Reports on behalf of the Audit and Risk Committee**

3.1.1 It was resolved **R. 04/03/2025** to approve the report on foot of the Audit and Risk Committee meeting held on 12<sup>th</sup> March 2025.

**Proposed:** Ms. Sinéad Edmonds

**Seconded:** Cllr. Wayne Harding

3.1.2 It was resolved **R. 05/03/2025** to adopt the report on foot of the Audit and Risk Committee meeting held on 21<sup>st</sup> March 2025.

**Proposed:** Ms. Sinéad Edmonds

**Seconded:** Cllr. Wayne Harding

#### **3.2 Reports on behalf of the Finance Committee**

3.2.1 It was resolved **R. 06/03/2025** to adopt the report on foot of the Finance Committee meeting held on 24<sup>th</sup> February 2025.

**Proposed:** Mr. Barry Williams

**Seconded:** Ms. Sinéad Edmonds

3.2.2 Mr. Bill Sweeney reported on behalf of the Finance Committee on their meeting of 25<sup>th</sup> March 2025.

It was resolved **R. 07/03/2025** to adopt the verbal report on foot of the Finance Committee meeting held on 25<sup>th</sup> March 2025.

**Proposed:** Cllr. Carol Lennon

**Seconded:** Mr. Barry Williams

#### **3.3 Draft Statement of System of Internal Control for 2024**

APO Corporate Services took members through the Draft Statement of Internal Control for 2024 which had been considered by the Audit and Risk Committee at their meeting of 21<sup>st</sup> March and also reviewed by the Finance Committee at their meeting of 25<sup>th</sup> March.

It was resolved **R. 08/03/2025** to approve the Draft Statement of Internal Control for 2024.

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

**Seconded:** Mr. Barry Williams

#### **3.4 Draft Financial Statements for 2024**

APO Finance gave an overview of the draft Financial Statements for 2024 that had been prepared.

It was resolved **R. 09/03/2025** to approve the Draft Financial Statements for 2024.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Mr. Barry Williams

### **3.5 Draft Letter of Representation for 2024**

APO Finance gave an overview of the draft Letter of Representation for 2024 that had been prepared. A short discussion on the purpose and content of the letter took place.

It was resolved **R. 10/03/2025** to approve the Draft Letter of Representation for 2024.

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

**Seconded:** Mr. Paul McCabe

### **3.6 Finance Update/Service Plan Review**

APO Finance provided an update on financial matters. It was noted that a SOLAS budget for 2025 had not yet been provided.

It was resolved **R. 11/03/2025** to approve the finance report.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Maria Murphy

### **3.7 META**

The Board considered an update to the funding application approved at the meeting of 27<sup>th</sup> February 2025 in relation to Coláiste De Lacy. Approval is now sought for a funding application of €32,400, in line with Circular 0003/2019 rather than €30,000 as previously approved.

It was resolved **R. 12/03/2025** to approve/recommend approval of the funding application.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Maria Murphy

## **4. Comhfhereagras agus Nithe ag Éirí Astu/ Correspondence and Matters Arising**

The correspondence was provided to the Board on the member's Sharepoint and noted.

## **5. Coistí agus Tuairisci/ Committees and Reports**

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

The Director of FET gave an overview of the report provided. A discussion was held on a number of matters outlined in the report.

Information was provided on the Apprenticeship Expo that had been held that day and members congratulated all involved in the organisation of the event.

Members also commended the CE and Executive on the official opening of the AMTCE that had been held on the 13<sup>th</sup> of March.

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

## **5.2 Director of Schools Report**

There was no business under this heading.

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

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

Beartaíodh **R. 13/03/2025** ceapachán Ronan Condon mar ainmní an Bhord Bainistíochta ar Bhord Bainistíochta Coláiste Pobail Ráth Chairn a fhaomhadh.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Wayne Harding

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

It was resolved **R. 14/03/2025** to approve the appointment of Ms. Aisling Dempsey as LMETB nominee to the Board of Management of Enfield Community College, subject to her agreement.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Maria Murphy

The Board were advised that the CE will be issuing a notification to schools seeking nominees for the vacancies on their Boards of Management. A discussion was held on the difficulty of filling vacancies on Boards of Management.

## **6. Cúrsaí OSD/ OSD matters**

### **6.1 Human Resources Update**

DOSD provided a verbal update on Human Resource matters. An update was provided on the in camera matter relating to pensions discussed at the previous meeting.

### **6.2 Minutes**

**6.2.1** It was resolved **R. 15/03/2025** to approve the minutes of the Audit and Risk Committee meeting held on 30<sup>th</sup> January 2025.

**Proposed:** Cllr. Wayne Harding

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

**6.2.2** It was resolved **R. 16/03/2025** to approve the minutes of the Audit and Risk Committee meeting held on 12<sup>th</sup> March 2025.

**Proposed:** Cllr. Wayne Harding

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

**6.2.3** It was resolved **R. 17/03/2025** to approve the minutes of the Finance Committee meeting held on 24<sup>th</sup> February 2025.

**Proposed:** Mr. Barry Williams      **Seconded:** Cllr. Wayne Harding

**6.2.4** It was resolved **R. 18/03/2025** to approve the minutes of the Gifts, Trusts and Scholarships Committee meeting held on 10<sup>th</sup> February 2025.

**Proposed:** Cllr. John Sheridan      **Seconded:** Mr. Paul McCabe

### **6.3 Reports**

**6.3.1** It was resolved **R. 19/03/2025** to approve the report on foot of the Audit and Risk Committee meeting held on 30<sup>th</sup> January 2025.

**Proposed:** Cllr. Gerry O'Connor      **Seconded:** Ms. Sinéad Edmonds

### **6.4 Finance Committee Terms of Reference**

DOSD gave an overview of proposed updates to the Terms of Reference.

It was resolved **R. 20/03/2025** to approve the Finance Committee Terms of Reference.

**Proposed:** Cllr. Gerry O'Connor      **Seconded:** Mr. Barry Williams

### **6.5 Audit and Risk Committee Terms of Reference**

DOSD gave an overview of proposed updates to the Terms of Reference.

It was resolved **R. 21/03/2025** to approve the Audit and Risk Committee Terms of Reference.

**Proposed:** Cllr. Gerry O'Connor      **Seconded:** Mr. Barry Williams

### **6.6 Memberships and Chairpersons of Committees**

Cllr John Sheridan, Chairperson of the Committee, gave an overview of the role and work of the Committee.

It was resolved **R. 22/03/2025** to approve the appointment of Mr. Martin Seán Peters as member of the Gifts, Trusts and Scholarships Committee.

**Proposed:** Mr. Paul McCabe      **Seconded:** Cllr. Gerry O'Connor

It was resolved **R. 23/03/2025** to approve the appointment of Mr. Paul McCabe as Deputy Chairperson of the Gifts, Trusts and Scholarships Committee.

**Proposed:** Cllr. Wayne Harding      **Seconded:** Cllr. Nick Killian

## **6.7. Policies/Documentation**

### **6.7.1. Updated Executive Orders**

The updated Executive Orders were noted.

### **6.7.2. Business Continuity Plan (BCP)**

The updated Business Continuity Plan was noted.

### **6.7.3. Code of Practice for Governance of ETBs - CL 0083/2024**

It was resolved **R. 24/03/2025** to formally adopt the Code of Practice for Governance of ETBs – CL 0083/2024 that came into effect on 25<sup>th</sup> November 2024.

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

**Seconded:** Cllr. Carol Lennon

## **6.8 Gifts, Trusts and Scholarships**

### **6.8.1. Report on behalf of Gifts, Trusts & Scholarships Committee**

Cllr. John Sheridan reported on behalf of the Gifts, Trust and Scholarships Committee.

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

#### Donation of rugby kits to Beaufort College

**Details of the donor:** Parent of student

**Details of the gift:** Donation of rugby kits (jersey/socks/shirts), approx. value €2,000 to Beaufort College, Navan

**Purpose of the Gift:** Donation to the school

It was resolved **R. 25/03/2025** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Cllr. John Sheridan

**Seconded:** Mr. Paul McCabe

#### Donation of Communication Board to Cara Special School, Enfield, Co. Meath

**Details of the donor:** Finding Charlie's Voice

**Details of the gift:** Donation of a communication board, approx. value €90 to Cara Special School, Enfield.

**Purpose of the Gift:** Donation to the school

It was resolved **R. 26/03/2025** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Cllr. John Sheridan

**Seconded:** Mr. Paul McCabe

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

It was resolved **R. 27/03/2025** to approve the Report of the Chief Executive under Section 29 of the 2013 ETB Act.

**Proposed:** Mr. Paul McCabe

**Seconded:** Cllr. Maria Murphy

#### 6.9 Data Breach Reports

DOSD gave an overview of the data breach reports.

The reports were noted.

#### 6.10 Risk Management

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

DOSD gave an overview of the risk management report.

The report was noted.

##### 6.10.2 Risk Register for Quarter 1, 2025

DOSD gave an overview of the Risk Register for Quarter 1, 2025.

The report was noted.

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

DOSD gave an overview of the Music Generation Meath Strategic Plan 2024 - 2026.

The Strategic Plan was noted.

### 7. Talamh agus Foirgnimh/ Land and Buildings

#### 7.1 Report on behalf of the Land and Buildings Committee dated 27<sup>th</sup> February 2025

Mr. Bill Sweeney reported on behalf of the Land and Buildings Committee.

It was resolved **R. 28/03/2025** to adopt the report of the Land and Buildings Committee dated 27<sup>th</sup> February 2025 which was deferred from the previous Board meeting.

**Proposed:** Cllr. Maria Murphy

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

#### 7.2 Leases/Licenses/Short Term Agreement/Property

##### Property

Request from Dunshaughlin GAA to have a small gate opening between Dunshaughlin GAA grounds and Dunshaughlin Community College to facilitate access to pitches and school (initial one year period)

It was resolved **R. 29/03/2025** to approve the request for an initial period of one year.

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

**Seconded:** Mr. Paul McCabe

### **7.3 Climate Action Road Map**

APO Estates, Climate Action and Sustainability gave an overview of the Climate Action Road Map. The Road Map was noted by the Board.

### **8.4 Developments and Updates on Land & Buildings recommended by Land & Buildings Committee dated 27<sup>th</sup> February 2025**

It was resolved **R. 30/03/2025** to approve the Developments & Updates on Land & Buildings recommended by Land & Buildings Committee for Board Approval dated 27<sup>th</sup> February 2025 which was deferred from the previous Board meeting.

**Proposed:** Cllr. Maria Murphy

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

### **9. Aon Gnó Eile / Any Other Business**

DOSD advised members of a request to hand for use of the car park on Abbey Road.

It was resolved **R. 31/03/2025** to agree in principle with the proposed usage, subject to compliance with the use of facilities procedure.

**Proposed:** Mr. Martin Seán Peters

**Seconded:** Cllr. Maria Murphy

DOSD advised that the Executive hope to include headshots of the Board in the Annual Report. Board members were requested to provide headshots to DOSD for this purpose.

A member complimented the Erasmus programme for the positive effect it can have on students.

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 will be held on the 15<sup>th</sup> of May 2025.

SIGNED:



CATHAOIRLEACH

DATE:



