



**LMETB Board Meeting Minutes held Thursday, 15<sup>th</sup> May 2025 in LMETB Admin Offices,  
Chapel Street, Dundalk at 5pm.**

**Cathaoirleach:** Cllr. Nick Killian

**Baill i Láthair:** Cllr. Carol Lennon; Cllr. Anne-Marie Ford; Cllr. Andrea McKevitt; Ms. Paula Clinton; Cllr. Wayne Harding; Mr. Paul McCabe

**Baill i láthair ar líne:** Mr. Bill Sweeney; Mr. Barry Williams; Cllr. John Sheridan; Cllr. Kevin Meenan; Máirín Uí Fháinnín, a Uasal; Cllr. Caroline O'Reilly; Mr. Martin Seán Peters; Cllr. Maria Murphy; Cllr. Gerry O'Connor; Ms. Sinéad Edmonds; Cllr. Maria White; Mr. Paul Harkin

**As láthair:** Cllr. Ciarán Fisher; Ms. Angela McGarvey

**Ag freastal:** Ms. Fiona Kindlon, Director of Schools; Ms. Sadie Ward McDermott, Director of FET; Mr. Brian Murphy, Director of OSD; Ms. Sinead Murphy, Director of OSD (Land and Buildings); Ms. Aedín Ní Bhroin, APO Corporate Services; Ms. Roisin Duffy, APO Finance; Ms. Carmel McEvoy, PA to Chief Executive

## **1. Ord Gnó/Order of Business**

### **1.1 Welcome by Cathaoirleach**

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

Congratulations were extended to the Louth football team who were crowned Leinster Champions at the weekend, in particular two staff members who are members of the team, Donal McKenny and Conall McKeever.

It was agreed that a letter of congratulations would issue to the Louth County Board on behalf of LMETB.

### **1.2 Conflicts of interest**

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

One conflict was raised in relation to item 8.3.

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

Apologies were noted from: Cllr. Ciarán Fisher, Ms. Angela McGarvey, Mr. Martin G. O'Brien - Chief Executive, Mr. Frank Smith- APO.

Condolences were expressed in the usual respectful manner. The 20<sup>th</sup> anniversary of the Kentstown bus crash was acknowledged and the five students who lost their lives and their families were remembered.

#### **1.4 Absences**

No absences were noted.

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

**2.1** It was resolved **R. 01/05/2025** to adopt the minutes of the meeting of the Louth and Meath Education and Training Board held on 27<sup>th</sup> March 2025.

**Proposed:** Cllr. Carol Lennon

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

### **2.2 Matters Arising**

There were no matters arising.

## **3. Airgeadais/ Finance**

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

APO Finance gave a presentation on the finance report. Correspondence had been received from SOLAS advising of the funding for FET for 2025. An overview was provided of the impact of this on FET services. Director of FET and APO Finance met with SOLAS last week to highlight this impact and detailed information was provided. SOLAS are currently reviewing the matter and are expected to revert shortly. Director of FET and APO Finance are currently working on identifying remedial action that may need to be taken if additional funding is not provided. A discussion was held on this matter and members voiced their concerns.

It was resolved **R. 02/05/2025** to approve the finance report.

**Proposed:** Cllr. Andrea McKevitt

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

## **4. Tuarascáil Bhliantúil agus Tuairisc an Chathaoirligh do 2024 / Annual Report and Chairperson's Report for 2024**

### **4.1 Draft Annual Report for 2024**

APO CES gave an overview of the draft Annual Report for 2024. The report contains information on the role and responsibilities of the Board of LMETB as well as setting out the work and achievements of LMETB during the year 2024. DOSD acknowledged the significant work of CES,

particularly that of Ms. Aedín Ní Bhroin and Ms. Sinead Hesnan, in preparing and developing the report as well as the contributions from all Directors to the report.  
The Cathaoirleach and members acknowledged and thanked all concerned in preparing the report.

It was resolved **R. 03/05/2025** to approve the Annual Report.

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

**Seconded:** Cllr. Andrea McKevitt

#### **4.2 Draft Chairperson's Report for 2024**

APO CES gave an overview of the Chairperson's Report for 2024, highlighting in particular the additional reporting requirements due to the adoption of the Code of Practice for Education and Training Boards 2024.

It was resolved **R. 04/05/2025** to approve the Chairperson's Report.

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

**Seconded:** Ms. Paula Clinton

#### **4.3 Associated Resolutions**

##### **4.3.1 Public Spending Code**

LMETB affirms its adherence to relevant aspects of the Dept. of Public Expenditure, National Development Plan Delivery & Reform regarding the Public Spending Code.

It was resolved **R. 05/05/2025** to approve the proposed resolution.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Cllr. Andrea McKevitt

##### **4.3.2 Procurement**

LMETB affirms adherence to the relevant procurement policies and procedures and the development and implementation of the Corporate Procurement Plan.

It was resolved **R. 06/05/2025** to approve the proposed resolution.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Cllr. Andrea McKevitt

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

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

#### **6. Coistí agus Tuairiscí/ Committees and Reports**

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

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

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

It was resolved **R. 07/05/2025** to approve the minutes of the Youthreach Board of Management which took place 16<sup>th</sup> April 2024.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Cllr. Nick Killian

It was resolved **R. 08/05/2025** to approve the minutes of the Youth Work Committee which took place on 12<sup>th</sup> November 2024.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Kevin Meenan

## **6.2 Schools Directorate**

### **6.2.1 Director of Schools Report**

The Director of Schools gave an overview of the report provided. A discussion was held on direct costs and costs associated with school trips.

The Cathaoirleach extended best wishes to all undertaking Junior Certificate, Leaving Certificate and Leaving Certificate Applied on behalf of LMETB.

Members congratulated the Director of Schools on the FET Advanced Manufacturing Pathways Schools Project Final event held that day. DOS acknowledged the contribution of the Director of FET to this event.

The report of the Director of Schools was noted.

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

#### **Board of Management, Coláiste Clavin**

It was resolved **R. 9/05/2025** to approve the appointment of Ms. Nuala Cully as a Board of Management nominee to the Board of Management of Coláiste Clavin.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

It was resolved **R. 10/05/2025** to approve the appointment of Ms. Eimear Coyne as a Board of Management nominee to the Board of Management of Coláiste Clavin.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

#### **Coláiste na Mí**

It was resolved **R. 11/05/2025** to approve the appointment of Mr. Trevor Lynch as a Teacher representative nominee to the Board of Management of Coláiste na Mí.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

### **Coláiste Ríoga**

It was resolved **R. 12/05/2025** to approve the appointment of Ms. Ann McLoughlin as a Board of Management nominee to the Board of Management of Coláiste Ríoga.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

It was resolved **R. 13/05/2025** to approve the appointment of Ms. Lorraine O'Hara as a Board of Management nominee to the Board of Management of Coláiste Ríoga.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

It was resolved **R. 14/05/2025** to approve the appointment of Mr. David Quinn as a Board of Management nominee to the Board of Management of Coláiste Ríoga.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

### **Enfield Community College**

It was resolved **R. 15/05/2025** to approve the appointment of Garda Kyle Waters as a Board of Management nominee to the Board of Management of Enfield Community College.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

It was resolved **R. 16/05/2025** to approve the appointment of Mr. Rory Hannon as a Board of Management nominee to the Board of Management of Enfield Community College.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

### **St. Oliver's Community College**

It was resolved **R. 17/05/2025** to approve the appointment of Mr. Patrick Carr as a Board of Management nominee to the Board of Management of St. Oliver's Community College.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

It was resolved **R. 18/05/2025** to approve the appointment of Ms. Bairbre English as a Board of Management nominee to the Board of Management of St. Oliver's Community College.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

### **St. Peter's College**

It was resolved **R. 19/05/2025** to approve the appointment of Mr. James Forrest as a Teacher representative nominee to the Board of Management of St. Peter's College.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

It was resolved **R. 20/05/2025** to approve the appointment of Ms. Samantha Woolhead as a Teacher representative nominee to the Board of Management of St. Peter's College.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

## **Faughart CNS**

It was resolved **R. 21/05/2025** to approve the appointment of Mr. Conor Keelan as an LMETB Board nominee to the Board of Management of Faughart CNS.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

## **Cara CNS**

It was resolved **R. 22/05/2025** to approve the appointment of Ms. Katie Callaghan as a staff nominee to the Board of Management of Cara CSS.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

It was resolved **R. 23/05/2025** to approve the appointment of Ms. Claire Fitzsimons as a staff nominee to the Board of Management of Cara CSS.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

## **7. An Stiúrthóireacht um Thacaíocht & Forbairt Eagraíochta /OSD Directorate**

### **7.1 Human Resources Update**

DOSD provided a verbal update on Human Resource matters. He advised that following review and engagement on the pensions matter, it had been identified that the level of overpayment was not as significant as initially outlined.

### **7.2. Policies/Documentation**

There were no policies for consideration and no update to the Executive Orders.

### **7.3 Data Breach Reports**

DOSD gave an overview of the data breach reports.  
The reports were noted.

### **7.4 Risk Management**

#### **7.4.1 Risk Management Report for Quarter 2, 2025**

DOSD gave an overview of the risk management report.  
The report was noted.

#### **7.4.2 Risk Register for Quarter 2, 2025**

DOSD gave an overview of the Risk Register for Quarter 2, 2025.  
The report was noted.

## **8. Talamh agus Foirgnimh/ Land and Buildings**

### **8.1 Minutes of Land & Buildings Committee on foot of meeting held on 12th February 2025**

It was resolved **R. 24/05/2025** to adopt the minutes of the Land and Buildings Committee meeting dated 12th February 2025.

**Proposed:** Cllr. Wayne Harding

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

### **8.2 Report on behalf of Land and Buildings Committee**

Mr. Bill Sweeney provided a report on behalf of the Land and Buildings Committee.

It was resolved **R. 25/05/2025** to adopt the report of the Land and Buildings Committee.

**Proposed:** Cllr. Andrea McKevitt

**Seconded:** Ms. Paula Clinton

### **8.3 Leases/Licences/Short Term Agreement/Property**

#### **8.3.1 Licences**

It was resolved **R. 26/05/2025** to approve the recommendation of the Land and Buildings Committee to approve the following new licence:

Unit 9a Dunboyne Business Park – Dunboyne College of Further Education

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

**Seconded:** Mr. Barry Williams

It was resolved **R. 27/05/2025** to approve the recommendation of the Land and Buildings Committee to approve the following new licence:

Unit 3-4 The Green Commercial Centre Dunboyne – Dunboyne College of Further Education

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

**Seconded:** Mr. Barry Williams

It was resolved **R. 28/05/2025** to approve the recommendation of the Land and Buildings Committee to approve the following new licence:

Theatre Works Unit 6 Dunboyne Business Park – Dunboyne College of Further Education

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

**Seconded:** Mr. Barry Williams

It was resolved **R. 29/05/2025** to approve the recommendation of the Land and Buildings Committee to change the agreed terms for the following licence:

St. Mary's, Ardee – FET Ardee, additional two months

**Proposed:** Cllr. Andrea McKevitt

**Seconded:** Cllr. Maria White

Mr. Bill Sweeney absented himself from the meeting at this point due to a conflict of interest.

It was resolved **R. 30/05/2025** to approve the recommendation of the Land and Buildings Committee to approve renewal of the following short-term agreements:

- (i) Ratoath Astro Turf Pitch – Ratoath College
- (ii) Ratoath Athletics Club – Ratoath College
- (iii) Ratoath Scouts Den – Ratoath College
- (iv) Oldcastle GFC – St Oliver Post Primary
- (v) DKIT Sport – Ó Fiaich College
- (vi) Dundalk Sports Centre – Ó Fiaich College

**Proposed:** Mr. Martin Seán Peters

**Seconded:** Cllr. Carol Lennon

Mr. Bill Sweeney rejoined the meeting.

**8.4** It was resolved **R. 31/05/2025** to approve the recommendation of the Land and Buildings Committee to approve the following requests relating to Scoil Éanna, Navan, subject to the approval of the Department of Education and Youth:

- Use of Facilities Afterschool Request
- Fire Alarm & Detection System Emergency Summer Work Request
- Schools Photovoltaic Solar Programme

**Proposed:** Máirín Uí Fháinnín, a Uasal

**Seconded:** Cllr. Carol Lennon

**8.5** It was resolved **R. 32/05/2025**, further to resolution R. 19/01/24 to approve the contract for the purchase of land at Station Road, Dunboyne from John Connaughton Ltd for a price of €6,750,000 plus VAT, subject to the approval of the Department of Education and Youth:

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. John Sheridan

DOSD Land and Buildings provided an update in relation to Dunboyne College of Further Education and a discussion was held.

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

It was resolved **R. 33/05/2025** to approve the developments and updates on Land and Buildings recommended by Land and Buildings Committee for Board approval dated 15<sup>th</sup> May 2025.

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

**Seconded:** Cllr. John Sheridan



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

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 17<sup>th</sup> July 2025.

SIGNED:

A handwritten signature in black ink, consisting of a stylized 'P' followed by 'LS', written over a horizontal line.

CATHAOIRLEACH

DATE:

17<sup>th</sup> JULY 2025