

## Minutes of Meeting held on

### Thursday, 9th May 2024

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

The meeting took place in LMETB Advanced Manufacturing Training Centre of Excellence, (AMTCE), Dundalk, County Louth.

<b>CATHAOIRLEACH:</b>	Cllr. Wayne Harding
<b>BAILL I LATHAIR:</b>	Ms. Caroline Canny, Mr. Barry McCourt, Cllr. John Sheridan, Cllr. Marianne Butler, Cllr. Gerry O'Connor, Ms. Tara Walker, Máirín Uí Fháinnín Uasal and Mr. Bill Sweeney.
<b>BAILL I LATHAIR LÍNE:</b>	Cllr. Maria Murphy (Leaschathaoirleach), Cllr. Nick Killian, Mr. Billy Doyle, Cllr. Caroline O'Reilly, Cllr. Kevin Meenan, Cllr. Eileen Tully, and Cllr. Andrea McKevitt.
<b>AS LÁTHAIR:</b>	Ms. Siobhán Greer, Cllr. Paul McCabe, Cllr. David Gilroy, Ms. Małgorzata Gilani and Mr. Damian Kearns.
<b>AR FREASTAIL:</b>	Mr. Martin O'Brien, Chief Executive Ms. Fiona Kindlon, Director of Schools, Ms. Sadie Ward McDermott, Director of FET Mr. Brian Murphy, Director of OSD Ms. Louise Carroll, APO Finance Ms. Sinead Murphy, APO Land & Buildings Mr. Frank Smith, APO Corporate Services Ms. Carmel McEvoy, PA to Chief Executive
<b>AR FREASTAIL LÍNE:</b>	

## **1. Order of Business**

### **1.1 Welcome by Cathaoirleach**

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

### **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 of interest were declared.

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

Apologies were noted from Ms. Siobhán Greer, Ms. Małgorzata Gilani and Mr. Damian Kearns.

Condolences were expressed in the usual respectful manner.

Congratulations were offered to Mr. Eamonn Brennan on his appointment as AMTCE Manager, Ms. Paula Clinton and Mr. Paul Harkin on their nomination as staff nominees to the next Board and Ms. Caroline Canny who will be taking up a teaching position in Castleknock.

### **1.4 Absences**

It was resolved **R. 01/05/2024** to approve the absence of LMETB members: Ms. Siobhán Greer, Cllr. Paul McCabe, Cllr. David Gilroy, Ms. Małgorzata Gilani and Mr. Damian Kearns.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Marianne Butler

## **2. Minutes and matters arising**

**2.1.** It was resolved **R. 02/05/2024** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 28th March 2024.

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

**Seconded:** Máirín Uí Fháinnín Uasal

### **2.2. Matters Arising:**

There were no matters arising.

## **3. Finance**

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

APO Finance took members through the Finance Update / Service Plan Review for the period January to March 2024.

The Cathaoirleach thanked APO Finance and invited questions from members.

It was resolved **R. 03/05/2024** to approve the Finance Update / Service Plan Review.

**Proposed:** Cllr. Marianne Butler

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

## **4. Annual Report and Chairperson's Report for 2023**

### **4.1. Draft Annual Report for 2023**

DOSD briefed members on the draft report noting that it is a very useful source of information on LMETB's activities and that it provides readers with a sense of the scale of growth in activity.

The Cathaoirleach thanked all concerned for their work in preparing the report and noted that it captures the extent of activity undertaken by LMETB. The Cathaoirleach invited questions from members.

It was resolved **R. 04/05/2024** to approve the Annual Report for 2023.

**Proposed:** Máirín Uí Fháinnín Uasal

**Seconded:** Cllr. Marianne Butler

### **4.2. Draft Chairperson's Report for 2023**

DOSD took members through the draft report.

The Cathaoirleach invited questions from members.

It was resolved **R. 05/05/2024** to approve the Chairperson's Report for 2023.

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

**Seconded:** Mr. Bill Sweeney

### **4.3. Associated Resolutions**

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

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

It was resolved **R. 06/05/2024** to approve the above resolution.

**Proposed:** Mr. Barry McCourt

**Seconded:** Máirín Uí Fháinnín Uasal

#### **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. 07/05/2024** to approve the above resolution.

**Proposed:** Cllr. John Sheridan

**Seconded:** Ms. Caroline Canny

## 5. Correspondence

- Department of Education Circular Letters

C/L ref	RE:
0025/2024	Report of Education Needs for the Purpose of the Assessment of Need Disability Act 2005. This Circular replaces and supersedes Information Notes SE 0002/2022 and SE 0001/2023 – Primary/Post Primary
0031/2024	Allocation of Assistant Principal Posts 2024/2025 – Post Primary
0033/2024	Revision of Teacher Salaries under Public Service Agreement 2024-2026 - Application of pay adjustments due on 1 January 2024 – Primary/Post Primary/ETB
0034/2024	Revision of Salaries for Special Needs Assistants (SNAs) under the Public Service Agreement 2024-2026 Application of pay adjustments due on 1 January 2024 – Primary/Post Primary/ETB
0035/2024	Revision of Salaries and Allowances of Certain Grades other than Teachers and SNAs employed by ETBs under The Public Service Agreement 2024 - 2026 effective from 01 January 2024 - Application of pay adjustments due on 1 January 2024 – Primary/Post Primary/ETB
0036/2024	Revision of salaries for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the Public Service Agreement 2024 - 2026 Application of pay adjustments due on 1 January 2024 – Primary/Post Primary
0037/2024	Revision of Salaries of School Secretaries and School Maintenance Staff in Community and Comprehensive Schools under the Public Service Agreement 2024 - 2026 Application of pay adjustments due on 1 January 2024 – Post Primary
0038/2024	Revision of Salaries for School Secretaries Previously Funded Under Ancillary Grant Funding - Application of pay adjustments due on 1 January 2024 – Primary/Post Primary
0039/2024	Grant Scheme for ICT Infrastructure – Primary/Post Primary /Special Schools
0040/2024	Information in relation to Standardised Testing and Other Matters – Academic Year 2023/24 and Subsequent Years – Primary
0041/2024	Not on website
0042/2024	Say Yes to Languages – primary languages sampler module - Primary

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

C/L ref	RE:
001/2024	Revision of Pay for the Higher Education Sector with effect from 1st January 2024 (24/4/24)
002/2024	Not on website
003/2024	Revision of Pay for the Higher Education Sector with effect from 1st October 2023 (22/2/24)

- Correspondence received from Department of Education

<b>Date Received</b>	<b>Subject</b>
02/04/2024	DoE acknowledging receipt of Progress Report re. LMETB's Annual Financial Accounts 2023
04/04/2024	DoE Reminder to submit 2024 Non-Teaching Staffing Returns by 4th April 2024
05/04/2024	DoE requesting submission of LMETB Q1 2024 - Early Warning Return by 17 <sup>th</sup> April 2024
05/04/2024	DoE re. Tax Compliance within Public Sector Bodies
09/04/2024	DoE acknowledging receipt of LMETB's Jan - Mar 2024 Monthly Return
09/04/2024	DoE confirming approval of gifts as requested by APO CES on 4/4/24 on foot of BM 28/3/24
12/04/2024	DoE acknowledging receipt of LMETB revised Jan - Mar 2024 Monthly Return
15/04/2024	DoE re. CL 35/2024 Revision of Salaries and Allowances of Certain Grades other than Teachers and SNAs employed by ETBs
16/04/2024	DoE re. Outstanding Form 1-Patrons Declaration Boards of Managements Primary Schools -Term of Office 2023-2027
16/04/2024	DoE Acknowledging receipt of Presentation from Oversight and Performance Delivery Agreement meeting
17/04/2024	DoE details of payment re. Digital Strategy ICT Grant
18/04/2024	DoE acknowledging receipt of LMETB Q1 2024 - Early Warning Return
19/04/2024	DoE - Minister's Office acknowledging receipt of letter – Board Members concerns re. recently announced School Books Scheme for sourcing associated items
22/04/2024	DoE Inspectorate - St Oliver Post Primary. Tuairisc le haghaidh Dearbhú Fíricí -Report for Factual Verification
22/04/2024	DoE Inspectorate Subject Inspection O'Carolan College Final Inspectorate Report
22/04/2024	DoE Inspectorate Youthreach Provision Dundalk CTC Final Inspectorate Report
25/04/2024	DoE re. Redeployment 2024
29/04/2024	DoE requesting April Monthly Return to be submitted no later than Tuesday 7th May 2024

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

<b>Date Received</b>	<b>Subject</b>

- Correspondence received from other sources

<b>Date Received</b>	<b>From:</b>	<b>Subject</b>
28/03/2024	ETBI	ETBI re. Adult Education Pay Rates
28/03/2024	DCEDIY	DCEDIY re. Launch of the Participation of Children and Young People in Decision-making Action Plan 2024-2028

02/04/2024	SOLAS	SOLAS acknowledging receipt of Devolved Capital Return 2023 emailed by R Duffy on 28/3/24
04/04/2024	Dept. Social Welfare	Dept. Social Welfare Services-RE-School Meals (Local Projects) Scheme 2023-2024 - Beaufort College revised allocation
05/04/2024	ETBI	ETBI re. DoE advising New Chair of the Oversight and Advisory Committee of the IAU-ETBs & seeking ETBI nominee to board
08/04/2024	IPB Insurance	IPB Insurance advising details of AGM being held on 3/5/24
09/04/2024	DCEDIY	DCEDIY re. letter regarding 2024 UBU Resilience and Effectiveness Initiative - allocation letter to follow
09/04/2024	AONTAS	AONTAS re. Nominations for AONTAS Board Positions & Chair Role - Information & Forms in advance of AGM being held on 30/5/24
10/04/2024	SIPO	SIPO re. Revised rates of pay - updated notification forms & guidelines effective from 1 January 2024
10/04/2024	DCEDIY	DCEDIY re. Allocation letter regarding 2024 UBU Resilience and Effectiveness Initiative
17/04/2024	Coláiste de Lacy	Coláiste de Lacy re. Signed and draft minutes for 31/1/24, 7/3/24 & 16/4/24 & Student Costs 2024/25
17/04/2024	NDA	NDA re. Feedback on key parts of the NDA's eLearning module on disability equality
18/04/2024	SOLAS	SOLAS acknowledging receipt of Balancing Statement for LMETB Apprenticeship Equipment Capital Funding – 2021/2022
18/04/2024	FET Directorate	FET forwarding Minutes of Youthreach BOM Meeting - 16th April 2024
18/04/2024	Coláiste Chú Chulainn	Coláiste Chú Chulainn forwarding Student Direct Costs 2024-25
19/04/2024	Dept. Social Welfare	Dept. Social Welfare re. School Meals Scheme 2023-2024 - Coláiste Clavin
19/04/2024	ETBI	ETBI re. Revised Posts of Responsibility Circular
19/04/2024	Boyne CS	BoM Minutes of meeting held on 6/2/2024
22/04/2024	ETBI	ETBI re. CL 0028/2024 Appointment of Administrative Deputy Principals & Staffing Arrangements in Special Schools to take effect from the 2024/25 school year.
23/04/2024	DCEDIY	DCEDIY Forwarding Payment Letter UBU Q2 2024
24/04/2024	ETBI	ETBI re. DoE Information note on Regularisation of Tutors employed by ETBs in Adult Community and Further Education settings
24/04/2024	QQI	QQI re. New Validation Templates and Guidelines
25/04/2024	Dept. Social Welfare	Dept. Social Welfare Letter advising re. School Meals Scheme 2023/2024 Ard Rí CNS
25/04/2024	Dept. Social Welfare	Dept. Social Welfare Funding allocation re. School Meals Scheme 2023/2024 Ard Rí CNS
25/04/2024	DCEDIY	DCEDIY - LMETB Payment Letter ETB YG Part 1 2024
26/04/2024	Dept. Social Welfare	Dept. Social Welfare re. School Meals (Local Projects) Scheme 2023-2024 Scoil Uí Mhuirí

26/04/2024	Dept. Social Welfare	Dept Social Welfare re. School Meals (Local Projects) Scheme 2023-2024 St. Oliver's CC
26/04/2024	Caitriona Hickey	Parent letter to Min. Foley re. School accommodation issues in Dunshaughlin- SCHOOL DISGRACE DUNSHAUGHLIN
30/04/2024	ETBI	ETBI re DoE confirming that NPC is the only recognised national parents association in Ireland
30/04/2024	Boyne CS	Boyne CS - letter seeking LMETB to nominate 3 Nominees to the new board
30/04/2024	NAO	NAO re. 2024 Apprentice of the Year Awards - Now open for nominations!
03/05/2024	AONTAS	AONTAS re. 54th AONTAS Annual General Meeting 2024 to be held on 30th May 2024

- **Correspondence sent**

Date	Re:
25/03/2024	CES Election to APO HR re. Arrangements for the Election of Staff Members to ETBs 2024
28/03/2024	APO Finance to OCAG & ASM advising that Louise Carroll is contact for Audit & forwarding LMETB Annual Financial Statements 2023
28/03/2024	APO Finance to DoE forwarding email 28/3/24 sent to OCAG & ASM re. LMETB Annual Financial Statements 2023
28/03/2024	APO Finance to SOLAS submitting LMETB FET Balancing Process 2023
28/03/2024	Access Officer to All Staff forwarding universal design tips for written communication as per NDA
29/03/2024	APO Finance to DoE submitting Progress Report re. ETBs Annual Financial Accounts 2023
03/04/2024	DOS to School Leaders re. Minister Foley announces new upskilling programme for post-primary teachers in Irish
03/04/2024	DOS to School Leaders re. Minister Foley announces €79 million in funding for primary, post-primary and special schools
04/04/2024	APO CES to All Staff re. Election of staff nominees to the LMETB Board
04/04/2024	APO CES to DoE - LMETB request for approval of gifts on foot of LMETB Board Meeting of 28 <sup>th</sup> March 2024
05/04/2024	CES Election to CNS Principals re. Election of staff nominees to the LMETB Board
08/04/2024	CE's Office to DoE acknowledging receipt of email re requesting submission of LMETB Q1 2024 - Early Warning Return by 17/7/24
08/04/2024	CE's Office to DoE acknowledging receipt of email re. Tax Compliance within Public Sector Bodies
08/04/2024	DOS to School Leaders re. CL 39/2024 Grant Scheme for ICT Infrastructure
08/04/2024	Finance to DoE submitting Jan - Mar 2024 Monthly Return
09/04/2024	APO CES to Coláiste na Mí confirming Ministerial approval of gifts under Section 29 of ETB Act 2013
09/04/2024	APO CES to Coláiste na Mí confirming Ministerial approval of gift under Section 29 of ETB Act 2013 - MCOH
09/04/2024	APO CES to Coláiste na Mí confirming Ministerial approval of gift under Section 29 of ETB Act 2013 - Walterstown GFC
09/04/2024	APO CES to Coláiste Chú Chulainn confirming Ministerial approval of gifts under Section 29 of ETB Act 2013 - TESCO

09/04/2024	APO CES to Faughart CNS confirming Ministerial approval of gift under Section 29 of ETB Act 2013 - SVP
11/04/2024	DOSD to APOs forwarding email from DoE re. Tax Compliance within Public Sector Bodies
11/04/2024	CES Election to Principals & FET Coordinators re. Election of staff nominees to the LMETB Board – request to securely destroy provisional register issued to them
11/04/2024	Finance to DoE submitting revised Jan - Mar 2024 Monthly Return
12/04/2024	DOSD to DoE response to reminder to submit LMETB Q1 2024 - Early Warning Return by 17/4/24
12/04/2024	APO Finance to DoE submitting LMETB Q1 2024 Prompt Payment Returns
12/04/2024	APO Finance to CSO submitting CSO Financial Assets and Liabilities Survey (FALS) Inquiry 2024 Q1
12/04/2024	CE's Office to DCEDIY acknowledging receipt of letter re. 2024 UBU Resilience and Effectiveness Initiative
12/04/2024	DOS to School leaders re. DoE's Revision of Salaries effective from 1 January 2024
15/04/2024	DOS to School Leaders re. Posts of Responsibility 2024-2025 academic year
16/04/2024	DOS to School Leaders re. Ministers Foley and Naughton announce revised assessment of need process for schools
16/04/2024	DOS to School Leaders re. Information Note in relation to the storage and transfer of guidance-counselling notes (2024)
16/04/2024	APO Finance to DoE Forwarding Presentation from Oversight and Performance Delivery Agreement meeting
16/04/2024	CES Election to All Staff re. Election of staff nominees to the LMETB Board
17/04/2024	CE's Office to DoE submitting LMETB Q1 2024 - Early Warning Return
17/04/2024	DOS to DoE response to email regarding submission of Form1's for CNS's
17/04/2024	DOSD to DOS & APO's re. ICT Digital Strategy ICT Grant
18/04/2024	DOS to DoE acknowledging DoE email which confirms that all Form 1's for LMTB's CNS have already been submitted
25/04/2024	CE's Office to DCEDIY acknowledging receipt of Payment Letter re. UBU Q2 2024
25/04/2024	CE's Office to DCEDIY acknowledging receipt of LMETB Payment Letter ETB YG Part 1 2024
25/04/2024	CE's Office to Finance Committee advising Schools Accounts Jan - Mar 2024 on Sharepoint
26/04/2024	CES Election to All Staff re. Confirming Election of staff nominees to the LMETB Board – Ms. Paula Clinton & Mr. Paul Harkin
29/04/2024	APO CES to School Leaders & FET Coordinators re. forms to be used for Gifts Trusts and Scholarships submissions
29/04/2024	CE's Office to DoE acknowledging request for April Monthly Return to be submitted no later than Tuesday 7th May 2024

• Correspondence sent on foot of Board meeting held on 28<sup>th</sup> March 2024

Date	Re:
17/04/2024	Condolence Card/Letter sent to the Families of: Mrs. Bridget Hartley, Mr, Terry Butterly & Mrs. Teresa O'Callaghan
17/04/2024	CE's Office to Dir. OSD re. OSD Matters
17/04/2024	CE's Office to Dir. FET re. Report, BoM Minutes, Membership of Committees/BoMs
17/04/2024	CE's Office to Dir. Schools re. Report, BoM Minutes of School Board of Managements, Memberships of BoM, School Policies

17/04/2024	CE's Office to Chair Finance Committee re. Minutes & Report of Finance Committee & AFS 2023
17/04/2024	CE's Office to Chair Audit & Risk Committee re. Minutes & Report of Finance Committee & Statement of Internal Control
17/04/2024	CE's Office to Chair Youth Work Committee re. BoM Minutes and Memberships
17/04/2024	CE's Office to Chair Gifts, Trusts & Scholarships Committee re. Minutes, Recommendations of Committee
17/04/2024	CE's Office to Sec BoM DCFE re. Minutes
17/04/2024	CE's Office to Sec BoM DIFE re. Minutes
17/04/2024	CE's Office to Mr. Michael Lennard – Parent nominee to BoM St. Oliver PP
17/04/2024	CE's Office to DoE – Letter to Minister Foley – concerns re. recently announced School Books Scheme for sourcing associated items
29/04/2024	CE's Office to Cllr. Caroline O'Reilly – Nomination to Adult Education Committee

The Cathaoirleach invited questions and comments from members.

## **6. Committees and Reports**

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

The Cathaoirleach referred members to the report of the Director of Further Education and Training.

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

#### **6.1.1 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 which took place on 28<sup>th</sup> February 2024 were noted.

It was resolved **R. 08/05/2024** to approve the minutes of the meeting of the Youth Work Committee which took place on 14<sup>th</sup> March 2024.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 09/05/2024** to approve the minutes of the meeting of the Youthreach Committee which took place on 23<sup>rd</sup> November 2023.

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Wayne Harding

The minutes of the meeting of the Youthreach Committee which took place on 29<sup>th</sup> January 2024 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**

There was no business under this heading.

#### **6.1.5. Draft updated Terms of Reference for Youth Work Committee**

DOSD advised members that the draft is on foot of a recommendation by the Youth Work Committee which considered advice from the ETBI Legal Services Support Unit.

It was resolved **R. 10/05/2024** to approve the Draft updated Terms of Reference for the Youth Work Committee.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Máirín Uí Fháinnín Uasal

#### **6.1.6. Memorandum of Agreement regarding Business Programmes between LMETB (DIFE) and Dublin City University**

The Memorandum of Agreement was noted.

#### **6.1.7. Memorandum of Agreement regarding Law Programmes between LMETB (DIFE) and Dublin City University**

The Memorandum of Agreement was noted.

#### **6.1.8. Memorandum of Agreement regarding Science Programmes between LMETB (DIFE) and Dublin City University**

The Memorandum of Agreement was noted.

#### **6.1.9. Memorandum of Understanding between Southern Regional College and LMETB**

The Memorandum of Understanding was noted.

**6.1.10. Memorandum of Understanding between LMETB - AMTCE and Advance Manufacturing Innovation Centre (AMIC) The Queens' University of Belfast**

The Memorandum of Understanding was noted.

**6.2. Director of Schools Report**

The Cathaoirleach referred members to the report of the Director of Schools.

The report of Director of Schools was noted.

**6.2.1. Minutes of Boards of Management meetings**

<b>School</b>	<b>Date of Meeting</b>
Bush PP	29/11/2023
Bush PP	31/01/2024
Coláiste Chú Chulainn	07/09/2021
Coláiste Chú Chulainn	08/11/2021
Coláiste Chú Chulainn	01/11/2021
Coláiste Chú Chulainn	07/03/2022
Coláiste Chú Chulainn	31/08/2022
Coláiste Chú Chulainn	25/10/2022
Coláiste Chú Chulainn	10/01/2023
Coláiste Chú Chulainn	21/03/2023
Coláiste Chú Chulainn	26/05/2023
Coláiste Chú Chulainn	23/09/2023
Coláiste Chú Chulainn	26/09/2023
Coláiste Chú Chulainn	07/11/2023
Coláiste Chú Chulainn	21/11/2023
Coláiste Chú Chulainn	15/01/2024
Coláiste Clavin	29/08/2023
Coláiste Clavin	14/09/2023
Coláiste Clavin	17/10/2023
Coláiste Clavin	18/01/2024
Coláiste Pobail Ráth Chairn	30/09/2021
Coláiste Pobail Ráth Chairn	02/12/2021
Coláiste Pobail Ráth Chairn	07/04/2022
Coláiste Pobail Ráth Chairn	08/06/2022
Coláiste Pobail Ráth Chairn	01/09/2022
Coláiste Pobail Ráth Chairn	02/03/2023
Coláiste Pobail Ráth Chairn	15/06/2023
Coláiste Pobail Ráth Chairn	07/09/2023
Coláiste Pobail Ráth Chairn	14/12/2023
Coláiste Pobail Ráth Chairn	19/12/2023
Coláiste Ríoga	07/06/2023
Coláiste Ríoga	23/08/2023
Coláiste Ríoga	06/09/2023

Coláiste Ríoga	13/09/2023
Coláiste Ríoga	13/12/2023
Enfield CC	01/09/2022
Enfield CC	30/11/2022
Enfield CC	31/01/2023
Enfield CC	08/09/2023
Enfield CC	13/12/2023
Enfield CC	15/01/2024
O'Carolan College	21/11/2023
O'Carolan College	30/01/2024
Ó Fiaich College	05/12/2023
Ó Fiaich College	07/02/2024
Ratoath College	06/02/2024
Scoil Uí Mhuirí	17/10/2023
St. Oliver PP	19/10/2023
St. Oliver PP	07/12/2023
St. Oliver's CC	20/09/2023
St. Oliver's CC	07/02/2024
Ard Rí CNS	13/06/2023
Faughart CNS	12/09/2023
<b>Joint Patronage Schools</b>	
Boyne CS	05/12/2023 - Incl. Financial Accounts for year ended 31 <sup>st</sup> August 2023
Boyne CS	06/02/2024
St. Ciarán's CS	Financial Accounts for year ended 31 <sup>st</sup> August 2023

The minutes of the above meeting were noted.

#### **6.2.2. Memberships of Boards of Management**

School	Nominee	To replace	Nominated By
Coláiste na hInse	Mr. Martin Cromb as Parent Nominee	Mr. Paul Tanner	Parents

It was resolved **R. 11/05/2024** to approve the nomination of Mr. Martin Cromb as Parent Nominee to the Board of Management of Coláiste na hInse to replace Mr. Paul Tanner.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Máirín Uí Fháinnín Uasal

#### **6.2.3. School Based Policies:**

School	Policy
Bush PP	Driving to school policy
Bush PP	Healthy Eating policy 2024-2026

Bush PP	RSE Policy
Bush PP	Students driving to and from school policy 2024-2026
Bush PP	Wellbeing Policy
Coláiste Chú Chulainn	Anti Bullying Policy 2023 - 24
Coláiste Chú Chulainn	Child Safeguarding Statement 2023
Coláiste Chú Chulainn	Statement of Strategy Attendance 2023-2024
Enfield CC	Code of Behaviour Suspensions Expulsions Policy
Enfield CC	Internet Acceptable Use Policy
Enfield CC	Pastoral Care Policy
Enfield CC	Relationship & Sexuality Education (RSE) Policy
Enfield CC	School Uniform Policy
Enfield CC	Statement of Strategy for School Attendance
O'Carolan College	Anti Bullying Policy 2023
O'Carolan College	Critical Incident Management Plan
O'Carolan College	Health, Safety and Welfare Statement 2024
O'Carolan College	Health, Safety and Welfare Statement 2024 – Ratification documentation
O'Carolan College	Mobile Phone Policy
O'Carolan College	School Code of Conduct 2023
Ó Fiaich College	Anti Bullying Policy 2023/24
Ó Fiaich College	Engineering Policy
Ó Fiaich College	French Policy
Ó Fiaich College	Intimate Care Policy
Ó Fiaich College	Statement of Strategy for School Attendance
Scoil Uí Mhuirí	Acceptable Use Policy – Student Internet Safety
Scoil Uí Mhuirí	Anti-Bullying Policy 2023
Scoil Uí Mhuirí	Code of Behaviour 2023
Scoil Uí Mhuirí	Critical Incident Management Plan 2023
Scoil Uí Mhuirí	Homework Study Policy 2023
Scoil Uí Mhuirí	Relationship & Sexuality Education (RSE) Policy
Scoil Uí Mhuirí	Uniform Policy 2023/2024
St. Oliver PP	Visitors Policy
St. Oliver PP	Wellbeing Policy
Ard Rí CNS	Anti-Bullying Policy plus Risk Assessment 23/24- Final
Ard Rí CNS	Critical Incident Management Policy 23/24- Final
Ashbourne CNS	Code of Positive Behaviour
Faughart CNS	Code of Behaviour
Faughart CNS	Goodness me Goodness You (GMGY) Plan
Faughart CNS	Healthy Eating Policy
Faughart CNS	Internet Acceptable Use Policy
Faughart CNS	Relationship & Sexuality Education (RSE) Policy
Faughart CNS	Special Education Needs (SEN) Policy
<b>Joint Patronage Schools</b>	

The above policies were noted.

#### 6.2.4. Proposed Contributions from Parents/Guardians for 2024-2025

School	School Years							
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	TY	5 <sup>th</sup>	6 <sup>th</sup>	LCA1	LCA2
Beaufort College	€110	€110	€110	€300	€200	€200	€200	€200
Bush	€40	€40	€40	€350	€135	€135	€45	€45
Coláiste Chú Chulainn	€80	€80	€80	€280	€250	€250	€200	€200
Coláiste Clavin	€90	€90	€90	€450	€150	€150	€135	€135
Coláiste de Lacy	€81	€81	€81	€488	€220	€220	€192	€192
Coláiste na hInse	€110	€110	€110	€400	€220	€220	€230	€230
Coláiste na Mí	€60	€60	€90	€390	€194	€194	€114	€134
Coláiste Pobail Ráth Chairn	€70	€70	€70	€490	€170	€170		
Coláiste Ríoga	€50	€50	€50	€350				
Dunshaughlin CC	€150	€150	€150	€413	€246	€246	€180	€180
Enfield CC	€129	€129	€129	€411	€264		€178	
O'Carolan College	€70	€70	€100	€480	€185	€215	€220	€240
Ó Fiaich College	€70	€70	€70	€100	€100	€100	€100	€100
Ratoath College	€150	€150	€150	€500	€270	€270	€170	€170
Scoil Uí Mhuirí	€90	€90	€90	€475	€150	€150	€150	€150
St. Oliver PP	€110	€110	€110	€380	€200	€200	€200	€200
St. Oliver's CC	€32	€22	€47	€262	€182	€57	€182	€57
St. Peter's College	€105	€105	€105	€480	€285	€285	€150	€150
	All Classes							
Ashbourne CNS	€27							
Dunshaughlin CNS	€50							
Faughart CNS	€25							

It was resolved **R. 12/05/2024** to approve the above contributions.

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

**Seconded:** Cllr. Nick Killian

#### 7. OSD Matters

##### 7.1. Human Resources Update

APO Human Resources briefed members on the recruitment of staff and thanked members for their ongoing commitment to the very important work of participating on interview panels.

##### 7.2. Minutes:

7.2.1. It was resolved **R. 13/05/2024** to approve the minutes of the Gifts, Trusts and Scholarships Committee meeting held on 21<sup>st</sup> March 2024.

**Proposed:** Cllr. John Sheridan

**Seconded:** Máirín Uí Fháinnín Uasal

7.2.2. It was resolved **R. 14/05/2024** to approve the minutes of the Land and Buildings Committee meeting held on 22<sup>nd</sup> February 2024.

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

**Seconded:** Mr. Bill Sweeney

### **7.3. Reports**

There was no business under this heading.

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

There was no business under this heading.

### **7.5. Policies and Documentation**

#### 7.5.1. Updated Executive Orders

The above document was noted.

### **7.6. Gifts, Trusts and Scholarships**

7.6.1. Cllr. Sheridan reported on behalf of the Gifts, Trusts and Scholarships Committee. Cllr. Sheridan advised that the Committee met on 23<sup>rd</sup> April 2024 at which it approved minutes of the meeting held on 21<sup>st</sup> March 2024, considered reports by the Chief Executive on gifts and a scholarship, and draft application/approval forms.

Cllr. Sheridan advised that the Committee resolved to approve the draft application/approval forms.

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

1: Donation of €200 by Navan Adventure Centre to Coláiste na Mí

Details of the Donor: Navan Adventure Centre

Details of the gift: €200

Purpose of the Gift: Towards the cost of the Coláiste na Mí school musical

It was resolved **R. 15/05/2024** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the gift, subject to Ministerial approval.

**Proposed:** Cllr. John Sheridan

**Seconded:** Máirín Uí Fháinnín Uasal

2: Donation of €150 by Linda Nelson Murray to Coláiste na Mí  
Details of the Donor: Linda Nelson Murray  
Details of the gift: €150  
Purpose of the Gift: Towards the cost of the Coláiste na Mí school musical

It was resolved **R. 16/05/2024** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the gift, subject to Ministerial approval.

**Proposed:** Cllr. John Sheridan

**Seconded:** Máirín Uí Fháinnín Uasal

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

1: Sharon Maher Creative Bursary

Details of the donor: Family of the late Sharon Maher (former Co-ordinator of Youthreach Navan)

Details of the scholarship: €1,000 per year

Purpose of the scholarship: To support young people aged 17 to 21 pursuing courses in a creative field including dance, theatre, fine art, writing or music.

It was resolved **R. 17/05/2024** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the scholarship, subject to Ministerial approval.

**Proposed:** Cllr. John Sheridan

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

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

It was resolved **R. 18/05/2024** to approve the Report of the Chief Executive under Section 29 of the 2013 ETB Act.

**Proposed:** Cllr. John Sheridan

**Seconded:** Máirín Uí Fháinnín Uasal

#### 7.6.3. Report of the Chief Executive under Section 24 of the 2013 ETB Act (Scholarships)

It was resolved **R. 19/05/2024** to approve the Report of the Chief Executive under Section 24 of the 2013 ETB Act.

**Proposed:** Cllr. John Sheridan

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

### 7.7. Data Breach Reports

DOSD advised that all three breaches have been assessed as low risk. Members noted the Data Breach Reports.

### 7.8. Risk Management Report for Quarter 2, 2024

Members noted the Risk Management Report.

## **8. Land and Buildings**

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

Cllr. Killian reported on behalf of Land and Buildings Committee referring to the written report circulated. CE and Director of FET briefed members on recent engagement with SOLAS and DFHERIS regarding Dunboyne College and the next steps.

It was resolved **R. 20/05/2024** to approve the Report on behalf of Land and Buildings Committee.

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

**Seconded:** Ms. Caroline Canny

### **8.2. Leases/Licenses/Short Term Agreement/Property**

#### **Leases**

##### **Consideration of lease amendment for:**

8.2.1. Navan Ruby Club – Ard Rí Community National School

It was resolved **R. 21/05/2024** to approve the recommendation of the Land and Buildings Committee to approve the lease amendment.

**Proposed:** Máirín Uí Fháinnín Uasal

**Seconded:** Ms. Caroline Canny

#### **Licences**

##### **Consideration of licences renewals for:**

8.2.2. Unit 12 Dunboyne Business Park - Dunboyne College of Further Education

It was resolved **R. 22/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the licence.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

8.2.3. Unit 10a Dunboyne Business Park - Dunboyne College of Further Education

It was resolved **R. 23/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the licence.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

8.2.4. Pelletstown Equestrian Centre - Dunboyne College of Further Education

It was resolved **R. 24/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the licence.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

8.2.5. Camelot Studios - Dunboyne College of Further Education

It was resolved **R. 25/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the licence.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

8.2.6. St. Mary's GFC, Ardee – Further Education

It was resolved **R. 26/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the licence.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

8.2.7. Na Fianna CLG – Further Education

It was resolved **R. 27/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the licence.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

8.2.8. Boomerang Cafe – Drogheda Implementation Group

It was resolved **R. 28/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the licence.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

8.2.9. Unit 75a Dunboyne Business Park - Dunboyne College of Further Education

It was resolved **R. 29/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the licence.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

8.2.10. Workspace Ltd., Drogheda – Further Education

It was resolved **R. 30/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the licence.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

8.2.11. National Sports Campus Blanchardstown - Dunboyne College of Further Education

It was resolved **R. 31/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the licence.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

8.2.12. Kairos Communications Maynooth - Dunboyne College of Further Education

It was resolved **R. 32/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the licence.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

8.2.13. Utopia Hair Salon – Ó Fiaich College Further Education

It was resolved **R. 33/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the licence.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

**Short-Term Agreement**

**Consideration of renewal of Short-Term Agreement for:**

8.2.14. Ratoath Astro Turf Pitch – Ratoath College

It was resolved **R. 34/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the short-term agreement.

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

**Seconded:** Cllr. Marianne Butler

8.2.15. Ratoath Athletics Club – Ratoath College

It was resolved **R. 35/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the short-term agreement.

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

**Seconded:** Cllr. Marianne Butler

8.2.16. Ratoath Scouts Den – Ratoath College

It was resolved **R. 36/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the short-term agreement.

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

**Seconded:** Cllr. Marianne Butler

8.2.17. Oldcastle GFC – St. Oliver Post Primary

It was resolved **R. 37/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the short-term agreement.

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

**Seconded:** Cllr. Marianne Butler

8.2.18. DKIT Sport – Ó Fiaich College

It was resolved **R. 38/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the short-term agreement.

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

**Seconded:** Cllr. Marianne Butler

8.2.19. Dundalk Sports Centre – Ó Fiaich College

It was resolved **R. 39/05/2024** to approve the recommendation of the Land and Buildings Committee to renew the short-term agreement.

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

**Seconded:** Cllr. Marianne Butler

**8.3. Consideration to purchase FET King Street, Drogheda premises from Louth County Council**

APO Land & Buildings briefed members.

It was resolved **R. 40/05/2024** to approve the recommendation of the Land and Buildings Committee to purchase FET King Street, Drogheda premises from Louth County Council.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Cllr. John Sheridan

#### **8.4. Consideration to acquire boundary strip at AMTCE, Dundalk. Request for signing of Deed of Transfer.**

APO Land & Buildings and CE briefed members.

It was resolved **R. 41/05/2024** to approve the recommendation of the Land and Buildings Committee to acquire boundary strip at AMTCE, Dundalk and request a deed of transfer.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Máirín Uí Fháinnín Uasal

#### **8.5. Developments & Updates on Land & Buildings recommended by Land & Buildings Committee for Board Approval**

APO Land & Buildings briefed members.

A discussion took place on the lack of progress in provision of accommodation in Ashbourne and Dunshaughlin and the implications of same.

It was resolved **R. 42/05/2024** to approve the Developments & Updates on Land & Buildings recommended by Land & Buildings Committee.

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

**Seconded:** Máirín Uí Fháinnín Uasal

#### **9. Any Other Business**

The Cathaoirleach noted that this was the final scheduled meeting of the current Board and referred to the enjoyment he derived from being a Board member and Cathaoirleach. He cited the extraordinary growth of the ETB and commended members and staff for their work.

CE advised members that it is no longer necessary for ETB nominees to Boards of Management of Community Schools to be approved by the Board, as this is an executive function. CE encouraged members who wish to be considered for nomination or who know of others who do to make contact.

CE thanked the Cathaoirigh present and past, particularly the late Cllr. Damien O'Reilly, and board members for their contribution to LMETB and extended his gratitude and best wishes to all.

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

SIGNED:



CATHAOIRLEACH

DATE:

20/09/2024

