



## **LMETB Board Meeting Minutes held Thursday, 17<sup>th</sup> July 2025 in LMETB Further Education & Training Campus, Railway Street, Navan, Co. Meath. at 5pm.**

**Cathaoirleach:** Cllr. Nick Killian

**Baill i láthair:** Cllr. John Sheridan, Cllr. Gerry O'Connor, Cllr. Maria Murphy, Cllr. Wayne Harding, Ms. Paula Clinton, Ms. Sinéad Edmonds, Mr. Bill Sweeney, Mr. Barry Williams, Mairín Uí Fháinnín, Uasal, Ms. Angela McGarvey

**Baill i láthair ar líne:** Cllr. Ciarán Fisher, Cllr. Carol Lennon, Mr. Martin Seán Peters

**As láthair:** Cllr. Andrea McKevitt, Cllr. Anne Marie Ford, Cllr. Kevin Meenan, Cllr. Caroline O'Reilly, Cllr. Maria White, Mr. Paul Harkin, Mr. Paul McCabe, Mr. Brian Murphy, Director of OSD, Corporate Services, IT, Finance and HR (Pay Administration, IR and Leave Management) (DOSD 1), Ms. Roisin Duffy, APO Finance

**Ag freastal:** Mr. Martin G. O'Brien, Chief Executive, Ms. Fiona Kindlon, Director of Schools, Ms. Sadie Ward McDermott, Director of FET; Ms. Sinéad Murphy, Director of OSD Capital, Estates, Climate, Sustainability and HR (Recruitment and Pensions) (DOSD 2); Ms. Aedín Ní Bhroin, APO Corporate and Education Services; Ms. Louise Carroll, APO Pay & Finance Shared Services, Mr. Frank Smith, APO Estates, Climate Action & 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. Vivienne Branigan, Adult Education Officer, to address the meeting. Ms. Branigan welcomed all attendees to the Further Education and Training Campus on Railway Street and gave a brief overview of the services delivered from the campus.

The Cathaoirleach thanked Ms. Branigan for her contribution and for hosting the Board for this meeting.

#### **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.

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

Apologies were noted from: Cllr. Andrea McKevitt, Cllr. Anne Marie Ford, Cllr. Kevin Meenan, Cllr. Caroline O'Reilly, Cllr. Maria White, Mr. Paul Harkin, Mr. Paul McCabe, Mr. Brian Murphy, Director of OSD 1, Ms. Roisin Duffy, APO Finance.

Condolences were expressed in the usual respectful manner.

Congratulations were extended to Ms. Muireann Broderick on her appointment as Deputy Principal to Ashbourne CNS.

#### **1.4 Absences**

It was resolved **R. 01/07/2025** to approve the following absences:

Cllr. Andrea McKeivitt, Cllr. Anne Marie Ford, Cllr. Kevin Meenan, Cllr. Caroline O'Reilly, Cllr. Maria White, Mr. Paul Harkin, Mr. Paul McCabe

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Maria Murphy

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

**2.1** It was resolved **R. 02/07/2025** to adopt the minutes of the meeting of the Louth and Meath Education and Training Board held on 15<sup>th</sup> May 2025.

**Proposed:** Máirín Uí Fháinnín, Uasal

**Seconded:** Cllr. John Sheridan

### **2.2 Matters Arising**

There were no matters arising.

## **3. Airgeadais/ Finance**

### **3.1 Updated Service Plan**

APO CES advised that the Department had requested a minor change to the Service Plan that had been submitted relating to a KPI. The amendment had been made and the Department had approved the Service Plan.

It was resolved **R. 03/07/2025** to approve the updated Service Plan for 2025.

**Proposed:** Cllr. Maria Murphy

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

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

APO Pay Administration and Financial Shared Projects gave a presentation on the finance report.

The Board were advised that the C&AG audit has been scheduled to commence in mid-September.

It was resolved **R. 04/07/2025** to approve the finance report.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Cllr. John Sheridan

### **3.3 Transfer of funds**

€6,526,250 funding has been transferred by LMETB to a 31 day notice term deposit account at 1% interest per annum.

CE provided background information relating to the funds in question, correspondence received from the PAC on this matter and the response provided.

A discussion was held on the matter.

The transfer was noted by the Board.

#### **4. Comhfhreagras 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 Tuairiscí/ Committees and Reports**

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

Director of FET gave an overview of the report. She thanked members for their support on Committees and Boards of FET.

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

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

It was resolved **R. 05/07/2025** to approve the minutes of the Adult Education Committee meeting which took place on 15<sup>th</sup> January 2025.

**Proposed:** Mr. Barry Williams

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 06/07/2025** to approve the minutes of the DCFE meeting which took place on 11<sup>th</sup> March 2025.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

The minutes of the DIFE meeting held on 28<sup>th</sup> April 2025 were noted.

The minutes of the Youthreach Board of Management held on 11<sup>th</sup> March 2025 were noted.

The minutes of the Youthreach Board of Management held on 29<sup>th</sup> April 2025 were noted.

It was resolved **R. 07/07/2025** to approve the minutes of the Youth Work Committee meeting which took place on 18<sup>th</sup> February 2025.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Mr. Barry Williams

#### **5.3 Meath Partnership (For Approval)**

Director of FET gave an overview of the proposed agreement and background to same.

As per section 20 of the Education and Training Boards Act 2013, the Minister may give a direction to an education and training board to -

(d) establish, maintain or resource an education and training facility in its functional area.

On that basis, approval was sought for LMETB to seek the Minister's direction to enter into an agreement with Meath Partnership to facilitate Meath Partnership delivering a small number of QQI programmes under LMETB's QQI approved quality assured processes.

It was noted that it would be crucial to ensure that there isn't a duplication of courses and that the courses provided by Meath Partnership and those provided by LMETB must be complementary to ensure maximum benefit to the community.

It was resolved **R. 08/07/2025** to approve the resolution as set out above.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Mr. Barry Williams

#### **5.4 MOA – DCU and LMETB**

Director of FET gave an overview of the purpose of the agreement.

It was resolved **R. 09/07/2025** to approve the MOA between DCU and LMETB.

**Proposed:** Ms. Paula Clinton

**Seconded:** Mr. Bill Sweeney

#### **5.5 MOA between DKIT, LMETB and CMETB**

Director of FET provided an overview of the purpose of the agreement.

It was resolved **R. 10/07/2025** to approve the MOA between LMETB, CMETB and DKIT.

**Proposed:** Ms. Paula Clinton

**Seconded:** Mr. Bill Sweeney

#### **5.6 Articulation Agreement between LMETB/Ó Fiaich and DKIT**

Director of FET provided an overview of the purpose of the agreement.

It was resolved **R. 11/07/2025** to approve the Articulation Agreement between LMETB and DKIT.

**Proposed:** Ms. Paula Clinton

**Seconded:** Mr. Bill Sweeney

#### **5.7 Director of Schools Report**

Director of Schools gave an overview of the report provided and thanked staff and Board members for their support, particularly in relation to the recruitment drive for the coming academic year. The support provided by staff of Coláiste Chú Chulainn at a very difficult time for the school community was acknowledged. A letter of condolence will issue from the Board to the family of Kofi Owusu.

The report of the Director of Schools was noted.

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

##### **Board of Management, Cara Community Special School**

It was resolved **R. 12/07/2025** to approve the appointment of Mr. Jackson Nginya as a parent nominee to the Board of Management of Cara Community Special School.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Máirín Uí Fháinnín, Uasal

It was resolved **R. 13/07/2025** to approve the appointment of Ms. Emma Fox as parent nominee to the Board of Management of Cara Community Special School.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Máirín Uí Fháinnín, Uasal

DOSD 2 provided an update in relation to the tender process being undertaken for Dunshaughlin Community National School and a discussion was held on the matter.

A discussion was held on the admissions policy of schools and it was outlined that the admissions policy is a matter for the Board of Management of the school.

## **6. Cúrsaí Tacaíochta agus Forbartha Eagraíochta /OSD matters**

### **6.1 Human Resources Update**

DOSD 2 provided a verbal update on Recruitment matters. She thanked Board members for their support in participating on interview boards during the peak recruitment drive in particular.

### **6.2. Audit and Risk Committee minutes**

It was resolved **R. 14/07/2025** to approve the minutes of the Audit and Risk Committee meeting held on 21<sup>st</sup> March 2025.

**Proposed:** Mr. Bill Sweeney

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

### **6.3 Gifts, Trusts and Scholarships minutes**

It was resolved **R. 15/07/2025** to approve the minutes of the Gifts, Trusts and Scholarships Committee meeting held on 25<sup>th</sup> March 2025.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Wayne Harding

### **6.4 Policies/Documentation**

APO CES advised of updated Executive Orders that had been put in place.  
The updated Executive Orders were noted by the Board.

### **6.5 Report on behalf of Gifts, Trusts and 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 to Ashbourne Community National School**

**Details of the donor:** St. Vincent de Paul, Ashbourne, Co. Meath

**Details of the gift:** Monetary donation of €2,163

**Purpose of the Gift:** Purchase resources for the most vulnerable pupils

It was resolved **R. 16/07/2025** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Maria Murphy

#### **Donation to Coláiste de Lacy**

**Details of the donor:** St. Vincent de Paul, Ashbourne, Co. Meath

**Details of the gift:** Monetary donation of €6,391

**Purpose of the Gift:** Support students who have difficulty paying for various activities/resources.

It was resolved **R. 17/07/2025** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Maria Murphy

#### **6.6 Report of the Chief Executive under Section 29 of the 2013 ETB Act (Gifts)**

It was resolved **R. 18/07/2025** to approve the Report of the Chief Executive under Section 29 of the 2013 ETB Act.

**Proposed:** Cllr. John Sheridan

**Seconded:** Mr. Bill Sweeney

#### **6.7 Data Breach Reports**

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

#### **6.8 Risk Management**

##### **i. Risk Management Report for Quarter 3, 2025**

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

##### **ii. Risk Register for Quarter 3, 2025**

APO CES gave an overview of the Risk Register for Quarter 3, 2025.  
The report was noted.

#### **6.9 Music Generation Louth – Strategy 2025 – 2029**

APO CES gave an overview of the Strategy Statement.  
The Strategy Statement of Music Generation Louth 2025 – 2029 was noted by the Board.

#### **6.10 Compliance with Charities Code**

APO CES gave an overview of the report relating to LMETB's compliance with the Charities Code.  
The report was noted by the Board.

#### **6.11 LMETB Board self-assessment**

APO CES advised that the Board are required under the Code of Practice to undertake an annual self-assessment. The questionnaire will issue to Board members in September and will be non-anonymised.

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

#### **7.1 Minutes of Land & Buildings Committee on foot of meeting held on 7<sup>th</sup> May 2025**

It was resolved **R. 19/07/2025** to adopt the minutes of the Land and Buildings Committee meeting dated 7<sup>th</sup> May 2025.

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

**Seconded:** Mr. Bill Sweeney

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

Mr. Bill Sweeney provided a report on behalf of the Land and Buildings Committee on foot of their meeting of 8<sup>th</sup> July 2025.

A discussion was held on climate action and sustainability matters and DOSD 2 provided an update on progress and work underway by LMETB, led by APO Estates, Climate Action & Sustainability. Members were advised that a Green Schools Conference will be held in Trim on the 11<sup>th</sup> November. The focus of this event will be on sharing of best practice and showcasing of work and achievements. It is hoped that a conference will be held annually.

It was resolved **R. 20/07/2025** to adopt the report of the Land and Buildings Committee.

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

**Seconded:** Mr. Bill Sweeney

### **7.3 Leases/Licenses/Short Term Agreement/Property**

#### **Leases**

It was resolved **R. 21/07/2025** to approve the recommendation of the Land and Buildings Committee to approve renewal of the following lease:

- Navan Rugby Club – Ard Rí CNS

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

**Seconded:** Ms. Paula Clinton

#### **Licences**

It was resolved **R. 22/07/2025** to approve the recommendation of the Land and Buildings Committee to approve the following licence renewal:

- Utopia Hair Salon, Dundalk – FET Ó Fiaich College

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

**Seconded:** Ms. Paula Clinton

It was resolved **R. 23/07/2025** to approve the recommendation of the Land and Buildings Committee to approve the following licence renewal:

- Na Fianna CLG – Enfield Community College

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

**Seconded:** Ms. Paula Clinton

It was resolved **R. 24/07/2025** to approve the recommendation of the Land and Buildings Committee to approve the following licence renewal:

- Navan Tennis Clubhouse – Ard Rí Community National School

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

**Seconded:** Ms. Paula Clinton

It was resolved **R. 25/07/2025** to approve the recommendation of the Land and Buildings Committee to approve the following licence renewal:

- Unit 7 Dunboyne Business Park – Dunboyne College of Further Education

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

**Seconded:** Ms. Paula Clinton

It was resolved **R. 26/07/2025** to approve the recommendation of the Land and Buildings Committee to approve the following licence renewal:

- Unit 8 Dunboyne Business Park – Dunboyne College of Further Education

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

**Seconded:** Ms. Paula Clinton

It was resolved **R. 27/07/2025** to approve the recommendation of the Land and Buildings Committee to approve the following licence renewal:

- Unit 22 Dunboyne Business Park – Dunboyne College of Further Education

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

**Seconded:** Ms. Paula Clinton

It was resolved **R. 28/07/2025** to approve the recommendation of the Land and Buildings Committee to approve the following licence renewal:

- Fairyhouse Racecourse – Dunboyne College of Further Education

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

**Seconded:** Ms. Paula Clinton

It was resolved **R. 29/07/2025** to approve the recommendation of the Land and Buildings Committee to approve the following licence renewal:

- Donaghmore GAA, Ashbourne – FET Ashbourne

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

**Seconded:** Ms. Paula Clinton

It was resolved **R. 30/07/2025** to approve the recommendation of the Land and Buildings Committee to change the agreed terms for the following licence:

- Unit 1, Coe's Road, Dundalk – FET Storage Dundalk

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

**Seconded:** Ms. Paula Clinton

It was resolved **R. 31/07/2025** to approve the recommendation of the Land and Buildings Committee to approve renewal of the following Sports Capital Grant Licence:

- Glenmore Athletics Club – Bush Post Primary School

Fifteen-year licence for use of running track at Bush Post Primary School by Glenmore Athletic Club in line with Sports Capital Grant application.

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

**Seconded:** Ms. Paula Clinton

It was resolved **R. 32/07/2025** to approve the recommendation of the Land and Buildings Committee to approve renewal of the third-party licence for Oide – Head Office Dundalk, Chapel Street.

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

**Seconded:** Ms. Paula Clinton

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

It was resolved **R. 33/07/2025** to approve the developments and updates on Land and Buildings recommended by Land and Buildings Committee for Board approval dated 17<sup>th</sup> July 2025.

**Proposed:** Máirín Uí Fháinnín, Uasal

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

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



**MOU – Generation Ireland**

Director of FET advised that LMETB are engaging with Generation Ireland with a view to putting an MOU in place for a skills bootcamp and gave an overview of same. The draft MOU is currently with LMETB's legal providers.

It was resolved **R. 34/07/2025** to approve the MOU, subject to legal review.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Mr. Barry Williams

**Recognition of service**

A discussion was held relating to recognition for teachers/staff who provide long-term /lifelong commitment to a school/centre and information was provided relating to the current practice.

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 18<sup>th</sup> September 2025.

SIGNED:

  
CATHAOIRLEACH

DATE:



