

LMETB Board Meeting Minutes held Thursday, 17th 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 Ú Fháinnín, Uasal, Ms. Angela McGarvey

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

As láthair: Cllr. Andrea McKeivitt, 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 McKeivitt, 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 15th 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. Comhfheagras 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

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 15th 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 11th March 2025.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Nick Killian

The minutes of the DIFE meeting held on 28th April 2025 were noted.

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

The minutes of the Youthreach Board of Management held on 29th 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 18th 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 21st 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 25th 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 7th May 2025

It was resolved **R. 19/07/2025** to adopt the minutes of the Land and Buildings Committee meeting dated 7th 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 8th 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 11th 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 17th 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 18th September 2025.

SIGNED:



CATHAOIRLEACH

DATE:



