



LMETB Board Meeting Minutes held Thursday, 18th September 2025 in LMETB Admin Offices, Chapel Street, Dundalk, Co. Louth at 5pm.

Cathaoirleach: Cllr. Nick Killian

Baill i láthair: Cllr. Andrea McKeivitt, Cllr. Anne-Marie Ford, Cllr. Carol Lennon, Mr. Paul Harkin, Mr. Martin Seán Peters, Mr. Paul McCabe, Mr. Barry Williams

Baill i láthair ar líne: Cllr. John Sheridan, Cllr. Kevin Meenan, Cllr. Caroline O'Reilly, Cllr. Gerry O'Connor, Cllr. Maria Murphy, Máirín Uí Fháinnín Uasal

As láthair: Cllr. Wayne Harding, Ms. Sinéad Edmonds, Ms. Paula Clinton, Mr. Bill Sweeney, Cllr. Maria White, Ms. Angela McGarvey, Cllr. Ciarán Fisher, Ms. Sinéad Murphy, Director of OSD Capital, Estates, Climate, Sustainability and HR (Recruitment and Pensions) (DOSD 2)

Ag freastal: Mr. Martin G. O'Brien, Chief Executive, Ms. Fiona Kindlon, Director of Schools, Ms. Sadie Ward McDermott, Director of FET; Mr. Brian Murphy, Director of OSD, Corporate Services, IT, Finance and HR (Pay Administration, IR and Leave Management) (DOSD 1); Ms. Aedín Ní Bhroin, APO Corporate and Education Services; Ms. Roisin Duffy, APO Finance, 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.

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. Wayne Harding, Ms. Sinéad Edmonds, Ms. Paula Clinton, Mr. Bill Sweeney and Cllr. Ciarán Fisher.

Condolences were expressed in the usual respectful manner.

Congratulations were extended to Ms. Catherine Fox, on her appointment as Principal at Dunboyne College of Further Education

1.4 Absences

It was resolved **R. 01/09/2025** to approve the following absences:

Cllr. Wayne Harding, Ms. Sinéad Edmonds, Ms. Paula Clinton, Mr. Bill Sweeney and Cllr. Ciarán Fisher.

Proposed: Cllr. Andrea McKevitt

Seconded: Mr. Paul McCabe

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

2.1 It was resolved **R. 02/09/2025** to adopt the minutes of the meeting of the Louth and Meath Education and Training Board held on 17th July 2025.

Proposed: Mr. Barry Williams

Seconded: Cllr. John Sheridan

2.2 Matters Arising

There were no matters arising.

2.3 Correction to previous minutes

It was resolved **R. 03/09/2025** to approve the correction of the name of the BoM Coláiste de Lacy LMETB nominee put forward at the Board meeting on 27th February 2025 to Mr. Siva Kumar Murugadoss.

Proposed: Cllr. Andrea McKevitt

Seconded: Mr. Paul Harkin

3. Chairpersons Comprehensive Report 2024

DOSD 1 advised that an amendment had been made to the Chairpersons Comprehensive Report, at the request of the Department of Education and Youth, regarding an increase in the timeframe of reporting on commercially sensitive developments in line with the 2024 Code of Practice.

It was resolved **R. 04/09/2025** to approve the updated Chairperson's report.

Proposed: Cllr. Gerry O'Connor

Seconded: Cllr. Andrea McKevitt

4. Airgeadais/ Finance

4.1 Finance Update/Service Plan Review

APO Finance gave a presentation on the finance report and measures being taken as end of year approaches. The Board were advised that a revised funding letter for apprenticeships had been provided from SOLAS in August 2025.

It was resolved **R. 05/09/2025** to approve the finance report.

Proposed: Mr. Barry Williams

Seconded: Mr. Paul Harkin

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.

The Cathaoirleach noted in particular the correspondence ETBI have submitted on behalf of the ETBs to the Department of Education and Youth and DFHERIS regarding fees for Interview Board members.

6. Coistí agus Tuairiscí/ Committees and Reports

6.1 Director of Further Education and Training Report

Director of FET gave an overview of the report.

The funding received under the UBU programme was acknowledged by the Board.

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

6.2 Further Education and Training Committee/Board of Management Minutes

It was resolved **R. 06/09/2025** to approve the minutes of the Adult Education Committee meeting which took place on 8th April 2025.

Proposed: Cllr. Maria Murphy

Seconded: Mr. Barry Williams

6.3 Memorandum of Understanding (MOU) - Generation Ireland

The Board were advised that the legal review of the MOU approved by the Board at its meeting in July, subject to legal review has now been completed.

It was resolved **R. 07/09/2025** to approve the MOU.

Proposed: Cllr. Carol Lennon

Seconded: Cllr. Andrea McKevitt

6.4 Director of Schools Report

Director of Schools gave an overview of the report provided.

A discussion was held on a number of matters referenced in the report.

The report of the Director of Schools was noted.

6.5 Memberships and Chairpersons of Boards of Management & Management Advisory Committees

Board of Management, Coláiste na Mí

Appointment of an LMETB nominee to the Board of Management of Coláiste na Mí was deferred.

7. Cúrsaí Tacaíochta agus Forbartha Eagraíochta /OSD matters

7.1 Human Resources Update

DOSD 1 advised there was no update at this point and that as this is an Executive function, it won't be on the Board meeting agenda going forward.

7.2. Audit and Risk Committee minutes

It was resolved **R. 08/09/2025** to approve the minutes of the Audit and Risk Committee meeting held on 12th June 2025.

Proposed: Mr. Paul Harkin

Seconded: Mr. Barry Williams

7.3 Audit and Risk Committee Report – 12th June 2025

It was resolved **R. 9/09/2025** to approve the report of the Audit and Risk Committee meeting held on 12th June 2025.

Proposed: Mr. Paul Harkin

Seconded: Mr. Barry Williams

DOSD 1 advised that it is intended to invite the Chairperson of the Audit and Risk Committee to attend the November meeting of the Board and provide an annual report to the Board.

7.4 Finance Committee minutes – 25th March 2025

It was resolved **R. 10/09/2025** to approve the minutes of the Finance Committee meeting held on 25th March 2025.

Proposed: Mr. Paul Harkin

Seconded: Mr. Barry Williams

7.5 Finance Committee report – 25th March 2025

It was resolved **R. 11/09/2025** to approve the report of the Finance Committee meeting held on 25th March 2025.

Proposed: Mr. Paul Harkin

Seconded: Mr. Barry Williams

7.6 LMETB Audit and Risk Committee Self-Evaluation 2025

DOSD 1 gave an overview of the findings of the self-evaluation. The Audit and Risk Committee's Self Evaluation for 2025 was noted by the Board.

7.7 Policies/Documentation

DOSD 1 gave an overview of the following policies/documentation which were noted by the Board:

- Updated Executive Orders
- Policy for Prevention and Resolution of Sexual Harassment at Work
- LMETB Policy for Educational Tours and Field Trips - updated
- Use of Facilities Policy – updated
- Environmental and Energy Policy – updated
- LMETB Stock Report 2023 - 2024

7.8 Data Breach Reports

DOSD 1 gave an overview of the data breach reports.
The reports were noted.

7.9 Risk Management

i. Risk Management Report for Quarter 3, 2025

DOSD 1 gave an overview of the risk management report.
The report was noted.

ii. Risk Register for Quarter 3, 2025

DOSD 1 gave an overview of the Risk Register for Quarter 3, 2025.
The Risk Register was noted.

7.10 Corporate Procurement Plan (CPP) and Multi-Annual Procurement Plan (MAPP)

DOSD 1 gave an overview of the CPP and the MAPP and the background to same.
The report was noted by the Board.

7.11 LMETB Board self-assessment

APO CES advised that the self-assessment questionnaire required under the Code of Practice has issued to Board members and that the deadline for responses is 1st October 2025.

7.12 LMETB Strategic Plan 2027 – 2031

DOSD 1 advised that work on the development of LMETB's Strategic Plan 2027 – 2031 will begin shortly. The Cathaoirleach proposed that a sub-committee of the Board be formed to lead on the development of the plan and nominees were sought.

It was proposed **R. 12/09/2025** to approve the nomination of Cllr. Carol Lennon, Mr. Paul McCabe and Cllr. Gerry O'Connor to the Committee.

Proposed: Cllr. Andrea McKevitt

Seconded: Mr. Paul Harkin

8. Talamh agus Foirgnimh/ Land and Buildings

8.1 Minutes of Land and Buildings Committee on foot of meeting held on 8th July 2025

It was resolved **R. 13/09/2025** to adopt the minutes of the Land and Buildings Committee meeting held on 8th July 2025.

Proposed: Cllr. Carol Lennon

Seconded: Cllr. Anne- Marie Ford

8.2 Report on behalf of Land and Buildings Committee

Cllr. Maria Murphy provided a report on behalf of the Land and Buildings Committee on foot of their meeting of 11th September 2025.

An update was provided by APO Estates, Climate Action and Sustainability on the current position in relation to the purchase of a site for Dunboyne College.

It was resolved **R. 14/09/2025** to adopt the report of the Land and Buildings Committee.

Proposed: Cllr. Carol Lennon

Seconded: Cllr. Anne- Marie Ford

8.3 Updated Terms of Reference of the Land and Buildings Committee

It was resolved **R. 15/09/2025** to approve the updated Terms of Reference of the Land and Buildings Committee as recommended by the Land and Buildings Committee.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Andrea McKevitt

8.4 Leases/Licences/Short Term Agreement/Property

Leases

There were no leases for approval at this meeting.

Licences

It was resolved **R. 16/09/2025** to approve the recommendation of the Land and Buildings Committee to approve the following licence renewal:

- i. Ard Rí at Navan Tennis Clubhouse

Proposed: Mr. Barry Williams

Seconded: Cllr. Maria Murphy

It was resolved **R. 17/09/2025** to approve the recommendation of the Land and Buildings Committee to amend the existing licence for:

- ii. Dunboyne College of Further Education at TheatreworX, Unit 6, Dunboyne Business Park

Proposed: Mr. Barry Williams

Seconded: Cllr. Maria Murphy

It was resolved **R. 18/09/2025** to approve the recommendation of the Land and Buildings Committee to approve renewal of the following third-party licence:

- iii. TUSLA at Chapel Street, Dundalk, Co. Louth

Proposed: Mr. Barry Williams

Seconded: Cllr. Maria Murphy

It was resolved **R. 19/09/2025** to approve the recommendation of the Land and Buildings Committee to approve renewal of the following third-party licence:

- iv. TUSLA at King Street, Drogheda, Co. Louth

Proposed: Mr. Barry Williams

Seconded: Cllr. Maria Murphy

8.5. Developments and Updates on Land and Buildings recommended by Land and Buildings Committee

It was resolved **R. 20/09/2025** to approve the developments and updates on Land and Buildings recommended by the Land and Buildings Committee for Board approval dated 18th September 2025.

Proposed: Cllr. Carol Lennon

Seconded: Mr. Paul Harkin

8.6 Report on Climate Action and Sustainability

APO Estates, Climate Action & Sustainability gave an overview of the report provided. APO noted that LMETB is open to feedback on the format and content of the report and that members should not hesitate to put forward any comments or suggestions they may have.

The Cathaoirleach acknowledged the work done in this area.

The report was noted by the Board.

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 20th November 2025.

SIGNED:



CATHAOIRLEACH

DATE:

