



## **LMETB Board Meeting Minutes held Thursday, 20<sup>th</sup> November 2025 in Trim Castle Hotel, Co. Meath at 5pm.**

**Cathaoirleach:** Cllr. Nick Killian

**Baill i láthair:** Cllr. Ciarán Fisher, Cllr. Carol Lennon, Cllr. Gerry O'Connor, Cllr. Maria Murphy, Cllr. Wayne Harding, Ms. Paula Clinton, Mr. Barry Williams, Mr. Bill Sweeney

**Baill i láthair ar líne:** Cllr. Anne-Marie Ford, Cllr. Kevin Meenan, Mr. Martin Seán Peters

**As láthair:** Cllr. John Sheridan, Cllr. Andrea McKeivitt, Mr. Paul Harkin, Ms. Sinéad Edmonds, Cllr. Caroline O'Reilly, Cllr. Maria White, Ms. Angela McGarvey, Máirín Uí Fháinnín Uasal, Mr. Paul McCabe, 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 (ar líne), 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 (ar líne), Mr. Frank Smith, APO Estates, Climate Action & Sustainability, Ms. Carmel McEvoy, PA to Chief Executive, Ms. Sinéad Hesnan, Governance Officer.

### **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. John Sheridan, Cllr. Andrea McKeivitt, Mr. Paul Harkin, Ms. Sinéad Edmonds, Cllr. Caroline O'Reilly, Cllr. Maria White, Ms. Angela McGarvey, Máirín Uí Fháinnín Uasal, Mr. Paul McCabe.

Condolences were expressed in the usual respectful manner.

Sincere condolences were expressed to the family of Ms. Chloe McGee, staff member of Ó Fiaich College. Cllr. Kevin Meenan (Cathaoirleach) and Mr. Barry Williams (Board member) of the Board of Management of Ó Fiaich College addressed the Board on behalf of the college. The work of the Principal and staff of Ó Fiaich College in implementing a critical incident plan at this difficult time for them all was acknowledged.

The CE and Directors also extended their condolences to the family and colleagues of Ms. Chloe McGee on behalf of all staff of LMETB.

The Board also remembered the untimely passing of a student of Coláiste Ríoga and two students of DCFE in recent weeks and acknowledged the work of the Principals and staff in supporting the school/college communities.

#### **1.4 Absences**

It was resolved **R. 01/11/2025** to approve the following absences: Cllr. John Sheridan, Cllr. Caroline O'Reilly, Cllr. Maria White, Mr. Paul Harkin, Ms. Sinéad Edmonds, Ms. Angela McGarvey, Máirín Uí Fháinnín, Uasal, Cllr. Andrea McKeivitt, Mr. Paul McCabe

**Proposed:** Cllr. Wayne Harding

**Seconded:** Mr. Barry Williams

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

**2.1** It was resolved **R. 02/11/2025** to adopt the minutes of the meeting of the Louth and Meath Education and Training Board held on 18<sup>th</sup> September 2025.

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

**Seconded:** Cllr. Maria Murphy

#### **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 and the income and expenditure against service plan as at the end of October 2025.

It was noted by the Board that the lack of a cost of living grant and an increase in water charges is impacting schools.

It was resolved **R. 03/11/2025** to approve the finance report.

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

**Seconded:** Cllr. Maria Murphy

#### **3.2 Approval of META funding application for Dunboyne College of Further Education**

The Board considered approval of funding of €30,000 from META to Dunboyne College of Further Education in line with Circular 0003/2019.

It was resolved **R. 04/11/2025** to approve a recommendation to accept the funding from META.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Ms. Paula Clinton

## **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.

The selection of an LMETB UBU project for funding was acknowledged and Cllr. Maria Murphy, Chairperson of the Youth Committee commended the work of all those involved.

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. 05/11/2025** to approve the minutes of the Adult Education Committee meeting which took place on 16th April 2025.

**Proposed:** Cllr. Maria Murphy                      **Seconded:** Mr. Barry Williams

It was resolved **R. 06/11/2025** to approve the minutes of the Youth Work Committee meeting which took place on 30<sup>th</sup> June 2025.

**Proposed:** Cllr. Maria Murphy                      **Seconded:** Mr. Barry Williams

It was resolved **R. 07/11/2025** to approve the minutes of the Youthreach Board of Management meeting which took place on 17th June 2025.

**Proposed:** Cllr. Nick Killian                      **Seconded:** Cllr. Wayne Harding

It was resolved **R. 08/11/2025** to approve the minutes of the Youthreach Board of Management meeting which took place on 16th September 2025.

**Proposed:** Cllr. Nick Killian                      **Seconded:** Cllr. Kevin Meenan

### **5.3 Membership of Further Education and Training Committee/Board of Management**

#### **Adult Education Committee**

It was resolved **R. 09/11/2025** to approve the appointment of Mr. Michael Kenny as an Adult Education Committee nominee to the Adult Education Committee.

**Proposed:** Cllr. Maria Murphy                      **Seconded:** Cllr. Wayne Harding

#### **Drogheda Institute of Further Education (DIFE)**

It was resolved **R. 10/11/2025** to approve the appointment of Mr. Jakub Kopczak as a student nominee to the Board of Management of DIFE.

**Proposed:** Mr. Barry Williams                      **Seconded:** Cllr. Gerry O'Connor

It was resolved **R. 11/11/2025** to approve the appointment of Ms. Erin Myers, as a student nominee to the Board of Management of DIFE.

**Proposed:** Mr. Barry Williams                      **Seconded:** Cllr. Gerry O'Connor

#### **5.4 Director of Schools Report**

Director of Schools gave an overview of the report provided.

The first post primary inter schools Green Schools conference was held on 11<sup>th</sup> November and was well received. Congratulations were extended to the team and schools for their work in this area and the enthusiasm of students was noted.

The report of the Director of Schools was noted.

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

##### **Board of Management, Dunshaughlin CNS**

It was resolved **R. 12/11/2025** to approve the appointment of Ms. Aoife Moroney as a teacher nominee to the Board of Management of Dunshaughlin Community National School.

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

**Seconded:** Cllr. Maria Murphy

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

It was resolved **R. 13/11/2025** to approve the appointment of Mr. Tom Curran as Board of Management nominee to the Board of Management of Cara Community Special School.

**Proposed:** Cllr. Maria Murphy

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

It was resolved **R. 14/11/2025** to approve the appointment of Ms. Sharon Grady as a teacher nominee to the Board of Management of Cara Community Special School.

**Proposed:** Cllr. Maria Murphy

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

#### **5.6 Presentation on the Implementation of School Meals**

The Director of Schools gave a presentation on the Department of Social Protection School Meals Programme and its implementation in LMETB schools.

The Board acknowledged and noted the presentation by the Director of Schools.

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

#### **6.1. Finance Committee minutes**

It was resolved **R. 15/11/2025** to approve the minutes of the Finance Committee meeting held on 27<sup>th</sup> August 2025.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Mr. Barry Williams

#### **6.2 Finance Committee Report**

It was resolved **R. 16/11/2025** to approve the report of the Finance Committee meeting held on 27<sup>th</sup> August 2025.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Mr. Barry Williams

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

It was resolved **R. 17/11/2025** to approve the minutes of the Gifts, Trusts and Scholarships Committee meeting held on 7<sup>th</sup> July 2025.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Mr. Barry Williams

### **6.4 Policies/Documentation**

DOSD 1 gave an overview of the following documentation which was noted by the Board:

- Updated Executive Orders

### **6.5 Report on behalf of the Gifts, Trusts and Scholarships Committee**

With the permission of the Cathaoirleach, DOSD 1 reported on behalf of the Gifts, Trusts and Scholarships Committee. The Board were advised that the Committee resolved to recommend approval by the Board of the following donations:

#### **Donation to Faughart CNS, Faughart, Co. Louth**

**Details of the donor:** Inclusion Louth

**Details of the gift:** €2,000

**Purpose of the Gift:** Funds will go towards small projects or items that will assist in the provision of services specifically for children with autism or intellectual disability in the school

It was resolved **R. 18/11/2025** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Cllr. Wayne Harding

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

#### **Donation to St. Peter's College, Dunboyne, Co. Meath**

**Details of the donor:** Fiona Collins, Dunboyne, Co. Meath

**Details of the gift:** €2,000

**Purpose of the Gift:** Funds will be used to make repairs to school pitch goal area

It was resolved **R. 19/11/2025** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Cllr. Wayne Harding

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

#### **Donation to St. Peters College, Dunboyne, Co. Meath**

**Details of the donor:** [www.leddyuniforms.ie](http://www.leddyuniforms.ie)

**Details of the gift:** Set of soccer jerseys to the value of €300

**Purpose of the Gift:** For students in the school to wear

It was resolved **R. 20/11/2025** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Cllr. Wayne Harding

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

#### **Donation to Coláiste Pobail Ráth Chairn**

**Details of the donor:** Kevin Mallon, Co. Donegal

**Details of the gift:** €1,000

**Purpose of the Gift:** Funds will go towards upgrade of facilities at the school

It was resolved **R. 21/11/2025** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Cllr. Wayne Harding

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

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

It was resolved **R. 22/11/2025** to approve the Report of the Chief Executive under Section 29 of the 2013 ETB Act.

**Proposed:** Mr. Bill Sweeney

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

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

DOSD 1 gave an overview of the data breach reports.

The reports were noted.

#### **6.8 Risk Management**

##### **i. Risk Management Report for Quarter 4, 2025**

DOSD 1 gave an overview of the risk management report.

The report was noted.

##### **ii. Risk Register for Quarter 4, 2025**

DOSD 1 gave an overview of the Risk Register for Quarter 4, 2025.

The Risk Register was noted.

#### **6.9 LMETB Board self-assessment**

DOSD 1 gave an overview of the feedback received from the Board self-assessment questionnaire. Four responses were received with the majority of responses outlining that they were satisfied or very satisfied with the effectiveness of the Board.

Additional support and training will be provided to Board members where required.

It was resolved **R. 23/11/2025** to approve the Board self-assessment.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

#### **6.10 LMETB Strategic Plan 2027 – 2031**

Cllr. Gerry O'Connor, on behalf of the Committee gave an overview of the work of the Committee to date in relation to the development of the strategic plan. The documentation and plan provided to the Committee was commended.

It was resolved **R. 24/11/2025** to approve the report on the development of the strategic plan.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Ms. Paula Clinton

#### **6.11 Proposed Board meeting dates 2026**

The following meeting dates were proposed for Board meetings in 2026:

<b>Proposed meeting date</b>	<b>Matters of note for consideration/approval</b>
Thursday, 26 <sup>th</sup> February 2026	LMETB Service Plan
Thursday, 26 <sup>th</sup> March 2026	LMETB Annual Financial Statements
Thursday, 28 <sup>th</sup> May 2026	LMETB Annual Report
Thursday, 16 <sup>th</sup> July 2026	Meeting held third Thursday of the month
Thursday, 17 <sup>th</sup> September 2026	Meeting held third Thursday of the month
Thursday, 19 <sup>th</sup> November 2026	Meeting held third Thursday of the month

It was resolved **R. 25/11/2025** to approve the above schedule of meetings.

**Proposed:** Mr. Barry Williams

**Seconded:** Ms. Paula Clinton

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

### **7.1 Minutes of Land and Buildings Committee on foot of meeting held on 11<sup>th</sup> September 2025**

It was resolved **R. 26/11/2025** to adopt the minutes of the Land and Buildings Committee meeting held on 11<sup>th</sup> September 2025.

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

**Seconded:** Mr. Barry Williams

### **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 4<sup>th</sup> November 2025.

The CE provided an update in relation to LMETB's ongoing efforts to obtain approval from SOLAS to acquire the Kells Youthreach premises building and to complete the purchase of the site for the proposed Dunboyne College of the Future.

It was resolved R. 27/11/2025 to adopt the report of the Land and Buildings Committee.

**Proposed:** Cllr. Maria Murphy

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

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

#### **Leases**

There were no leases for approval at this meeting.

#### **Licences**

It was resolved **R. 28/11/2025** to approve the recommendation of the Land and Buildings Committee to approve the licence renewal for:

- i. Navan Tennis Clubhouse – Ard Rí CNS

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

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 29/11/2025** to approve the recommendation of the Land and Buildings Committee to approve the licence renewal for:

- ii. Railway Street, Navan – FET Navan

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

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 30/11/2025** to approve the recommendation of the Land and Buildings Committee to approve the licence renewal for:

- iii. HTL Technology, 3D Printer – AMTCE

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

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 31/11/2025** to approve the recommendation of the Land and Buildings Committee to approve the licence renewal for:

- iv. Units 33, 34 & 35 Dunboyne Business Park – Dunboyne College of Further Education

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

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 32/11/2025** to approve the recommendation of the Land and Buildings Committee to approve the licence renewal for:

- v. Youthreach Kells - Further Education

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

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 33/11/2025** to approve the recommendation of the Land and Buildings Committee to approve a new licence for:

- i. Dunboyne Hair Studio – Dunboyne College of Further Education

**Proposed:** Cllr. Maria Murphy

**Seconded:** Mr. Barry Williams

It was resolved **R. 34/11/2025** to approve the recommendation of the Land and Buildings Committee to approve a new licence for:

- ii. Unit 6 Theatre Worx Dunboyne Business Park – Dunboyne College of Further Education

**Proposed:** Cllr. Maria Murphy

**Seconded:** Mr. Barry Williams

It was resolved **R. 35/11/2025** to approve the recommendation of the Land and Buildings Committee to approve a new licence for:

- iii. Unit 12 Dunboyne Business Park (Rear Office) – Dunboyne College of Further Education

**Proposed:** Cllr. Maria Murphy

**Seconded:** Mr. Barry Williams

It was resolved **R. 36/11/2025** to approve the recommendation of the Land and Buildings Committee to retrospectively approve a new Short-Term Agreement for:

- i. Drogheda Sports Dome – St. Oliver’s Community College

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Paula Clinton

**7.4 Consideration of request from Glenmore Athletics Club to install a throwing cage at Bush Post Primary School**

It was resolved **R. 37/11/2025** to approve the recommendation of the Land and Buildings Committee to approve the request from Glenmore Athletics Club to install a throwing cage at Bush Post Primary School. It was noted that this request will need to go to the Gifts, Trusts and Scholarships Committee.

**Proposed:** Cllr. Ciarán Fisher

**Seconded:** Mr. Barry Williams

**7.5 Consideration of nomination of Cllr. Nick Killian as Deputy Chairperson of the Land and Building Committee**

It was resolved **R. 38/11/2025** to approve the nomination of Cllr. Nick Killian as Deputy Chairperson of the Land and Building Committee:

**Proposed:** Mr. Barry Williams

**Seconded:** Mr. Bill Sweeney

**7.6 Report on Climate Action and Sustainability recommended by Land & Buildings Committee for Board Approval**

APO Estates, Climate Action and Sustainability gave an overview of the report provided.

It was resolved **R. 39/11/2025** to approve the Report on Climate Action and Sustainability as recommended by Land and Buildings Committee.

**Proposed:** Cllr. Gerry O’Connor

**Seconded:** Mr. Barry Williams

**7.7 Developments and Updates on Land and Buildings recommended by Land and Buildings Committee**

It was resolved **R. 40/11/2025** to approve the developments and updates on Land and Buildings recommended by the Land and Buildings Committee for Board approval dated 20<sup>th</sup> November 2025.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Gerry O’Connor

**8. Ainmniúchán an Chathaoirligh nua**

The Cathaoirleach advised that he was stepping down from his position as Cathaoirleach of the Board of LMETB. He acknowledged the CE and the Directors for their work as well as members of the Board for their support.

The CE and Board members acknowledged the work of Cllr. Nick Killian as Cathaoirleach and his support for education in Meath and Louth.

Following a call for nominations, it was resolved **R. 41/11/2025** to approve the nomination of Cllr. Gerry O’Connor as Cathaoirleach of the LMETB Board:

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Carol Lennon

As there were no other nominations for the role of Cathaoirleach of the LMETB Board, Cllr. Gerry O'Connor was formally declared as the new Cathaoirleach of LMETB.

The Board were advised that Cllr. John Sheridan, Leas-Cathaoirleach was also stepping down in line with protocol.

Following a call for nominations, it was resolved **R. 42/11/2025** to approve the nomination of Cllr. Nick Killian as Leas-Cathaoirleach of the LMETB Board:

**Proposed:** Cllr. Maria Murphy

**Seconded:** Mr. Barry Williams

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

The Board was advised that Mr. Hugh Farrell, Chairperson of the Audit and Risk Committee was unavailable to attend this meeting but will instead attend the February meeting of the Board.

The issue of places for children in Special Classes for Students with Autism, particularly in South Meath was raised and a discussion was held. The Director of Schools and CE provided an update on this matter.

It was agreed that a letter of congratulations should issue to DKIT following its change in status to a University College. The positive impact of this change was noted by the Board.

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 26<sup>th</sup> February 2026.

SIGNED:

  
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CATHAOIRLEACH

DATE:

26/2/26