



**LMETB Board Meeting Minutes held Thursday, 26th February 2026 in LMETB
Administrative Offices, Chapel Street, Dundalk, Co. Louth at 5pm.**

Cathaoirleach: Cllr. Gerry O'Connor

Baill i láthair: Cllr. Kevin Meenan, Cllr. Carol Lennon, Cllr. Nick Killian, Mr. Paul Harkin, Mr. Paul McCabe, Mr. Barry Williams.

Baill i láthair ar líne: Cllr. John Sheridan, Cllr. Caroline O'Reilly, Cllr. Maria Murphy, Cllr. Wayne Harding, Cllr. Maria White, Ms. Paula Clinton, Ms. Sinéad Edmonds, Mr. Bill Sweeney, Ms. Angela McGarvey.

As láthair: Cllr. Ciarán Fisher, Cllr. Anne-Marie Ford, Cllr. Andrea McKevitt, Máirín Uí Fháinnín Uasal, Mr. Martin Seán Peters, Mr. Brian Murphy, Director of OSD.

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; Ms. Aedín Ní Bhroin, APO Corporate and Education Services; Ms. Roisin Duffy, APO Finance; 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. Ciarán Fisher, Cllr. Anne-Marie Ford, Cllr. Andrea McKevitt, Máirín Uí Fháinnín Uasal, Mr. Martin Seán Peters, Mr. Brian Murphy, Director of OSD.

Condolences were expressed in the usual respectful manner.

1.4 Absences

It was resolved **R. 01/02/2026** to approve the following absences: Cllr. Ciarán Fisher, Cllr. Anne-Marie Ford, Cllr. Andrea McKevitt, Máirín Uí Fháinnín Uasal and Mr. Martin Seán Peters.

Proposed: Cllr. Carol Lennon

Seconded: Mr. Paul McCabe

2. Audit and Risk Committee Annual Report

2.1 Briefing from the Chair of the Audit and Risk Committee

Mr. Hugh Farrell, Chairperson of the LMETB Audit and Risk Committee joined the meeting and provided a briefing on the work of the Committee for 2025 and to date in 2026. He acknowledged the work of the members of the Committee and the support provided by the Executive.

The Cathaoirleach acknowledged the work of the Committee and thanked the Chair for his overview. The CE acknowledged the work of the Executive.

2.2. Audit and Risk Committee Minutes – 5th September 2025

It was resolved **R. 02/02/2026** to approve the minutes of the Audit and Risk Committee dated 5th September 2025.

Proposed: Cllr. Nick Killian

Seconded: Mr. Barry Williams

2.3 Audit and Risk Committee Report – 5th September 2025

It was resolved **R. 03/02/2026** to approve the report of the Audit and Risk Committee meeting held on 5th September 2025.

Proposed: Mr. Barry Williams

Seconded: Cllr. Nick Killian

2.4 Audit and Risk Committee Annual Report

It was resolved **R. 04/02/2026** to approve the annual report of the Audit and Risk Committee for 2025.

Proposed: Mr. Bill Sweeney

Seconded: Mr. Paul Harkin

The Cathaoirleach thanked Mr. Hugh Farrell on behalf of the Board for attending the meeting and providing a comprehensive briefing. Mr. Farrell left the meeting.

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

3.1 Minutes

It was resolved **R. 05/02/2026** to adopt the minutes of the meeting of the Louth and Meath Education and Training Board held on 20th November 2025.

Proposed: Cllr. Carol Lennon

Seconded: Mr. Barry Williams

3.2 Matters Arising

There were no matters arising.

4. Airgeadais/ Finance

4.1 Finance Update/Service Plan Review

APO Finance gave an update on the work underway in relation to LMETB's Financial Statements as well as the financial status at the end of 2025.

It was resolved **R. 06/02/2026** to approve the finance report.

Proposed: Mr. Paul Harkin

Seconded: Mr. Paul McCabe

4.2 Draft Annual Service Plan 2026

APO CES gave a brief overview of the process for identifying goals and actions for the coming year. APO Finance gave a summary of the draft Annual Service Plan for 2026. Mr. Bill Sweeney, Chair of the Finance Committee advised that the draft Plan was approved by the Finance Committee at their meeting earlier this week. Director of FET welcomed the provision of funding allocation from SOLAS in a timely manner for 2026.

It was resolved **R. 07/02/2026** to approve the 2026 Service Plan.

Proposed: Mr. Bill Sweeney

Seconded: Mr. Barry Williams

The Cathaoirleach acknowledged the work of the Finance team and noted the increase in funding for 2026.

4.3 Approval for Ashbourne CNS to accept funding from Dublin Airport Authority (DAA)

APO Finance provided the background to this funding. The Board considered approval of funding of €16,000 from DAA to Ashbourne CNS in line with Circular 0003/2019.

It was resolved **R. 08/02/2026** to approve a recommendation to accept the funding from DAA.

Proposed: Cllr. Carol Lennon

Seconded: Cllr. Nick Killian

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.

6. Coistí agus Tuairiscí/ Committees and Reports

6.1 Director of Further Education and Training Report

The Director of FET gave an overview of the report.

The Cathaoirleach gave a brief overview of the launch of the Apprenticeship Expo which he had recently attended and acknowledged the work of the Director and her team in relation to same.

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. 09/02/2026** to approve the minutes of the Youth Work Committee meeting which took place on 10th October 2025.

Proposed: Cllr. Maria Murphy

Seconded: Mr. Barry Williams

It was resolved **R. 10/02/2026** to approve the minutes of the Youthreach Board of Management (Amended) meeting which took place on 11th March 2025.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Kevin Meenan

The minutes of the Youthreach Board of Management meeting which took place on 12th November 2025 were noted.

6.3 Membership of Further Education and Training Committee/Board of Management

DCFE Board of Management

It was resolved **R. 11/02/2026** to approve the appointment of Mr. Conor Keith as a Learner nominee to the DCFE Board of Management.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Kevin Meenan

It was resolved **R. 12/02/2026** to approve the appointment of Ms. Freya Wilkinson as a learner nominee to the DCFE Board of Management.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Kevin Meenan

6.4 FET Policies

The following FET Policies were noted by the Board:

- LMETB Academic Integrity Policy
- LMETB Assessment Misconduct Procedure
- LMETB Guidelines for Learning Practitioners on the Use of Gen AI Tools
- LMETB Learner Guidelines for Academic Integrity and the Use of Gen AI Tools
- LMETB Assessment Appeals Procedure Appeal of Process or Results Approved
- LMETB FET Recognition of Prior Learning Policy V2 amended Feb 2026 Approved by the LMETB Quality Assurance Governance Management Committee (QAGMC)
- Revised LMETB Assessment Deadlines Procedure
- Revised LMETB Assessment Repeats Policy
- Revised Secure Storage Procedure 2025 QAGMC

6.5 Director of Schools Report

The Director of Schools gave an overview of the report provided. She advised of a circular received today from the Department of Education and Youth regarding changes to CID which is welcome ahead of the upcoming recruitment drive.

The report of the Director of Schools was noted.

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

Board of Management, Coláiste Clavin

It was resolved **R. 13/02/2026** to approve the appointment of Garda John Casey as an LMETB nominee to the Board of Management of Coláiste Clavin.

Proposed: Mr. Paul McCabe

Seconded: Cllr. Nick Killian

Dunshaughlin CNS

It was resolved **R. 14/02/2026** to approve the appointment of Mr. Pauric McGovern as a Board of Management nominee to the Board of Management of Dunshaughlin Community National School.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Gerry O'Connor

Board of Management, Coláiste Ríoga

It was resolved **R. 15/02/2026** to approve the appointment of Ms. Elaine Foran as acting staff nominee to the Board of Management of Coláiste Ríoga.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Gerry O'Connor

7. Cúrsaí Tacaíochta agus Forbartha Eagraíochta /OSD matters

7.1. Finance Committee minutes

It was resolved **R. 16/02/2026** to approve the minutes of the Finance Committee meeting held on 13th November 2025.

Proposed: Mr. Barry Williams

Seconded: Cllr. Nick Killian

7.2 Finance Committee Report

It was resolved **R. 17/02/2026** to approve the report of the Finance Committee meeting held on 13th November 2025.

Proposed: Mr. Barry Williams

Seconded: Cllr. Maria Murphy

7.3 Finance Annual Report

Mr. Bill Sweeney, Chair of the Finance Committee gave an overview of the report and the work of the Committee.

It was resolved **R. 18/02/2026** to approve the annual report of the Finance Committee for 2025.

Proposed: Cllr. Maria Murphy

Seconded: Mr. Barry Williams

7.4 Gifts, Trusts and Scholarships Committee minutes

It was resolved **R. 19/02/2026** to approve the minutes of the Gifts, Trusts and Scholarships Committee meeting held on 10th November 2025.

Proposed: Cllr. John Sheridan

Seconded: Mr. Paul McCabe

7.5 Policies/Documentation

APO CES gave an overview of the following documentation which were noted by the Board:

- Updated Executive Orders
- Procurement Policy

7.6 Report on behalf of the Gifts, Trusts and Scholarships Committee

Cllr. John Sheridan, Chair of the Gifts, Trusts and Scholarships Committee provided a report on the Committee meeting of 12th February 2026. The Board were advised that the Committee resolved to recommend approval by the Board of the following donations:

Donation to Beaufort College, Navan, Co. Meath

Details of the donor: Gaisce Award Programme

Details of the gift: €1000 From Gaisce SUAS Uplift Bursary Fund 2025/2026

Purpose of the Gift: Support students experiencing marginalisation or living in difficult circumstances.

It was resolved **R. 20/02/2026** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Mr. Paul McCabe

Seconded: Cllr. John Sheridan

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

Details of the donor: Colm Brennan and Paul Barker - Dunboyne ASD Class Fundraising Group

Details of the gift: €2000

Purpose of the Gift: Funds are to be spent on improving facilities in An Chrannóg.

It was resolved **R. 21/02/2026** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Mr. Paul McCabe

Seconded: Cllr. John Sheridan

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

Details of the donor: Godolphin, Kildangan Stud, Monasterevin, Co. Kildare

Details of the gift: €1000

Purpose of the Gift: Funds are to be used for any educational purpose or social purpose on the understanding that it benefits all of the students.

It was resolved **R. 22/02/2026** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Mr. Paul McCabe

Seconded: Cllr. John Sheridan

Donation to O'Carolan College, Nobber, Co. Meath

Details of the donor: Nobber Show Fair and Vintage Club

Details of the gift: €500

Purpose of the Gift: Funds are for use in ASD class in the school.

It was resolved **R. 23/02/2026** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Mr. Paul McCabe

Seconded: Cllr. John Sheridan

Donation to O'Carolan College, Nobber, Co. Meath

Details of the donor: Post Primary Travel Grant 2024/2025, Leinster Council GAA

Details of the gift: €440

Purpose of the Gift: Funds are to be used to towards travel costs of GAA teams.

It was resolved **R. 24/02/2026** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Mr. Paul McCabe

Seconded: Cllr. John Sheridan

Donation to St. Oliver Post Primary, Oldcastle, Co. Meath

Details of the donor: Kathleen Curran (ELCLAN Ltd), Oldcastle, Kells Road, Co. Meath, A82 YN76

Details of the gift: €1000

Purpose of the Gift: Funds are to be used to support students in need.

It was resolved **R. 25/02/2026** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Mr. Paul McCabe

Seconded: Cllr. John Sheridan

Donation of €500 from Gael Linn to Coláiste De Lacy, Ashbourne, Co. Meath

Details of the donor: Gael Linn, 35 Dame St, Dublin 2, D02 H797

Details of the gift: €500 from Gaelbhratach scheme which is organised by Gael Linn and funded by Foras na Gaeilge and the Dept. of Education and Youth

Purpose of the Gift: The funds will be used to support school activities to support and promote the development of the Irish language under the auspices of the Gaelbhratach Project.

It was resolved **R. 26/02/2026** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Mr. Paul McCabe

Seconded: Cllr. John Sheridan

Donation to Coláiste De Lacy, Ashbourne, Co. Meath

Details of the donor: Sandra McCann, 35 Seagrave Hall, Fairyhouse Road, Ratoath, Co Meath, A85K461

Details of the gift: Small, low, cardio-fitness trampoline to the value of €50

Purpose of the Gift: To be used by students in the special class in the school.

It was resolved **R. 27/02/2026** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Mr. Paul McCabe

Seconded: Cllr. John Sheridan

Donation to Coláiste De Lacy, Ashbourne, Co. Meath

Details of the donor: Ashbourne and District Lions Club

Details of the gift: Vouchers with a total value of €200

Purpose of the Gift: To be used for activities for students who access the Solas Centre (two special classes for students with ASD).

It was resolved **R. 28/02/2026** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Mr. Paul McCabe

Seconded: Cllr. John Sheridan

7.7 Report of the Chief Executive under Section 29 of the 2013 ETB Act (Gifts)

It was resolved **R. 29/02/2026** to approve the Report of the Chief Executive under Section 29 of the 2013 ETB Act.

Proposed: Cllr. John Sheridan

Seconded: Mr. Paul McCabe

7.8 Data Breach Reports

APO CES gave an overview of the data breach report presented.
The report was noted.

7.9 Risk Management

i. Risk Management Report for Quarter 4, 2025

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

ii. Risk Register for Quarter 4, 2025

APO CES gave an overview of the Risk Register for Quarter 4, 2025.
The Risk Register was noted.

8. Caipiteal, Eastáit agus Gníomhú ar son na hAeráide /Capital, Estates and Climate Action

8.1 Minutes of Land and Buildings Committee on foot of meeting held on 4th November 2025

It was resolved **R. 30/02/2026** to adopt the minutes of the Land and Buildings Committee meeting held on 4th November 2025.

Proposed: Cllr. Nick Killian

Seconded: Mr. Bill Sweeney

8.2 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 12th February 2026.

It was resolved **R. 31/02/2026** to adopt the report of the Land and Buildings Committee.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Nick Killian

8.3 Leases/Licences/Short Term Agreement/Property

Leases:

It was resolved **R. 32/02/2026** to approve the recommendation of the Land and Buildings Committee to approve the lease renewal for:

- I. DCFE Car Park beside Unit 2468 – Dunboyne College of Further Education

Proposed: Cllr. Maria Murphy

Seconded: Mr. Paul McCabe

Licences

It was resolved **R. 33/02/2026** to approve the recommendation of the Land and Buildings Committee to approve the licence renewal for:

- I. Unit 14a, Dunboyne Business Park - Dunboyne College of Further Education

Proposed: Cllr. Maria Murphy

Seconded: Mr. Paul McCabe

It was resolved **R. 34/02/2026** to approve the recommendation of the Land and Buildings Committee to approve the new licence for:

- I. Unit 24, Dunboyne Business Park - Dunboyne College of Further Education

Proposed: Cllr. Maria Murphy

Seconded: Mr. Paul McCabe

8.4 Consideration of resolution, to approve transfer of St. Fintina's Old School Site, Longwood, Co. Meath, A83 FW96 from St Finian's Diocesan Trust to LMETB

It was resolved **R. 35/02/2026** to approve the request of the Land and Buildings Committee to approve a resolution to approve transfer of St. Fintina's Old School Site, Longwood, Co Meath, A83 FW96 from St Finian's Diocesan Trust to LMETB.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Maria Murphy

8.5 Climate Action and Sustainability Report recommended by Land and Buildings Committee for Board Approval

It was resolved **R. 36/02/2026** to approve the Report on Climate Action and Sustainability as recommended by the Land and Buildings Committee.

Proposed: Cllr. Kevin Meenan

Seconded: Cllr. Nick Killian

8.6 Developments and Updates recommended by Land and Buildings Committee

It was resolved **R 37/02/2026** to approve the Developments and Updates on Land and Buildings recommended by the Land and Buildings Committee for Board approval dated 26th February 2026

Proposed: Cllr. Gerry O'Connor

Seconded: Cllr. Maria Murphy

9. Aon Gnó Eile / Any Other Business

A discussion was held on the issue of spaces for children in Dunshaughlin CNS. Concerns were raised that Dunshaughlin CNS is not in a position to cater for all the children who wish to attend the school.

A discussion was held on the enrolment policies of schools.

A discussion was held on the development of a scholarship scheme for students to undertake part/all of their studies in a Gaeltacht school, Coláiste Pobail Ráth Chairn. A similar scheme is in place in GRETB. Members outlined their support for such a scheme.

An update was provided on Dunboyne College of the Future.

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 26th March 2026.

SIGNED:



CATHAOIRLEACH

DATE:

26/3/26