

**LMETB Board Meeting Minutes held Thursday, 26th March 2026 in Beaufort College,
Navan, Co. Meath at 5pm.**

Cathaoirleach: Cllr. Gerry O'Connor

Baill i láthair: Cllr. Maria Murphy, Cllr. Nick Killian, Cllr. Wayne Harding, Cllr. Carol Lennon, Ms. Paula Clinton, Ms. Sinéad Edmonds, Mr. Bill Sweeney, Mr. Paul McCabe, Mr. Barry Williams, Máirín Uí Fháinnín Uasal, Ms. Angela McGarvey.

Baill i láthair ar líne: Cllr. Anne-Marie Ford, Cllr. John Sheridan, Cllr. Kevin Meenan, Cllr. Caroline O'Reilly, Cllr. Maria White and Mr. Paul Harkin.

As láthair: Cllr. Andrea McKevitt, Cllr. Ciarán Fisher, Mr. Martin Seán Peters, Ms. Fiona Kindlon, Director of Schools (DOS), 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. 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 Capital Estates and Climate Action; 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. Andrea McKevitt, Cllr. Ciarán Fisher and Mr. Seán Martin Peters.

Condolences were expressed in the usual respectful manner.

Congratulations were extended to Ms. Christina Wall on her appointment as Deputy Principal to Enfield Community College.

1.4 Absences

It was resolved **R. 01/03/2026** to approve the following absences: Cllr. Andrea McKevitt, Cllr. Ciarán Fisher and Mr. Seán Martin Peters.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Maria Murphy

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

2.1 Minutes

It was resolved **R. 02/03/2026** to adopt the minutes of the meeting of the Louth and Meath Education and Training Board held on 26th February 2026.

Proposed: Cllr. Carol Lennon

Seconded: Mr. Barry Williams

2.2 Matters Arising

There were no matters arising.

3. Airgeadais/ Finance

3.1 Reports on behalf of the Audit and Risk Committee

3.1.1 Report on foot of meeting of 27th January 2026

It was resolved **R. 03/03/2026** to approve the report of the Audit and Risk Committee meeting held on 27th January 2026.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Nick Killian

3.1.2 Report on foot of meeting of 12th March 2026

It was resolved **R. 04/03/2026** to approve the report of the meeting of the Audit and Risk Committee held on 12th March 2026.

Proposed: Mr Bill Sweeney

Seconded: Cllr. Nick Killian

3.2 Report on behalf of the Finance Committee

3.2.1 Report on foot of meeting of 23rd February 2026

It was resolved **R. 05/03/2026** to approve the report of the Finance Committee meeting held on 23rd February 2026.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Maria Murphy

3.2.2 Verbal Report on foot of meeting of 24th March 2026

Mr. Bill Sweeney, Chair of the Finance Committee gave a report of the meeting held by the Committee on 24th March 2026. He acknowledged the work of APO Finance and her team in preparing the Annual Financial Statements.

It was resolved **R. 06/03/2026** to approve the report of the Finance Committee meeting held on 24th March 2026.

Proposed: Mr. Barry Williams

Seconded: Ms. Paula Clinton

3.3 Draft Statement of Internal Control for 2025

DOSD 1 acknowledged the work of APO CES and APO Finance and their teams in compiling the Statement of Internal Control and Annual Financial Statements for 2025.

DOSD 1 provided background information on the assurance process undertaken to support the preparation of the draft statement of internal control. He also gave a briefing on the draft statement of internal control for 2025 which was approved by the Audit and Risk Committee at their meeting on the 12th March 2026.

It was resolved **R. 07/03/2026** to approve the draft Statement of Internal Control for 2025.

Proposed: Cllr. Maria Murphy

Seconded: Mr. Barry Williams

3.4 Draft Financial Statements for 2025

APO Finance gave a briefing on the draft Financial Statements that were approved by the Finance Committee at their meeting on 24th March 2026. APO Finance also provided an overview of receipts and payments for LMETB over the last five years.

The Cathaoirleach acknowledged the work of APO Finance in preparing the Financial Statements and providing a comprehensive overview to the Board.

It was resolved **R. 08/03/2026** to approve the draft Financial Statements for 2025.

Proposed: Cllr. Nick Killian

Seconded: Mr. Barry Williams

A discussion was held in relation to interview panel fees and the different rates that apply to different public sector/school interview boards. ETB representatives are seeking a meeting with the Minister for Education and Youth to highlight the issue. It was queried whether the Minister for DPENDR should also be contacted in relation to this matter. The CE acknowledged that sitting on an interview Board was an onerous task and should be paid appropriately.

The work of Recruitment was acknowledged and a discussion held regarding conducting interviews online or in person. The different, and less favourable, leave entitlements for staff at certain grades in ETBs in comparison to other public sector bodies was also raised and the difficulties this creates for staff retention.

It was noted that no allowance has been made for the additional work that comes with an increase in budget.

Concerns were raised by the Board regarding the increase in heating oil costs and the impact this might have. It was noted that the majority of schools use gas but this heating method will not be immune from price pressure.

3.5 Draft Letter of Representation for 2025 (For Approval)

APO Finance gave a briefing on the draft letter of representation for 2025 that was approved by the Finance Committee at their meeting on 24th March 2026.

It was resolved **R. 09/03/2026** to approve the draft letter of representation for 2025.

Proposed: Cllr. Maria Murphy

Seconded: Máirín Uí Fháinnín, Uasal

3.6 Finance Update / Service Plan Review

APO Finance provided an update on the accounts as at the end of February 2026.

It was resolved **R. 10/03/2026** to approve the update on the service plan.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Wayne Harding

3.7 Beaufort College – META funding

APO Finance provided background information to the funding application. The Board considered approval of funding of €27,039 from Meta to Beaufort College in line with Circular 0003/2019.

It was resolved **R. 11/03/2026** to approve a recommendation to accept the funding from Meta, subject to Departmental approval.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Wayne Harding

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

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. 12/03/2026** to approve the minutes of the DCFE Board of Management meeting which took place on 12th November 2025.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Nick Killian

It was resolved **R. 13/03/2026** to approve the minutes of the DIFE Board of Management meeting which took place on 29th May 2025.

Proposed: Cllr. Carol Lennon

Seconded: Cllr. Maria White

It was resolved **R. 14/03/2026** to approve the minutes of the DIFE Board of Management meeting which took place on 11th November 2025.

Proposed: Cllr. Carol Lennon

Seconded: Cllr. Maria White

5.3 FET MoA and MoU

5.3.1 MoU DKIT and LMETB (AMTCE)

This item was deferred.

5.4 Director of Schools Report

There was no business under this item for this meeting.

The matter of the removal of AOB as an agenda item on Board of Management meetings was raised and a discussion held. It was resolved **R. 15/03/2026** to recommend that AOB is included on the template Board of Management meeting agendas going forward.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maria Murphy

The Board were advised that Ó Fiaich College qualifies for DEIS Plus status.

Reference was made to the recent fire in Coláiste de Lacy and the actions of Deputy Principal, Anne Marie McCarrick and the fire service were acknowledged.

5.5 Gaeltacht Scholarship Scheme 2026 – 2029

DOSD 1 gave an overview of the scheme. A query was raised regarding the discussion held at the last Board meeting in relation to the development of a residency programme for Coláiste Pobail Ráth Chairn. DOSD 1 to advise DOS who can provide an update for the next meeting.

It was resolved **R. 16/03/2026** to approve the Gaeltacht Scholarship Scheme.

Proposed: Cllr. Nick Killian

Seconded: Mr. Paul McCabe

6. Cúrsaí Tacaíochta agus Forbartha Eagraíochta /OSD matters

6.1. Finance Committee minutes

It was resolved **R. 17/03/2026** to approve the minutes of the Finance Committee meeting held on 23rd February 2026.

Proposed: Cllr. Maria Murphy

Seconded: Mr. Barry Williams

6.2 Audit and Risk Committee minutes

It was resolved **R. 18/03/2026** to approve the minutes of the Audit and Risk Committee meeting held on 27th January 2026.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maria Murphy

6.3 Gifts, Trusts and Scholarships Committee minutes

It was resolved **R. 19/03/2026** to approve the minutes of the Gifts, Trusts and Scholarships Committee meeting held on 12th February 2026.

Proposed: Cllr. John Sheridan

Seconded: Mr. Paul McCabe

6.4 Audit and Risk Committee Terms of Reference

In line with requirements under the Code of Practice, the Audit and Risk Committee had reviewed the Committee's Terms of Reference and approved them with no changes. This was noted by the Board.

6.5 Policies/Documentation

DOSD 1 gave an overview of the updated Executive Orders which were noted by the Board.

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

Mr. Paul McCabe, Deputy Chair of the Gifts, Trusts and Scholarships Committee provided a report on the Committee meeting of 10th March 2026. The Board were advised that the Committee resolved to recommend approval by the Board of the following donation:

Donation to Cara Community Special School, Enfield, Co. Meath

Details of the donor: Ms. Emma Fox (parent)

Details of the gift: €3,700

Purpose of the Gift: Sensory and sports equipment for Cara CSS

It was resolved **R. 20/03/2026** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Ms. Paula Clinton

Seconded: Cllr. John Sheridan

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

It was resolved **R. 21/03/2026** to approve the Report of the Chief Executive under Section 29 of the 2013 ETB Act.

Proposed: Cllr. John Sheridan

Seconded: Mr. Paul McCabe

6.8 Data Breach Reports

DOSD 1 gave an overview of the data breach reports presented.

The reports were noted.

6.9 Risk Management

i. Risk Management Report for Quarter 1, 2026

DOSD 1 gave an overview of the risk management report.

The report was noted.

ii. Risk Register for Quarter 1, 2026

DOSD 1 gave an overview of the Risk Register for Quarter 1, 2026.

The Risk Register was noted.

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

7.1 Consideration of resolution to approve updates to Terms of Reference to reflect the Committee's new title

It was resolved **R. 22/03/2026** to approve the updates to the Terms of Reference to reflect the new title of the Committee of Capital, Estates and Climate Action Committee.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Nick Killian

7.2 Minutes of Capital, Estates and Climate Action Committee

It was resolved **R. 23/03/2026** to adopt the minutes of the Capital, Estates and Climate Action Committee meeting held on 12th February 2026.

Proposed: Cllr. Nick Killian

Seconded: Mr. Bill Sweeney

7.3 Report on behalf of Capital, Estates and Climate Action Committee

Mr. Bill Sweeney provided a report on behalf of the Capital, Estates and Climate Action Committee on foot of their meeting of 12th March 2026.

It was resolved **R. 24/03/2026** to adopt the report of the Capital, Estates and Climate Action Committee.

Proposed: Cllr. Nick Killian

Seconded: Mr. Barry Williams

7.4 Leases/Licenses/Short Term Agreement/Property

Leases:

It was resolved **R. 25/03/2026** to approve the recommendation of the Capital, Estates and Climate Action Committee to approve the lease renewal for:

Unit 140/140a Ashbourne Industrial Park – Youthreach Ashbourne

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Nick Killian

It was resolved **R. 26/03/2026** to approve the recommendation of the Capital, Estates and Climate Action Committee to approve the lease renewal for:

Unit 9 Dunboyne Business Park – Dunboyne College of Further Education

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Nick Killian

Licences

It was resolved **R. 27/03/2026** to approve the recommendation of the Capital, Estates and Climate Action Committee to approve the licence renewal for:

Iontaobhas Corparáideach Chumann Lúthchleas Gael Cuideachata Faoi Theorainn Ráthaíochta, St Marys GFC, Ardee – FET Ardee (BTEI/ALS)

Proposed: Máirín Uí Fháinnín, Uasal

Seconded: Cllr. Maria Murphy

It was resolved **R. 28/03/2026** to approve the recommendation of the Capital, Estates and Climate Action Committee to approve the licence renewal for:

MCC Site, Main Street, Enfield – Cara Community Special School

Proposed: Máirín Uí Fháinnín, Uasal

Seconded: Cllr. Maria Murphy

A query was raised regarding whether Cara CSS would be moving to a new location, given the growing numbers attending. The CE provided an update in this regard.

It was resolved **R. 29/03/2026** to approve the recommendation of the Capital, Estates and Climate Action Committee to approve the licence renewal term amendment for:

Unit 33, 34 & 35 Dunboyne Business Park – Dunboyne College of Further Education

Proposed: Cllr. Maria Murphy

Seconded: Ms. Paula Clinton

The CE provided an update in relation to the extension planned for O'Carolan College. Board members acknowledged and commended the work of the CE and the team in this regard.

The CE provided an update in relation to the Drogheda Wolves project. Progress on this project was commended.

7.5 Climate Action and Sustainability Report recommended by Capital, Estates and Climate Action Committee for Board Approval

It was resolved **R. 30/03/2026** to approve the Report on Climate Action and Sustainability as recommended by the Capital, Estates and Climate Action Committee.

Proposed: Cllr. Nick Killian

Seconded: Mr. Barry Williams

7.6 Developments and Updates recommended by Capital, Estates and Climate Action Committee

It was resolved **R 31/03/2026** to approve the Developments and Updates recommended by the Capital, Estates and Climate Action Committee for Board approval dated 26th March 2026

Proposed: Cllr. Nick Killian

Seconded: Mr. Barry Williams

8. 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 28th May 2026.

SIGNED:



CATHAOIRLEACH

DATE:

28/5/26