

## Minutes of Meeting held on 31<sup>st</sup> January 2019

A meeting of Louth and Meath Education and Training Board took place in Coláiste Chu Chulainn, Dundalk, at 5pm on Thursday, 31<sup>st</sup> January 2019.

<b>CATHAOIRLEACH:</b>	Cllr. Sharon Tolan
<b>BAILL I LATHAIR:</b>	Cllr. Maeve A. Yore, Cllr. Marianne Butler, Cllr. Nick Killian, Cllr. Oliver Tully, Cllr. Maria Murphy, Cllr. Antoin Watters, Ms. Siobhán Greer, Cllr. Wayne Harding, Cllr. Damien O'Reilly, Mr. Ciaran O'Donnell, Cllr. Peter Savage, Mr. Bill Sweeney.
<b>LEITHSCEIL:</b>	Ms. Ashimedua Okonkwo, Mr. Cormac Bohan, Cllr. Eimear Ferguson, Ms. Jennifer D'Arcy, Mr. Sean Carey, Cllr. Trevor Golden, Ms. Catherine Clair.
<b>AR FREASTAIL:</b>	Mr. Martin G. O'Brien, CE Ms. Fiona Kindlon, Director of Schools Ms. Sadie Ward McDermott, Director of FET Mr. Brian Murphy, Director of OSD Ms. Anne Whyte, APO Finance Mr. Frank Smith, APO Corporate and Education Services

Mr. Tomás Sharkey, Principal of Coláiste Chu Chulainn, welcomed attendees to the school. Mr. Sharkey introduced Mr. Josh Chandler, Senior Prefect, who spoke about the history of the school and its construction as an eco-friendly building. The Chairperson thanked Mr. Sharkey and Mr. Chandler on behalf of the Board.

### **Apologies/Condolences/Congratulations**

Votes of sympathy were passed in the usual respectful manner. The Chairperson congratulated Colaiste na hInse on its recent musical and success in debating.

It was resolved **R. 19/01/2019** to approve the nomination of Cllr. Antoin Watters to the Board of LMETB in replacement of Cllr. Tomás Sharkey.

**Proposed:** Cllr. Maeve A. Yore

**Seconded:** Cllr. Marianne Butler

<b>1. Absence Approval</b>
----------------------------

It was resolved **R. 20/01/2019**

“To approve the absence of LMETB members: Ms. Ashimedua Okonkwo, Mr. Cormac Bohan, Cllr. Eimear Ferguson, Ms. Jennifer D’Arcy, Mr. Sean Carey, Cllr. Trevor Golden and Ms. Catherine Clair.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Ms. Siobhán Greer

<b>2. Minutes</b>
-------------------

**2.1**

It was resolved **R. 21/01/2019** to adopt the minutes of the meeting of Louth and Meath ETB dated 15<sup>th</sup> November 2018.

**Proposed:** Cllr. Nick Killian

**Seconded:** Mr. Bill Sweeney

It was resolved **R. 22/01/2019** to adopt the minutes of the meeting of Louth and Meath ETB dated 30<sup>th</sup> November 2018.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. Peter Savage

It was resolved **R. 23/01/2019** to adopt the minutes of the meeting of Louth and Meath ETB dated 10<sup>th</sup> January 2019.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Nick Killian

## **2.2 Matters Arising:**

APO Corporate and Education Services advised members that the Board meeting originally proposed for 16 May would take place on 2 May and that the schedule of 2019 meetings would be circulated to members.

## **3. Finance**

### **3.1 Finance Update**

APO Finance took members through the finance report as at 31 December 2018. She noted that the figures are draft as they are subject to change as part of the process of preparing the financial statements and will then be subject to audit. APO Finance advised that good progress is being made on the closure of school and centre bank accounts with all second level school bank accounts now closed. She explained that PLC and self-financing adult education bank accounts will be closed later this year once the contract with the existing on line payments provider expires.

It was resolved **R. 24/01/2019** to approve the finance report as at 31 December 2018.

**Proposed:** Cllr. Maeve A. Yore

**Seconded:** Cllr. Maria Murphy

### **3.2 Review of completed Financial Statement 31/12/17 by C&AG**

The document was noted.

### **3.3 Audit Committee Report as at 19th December 2018**

Mr. Bill Sweeney took members through the report of the audit committee dated 19 December 2018. He highlighted that the ETB Internal Audit unit has two auditors rather than seven as approved by the Department and that, as a result, an inadequate level of internal auditing is taking place in ETBs nationally. Mr. Sweeney advised that KOSI Corporation carried out an internal audit of IT and that the audit opinion was that LMETB does not have an adequate system of internal control pertaining to IT Systems and Network Management Controls. He explained that the main issues are a lack of documentation and an understaffed IT department. Mr. Sweeney acknowledged the work of the finance department, the pressure under which they work and the audit committee's opinion that there is an insufficient level of resources in the LMETB finance and administration sections.

The audit committee report was noted.

### **3.4 ETBI Annual Subscription Invoice (for resolution)**

It was resolved **R. 25/01/2019** to approve the ETBI Annual Subscription Invoice for 2019.

**Proposed:** Cllr. Oliver Tully

**Seconded:** Cllr. Maria Murphy

#### 4. Correspondence

a. Department of Education and Skills: [Circulars](#)

<i>C/L ref</i>	<i>RE:</i>
0053/2018	Revision Of Salaries For Special Needs Assistants (SNAs) With Effect From 1 October 2018
0054/2018	Revision Of Salaries With Effect From 1 October 2018 For Clerical Officers And Caretakers Employed In National Schools Under The 1978/79 Scheme And Clerical Officers Employed In Post Primary Schools Under The 1978 Scheme
0055/2018	Revision Of Salaries Of School Secretaries And School Maintenance Staff In Community And Comprehensive Schools With Effect From 1 October 2018
0056/2018	Revision Of Salaries In Respect Of All Staff Other Than Teachers And SNAs Employed By ETBs With Effect From 1 October 2018
0057/2018	Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 October 2018
0059/2018	Public Service Stability Agreement 2013 – 2020 (Haddington Road Agreement/ Lansdowne Road Agreement) and the Public Service Pay and Pensions Act 2017
0060/2018	Breastfeeding Breaks for Registered Teachers in Recognised Primary and Post Primary Schools
0061/2018	Guidelines on access to PLC for certain participants in the asylum process for the 2018/2019 academic year
0062/2018	Clarification in respect of Section 5 of Circular 0013/2018 in relation to the NCCA Religious Education syllabus and religious instruction
0063/2018	Changes to the Domestic Subsistence Rates Effective from 1st October 2018 Payable to Staff in Education and Training Boards (ETBs)
0064/2018	Changes to the Domestic Subsistence Rates Effective from 1st October 2018 Payable to Members
0065/2018	Acting-Up Arrangements and Acting-Up Allowances for All Staff Other Than Persons Employed As Teachers and Special Needs Assistants in Education And Training Boards
0066/2018	Consolidation of arrangements for the offer of severance terms in the Civil and Public Service in IOTs, DIT, NUI, RIA, MIC, NCAD
0067/2018	Consolidation of arrangements for the offer of severance terms in the Civil and Public service in ETBs

0068/2018	Clarification in respect of Circular Letter 0035/2018 - Prescribed material for Junior Cycle Irish - Specification for Junior Cycle Irish: Irish-medium schools (L1)
0069/2018	Clarification in respect of Circular Letter 0036/2018 - Prescribed material for Junior Cycle Irish - Specification for Junior Cycle Irish: English-medium Schools (L2)
0070/2018	Leadership and Management in Primary Schools
0071/2018	Revision of Salaries for Special Needs Assistants (SNAs) With Effect From 1 January 2019
0072/2018	Revision of Salaries with effect from 1 January 2019 For Clerical Officers and Caretakers Employed in National Schools Under the 1978/79 Scheme and Clerical Officers Employed in Post Primary Schools Under the 1978 Scheme
0073/2018	Revision of Salaries of School Secretaries and School Maintenance Staff in Community and Comprehensive Schools with effect from 1 January 2019
0074/2018	Revision of Salaries in Respect of All Staff Other Than Teachers and SNAs Employed by ETBs With Effect From 1 January 2019
0075/2018	Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 January 2019
0076/2018	Revision of Pay Rates in 2019 for School Secretaries, Caretakers and Cleaners employed by the Boards of Management of Recognised Primary Schools or by ETBs in Community National Schools using Ancillary Services Grant funding and Revised Rates of Ancillary Services Grant
0077/2018	Revision of Pay Rates in 2019 for Grant funded School Secretaries, Caretakers and Cleaners employed by the Boards of Management of Voluntary Secondary Schools in the Free Education Scheme and associated increases in Grant funding for same
0078/2018	Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2019/20 school year
0079/2018	Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school year 2018/19
0080/2018	Public Service Stability Agreement 2013 – 2020 (Haddington Road Agreement/ Lansdowne Road Agreement) and the Public Service Pay and Pensions Act 2017
0081/2018	Cost Limits for Primary School Buildings
0082/2018	Cost Limits for Post Primary School Buildings

0083/2018	Curriculum-related developments at Senior Cycle with particular reference to school years 2019/20 and 2020/21, including the discontinuance of Leaving Certificate Agricultural Economics
0084/2018	Replacement of Pension Related Deduction (PRD) by Additional Superannuation Contribution (ASC) and the Rates and Thresholds of the Additional Superannuation Contribution with Effect from 1 January 2019
0085/2018	Payment of Tool Allowance to Craft Workers
0001/2019	Special Leave for Teachers who are members of Voluntary Search and Rescue Organisations

b. Correspondence received from Department of Education and Skills

<i>Date Received</i>	<i>Subject</i>
01/11/2018	Regret following recent application for Patronage Campaign, Laytown area.
01/11/2018	Update (*2) on Structural Assessment/ Opening up works on Western Buildings Systems
02/11/2018	Press release on on Structural Assessment/ Opening up works on Western Buildings Systems
02/11/2018	Clarification on queries in relation to indemnity list of schools constructed by Western Buildings Systems
05/11/2018	Draft report on SENPP – O’Carolan College Nobber
05/11/2018	Draft report on inspection carried out at Youthreach Dundalk
05/11/2018	Communication in relation to structural assessments from DoES- Letter from DoES to parents Q&A for parents with amendment for Q.8 (circulated 03/11/2018)
05/11/2018	Attn of Principals, BOMs and Patrons of 42 WBS constructed schools as per table
05/11/2018	Update of 04/11/2018 from DoES on WBS Structural Assessments
12/11/2018	Primary letter of invitation to Patron Bodies re upcoming campaign
12/11/2018	Revised schedule showing SEN enrolment figures
13/11/2018	Ref payment for start up grant for Scoil Naisiunta Bhrighde
19/11/2018	Provision of additional accommodation – 4 classroom ASD Unit, St Peters College, Dunboyne
22/11/2018	Factual inspection carried out at Coláiste Clavin,
27/11/2018	Acknowledgement of cooperation of schools affected by structural assessments for WBS building constructs.
28/11/2018	Initial approval letter for application - Prefab at St. Peters College
28/11/2018	From Office of Minister in acknowledgement of issues raised regarding BOM of Faughart CNS.

30/11/2018	Sanction of Leases at Ardee Business Park, Argus Car Parking, Unit 140 Ashbourne Industrial Estate
03/12/2018	Provision of temporary accommodation at Dunshaughlin Community College
04/12/2018	LMETB - Note for SG re C&AG audited ETB accounts for 2017
05/12/2018	Authorisation to proceed to Stage 2b – Coláiste na Mí
05/12/2018	Authorisation to proceed to Stage 2b – St Mary’s Special School
06/12/2018	Survey - Observations on memo for government on the subject of plastics and renewables
09/12/2018	Appointment of DKIT Student Representatives - Sanction
14/12/2018	School Inspection Business and Accounting - Coláiste na Mí
19/12/2018	Factual Inspection - Physical Education – Boyne Community School
03/01/2019	Sanction (revised) for corrected rental amount Ardee Business Park
07/01/2019	Regarding final ONP payment for 2018 – payment forwarded to LMETB Account
08/01/2019	Príomhfheidhmeannaigh agus Oifigigh Airgeadais na mBord Oideachais agus Oiliúna (BOOanna)
14/01/2019	Grants for Financial Year ended 31/12/2018
19/01/2019	Update on remediation programme - Western Buildings Systems Buildings

c. Correspondence received from other sources

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
05/11/2018	Padraig McGovern	Intention to proceed with offer of donation of gift to LMETB for consideration of Board.
12/11/2018	TUI	Principal of Beaufort College regarding enrolment policy
12/11/2018	TUI	Principal of Dunshaughlin Community College regarding enrolment policy
15/11/2018	ETBI	ETBI notification to DOSD re meeting with ESBS on 22 Nov 2018 in DDLETB
16/11/2018	IAU	Acknowledgement of management responses to LMETB ICT Audit.
16/11/2018	John Grant	Acceptance of position on supplementary interview board panel.
16/11/2018	Teresa McKeivitt	Acceptance of position on supplementary interview board panel.
16/11/2018	Ann McDonnell	Acceptance of position on supplementary interview board panel.
19/11/2018	Blackrock Education Centre	Remittance Advice
19/11/2018	Patrick O’Reilly Solicitors on behalf	DCFE Units 17/18 – authorisation of works carried out.

	of Dunboyne Business Park Management	
19/11/2018	ETBI	Information Note TC 002/2018 titled "Changes to the Career Break Scheme for the 2018/19 school year"
21/11/2018	DCYA	Youth Work Function and Technical Assistance Payments 2018
23/11/2018	IAU	LMETB ICT Audit - Final Reports
26/11/2018	DOSD	To CE for consideration - ICT Change Control Procedure following IAU review of ICT
26/11/2018	Paul Morgan, Chairperson Audit Committee	Notification of Audit Committee Meeting December 6th 2018
30/11/2018	C& AG	Signed certificate of audit from the C&AG for 2017 AFS.
03/12/2018	Ratoath College Parents Association	Request for VSSU Guidelines re school accounts
03/12/2018	C&AG	Notification of Certification of LMETB Financial Statements for Year Ending 31/12/2017
05/12/2018	SEAI	Annual Reporting of Energy Performance
06/12/2018	Office of Taoiseach	To the Office of St Peters Dunboyne querying the waiting list for places at St. Peter's College Dunboyne.
09/12/2018	Boyne Community School	Minutes of BOM 16/10/2018
10/12/2018	Office of Taoiseach	Assistance Request :Chris Keogh - Refusal to Enrol at St. Peters Dunboyne
17/12/2018	C&AG	C&AG audit team acknowledgement of staff cooperation to DOSD
17/12/2018	Social Welfare Services Office	School Meals (Local Projects) Scheme 2018-19: Bush PP
17/12/2018	Social Welfare Services Office	School Meals (Local Projects) Scheme 2018-19: O'Carolan College
17/12/2018	Social Welfare Services Office	School Meals (Local Projects) Scheme 2018-19: Coláiste Clavin
17/12/2018	Social Welfare Services Office	School Meals (Local Projects) Scheme 2018-19:Beaufort College
17/12/2018	Social Welfare Services Office	School Meals (Local Projects) Scheme 2018-19: St Oliver's CC
17/12/2018	EACEA	Financial position after the Financial Audit BMS 32-03 - Grant Agreement N° 2013-4632 - PROJECT NUMBER 543065-LLP-1-2013-1-IE-KA4-KA4MP
19/12/2018	Athboy Community School	BOM Minutes – June, July, October and December
19/12/2018	C&AG	Draft Management Letter 2017 audit
19/12/2018	Paul Morgan – Chairperson Audit Committee	AC Report of 19 <sup>th</sup> December 2018
20/12/2018	SOLAS	ESF Audit - request for Manager RSTC to review the complete list of 'successful results' that LMETB uploaded to e-cohesion



03/01/2019	Social Welfare Services Office	School Meals (Local Projects) Scheme 2018-19 - Scoil Ui Mhuiri
03/01/2019	Coláiste Pobail Rathcairn	Notification of BOM 14/01/2019
03/01/2019	Education Audiovisual and Culture Executive Agency	Financial Position following Audit of European Projects by Moore Stephens on behalf of EACEA
07/01/2019	DPER	Request for information -Single Scheme Survey for member numbers at 31 December 2018
09/01/2019	SOLAS	ETB Training for the Unemployed ESF Claim
09/01/2019	SOLAS	Confirmation of capitation rates for the FE programmes for 2019
14/01/2019	Minister Jack Chambers	Query on enrolment policy – St Peter’s College, Dunboyne
15/01/2019	Patrick Mc Caul Environmental Consulting Engineers Ltd	Information provided to Buildings Officer regarding Energy Efficient Measures on King Street Premises
<b>RESOLUTION REQUIRED 16/01/2019</b>	<b>Scouting Ireland</b>	<b>Mullaghrone Training Centre, Donore and request for taking over lease of vacant building.</b>
17/01/2019	C&AG	Completed file - Financial Statements year ending 31 <sup>st</sup> December 2017
17/01/2019	SOLAS	Allocation of FET Cooperation Hours

d. Correspondence sent

Date	RE:
16/11/2018	From DOSD to IAU – Management responses to recent ICT Audit.
20/11/2018	From APO Corporate Services to DoES regarding Board Decision not to approve DoES formal application to locate single stream primary school in Dunshaughlin using main entrance.
22/11/2018	From DOSD to All Staff - information regarding making claims for payment in relation to travel and subsistence.
26/11/2018	From PA to CE to DoES with LMETB Completed survey - Work Location of the CE and individual directors & the functions they provide.
29/11/2018	From DOSD to Chairperson Audit Committee with request to review revised procedure for changing bank account details.
30/11/2018	From DOSD to Chairperson LMETB/ Audit/ Finance Committee with signed certificate of audit from the C&AG for 2017 AFS.
06/12/2018	From DOSD to C&AG Audit Team providing provisional schedule of meetings for staff visit.
11/12/2018	From DOSD to DoES note on LMETB – 2017 AFS and actions undertaken to address issues
14/12/2018	From DOSD to DoES responding to request for completion of survey /observations on memo for government on the subject of plastics and renewables
14/12/2018	From Manager RSTC to SOLAS responding to queries on ESF Audit

19/12/2018	From PA to CE to Board Members/ IAU/ Relevant Personnel - Circulation of Audit Committee Report to Board, December 2018
02/01/2019	From DOSD to Principal St Oliver PP Oldcastle outlining procedure to accept a gift of cash under section 29 of the ETB act of 2013
02/01/2019	From DOSD to ETBI expressing interest in inclusion of framework model of procurement for Bus Hire Services
02/01/2019	From DOSD to Orla Cahill outlining admissions policy/ legislative requirements of Boards of Management in regard to St Peters College, Dunboyne
02/01/2019	From DOSD to Ciara Fitzpatrick outlining admissions policy/ legislative requirements of Boards of Management in regard to St Peters College, Dunboyne
02/01/2019	From DOSD to Sandra Barber outlining admissions policy/ legislative requirements of Boards of Management in regard to St Peters College, Dunboyne
04/01/2019	From DOSD to SOLAS -copy of signed Data Protection agreement
07/01/2019	From DOSD to OSD Section Heads regarding upcoming revised audit structure for 2018 C&AG Audit.
10/01/2019	From DOSD to Office of Taoiseach in clarification of procedure of appeal and enrolment following constituent query
14/01/2019	From DOSD to Public Accounts Committee regarding follow up information on invoice redirection fraud – further information to follow
14/01/2019	From DOSD to IPB Insurance requesting update on status of invoice redirection claim to furnish to PAC.
14/01/2019	From DOSD to OSD Section Heads/ Relevant personnel on the implementation of climate action targets as directed by DoES
16/01/2019	From DOSD to Jack Chambers TD to clarify enrolment policy and procedure in respect of St Peters College, Dunboyne.
21/01/2019	From IT Officer to All Staff regarding Password Security of LMETB Accounts following C&AG recommendations
22/01/2019	From DOSD to Pat Fannin PAC - official response for correspondence of 18 <sup>th</sup> July 2018.

e. Correspondence sent following Bi Monthly Meeting on 15 November 2018

Date	RE:
22/11/2018	From CE to DoES re Board of Management of Faughart CNS
28/11/2018	From CE to Department of Education and Skills in support the nomination of Mr. Paddy Lavelle CE, DDLETB to the First Governing Body of the Technological University Dublin
28/11/2018	From CE to Procurement Officer LMETB re best wishes to the ETB Procurement Group on their recent nomination for five national procurement awards
28/11/2018	From CE to Secretary to Board of Management, St Peter's College re ratification of policies
28/11/2018	From CE to Patricia Dowd re approval as student representative on DIFE Board of Management.
28/11/2018	From CE to Chris Faulkner re approval as student representative on DIFE Board of Management.
28/11/2018	From CE to Maria Maguire re approval as student representative on DKIT Board of Governors.
28/11/2018	From CE to Aaron Geagan re approval as student representative on DKIT Board of Governors.
28/11/2018	From CE to Director of FET re ratification of policies: Moodle, ratification of Youth Work Committee minutes
28/11/2018	From CE to Director of Schools re ratification/ noting of minutes
28/11/2018	From CE to Kathryn Smith re community nominee to the Board of Management of O' Carolan College, Nobber
28/11/2018	From CE to Pdraig Kirk re Faughart Community National School BOM nominations
28/11/2018	From CE to Mary Jackson re Faughart Community National School BOM nomination.
28/11/2018	From CE to Jacqui McCusker re Faughart Community National School BOM nominations
28/11/2018	From CE to Andreu d'Arcy re Faughart Community National School BOM nominations
28/11/2018	From CE to Fiona O'Donnell re Faughart Community National School BOM nominations
28/11/2018	From CE to Declan Roe re Faughart Community National School BOM nominations

28/11/2018	From CE to Alan McArdle re Faughart Community National School BOM nominations
28/11/2018	From CE to Siobhan McKeever re Faughart Community National School BOM nominations
28/11/2018	From CE to Pdraig Kirk re approval of the "Governance Manual for Primary Schools 2015 – 2019" as terms of reference for Faughart Community National School
28/11/2018	From CE to Secretary to Board of Management , St Oliver PP Oldcastle re ratification of minutes/ policies
28/11/2018	From CE to Director of Schools to confirm ratification of LMETB Suspension and Expulsions Policy
28/11/2018	From CE to Buildings Officer LMETB to confirm approval of leases reviewed by L&B Committee and the minutes of the Land and Buildings committee meeting dated 17th September 2018
30/11/2018	From CE to Cormac Bohan re nomination of the Board to the Gifts, Trusts and Scholarships Committee.
30/11/2018	From CE to Cllr. Maeve Yore re nomination of the Board to the Gifts, Trusts and Scholarships Committee.
30/11/2018	From CE to Bill Sweeney re nomination of the Board to the Gifts, Trusts and Scholarships Committee.
30/11/2018	From CE to Ciaran O'Donnell re nomination of the Board to the Gifts, Trusts and Scholarships Committee.
30/11/2018	From CE to DOSD to confirm the approval of Louth Music Education Partnership and proposed membership
30/11/2018	From CE to Orla Drumgoole re nomination to Louth Music Education Partnership.
30/11/2018	From CE to Deirdre Sweeney re nomination to Louth Music Education Partnership.
30/11/2018	From CE to Sinead McDonnell re nomination to Louth Music Education Partnership.
30/11/2018	From CE to Brian Harten re nomination to Louth Music Education Partnership – as member and Chairperson.
30/11/2018	From CE to Cllr. Sharon Tolan re nomination to LMETB as Chairperson.
30/11/2018	From CE to Regina Doherty TD to request a meeting regarding PLC enrolment and cap.
30/11/2018	From CE to Helen McEntee TD to request a meeting regarding PLC enrolment and cap.

30/11/2018	From CE to Padraig McGovern, O’Fiaich College to express the Board’s appreciation to you for making available a bus for education use at O’Fiaich College and inform of decision of Board to form Gifts, Trusts and Scholarships Committee.
04/01/2019	From APO Corporate Services to Gifts, Trusts and Scholarships Committee – notification of inaugural meeting.
10/01/2019	From APO Corporate Service to Chairperson BOM, St. Peter’s College Dunboyne, re resolution to approve sports capital grant application
10/01/2019	From APO Corporate Services to Gifts, Trusts and Scholarships Committee - draft minutes of meeting of 9th January 2019

Following a discussion about enrolment pressures in St. Peter’s College, Dunboyne, Community College Dunshaughlin and Ratoath College it was agreed that a follow up meeting would be arranged to include the school principals, LMETB Director of Schools and local representatives.

CE confirmed that he would write to the Department of Education and Skills requesting it to conduct a survey of the area similar to that carried out a number of years ago in the south Louth east Meath area.

## **5. Committees and Reports**

### **5.1. Director of Further Education and Training Report**

Director of FET took members through her report. The report was noted.

#### **5.1.1 Board of Management Minutes**

The minutes of the O’Fiaich College Board of Management meeting on 5 December 2018 were noted.

The minutes of the Dunboyne College of Further Education Board of Management meeting on 23 October 2018 were noted.

The minutes of the Drogheda Institute of Further Education Board of Management meeting on 16 October 2018 were noted.

#### **5.1.2 Policies**

It was resolved **R. 26/01/2019** to approve the O’Fiaich College Assignment Submission Policy.

**Proposed:** Cllr. Maeve A. Yore

**Seconded:** Cllr. Marianne Butler

It was resolved **R. 27/01/2019** to approve the O’Fiaich College Code of Practice.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Nick Killian

It was resolved **R. 28/01/2019** to approve the O’Fiaich College Computer and Internet Acceptable Usage Policy.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Ms. Siobhán Greer

### **5.1.3 BOM Membership**

It was resolved **R. 29/01/2019** to approve the appointment of Cllr. Antoin Watters to replace Cllr. Tomas Sharkey on Youthreach Board of Management

**Proposed:** Cllr. Maeve A. Yore

**Seconded:** Cllr. Marianne Butler

### **5.1.4 Proposed Contributions**

It was resolved **R. 30/01/2019** to approve the proposed contributions from Parents/Guardians for 2019/2020 for O’Fiaich College.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Siobhán Greer

It was resolved **R. 31/01/2019** to approve the proposed contributions from Parents/Guardians for 2019/2020 for Dunboyne College of Further Education.

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 32/01/2019** to approve the proposed contributions from Parents/Guardians for 2019/2020 for Drogheda Institute of Further Education.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Oliver Tully

## **5.2. Director of Schools Report**

Director of Schools, took members through her report, highlighting two matters.

Child Protection and Safeguarding Inspections will commence in February. Each inspection will involve two visits to a school, and the publication of two reports on the Department’s website. A meeting with the Chairperson of the school Board of Management will be a part of the process.

The Director of Schools explained to Board members that the CE has sought clarification from ETBI regarding the reporting of allegations of abuse against staff members to the Board of Management. The Department of Education and Skills state that in such cases no redaction of names should be made when bringing documentation to the Board of Management, however, the CE has asked ETBI to seek clarity in this regard from the Department of Education and Skills as the Board of Management in ETB schools is not the employer. The report was noted.

### **5.2.1 Board of Management Minutes (for resolution/noting where appropriate)**

The minutes of the meeting of the Board of Management of Colaiste de Lacy on 4 April 2017 were noted.

The minutes of the meeting of the Board of Management of Colaiste de Lacy on 26 October 2018 were noted.

The minutes of the meeting of the Board of Management of Colaiste de Lacy on 17 October 2018 were noted.

The minutes of the meeting of the Board of Management of Colaiste de Lacy on 11 September 2018 were noted.

The minutes of the meeting of the Board of Management of O’Fiaich College on 3 October 2018 were noted.

The minutes of the meeting of the Board of Management of O’Fiaich College on 6 June 2018 were noted.

The minutes of the meeting of the Board of Management of Dunshaughlin Community College on 17 September 2018 were noted.

The minutes of the meeting of the Board of Management of Dunshaughlin Community College on 9 May 2018 were noted.

The minutes of the meeting of the Board of Management of O’Carolan College on 17 September 2018 were noted.

The minutes of the meeting of the Board of Management of O’Carolan College on 25 October 2018 were noted.

The minutes of the meeting of the Board of Management of Colaiste Clavin on 8 May 2018 were noted.

The minutes of the meeting of the Board of Management of Colaiste Clavin on 9 October 2018 were noted.

### **5.2.2 Board of Management Memberships**

It was resolved **R. 33/01/2019** to approve the nomination of Mr. Anthony Monaghan as Parent Nominee (Male) to the Board of Management of O’Carolan College, Nobber

**Proposed:** Cllr. Marianne Butler

**Seconded:** Mr. Bill Sweeney

It was resolved **R. 34/01/2019** to approve the nomination of Cllr. Antoin Watters to replace Cllr. Tomas Sharkey on the Board of Management of O’Fiaich College, Dundalk

**Proposed:** Cllr. Marianne Butler

**Seconded:** Cllr. Maeve A. Yore

### 5.2.3 School Based Policies

It was resolved **R. 35/01/2019** to approve the proposed contribution of €160 for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> & 6<sup>th</sup> years from Parents/Guardians for 2019/2020 for O'Carolan College, Nobber.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Marianne Butler

It was resolved **R. 36/01/2019** to approve the proposed contribution of €300 for Transition Year from Parents/Guardians for 2019/2020 for O'Carolan College, Nobber.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Siobhán Greer

It was resolved **R. 37/01/2019** to approve the proposed contribution of €160 for LCA1 and LCA2 from Parents/Guardians for 2019/2020 for O'Carolan College, Nobber.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Siobhán Greer

It was resolved **R. 38/01/2019** to approve Colaiste De Lacy Critical Incident Management Plan.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 39/01/2019** to approve Colaiste De Lacy Health and Safety Statement.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 40/01/2019** to approve O'Fiaich College Home Economics Plan.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 41/01/2019** to approve O'Fiaich College Science Policy.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 42/01/2019** to approve O'Carolan College Self-Financing Part Time Adult Education Programme Fees Policy.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 43/01/2019** to approve O'Carolan College RSE Policy Statement.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. Maria Murphy



#### 5.2.4 Gaeltacht Scholarships - Amount of each €346

School	No Scholarships
St. Peter's College	9
St. Oliver's CC	22
Colaiste na Mi	5
Dunshaughlin CC	9
Colaiste na hInse	9
Colaiste Clavin	5
Beaufort College	9
Scoil Ui Mhuiri	14
O' Carolan College	9
St. Oliver Oldcastle	8
Bush PP	14
Ratoath College	9
Colaiste de Lacy	4
Colaiste Chu Chulainn/Lu	8
O' Fiaich College	6
Colaiste Pobail Rathcairn	5
<b>Total</b>	<b>145</b>

It was resolved **R. 44/01/2019** to approve the above Gaeltacht Scholarships.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Mr. Ciaran O'Donnell

Following a discussion it was agreed that the Gifts, Trusts and Scholarships committee would discuss Gaeltacht Scholarships and report back to the Board.

#### 5.2.5 Irish and Bilingual Grant @ €103/pupil

Director of Schools advised that the Department of Education and Skills does not provide the Irish and Bilingual Grant to ETB schools. Each ETB is being requested to bring the matter to their Board as part of an effort by ETBs to secure this funding.

It was resolved **R. 45/01/2019** to request the Department of Education and Skills to provide the Irish and Bilingual Grant to ETB schools.

**Proposed:** Mr. Ciaran O'Donnell

**Seconded:** Cllr. Maria Murphy

### 5.3 Risk Management Report

Director of OSD took members through the report noting that there are ten risks classified as high risk, that the risk register is reviewed regularly and that as part of this review the assessment of risks relating to financial, contractual and legal matters have been revised. Director of OSD advised that KOSI Corporation have been proceed to conduct a review of policy and procedures in the finance department.

The risk management report provided was noted.

### 5.4 Data Breach Report

Director of OSD took members through the report.

The report provided was noted.

## 6. Leases (for Resolution)

It was resolved **R. 46/01/2019** to approve the request for increase in rent for student car parking at Unit 2, DCFE from €5,000 to €6,600 effective from 1st October 2018

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 47/01/2019** that the Land and Buildings Committee would consider the options concerning the Mullachrone premises, including the proposal from Scouting Ireland, and make a recommendation.

**Proposed:** Cllr. Oliver Tully

**Seconded:** Mr. Bill Sweeney

## 7. OSD Policies

Director of OSD took members through the 2019 LMETB Procurement Plan.

It was resolved **R. 48/01/2019** to approve the 2019 LMETB Procurement Plan

**Proposed:** Cllr. Maria Murphy

**Seconded:** Mr. Ciaran O'Donnell

## 8. Land and Buildings update

CE took members through the Land and Buildings update. He advised members regarding the roundabout in Dunleer, this was followed by a discussion on the matter.

It was resolved **R. 49/01/2019** to approve the proposed agreement in principle.

**Proposed:** Cllr. Oliver Tully

**Seconded:** Cllr. Maeve A. Yore

CE updated members regarding temporary accommodation in Ratoath College and progress on the proposed new premises for Youthreach in Ardee.

It was resolved **R. 50/01/2019** to approve the Land and Buildings update

**Proposed:** Cllr. Maria Murphy

**Seconded:** Mr. Bill Sweeney

It was resolved **R. 51/01/2019** to approve the appointment of Cllr. Antoin Watters to replace Cllr. Tomas Sharkey on the Land and Buildings Committee

**Proposed:** Cllr. Maeve A. Yore

**Seconded:** Mr. Ciaran O'Donnell

#### **9. Section 29 Appeals**

It was resolved **R. 52/01/2019** to conduct the consideration of Section 29 appeals only in-committee.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Cllr. Maria Murphy

Cllr. Tully summarised the proceedings and decisions of the Section 29 appeal hearings.

#### **10. Any other business**

Director of OSD advised members that the new Code of Practice for the Governance of ETBs (Circular 002/2019) was issued by the Department yesterday and is effective from then. He explained that it will be placed on the agenda for the next Board meeting.

It was resolved **R. 59/01/2019** to adopt the new Code of Practice for the Governance of ETBs (Circular 002/2019).

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Maeve A. Yore

It was resolved **R. 60/01/2019** to approve the appointment of Ms. Mary Cappelis to replace Mr. Brian Harten to Music Generation Louth

**Proposed:** Cllr. Maeve A. Yore

**Seconded:** Cllr. Peter Savage

It was resolved **R. 61/01/2019** to approve the appointment of Ms. Siobhan Greer as Chairperson of Music Generation Louth

**Proposed:** Cllr. Maeve A. Yore

**Seconded:** Cllr. Peter Savage

Director of OSD advised members of the letter of determination for 2019 received from the Department and took members through the figures.

In response to a query, Director of FET confirmed that the 2019 funding application to SOLAS will include works to the heating system in Ashbourne Youthreach. CE advised that LMETB would examine the possibility of applying for emergency funding for the heating.

CE advised that there has been no decision yet on the patronage of the proposed new primary school in Dunshaughlin.

Cllr. Tully noted that LMETB had received a significant amount of good quality furniture in January. He congratulated CE on his success in securing this furniture from a bank which is restructuring and has no further need for it.

It was resolved **R. 62/01/2019** to approve a payment of €1,000 to the nominated charity of the bank in question as a contribution towards the cost of the furniture.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Cllr. Nick Killian

There was no other business and the meeting ended at 7.05pm.

SIGNED: Martin J O'Brien  
CHIEF EXECUTIVE

J. Tully  
CHAIRPERSON

DATE: 28-2-2019

28-02-2019