

Minutes of Meeting held on 19th July 2018

A meeting of Louth and Meath Education and Training Board took place in Colaiste de Lacy, Ashbourne at 5pm on Thursday, 19th July 2018.

CATHAOIRLEACH:	Tomás Sharkey
BAILL I LATHAIR:	Bill Sweeney, Jennifer D'Arcy, Maeve A. Yore, Marianne Butler, Nick Killian, Oliver Tully, Maria Murphy, Sean Carey, Siobhán Greer, Peter Savage, Wayne Harding, Eimear Ferguson.
LEITHSCEIL:	Catherine Clair, Ciaran O'Donnell, Ashimedua Okonkwo, Damien O'Reilly, Sharon Tolan, Cormac Bohan, Trevor Golden.
AR FREASTAIL:	Mr. Martin G. O'Brien, CE Ms. Sadie Ward McDermott, Director of FET Ms. Anne Whyte, APO Finance Mr. Frank Smith, APO Corporate Services Ms. Barbara Brennan, Staff Officer, Corporate Services

Janice Corrigan, Principal of Colaiste de Lacy, welcomed members to the school.

Apologies/Condolences/Congratulations

Apologies were noted from ETB members Catherine Clair, Ciaran O'Donnell, Ashimedua Okonkwo, Damien O'Reilly, Sharon Tolan, Cormac Bohan and Trevor Golden.

Votes of sympathy were passed in the usual respectful manner.

1. Absence Approval

It was resolved **R. 01/07/2018**

“To approve the absence of LMETB members: Catherine Clair, Ciaran O'Donnell, Ashimedua Okonkwo, Damien O'Reilly, Sharon Tolan, Cormac Bohan and Trevor Golden.

Proposed: Jennifer D'Arcy

Seconded: Sean Carey

2. Minutes

2.1 To be resolved: to adopt the minutes of Board meeting dated 21st June 2018.

It was resolved **R. 02/07/2018** to adopt the minutes of the meeting of Louth and Meath ETB dated 21st June 2018.

Proposed: Bill Sweeney

Seconded: Cllr. Maeve Yore

2.2 Matters Arising:

Cllr. Wayne Harding thanked LMETB members and staff for their wishes following the recent passing of his brother.

There were no other matters arising.

2.3 In Committee Business

There was no in committee business.

3. Finance

3.1 Finance Update (for resolution)

Ms. Anne Whyte, APO Finance took members through the finance report as at 30 June 2018. She explained the reasons for the surpluses and deficits on the various headings.

To be resolved: to approve the finance report dated 30 June 2018.

It was resolved **R. 03/07/2018** to approve the finance report dated 30 June 2018.

Proposed: Sean Carey

Seconded: Cllr. Maria Murphy

4. Correspondence

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

C/L ref	RE:
No updated circular letters since meeting of 21 st June 2018	

Department of Education and Skills Circulars are available to download from the Departments website <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/?pageNumber=1>

b. Correspondence received from DoES

<i>Date Received</i>	<i>Section/Unit</i>	<i>Subject</i>
21/06/2018	DoES	Revised Allocation of Teaching Posts 2018/19.
29/06/2018	DoES	Initial Fire Safety Assessment Report Colaiste de Lacy
27/06/2018	DoES	Louth Meath HQ – review of cost plan and approval granted to retender project.
28/06/2018	DoES	Sanction for Lease at Council Offices Navan
29/06/2018	DoES	Publication of Annual Report 2017.
02/07/2018	DoES	Universal Access Works at O’Fiaich
03/07/2018	DoES	Agreement to rental of temporary accommodation at Scoil Ui Mhuiri
03/07/2018	DoES	Utilisation of cooperation hours for 2017/18
09/07/2018	DoES	Statistics on S29 at ETB Level
11/07/2018	DoES	Dunshaughlin Community College Accommodation enrolment 2018/2019

c. Correspondence received from other sources

<i>Date Received</i>	<i>Source</i>	<i>Subject</i>
31/05/2018	Meath Co. Co	Receipt of Letter re Spine Road Ratoath College – liaison with Meath Co. Co and LMETB.
21/06/2018	GVA Donal O Buachalla	Suitability - Units 2 and 14a Dunboyne Business Park
21/06/2018	GVA Donal O Buachalla	Suitability - Meath County Council offices, Railway St., Navan
22/06/2018	Siobhan Daly Diary Secretary (Damien English)	Appropriate date for official opening of Colaiste Clavin
26/06/2018	Margaret Falsey, Secretariat PAC	Outline of concerns raised by the Committee at its meeting on the 21st of June regarding the invoice redirection fraud.
28/06/2018	IPB	To Chairperson LMETB re IPB Commercial Members Dividend 2018
03/07/2018	Meath Partnership	Final Payment InEcVET EU Project
04/07/2018	SOLAS	Payment Advice Note 06/07/2018
06/07/2018	C&AG	Financial Governance and reporting in ETBs
09/07/2018	RSTC	Agreement to Collaborate for Provision of a Local Training Initiative

d. Correspondence sent

<i>Date Sent:</i>	<i>RE:</i>
28/06/2018	From Dir OSD to Bank of Ireland requesting update on progress of recovering funds from fraud following PAC request
29/06/2018	From Dir OSD to Secretary General regarding queries on AFS 2016 as requested
29/06/2018	From Dir OSD to IPB Insurance requesting support from IPB in meeting the losses incurred with fraud.
03/07/2018	From CE to PAC re addressing concerns on fraud outlined by Public Accounts Committee.

10/07/2018	From Dir OSD to C&AG nominating Brian Murphy as Liaison Person for correspondence on upcoming examination of financial governance in ETBs.
10/07/2018	From Dir OSD to DoES in regard to clarification of insurance/ indemnity re fraud.
11/07/2018	From Finance Section to DoES - LMETB Q2 Debt Return

e. Correspondence sent following Bi Monthly Meeting (21/06/2018)

<i>Date Sent:</i>	<i>RE:</i>
09/07/2018	From Dir Schools to Principal Colaiste de Lacy re ratification of proposed contributions
09/07/2018	From Dir Schools to Principal Colaiste na hInse re ratification of proposed contributions
09/07/2018	From Dir Schools to Principal O'Carolan College re ratification of proposed contributions
05/07/2018	From Dir Schools to Principal Colaiste Chu Chulainn re ratification of proposed contributions
05/07/2018	From Dir Schools to Principal Ard Rí CNS re ratification of proposed contributions / noting of BOM Minutes 1 November 2017, 16 January 2018 and 13 March 2018
05/07/2018	From Dir Schools to Principal O'Fiaich Institute re ratification of Child Safeguarding Statement and Risk Assessment / noting of BOM Minutes 18 April 2018
05/07/2018	From Dir Schools to Principal Dunshaughlin Community College re noting of Minutes of BOM Meeting 12 March 2018, resolution of Child Safeguarding Statement and Risk Assessment and resolution of the LMETB Board to appoint Mr. Noel Dempsey to the Board of Management of Dunshaughlin CC.

Mr. Martin G. O'Brien, CE referred to the letter received from the C&AG regarding Financial Governance and reporting in ETBs. He explained that LMETB is one of five ETBS being examined and that the C&AG will examine LMETB under two headings: financial governance and leadership and financial monitoring and forecasting. The first stage is that LMETB will carry out a self-assessment of its practices using a financial management maturity model. In the second phase, the C&AG team will interview relevant LMETB officials and review records and documents. The information compiled from the five ETBs may form the basis of a special report under Section 11 of the Comptroller and Auditor General (Amendment) Act 1993.

Mr. O'Brien referred to one item of correspondence which is not on the agenda namely a very welcome letter from the Department of Education and Skills regarding sanction for filling acting administrative posts in LMETB.

5. Committees and Reports

5.1 Further Education and Training Report

The Further Education and Training report provided by Ms. Sadie Ward McDermott was noted.

5.1.1 Board of Management Minutes

Dunboyne College of Further Education BOM 25 April 2017
Noted

Dunboyne College of Further Education BOM 24 October 2017
Noted

Dunboyne College of Further Education BOM 12 Dec 2017
Noted

Dunboyne College of Further Education BOM 20 Feb 2018
Noted

Dunboyne College of Further Education BOM 9 March 2018
Noted

5.1.2 Centre based policies

Drogheda Institute of Further Education Work Experience Policy

It was resolved **R. 04/07/2018** to approve the Work Experience Policy for Drogheda Institute of Further Education.

Proposed: Cllr. Oliver Tully

Seconded: Cllr. Maeve Yore

Youth Projects

Funded and non-funded youth projects policy

It was resolved **R. 05/07/2018** to approve the Funded and non-funded youth projects policy for Youth Projects.

Proposed: Sean Carey

Seconded: Cllr. Nick Killian

Youth Projects

Local Youth Work Grants Policy

It was resolved **R. 06/07/2018** to approve the Local Youth Work Grants Policy for Youth Projects.

Proposed: Cllr. Maeve Yore

Seconded: Bill Sweeney

5.2 Schools' Report

The Schools' report provided by Ms. Fiona Kindlon was noted.

5.2.1 BOM Membership

Boyne Community School

To be resolved to approve the appointment of a CE nominee to the Board of Management of Boyne Community School.

It was resolved **R. 07/07/2018** to approve the appointment of John Grant to the Board of Management of Boyne Community School.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Maeve Yore

5.3 Risk Management Report

The risk management report provided by Ms. Sinead Barry was noted.

6. Leases

6.1 To be resolved to approve the proposed variation agreement for units 14, 15, 16, 17, 18 and 20 in Dunboyne Business Park.

It was resolved **R. 08/07/2018** to approve the proposed variation agreement for units 14, 15, 16, 17, 18 and 20 in Dunboyne Business Park.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Maeve Yore

6.2 To be resolved to approve the proposed lease – Unit 14A Dunboyne Business Park.

Mr. Frank Smith, APO Corporate Services, explained that he met Mr. Denis Leonard, Principal of Dunboyne College of Further Education and Mr. Bruce Dodd of GVA O'Buachalla this morning to review the status of the proposed lease of Unit 14A. He noted that the Board had been advised at their meeting on 21st June that GVA O'Buachalla provided written advice that leasing the property on the proposed terms would not be suitable for LMETB's purposes. Mr. Smith noted that discussions had taken place with the landlord since then however a number of issues remained outstanding and therefore GVA O'Buachalla were not yet in a position to recommend approval of a lease.

7. Policies

The resolution of the Board was required for the adoption of the following policies by LMETB.

- 7.1 To be resolved that the Chairperson of the day and the Chief Executive or Director of Organisation Support and Development are authorised to authenticate the affixing of the seal of LMETB until such time as a future Board makes an alternative resolution.

It was resolved **R. 09/07/2018** that the Chairperson of the day and the Chief Executive or Director of Organisation Support and Development are authorised to authenticate the affixing of the seal of LMETB until such time as a future Board makes an alternative resolution..

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Maria Murphy

- 7.2 To be resolved to approve the Complaint Procedure/ Guidance Notes Approved for Sectoral Use 2018.

It was resolved **R. 10/07/2018** to approve the Complaint Procedure/ Guidance Notes Approved for Sectoral Use 2018

Proposed: Sean Carey

Seconded: Cllr. Maeve Yore

8. Any other business

1. Dunshaughlin Community College enrolment 2018/19
Mr. O'Brien noted that the Department of Education and Skills had approved four additional prefabs in Dunshaughlin Community College and had committed to engage with LMETB relating to the application for additional permanent accommodation. He advised that LMETB had begun the process of procuring an architect for the temporary accommodation.

2. Nominated key holders – Use of Facilities for Athboy Further Education and Training Premises (Alpha)
It was resolved **R. 11/07/2018** to approve Sean O'Laoire and Caitriona Durcan of Comhaltas Ceoltoiri Eireann as nominated keyholders of the Athboy Further Education and Training Premises (Alpha) in relation to use of the premises by Tlachtga Comhaltas Ceoltoiri Eireann.

Proposed: Cllr Nick Killian

Seconded: Cllr. Maeve Yore

4. It was agreed that refresher training for the Board would be provided at 5.30pm on 30th August.

5. Mr. O'Brien explained that the C&AG had issued an invoice to LMETB for €37,000 being extra audit fees regarding the audits of the 2015 and 2016 financial statements.
6. It was resolved **R. 12/07/2018** to approve payment of the C&AG invoice of €37,000 being extra audit fees regarding the audits of the 2015 and 2016 financial statements.

Proposed: Bill Sweeney

Seconded: Cllr. Tomás Sharkey

7. Mr. Smith advised that some proposed parental/guardian contributions for Colaiste na Mi had not been approved by the Board of Management until Tuesday, 17th July. He explained that these were received by LMETB this morning and were now being tabled for LMETB Board approval. Mr. Smith apologised for the late notice.
 - a. To be resolved to approve the proposed amount of €120 for Parent/Guardian contribution for LCA Year 1 for 2018/19 for Colaiste na Mi.

It was resolved **R. 13/07/2018** to approve the proposed amount of €120 for Parent/Guardian contribution for LCA Year 1 for 2018/19 for Colaiste na Mi.

Proposed: Jennifer D'Arcy

Seconded: Cllr. Tomás Sharkey

- b. To be resolved to approve the proposed amount of €150 for Parent/Guardian contribution for sixth year for 2018/19 for Colaiste na Mi.

It was resolved **R. 14/07/2018** to approve the proposed amount of €150 for Parent/Guardian contribution for sixth year for 2018/19 for Colaiste na Mi.

Proposed: Jennifer D'Arcy

Seconded: Cllr. Tomás Sharkey

- c. To be resolved to approve the proposed amount of €390 for Parent/Guardian contribution for Transition Year for 2018/19 for Colaiste na Mi.

It was resolved **R. 15/07/2018** to approve the proposed amount of of €390 for Parent/Guardian contribution for Transition Year for 2018/19 for Colaiste na Mi.

Proposed: Jennifer D'Arcy

Seconded: Cllr. Tomás Sharkey

8. Mr. O'Brien referred to a document circulated to members at the meeting titled "Terms of Reference for Louth and Meath ETB Youth Work Committee". He requested the Board to consider approving the establishment of a Youth Work Committee in accordance with Section 44 of the Education and Training Board Act 2013 and in accordance with the Terms of Reference presented.

It was resolved **R. 16/07/2018** to approve the establishment of a Youth Work Committee in accordance with Section 44 of the Education and Training Board Act 2013 and in accordance with the Terms of Reference presented.

Proposed: Jennifer D'Arcy **Seconded:** Cllr. Marianne Butler

It was resolved **R. 17/07/2018** to nominate Jennifer D'Arcy as a member of the Louth and Meath ETB Youth Work Committee.

Proposed: Cllr. Maeve Yore **Seconded:** Marianne Butler

It was resolved **R. 18/07/2018** to nominate Cllr. Marianne Butler as a member of the Louth and Meath ETB Youth Work Committee.

Proposed: Cllr. Nick Killian **Seconded:** Jennifer D'Arcy

It was resolved **R. 19/07/2018** to nominate Cllr. Eimear Ferguson as a member of the Louth and Meath ETB Youth Work Committee.

Proposed: Cllr. Tomás Sharkey **Seconded:** Cllr. Maria Murphy

It was resolved **R. 20/07/2018** to nominate Bernard McPhilips, Balreask, Carlanstown, Kells as a member of the Louth and Meath ETB Youth Work Committee.

Proposed: Cllr. Tomás Sharkey **Seconded:** Sean Carey

It was resolved **R. 21/07/2018** to nominate Leonard Callaghan as a member of the Louth and Meath ETB Youth Work Committee.

Proposed: Jennifer D'Arcy **Seconded:** Cllr. Maria Murphy

It was resolved **R. 22/07/2018** to nominate Chuckie McKenna as a member of the Louth and Meath ETB Youth Work Committee.

Proposed: Cllr. Tomás Sharkey **Seconded:** Cllr. Peter Savage

It was resolved **R. 23/07/2018** to nominate Victoria Borsuk as a member of the Louth and Meath ETB Youth Work Committee.

Proposed: Jennifer D'Arcy **Seconded:** Cllr. Maria Murphy

It was resolved **R. 24/07/2018** to nominate Ger Hogarty as a member of the Louth and Meath ETB Youth Work Committee.

Proposed: Jennifer D’Arcy

Seconded: Sean Carey

It was resolved **R. 25/07/2018** to nominate Clodagh O’Mahony as a member of the Louth and Meath ETB Youth Work Committee.

Proposed: Cllr. Tomás Sharkey

Seconded: Cllr. Maeve Yore

9. Mr. O’Brien referred to a document circulated to members at the meeting titled “Operating Procedures for the Adult Education Board – Louth and Meath Education and Training Board Adult Education Programme”. He requested the Board to consider approving the establishment of an Adult Education Committee in accordance with Section 44 of the Education and Training Board Act 2013 and in accordance with the operating procedures presented.

It was resolved **R. 26/07/2018** to approve the establishment of an Adult Education Committee in accordance with Section 44 of the Education and Training Board Act 2013 and in accordance with the operating procedures presented.

Proposed: Sean Carey

Seconded: Cllr. Marianne Butler

It was resolved **R. 27/07/2018** to nominate Cllr. Maria Murphy as a member of the Louth and Meath ETB Adult Education Committee.

Proposed: Jennifer D’Arcy
Butler

Seconded: Cllr. Marianne

It was resolved **R. 28/07/2018** to nominate Cllr. Oliver Tully as a member of the Louth and Meath ETB Adult Education Committee.

Proposed: Cllr. Peter Savage

Seconded: Cllr. Marianne Butler

It was resolved **R. 29/07/2018** to nominate Cllr. Nick Killian as a member of the Louth and Meath ETB Adult Education Committee.

Proposed: Jennifer D’Arcy

Seconded: Cllr. Wayne Harding

It was resolved **R. 30/07/2018** to nominate Jennifer D’Arcy as a member of the Louth and Meath ETB Adult Education Committee.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Eimear Ferguson

It was resolved **R. 31/07/2018** to nominate Sarah Gates as a member of the Louth and Meath ETB Adult Education Committee.

Proposed: Cllr. Nick Killian

Seconded: Sean Carey

It was resolved **R. 32/07/2018** to nominate Marian McCollough as a member of the Louth and Meath ETB Adult Education Committee.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maeve Yore

It was resolved **R. 33/07/2018** to nominate Michael McDonagh as a member of the Louth and Meath ETB Adult Education Committee.

Proposed: Jennifer D'Arcy

Seconded: Cllr. Maria Murphy

It was resolved **R. 34/07/2018** to nominate Jackie Moran as a member of the Louth and Meath ETB Adult Education Committee.

Proposed: Cllr. Oliver Tully

Seconded: Cllr. Maeve Yore

It was resolved **R. 35/07/2018** to nominate Alan O'Hanlon as a member of the Louth and Meath ETB Adult Education Committee.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Wayne Harding

10. Mr. O'Brien advised that the Board, at its meeting of 20th July 2017, had approved the establishment of a sub-committee to review all premises under consideration to accommodate Youthreach Ardee and approved the nomination of the following members to the sub-committee: Cllr. Oliver Tully, Cllr. Maeve Yore, Cllr. Liam Reilly and Mr. Ciaran O'Donnell.

Mr. O'Brien requested the Board to consider widening of the terms of reference of the sub-committee to encompass the review of all new premises under consideration by LMETB so that it would become a Land and Buildings committee in accordance with Section 44 of the Education and Training Board Act 2013.

It was resolved **R. 36/07/2018** to widen the terms of reference of the sub-committee to encompass the review of all new premises under consideration by LMETB so that it would become a Land and Buildings committee in accordance with Section 44 of the Education and Training Board Act 2013.

Proposed: Cllr. Maeve Yore

Seconded: Sean Carey

It was resolved **R. 37/07/2018** to nominate Cllr. Tomás Sharkey as a member of the Louth and Meath ETB Land and Buildings committee to replace Cllr. Liam Reilly.

Proposed: Cllr. Maeve Yore

Seconded: Cllr. Marianne Butler

It was resolved **R. 38/07/2018** to nominate Bill Sweeney as a member of the Louth and Meath ETB Land and Buildings committee.

Proposed: Jennifer D'Arcy

Seconded: Cllr. Wayne Harding

It was resolved **R. 39/07/2018** to nominate Cllr. Nick Killian as a member of the Louth and Meath ETB Land and Buildings committee.

Proposed: Cllr. Maria Murphy

Seconded: Bill Sweeney

11. There was a discussion about the premises and grounds being rented by LMETB in Mullachrone, Drogheda. Mr. O'Brien advised that LMETB is not currently running any courses there and that LMETB did attempt to procure a contractor to upgrade the entrance however the proposed contractor withdrew. He advised that he would very much like to see the site being used again and suggested that it would be appropriate for the Land and Buildings committee to review LMETB's options in this regard.

12. Mr. O'Brien briefed members on the upcoming move of Youthreach Foundation from Abbey Road in Navan to the premises on the Dan Shaw Road in Navan which will result in the amalgamation of Youthreach Foundation and Youthreach Progression. In addition, Mr. O'Brien briefed members on the entry requirements as set out in the Youthreach Operator Guidelines and confirmed that LMETB would be complying with entry age limits as stipulated therein. Following this there was a short discussion to clarify the contents of the Youthreach Operator Guidelines.

There was no other business and the meeting ended.

SIGNED:

Martin O'Brien
CHIEF EXECUTIVE

John Shely
CHAIRPERSON

DATE:

20-9-18

20.09.18.