

**Minutes of Meeting held on  
Thursday, 20<sup>th</sup> September 2018**

A meeting of Louth and Meath Education and Training Board took place in Bush Post Primary, Riverstown, Dundalk at 5pm on Thursday, 20<sup>th</sup> September 2018.

<b>CATHAOIRLEACH:</b>	Cllr. Tomás Sharkey
<b>BAILL I LATHAIR:</b>	Peter Savage, Oliver Tully, Maeve Yore, Marianne Butler, Maria Murphy, Wayne Harding, Sharon Tolan, Damien O'Reilly, Catherine Clair, Ciarán O'Donnell, Cormac Bohan, Bill Sweeney, Seán Patrick Carey, Eimear Ferguson
<b>AR FREASTAIL:</b>	Mr. Martin G. O'Brien, CE Ms. Fiona Kindlon, Director of Schools Mr. Brian Murphy, Director OSD Ms. Sadie Ward McDermott, Director of FET Ms. Anne Whyte, APO Finance Ms. Áine Doyle, Assistant Staff Officer

The Principal of Bush Post Primary, Mr. Kevin Joyce extended a warm welcome to all members in attendance. The Chairperson conveyed the appreciation of the Board to Mr. Joyce and his staff for hosting the meeting in Bush Post Primary.

**Apologies/Condolences/Congratulations.**

Apologies noted from ETB Member Siobhán Greer.

Votes of sympathy were passed in the usual respectful manner.

**1. Absence Approval**

To be resolved to approve the absence of LMETB members Siobhán Greer, Ashimedua Okonkwo, Jennifer Darcy, Cllr Nick Killian, and Cllr. Trevor Golden.

It was resolved **R. 01/09/2018** to approve the absence of LMETB members Siobhán Greer, Ashimedua Okonkwo, Jennifer Darcy, Cllr Nick Killian, Cllr. Trevor Golden.

**Proposed:** Cllr Maeve Yore                      **Seconded:** Cormac Bohan

## 2. Minutes

**2.1 To be resolved:** to adopt the minutes of the meeting dated 19<sup>th</sup> July 2018.

It was resolved **R. 02/09/18** to adopt the minutes 19<sup>th</sup> July 2018.

**Proposed:** Seán Patrick Carey                      **Seconded:** Bill Sweeney

**2.2 Matters Arising.**

None.

**2.3 There was no In-Committee Business**

## 3. Finance

### 3.1 Finance Update (For Resolution)

To be resolved to approve the Finance Report as circulated.

It was resolved **R. 03/09/18** to approve the Finance Report.

**Proposed:** Cllr. Oliver Tully                      **Seconded:** Bill Sweeney

### 3.2 Financial Management Maturity Model (For review)

Director OSD gave a briefing to the Board regarding the Financial Management Maturity Model and circulated relevant documents. The Board proposed that a Sub-Committee be established under S.44 of the Education and Training Boards Act 2013 to perform the functions of the Board in relation to the Financial Maturity Model Self-Assessment Audit.

It was resolved **R. 04/09/18** to approve the setting up of this Sub Committee under S.44 to respond to the Financial Management Maturity Model Self-Assessment Audit.

**Proposed:** Ciarán O'Donnell                      **Seconded:** Cormac Bohan

The CE expressed the view that if members with relevant skills and experience in the financial/ governance/ audit area could be nominated this would assist the Executive in progressing the work involved in an efficient way.

It was resolved **R. 05/09/18** to appoint Cormac Bohan as a member of the Sub-Committee.

**Proposed:** Cllr. Maeve Yore                      **Seconded:** Cllr. Sharon Tolan

It was resolved **R. 06/09/18** to appoint Bill Sweeney as a member of the Sub-Committee.

**Proposed:** Cllr. Oliver Tully                      **Seconded:** Cllr. Maeve Yore

It was resolved **R. 07/09/18** to appoint Ciarán O'Donnell as a member of the Sub-Committee.

**Proposed:** Cllr. Tomás Sharkey                      **Seconded:** Cllr. Maeve Yore

It was resolved **R. 08/09/18** to appoint Brendan McKenna as a member of the Sub-Committee.

**Proposed:** Bill Sweeney                      **Seconded:** Cllr. Sharon Tolan

It was resolved **R. 09/09/18** to appoint Cllr. Sharon Tolan as a member of the Sub-Committee.

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

### **3.3 Legal Costs (HR case)**

Director of OSD informed the Board about a legal case dating back a number of years. This case pre-dated Louth VEC taking out Employers Liability Insurance. A bill has been received for Louth VEC's legal fees pertaining to this case. The case was heard in the High Court and the Supreme Court. Costs in the case were notified to LMETB and were subsequently transferred to a Legal Cost Accountant who following a process reduced the amount by €60,000.

The Board considered the matter and it was resolved **R. 10/09/18** that LMETB would authorise payment in the amount negotiated.

**Proposed:** Cormac Bohan                      **Seconded:** Cllr. Sharon Tolan



### 3.4 Self Evaluation Model

Director of OSD briefed the Board on the requirement for an assessment of Board performance. A document to assess same had been developed under the Code of Governance for State Bodies as issued in 2016 by DPER. As LMETB operates to an amended version of that code (i.e. Circular 18/2015) there is a need to amend the performance assessment model to account for same. This amended document will be circulated shortly for the Board to complete.

## 4. Correspondence

### a. Department of Education and Skills: Circulars

<i>C/L ref</i>	<i>RE:</i>
0042/2018	Best practice guidance for primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice (Primary)
0043/2018	Best practice guidance for post primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice (Post Primary)
0044/2018	HSE Primary School Vaccination Programme 2018/2019 (Primary)
0045/2018	HSE Post-Primary School Vaccination Programme 2018/2019 (Post Primary)
0046/2018	Home Tuition Grant Scheme 2018 / 2019 (for children without a school place other than children with Special Educational needs)
0047/2018	Arrangements for the Election of Staff to Education and Training Boards (ETBs) (2018)
0048/2018	Revised Procedures for Suspension and Dismissal of Teachers and Principals
0049/2018	Revised Procedures for Suspension and Dismissal of Teachers and Principals
0050/2018	Procedures for Suspension and Dismissal of Principals of Community National Schools
0052/2018	Statistical Returns in respect of part-time courses in ETB Schools/Colleges in the 2017/2018 School Year

Department of Education and Skills Circulars are available to download from the Departments website [www.education.gov.ie](http://www.education.gov.ie)

- Correspondence received from DES

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
12/07/2018	DoES	Prefabricated Unit at DCC – Approval Letter





# Lmetb

Bord Oideachais agus Oiliúna Lú agus na Mí  
Louth and Meath Education and Training Board

16/07/2018	DoES	Music Generation Louth – Sanction for Admin post
20/07/2018	Minister for Education and Skills	Re Faughart NS – made available to DoES as multid denominational school wef Sept 2018
23/07/2018	DoES	Factual Inspection – Beaufort
25/07/2018	DoES	Application for additional temporary accommodation at Ratoath
27/07/2018	DoES	Major Devolved Project – Increase in funding
26/07/2018	DoES – Secretary General	Acknowledgement of letter of 24/07/2018
26/07/2018	DoES	Application for Additional Temporary Accommodation at Ratoath College
27/07/2018	DoES	ICT Grant 2018/19 Ard Ri
31/07/2018	DoES	Acknowledgement of receipt of LMETB submission of Statistics on the number of Section 29 Appeals at ETB level
01/08/2018	DoES	Appeal under S29 of Education Act. Refused enrolment Dunshaughlin CC.
13/08/2018	DoES	Application for additional temporary accommodation at Ard Rí CNS granted.
14/08/2018	DoES	Filling of Various Posts (FET)
16/08/2018	DoES	Rental of temp Accommodation at O’Carolan College approval until 30/06/2019
17/08/2018	DoES	Query re update on fraud and insurance cover IPB.
17/08/2018	Brian O’Connell – DoES	Rental Extension Letters
20/08/2018	DoES	Rental of Temporary Accommodation at Bush PP
22/08/2018	DoES	Approval of request for lease Units 14/15/16/17/18/20 Dunboyne Business Park until Aug 2022.
23/08/2018	DoES	Publication of ETB Accounts for 31/12/2016
23/08/2018	DoES	Request by email to Directors OSD to complete template of ETB Gap analysis Corporate Governance Template
27/08/2018	DoES	Fire Safety Assessment - Colaiste de Lacy
28/08/2018	DoES	Re Major Devolved Project Chu Chulainn – approval of fees
27/08/2018	DoES	To Finance Officers to advise remittance slips are now received by email.
29/08/2018	DoES	Letter re nomination of a substitute to sign returns on behalf of the CE
30/08/2018	DoES	Rental of accommodation at Ard Rí – Extension June 2019

03/09/2018	DoES	Trim Educate Together School – grant approval/ refusal of cleaning for site
04/09/2018	DoES	Filling of an Adult Literacy Organiser Post

- Correspondence received from other sources

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
23/07/2018	PAC	Update on invoice redirection fraud
25/07/2018	Department of Children and Youth Affairs	Second Instalment of Current Funding 2017
02/08/2018	Sarah Gates	Acceptance of position on Adult Education Committee
07/08/2018	Jason Redmond and Assoc.	Appeal to An Bord Pleanála from local residents re DIFE Sports Pitch
08/08/2018	Gerrard Gasparro (SOLAS)	ETB Training for the Unemployed / CTC ESF Claim - SCO
14/08/2018	Social Welfare	School Meals Scheme 2018-19
17/08/2018	St Ciaran's Community School	Notice of new appointment – Ms. Angela Flanagan as Deputy Principal
22/08/2018	C&AG	To Dir OSD re C&AG examination of financial management in ETBs – extension deadline for submission of the financial management maturity assessment for LMETB to 5th October.
28/08/2018	Fleadh Cheoil na hEireann	Appreciation for Use of LMETB Facilities
30/08/2018	Principal Ratoath College	Concerns re proposal of management of Ratoath College School Hall.
31/08/2018	Cllr Nick Killian	Resignation from St Peters BOM
03/09/2018	Colaiste Pobail Rath Cairn	Notice of BOM

- Correspondence sent

Date	RE:
06/09/2018	From Dir OSD to all staff re invoice redirection fraud: ongoing guidelines and vigilance
05/09/2018	From Dir OSD to DoES with completed template Governance in ETB Sector Template - Aug 2018
03/09/2018	From Dir OSD to DoES to request approval to offset the amount of 2014 IPB dividend (a total of €31,020) against LMETB's ONP deficit for the financial year 2017.
28/08/2018	From Dir Schools to Board Members/ Staff to inform of the resignation of Ms. Uí Liathain as Principal of Coláiste Chu Chulainn, Dundalk.
17/08/2018	From Dir OSD to DoES in response to query on indication from the Insurance company (IPB) of the probability of policy covering the remaining balance/ loss from fraud case



15/08/2018	From Dir OSD to C&AG regarding required documents for 2017 Audit.
16/08/2018	From Dir OSD to DoES re clarification on advertisement of posts as per Circular 20/2012
08/08/2018	From Dir OSD to DoES re update on Fraud Case as at 8th August 2018.
08/08/2018	From Dir OSD to IPB re provision of detailed information to LMETB's insurer ref fraud case.
08/08/2018	From Dir OSD to DoES as confirmation that LMETB annual reports have all been published and submitted as per table provided by DoES. Further confirmation that both 2016 and 2017 reports were also submitted by statutory deadline.
02/08/2018	From Finance Section to DoES re completed salary range return on behalf of LMETB.
01/08/2018	From Dir OSD to John Wilson (Revenue) re confirmation of visit (Profile Interview – PAYE Modernisation ref: 03185062NH)
31/07/2018	From CE's office to DoES with LMETB Submission on stats on the number of Section 29 Appeals at ETB level
31/07/2018	From CE to DoES re Faughart CNS re possible allocation of funding for necessary works onsite

**Circular Letter 0043/2018:** the Director of Schools advised the Board regarding the publication of CL 43/2018 'Best Practice guidance for post primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice' and CL 42/3018 'Best Practice guidance for primary schools in the use of programmes and/or external facilitators in promoting wellbeing consistent with the Department of Education and Skills' Wellbeing Policy Statement and Framework for Practice'. In particular the Director of Schools referred to the role of the Board of Management as outlined in implementing the circular at school level. She explained the role of the Board of Management as outlined in Section 4 of both circulars and noted approval for speakers is jointly decided by the Principal and the Board of Management in consultation with the relevant teaching staff. All materials proposed for use by the external facilitator must be agreed in advance with the Principal and the Board. The Director confirmed to the Board that the classroom teacher must remain in the classroom with the students during presentations, etc. being made by external facilitators as outlined in Section 4 of both circulars.

**School Admissions Policy:** the Director of Schools advised Board members that LMETB are awaiting information regarding the commencement of sections of the Education (Admissions to Schools) Act 2018. ETBI are currently preparing standard forms for enrolment and these should be available by later October. ETBI will also prepare a standard enrolment policy for use by all ETB schools at a later stage. In the interim many LMETB schools/colleges are opening enrolment in the coming days, these LMETB schools/colleges will use the current form and LMETB Admissions Policy template. ETBI have been advised by the Director of Schools Forum that this will be the



situation elsewhere across the country and ETBI have undertaken to advise the Department of Education and Skills regarding same.

**Volunteering Policy:** The CE confirmed that in instances where a parent/other wish to volunteer to assist in a school activity/book rental club/fundraising activity, etc. that they must be given a copy of the LMETB Volunteering Policy along with the relevant application form for Garda Vetting. Volunteers should not commence until both forms have been completed, processed and LMETB has approved same.

<b>5. Committees and Reports</b>
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**5.1 Further Education and Training Report – noted.**

**5.1.1 Board of Management Minutes (for Resolution/Noting where appropriate)**

Board of Management minutes of Youthreach of 15<sup>th</sup> March 2018 **noted.**

Adult Education Committee minutes of 7<sup>th</sup> August 2018 **noted.**

**5.1.2 Centre based Policies (for resolution)**

To be resolved to approve the the Further Education Refund Policy.

It was resolved **R. 11/09/18** to approve the Further Education Refund Policy.

**Proposed:** Bill Sweeney                      **Seconded:** Cllr. Maria Murphy

To be resolved to approve the FET Charter September 2018

It was resolved **R. 12/09/18** to approve the FET Charter September 2018.

**Proposed:** Cllr. Maria Murphy    **Seconded:** Ciarán O’Donnell

To be resolved to approve the FET Admissions Policy.

It was resolved **R. 13/09/18** to approve the FET Admissions Policy.

**Proposed:** Ciarán O’Donnell              **Seconded:** Cllr. Sharon Tolan

To be resolved to approve the Further Education Fees Policy.  
It was resolved **R. 14/09/18** to approve the Further Education Fees Policy.

**Proposed:** Seán Patrick Carey    **Seconded:** Cllr. Oliver Tully

## 5.2 Director of Schools Report (Noting)

### 5.2.1 Board of Management Minutes (for Resolution/Noting where appropriate)

The Board agreed to note the following Board of Management minutes:

- Coláiste de Lacy 7<sup>th</sup> September 2018 - noted
- Coláiste de Lacy 19<sup>th</sup> June 2018 - noted
- Coláiste de Lacy 24<sup>th</sup> April 2018 - noted
- Dunshaughlin Community College 6<sup>th</sup> September 2018 - noted
- St. Peter's College, Dunboyne 30<sup>th</sup> April 2018 - noted
- St. Peter's College, Dunboyne 15<sup>th</sup> June 2018 - noted
- St. Peter's College, Dunboyne 4<sup>th</sup> September 2018 - noted
- St. Oliver Post Primary School, Oldcastle 3<sup>rd</sup> May 2018 - noted
- St. Oliver Post Primary School, Oldcastle 31<sup>st</sup> May 2018 - noted
- Coláiste na Mí 5<sup>th</sup> October 2016 - noted
- Coláiste na Mí 23<sup>rd</sup> November 2016 - noted
- Coláiste na Mí 31<sup>st</sup> January 2017 - noted
- Coláiste na Mí 4<sup>th</sup> April 2017- noted
- Coláiste na Mí 17<sup>th</sup> May 2017 - noted
- Coláiste na Mí 18<sup>th</sup> October 2017 - noted
- Coláiste na Mí 29<sup>th</sup> November 2017 - noted
- Coláiste na Mí 13<sup>th</sup> December 2017 - noted
- Coláiste na Mí 23<sup>rd</sup> February 2018 - noted
- Coláiste na Mí 1<sup>st</sup> May 2018 - noted
- Ratoath College 1<sup>st</sup> May 2018 - noted
- Ratoath College 4<sup>th</sup> September 2018 - noted
- Bush Post Primary School 15<sup>th</sup> March 2018 - noted
- Bush Post Primary School 29<sup>th</sup> May 2018 - noted
- Bush Post Primary School 11<sup>th</sup> September 2018 - noted
- Coláiste Chu Chulainn/Lú 7<sup>th</sup> September 2018 - noted
- O'Carolan College 2<sup>nd</sup> May 2018 - noted

- O'Carolan College 10<sup>th</sup> September 2018 - noted

It was agreed by the Board to note the BOM minutes as above.

### 5.2.2 Board of Management Memberships (for resolution)

#### *Coláiste Clavin*

To be resolved to nominated and approve a replacement for Monica Clarke as female staff representative on the Board of Management of Coláiste Clavin.

It was resolved **R. 15/09/2018** to nominate **Ms. Orla Calvey** as the female staff representative to the Board of Management of Coláiste Clavin.

**Proposed:** Cllr. Marianne Butler **Seconded:** Cllr. Sharon Tolan

#### *O'Carolan College Board of Management*

To be resolved to approve the nomination of Ms. Mandy Moriarty as female parent's representative to the Board of Management of O'Carolan College.

It was resolved **R. 16/09/2018** to approve the nomination of Ms. Mandy Moriarty as female parent's representative to the Board of Management of O'Carolan College.

**Proposed:** Bill Sweeney **Seconded:** Marianne Butler

#### *St. Oliver's Post Primary School*

To be resolved to approve the nomination of **Ms. Orla Malone** to the Board of Management of St. Oliver's Post Primary, Oldcastle.

It was resolved **R. 17/09/2018** to approve the nomination of **Ms. Orla Malone** to the Board of Management of St. Oliver's Post Primary, Oldcastle.

**Proposed:** Cllr. Sharon Tolan **Seconded:** Marianne Butler

#### *Patron Nominees to the Board of Management of Faughart Community National School*



To approve the nomination of Mr. Pádraig Kirk as the Patron Nominee to the Board of Management of Faughart Community National School.

It was resolved **R. 18/09/2018** to approve the nomination of Mr. Pádraig Kirk as the Patron Nominee to the Board of Management of Faughart Community National School.

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

To approve the nomination of Ms. Mary Jackson as the Patron Nominee to the Board of Management of Faughart Community National School.

It was resolved **R. 19/09/2018** to nominate Ms. Mary Jackson as the Patron Nominee to the Board of Management of Faughart Community National School.

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

The Chairperson sought a replacement for Cllr. Nick Killian to the Board of Management of St. Peters College, Dunboyne. Seán Patrick Carey signaled his willingness to replace Cllr. Killian.

It was resolved **R. 20/09/2018** to approve the nomination of Mr. **Seán Patrick Carey** to the Board of Management of St. Peters College, Dunboyne in replacement of **Cllr. Nick Killian**.

**Proposed:** Cllr. Tomás Sharkey      **Seconded:** Cllr. Maeve Yore

To approve the nomination of Ms. Johanne Duignan as replacement to Ms. Nuala McLoughlin as Bishops nominee on the Board of Management of Ratoath College.

It was resolved **R. 21/09/2018** to nominate Ms. Johanne Duignan as replacement to Ms. Nuala McLoughlin as Bishops nominee on the Board of Management of Ratoath College.

**Proposed:** Cllr. Sharon Tolan      **Seconded:** Cllr. Maria Murphy

### **5.2.3 School Based Policies (for Resolution)**

To be resolved to approve the Critical Incident Plan of Dunshaughlin CC, Dunshaughlin.

It was resolved **R. 22/09/18** to approve Critical Incident Plan of Dunshaughlin CC, Dunshaughlin.

**Proposed:** Catherine Clair      **Seconded:** Cllr. Maria Murphy

To be resolved to approve the Code of Behaviour including LMETB Suspensions & Expulsions Policy of Dunshaughlin CC, Dunshaughlin.

It was resolved **R. 23/09/18** to approve Code of Behaviour including LMETB Suspensions & Expulsions Policy of Dunshaughlin CC, Dunshaughlin.

**Proposed:** Cllr. Maria Murphy    **Seconded:** Catherine Clair

To be resolved to approve the Child Safeguarding Statement of Dunshaughlin CC, Dunshaughlin.  
It was resolved **R. 24/09/18** to approve Child Safeguarding Statement of Dunshaughlin CC, Dunshaughlin.

**Proposed:** Catherine Clair    **Seconded:** Cllr. Maria Murphy

To be resolved to approve the Admissions Policy 2018/2019 & 2019/2020 of Dunshaughlin CC, Dunshaughlin.

It was resolved **R. 25/09/18** to approve Admissions Policy 2018/2019 & 2019/2020 of Dunshaughlin CC, Dunshaughlin.

**Proposed:** Catherine Clair    **Seconded:** Cllr. Maria Murphy

To be resolved to approve the Admissions Policy 2019/2020 of Coláiste na hInse, Bettystown.  
It was resolved **R. 26/09/18** to approve the Admissions Policy 2019/2020 of Coláiste na hInse, Bettystown.

**Proposed:** Ciarán O'Donnell    **Seconded:** Cllr. Sharon Tolan

To be resolved to approve the Admissions Policy 2019/2020 of Coláiste de Lacy, Ashbourne.  
It was resolved **R. 27/09/18** to approve the Admissions Policy 2019/2020 of Coláiste de Lacy, Ashbourne.

**Proposed:** Cllr. Maria Murphy    **Seconded:** Seán Patrick Carey

To be resolved to approve the Code of Conduct of Coláiste de Lacy, Ashbourne.  
It was resolved **R. 28/09/18** to approve the Code of Conduct of Coláiste de Lacy, Ashbourne.

**Proposed:** Cllr. Maria Murphy    **Seconded:** Seán Patrick Carey

To be resolved to approve the Admissions Policy 2019/2020 of Coláiste Chu Chulainn/Lú, Dundalk.  
It was resolved **R. 29/09/18** to approve the Admissions Policy 2019/2020 of Coláiste Chu Chulainn/Lú, Dundalk.

**Proposed:** Catherine Clair    **Seconded:** Cllr. Sharon Tolan

To be resolved to approve the Code of Behaviour & LMETB Suspensions & Expulsions Policy of Ratoath College, Ratoath.

It was resolved **R. 30/09/18** to approve the Code of Behaviour & LMETB Suspensions & Expulsions Policy of Ratoath College, Ratoath.

**Proposed:** Cllr. Maria Murphy    **Seconded:** Catherine Clair

To be resolved to approve the Admissions Policy 2019/2020 of Ratoath College, Ratoath.

It was resolved **R. 31/09/18** to approve the Admissions Policy 2019/2020 of Ratoath College, Ratoath.

**Proposed:** Cllr. Maria Murphy    **Seconded:** Seán Patrick Carey

To be resolved to approve the Child Safeguarding Statement of Ratoath College, Ratoath.

It was resolved **R. 32/09/18** to approve the Child Safeguarding Statement of Ratoath College, Ratoath.

**Proposed:** Cllr. Maria Murphy    **Seconded:** Seán Patrick Carey

To be resolved to approve the Code of Behaviour & LMETB Suspensions & Expulsions Policy of O'Carolan College, Nobber.

It was resolved **R. 33/09/18** to approve the Code of Behaviour & LMETB Suspensions & Expulsions Policy of O'Carolan College, Nobber.

**Proposed:** Bill Sweeney    **Seconded:** Ciarán O'Donnell

To be resolved to approve the Critical Incident Policy of O'Carolan College, Nobber.

It was resolved **R. 34/09/18** to approve the Critical Incident Policy of O'Carolan College, Nobber.

**Proposed:** Bill Sweeney    **Seconded:** Cllr. Oliver Tully

To be resolved to approve the Child Safeguarding Statement of O'Carolan College, Nobber.



It was resolved **R. 35/09/18** to approve the Child Safeguarding Statement of O'Carolan College, Nobber.

**Proposed:** Bill Sweeney                      **Seconded:** Cllr. Oliver Tully

To be resolved to approve the Anti-Bullying Policy of O'Carolan College, Nobber.

It was resolved **R. 36/09/18** to approve the Anti-Bullying Policy of O'Carolan College, Nobber.

**Proposed:** Catherine Clair                      **Seconded:** Cllr. Sharon Tolan

To be resolved to approve the Admissions Policy 2019/2020 of O'Carolan College, Nobber.

It was resolved **R. 37/09/18** to approve the Admissions Policy 2019/2020 of O'Carolan College, Nobber.

**Proposed:** Bill Sweeney                      **Seconded:** Cllr. Sharon Tolan

To be resolved to approve the RSE Policy of St. Oliver Post Primary School, Oldcastle.

It was resolved **R. 38/09/18** to approve the RSE Policy of St. Oliver Post Primary School, Oldcastle.

**Proposed:** Bill Sweeney                      **Seconded:** Seán Patrick Carey

To be resolved to approve the RSE Policy of Bush Post Primary School, Dundalk.

It was resolved **R. 39/09/18** to approve the RSE Policy of Bush Post Primary School, Dundalk.

**Proposed:** Cllr. Peter Savage                      **Seconded:** Cllr. Maeve Yore

To be resolved to approve the Critical Incident Policy of Bush Post Primary School, Dundalk.

It was resolved **R. 40/09/18** to approve the Critical Incident Policy of Bush Post Primary School, Dundalk.

**Proposed:** Cllr. Peter Savage                      **Seconded:** Cllr. Maeve Yore

To be resolved to approve the Code of Behaviour & LMETB Suspensions and Expulsion Policy of Bush Post Primary School, Dundalk.

It was resolved **R. 41/09/18** to approve the Code of Behaviour & LMETB Suspensions and Expulsion Policy of Bush Post Primary School, Dundalk.

**Proposed:** Cllr. Maeve Yore      **Seconded:** Cllr. Peter Savage

To be resolved to approve the Child Safeguarding Statement of Bush Post Primary School, Dundalk.

It was resolved **R. 42/09/18** to approve the Child Safeguarding Statement of Bush Post Primary School, Dundalk.

**Proposed:** Cllr. Peter Savage      **Seconded:** Cllr. Maeve Yore

To be resolved to approve the Admissions Policy 2019/2020 of Bush Post Primary School, Dundalk.

It was resolved **R. 43/09/18** to approve the Admissions Policy 2019/2020 of Bush Post Primary School, Dundalk.

**Proposed:** Cllr. Peter Savage      **Seconded:** Cllr. Maeve Yore

To be resolved to approve the RSE Policy of St. Peter's College, Dunboyne.

It was resolved **R. 44/09/18** to approve the RSE Policy of St. Peter's College, Dunboyne.

**Proposed:** Catherine Clair      **Seconded:** Cllr. Sharon Tolan

To be resolved to approve the Code of Behaviour including LMETB Suspensions & Expulsions Policy of St. Peter's College, Dunboyne.

It was resolved **R. 45/09/18** to approve the Code of Behaviour including LMETB Suspensions & Expulsions Policy of St. Peter's College, Dunboyne.

**Proposed:** Catherine Clair      **Seconded:** Cllr. Sharon Tolan

To be resolved to approve the Admissions Policy 2019/2020 of St. Peter's College, Dunboyne.

It was resolved **R. 46/09/18** to approve the Admissions Policy 2019/2020 of St. Peter's College, Dunboyne.

**Proposed:** Catherine Clair      **Seconded:** Cllr. Sharon Tolan

#### 5.2.4 Proposed Contributions (for Resolution)

To be resolved student contribution Ratoath College 1<sup>st</sup> Year €545, September 2019

It was resolved **R. 47/09/18** the 1<sup>st</sup> Year student contribution Ratoath September 2019.

**Proposed:** Cllr. Marianne Butler **Seconded:** Cllr. Maria Murphy

#### 5.3 Risk Management Report (Noting)

Noted.

#### 6. Leases (for Resolution)

To be resolved to approve the proposed extension of 10 months to current lease of two rooms in the Old School House Dunboyne at an annual rate of €2,750.

It was resolved **R. 48/09/18** to approve the proposed extension of 10 months to current lease of two rooms in the Old School House Dunboyne at an annual rate of €2,750.

**Proposed:** Cllr. Maria Murphy **Seconded:** Cllr. Sharon Tolan

To be resolved to approve the proposed agreement for Dunboyne Community Centre whereby St Peter's College would continue to use the community centre on the terms until such time as either party wishes to amend the terms.

It was resolved **R. 49/09/18** to approve the proposed agreement for Dunboyne Community Centre whereby St Peter's College would continue to use the community centre on the terms until such time as either party wishes to amend the terms.

**Proposed:** Cllr. Damien O'Reilly **Seconded:** Cllr. Maria Murphy

To be resolved to approve the proposed termination of lease the Marist College, Dundalk with effect from 31<sup>st</sup> July 2019.

It was resolved **R. 50/09/18** to approve the proposed termination of lease the Marist College, Dundalk with effect from 31<sup>st</sup> July 2019.

**Proposed:** Cllr. Marianne Butler **Seconded:** Bill Sweeney



To be resolved to approve the proposed rent increases for Dunboyne Units 5, 11 and 24 which are used by Dunboyne College of Further Education.

It was resolved **R. 51/09/18** to approve the proposed rent increases for Dunboyne Units 5, 11 and 24 which are used by Dunboyne College of Further Education.

**Proposed:** Cllr. Maria Murphy    **Seconded:** Seán Patrick Carey

To be resolved to approve the proposed lease Unit 14A Dunboyne College of Further Education.

It was resolved **R. 52/09/18** to approve the proposed lease at Unit 14A Dunboyne College of Further Education.

**Proposed:** Cllr. Maria Murphy    **Seconded:** Cllr. Sharon Tolan

To be resolved to approve the proposed lease at Mullaghcrone.

It was resolved **R. 53/09/18** to approve the proposed lease at Mullaghcrone.

**Proposed:** Cormac Bohan    **Seconded:** Seán Patrick Carey

**7. Policies (all for Resolution)**

No Business.

**8. Land and Buildings Update (for Resolution)**

To be resolved to approve the updates to the Land and Buildings report presented to the Board as follows:

	School	New Project	Stage
1.	Faughart School	Development of school and site	Fencing required, Heating system SWS project
2.	Abbey Road, Navan	Application of Statutory approvals	Planning application to be lodged
4.	De Lacy, Ashbourne	Temporary Accommodation	Request forwarded to Project Management Team for DoES

5.	Ardee Youthreach	Further premises identified	To be brought to the Land & Buildings Sub-Committee
6.	Dunshaughlin Community College	Temporary Accommodation	4 classrooms approved. Planning permission to be obtained.
7.	Bush Post Primary School	Clár Funding for external works	Consultant appointed.

It was resolved to **R. 54a/09/18** approve the updates to the Land and Buildings Report as presented to the Board.

**Proposed:** Cllr. Tomás Sharkey **Seconded:** Bill Sweeney

To be resolved to approve Wayleave for SIRO to undertake fibre enabling works at Beaufort College and Dunshaughlin Community Centre.

It was resolved **R. 54/09/18** to approve Wayleave permission for SIRO to undertake fibre enabling works at Beaufort College and Dunshaughlin Community Centre.

**Proposed:** Cllr. Damien O'Reilly **Seconded:** Cllr. Marianne Butler

To approve application for revised management arrangements at Ratoath College School Hall. The Board received a report on the matter and considered it. Following a short discussion it was resolved **R. 55/09/18** that existing arrangements pertaining to Ratoath College would continue and that out of hours usage would not be approved as requested.

**Proposed:** Bill Sweeney **Seconded:** Cllr. Maeve Yore

To be resolved Terms of Reference Land and Buildings Sub-Committee. They had been circulated in draft to Board prior to the meeting.

It was resolved **R. 56/09/18** to approve the Terms of Reference of the Land and Buildings Sub-Committee as per the draft circulated to the Board prior to the meeting.

<b>9. Section 29 Appeals (for Resolution)</b>	
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Mr. Bill Sweeney gave an update to the Board in relation to a recent Section 29 Hearing in Dunshaughlin Community College. He noted that the Department of Education & Skills overturned

the decision of the appeals sub-committee. He stated that he sat on this sub-committee and had examined correspondence provided to the Board pertaining to the DoES decision to overturn the decision of the sub-committee. He expressed the view that information provided to the sub-committee which he was a member of appeared at variance to what was provided to DoES (at a later date). The Board considered the views expressed and it was considered appropriate that the sub-committee involved would convene a meeting with the Chairperson and Secretary of the Board of Management of Dunshaughlin Community College in order to clarify the matter. Mr. Sweeney agreed to liaise with Head Office to make arrangements for this meeting and to chair the meeting.

#### **10. Any Other Business**

The Director OSD informed the Board of changes being made to Procurement procedures for tenders subject to OJEU publication. The current thresholds above which OJEU publication arises are; supplies and services above €221,000, works and services above €5548000 and Title III Services above €750,000. Such tenders will in future be submitted and opened electronically. All Board members, who are not members of staff of LMETB, will be eligible to electronically sign off on the tender opening. This will replace the requirement for Board member to attend at tender openings. Sign off can be done remotely by the Board member. It was agreed to approve this enhancement to eProcurement procedures.

It was resolved **R 57/09/18** to approve the enhancement to eprocurement procedures as outlined by the Director OSD.

Proposed: Cllr. Tomás Sharkey    Seconded: Cllr. Maeve Yore

Cllr. Peter Savage recommended the ETB acquire the land across from Bush Post Primary School. He stated that this acquisition would alleviate traffic congestion and improve safety of access to the School. Cllr. Savage suggested approaching the landowner, Mr. Jimmy Quinn, in order to ascertain if he would entertain the possibility of the land in question being made available to the ETB. The Board agreed that Cllr. Savage would request a meeting with the landowner to seek to progress matters. LMETB would attend with Cllr Savage subject to the landowner agreeing to same.

The CE informed the Board that a list needed to be drawn up of individuals considered to be suitably qualified to sit on interview boards in the event that Board Members were unavailable. The following names were put forward for approval.



1. Martin Cassidy – former teacher and post holder at Scoil Ui Mhuiri
2. Donal O’ Mahony, Deputy Director, JCT
3. Anne Mc Donnell, Former Principal, St. Vincent’s Secondary School, Dundalk – and member of BOM of Bush PP
4. Jimmy Mc Geough, Former Director, Monaghan Education Centre
5. Gerard Mc Hugh, Former Director, Dublin West Education Centre
6. Gerard Mc Guill, retired Inspector and member of BOM member Coláiste Chú Chulainn
7. Teresa McKevitt, Former Principal, Bush Post Primary School
8. Oilibheir de Burca, recently retired DES Inspector
9. Gerry Hande, Former Principal, Castleblaney College
10. Paul Caffrey, Former Languages Inspector, DES
11. Breda Naughton, former Principal Officer, DES, now retired
12. Deirdre Mathews, former Assistant Chief Inspector, DES, just retired
13. Dan Toole, former Principal, O’Carolan College, Nobber, Co. Meath.
14. Caroline O’Reilly, Principal, Eureka Secondary School, Kells. Co. Meath.
15. Fergal Boyle, Principal, Coláiste Dún an Rí, Kingscourt, Co. Cavan.
16. John Kearney, CE, Cavan Monaghan ETB
17. Cllr. Clifford Kelly, Cavan County Council
18. Sean McKiernan, former Cllr. Cavan County Council
19. Pdraig Kirk, Co-ordinator of JCT, Dundlak, Co. Louth.
20. Sharon McGennis, Principal, Largy College, Monaghan
21. Maureen Fanning, Retired Principal, Kilbeg National School, Co. Meath.
22. Cllr. Bryan Reilly, Meath County Council, former ETB Board Member, Kells, Co. Meath.
23. John Condon, retired Principal, Beaufort College, Navan, Co. Meath.
24. Maureen Murray, retired Principal, St. Peter’s College, Dunboyne, Co. Meath.
25. Tom Stack, Retired Principal, Coláiste Clavin, Longwood, Co. Meath.
26. John Grant, Retired Principal, O’Carolan College, Nobber, Co. Meath.
27. Mary Connolly, former Director of Traveller Centre and VTOS Co-ordinator Louth

Cllr. Maeve Yore asked for the list to be gender balanced. It was agreed that if additional names were provided the board would consider same.

It was resolved **R 58/09/18** to approve the proposed list.

**Proposed:** Cllr. Damien O’Reilly **Seconded:** Cllr. Oliver Tully

To be resolved to approve an application by Ballymakenny College under the Sports Capital Funding Grant for nets at rear of goals on school pitches.

It was resolved **R. 59/09/18** to approve an application by Ballymakenny College under the Sports Capital Funding Grant for nets at rear of goals on school pitches.

**Proposed:** Cormac Bohan      **Seconded:** Cllr. Oliver Tully

Cllr. Maeve Yore asked that Principals be mindful of disability parking space in schools and ensure that they are kept free for parents of students with disabilities.

Cllr. Maeve Yore notified the Committee of parents concerns re: use of IPad in Coláiste Chu Chulainn. A number of parents approached her, they feel they are not working and would like to change to using books. She asked that this be put on the agenda for the next meeting. The Chair noted that it had previously been agreed to look at the use of tablets in schools.

Cllr. Maria Murphy queried the status of the ASD/SN Unit at St. Peter's College, Dunboyne. The CE informed the Board that he has been in communication with the Architect from the Department of Education & Skills and three options are being considered at present. Following a short discussion on the matter the CE advised that when he was in receipt of further communication on the matter the Board would be notified.

Cllr. Maria Murphy updated the Board on the work undertaken by the Adult Education Board and sought approval for additional nominees to join this subcommittee.

To be resolved to nominate Mr. Denis Leonard as a member of the Adult Education Board.

It was resolved **R. 60/09/18** to nominate Mr. Denis Leonard as a member of the Adult Education Board.

**Proposed:** Cllr. Maria Murphy      **Seconded:** Cllr. Maeve Yore

To be resolved to nominate Mr. Ciarán O'Donnell as a member of the Adult Education Board.

It was resolved **R. 61/09/18** to nominate Mr. Ciarán O'Donnell as a member of the Adult Education Board.

**Proposed:** Cllr. Oliver Tully      **Seconded:** Cllr. Maeve Yore

Cllr. Damien O'Reilly queried if there was an update on a site for Dunboyne College.

CE provided a full update to the Board.

Mr. Seán Patrick Carey enquired about the extension in Scoil Uí Mhuirí, Dunleer. The CE confirmed that the Bondsman had indicated that he would be nominating a construction company to complete the works following the tender process. The successful tenderer has been identified

and the tender report has been sent to the Department of Education and Skills for their consideration/ approval.

Cllr. Maria Murphy proposed that in order to provide continuity and consistency for the Board of Management meetings in Dunshaughlin Community College that the current acting Chair of the Board is appointed Chairperson. This was unanimously agreed.

The Chairperson informed the Board that he was resigning after this meeting owing to the fact that he had been appointed Principal of Coláiste Chú Chulainn and would shortly be taking up that position. The Board extended heartfelt congratulations to the Chairperson and wished him continued success in his new role. Members of the Board acknowledged the impartial manner in which the Chairperson performed his functions as Chairperson and thanked him for his commitment. In acknowledging the good work done by Cllr. Sharkey.

Cllr Murphy proposed that the Vice Chairperson Cllr. Sharon Tolan would be confirmed as Acting Chairperson until such time as a Chairperson was appointed.


It was resolved **R. 62/09/18** that the Vice Chairperson Cllr. Sharon Tolan would be confirmed as Acting Chairperson until such time as a Chairperson was appointed.

**Proposed:** Cllr. Maria Murphy    **Seconded:** Cllr. Oliver Tully

It was agreed that the appointment of a Chairperson would be put on the agenda of the next Board Meeting.

There was no other business and the meeting concluded at 8.30PM.

SIGNED:   
CHIEF EXECUTIVE

  
CHAIRPERSON

DATE: 21-11-18

15-11-2018