

is

Minutes of Meeting held on Wednesday, 28th March 2018

A meeting of Louth and Meath Education and Training Board took place in Athboy Vocational School at 5pm.

CATHAOIRLEACH:	Cllr. Tomás Sharkey
BAILL I LATHAIR:	Catherine Clair, Ciaran O'Donnell, Nick Killian, Oliver Tully, Peter Savage, Maria Murphy, Sean Carey, Damien O'Reilly, Wayne Harding, Maeve Yore, Sharon Tolan, Trevor Golden, Eimear Ferguson, Jenny Darcy, Cormac Bohan
LEITHSCEIL:	Alan Breathnach , Ashimedua Okonkwo, Marianne Butler, Siobhan Greer
AR FREASTAIL:	Ms. Fiona Kindlon, Director of Schools Mr. Brian Murphy, Director OSD 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

Apologies/Condolences/Congratulations.

Apologies were noted from ETB Members Alan Breathnach, Ashimedua Okonkwo, Marianne Butler and Siobhan Greer who were unable to attend the meeting.

Apologies also noted from the Chief Executive Mr. Martin G. O'Brien

Condolences were passed in the usual respectful manner

1. Absence Approval

It was resolved **R. 01/03/2018**

“to approve the absence of LMETB members Alan Breathnach, Ashimedua Okonkwo, Marianne Butler and Siobhan Greer”

Proposed: Sean Carey

Seconded: Cllr. Nick Killian

2. Minutes

2.1 To be resolved: to adopt the amended minutes of LMETB Board meeting dated 18th January 2018.

It was resolved **R. 02/03/2018** to adopt the amended minutes of LMETB Board meeting dated 18th January 2018

Proposed: Sean Carey

Seconded: Cllr. Nick Killian

2.2 Matters Arising.

Cllr. Maria Murphy requested an amendment to the minutes of the meeting of Louth and Meath ETB dated 26th February 2018 specifically Section #11, R. 05/02/2018 to specify that there were dissenting voices and three abstentions to the resolution which was subsequently passed by majority vote.

2.3 There was no In-Committee Business.

3. Finance

3.1 Finance Update as at 28th March 2018

Ms. Anne Whyte, APO addressed members and provided the financial update to 31st January 2018. Mr. Brian Murphy, Dir OSD introduced a new presentation of the report which is a working document in terms of format but includes significantly more information than the former on school balances. Improvements on the formatting are ongoing and more information will be provided to members

It was resolved **R. 03/03/2018** to approve the Finance Update as at 28th March 2018.

Proposed: Jenny Darcy

Seconded: Catherine Clair

Following the presentation of the Finance update Cllr Killian asked that it be noted for record that he had brought the matter of surplus balances to the recent meeting of Ratoath College’s Board of Management wherein it was stated that there was no balance to run down.

Bill Sweeney noted that there are only three ETB representatives on each Board of Management (BOM). He queried whether other BOM members were clear on the fiscal impact of accumulated balances in schools and the fiduciary duty of LMETB to run down same as per their agreement.

From the Chair Cllr. Sharkey asked that it be noted that there were very real concerns raised at the meeting as to whether BOM members have been informed/ educated on the ramifications of ongoing accumulated balances and the duty of each school to run down same adequately within the specific timeframe. It was suggested that Mr. Frank Smith (APO Corporate Services) , Ms. Anne Whyte (APO Finance) and Ms. Fiona Kindlon (Director of Schools) would work together within the remit of their own pillars to provide BOM members with all required information.

Mr. Ciaran O'Donnell also suggested it would be helpful that the relevant content of discussions held in this regard at Board meetings be communicated to BOM members.

Cllr Sharkey requested that Anne Whyte check and confirm whether each Secretary is following the template for BOM meetings as provided by Director of Schools/ Finance Section on the Board's behalf. In cases where the Financial Report is not being provided to the BOM the meeting is not compliant with standards specified by the Board and needs to be addressed.

Cllr. Oliver Tully, Chairperson of the Finance Committee emphasised the necessity for Principals to remain accountable. As an organisation, school bank accounts and credit cards are soon to be managed centrally however this does not negate the responsibility of the Principal as Senior Management in their school.

Ms. Kindlon informed the Board that Anne Whyte and Frank Smith had already spoken to School Leaders with regard to the area of accumulated funds. In the following weeks it is the intention to meet with each Principal individually to discuss in detail. Cllr. Tolan suggested it may be pertinent to have the Chairs of BOMs present.

The Board also discussed the issue of the provision of hard copies of Financial Reports to each BOM Member during meetings. It was generally agreed that this would be circulated for discussion and information and gathered thereafter. Cllr Sharkey requested that Ms. Kindlon check to ensure that, where circulated, that this information is collected and shredded after meetings as directed by the Chief Executive and report findings back to the Board.

On a final point of note Cllr. Tolan questioned whether it was possible to request a breakdown of the accumulated balances and their origin. Anne Whyte and Brian Murphy assured members that the origin of the funds had been disseminated in so far as was practicable at this point given the contributions were historical. Any information gathered by Head Office would be communicated to Board Members within the Financial Report.

3.2 To be resolved

AFS 2015 and SIC 2015 – Resolution for approval of the AFS and SIC for 2015 subject to audit by C&AG

Director of OSD Mr. Murphy clarified to the Board that the C&AG have requested that the aforementioned is now approved by formal resolution. Both the AFS and SIC 2015 were brought to the Board at a bimonthly meeting in early 2016, but as was the case previously with VEC processes had neither sought nor gained approval at that time.

Therefore it was requested to approve the AFS and SIC for 2015 subject to audit by C&AG.

It was resolved **R. 04/03/2018** to approve the AFS and SIC for 2015 subject to audit by C&AG.

Proposed: Sean Carey

Seconded: Jenny Darcy

SIC 2016 – Resolution required to approve the amendment of SIC 2016 to include sixth area for control in regard to procurement in 2016 subject to audit by C&AG.

It was resolved **R. 05/03/2018** to approve the amendment of SIC 2016 to include sixth area for control in regard to procurement in 2016 subject to audit by C&AG.

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

AFS and SIC 2017 - Resolution for approval of the AFS and SIC for 2017 subject to audit by C&AG.

On the recommendation of Cllr. Oliver Tully, Chairperson of the Finance Committee, and having been informed of the satisfaction of the Chairperson of the Audit Committee regarding the content of the SIC, approval was sought from Director OSD for the AFS and SIC for 2017 subject to audit by C&AG.

It was resolved **R. 06/03/2018** to approve the AFS and SIC for 2017 subject to audit by C&AG.

Proposed: Cllr Oliver Tully **Seconded:** Sean Carey

4. Correspondence

4.1 Department of Education and Skills: Circulars

<i>C/L ref</i>	<i>RE:</i>
0014/2018	Application of measures in accordance with Public Service Stability Agreement 2018–2020 (Extension of Lansdowne Road Agreement) in respect of all Staff other than Teachers and SNAs employed by ETBs – Option to revert to Pre-Haddington Road Agreement (HRA)
0015/2018	Application of measures in accordance with Public Service Stability Agreement 2018–2020 (Extension of Lansdowne Road Agreement) in respect of all Staff employed by all Institutes of Technology and Dublin Institute of Technology – Option to revert to Pre-Haddington Road Agreement Working Hour
0016/2018	Re-engaging with the School Self-Evaluation (SSE) process in primary schools. Amendments to requirements of circular 0039/2016
0017/2018	Application of measures in accordance with Public Service Stability Agreement 2018–2020 (Extension of Lansdowne Road Agreement) in respect of 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 and Clerical Officers and Caretakers employed in Dept approved posts in C. and C. Schools
0018/2018	Management of Safety & Health, including Fire Safety, in Primary and Post Primary schools
0019/2018	Scheme for the awarding of incremental credit in recognition of previous equivalent or relevant experience for Youthreach resource persons and Youthreach co-ordinators

Department of Education and Skills Circulars are available to download from the Departments website www.education.gov.ie

4.2 Correspondence received from DES

<i>Date</i>	<i>RE:</i>
13/02/2018	Additional clarification re Budget 2018 under the Gaeltacht School Recognition Scheme
21/02/2018	Notification of WSE – St Oliver PP
28/02/2018	Acknowledgement of Service Plan
07/03/2018	Query to Dir OSD re ETB Staff By-Elections 2018 Survey
07/03/2018	To Dir OSD re recovering funding from Fraud
09/03/2018	Building Progress DeLacy College - advanced architectural planning.
13/03/2018	From DoES to Dir OSD re update on submission of 2016 AFS to C&AG
13/03/2018	From DoES to Finance Officer re request for completion of ETBs Annual Financial Accounts 2017 Fortnightly Progress Report

4.3 Correspondence received from other sources

<i>Date</i>	<i>RE:</i>
12/02/2018	Manley Construction re Ratoath College
27/02/2018	From SOLAS re C/L 2018/02/001 CAPITATION RATES 2018
28/02/2018	From Bishop of Meath re religious instruction
08/03/2018	From CPR – BOM Minutes
14/03/2018	From Athboy Comm School – BOM Minutes
15/03/2018	From ETBI - Payment of Invoice
20/03/2018	From Boyne Community School - BOM Minutes
20/03/2018	From Grant Thornton re Ratoath College/ Manley - Court approval for Scheme of Arrangement
22/03/2018	From Shane Foley re Enrolment Concerns

4.4 Correspondence sent

<i>Date</i>	<i>RE:</i>
19/02/2018	From Dir Schools to School Management re Circular Letter 0013/2018 Religious Instruction
25/02/2018	From Dir Schools to School Leaders, CE re Weather Alerts
26/02/2018	From Dir Schools to School Leaders, CE, School Secretaries re Change of date of LMETB BOM training
27/02/2018	From Dir Schools to School Leaders, CE re Child Safeguarding Statement
27/02/2018	From Dir Schools to School Leaders, CE re DES Preliminary Enrolment Data Primary & Post Primary
28/02/2018	From Dir OSD to DoES re LMETB's service plan for 2018 ratified Feb 2018

28/02/2018	From Dir Schools to School Leaders, CE re Red Warning/LMETB Closure
28/02/2018	From Dir Schools to School Leaders, CE re Red Warning Closures Thursday & Friday
02/03/2018	From Dir Schools to DES Inspectorate re CPD Day for LMETB School Leaders/SSE Co-ordinators
02/03/2018	From Dir Schools to School Leaders, CE re Child Safeguarding Statement
04/03/2018	From Dir OSD to Chairperson LMETB, Chairperson Audit Committee re request from the C&AG for a small factual addition to the SIC to reflect the total value of the balances in PLC and the fact that this was the second version of the SIC for 2015 submitted by the LMETB
04/03/2018	From Dir Schools to School Leaders, CE re Follow up Child Protection Procedures
05/03/2018	From Finance Officer to C&AG re AFS for 2015 which has been updated as requested for presentation purposes.
06/03/2018	From Dir Schools to CE, Buildings, LMETB re Colaiste Chu Chulainn/Overview of Accommodation
06/03/2018	From Dir Schools to School Leaders, CE re SEC Extension to certain deadlines
07/03/2018	Response from CE office to DoES re ETB Staff By-Elections 2018 Survey
09/03/2018	From Dir Schools to School Leaders, CE re DES CL 0018/2018 Management of Safety & Health Including Fire Safety in Primary & Post Primary Schools
13/03/2018	From Dir Schools to School Leaders, CE re ETBI Instructional Leadership Cohort 12 Applications
13/03/2018	From Dir OSD to SMT re progress on 2017 AFS
13/03/2018	From Dir OSD to DoES re copy of submission of 2016 AFS/ SIC to C&AG
13/03/2018	From Dir OSD to DoES re of ETBs Annual Financial Accounts 2017 Fortnightly Progress Report
14/03/2018	From Dir Schools to School Leaders, CE re Minister announces extra places on teacher training courses
14/03/2018	From Dir Schools to DES Governance re Query regarding Child Protection Oversight Report/BOM
14/03/2018	From Dir OSD to CE re LMETB Risk register/ SIC for reporting to Audit Committee
14/03/2018	From Dir OSD to Chair Audit Committee re additional change to SIC re fraud.

16/03/2018

From Dir Schools to DES Teacher Allocation re Application for Curricular Concessions for LMETB for 2018/2019

The content of the letter from the Bishop of Meath regarding religious instruction was outlined to the Board in detail by Ms. Fiona Kindlon at the request of Cllr. Nick Killian.

Cllr. Golden sought further clarification on the correspondence regarding weather alerts under the directive of the Minister for Education during Storm Emma which was provided by Ms. Kindlon.

Mr. Murphy updated the Board on correspondence in regard to Manley and the building project in Ratoath College at the request of Cllr. Killian.

The Board noted the correspondence of Mr. Shane Foley, Principal of Dunshaughlin Community College with regard to enrolment concerns. Ms. Kindlon confirmed that LMETB do not have an admissions policy based on maximum class size numbers and school admission policies are based on resources identified by individual Boards of Management. Cllr Murphy, Cllr. Killian and Cllr. Tully all expressed concern at the availability of resources within the Louth Meath area given current/ forecasted population growth. Cllr. Sharkey was in agreement that this subject warranted further discussion and was to be placed as an agenda item for the next meeting of the Board.

5. Committees and Reports

5.1 Further Education Report was provided to Board Members by Ms. Sadie Ward McDermott for information.

NOTED

5.1.1 It was proposed to resolve the Youthreach Board of Management Minutes of 15th September 2017.

It was resolved **R. 07/03/2018** to approve the Youthreach Board of Management Minutes of 15th September 2017.

Proposed: Ciaran O'Donnell

Seconded: Cllr. Damien O'Reilly

5.1.2 BOM Memberships – No Business

5.1.3 Policies - No Business

5.1.4 Proposed Contributions - No Business

5.2 Second Level Education Report was provided to Board Members by Ms. Fiona Kindlon Director of Schools for information.

NOTED

5.2.1 BOM Memberships/Minutes

Board of Management meeting at Ratoath College dated 24/01/2018 – Noted

Board of Management meeting at Scoil Uí Mhuirí dated 26/10/17

It was resolved R. **08/03/2018** to approve the minutes of the Board of Management meeting at Scoil Uí Mhuirí dated 26/10/17

Proposed: Ciaran O'Donnell **Seconded:** Cllr. Oliver Tully

Board of Management meeting at Colaiste Clavin dated 18/12/17 – Noted

Board of Management meeting at St. Oliver's CC dated 26/10/17– Noted

Board of Management meeting at Colaiste de Lacy dated 28/11/17 – Noted

Board of Management meeting at O' Carolan College dated 13/12/17– Noted

Board of Management meeting at O' Carolan College dated 08/02/18 – Noted

Board of Management meeting at Bush Post Primary School dated 01/02/18– Noted

5.2.2 Policies

To be resolved: St. Oliver's Community College Anti Bullying Policy

It was resolved R. **09/03/2018** to approve St. Oliver's Community College Anti Bullying Policy

Proposed: Sean Carey **Seconded:** Cormac Bohan

To be resolved: Ratoath College Homework Policy

It was resolved R. **10/03/2018** to approve Ratoath College Homework Policy

Proposed: Cllr Nick Killian **Seconded:** Sean Carey

To be resolved: Ratoath College Mobile Phone/Mobile Device Policy

It was resolved R. **10/03/2018** to approve Ratoath College Homework Policy

Proposed: Cllr Nick Killian **Seconded:** Sean Carey

The ratification of Child Safeguarding Statements & Risk Assessment by LMETB were deferred to next meeting of the Board. This was due to circumstances whereby a number the Board of Management minutes at which these measures were recommended had yet to be presented to the Board for approval. For review at May meeting.

Cllr. Sharkey suggested that a spreadsheet be compiled for each Board of Management with a schedule of meetings being provided to the Board as a checking mechanism. The same method would also be useful for lists of required policies that seek Board approval. Ms. Kindlon was confident that this information would be available to the Board for the May meeting.

5.2.3 Proposed Contributions

Ms. Fiona Kindlon, Director of Schools presented a list of proposed contributions for LMETB Schools/ Colleges to the Board as follows:

Bush Post Primary School

It was proposed to approve the proposed contribution of €450 as recommended by Bush PP Board of Management for Transition Year Students 2018/19

It was further proposed to approve the proposed contribution €65 as recommended by Bush Post Primary School Board of Management for LCA Students 2018/19.

However the Board seek further clarification for co/ ex curricular activities. There must be an apparent consistency in charging for items that do not require charging.

It was resolved. R. **11/03/2018** to approve the LCA proposed contribution in the amount of €65 and seek further clarification from the BOM on co/ex curricular activities in Bush Post Primary School

Proposed: Cormac Bohan

Seconded: Sharon Tolan

Coláiste Clavin

It was proposed to approve the proposed contribution of €350 as recommended by Colaiste Clavin Board of Management for 1st Year Students 2018/19.

Cllr. Sharkey formally proposed that the contribution be passed less the €70 uniform fee.

It was resolved. R. **12/03/2018** to approve **€280** as a proposed contribution for Coláiste Clavin's 1st Year Students 2018/19 based on recommendations of the Board of Management

Proposed: Cllr Tomás Sharkey

Seconded: Bill Sweeney

Board to revert back to Principals through the executive to instruct that procurement of uniforms should not be managed by school.

It was resolved. R. **13/03/2018** to approve **€280** as a proposed contribution for Coláiste Clavin's 2nd Year Students 2018/19 based on recommendations of the Board of Management

Proposed: Cllr Tomás Sharkey

Seconded: Bill Sweeney

It was resolved. R. **14/03/2018** to approve **€130** as a proposed contribution for Coláiste Clavin's 3rd Year Students 2018/19 based on recommendations of the Board of Management

Proposed: Sean Carey **Seconded:** Catherine Clair

It was resolved. R. **15/03/2018** to approve **€130** as a proposed contribution for Coláiste Clavin's 5th Year Students 2018/19 based on recommendations of the Board of Management

Proposed: Sean Carey **Seconded:** Cllr Nick Killian

It was resolved. R. **16/03/2018** to approve **€130** as a proposed contribution for Coláiste Clavin's 6th Year Students 2018/19 based on recommendations of the Board of Management

Proposed: Sean Carey **Seconded:** Bill Sweeney

Colaiste Chu Chulainn/Lu

It was proposed to approve the proposed contribution of €350 as recommended by **Colaiste Chu Chulainn/Lu** Board of Management for TY Students 2018/19.

Proposed by Nick Killian that the Board revert back to the BOM formally requesting a specific breakdown of co-curricular as per contribution costs and it will be reviewed again.

It was resolved **R. 17/03/2018** that the Board revert back to the BOM formally requesting a specific breakdown of co-curricular as per contribution costs and it will be reviewed again

Proposed: Cllr. Nick Killian **Seconded:** Bill Sweeney
Cllr. Sharon Tolan also requested that there be a note to BOM from Board to ensure that this would be the only time parents would be approached for such costs and no additional co-curricular funding would be sought from parents outside of the agreed fee.

It was proposed to approve the proposed contribution of €160 as recommended by **Colaiste Chu Chulainn/Lu** Board of Management for 1st, 2nd, 3rd, 5th & 6th Years 2018/19.

It was resolved **R. 18/03/2018** approve the proposed contribution of €160 as recommended by **Colaiste Chu Chulainn/Lu** Board of Management for 1st, 2nd, 3rd, 5th & 6th Years 2018/19

Proposed: Cllr. Maria Murphy **Seconded:** Sean Carey

Colaiste na Mí

It was proposed to approve the proposed contribution of €150 as recommended by **Colaiste na Mí** Board of Management for 1st Year 2018/19.

It was formally proposed by Sean Carey to approve the proposed contribution as recommended by **Colaiste na Mí** Board of Management for 1st Year 2018/19 less the €20 charge for CAT4/Entrance test.

It was resolved **R. 19/03/2018** to approve the proposed contribution as recommended by **Colaiste na Mí** Board of Management for 1st Year 2018/19 at €130.

Proposed: Sean Carey **Seconded:** Catherine Clair

It was proposed to approve the proposed contribution of €120 as recommended by **Colaiste na Mí** Board of Management for 2nd & 3rd Year 2018/19.

It was resolved **R. 20/03/2018** to approve the proposed contribution as recommended by **Colaiste na Mí** Board of Management for 2nd & 3rd Year 2018/19 at €120.

Proposed: Cllr Nick Killian **Seconded:** Cllr. Maria Murphy

It was proposed to approve the proposed contribution of €250 as recommended by **Colaiste na Mí** Board of Management for 5th Year 2018/19.

It was resolved **R. 21/03/2018** to approve the proposed contribution of €250 as recommended by **Colaiste na Mí** Board of Management for 5th Year 2018/19.

Proposed: Sean Carey **Seconded:** Ciaran O'Donnell

The Board noted that this proposal resolved on the basis that the BOM were informed that **Colaiste na Mí** have been asked to buy textbooks in addition to iPads hence the costing was recommended by BOM.

It was proposed to approve the proposed contribution of €250 as recommended by **Colaiste na Mí** Board of Management for 6th Year 2018/19.

Cllr Sharkey formally proposed that the €140 detailed for Correction Fees/Mocks be removed from list. Board request that BOM identify each component within the €140 and justify each for procurement purposes. It will then be reviewed in further detail

It was resolved **R. 22/03/2018** to revert to **Colaiste na Mí** Board of Management for each component within the €140 detailed for Correction Fees/Mocks and justify each for procurement purposes. It will then be reviewed in further detail for 6th Year 2018/19.

Proposed: Cllr. Tomas Sharkey

Seconded: Cormac Bohan

St Peter's College Dunboyne

It was proposed that the Board approve the following proposed contributions for St Peter's College Dunboyne as recommended by the Board of Management:

1 st Year	€340
2 nd Year	€185
3 rd Year	€140
TY	€370
5 th Year	€300
6 th Year	€220
LCA	€120

In the case of St Peter's College the Board as a group were hugely concerned about charging fees with the substantial bank balance.

Contributions for all years 1st-6th are to be reviewed again. Explanations for each component charge line by line with a justification for each amount. This was decided by majority vote with some dissenting voices.

The Board also requested that School Management look at their outstanding balance alongside aforementioned proposed contributions and put forward suggestions on how to address decreasing those accumulated balances therein.

It was resolved **R. 23/03/2018** that all proposed contributions are to be reviewed again with explanations for each component with specific reference to existing bank balances and provision of suggestions of how to decrease balances.

Proposed: Cormac Bohan

Seconded: Bill Sweeney

Ratoath College

It was proposed to approve the proposed contribution of €450 as recommended by **Ratoath College** Board of Management for TY 2018/19.

It was formally proposed by Cllr. Sharkey that €100 be discounted from proposed contribution of €450 in order to address the outstanding balance of the college

It was resolved **R. 24/03/2018** to approve the proposed contribution of €350 for Ratoath College TY based on the recommendations of the BOM and with specific discount provided to address the accumulated balance in the college's bank account.

Proposed: Cllr. Tomás Sharkey

Seconded: Cllr. Maria Murphy

On the following proposed contributions:

5th Year €200
6th Year €275
LCA €90

It was recommended by the Board that Ratoath College management meet with Head Office Management on the Board's behalf in order to discuss how best to incorporate reducing accumulated balances. There may be particular areas such as exam paper charges etc. where applying these funds is justifiable.

To revert in due course following revision, presentation and recommendation of Ratoath BOM.

It was resolved **R.25/03/2018** that Ratoath College management meet with Head Office Management on the Board's behalf in order to discuss how best to incorporate reducing accumulated balances. There may be particular areas such as exam paper charges etc. where applying these funds is justifiable

Proposed: Cllr. Tomás Sharkey

Seconded: Cllr. Sharon Tolan

O' Carolan College

It was proposed to approve the proposed contribution of €250 as recommended by **O' Carolan College** Board of Management for TY 2018/19.

It was further proposed to approve the proposed contribution of €100 as recommended by **O' Carolan College** Board of Management for LCA 2018/19.

It was recommended by the Board that O'Carolan College management meet with Head Office Management on the Board's behalf in order to discuss how best to incorporate reducing accumulated balances.

The Board sought further clarification from the BOM of O'Carolan College on the breakdown of proposed amount of €150 for co/extracurricular activities for TY also.

It was resolved **R. 26/03/2018** that that O 'Carolan College management meet with Head Office Management on the Board's behalf in order to discuss how best to incorporate reducing accumulated balances.

Proposed: Cllr. Tomás Sharkey

Seconded: Cllr. Eimear Ferguson

6.6 Risk Management Report

The Risk Management Report was prepared by Ms. Sinead Barry, Risk Management Officer and provided to all members of the Board for review. The issue of staffing, previously highlighted to the Board was captured in the document.

NOTED

6 Land and Buildings Report

There was no Land and Buildings Report for noting.

6.1 'Approval to develop land at Scoil Éanna'.

Mr. Frank Smith, APO Corporate Services asked the Board to consider the request of Scoil Eanna whose Board of Management contacted our Buildings Officer with the following request:

"Gaelscoil Éanna is serviced by a poor quality grass area to the rear of the school. It is our wish to develop this area into a usable all weather pitch. To this end the entire school community has come together to raise funds for the pitch development and through fundraising efforts have raised 25% of the total cost, but we are still left with a shortfall. Therefore we hope to make an application for funding to the "Sports Capital Programme." However, as part of this application we are required to submit written permission from the landowners consenting to both the application and the development. As Gaelscoil Éanna was constructed on lands provided by Meath VEC and the ownership of the lands remains with the VEC (folio no. MH11779F), we would greatly appreciate if LMETB could assist us with this request."

The Board asked that the management of LMETB adjoining Scoil Eanna – Beaufort College, be consulted about the project and their feedback would be presented to the Board at the next meeting wherein a resolution could be passed.

DEFERRED: MAY MEETING

6 Leases

No Business

7 Section 29 Appeal

No Business

8 AOB

It was proposed to approve the Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff drafted February 2018.

It was **resolved R. 27/03/2018** to approve the Harassment/Sexual Harassment Prevention Policy – Complaint Procedure for ETB Staff drafted February 2018.

Proposed: Catherine Clair

Seconded: Cllr. Nick Killian

It was proposed to nominate Cllr. Tomás Sharkey as nominee for IPB Insurance in replacement of Cllr. Jenny Darcy whose term as nominee ended on 31st March 2018.

It was **resolved R. 28/03/2018** to nominate Cllr. Tomás Sharkey as nominee for IPB Insurance in replacement of Cllr. Jenny Darcy whose term as nominee ended on 31st March 2018.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

It was proposed to approve the Payment of ETBI Invoice as agreed at CE Forum

It was **resolved R 29/03/2018**. To approve Payment of ETBI Invoice €10,000 as agreed at CE Forum.

Proposed: Cllr Tomás Sharkey

Seconded: Cllr. Oliver Tully

Cllr Yore requested that schools in the locality be contacted and asked for student volunteers; Transition Year - Leaving Cert for the Fleadh 2018 which is visiting Louth 12-19th August. This met the agreement of the Board.

On a final note Ms. Kindlon provided a brief update of recruitment of teaching staff.

The next meeting of Louth and Meath ETB will take place in O’Fiaich College on 17th May 2018. No other matters arising the meeting concluded at 20.39

SIGNED:

Martin O'Brien
CHIEF EXECUTIVE

Oliver Tully
CHAIRPERSON

DATE:

13-6-18

13-6-18