

Minutes of Meeting held on 15th November 2018

A meeting of Louth and Meath Education and Training Board took place in Colaiste na hInse, Bettystown at 5pm on Thursday, 15th November 2018.

CATHAOIRLEACH:	Cllr. Sharon Tolan
BAILL I LATHAIR:	Ms. Jennifer D’Arcy, Cllr. Maeve A. Yore, Cllr. Marianne Butler, Cllr. Nick Killian, Cllr. Oliver Tully, Cllr. Maria Murphy, Ms. Siobhán Greer, Cllr. Wayne Harding, Cllr. Eimear Ferguson, Cllr. Damien O’Reilly, Cllr. Trevor Golden, Ms. Catherine Clair, Mr. Ciaran O’Donnell and Mr. Cormac Bohan.
LEITHSCEIL:	Cllr. Peter Savage, Ms. Ashimedua Okonkwo, Mr. Bill Sweeney and Mr. Sean Carey.
AR FREASTAIL:	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

Apologies/Condolences/Congratulations

Votes of sympathy were passed in the usual respectful manner.

1. **Absence Approval**

It was resolved **R. 01/11/2018**

“To approve the absence of LMETB members: Mr. Peter Savage, Ms. Ashimedua Okonkwo, Mr. Bill Sweeney and Mr. Sean Carey.

Proposed: Cllr. Nick Killian

Seconded: Mr. Ciaran O’Donnell

2. **Minutes**

2.1 To be resolved: to adopt the minutes of Board meeting dated 20th September 2018.

It was resolved **R. 02/11/2018** to adopt the minutes of the meeting of Louth and Meath ETB dated 20th September 2018.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Maeve Yore

2.2 Matters Arising:

There were no matters arising.

2.3 Committee Business

To be resolved: to nominate a Chairperson.

It was resolved **R. 03/11/2018** to nominate Cllr. Sharon Tolan as Chairperson.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Oliver Tully.

The Chairperson thanked members for nominating her and said that she considers it a huge honour to be the Chairperson of LMETB.

3. Finance

3.1 Finance Update (for resolution)

APO Finance took members through the finance report as at 31st October 2018. She highlighted the deficits for Main Scheme Pay and Non-Pay and explained that funding is due from the Department for pay and that it is anticipated that the ONP heading will come in within budget for 2018.

To be resolved: to approve the finance report dated 31st October 2018.

It was resolved **R. 04/11/2018** to approve the finance report dated 31st October 2018.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Eimear Ferguson

Director of OSD advised members that he anticipates that the draft LMETB annual financial statements (AFS), including the Statement of Internal Control, for 2017 will be approved by the Comptroller and Auditor General very shortly. The draft document was distributed to members at the meeting for noting. Director of OSD advised that it reflects some changes as compared to the document approved by the board on 28th March. This reflects the outcome of a review of self-financing balances carried out in conjunction with the Department of Education and Skills and Comptroller and Auditor General's office. Director of OSD explained that it had been agreed with the Comptroller and Auditor General's office that this review could take place following the submission of the draft financial statements in March. The Statement of Internal Control had been circulated to the Audit Committee in advance of the meeting. The Finance Committee had also been briefed on the changes to the AFS at its meeting on the 18th October 2018.

3.2 Financial Management Maturity Examination

The Chairperson reminded the Board that at its meeting on the 20th September, a subcommittee including members of the Audit Committee and Finance Committee, had been formed and tasked with making an assessment on behalf of the Board under the Financial Management Maturity Model. The Chairperson, as a member of that subcommittee of the Board, presented the assessment to the Board for noting.

The Director of OSD explained that five ETBs, including LMETB, had been selected by the Comptroller and Auditor General to undergo an examination of Financial Management Maturity. The examination requires the Board and Executive to separately assess the ETB's performance under two themes: (1) financial governance and leadership and (2) financial monitoring and forecasting.

Director of OSD took members through the report submitted to the Comptroller and Auditor General. This report contains an overview of ETBs, information about LMETB, the board assessment, the executive assessment, key considerations and detailed information on both themes and supporting appendices.

Director of OSD noted that both the board and executive had determined that the appropriate overall rating was "adequate" under the model with some differences in assessments under individual questions in the model.

Director of OSD advised that the Comptroller and Auditor General Office are likely to focus on areas of difference between Board and executive assessments and on suggested areas for improvement. The Director advised that all materials made available to the C&AG were available to the Board, Audit and Finance Committees on the Board portal.

3.3 Access to Financial Management Maturity Examination Portal

APO Corporate and Education Services gave a demonstration of how to access the portal and made his team available to the Board for assistance.

3.4 Comptroller and Auditor General 2015/16 Management Letter

Director of OSD briefed the Board on the Management Letter and advised that a detailed briefing had previously been given to the Finance Committee and to School Principals. Further detailed briefings were being planned for the Audit Committee, Further Education Co-Ordinators/Managers and for administrative staff in the OSD directorate.

4. Correspondence

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

<i>C/L ref</i>	<i>Re:</i>
0052/2018	Statistical Returns in respect of part-time courses in ETB Schools/Colleges in the 2017/2018 School Year
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
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

Department of Education and Skills Circulars are available to download from the Department's website: www.education.ie

b. Correspondence received from Department of Education and Skills

<i>Date</i>	<i>Re:</i>
12/09/2018	Increase devolved grant for Scoil Uí Mhuiri, Dunleer
01/10/2018	From Sec Gen to CEs in ETBs regarding Review of Report of the Statutory Investigation into Kildare and Wicklow Education and Training Board.
03/10/2018	Appointment of Single Manager of Faughart Community National School.
15/10/2018	Communication to ETBs re Finance Circular 1/2018: Controls of Secured Borrowings by General Government
16/10/2018	School Services Support Fund 2018/19
17/10/2018	First Governing Body of Technological University Dublin - LMETB nomination
18/10/2018	Notification of Whole School Evaluation – Scoil Uí Mhuiri
18/10/2018	Sanction of lease – Old School House, Dunboyne
19/10/2018	Sanction of Leases Units 11,5,24 Dunboyne Bus Pk

19/10/2018	Nomination by executive of rep to First Governing Body of Technological University Dublin as requested.
24/10/2018	Notification of communication to DeLacy College from DoES
24/10/2018	Updated info from DoES in relation to structural assessments to be carried out on school buildings
24/10/2018	Beaufort College- Temp Accommodation
25/10/2018	Update to schools that have been constructed by Western Building Systems
26/10/2018	Additional funding Roof Upgrade project Ratoath College.
30/10/2018	Subject inspection of Art at St. Ciaran's Community School on 09/10/2018
30/10/2018	Press Release 24/10/2018 – Update on WBS Building Issues
30/10/2018	Clarification on media reporting re: Building issues
30/10/2018	Email and Press Release 25/10/2018 – Update on WBS Building Issues
30/10/2018	Email with contact numbers for the Department of Education and Skills for bank holiday weekend.
30/10/2018	Press Release 26/10/2018 – Update on WBS Building Issues
30/10/2018	Press Release 27/10/2018 – Update on WBS Building Issues
30/10/2018	Press Release 28/10/2018 – Update on WBS Building
30/10/2018	Press Release 29/10/2018 – Update on WBS Building Issues
31/10/2018	Update from DoES on Structural Assessment/ Opening Up Works
01/11/2018	Application for Patronage of new Post Primary Schools 2019 - Regret
01/11/2018	Update from DoES on Structural Assessment/ Opening Up Works (1 of 2)
01/11/2018	Update from DoES on Structural Assessment/ Opening Up Works (2 of 2)
02/11/2018	Clarification for queries in relation to indemnity list of schools built by Western Building Systems
02/11/2018	Press release – update of 01.11.2018 from DoES re Structural Assessment/ Opening Up Works
07/11/2018	Request to CE to seek Board resolution to make a formal Application Dunshaughlin Temporary Primary School

c. Correspondence received from other sources

<i>Date</i>	<i>Re:</i>
12/09/2018	Department of Children and Youth Affairs - Funding for LGBTI Youth Initiatives
12/09/2018	Principal, St Oliver PP - Board of Management meeting 20 September
17/09/2018	Cork ETB Dir OSD suggested template for addressing Financial Maturity Model
20/09/2018	St Ciaran's Comm School - Minutes BOM 29/05/2018
20/09/2018	From Principal Ratoath College re queries on Volunteering Policy
21/09/2018	Bishop of Meath - Nominee for Bishops Rep Ratoath College
28/09/2018	Dept. of Children and Youth Affairs - Letter Re: Youth Capital Funding Scheme 2018
26/09/2018	From IAU Memorandum of Understanding ("MOU") between the IAU - ETBs and ETB Executive as approved by the IAU - ETBs Steering Committee at its September meeting.

11/10/2018	17th Meath Longwood Scout Group - Use of Secondary School Premises - Longwood
12/10/2018	Dept. of Children and Youth Affairs - Instalment of Funding 2018
12/10/2018	ETBI: ETB Procurement Working Group has been shortlisted for five 2018 National Procurement Awards for the work they completed in 2017
12/10/2018	St Olivers PP - BOM Meeting Notification 18/10/2018
15/10/2018	From C&AG to CE re Financial Statements 2015/2016 – Feedback and request for Managerial Response to issues raised.
16/10/2018	Louth County Council - Refusal of Planning Application at Bush PP
16/10/2018	Social Welfare Services Office –Details of School Meals Scheme –Bush PP
16/10/2018	Music Generation - Participation of Meath Music Generation in the national expansion of Music Generation
16/10/2018	C&AG –Management Letter regarding LMETB Financial Statements 2015/2016
17/10/2018	IPB to Dir OSD regarding IPB’s Subcommittee queries on Fraud Case
19/10/2018	Boyne Community School - Minutes of BOM 12/06/2018
19/10/2018	Dept. of Children and Youth Affairs - -Targeted Youth Funding Scheme - Assessment Trial 2018
22/10/2018	Louth County Council – Election of replacement representative for T. Sharkey as of meeting scheduled 19/11/2018
23/10/2018	From Ratoath Parents Association Representative seeking clarification on the guidelines that are to be applied regarding parental involvement and participation on school related activities.
25/10/2018	Dept. of Children and Youth Affairs - Fourth Instalment of Current Funding 2018
26/10/2018	St Oliver’s PP: PP BOM minutes dated 18/10/2018 and Notice of BOM meeting and Agenda for 05/11/2018.
30/10/2018	Coláiste Pobail Rathcairn - Agenda for BOM meeting on 06/11/2018 and Minutes of BOM meeting of 11/09/2018
31/10/2018	From C&AG requesting consent to contact Board Members re Financial Maturity Model
31/10/2018	From C&AG to Dir OSD requesting clarification on some queries for 2017 Accounts
06/11/2018	From Cllr. Damien O’Reilly to CE’s re notice of motion
07/11/2018	From Principal O’Carolan College re Community Nominees for Board of Management

08/11/2018	From ETBI re Consolidation of arrangements for the offer of severance terms in the Civil and Public Service - Circular Letter 0067/2018
08/11/2018	From Chairperson BOM Scoil Bhride re Enrolment Concerns at St Peters College Dunboyne
08/11/2018	From SOLAS re Funder queries arising from LMETB - RSTC Findings & Recommendations and Opinion Reports (IAU)
08/11/2018	From SOLAS re ETB Procurement Audits Sectoral Report including STP tendering issue.
08/11/2018	From TUI to Principal of Dunshaughlin CC regarding the school's Admissions Policy and staff consultation
08/11/2018	From TUI to Principal of Beaufort College regarding the school's Admissions Policy and staff consultation
12/11/2018	From Chairperson of St Peters College BOM to Chairperson LMETB re astro turf/ sports capital grant

d. Correspondence sent

Date	RE:
25/09/2018	From Dir OSD to DoES re Contact details for the Chairperson of the Board of each ETB
27/09/2018	From Dir OSD to all staff re advisory review of CL 0018/2015 – Code of Governance for ETBs
22/10/2018	From Dir OSD to DoES requesting check list for AFS for C&AG return & necessary adjustments (where required) made for SCP, Skillvec and RSTC admin
23/10/2018	From Dir OSD to SMT, Principals, Secretaries, FET Coordinators to outline procurement procedure in respect of venue hire.
25/10/2018	Return of Signed Strategic Performance Agreement to SOLAS
02/11/2018	From Dir OSD to Acting Chairperson of LMETB Board to request signature of SIC 2017 following ratification at Board meeting.
05/11/2018	From Dir OSD to Head of IAU inviting their review of LMETB reports for CE in respect of errors, thefts, misappropriation, irregular and unfounded transactions in Head Office, Chapel Street
05/11/2018	From Dir OSD to Meath Co. Council regarding Meath Music Generation approval (subject to funding)
15/11/2018	From Dir OSD/ CE to Secretary General DoES regarding the review of report of the statutory investigation into Kildare and Wicklow ETB

e. Correspondence sent following Bi Monthly Meeting

Date	RE:
15/10/2018	From CE to Louth County Council to request replacement nominee from Louth County Council for Cllr. Sharkey.
15/10/2018	From CE to Dir OSD re Subcommittee details Financial Maturity Model Self-Assessment Unit.

15/10/2018	From CE to Subcommittee Members Financial Maturity Model Self-Assessment Unit confirming nomination to Committee – Cormac Bohan, Bill Sweeney, Ciaran O'Donnell, Brendan McKenna, Sharon Tolan
15/10/2018	From CE to Dir FET confirming FET related Board resolutions @ meeting of 20 th September 2018.
15/10/2018	From CE to Dir Schools confirming Schools related Board resolutions @ meeting of 20 th September 2018.
15/10/2018	From CE to Principal Colaiste de Lacy confirming resolutions passed for school @ meeting of 20 th September 2018.
15/10/2018	From CE to Principal Dunshaughlin Community College confirming resolutions passed for school @ meeting of 20 th September 2018.
15/10/2018	From CE to Principal St Peters College Dunboyne confirming resolutions passed for school @ meeting of 20 th September 2018.
15/10/2018	From CE to Principal Colaiste na Mí confirming resolutions passed for school @ meeting of 20 th September 2018.
15/10/2018	From CE to Principal St Oliver PP Oldcastle confirming resolutions passed for school @ meeting of 20 th September 2018.
15/10/2018	From CE to Principal Ratoath College confirming resolutions passed for school @ meeting of 20 th September 2018.
15/10/2018	From CE to Principal Colaiste na hInse confirming resolutions passed for school @ meeting of 20 th September 2018.
15/10/2018	From CE to Principal Bush PP confirming resolutions passed for school @ meeting of 20 th September 2018.
15/10/2018	From CE to Principal Colaiste Chu Chulainn confirming resolutions passed for school @ meeting of 20 th September 2018.
15/10/2018	From CE to Principal O'Carolan College confirming resolutions passed for school @ meeting of 20 th September 2018.
15/10/2018	From CE to Principal Faughart NS confirming resolutions passed for school @ meeting of 20 th September 2018.
15/10/2018	From CE to Principal Colaiste Clavin confirming resolutions passed for school @ meeting of 20 th September 2018.
15/10/2018	From CE to Ms. Orla Calvey confirming LMETB nomination to the Board of Management of Coláiste Clavin.
15/10/2018	From CE to Ms. Mandy Moriarty confirming LMETB nomination to the Board of Management of O'Carolan College
15/10/2018	From CE to Ms. Orla Malone confirming LMETB nomination to the Board of Management of St. Oliver's Post Primary, Oldcastle
15/10/2018	From CE to Mr. Pdraig Kirk confirming LMETB nomination as the Patron Nominee to the Board of Management of Faughart Community National School
16/10/2018	From CE to Mary Jackson confirming LMETB nomination as the as the Patron Nominee to the Board of Management of Faughart Community National School
16/10/2018	From CE to Johanne Duignan confirming LMETB nomination to the Board of Management of Ratoath College
16/10/2018	From CE to Sean Carey confirming LMETB nomination to the Board of Management of St Peters College, Dunboyne.
15/10/2018	From CE to Buildings Officer confirming Lease related Board resolutions @ meeting of 20 th September 2018.
06/11/2018	From Finance Section/ Dir OSD to Music Generation : Music Generation Return 30th September 2018

07/11/2018	From APO Corporate Services to Leo Cummins, St Oliver's Community Centre regarding application for revised management arrangements at Ratoath College School Hall.
08/11/2018	From Dir OSD to Meath Co. Council fwd notification of Music Generation Meath
08/11/2018	From CE to the new Chairperson of Dunshaughlin Community College confirming place on BOM. CC to Principal/ Dir Schools.
08/11/2018	From CE to Chairperson of Parents Association Ratoath College re Volunteering and Work Experience Policy
08/11/2018	From APO Corporate Services to Boyne Community School confirming CE's nominee to BOM .CC John Grant.
12/11/2018	<p>From CE to the following nominees of interview panel resolved under R. 58/09/2018 to inform of nomination and seek acceptance of place on panel:</p> <ol style="list-style-type: none"> 1. Martin Cassidy 2. Donal O' Mahony 3. Anne Mc Donnell, 4. Jimmy Mc Geough, 5. Gerard Mc Hugh, 6. Gerard Mc Guill, 7. Teresa McKevitt, 8. Oilibheir de Burca, 9. Gerry Hande, 10. Paul Caffrey, 11. Breda Naughton, 12. Deirdre Mathews, 13. Dan Toole, 14. Caroline O'Reilly 15. Fergal Boyle, 16. John Kearney, 17. Cllr. Clifford Kelly, 18. Sean McKiernan, 19. Pdraig Kirk, 20. Sharon McGennis, 21. Maureen Fanning 22. Cllr. Bryan Reilly, 23. John Condon, 24. Maureen Murray, 25. Tom Stack, 26. John Grant, 27. Mary Connolly

The Chief Executive briefed members on the correspondence and answered queries on same. Items highlighted included the letter received on 12 September from the Department regarding an increase in the devolved grant for Scoil Ui Mhuiri, Dunleer.

Chief Executive referred to the letter received on 1 October from the Department's Secretary General regarding the review of the report of the statutory investigation into KWETB. A response had been submitted in which the Chief Executive undertook to refer the contents of the letter to the Board, Finance Committee and Audit Committee.

Chief Executive referred to the email received on 12 October from ETBI advising that the ETB Procurement Working Group has been shortlisted for five national procurement awards. He noted that Mary Keane, LMETB Procurement Officer, is a member of this group and wished her and the group well at the awards ceremony which is taking place this evening.

Chief Executive referred to the email received on 7 November from the Department of Education and Skills requesting approval to locate temporary accommodation to the rear of Dunshaughlin Community College.

Members discussed the matter at length and a number of matters were raised. These included traffic management issues and the additional accommodation required by Dunshaughlin Community College for second level students.

The Chief Executive recommended the proposal and sought to address the concerns raised by the Board.

It was resolved **R. 05/11/2018** not to approve the formal application made by the Department of Education and Skills to locate a temporary primary school (single stream) on the site of Dunshaughlin Community College using the main entrance and locating the school as discussed.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Nick Killian

Cllr. Maria Murphy referred to the letter received on 12 November from the Chairperson of the Board of Management of St. Peter's College, Dunboyne regarding the shared astro pitch and the sports capital grant scheme. APO Corporate and Education Services advised that the Principal had been advised that, under the Code of Practice for the Governance of ETBs, Board approval is required for the development of land and that as the next opportunity for Board approval was today's meeting, LMETB had not been in a position to approve the requested letter of consent for the sports capital application in time for the sports capital deadline on 19th October. Cllr. Murphy advised that, pending LMETB approval, the Community Centre had submitted the application before the deadline and that there was still time for the LMETB approval to be submitted.

To be resolved: to approve an application under the sports capital grant scheme by Dunboyne Community Centre regarding the astro park pitches which are owned by both the Community Centre and St. Peter's College.

It was resolved **R. 06/11/2018** to approve an application under the sports capital grant scheme by Dunboyne Community Centre regarding the astro park pitches which are owned by both the Community Centre and St. Peter's College.

Proposed: Cllr. Damien O'Reilly

Seconded: Cllr. Maria Murphy

Chief Executive noted that schools have been advised of the importance of contacting LMETB regarding sports capital proposals in good time so that the necessary approvals, forms and arrangements can be put in place before the deadline.

In response to a question from Ms. D'Arcy, Director of OSD advised that extension of the Music Generation programme to County Meath has been approved by Music Generation subject to availability of funding.

Mr. Ciaran O'Donnell referred to correspondence of 8th of November and suggested that the CE/Dir. of Schools address the matter with school management.

Referring to the letter received on 23 October from the Ratoath College Parents' Association regarding parental involvement in school related activities, the Chief Executive advised that LMETB is obliged to comply with Garda vetting requirements. He confirmed that he had written to the Parents' Association representative on 8th November and pointed out that Garda Vetting was necessary and enclosed a copy of VSSU Guidelines pertaining to School Bank Accounts/fundraising and that he had indicated that he was willing to meet to discuss the issues.

Cllr. Trevor Golden asked about use of facilities in Colaiste Clavin. APO Corporate and Education Services advised that options for supervision of the premises to facilitate the use of facilities were currently being explored.

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. Director of FET noted the statistics for PLC enrolment, highlighting that LMETB is operating with 525 more pupils than its approved cap.

To be resolved: that Chief Executive write to Minister Doherty to seek a meeting regarding PLC enrolment and cap.

It was resolved **R. 08/11/2018** that Chief Executive write to Minister Doherty to seek a meeting regarding PLC enrolment and cap.

Proposed: Cllr. Sharon Tolan
Tully

Seconded: Cllr. Oliver

Cllr. Damien O'Reilly congratulated Director of FET and Youthreach Dundalk on the recent positive Department inspection.

Mr. Cormac Bohan congratulated Director of FET on the launch of the new IT apprenticeship programmes.

5.1.1 Board of Management Minutes

Drogheda Institute of Further Education Board of Management 28 May 2018

Noted

Dunboyne College of Further Education Board of Management 29 May 2018

Noted

5.1.2 BOM Memberships (For Resolution)

To be resolved: To approve Patricia Dowd and Chris Faulkner as student representatives on DIFE Board of Management.

It was resolved **R. 09/11/2018** to approve Patricia Dowd and Chris Faulkner as student representatives on DIFE Board of Management.

Proposed: Cllr. Jennifer D'Arcy
Murphy

Seconded: Cllr. Maria

To be resolved: To approve Maria Maguire and Aaron Geagan as student representatives on DKIT Board of Governors.

It was resolved **R. 10/11/2018** to approve Maria Maguire and Aaron Geagan as student representatives on DKIT Board of Governors.

Proposed: Ms. Jennifer D'Arcy
Killian

Seconded: Cllr. Nick

5.1.3 Policies (For Resolution)

To be resolved: On the recommendation of the Finance Committee to approve maintenance of Moodle as a historic student related cost to be charged under student contribution/ accumulated balances.

It was resolved **R. 11/11/2018** on the recommendation of the Finance Committee to approve maintenance of Moodle as a historic student related cost to be charged under student contribution/ accumulated balances.

Proposed: Ms. Jennifer D'Arcy
Bohan

Seconded: Mr. Cormac

5.1.4 Youth Work (For Resolution)

To be resolved: To approve the minutes of the Youth Work Committee of 2nd October 2018 including Local Youth Club Grant Scheme as set out in the minutes.

It was resolved **R. 12/11/2018** to approve the minutes of the Youth Work Committee of 2nd October 2018 including Local Youth Club Grant Scheme as set out in the minutes.

Proposed: Ms. Jennifer D'Arcy
Golden

Seconded: Cllr. Trevor

5.2. Director of Schools Report (noting)

Director of Schools, took members through her report. The report was noted. There was a discussion on the recent patronage campaign for a new post primary school for Drogheda/Laytown.

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

To be resolved: To approve the minutes of the meeting of the Board of Management of Colaiste na hInse dated 10 September 2018

It was resolved **R. 13/11/2018** to approve the minutes of the meeting of the Board of Management of Colaiste na hInse dated 10 September 2018

Proposed: Cllr. Sharon Tolan
O'Donnell

Seconded: Mr. Ciaran

St. Oliver PP Oldcastle Board of Management 20 September 2018

St. Oliver PP Oldcastle Board of Management 16 August 2018

St. Oliver PP Oldcastle Board of Management 18 October 2018

It was agreed by the Board to note the Board of Management minutes above.

The Chief Executive read from a letter received from Scoil Bhride regarding admissions policy of St. Peter's College, Dunboyne which was then discussed at length by the Board. Chief Executive advised that the School Admissions Act has resulted in changes to long standing arrangements and that a Board of Management has the right to determine an admissions policy and that, having done so, must comply with it.

5.2.2 Board of Management Memberships (for resolution)

To be resolved: To approve the nomination of Ms. Kathryn Smith as a community nominee to the Board of Management of O'Carolan College, Nobber

It was resolved **R. 14/11/2018** to approve the nomination of Ms. Kathryn Smith as a community nominee to the Board of Management of O'Carolan College, Nobber

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maria Murphy

To be resolved: To approve the nomination of Ms. Sarah McMahon as a representative of industry to the Board of Management of O'Carolan College, Nobber

It was resolved **R. 15/11/2018** to approve the nomination of Ms. Sarah McMahon as a representative of industry to the Board of Management of O'Carolan College, Nobber

Proposed: Cllr. Maria Murphy
Greer

Seconded: Ms. Siobhan

To be resolved: To approve the nomination of Mr. Pdraig Kirk as a patron's nominee to the Board of Management of Faughart Community National School

It was resolved **R. 16/11/2018** to approve the nomination of Mr. Pdraig Kirk as a patron's nominee to the Board of Management of Faughart Community National School

Proposed: Cllr. Marianne Butler
O'Donnell

Seconded: Mr. Ciaran

To be resolved: To approve the nomination of Ms. Mary Jackson as a patron's nominee to the Board of Management of Faughart Community National School

It was resolved **R. 17/11/2018** to approve the nomination of Ms. Mary Jackson as a patron's nominee to the Board of Management of Faughart Community National School

Proposed: Cllr. Marianne Butler
O'Donnell

Seconded: Mr. Ciaran

To be resolved: To approve the nomination of Ms. Jacqui McCusker as a principal/teacher nominee to the Board of Management of Faughart Community National School

It was resolved **R. 18/11/2018** to approve the nomination of Ms. Jacqui McCusker as a principal/teacher nominee to the Board of Management of Faughart Community National School

Proposed: Cllr. Marianne Butler
O'Donnell

Seconded: Mr. Ciaran

To be resolved: To approve the nomination of Mr. Andreu d'Arcy as a teacher nominee to the Board of Management of Faughart Community National School

It was resolved **R. 19/11/2018** to approve the nomination of Mr. Andreu d'Arcy as a teacher nominee to the Board of Management of Faughart Community National School

Proposed: Cllr. Marianne Butler
O'Donnell

Seconded: Mr. Ciaran

To be resolved: To approve the nomination of Ms. Fiona O'Donnell as a parent nominee to the Board of Management of Faughart Community National School

It was resolved **R. 20/11/2018** to approve the nomination of Ms. Fiona O'Donnell as a parent nominee to the Board of Management of Faughart Community National School

Proposed: Cllr. Marianne Butler
O'Donnell

Seconded: Mr. Ciaran

To be resolved: To approve the nomination of Mr. Declan Roe as a parent nominee to the Board of Management of Faughart Community National School

It was resolved **R. 21/11/2018** to approve the nomination of Mr. Declan Roe as a parent nominee to the Board of Management of Faughart Community National School

Proposed: Cllr. Marianne Butler
O'Donnell

Seconded: Mr. Ciaran

To be resolved: To approve the nomination of Mr. Alan McArdle as a community nominee to the Board of Management of Faughart Community National School

It was resolved **R. 22/11/2018** to approve the nomination of Mr. Alan McArdle as a community nominee to the Board of Management of Faughart Community National School

Proposed: Cllr. Marianne Butler
O'Donnell

Seconded: Mr. Ciaran

To be resolved: To approve the nomination of Ms. Siobhan McKeever as a community nominee to the Board of Management of Faughart Community National School

It was resolved **R. 23/11/2018** to approve the nomination of Ms. Siobhan McKeever as a community nominee to the Board of Management of Faughart Community National School

Proposed: Cllr. Marianne Butler
O'Donnell

Seconded: Mr. Ciaran

To be resolved: To approve the nomination of Mr. Pdraig Kirk as chairperson of the Board of Management of Faughart Community National School

It was resolved **R. 24/11/2018** to approve the nomination of Mr. Padraig Kirk as chairperson of the Board of Management of Faughart Community National School

Proposed: Cllr. Marianne Butler
O'Donnell

Seconded: Mr. Ciaran

To be resolved: To approve the “Governance Manual for Primary Schools 2015 – 2019” and associated amendments for Community National Schools as terms of reference for Faughart Community National School

It was resolved **R. 25/11/2018** to approve the “Governance Manual for Primary Schools 2015 – 2019” and associated amendments for Community National Schools as terms of reference for Faughart Community National School

Proposed: Cllr. Marianne Butler
Greer

Seconded: Ms. Siobhan

5.2.3 School Based Policies (for resolution)

To be resolved: To approve St. Oliver PP Oldcastle Child Safeguarding Statement

It was resolved **R. 26/11/2018** to approve St Oliver PP Oldcastle Child Safeguarding Statement

Proposed: Cllr. Damien O'Reilly
Killian

Seconded: Cllr. Nick

To be resolved: To approve St. Oliver PP Oldcastle Critical Incident Management Plan

It was resolved **R. 27/11/2018** to approve St Oliver PP Oldcastle Critical Incident Management Plan

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhan Greer

To be resolved: To approve St. Oliver PP Oldcastle Anti Bullying Policy

It was resolved **R. 28/11/2018** to approve St Oliver PP Oldcastle Anti Bullying Policy

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhan Greer

To be resolved: To approve St. Oliver PP Oldcastle Code of Behaviour

It was resolved **R. 29/11/2018** to approve St Oliver PP Oldcastle Code of Behaviour

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhan Greer

To be resolved: To approve St. Oliver PP Oldcastle Policy on House and Mock Examinations

It was resolved **R. 30/11/2018** to approve St Oliver PP Oldcastle Policy on House and Mock Examinations

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhan Greer

To be resolved: To approve St. Oliver PP Oldcastle Admissions Policy 2019/20

It was resolved **R. 31/11/2018** to approve St Oliver PP Oldcastle Admissions Policy 2019/20

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhan Greer

To be resolved: To approve LMETB Suspension and Expulsions Policy

It was resolved **R. 32/11/2018** to approve LMETB Suspension and Expulsions Policy

Proposed: Cllr. Nick Killian

Seconded: Ms. Siobhan Greer

5.2.4 Update from Director of Schools on the Use of iPads in Coláiste Chú Chulainn

Director of Schools, advised members that the Principal of Coláiste Chú Chulainn has instigated a review of the use of iPads in the school for the 2019/20 academic year. Director of Schools also advised the Board that a very small number of LMETB schools are currently asking first years to purchase tablet devices.

5.2.5 Update from Director of Schools on School Self-Evaluation Regulatory Checklist and Board of Management Documentation

This item was deferred to a future meeting,

5.3 Risk Management Report

The risk management report provided by Ms. Sinead Barry was noted and in particular the update on the risk posed by Brexit was noted.

6. Leases

To be resolved: To approve proposed new lease terms for Units 10 and 13, Dunboyne Business Park

Having noted the recommendation of the Land and Buildings Committee it was resolved **R. 33/11/2018** not to approve proposed new lease terms for Units 10 and 13, Dunboyne Business Park

Proposed: Cllr. Maria Murphy
Killian

Seconded: Cllr. Nick

To be resolved: To approve the engagement of GVA Donal O’Buachalla to undertake valuation/negotiation regarding proposed lease terms for Unit 9, Dunboyne Business Park

Having noted the recommendation of the Land and Building Committee it was resolved **R. 34/11/2018** to approve the engagement of GVA Donal O’Buachalla to undertake valuation/negotiation regarding proposed lease terms for Unit 9, Dunboyne Business Park

Proposed: Cllr. Maria Murphy
Marianne Butler

Seconded: Cllr.

To be resolved: To approve the engagement of GVA Donal O’Buachalla to undertake valuation/negotiation regarding proposed lease terms for new student car parking in Dunboyne Business Park

Having noted the recommendation of the Land and Building Committee it was resolved **R. 35/11/2018** to approve the engagement of GVA Donal O’Buachalla to undertake valuation/negotiation regarding proposed lease terms for new student car parking in Dunboyne Business Park

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maria Murphy

To be resolved: To approve the proposed revised lease terms for site used for car parking and prefabs (Argus) in Dunboyne Business Park

Having noted the recommendation of the Land and Building Committee it was resolved **R. 36/11/2018** to approve the proposed revised lease terms for site used for car parking and prefabs (Argus) in Dunboyne Business Park

Proposed: Cllr. Maria Murphy
Marianne Butler

Seconded: Cllr.

To be resolved: To approve the proposed deed of renunciation in respect of the lease between LMETB and Navan Tennis Club

Having noted the recommendation of the Land and Building Committee it was resolved **R. 37/11/2018** to approve the proposed deed of renunciation in respect of the lease between LMETB and Navan Tennis Club

Proposed: Cllr. Marianne Butler
Greer

Seconded: Ms. Siobhan

To be resolved: To approve the proposed lease terms for Youthreach, Ardee

Having noted the recommendation of the Land and Building Committee it was resolved **R. 38/11/2018** to approve the proposed lease terms for Youthreach, Ardee

Proposed: Cllr. Marianne Butler
Bohan

Seconded: Mr. Cormac

To be resolved: To request a third valuation of the old school Longwood and to proceed to obtain clean title deeds

Having noted the recommendation of the Land and Building Committee it was resolved **R. 39/11/2018** to request a third valuation of the old school Longwood and to proceed to obtain clean title deeds

Proposed: Cllr. Trevor Golden
Marianne Butler

Seconded: Cllr.

7. Policies

There were no policies for consideration.

8. Acceptance of Gift - Report by CE under Section 29 of the 2013 Act

Chief Executive took members through his report.

Having discussed the matter, it was resolved **R. 40/11/2018** to refer the matter to a new Gifts, Trusts and Scholarships Committee for detailed consideration and recommendation

Proposed: Cllr. Damien O'Reilly
Marianne Butler

Seconded: Cllr.

To be resolved: To establish a Gifts, Trusts and Scholarships Committee ("the Committee") in accordance with the provisions of Section 44 (1) b of the Education and Training Boards Act 2013 ("the Act") and the draft terms of reference presented "to advise it in relation to the performance by it of its functions under:

- a. section 29 of the Act, namely, the consideration of a report by the Chief Executive under Section 29 (1) of the Act pursuant to recommending a course of action to the Board under Section 29 (2) of the Act; and
- b. section 24 of the Act, namely, the consideration of a report by the Chief Executive under Section 24 (1) of the Act pursuant to recommending a course of action to the Board under Section 24 (4) of the Act.

It was resolved **R. 41/11/2018** to establish a Gifts, Trusts and Scholarships Committee ("the Committee") in accordance with the provisions of Section 44 (1) b of the Education and Training Boards Act 2013 ("the Act") and the draft terms of reference presented "to advise it in relation to the performance by it of its functions under:

- a. section 29 of the Act, namely, the consideration of a report by the Chief Executive under Section 29 (1) of the Act pursuant to recommending a course of action to the Board under Section 29 (2) of the Act; and
- c. section 24 of the Act, namely, the consideration of a report by the Chief Executive under Section 24 (1) of the Act pursuant to recommending a course of action to the Board under Section 24 (4) of the Act.

Proposed: Cllr. Damien O'Reilly
Marianne Butler

Seconded: Cllr.

To be resolved: To approve the nomination of Mr. Cormac Bohan to the Gifts, Trusts and Scholarships Committee

It was resolved **R. 42/11/2018** to approve the nomination of Mr. Cormac Bohan to the Gifts, Trusts and Scholarships Committee

Proposed: Cllr. Sharon Tolan
Harding

Seconded: Cllr. Wayne

To be resolved: To approve the nomination of Cllr. Maeve Yore to the Gifts, Trusts and Scholarships Committee

It was resolved **R. 43/11/2018** to approve the nomination of Cllr. Maeve Yore to the Gifts, Trusts and Scholarships Committee

Proposed: Cllr. Marianne Butler
Golden

Seconded: Cllr. Trevor

To be resolved: To approve the nomination of Mr. Bill Sweeney to the Gifts, Trusts and Scholarships Committee

It was resolved **R. 44/11/2018** to approve the nomination of Mr. Bill Sweeney to the Gifts, Trusts and Scholarships Committee

Proposed: Mr. Cormac Bohan
O'Reilly

Seconded: Cllr. Damien

To be resolved: To approve the nomination of Mr. Ciaran O'Donnell to the Gifts, Trusts and Scholarships Committee

It was resolved **R. 45/11/2018** to approve the nomination of Mr. Ciaran O'Donnell to the Gifts, Trusts and Scholarships Committee

Proposed: Cllr. Sharon Tolan
Tully

Seconded: Cllr. Oliver

9. Land and Buildings update

To be resolved: To approve the minutes of the Land and Buildings committee meeting dated 17th September 2018

It was resolved **R. 46/11/2018** to approve the minutes of the Land and Buildings committee meeting dated 17th September 2018

Proposed: Cllr. Maria Murphy
Killian

Seconded: Cllr Nick

10. Music Generation

To be resolved: To approve the nomination of Ms. Siobhan Greer to Louth Music Education Partnership

It was resolved **R. 47/11/2018** to approve the nomination of Ms. Siobhan Greer to Louth Music Education Partnership

Proposed: Cllr. Nick Killian

Seconded: Cllr. Marianne Butler

To be resolved: To approve the nomination of Mr. Brian Harten to Louth Music Education Partnership

It was resolved **R. 48/11/2018** to approve the nomination of Mr. Brian Harten to Louth Music Education Partnership

Proposed: Ms. Siobhan Greer
Marianne Butler

Seconded: Cllr.

To be resolved: To approve the nomination of Ms. Orla Drumgoole to Louth Music Education Partnership

It was resolved **R. 49/11/2018** to approve the nomination of Ms. Orla Drumgoole to Louth Music Education Partnership

Proposed: Ms. Siobhan Greer
Marianne Butler

Seconded: Cllr.

To be resolved: To approve the nomination of Ms. Deirdre Sweeney to Louth Music Education Partnership

It was resolved **R. 50/11/2018** to approve the nomination of Ms. Deirdre Sweeney to Louth Music Education Partnership

Proposed: Ms. Siobhan Greer
Marianne Butler

Seconded: Cllr.

To be resolved: To approve the nomination of Ms. Una Kirk to Louth Music Education Partnership

It was resolved **R. 51/11/2018** to approve the nomination of Ms. Una Kirk to Louth Music Education Partnership

Proposed: Ms. Siobhan Greer
Marianne Butler

Seconded: Cllr.

To be resolved: To approve the nomination of Ms. Sinead McDonnell to Louth Music Education Partnership

It was resolved **R. 52/11/2018** to approve the nomination of Ms. Sinead McDonnell to Louth Music Education Partnership

Proposed: Ms. Siobhan Greer
Marianne Butler

Seconded: Cllr.

To be resolved: To approve the nomination of Mr. Brian Harten as Chairperson of Louth Music Education Partnership

It was resolved **R. 53/11/2018** to approve the nomination of Mr. Brian Harten as Chairperson Louth Music Education Partnership

Proposed: Cllr. Marianne Butler
Killian

Seconded: Cllr. Nick

To be resolved: To approve the constitution of Louth Music Education Partnership

It was resolved **R. 54/11/2018** to approve the constitution of Louth Music Education Partnership

Proposed: Marianne Butler

Seconded: Oliver Tully

11. Any other business

Motion submitted by Cllr. Damien O'Reilly:

"I call on LMETB to request the Department of Education to begin the consultation process for a new secondary school site and building within the Dunboyne and Dunshaughlin area due to the increasing demand for school places on the commuter belt."

To be resolved: To call on LMETB to request the Department of Education to begin the consultation process for a new secondary school site and building within the Dunboyne and Dunshaughlin area due to the increasing demand for school places on the commuter belt.

It was resolved **R. 55/11/2018** to call on LMETB to request the Department of Education to begin the consultation process for a new secondary school site and building within the Dunboyne and Dunshaughlin area due to the increasing demand for school places on the commuter belt

Proposed: Maria Murphy

Seconded: Marianne Butler

Cllr. Killian advised that approval of a Special Education Needs Unit, St Peter's College was announced on social media recently and requested an update. Chief Executive advised members that LMETB received approval on 20 December 2016 for a 307m², two classroom

unit. He explained that this is a relatively small unit, that he had requested a larger, four classroom unit and that LMETB has been following up regularly with the Department regarding the matter. He advised that LMETB were awaiting a schedule of accommodation from the Department.

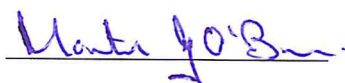
Director of Schools explained that, while LMETB will do its utmost to open and staff a Special Education Needs Unit, it is extremely difficult to recruit staff for such units. She advised that it is very important for all concerned to be realistic about the time required to get a unit built, staffed and open.

Data Breach: APO Corporate and Education Services referred to a data breach. He took members through the main points of the report which was submitted to the Data Protection Commission and was rated as low risk. He advised that the Commission replied that for administration purposes the notification is closed however they reserve the right to reopen the notification if deemed necessary.

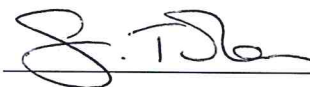
Ms. Catherine Clair advised that some referees are refusing to provide details in order to be paid match fees by EFT. She noted that staff are paying referees out of their own pockets and expressed a concern that extra-curricular activities will suffer. Director of OSD advised members that he is seeking to engage with the referees' representative body in an attempt to find an arrangement acceptable to both LMETB and referees.

There was no other business and the meeting ended at 8.15pm.

SIGNED:



CHIEF EXECUTIVE



CHAIRPERSON

DATE:

31-1-19

31.01.2019