

## Minutes of Meeting held on Thursday, 16<sup>th</sup> July 2020

A meeting of Louth and Meath Education and Training Board commenced at 5pm.  
 The meeting took place remotely in the light of government direction  
 regarding the Covid 19 virus

<b>CATHAOIRLEACH:</b>	Cllr. Nick Killian
<b>BAILL I LATHAIR:</b>	Cllr. Maria Murphy, Cllr. Sharon Tolan, Cllr. Wayne Harding, Ms. Siobhán Greer, Ms. Karen Tobin, Cllr. Emer Tóibín, Cllr. John Sheridan, Mr. Bill Sweeney, Mr. Ciarán O'Donnell, Mr. Fabio De Araujo, Cllr. Damien O'Reilly, Mr. Paul Dermody and Cllr. Antóin Watters
<b>LEITHSCEIL:</b>	Cllr. Marianne Butler, Ms. Máirín Uí Fháinnín, Ms. Irene Brady, Cllr. Eileen Tully, Ms. Roisin Duffy and Cllr. Deirdre Geraghty-Smith
<b>AR FREASTAIL:</b>	Mr. Martin G. O'Brien, CE Mr. Brian Murphy, Director of OSD Ms. Sadie Ward McDermott, Director of FET Ms. Fiona Kindlon, Director of Schools Ms. Anne Whyte, APO Finance, Mr. Frank Smith, APO Corporate Services Ms. Carmel McEvoy, Corporate Services

Having welcomed attendees to the meeting, the Chairperson advised that the meeting was being held on-line due to government directives regarding the Covid 19 virus. The Chairperson thanked LMETB staff for making the necessary arrangements and thanked members for attending remotely.

The Chairperson welcomed Mr. Fabio De Araujo to the board. He noted that Mr. De Araujo had been nominated by the National Parents Council Primary (NPC) to the board as male parent nominee to replace Mr. Billy Watson, the outgoing nominee.

It was resolved **R. 01/07/2020** to approve the nomination of Mr. Fabio De Araujo to the board.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. Sharon Tolan

The Chairperson noted that former Councillor Erin McGreehan has been nominated to The Seanad. He thanked Ms. McGreehan for her participation on the board and wished her well.

The Chairperson advised that Mr. Ciaran O'Donnell will take up a new role as Deputy Principal of Drogheda Institute of Further Education at the start of the new school year. As a result, under Department regulations, this means that Mr. O'Donnell will be ineligible to remain as a board member and therefore this will be his final board meeting. The Chairperson thanked Mr. O'Donnell's for his service as a member of both LMETB and Louth VEC and various committees. The Chief Executive thanked Mr. O'Donnell for his contribution to Louth VEC and LMETB over many years. Mr. O'Donnell stated that he enjoyed his time on both boards and wished members well.

The Chairperson congratulated Mr. John Caraher on his appointment as Deputy Principal of O'Fiaich College and Mr. Liam Reilly on his appointment as Deputy Principal of Ardee Community School.

DOSD advised members that Ms. Mairead Talbot was appointed as head of recruitment within Human Resources on foot of interviews today and wished her well. The Chairperson congratulated Ms. Talbot, wished her well and thanked HR staff for their work in recruiting staff particularly during the ongoing pandemic.

### **APOLOGIES**

Apologies were noted from Cllr. Marianne Butler, Ms. Irene Brady and Ms. Roisin Duffy.

### **CONDOLENCES**

Condolences were expressed in the usual respectful manner.

### **CONFLICTS OF INTEREST**

The chairperson noted that, in the circumstances, the normal hard copy conflict of interest sheet was not being circulated and asked members to advise of any conflicts of interest in relation to any item on the agenda. The Chairperson noted that members had been requested to confirm the position by email and urged any members who had not yet done so to do so as soon as possible.

<b>1. Absence Approval</b>
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It was resolved **R. 02/07/2020** to approve the absence of LMETB members:

Cllr. Marianne Butler, Ms. Máirín Uí Fháinnín, Ms. Irene Brady, Cllr. Eileen Tully, Ms. Roisin Duffy and Cllr. Deirdre Geraghty-Smith.

**Proposed:** Ms. Karen Tobin

**Seconded:** Cllr. John Sheridan

## 2. Minutes and matters arising

**2.1** It was resolved **R. 03/07/2020** to adopt the minutes of the meeting of the Louth and Meath ETB board held on 21<sup>st</sup> May 2020.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Emer Tóibín

### 2.2 Matters Arising:

There were no matters arising.

## 3. Finance

### 3.1 Finance Report

APO Finance took members through the finance report to 30 June. APO Finance explained that as the report covers the first half of the year a full review of figures is underway and that a detailed briefing will be provided to the Finance Committee at its upcoming meeting. APO Finance advised that the C&AG team are expected to commence the audit of the 2019 financial statements next week.

In response to a question, DOSD advised that the Department of Education and Skills had requested all ETBs to provide information on the financial implications of the Covid 19 pandemic. DOSD briefed members on LMETB's response and answered questions on same.

In response to a question, Director of Schools advised that one of the issues which school management bodies raised in their submissions to the Department was the need for additional funding for cleaning and PPE and approval to release staff to act as workplace representatives for the purposes of responding to Covid 19.

It was resolved **R. 04/07/2020** to approve the finance report.

**Proposed:** Cllr. Antóin Watters

**Seconded:** Ms. Karen Tobin

## 4. Correspondence

- **Department of Education and Skills:**

<i>C/L ref</i>	<i>RE:</i>
0037/2020	Implementation of Calculated Grades Model For Leaving Certificate 2020 - Guide for Schools on Providing Estimated Percentage Marks and Class Rank Orderings
0038/2020	Revision of Capitation Grant Rates for recognised Primary Schools in 2020
0039/2020	CALCULATED GRADES AIDES 2020 (Following the Examinations Aide model): Assistance for schools during the Calculated Grades Model

0040/2020	ARRANGEMENTS FOR INSPECTION AND SCHOOL SELF-EVALUATION FOR THE 2020/2021 SCHOOL YEAR - Primary
0041/2020	ARRANGEMENTS FOR INSPECTION AND SCHOOL SELF-EVALUATION FOR THE 2020/2021 SCHOOL YEAR – Post Primary

- **Correspondence received from Department of Education and Skills**

<i>Date Received</i>	<i>Subject</i>
12/05/2020 - email	Accreditation Agreement: Centre for European Schooling DSH
15/05/2020 - email	Remediation Works Coláiste de Lacy
18/05/2020 – email	Meastóireacht ar an Tionscadal Píolótach Ríomh-Mhol Gaeltachta 2020/21
18/05/2020 - email	Updated Guidelines on Exemption from Study of Irish
21/05/2020 - email	Minister for Education and Skills Joe McHugh TD announces publication of guidance for schools on Calculated Grades
25/05/2020 - email	Updated FAQs on working arrangements and temporary assignments in the public service during COVID-19 (22 May 2020)
26/05/2020 - email	Leaving Certificate 2020 - Student & Parent Guides
28/05/2020 - email	Arrangements being put in place in respect of certain substitute teachers who are involved in the Calculated Grades process
02/06/2020 – email	Guidance Primary Schools Continuity Schooling
04/06/2020 – email	Letter appointing Governing Body DKIT
09/06/2020 - email	Scéim Aitheantais Scoileanna Gaeltachta / Gaeltacht Schools Recognition Scheme
09/06/2020	Letter re. Publication of ETB Annual Report for the period ended 31 <sup>st</sup> December 2018
15/06/2020 - email	DoES Announcement Friday 12 June 2020 Planning for Reopening Schools
22/06/20 - email	Update on Schools Remediation Programme
23/06/2020 - email	Update re. Request to Department for approval of Gifts and Scholarships
24/06/2020 - email	Dis-continuation of the €50k funding for another year for GDPR/Pensions
24/06/2020 – email	PQ on Leases
25/06/2020 - email	Thank you - Part 5, Disability Act 2005 - 2019 Report

- **Correspondence received from other sources**

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
15/5/20	Ged Nash TD	Proposal re. Cillies Athletic Club
20/05/2020 - email	President Higgins	President Higgins Message To Post Primary Students

21/05/20 - email	St. Oliver PP	Documents re. BoM to be held 28/5/20
21/05/2020 - email	Meath Partnership	Nomination request to Board of Meath Partnership
25/05/2020 - email	Creative Ireland Programme Office	Creative Call to Actions for Cruinniú na nÓg - 13th June 2020
28/05/2020 - email	Dept. of Communications, Climate Action & Environment	EU SRSS Consultancy Exercise to inform the upgrade of public sector buildings to B BER by 2030 - Survey
02/06/2020 - email	ETBI	Update on position re: refunds for travel
03/06/2020 - email	President Higgins	President Higgins Message Sixth Class Students Primary Schools
03/06/2020 - email	IPB	Letter re. Claim D. Napela
03/06/2020 - email	O'Carolan College	OCC May 28th 2020 BOM Minutes
05/06/2020 - email	Coláiste Chú Chulainn	CCL BoM Documentation
05/06/2020 - email	Ms. Sadie Ward McDermott	Acknowledging DKIT Governing Body appointment Letter
06/06/2020 - email	Ms. Fiona Lawless	Acknowledging DKIT Governing Body appointment Letter
06/06/2020 - email	Mr. Tom Dooley	Acknowledging DKIT Governing Body appointment Letter
06/06/2020 - email	Ms. Isabell Murphy	Acknowledging DKIT Governing Body appointment Letter
08/06/2020 - email	Mr. Alec McAllister	Acknowledging DKIT Governing Body appointment Letter
9/6/20 - email	DKIT	RE. New Nomination for male representative on DKIT Governing Board
10/6/20 - email	Ms. Anna Shakespeare	Acknowledging appointment letter to DKIT Governing Body
11/06/2020 - email	Oifig an Choimisinéara Teanga	Faireacháin ar chur i bhfeidhm forálacha Acht na dTeangacha Oifigiúla 2003 Re: Monitoring the implementation of the provisions of the Official Languages Act 2003
11/6/20 - email	Sec BoM Ashbourne CS	Letter seeking nominations for LMETB representatives on BoM for 2020-2023
16/06/2020 - email	IPB	Louth and Meath Education and Training Board - Claim No [60520]
18/6/20	Boyne CS	Re. Temporary Accommodation & Refurbishment
21/06/2020 - email	RST	Acknowledging receipt of C&AG letter sent to CE
22/6/20 - email	Ashbourne CS	Re. Principal's retirement
24/6/20 - email	Meath Diocesan Offices	Bishop's nominations to the BoM Ashbourne CS for 2020-23
24/06/2020 - email	ETBI	Thanks from ETBI to Principals
24/06/2020 - email	SOLAS	Update - Temporary Wages Subsidy Scheme
24/06/2020	Dept. Youth & Children Affairs	Documentation re. Service Level Agreements

26/06/2020 - email	Dept. Youth & Children Affairs	PAYMENT of Louth Meath ETB UBU Cycle 1
29/06/2020 - email	SOLAS	Re. PQ 12442/20 FAI Funding
29/06/2020 - email	NPCPP	NPCPP/ISSU Reopening of schools Survey
29/6/20 - Email	DKIT	Letter nominating Taidh Kavanagh as male Student Representative to Governing Body of DKIT
30/06/2020 - email	Oifig an Choimisinéara Teanga	G5611/2020
01/07/2020 - email	ETBI	ETBI Journal of Education
01/07/2020 - email	ETBI	2020 Corporate Procurement Planning Process
01/07/2020 - email	ETBI	European skills agenda - European Council published proposal
01/07/2020 - email	Dir Schools	Minister Foley welcomes publication of interim public health advice for re-opening schools
02/07/2020 - email	ETBI	Post of General Secretary - Mr Paddy Lavelle
02/07/2020 - email	Meath Diocese – Property Commission	Lands at Longwood AM/GM/533.1
06/07/2020 - email	Boyne CS	Boyne CS Principal's Retirement & subsequent interviews for Principal
07/07/2020 - email	ETBI	Regarding Corporate Procurement Planning process for 2020
07/07/2020 - email	DCFE	RE. Staff Nominees to BoM

- **Correspondence sent**

<i>Date</i>	<i>Re:</i>
21/05/20	From Dir. OSD to DoES ETB Service Plan, Oversight Agreement and Performance Delivery Agreement
21/5/20 - email	From DOSD's Office – Forwarding C&AG letter of 19/2/20 re. Audit to RST
22/05/2020	From CE's Office to DoES - List of nominees for the Governing Body of DKIT
22/5/20 - email	From CE's Office: Signed Accreditation Agreement: Centre for European Schooling DSH
25/05/2020 - email	From APO CES to DoES - Request to Department for approval of Gifts and Scholarships 27.3.20 & 25.5.20
25/05/2020 - email	From Dir OSD to DoES - Form of Undertaking - LMETB Enfield Sept 2020
25/05/2020 - email	From Dir OSD to DoES - Provisional Enrolment - LMETB Enfield Sept 2020
26/05/2020 - email	From Finance Department to SOLAS - LMETB FET Programme Balancing Process 2019
26/05/2020	From CE's office to Ged Nash TD re. Cillies Athletic Club
28/05/2020 - email	From DOSD Office to DoES – Non teaching Staff Q1 Returns 2020

29/05/2020 - email	From APO Land & Buildings to St. Finian's Trust re. Longwood Land Swap
03/06/2020	From CE's Office to Barbara Brennan – Thank you and congratulation on new position
03/06/2020	From CE's Office to Dr. Inez Bailey NALA –congratulations on moving to new position
05/06/2020 - email	Dir OSD to all staff re. Phase 2 protocol for LMETB
05/06/2020 - email	From CE's Office to Mr. Paddy Malone re. Appointees to Governing Body DKIT
05/06/2020 - email	From CE's Office to Cllr. Erin McGreehan re. Confirmation of appointment to DKIT Governing Body
05/06/2020 - email	From CE's Office to Cllr. Nick Killian re. Confirmation of appointment to DKIT Governing Body
05/06/2020 - email	From CE's Office to Mr. Bill Sweeney re. Confirmation of appointment to DKIT Governing Body
05/06/2020 - email	From CE's Office to Ms. Sadie Ward McDermott re. Confirmation of appointment to DKIT Governing Body
05/06/2020 - email	From CE's Office to Ms. Anna April Barker re. Confirmation of appointment to DKIT Governing Body
05/06/2020 - email	From CE's Office to Cllr. Clifford Kelly re. Confirmation of appointment to DKIT Governing Body
05/06/2020 - email	From CE's Office to Mr. Tom Dooley re. Confirmation of appointment to DKIT Governing Body
05/06/2020 - email	From CE's Office to Ms. Fiona Lawless re. Confirmation of appointment to DKIT Governing Body
05/06/2020 - email	From CE's Office to Ms. Isabell Murphy re. Confirmation of appointment to DKIT Governing Body
05/06/2020 - email	From CE's Office to Mr. Alec McAllister re. Confirmation of appointment to DKIT Governing Body
05/06/2020 - email	From CE's Office to Mr. Aidan McKenna re. Confirmation of appointment to DKIT Governing Body
18/06/2020 - email	From CE's Office to NPC – re. Nomination of male Parent Rep. to LMETB Board
18/06/2020 - email	From CE's Office to NPCPP – re. Nomination of male Parent Rep. to LMETB Board
19/06/2020 - email	From Dir. Schools – Press release re. new DP, Mr. John Caraher in O'Fiaich College
22/06/2020 - email	From DOSD - Press Release re. Advanced Manufacturing Technology & Training Centre
22/06/2020 - email	From DOSD re. Online Learning experience in the Irish Times
23/06/2020 - email	From Dir. Schools re. Final submissions issued to the Oireachtas Committee for Education, on behalf of the sector
24/06/2020 - email	From DOSD to DoES re. PQ on Leases
24/06/2020 - email	From CES Department to Department of Culture, Heritage and the Gaeltacht – draft Official Language Scheme for review
26/06/2020 - email	From Dir. FET to SOLAS re. PQ 12442/20 FAI Funding
29/06/2020 - email	From DOSD to All Staff re. Phase 3 protocol
29/06/2020 - email	From CES Department to Oifig an Choimisinéara Teanga – response to audit questionnaire

30/06/2020 - email	From CE's Office to Louth County Council re. vacancy on LMETB Board
03/07/2020 - email	From Dir Schools re. SPHE lessons to support transition back to school - Development underway by NCCA and DoES
06/07/2020 - email	From APO Land & Buildings to Meath Diocese – Property Commission re. Lands at Longwood AM/GM/533.1
08/07/2020 - email	From APO CES Department to Mr. Fabio Araujo – letter following appointment to LMETB Board

- **Correspondence sent on foot of Board meeting held on 21st November 2019**

11/06/2020	From CE's Office to Garda Catherine Cronin in respect of approval of nomination to Youth Work Committee
11/06/2020	From CE's Office to Mr. Graham Russell in respect of approval of nomination to Youth Work Committee

- **Correspondence sent on foot of Board meeting held on 21st May 2020**

Date	Re:
15/06/2020	From CE's Office to Secretary of Youthreach Board of Management in respect of approval of the following: minutes of the meeting of the Board of Management of Youthreach held on 14 <sup>th</sup> January 2020; LMETB Guidelines for the Planning of Alternative Assessment Techniques; LMETB Guidelines & Procedures for Covid – 19 Contingency Planning for Internal Verification & External Authentication; Contingency Planning: Overarching Arrangements adopted by LMETB; LMETB Quality Improvement Plan; LMETB Quality Reporting; Drogheda Institute of Further Education Admissions Policy
15/06/2020	From CE's Office to Dir OSD in respect of approval of the following: Addendum to the Procedures for Hearing & Determining Appeals under Section 29 (duration of Covid19); Minutes of the Land and Buildings Committee meeting on 27 <sup>th</sup> February 2020; Revised Protected Disclosures Policy; Customer Action Plan; Travel and Subsistence Policy; Proposed Amendment to Standing Orders of Louth and Meath Education and Training Board; Proposed Amendment to Procurement; Minutes of the Land and Buildings Committee meeting on 27 <sup>th</sup> February 2020; Land and Buildings update; Recommendation of the Land and Buildings Committee to approve the renewal of the lease re. Unit 9 DCFE; Recommendation of the Land and Buildings Committee to approve the licence re. Usage of old ESB Building, Enfield; Recommendation of the Land and Buildings Committee to approve the deed re. Ard Rí CNS with Navan Rugby Club; Recommendation of the Land and Buildings Committee to approve the request re. An Garda Síochána request to use Abbey Rd. accommodation.
15/06/2020	From CE's Office to Secretary of LMETB Gifts, Trusts, & Scholarships Committee in respect of approval of the following: Minutes of the Gifts, Trusts and Scholarships Committee meeting on 24 September 2019; Minutes of the Gifts, Trusts and Scholarships Committee meeting on 18 March 2020; Recommendations of the Gifts, Trusts and Scholarships Committee.



15/06/2020	From CE's Office to Dir. Schools in respect of approval of proposed amendments to terms of reference for Boards of Management of LMETB post primary schools
15/06/2020	From CE's Office to Mr. Sean Manley and Secretary of BoM Youthreach Board of Management in respect of nomination to Youthreach BoM
15/06/2020	From CE's Office to Ms. Jackie Branigan and Secretary of BoM Youthreach Board of Management in respect of nomination to Youthreach BoM
15/06/2020	From CE's Office to Mr. Fabio De Araujo in respect of nomination to the Board of LMETB
15/06/2020	From CE's Office to Ms. Sarah Reilly and Secretary of BoM St. Ciarán's CS in respect of nomination to BoM of St. Ciarán's CS
15/06/2020	From CE's Office to Mr. Bill Sweeney and Secretary of BoM St. Ciarán's CS in respect of nomination to BoM of St. Ciarán's CS
15/06/2020	From CE's Office to Mr. Bryan Reilly and Secretary of BoM St. Ciarán's CS in respect of nomination to BoM of St. Ciarán's CS
15/06/2020	From CE's Office to Secretary BoM Ard Rí & Dir. Schools in respect of approval of School Contributions
15/06/2020	Ó Oifig PF go Neasa Ní Dhonnacha maidir le ceadú ainmniúchán do BB Choláiste Pobail Ráth Chairn
15/06/2020	From CE's Office to Ms. Tracey McElhinney in respect of nomination to BoM of Colaiste Clavin, Longwood.

Members were advised that the documentation regarding the above correspondence has been provided on sharepoint. There were no questions regarding correspondence.

## 5. Committees and Reports

### 5.1 Director of Further Education and Training Report

Director of Further Education and Training took members through her report.

Director thanked Further Education and Training staff for their work during the pandemic. She highlighted the work in supporting learners to achieve certification. Director highlighted a number of matters: the establishment of an employer engagement unit, the skills to advance programme, the UBU programme, Local Youth Work Cub grants, funding for LGBTI+, Peace IV programmes and the Advanced Manufacturing Centre.

Members congratulated the Chief Executive, Director of Further Education and Training and staff on obtaining approval for the Advanced Manufacturing Centre. Chief Executive thanked members for their support in getting to this point and the procurement department for their ongoing work in procuring equipment for the centre. He noted that the centre will deliver significant spin off benefits to the local economy and that he is hopeful of holding an official launch before Christmas.

The Chairperson thanked Director for her report and noted the community courses which LMETB had provided to date during the pandemic.

It was resolved **R. 05/07/2020** to approve the Report of the Director of Further Education and Training.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Ms. Siobhán Greer

### 5.1.1 Further Education and Training Committee/Board of Management Minutes

It was resolved **R. 06/07/2020** to approve the minutes of the meeting of the Adult Education Committee held on 21<sup>st</sup> January 2020.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Mr. Ciarán O'Donnell

It was resolved **R. 07/07/2020** to approve the minutes of the meeting of the Adult Education Committee held on 28<sup>th</sup> April 2020.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Mr. Ciarán O'Donnell

The minutes of the meeting of the Youth Work Committee held on 3<sup>rd</sup> October 2019 were noted.

It was resolved **R. 08/07/2020** to approve the minutes of the meeting of the Youthreach Board of Management held on 26<sup>th</sup> March 2020.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Mr. Ciarán O'Donnell

It was resolved **R. 09/07/2020** to approve the minutes of the meeting of the board of management of Dunboyne College of Further Education held on 28<sup>th</sup> January 2020.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Mr. Ciarán O'Donnell

The minutes of the meeting of the board of management of Drogheda Institute of Further Education held on 29<sup>th</sup> April 2020 were noted.

### 5.1.2 Membership of Committees

It was resolved **R. 10/07/2020** to approve the nomination of Mr. Taidh Kavanagh as male student nominee to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Antóin Watters

It was resolved **R. 11/07/2020** to approve the nomination of Cllr. Sharon Tolan to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Ms. Siobhán Greer

Consideration of a nominee to replace former Cllr. McGreehan to the Adult Education Committee was deferred until after Louth County Council advise of their replacement nominee to the LMETB Board.

It was resolved **R. 12/07/2020** to approve the nomination of Ms. Aisling Sheridan, LMETB Adult Education Officer, to Meath Partnership.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 13/07/2020** to approve the nomination of Ms. Maeve Nimmo as female staff nominee to the Board of Management of Dunboyne College of Further Education.

**Proposed:** Cllr. Emer Tóibín

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 14/07/2020** to approve the nomination of Mr. Will Carty as male staff nominee to the Board of Management of Dunboyne College of Further Education.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. Maria Murphy

#### 5.1.3 Further Education and Training Policies

It was resolved **R. 15/07/2020** to approve the FET Assessment Procedures Handbook.

**Proposed:** Ms. Karen Tobin

**Seconded:** Cllr. Sharon Tolan

It was resolved **R. 16/07/2020** to approve the revised admissions policy for Dunboyne College of Further Education.

**Proposed:** Ms. Karen Tobin

**Seconded:** Cllr. Sharon Tolan

It was resolved **R. 17/07/2020** to approve the 2020/21 admissions policy for O'Fiaich Institute.

**Proposed:** Ms. Karen Tobin

**Seconded:** Cllr. Sharon Tolan

#### 5.2 Director of Schools Report

Director of Schools took members through her report.

Director wished Ms. Norma Foley, TD well on her appointment as Minister for Education and Skills. Director briefed members on a number of areas including Junior Certificate grading and certification, calculated grades for Leaving Certificate, return to school, school meals programme, summer programme and recruitment and answered a number of questions. Members thanked Director for her report.

It was resolved **R. 18/07/2020** to approve the Report of the Director of Schools.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Ms. Karen Tobin

#### 5.2.1 Minutes of Boards of Management meetings

The minutes of the meeting of the Board of Management of Bush Post Primary School which took place on 10<sup>th</sup> December 2019 were noted.

The minutes of the meeting of the Board of Management of Bush Post Primary School which took place on 23<sup>rd</sup> March 2020 were noted.

The minutes of the meeting of the Board of Management of Bush Post Primary School which took place on 28<sup>th</sup> April 2020 were noted.

The minutes of the meeting of the Board of Management of Coláiste Chú Chulainn which took place on 16<sup>th</sup> December 2019 were noted.

The minutes of the meeting of the Board of Management of Coláiste Chú Chulainn which took place on 3<sup>rd</sup> February 2020 were noted.

The minutes of the meeting of the Board of Management of Coláiste Chú Chulainn which took place on 27<sup>th</sup> April 2020 were noted.

The minutes of the meeting of the Board of Management of Coláiste de Lacy which took place on 26<sup>th</sup> November 2019 were noted.

The minutes of the meeting of the Board of Management of Coláiste de Lacy which took place on 21<sup>st</sup> January 2020 were noted.

The minutes of the meeting of the Board of Management of Coláiste de Lacy which took place on 27<sup>th</sup> April 2020 were noted.

The minutes of the meeting of the Board of Management of Coláiste de Lacy which took place on 28<sup>th</sup> May 2020 were noted.

The minutes of the meeting of the Board of Management of O'Fiaich College which took place on 2<sup>nd</sup> October 2019 were noted.

The minutes of the meeting of the Board of Management of O'Fiaich College which took place on 22<sup>nd</sup> January 2020 were noted.

The minutes of the meeting of the Board of Management of O'Fiaich College which took place on 11<sup>th</sup> February 2020 were noted.

The minutes of the meeting of the Board of Management of O'Fiaich College which took place at 4pm on 19<sup>th</sup> March 2020 were noted.

The minutes of the meeting of the Board of Management of O'Fiaich College which took place at 4.30pm on 19<sup>th</sup> March 2020 were noted.

The minutes of the meeting of the Board of Management of O'Fiaich College which took place on 28<sup>th</sup> April 2020 were noted.

The minutes of the meeting of the Board of Management of St. Oliver Post Primary School which took place on 12<sup>th</sup> March 2020 were noted.

It was resolved **R. 19/07/2020** to approve the minutes of the meeting of the Board of Management of St. Oliver Post Primary School which took place on 27<sup>th</sup> April 2020.

**Proposed:** Ms. Karen Tobin

**Seconded:** Mr. Bill Sweeney

The minutes of the meeting of the Board of Management of Faughart CNS which took place on 21<sup>st</sup> April 2020 were noted.

#### 5.2.2 Memberships and Chairpersons of Boards of Management

It was resolved **R. 20/07/2020** to nominate Ms. Ellen Cogavin as LMETB Nominee to the Board of Management of Ashbourne Community School.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Ms. Siobhán Greer

It was resolved **R. 21/07/2020** to nominate Cllr. Aisling O'Neill as LMETB Nominee to the Board of Management of Ashbourne Community School.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Ms. Siobhán Greer

It was resolved **R. 22/07/2020** to nominate Mr. Alan Tobin as LMETB Nominee to the Board of Management of Ashbourne Community School.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Ms. Siobhán Greer

Consideration of a nominee to replace former Cllr. McGreehan to the Board of Management of Bush Post Primary School was deferred until after Louth County Council advise of their replacement nominee to the LMETB Board.

Consideration of a nominee to replace former Cllr. McGreehan as Chairperson of the Board of Management of Bush Post Primary School was deferred until after Louth County Council advise of their replacement nominee to the LMETB Board.

It was resolved **R. 23/07/2020** to nominate Ms. Sinead Boyle as a Board of Management nominee to the Board of Management of Bush Post Primary School.

**Proposed:** Cllr. Antóin Watters

**Seconded:** Cllr. John Sheridan

Consideration of a nominee to replace former Cllr. McGreehan to the Board of Management of O'Fiaich College was deferred until after Louth County Council advise of their replacement nominee to the LMETB Board.

#### 5.2.3 School Based Policies

It was resolved **R. 24/07/2020** to approve the ICT Acceptable Usage Policy for Coláiste Chú Chulainn.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. John Sheridan

It was resolved **R. 25/07/2020** to approve the Communication with Parents/Guardians Policy for Coláiste Chú Chulainn.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. John Sheridan

It was resolved **R. 26/07/2020** to approve the Droichead Policy for Coláiste Chú Chulainn.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. John Sheridan

It was resolved **R. 27/07/2020** to approve the Intimate Care Policy for Coláiste Chú Chulainn.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. John Sheridan

It was resolved **R. 28/07/2020** to approve the Teacher Training Placement Policy for Coláiste Chú Chulainn.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. John Sheridan

It was resolved **R. 29/07/2020** to approve the Child Safeguarding & Risk Assessment Statement (CSS) for O'Carolan College.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Siobhán Greer

It was resolved **R. 30/07/2020** to approve the Newly Qualified Teacher (NQT) Induction Policy for O'Carolan College.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Siobhán Greer

It was resolved **R. 31/07/2020** to approve the School Plan for Coláiste Clavin.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Siobhán Greer

It was resolved **R. 32/07/2020** to approve the Review of Child Safeguarding Statement for Faughart CNS.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Siobhán Greer

Director of Schools briefed members regarding the process to update schools' admission policies in line with statutory requirements. Director advised that all schools had submitted draft admission policies to patrons by the deadline of 30 April and that, since then, the ETBI Legal Services Support Unit (LSSU) has been liaising with the Department of Education and Skills on behalf of ETBs on pertinent matters. Director noted that there are a number of

further legal clarifications still being pursued by LSSU with the Department of Education and Skills and that there are further discussions to take place with the Bishops regarding standard statements for inclusion in the policies which were only agreed last week.

Director explained that two documents have been provided to members for each school: the draft policy submitted by the Board of Management before the end of April and a reviewed document with notes as prepared by Director to inform the LMETB Board of patron modifications for consideration by the Board. Director advised that the patron must revert to the schools by 15 September 2020 at the latest regarding patron modifications required to draft Admission policies

The Director also advised that the draft policies submitted by the Community Schools included reference to enrol based on previous behaviour and/or a threat to Health and Safety. Director advised that the DoES, ETBI LSSU and other external legal advisors have confirmed that statements such as these are not permitted as per the new legislation and that all Community School (6) under joint patronage of LMETB would be requested to remove same.

Director explained that the Board has two options:

1. It can decide to instruct school Boards of Management to apply the patron modifications, as approved tonight, in final preparation of their Draft Policy and that any further legal clarifications and ETBI statements that are to be included are forwarded to schools by the Director of Schools on behalf of the Board and that these are brought to the next LMETB Board Meeting for retrospective approval
2. It can decide to approve the proposed modifications, return them to schools and request Boards of Management to submit policies back to the LMETB Board before the end of August. This would mean that another LMETB Board meeting would be required during the week of the 7<sup>th</sup> September 2020 to have them back to schools by the deadline of 15<sup>th</sup> September

It was resolved **R. 33/07/2020** to approve Option 1.

The table below shows the schools in respect of which policies were approved:

<u>LMETB Schools</u>	Draft policy approved by Board 16 July 2020
1 Ard Rí Community National School, Navan	✓
2 Ashbourne Community National School	✓
3 Beaufort College, Navan	✓
4 Bush Post Primary School	✓
5 Centre for European Schooling Dunshaughlin	
6 Coláiste Chú Chulainn, Dundalk	✓
7 Coláiste Clavin, Longwood	✓
8 Coláiste De Lacy, Ashbourne	✓
9 Coláiste na hInse, Laytown	✓
10 Coláiste na Mí, Navan	✓
11 Coláiste Pobail, Ráth Chairn	✓
12 Drogheda Institute of Further Education	

13	Dunboyne College of Further Education	
14	Dunshaughlin Community College	✓
15	Dunshaughlin Community National School	✓
16	Enfield Community College	✓
17	Faughart Community National School	✓
18	O'Carolan College, Nobber	✓
19	O'Fiaich College, Dundalk	✓
20	Ratoath College	✓
21	Scoil Uí Mhuirí, Dunleer	✓
22	St. Oliver Post Primary School, Oldcastle	✓
23	St. Oliver's Community College, Drogheda	✓
24	St. Peter's College, Dunboyne	✓

Community Schools

1	Kells Community School	✓
2	Ardee Community School	✓
3	Ashbourne Community School	✓
4	Athboy Community School	✓
5	Ballymakenny Community School	✓
6	Boyne Community School	✓

**Proposed:** Cllr. John Sheridan

**Seconded:** Ms. Siobhán Greer

The Director agreed to provide the Board with a list of the additional legal clarifications and ETBI statements forwarded to schools at the next LMETB Board meeting.

Cllr. Murphy suggested that Director of Schools could advise members of any proposed changes to enable members to decide whether or not an additional board meeting would be necessary. Director confirmed that the legal clarifications and/or ETBI statements would not be negotiable and therefore school Boards of Managements would have no option but to include them.

#### 5.2.4 Proposed Contributions from Parents/Guardians for 2020/21

It was resolved **R. 34/07/2020** to approve a contribution of €200 from Parents/Guardians of 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> & 6<sup>th</sup> Year pupils in Beaufort College.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Emer Tóibín

It was resolved **R. 35/07/2020** to approve a contribution of €300 from Parents/Guardians of Transition Year pupils in Beaufort College.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Emer Tóibín



It was resolved **R. 36/07/2020** to approve a contribution of €218 from Parents/Guardians of 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year pupils in Coláiste na hInse.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Emer Tóibín

It was resolved **R. 37/07/2020** to approve a contribution of €215 from Parents/Guardians of 5<sup>th</sup> & 6<sup>th</sup> Year pupils in Coláiste na hInse.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Emer Tóibín

It was resolved **R. 38/07/2020** to approve a contribution of €180 from Parents/Guardians of An Cuan pupils in Coláiste na hInse.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Emer Tóibín

It was resolved **R. 39/07/2020** to approve a contribution of €183 from Parents/Guardians of LCA1 & LCA 2 pupils in Coláiste na hInse.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Emer Tóibín

It was resolved **R. 40/07/2020** to approve a contribution of €305 from Parents/Guardians of TY pupils in Coláiste na hInse.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Emer Tóibín

It was resolved **R. 41/07/2020** to approve a contribution of €331/€498 (amount depends on whether or not an educational trip is availed of) from Parents/Guardians of TY pupils in Coláiste de Lacy.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Emer Tóibín

It was resolved **R. 42/07/2020** to approve a contribution of €165 from Parents/Guardians of LCA pupils in Ratoath College.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Emer Tóibín

It was resolved **R. 43/07/2020** to approve a contribution of €100 from Parents/Guardians of TY pupils in Ashbourne CNS.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Emer Tóibín

It was resolved **R. 44/07/2020** to approve a contribution of €90 from Parents/Guardians of TY pupils in Faughart CNS.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Emer Tóibín

## 6. Section 29 Appeals

It was resolved **R. 45/07/2020** to conduct the discussion on Section 29 appeals in committee.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Emer Tóibín

The Chairperson emphasised the importance of all necessary documents being provided to the appellant.

## 7. OSD Matters

7.1 Minutes: for Resolution

7.1.1 Land & Buildings Committee meeting 18<sup>th</sup> May 2020

It was resolved **R. 48/07/2020** to approve the minutes of the Land & Buildings Committee meeting held on 18<sup>th</sup> May 2020.

**Proposed:** Mr. Ciarán O'Donnell

**Seconded:** Cllr. Emer Tóibín

7.1 Data Breach Report.

DOSD advised that two data breaches had been reported, details of which had been provided to members. DOSD briefed members on the breaches. He noted that in both cases LMETB has assessed that the risk that the breaches pose a substantial risk to the rights and freedoms of the data subjects is low and that, therefore, the breaches did not need to be notified to the Data Protection Commission.

Members noted the Data Breach Report.

7.2 Risk Management Report.

Members considered the report as circulated. DOSD noted that 31 risk items are currently listed on the LMETB corporate register. 9 are designated as high risk, 13 as medium and 9 as low risk. Following consultation with IPB, low risk items will be transferred to a 'parked' excel worksheet included with the new IPB risk register tool. The parked worksheet will hold items in reserve with the ability to review and re-instate the risk on the register should an incident relating to the risk occur. Following the transfer of these 9 items, the number of risks recorded on the Corporate Register will fall to 22.

DOSD noted that the Audit and Risk Committee will carry out a detailed review of the risk register meet shortly.

Members noted the Risk Management Report.

## **8. Land and Buildings**

### 8.1 Land & Buildings Update on Building Projects Report

The report was noted.

### 8.2 Leases/Property

#### 8.2.1 Consideration of lease for additional accommodation in Unit 7 & 8 for DCFE

It was resolved **R. 49/07/2020** to approve the recommendation of the Land and Buildings Committee to approve the proposed lease.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Mr. Bill Sweeney

#### 8.2.2 Consideration of licence agreement - Dunboyne GAA Club for Dunboyne College of Further Education

It was resolved **R. 50/07/2020** to approve the recommendation of the Land and Buildings Committee to approve the proposed licence.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Mr. Bill Sweeney

#### 8.2.3 Consideration of termination of usage – Student Car Park (M. Cornyn)

It was resolved **R. 51/07/2020** to approve the recommendation of the Land and Buildings Committee to approve the termination of the usage of the student car park (M. Cornyn) on the basis that LMETB had secured an alternative car park and that the car park was no longer required by LMETB.

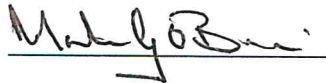
**Proposed:** Cllr. Sharon Tolan

**Seconded:** Mr. Bill Sweeney

**9. Any Other Business**

In response to a question concerning the premises formerly used by LMETB's school in Longwood the Chief Executive agreed that LMETB would make a proposal to the Department of Education and Skills. As there was no other business the Chairperson extended his gratitude and best wishes to all and brought the meeting to a conclusion.

SIGNED:



CHIEF EXECUTIVE



CHAIRPERSON

DATE:

25-9-2020

25/9/2020