

## Minutes of Meeting held on Thursday, 21<sup>st</sup> May 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. Siobhan Greer, Ms. Karen Tobin, Cllr. Marianne Butler, Cllr. Emer Tóibín, Cllr. Erin McGreehan, Cllr. John Sheridan, Ms. Máirín Uí Fháinnín, Mr. Bill Sweeney, Mr. Ciarán O'Donnell, Cllr. Damien O'Reilly, Ms. Irene Brady, Cllr. Eileen Tully, Ms. Roisin Duffy and Mr. Paul Dermody
<b>LEITHSCEIL:</b>	Cllr. Deirdre Geraghty-Smith and Cllr. Antóin Watters
<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, Ms. Sinead Murphy, APO Land and Buildings 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.

### **APOLOGIES**

It was noted that Cllr. Watters had advised that he would not be available until 5.30.

## **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. DOSD advised that Ms. Roisin Duffy had indicated that she was a Director of Inspire Wellbeing who provide Employee Assistance Services to LMETB. DOSD noted that correspondence from Inspire Wellbeing is noted under correspondence received but that there are no matters for consideration relating to them on the agenda. No other conflicts were advised.

### **1. Absence Approval**

It was resolved **R. 01/05/2020** to approve the absence of LMETB members: Cllr. Deirdre Geraghty-Smith and Cllr. Antóin Watters.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Mr. Ciarán O'Donnell

### **2. Minutes and matters arising**

**2.1** It was resolved **R. 02/05/2020** to adopt the full minutes of the meeting of the Louth and Meath ETB board dated 26<sup>th</sup> March 2020.

**Proposed:** Cllr. John Sheridan

**Seconded:** Ms. Siobhán Greer

#### **2.2 Matters Arising:**

There were no matters arising.

### **3. Finance**

#### **3.1 Finance Report**

APO Finance took members through the finance report.

It was resolved **R. 03/05/2020** to approve the finance report.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Maria Murphy

#### **4. Chairperson's Report for 2019**

DOSD explained that the Code of Practice requires that a Chairperson's report be furnished to the Minister annually and that the Code sets out the required contents of the report. DOSD noted that the report consists of three parts: (1) the report, (2) details of where LMETB has not yet or only partially complied with the requirements of the Code of Practice and (3) the Statement on the System of Internal Control. DOSD noted that the report refers to two issues of control. These are in the areas of procurement and provision of pension statements to members of the single pension scheme. DOSD noted that LMETB uses a spreadsheet provided by IPB to track compliance with the requirements of the Code of Practice. DOSD took members through the four areas of partial compliance and the two areas of non-compliance and explained the steps which LMETB is taking to address these. Members discussed the report and DOSD answered questions.

It was resolved **R. 04/05/2020** to approve the Chairperson's report.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Cllr. Maria Murphy

#### **5. Annual Report for 2019**

DOSD advised that the 2013 ETB Act requires each ETB to furnish an Annual Report to the Minister and publish same. Cllr. Murphy noted that the report shows that she is a member of the Youth Work Committee and requested that this be checked. Members suggested that the composition of board committees on pages 11 to 13 include the names of members in 2019 under the previous board.

Subject to any changes required on foot of these two items, it was resolved **R. 05/05/2020** to approve the Annual Report.

**Proposed:** Cllr. Damien O'Reilly

**Seconded:** Cllr. Wayne Harding

DOSD briefed members on LMETB's actions in complying with the Public Spending Code including the establishment of a Public Spending Code Quality Assurance Group comprising of himself, APO Finance and APO Corporate Services.

It was resolved **R. 06/05/2020** to approve the Report of the Public Spending Code Quality Assurance Group.

**Proposed:** Cllr. Eileen Tully

**Seconded:** Cllr. Emer Tóibín

Having noted the contents of the Public Spending Code Quality Assurance Group Report it was resolved **R. 07/05/2020** to approve the following resolution:

LMETB reaffirms their commitment to meeting all requirements relating to relevant aspects of the Public Spending Code and confirm also, that following a review of same, they are satisfied that in 2019 the Board adhered to the relevant aspects of said code and have noted areas for further progress in the 2019 Statement of Internal Control.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Cllr. Maria Murphy

Having noted the contents of the Statement on the System of Internal Control it was resolved **R. 08/05/2020** to approve the following resolution:

LMETB reaffirms their commitment to meeting all requirements relating to relevant procurement policies and procedures and confirm also that in 2019, in implementing its corporate procurement plan (as noted by the Board on the 10/02/2019) it adhered to the relevant aspects of said policies and procedures other than in those areas noted for further progress in the 2019 Statement on the System of Internal Control.

**Proposed:** Cllr. Emer Tóibín

**Seconded:** Cllr. Eileen Tully

## 6. Correspondence and Matters Arising

- Department of Education and Skills:**

<i>C/L ref</i>	<i>RE:</i>
0024/2020	Coronavirus (COVID-19) Delay Phase Arrangements for Teachers and Special Needs Assistants employed in recognised primary and post primary schools
0025/2020	COVID-19 (Coronavirus) - Delay Phase Arrangements for staff other than Teachers and SNAs employed by Education and Training Boards (ETBs)
0027/2020	COVID-19 Temporary assignment arrangements for certain staff in the education and training sector
0029/2020	Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder)
0030/2020	Special Needs Assistant Allocations for the 2020/21 School Year for Mainstream Classes in Primary and Post Primary Schools
0031/2020	GRANT SCHEME FOR ICT Infrastructure – 2019/2020 SCHOOL YEAR
0032/2020	GRANT SCHEME FOR ICT Infrastructure – 2019/2020 SCHOOL YEAR €10m Funding to issue to Primary and post-primary schools
0033/2020	Public Service Stability Agreement 2018 – 2020 Revision of 2011 Entrant teacher Salaries with effect from 1 March 2020 – Application of additional increments
0034/2020	Public Service Stability Agreement 2018 – 2020 Revision of Application of Additional Increments awarded in relation to New Entrants under the Public Services Stability Agreement 2018-2020
0035/2020	Prescribed Material for the Junior Cycle Examination in 2022 and Leaving Certificate Examination in 2022
0036/2020	Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2020/2021 school year

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

<i>Date Received</i>	<i>Subject</i>
18/03/2020	Section 29 Appeal
19/03/2020	2 <sup>nd</sup> Instalment of School Services Support Fund 2019/20
20/03/2020 - email	Disability part 5 ETBs
24/03/2020	Section 29 Appeal
24/03/2020 - email	Continuity of teaching and learning
24/03/2020	Statement from the Department of Education and Skills on COVID-19
02/04/2020 - email	Frequently Asked Questions on Temporary Assignment Arrangements for certain staff in the education and training sector– 2 April 2020
08/04/2020 - email	Advising that DES has established an internal Property Oversight Management Group
17/04/2020 - email	Des Letter to Contracting Authorities: Update 1 on Covid-19; Des ex Gratia Payment Example
19/04/2020 - email	DES Statement on stakeholder engagement in relation to the State Examinations
19/04/2020 - email	Acknowledging receipt of email re: Application for Funding for Book Rental Scheme at Ratoath College
20/04/20 - email	Section 29 Appeal
21/04/20 - email	Expiration of Governing Body of DKIT
22/04/2020 - email	DES Statement on stakeholder engagement in relation to the State Examinations
22/04/2020 - email	Re. Dunshaughlin CC –Fire safety issues & O’Fiaich Fire Safety Works
24/04/2020 - email	Minister for Education and Skills & Minister of State for Training, Skills, Innovation, Research and Development announce school transport arrangements - Refunds to be issued to families at end of school year
25/04/2020 - email	DES Statement on stakeholder engagement in relation to the State Examinations
27/04/2020 - email	DES School Transport - Payment to School Bus Escorts during the current period of school closures
27/04/2020 - email	Addendum to Section 29 Procedures due to COVID 19 Restrictions from DES
25/04/2020 - email	2 <sup>nd</sup> Letter to Contracting Authorities re. Covid-19
30/4/2020 - email	Review of Non-Teaching Staff in ETB Schools for 2020/21 School Year
01/05/2020 - email	DES Statement on stakeholder engagement in relation to the State Examinations
01/05/2020 - email	Assessment & Reporting on Students’ Learning at Junior Cycle May 2020 – Guidelines for Schools
6/5/2020 - email	GRANT SCHEME FOR ICT Infrastructure – 2019/2020 SCHOOL YEAR - Additional ICT Grant Funding
06/05/2020 - email	DES Statement on stakeholder engagement in relation to the State Examinations

07/05/2020 - email	Additional Accommodation re. St. Oliver CC
13/05/2020 - email	DES statement on stakeholder engagement in relation to the State Examinations
14/5/20 - email	Re-opening of Construction Sites
18/05/2020 - email	Re. Nomination of male parent representative to LMETB Board

- **Correspondence received from other sources**

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
20/03/2020	Engineers Ireland	Amanda-Jane Gainford nominated for Governing Body of DKIT
23/03/2020 - email	ETBI	Covid updates from ETBI Teams
24/03/2020	Meath CoCo	Fire Safety Cert Application for Youthreach Progression Navan extended
26/03/2020 - email	Government	Guidance - Urgent Schools Meals Programmes
26/03/2020	Louth CoCo	Invalid Application DIFE
27/03/2020 - email	IPB	IPB Insurance Risk Advisory Notice - Cyber Security & Remote Working
30/03/2020 - email	Erin McGreehan	Accepting nomination to the Governing Body of DKIT
31/03/2020 - email	Bill Sweeney	RE: Appraisal of the Chairperson of the Finance Committee
31/03/2020 - email	Bill Sweeney	Accepting nomination to DKIT Governing Body
01/04/2020 - email	Our Lady of Lourdes Hospital	Acknowledging receipt of PPE's organised by FET
02/04/2020 - email	Inspire Wellbeing	Covid Update & Mental Health
03/04/2020 - email	IPB	Re. notification to School Management Bodies - re DES Guidelines etc. & IPB Insurance Cover Clarification from IPB
06/04/2020 - email	Institute of Guidance Counsellors	IGC Pre Budget Submission 2021 & IGC Recommendations for 2020 Programme for Government in light of Covid-19
07/04/2020 - email	SIPTU	Re. Drogheda Resource Centre LTI & Labour Court Recommendation
16/04/2020	Portview Trade Centre	Re.: Advanced Manufacturing and Technical Training Centre
16/04/2020 - email	Office of Gov. Procurement	Update Note on Covid-19
23/04/2020 - email	Technology Ireland	Nominating Alec McAllister to Governing Board of DKIT
23/04/2020 - email	DCCAE	EU SRSS Consultancy Exercise to inform the upgrade of public sector buildings to B Ber by 2030 - Survey
24/04/2020 - email	IAU ETB	Proposed Audit Plan

27/04/2020	DKIT	RE. Advanced Manufacturing & Governing Body
28/4/20 - email	ETBI	Curricular Concession applications and Appeals - change advised by ETBI as per DES
29/04/2020	Callan & Co. Solicitors	DW and LMETB
29/4/2020 - email	Engineers Ireland	RE: Engineers Ireland's Nomination to the Governing Body of DKIT
30/04/2020	St. Ciarán's Community School, Kells	Re. Selection of nominees to the school Board of Management & Admissions Policy 2020/21
30/04/2020 - email	SOLAS	2020 FET Approved Funding Allocation – LMETB
01/05/2020	St. Finian's Diocesan Trust	Lands in Longwood Parish
6/5/2020 - email	ETBI	Service Contracts – Survey Results
7/5/2020	State Claims Agency	Re. Temporary Reassignment of SNAs
8/5/2020 - email	SOLAS	Contractual issues due to Covid-19 & ETB Estimated Savings Template May 2020 expected for Programme Provision Costs, Programme Provision Support Costs and Staff and Operational Costs to be completed
08/05/2020 - email	Principal, St. Francis NS	Re. Initial Approval Rental letter
11/05/2020	ETBI	ICT Equipment Loan Agreement Forms
11/05/2020 - email	An Garda Síochána	Alternative accommodation for Navan Garda Station
11/5/20 - email	Music Generation	Department of Education and Skills Covid-19 Funding Update 2020
12/05/2020	O'Flynn Exhams	Re. Letter from Daniel O'Connell & Son – Louth CoCo Port Access Northern Cross Route (Drogheda)
12/05/2020 - email	ETBI	ETBI Statement to ETBI post Primary Schools
13/05/2020 - email	SOLAS	Notification of 3 <sup>rd</sup> Tranche payment
14/05/2020 - email	TUI	Implementation of the system of Calculated Grades for final year Leaving Certificate students (LCE, LCVP and LCA)
14/05/2020	ETBI	Latest update from ETBI pertaining to LC 2020
15/05/2020 - email	Dundalk Chamber	Notification of nominees for Governing Body of DKIT
15/05/2020 - email	NPC	Notification of nomination of male parent representative to LMETB Board
19/05/2020	Dundalk Chamber	Notification of nominees for Governing Body of DKIT - original letter rec'd
20/05/2020	CMETB	Notification of nominees for Governing Body of DKIT

- **Correspondence sent**

<i>Date</i>	<i>Re:</i>
27/03/2020	From APO CES to DES re. Approval of Gifts & Scholarships
30/03/2020 - email	From DOSD to OCAG – submitting Annual Financial Statements for LMETB
23/04/2020	From OSD to ICTU – Re. nominations to the Governing Body of DKIT
29/04/2020	From CE to Internal Audit – ETB’s re. Engagement Letter
07/04/2020 - email	From BC to Paul Rosbottom re. SIPTU & Drogheda Resource Centre LTI & Labour Court Recommendation
08/04/2020 - email	From Dir. FET to QQI re. Contingency Planning – Overarching arrangements adopted by LMETB
17/04/2020 - email	From DOS to DES - re. Application for Funding for Book Rental Scheme at Ratoath College
20/04/2020	From DOS to DES replying to acknowledgment receipt for Application for Funding for Book Rental Scheme at Ratoath College
27/4/20 - email	From Dir. FET to QQI re. LMETB Quality Improvement plan 2019 & LMETB Quality Reporting 2020
29/04/2020	From DOS to Caoimhín Ó hEaghra Foras re. Aonad at Coláiste Chu Chulainn Dundalk – satellite of Coláiste Ghlór na Mara
22/04/2020	From DOS to DES re. Video Clips of Aonad Section of Coláiste Chú Chulainn, Dundalk
01/05/2020 - email	From DOS to DES re. - Aonad at Coláiste Chu Chulainn Dundalk – LMETB Aonad Department Proposals update 1/5/2020
01/05/2020	From CE to SOLAS – re. SOLAS Funding Approval Acknowledgement Form
07/05/2020 - email	From CE’s Office to NPC – re. Nomination of male parent representative to Board of LMETB
07/05/2020 - email	From CE’s Office to NPCPP – re. Nomination of male parent representative to Board of LMETB
8/5/2020	From APO CES to DES re. Update on nominations for male parent rep. on LMETB board
08/05/2020 - email	From DOS to Board Members re. Minister of Education announcement on postponement of 2020 Leaving Certificate
11/05/2020 - email	From DOS to ETBI re. Queries from LMETB Schools/Colleges pertaining to LC 2020 Arrangements announced 8/5/20
12/5/20 - email	From Dir. FET to QQI – Re. Contingency Planning LMETB
12/5/20 - email	From Dir. FET to QQI – Re. Quality Improvement & Quality Reporting LMETB
13/5/20 - email	From DOSD to President DKIT re. Nominations to Governing Body of DKIT

- **Correspondence sent on foot of Board meeting held on 27<sup>th</sup> January 2020**

02/04/2020	From CE's Office to Máirín Uí Chullaigh & Secretary of BoM re. nomination as Community Representative to Coláiste Pobail Ráth Chairn
02/04/2020	From CE's Office to Danny O'Shea & Secretary of BoM re. nomination as LMETB Representative to O'Fiaich College of Further Education



• **Correspondence sent on foot of Board meeting held on 26<sup>th</sup> March 2020**

Date	Re:
09/04/2020	From CE's Office to Chairperson of Finance Committee in respect of approval of Finance Committee report
06/04/2020	From CE's Office to Secretary BoM Scoil Uí Mhuirí in respect of BoM minutes noted for meetings held on 5/11/19 & 17/12/19
07/04/2020	From CE's Office to Secretary BoM O'Carolan College in respect of BoM minutes noted for meeting held on 3/12/19
07/04/2020	From CE's Office to Secretary BoM Ard Rí CNS in respect of BoM minutes noted for meeting held on 5/11/19
07/04/2020	From CE's Office to Secretary BoM O'Fiaich College in respect of BoM minutes noted for meeting held on 27/11/19
07/04/2020	From CE's Office to Secretary BoM Coláiste na hInse re. approval of BoM minutes for meetings held on 10/12/19 & 12/12/10
07/04/2020	From CE's Office to Secretary BoM St. Peter's College, Dunboyne in respect of BoM minutes noted for meetings held on 26/11/18, 25/11/19 & 13/1/20
07/04/2020	From CE's Office to Secretary BoM Ratoath College in respect of BoM minutes noted for meetings held on 12/12/19, 1/1/20 & 22/1/20
07/04/2020	From CE's Office to Secretary BoM Faughart CNS in respect of BoM minutes noted for meetings held on 10/9/19 & 22/10/19
07/04/2020	From CE's Office to Secretary BoM St. Oliver Post Primary School, Oldcastle in respect of BoM minutes noted for meetings held on 7/11/19 & 30/1/20
09/04/2020	From CE's Office to Martin O'Reilly & Secretary of BoM St. Oliver PP, Oldcastle in respect of nomination as Community Nominee to St. Oliver BoM
08/04/2020	From CE's Office to Anjana Hanratty & Secretary of BoM Dunshaughlin CC in respect of nomination as Community Nominee to Dunshaughlin CC BoM
08/04/2020	From CE's Office to Derek Halligan & Secretary of BoM Dunshaughlin CC in respect of nomination as Community Nominee to Dunshaughlin CC BoM
08/04/2020	From CE's Office to Noel Dempsey & Secretary of BoM Dunshaughlin CC in respect of nomination as Community Nominee to Dunshaughlin CC BoM
08/04/2020	From CE's Office to Fr. Michael Kilmartin & Secretary of BoM Coláiste Clavin in respect of nomination as Community Nominee to Coláiste Clavin BOM
15/04/2020	From CE's Office to Seamus Murray & Secretary of BoM Coláiste Clavin in respect of nomination as Chairperson of the BoM, Coláiste Clavin
07/04/2020	From CE's Office to Secretary of BoM St. Oliver PP, Oldcastle re. approval of Wellbeing, Additional Educational Needs, & School Owned Assistive Technology Policies
07/04/2020	From CE's Office to Secretary of BoM O'Carolan College in respect of approval of Proposed Contributions from Parents/Guardians 2020/21
07/04/2020	From CE's Office to Secretary of BoM Coláiste Chú Chulainn in respect of approval of Proposed Contributions from Parents/Guardians 2020/21
07/04/2020	From CE's Office to Secretary of BoM Dunshaughlin CC in respect of approval of Proposed Contributions from Parents/Guardians 2020/21
07/04/2020	From CE's Office to Secretary of BoM Centre for European Schooling in respect of approval of Proposed Contributions from Parents/Guardians 2020/21

07/04/2020	From CE's Office to Secretary of Dunshaughlin CNS in respect of approval of Proposed Contributions from Parents/Guardians 2020/21
07/04/2020	From CE's Office to Secretary of BoM Coláiste na Mí in respect of approval of Proposed Contributions from Parents/Guardians 2020/21
07/04/2020	From CE's Office to Secretary of BoM Coláiste Clavin in respect of approval of Proposed Contributions from Parents/Guardians 2020/21
07/04/2020	From CE's Office to Secretary of BoM Bush PP in respect of approval of Proposed Contributions from Parents/Guardians 2020/21
07/04/2020	From CE's Office to Secretary of BoM O'Fiaich College in respect of approval of Proposed Contributions from Parents/Guardians 2020/21
09/04/2020	From CE's Office to Chairperson of Finance Committee in respect of approval of minutes for meetings held on 20/2/19, 25/3/20, 16/12/19 & 27/2/20
07/04/2020	From CE's Office to Chairperson of Gifts, Trusts & Scholarships Committee in respect of approval of minutes for meetings held on 15/11/19 & to approve recommendations of the Committee
07/04/2020	From CE's Office to Dir. OSD in respect of approval of Updated Code of Conduct for Board Members & Code of Conduct for Staff

There were no questions regarding correspondence.

CE provided a confidential update regarding the proposed advanced manufacturing facility.

## 7. Committees and Reports

### 7.1 Director of Further Education and Training Report

Director of Further Education and Training took members through her report. Director noted that some FET students are Leaving Certificate or Leaving Certificate Applied students and referred to the challenge which this poses to students and staff. Director outlined how LMETB is working to meet potential changes in patterns of demand for courses. Director thanked staff for their ongoing work, thanked the IT department for their support and thanked board members for their support in the recruitment process.

Members thanked Director for her report and noted same.

It was resolved **R. 09/05/2020** to approve the Report of the Director of Further Education and Training Report.

**Proposed:** Cllr. Damien O'Reilly

**Seconded:** Cllr. Sharon Tolan

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

It was resolved **R. 10/05/2020** to approve the minutes of the meeting of the Board of Management of Youthreach held on 14<sup>th</sup> January 2020.

**Proposed:** Cllr. Damien O'Reilly

**Seconded:** Cllr. Wayne Harding

### 7.1.2 Membership of Committees

It was resolved **R. 11/05/2020** to approve the nomination of Mr. Sean Manley to the Youthreach Board of Management.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Máirín Uí Fháinnín

It was resolved **R. 12/05/2020** to approve the nomination of Ms. Jackie Branigan to the Youthreach Board of Management.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Máirín Uí Fháinnín

It was resolved **R. 13/05/2020** to approve the nomination of Mr. Tom Dooley to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Mr. Ciarán O'Donnell

It was resolved **R. 14/05/2020** to approve the nomination of Ms. Fiona Lawless to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Mr. Ciarán O'Donnell

It was resolved **R. 15/05/2020** to approve the nomination of Mr. Fergus Grimes to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Mr. Ciarán O'Donnell

It was resolved **R. 16/05/2020** to approve the nomination of Ms. Isabel Murphy to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Mr. Ciarán O'Donnell

It was resolved **R. 17/05/2020** to approve the nomination of Ms. Amanda-Jane Gainford to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Mr. Ciarán O'Donnell

It was resolved **R. 18/05/2020** to approve the nomination of Mr. Aidan McKenna to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Mr. Ciarán O'Donnell

It was resolved **R. 19/05/2020** to approve the nomination of Ms. Ana Shakespeare to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Mr. Ciarán O'Donnell

It was resolved **R. 20/05/2020** to approve the nomination of Mr. Alec McAllister to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Mr. Ciarán O'Donnell

It was resolved **R. 21/05/2020** to approve the nomination of Ms. April Anna Barker to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Mr. Ciarán O'Donnell

It was resolved **R. 22/05/2020** to approve the nomination of Cllr. Clifford Kelly to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Mr. Ciarán O'Donnell

It was resolved **R. 23/05/2020** to approve the nomination of Ms. Brenda McGeeney to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Marianne Butler

CE noted that the regulations regarding composition of the Governing Body of Dundalk Institute of Technology differ from those pertaining to ETBs. CE noted that it is important for the economic future of the north east region that Dundalk Institute of Technology is successful. Members echoed this opinion.

### 7.1.3 Further Education and Training Policies

It was resolved **R. 24/05/2020** to approve the LMETB Guidelines for the Planning of Alternative Assessment Techniques.

**Proposed:** Ms. Roisin Duffy

**Seconded:** Ms. Siobhán Greer

It was resolved **R. 25/05/2020** to approve the LMETB Guidelines & Procedures for Covid – 19 Contingency Planning for Internal Verification & External Authentication.

**Proposed:** Ms. Roisin Duffy

**Seconded:** Ms. Siobhán Greer

It was resolved **R. 26/05/2020** to approve the Contingency Planning: Overarching Arrangements adopted by LMETB.

**Proposed:** Ms. Roisin Duffy

**Seconded:** Ms. Siobhán Greer

It was resolved **R. 27/05/2020** to approve the LMETB Quality Improvement Plan.

**Proposed:** Ms. Roisin Duffy

**Seconded:** Ms. Siobhán Greer

It was resolved **R. 28/05/2020** to approve the LMETB Quality Reporting.

**Proposed:** Ms. Roisin Duffy

**Seconded:** Ms. Siobhán Greer

It was resolved **R. 29/05/2020** to approve the Drogheda Institute of Further Education Admissions Policy.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Cllr. Sharon Tolan

## 7.2 Director of Schools Report

Director of Schools took members through her report. Director noted that LMETB is using an additional ICT grant to provide 150-200 computers under a loan arrangement to students who would otherwise not have access to a computer. Director noted that LMETB has been engaging with the Department and An Foras Pátrúnachta regarding provision of teaching and learning to students of the Aonad in Coláiste Chú Chulainn. Director noted that LMETB schools have met the deadline regarding new admissions policies and thanked board members and boards of management for their role in achieving this. Director noted that recruitment interviews for the new school year commenced remotely today and thanked board members for their ongoing support. Director outlined the process for grading and ranking Leaving Certificate students, noting that additional guidance is expected from the Department imminently. In response to a question regarding contributions from parents/guardians on behalf of 2020/21 Transition Year students, Director advised that LMETB had decided to proceed as normal in seeking contributions. Director noted that the Covid 19 pandemic has placed significant financial pressure on parents/guardians and that school principals would, as normal, exercise discretion regarding each case. Director noted that considerable uncertainty exists over school operations in 2020/21, advised that she anticipates that the Department will begin to focus on this area and hopes to be in a position to provide a more detailed update to the board at the July meeting. Director thanked staff for their ongoing work, thanked the IT department for their support and thanked board members for their support in the recruitment process.

Members thanked Director for her report and noted same.

It was resolved **R. 30/05/2020** to approve the Report of the Director of Schools Report.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Cllr. Wayne Harding

Director of Schools advised that the Department of Culture, Heritage and Gaeltacht (DCHG) has announced that this summer's Gaeltacht courses will not proceed. She noted that the Principal of Coláiste Chú Chulainn has therefore requested approval to utilise the element of the Gaeltacht scholarship scheme earmarked for financial support to students attending 2/3 week summer courses in the Gaeltacht to support 1 week courses in the Gaeltacht.

It was resolved **R. 31/05/2020** to approve the request from Coláiste Chú Chulainn regarding Gaeltacht Scholarships and that this approval be extended to all LMETB schools.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Mr. Ciarán O'Donnell

Director of Schools agreed that Boards of Management will require training on the new Section 29 procedures and noted that guidelines may not be provided by the Department until late this year.

#### 7.2.1 Memberships and Chairpersons of Boards of Management

It was resolved **R. 32/05/2020** to nominate Ms. Neasa Ní Dhonnacha as LMETB Nominee to the Board of Management of Coláiste Pobail, Ráth Chairn.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Ms. Máirín Uí Fháinnín

It was resolved **R. 33/05/2020** to nominate Ms. Tracey McElhinney as LMETB Nominee to the Board of Management of Coláiste Clavin, Longwood.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Cllr. Maria Murphy

#### 7.2.2 School Based Policies

Director of Schools explained that that the proposed amendments arise on foot of Department communication and relate to the holding of remote meetings of boards of management and to the provision of Child Protection Oversight Reports in such cases.

It was resolved **R. 34/05/2020** to approve the proposed amendments to terms of reference for Boards of Management of LMETB post primary schools.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Ms. Siobhán Greer

### **8. Section 29 Appeals**

DOSD explained that the proposed Addendum deals with Section 29 appeal arrangements during the Covid 19 pandemic.

It was resolved **R. 35/05/2020** to approve the proposed Addendum to the Procedures for Hearing & Determining Appeals under Section 29 (duration of Covid19).

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Erin McGreehan

## 9. OSD Matters

### 9.1 Minutes:

It was resolved **R. 36/05/2020** to approve the minutes of the Gifts, Trusts and Scholarships Committee meeting on 24 September 2019.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Wayne Harding

It was resolved **R. 37/05/2020** to approve the minutes of the Gifts, Trusts and Scholarships Committee meeting on 18 March 2020.

**Proposed:** Cllr. Erin McGreehan

**Seconded:** Ms. Siobhán Greer

It was resolved **R. 38/05/2020** to approve the minutes of the Land and Buildings Committee meeting on 27 February 2020.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Cllr. Wayne Harding

### 9.2 OSD Policies/ Documentation

It was resolved **R. 39/05/2020** to approve the revised Protected Disclosures Policy.

**Proposed:** Cllr. Erin McGreehan

**Seconded:** Cllr. John Sheridan

It was resolved **R. 40/05/2020** to approve the Customer Action Plan.

**Proposed:** Cllr. Erin McGreehan

**Seconded:** Cllr. John Sheridan

It was resolved **R. 41/05/2020** to approve the Travel and Subsistence Policy.

**Proposed:** Cllr. Erin McGreehan

**Seconded:** Cllr. John Sheridan

DOSD explained that the Proposed Amendment to Standing Orders of Louth and Meath Education and Training Board sets out how the board would proceed if it wished to acquire independent professional advice in matters related to its responsibilities.

It was resolved **R. 42/05/2020** to approve the Proposed Amendment to Standing Orders of Louth and Meath Education and Training Board.

**Proposed:** Cllr. Erin McGreehan

**Seconded:** Cllr. John Sheridan

DOSD explained that the Proposed Amendment to Procurement Policy relates to the electronic opening of tenders. Under the policy tenders over €15,000 are opened by three people to include one member of the Management Team, (i.e. CE, Director, APO), a staff member and a board member or nominee of the board (who may not be an employee of LMETB). A board member or nominee of the board has no knowledge at the time of electronic opening as to who has submitted tenders, therefore they cannot know whether or not they have a conflict of interest. The proposed amendment acknowledges this by removing the requirement that they make a conflict of interest declaration. Board members are bound by confidentiality and conflict of interest rules under the Code of Practice, Code of Conduct and Standing Orders.

It was resolved **R. 43/05/2020** to approve the Proposed Amendment to Procurement Policy.

**Proposed:** Cllr. Erin McGreehan

**Seconded:** Cllr. John Sheridan

### 9.3 Update from Gifts, Trust and Scholarships Committee

Mr. Ciarán O'Donnell, Chairperson of the Gifts, Trust and Scholarships Committee, reported on behalf of the Committee. He advised members of the matters considered by the Committee at its meeting on 11 May including the following proposed scholarships:

- **Godolphin - St. Peter's College, Dunboyne for the academic year 2020-2021.**  
Mr. O'Donnell advised that the recipient will receive a laptop computer along with €1,500 per year of third level study (for a maximum of 4 years) paid in two annual payments of €750 each, that the bursary is awarded to a student who intends to continue full-time study at an institute of technology or university in Ireland, or at an equivalent institution overseas, that it is a condition of the bursary award that recipient gives a commitment to undertake a minimum of 100 hours of voluntary work per 12-month period for the duration of the bursary. Voluntary work can be undertaken with charities, community groups or sporting organisations. Confirmation of hours completed and evidence of undergraduate status will be sought before payment of each bursary instalment. The committee noted that there appear to be no prescribed criteria for selection/nomination of students for the scholarship. The committee emphasised that it is important that schools and centres adopt a fair and transparent approach in relation to all scholarships. APO undertook to report back as to how this might be achieved and demonstrated to the committee and board. Mr. O'Donnell advised that that having reviewed and discussed the report by the Chief Executive and the information provided, the Committee resolved to recommend approval of the scholarship by the Board.
- **Various scholarships (Dunboyne College of Further Education) 2019/20**  
Mr. O'Donnell advised that organisations were invited by Dunboyne College to take part in a scholarship programme. Four organisations each agreed to reimburse college fees for 2019/20 to a student of Dunboyne College of Further Education when they successfully complete academic year 2019/20, that students were invited to submit expressions of interest. Successful students were selected following a review of submissions, written competition and interview Mr. O'Donnell noted that the Committee welcomed scholarships in the FET area, that Dunboyne College had actively invited local organisations to consider funding a scholarship and suggested



that this is something that other LMETB schools and colleges could consider. Mr. O'Donnell noted that the four organisations are:

Lyons Financial, Office 1, Dunboyne Business Park, Dunboyne, Co. Meath, A86 VK09  
Alltec Ireland, Summerhill Rd, Sarney, Dunboyne, Co. Meath  
Henry Management Services Ltd, Block 1 Unit 4, Dunboyne Industrial Estate,  
Dunboyne, Co. Meath and  
KBC Bank, Manor Mills Shopping Centre, 10, Maynooth, Co. Kildare

and that the scholarship amounts are:

Lyons Financial: €500; one payment for the academic year 2019-2020.  
Alltec Ireland: 2 payments of €550; for the academic year 2019-2020.  
Henry Management Services Ltd, Block 1 Unit 4, Dunboyne Industrial Estate,  
Dunboyne, Co. Meath. €450; one payment for the academic year 2019-2020.  
KBC Bank: €450; one payment for the academic year 2019-2020

Mr. O'Donnell advised that that having reviewed and discussed the report by the Chief Executive and the information provided, the Committee resolved to recommend approval of the scholarships by the Board.

➤ Oldcastle Credit Union Scholarship (St. Oliver Post Primary School Oldcastle) 2019/20

Mr. O'Donnell advised that Oldcastle Credit Union award three scholarships per year to students of St. Oliver Post Primary School progressing to full time third level education. Each scholarship is €1,000 per year for three years. The students must be members of Oldcastle Credit Union and remain in full time third level education for three years. The school assists the Credit Union by raising awareness amongst graduating students. Mr. O'Donnell advised that that having reviewed and discussed the report by the Chief Executive and the information provided, the Committee resolved to recommend approval of the scholarship by the Board.

It was resolved **R. 44/05/2020** to approve the recommendations of the Gifts, Trusts and Scholarships Committee.

**Proposed:** Ms. Karen Tobin

**Seconded:** Ms. Siobhán Greer

#### 9.4 Data Breach Report

DOSD advised that three data breaches had been reported, details of which had been provided to members. He noted that that LMETB had determined that none of the breaches warranted reporting to the Data Protection Commission.

Members noted the Data Breach Report.

## 9.5 Risk Management Report

DOSD noted that, on foot of the pandemic, one risk has been upgraded from Medium to High risk and that two high risks have been added.

Members noted the Risk Management Report.

## 9.6 Executive Orders

DOSD noted that the Code of Practice contains a requirement that the board be notified of executive orders and that the document circulated contains executive orders to date.

Members noted the executive orders.

# 10. Land and Buildings

## 10.1 Land & Buildings Update on Building Projects Report

APO Land and Buildings briefed members on the report.

It was resolved **R. 45/05/2020** to approve the Land and Buildings update.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Cllr. Wayne Harding

## 10.2 Leases/Property

### 10.2.1 Consideration of renewal of lease for Unit 19, Dunboyne College of Further Education

APO Land and Buildings briefed members on the proposed renewal.

It was resolved **R. 46/05/2020** to approve the recommendation of the Land and Buildings Committee to approve the renewal of the lease.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Cllr. Sharon Tolan

### 10.2.2 Consideration of Licence agreement for usage of old ESB Building at Enfield Temporary School site for Principal

APO Land and Buildings briefed members on the proposed licence.

It was resolved **R. 47/05/2020** to approve the recommendation of the Land and Buildings Committee to approve the licence.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Marianne Butler

### 10.2.3 Consideration of Deed of Renunciation for Ard Rí CNS Lease with Navan Rugby Club

APO Land and Buildings briefed members on the proposed deed.

It was resolved **R. 48/05/2020** to approve the recommendation of the Land and Buildings Committee to approve the deed.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Marianne Butler

### 10.2.4 An Garda Síochána request to use Abbey Road accommodation

APO Land and Buildings briefed members on the proposed request.

It was resolved **R. 49/05/2020** to approve the recommendation of the Land and Buildings Committee to approve the request.

**Proposed:** Cllr. Damien O'Reilly

**Seconded:** Cllr. Maria Murphy

APO Land and Buildings briefed members on deliberations of the Land and Buildings Committee regarding Kells Youthreach and the site of the former ETB school in Longwood. The Chairperson thanked APO Land and Buildings for her report and work and congratulated her on her recent promotion.

## 11. Any Other Business

### 11.1 Nomination to Board of LMETB

DOSD noted that, following the resignation of Mr. Billy Watson as male parent nominee to the LMETB Board, LMETB wrote to National Parents Council Primary (NPC) and the National Parents Council post primary (NCPP) to request both associations to nominate a male member for consideration to sit on the Board of LMETB. Mr. Fabio De Araujo was nominated by National Parents Council Primary, his daughter is a Junior Infant pupil at Ard Rí Community NS. No reply was received from the National Parents Council Post Primary (NCPP).

It was resolved **R. 50/05/2020** to approve the nomination of Mr. Fabio De Araujo as male parent nominee to the LMETB Board.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Cllr. Erin McGreehan

### 11.2 Proposed Contributions from Parents/Guardians 2020/21

It was resolved **R. 51/05/2020** to approve the proposed contribution of €90 by parents/guardians of pupils in Junior Infants, Senior Infants, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Classes of Ard Rí CNS.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Ms. Máirín Uí Fháinnín

It was resolved **R. 52/05/2020** to approve the proposed contribution of €85 by parents/guardians of pupils in 4<sup>th</sup>, 5<sup>th</sup> & 6<sup>th</sup> Classes of Ard Rí CNS.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Ms. Máirín Uí Fháinnín

### 11.3 LMETB Nominees to Board of Management, St. Ciarán's Community School, Kells.

It was resolved **R. 53/05/2020** to approve the nomination of Cllr. Sarah Reilly as LMETB nominee to the Board of Management, St. Ciarán's Community School, Kells.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Cllr. Wayne Harding

It was resolved **R. 54/05/2020** to approve the nomination of Mr. Bryan Reilly as LMETB nominee to the Board of Management, St. Ciarán's Community School, Kells.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Cllr. Wayne Harding

It was resolved **R. 55/05/2020** to approve the nomination of Mr. Bill Sweeney as LMETB nominee to the Board of Management, St. Ciarán's Community School, Kells.

**Proposed:** Cllr. Sharon Tolan

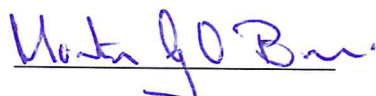
**Seconded:** Cllr. Wayne Harding

The Chairperson thanked LMETB staff, school principals and centre managers for their work and CE for his leadership, particularly in the current circumstances. He thanked Carmel McEvoy for her help and assistance.

CE commended and thanked Carmel McEvoy for settling into her new role so well. CE acknowledged the work and dedication of Directors and APOs and asked that they pass this message on to their staff.

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:

16-7-2020

16/7/2020