

Minutes of Meeting held on Thursday, 26th March 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

CATHAOIRLEACH:	Cllr. Nick Killian
BAILL I LATHAIR:	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. Deirdre Geraghty-Smith, Cllr. Damien O'Reilly, Ms. Irene Brady and Cllr. Antoin Watters
LEITHSCEIL:	Cllr. Eileen Tully, Ms. Roisin Duffy and Mr. Paul Dermody.
AR FREASTAIL:	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. Veronica Traynor, Administrative Officer, Finance Department Mr. Frank Smith, APO Corporate Services Ms. Barbara Brennan, Staff Officer, 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

Apologies were noted from Ms. Roisin Duffy and Mr. Paul Dermody.

The chairperson extended his and the board's best wishes to Ms. Anne Whyte, APO Finance, who could not attend the meeting.

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. No conflicts were reported. 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.

1. Absence Approval

It was resolved **R. 01/03/2020** to approve the absence of LMETB members: Cllr. Eileen Tully, Ms. Roisin Duffy and Mr. Paul Dermody.

Proposed: Cllr. Antoin Watters

Seconded: Ms. Siobhan Greer

2. Minutes and matters arising

2.1 It was resolved **R. 02/03/2020** to adopt the full minutes of the meeting of Louth and Meath ETB dated 27th February 2020.

Proposed: Cllr. John Sheridan

Seconded: Cllr. Sharon Tolan

It was resolved **R. 03/03/2020** to adopt the redacted minutes of the meeting of Louth and Meath ETB dated 27th February 2020 for publication.

Proposed: Cllr. John Sheridan

Seconded: Cllr. Sharon Tolan

2.2 Matters Arising:

There were no matters arising.

3. Finance

3.1 Draft Statement of System of Internal Control for 2019

DOSD took members through the document highlighting, in particular, issues in relation to control. The document had been presented to both the Audit & Risk Committee and the Finance Committee. The 2019 Code of Practice introduced a new obligation on the Finance Committee to have regard to the Statement of System of Internal Control as part of its consideration of the financial statements. DOSD noted that the Audit & Risk Committee considered a significant range of documents as part of its review of internal control and that the Committee, in its report to the Board, recommended approval of the statement.

It was resolved **R. 04/03/2020** to approve the Statement of System of Internal Control for 2019.

Proposed: Cllr. Erin McGreehan

Seconded: Mr. Ciarán O'Donnell

3.2 Report of the Audit and Risk Committee

DOSD took members through the report. He noted that the 2019 Code of Practice introduced a new obligation on the Finance Committee to have regard to the report of the Audit and Risk Committee as part of its consideration of the financial statements. DOSD noted that, as part of its review of internal controls, the Audit & Risk Committee considered a significant range of documents including:

- External (C&AG) Audit Reports (Audited financial statements for 2018, C&AG management letter for 2018)
- Internal Audit Reports
- Risk Management (Full Risk Register and summary report)
- Management Assessment of Internal Control
- Register of Audit Findings
- Procurement (Spreadsheet of non-compliant expenditure and an action plan to address non-compliant expenditure)
- Central Guidance Codes and Frameworks (Progress on implementation of Code of Practice (Circular 2/19), Report of Public Spending Code Quality Assurance Group)
- Financial Management Maturity Model
- Board and Committee Minutes

DOSD noted that LMETB executive considered it appropriate that the full documentation be provided to the Finance Committee and Board in the interest of openness and transparency and that this had been done. DOSD noted that the Audit and Risk Committee, in its report:

- concluded that LMETB's system of internal control operated effectively during the reporting period (2019) and that the system of internal reporting gives early warning of internal control failures and emerging risks.
- recommended that the draft Statement of System of Internal Control be approved by the Board

Members of the Audit & Risk Committee present confirmed that DOSD's comments were an accurate reflection of the proceedings of the meeting of the committee and the report on same.

It was resolved **R. 05/03/2020** to approve the report of the Audit and Risk Committee.

Proposed: Cllr. Wayne Harding

Seconded: Cllr. Antoin Watters

3.3 Report of the Finance Committee

Mr. Bill Sweeney, Chairperson of the Finance Committee, took members through the report. He noted that the committee had reviewed the draft Letter of Representation and considered the comprehensiveness, meaningfulness and consistency of the letter in the context of its knowledge of LMETB. Mr. Sweeney advised members that the report's conclusion was that the committee accepted the draft financial statements as presented by the Chief Executive and recommended that they should be approved by the Board.

It was resolved **R. 06/03/2020** to approve the report of the Finance Committee.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. John Sheridan

3.4 Draft Letter of Representation

DOSD took members through the draft letter noting that it had also been reviewed by the Finance Committee at its meeting.

It was resolved **R. 07/03/2020** to approve the Letter of Representation.

Proposed: Cllr. Erin McGreehan

Seconded: Cllr. Marianne Butler

3.4 Draft Financial Statements for 2019

DOSD thanked Anne Whyte, Anne Malone, Veronica Traynor and all members of the finance department for their work in preparing the financial statements, particularly given the circumstances. He noted that Anne Whyte could not attend today due to an accident.

DOSD explained that the document circulated originally was a draft with some items to be completed. He noted that the Finance Committee had raised a number of queries in its review and that these had been addressed in the version just circulated. DOSD advised that some final areas, including board attendance statistics, require final updating, but that otherwise he is satisfied that the financial statements are complete.

Ms. Traynor then took members through the document in detail including all notes to the accounts.

The Chairperson and Chief Executive thanked Anne Whyte, Anne Malone, Veronica Traynor and all members of the finance department for their hard work.

Mr. Bill Sweeney, Chairperson of the Finance Committee, echoed those comments. He noted that the statements recorded a reduction in the overall deficit from €1.6m to €1.0m and commended LMETB on this out-turn.

It was resolved **R. 08/03/2020** to approve the Financial Statements for 2019.

Proposed: Cllr. Emer Tóibín

Seconded: Cllr. Marianne Butler

4. Correspondence & Matters Arising

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

<i>C/L ref</i>	<i>RE:</i>
0017/2020	Guidance on the Junior Cycle Subject Learning and Assessment Review Process
0018/2020	Staffing arrangements in Primary Schools for the 2020/21 school year
Circular 0018/2020	Appendix A -Circular 0018-2020-Appendix A
Circular 0018/2020	Appendix B- Circular 0018-2020-Appendix B
Circular 0018/2020	Appendix C - Circular 0018-2020-Appendix C
Circular 0018/2020	Appendix D- Circular 0018-2020-Appendix D
Circular 0018/2020 Appendix E	Circular 0018-2020-Appendix E
Circular 0018/2020 Appendix F(a)	Circular 0018-2020-Appendix F(a)
Circular 0018/2020 Appendix F(b)	Circular 0018-2020-Appendix F(b)
Circular 0018/2020 Appendix F(c)	Circular 0018-2020-Appendix F(c)
Circular 0018/2020 Appendix F(d)	Circular 0018-2020-Appendix F(d)
Circular 0018/2020 Appendix F(e)	Circular 0018-2020-Appendix F(e)
Circular 0018/2020 Appendix F(f)	Circular 0018-2020-Appendix F(f)
Circular 0018/2020 Appendix F(g)	Circular 0018-2020-Appendix F(g)
Circular 0018/2020 Appendix G	Circular 0018-2020-Appendix G

Circular 0018/2020 Appendix H	Circular 0018-2020-Appendix H
0019/2020	Release Time for Principal Teachers in Primary Schools
Circular 0019/2020 Appendix A	Circular 0019-2020-Appendix A
0020/2020	Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in recognised primary and post primary schools
0021/2020	COVID-19 (Coronavirus): Arrangements for all staff other than Teachers and SNAs employed by Education and Training Boards
0022/2020	COVID-19 (Coronavirus): Arrangements for all Public Service employees
0023/2020	COVID-19 (Coronavirus): Arrangements applying to learner payments in Education and Training Boards

Department of Education and Skills Circulars are available to download from the Departments website <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/?pageNumber=1>

- Correspondence received from Department of Education and Skills

<i>Date Received</i>	<i>Subject</i>
24/02/2020	Sanction for Posts – Co-Ordinator & 3 resource posts
26/02/2020	Gaeltacht School Recognition Scheme
27/02/2020	Re.: Initial allocation of approved teaching posts for the 2020/2021 School Year
27/02/2020	Lease Sanction Approval for Old School House, Dunboyne in respect of Adult Literacy
28/02/2020	Provision of additional accommodation 2020 – Beaufort college
02/03/2020	ETBs Annual Financial Accounts 2019 Progress Report Week-ending 06.03.2020
04/03/2020	St. Mary's Primary School, Enfield – Additional Accommodation: 3 Classroom ASD

05/03/2020	Follow-Through Inspection Report – St. Peter’s College, Dunboyne
05/03/2020	Update of School Remediation Programme
05/03/2020	Further Update on Schools Remediation Programme
05/03/2020	Acknowledgement of request for guidance on Interim Report on Commercially Sensitive Developments and forward to relevant personnel.
06/03/2020	Draft SENPP Report
06/03/2020	Ancillary payment in respect of Community National Schools
06/03/2020	Local Youth Grant Scheme 2020
06/03/2020	Update to WBS
06/03/2020	Programme Evaluation in LCA Report – Boyne CS, Evaluation 29/3/19
06/03/2020	WSE Report – Beaufort College Evaluation 17/1/19
06/03/2020	Update on Schools Remediation Programme
06/03/2020	Initial Report – Child Protection & Safeguarding Initial Inspection
09/03/2020	Documentation of Financial Statements Approval process
10/03/2020	RE: Guidance regarding Interim Report on Commercially Sensitive Developments
12/03/2020	Note Disclosure - Financial Statements - Property Note

- Correspondence received from other sources

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
25/02/2020	Office of C&AG	Management Letter
25/02/2020	SEAI	Annual Report 2019 on public Sector Energy Efficiency Performance
27/02/2020	St. Ciarán’s Community School, Kells	Re.: Creation of an ASD Unit in the school
27/02/2020	Athboy Community School	Copy of Minutes of Board of Management Meeting held 20th January 2020
28/02/2020	Office of the Comptroller and Auditor General	Audit of Louth & Meath ETB Financial statements 2019
02/03/2020	DIFE	Minutes of DIFE BOM held on 5/12/19
03/03/2020	St. Oliver PP, Oldcastle	Documents re. Board of Management Meeting to be held 12/3/20
03/03/2020	Carl O’Dalaigh	On behalf of Independent Review Group in appreciation of publication of report by Executive
04/03/2020	Dundalk Institute of Technology	Congratulations: Re. DIFE being awarded Best Further Education Provider in Ireland

05/03/2020	Ronan Moore	Concerns re. proposed Enfield Post Primary School
05/03/2020	St. Mary's PA – Email	Invitation to speak at AGM
06/03/2020	Louth County Council	Clare O'Hagan - Email
06/03/2020	Luca Reina, Shared Access Ltd - Email	Proposal to erect telecommunications mast at Ratoath College
06/03/2020	LSSU – ETBI	LSSU note, which addresses the cancellation of school trips in light of COVID-19.
10/03/2020	Panasonic Avionics Corporation	Letter of Support – National Advanced Manufacturing & Technology Training Centre
10/03/2020	ETBI	Government agrees next phase of Ireland's Covid-19 response - Statement
11/03/2020	Almac Group Ltd.	Letter re. Advanced Manufacturing
11/03/2020	ETBI	CMO letter to all schools
12/03/2020	ETBI	Update on Apprenticeship Phase 2 training - COVID-19 arrangements
12/03/2020	Office of C&AG	Pre Audit Commencement Planning
13/03/2020	ACCS - Email	Postponement of ACCS AGM/Seminar
13/03/2020	Solas - Email	PLC payment 9/3/20
13/03/2020	Solas - Email	2nd Tranche payment 3/3/20
16/03/2020	Enterprise Ireland	Nomination of Aidan McKenna to DKIT
16/03/2020	IPB	Letter in relation to the payment of the next tranche of the IPB retained earnings distribution.
18/03/2020	Pobal	Request to Pobal for nominee to the governing body of Dundalk institute of Tech

- Correspondence sent

Date	Re:
25/02/2020	From DOSD to Directorate: new guidance from DES on Covid 2019
25/02/2020	From DOSD to Principals, Deputy Principals, FE Managers, APOs re covid 2019
27/02/2020	From DOS to Principals - ETBI Brief 03/2020: Information on novel coronavirus (2019-nCoV)
27/02/2020	From DOS to Principals : Guidance on the JC Subject Learning and Assessment Review process
27/02/2020	From DOSD to C&AG – ratified LMETB Service Plan 2020
28/02/2020	From Buildings Officer to Directorate - Land & Building Signed Minutes Meeting no. 7 dated 20th Jan 20
28/02/2020	From DOSD to Board Correspondence FWD. O'Flynn Exhams to RTE Director General re publication of Independent Group Report Ratoath College
28/02/2020	From DOSD to Principals. DPs, FE Managers re COVID-19
02/03/2020	From Office of CE to Peter McGrath on behalf of ETBI - Notification re Governance Training Programme Chairpersons of ETB Risk & Audit Committees
02/03/2020	From Office of CE to Senior Executive Planner, Meath County Council Re: Draft Meath County Development Plan – Ratoath Area 2020 - 2026
02/03/2020	From Office of CE to Senior Executive Planner, Meath County Council Re: Draft Meath County Development Plan – Drogheda Area 2020 - 2026

02/03/2020	From Office of CE to Senior Executive Planner, Meath County Council Re: Draft Meath County Development Plan – Trim Area 2020 - 2026
02/03/2020	From Office of CE to Senior Executive Planner, Meath County Council Re: Draft Meath County Development Plan – Dunboyne Area 2020 - 2026
03/03/2020	From DOS to Principals FWD NCCA re Update on changes made to deadline for the completion of SLAR meetings
02/03/2020	From DOS to Principals FWD Updated letter from CMO to all schools
03/03/2020	From DOSD to Principal, Ratoath College re publication of the Report of the Independent Review Group 03_03_2020
03/03/2020	From DOSD to DoES - Report of the Independent Review Group 03_03_2020
03/03/2020	From DOSD to Bishop Deenihan - Report of the Independent Review Group 03_03_2020
03/03/2020	From DOSD to Office of CE requesting circulation of the Report of the Independent Review Group 03_03_2020 to Board Members
03/03/2020	From DOSD to Chairperson, LMETB - IRG report summary in circumstances where there may be a <u>press query</u> regarding same
04/03/2020	From APO Corporate Services to local representatives in area - re Report of the Independent Review Group on the use of tablet devices in Ratoath College 3 March 2020
05/03/2020	From APO Corporate Services to Finance Committee re notification of Appraisal of the Chairperson of the Finance Committee
05/03/2020	From APO Corporate Services to DoES re guidance on compliance to 002/2019 regarding Interim Report on Commercially Sensitive Developments
05/03/2020	From APO Corporate Services to Audit & Risk Committee re notification of Appraisal of the Chairperson of the Audit & Risk Committee
06/03/2020	From DOSD to Corporate Services personnel to request correspondence to relevant employees and directors re statements of interest return (due January 2020)
06/03/2020	From Office of CE to Audit Committee – notification of relevant documents, SharePoint.
07/03/2020	From DOS to Principals, DPs and Directorate: Fwd: ETBI Brief - COVID – 19
07/03/2020	From DOS to Principals, DPs and Directorate: Letter re SLARs issued by TUI to members
07/03/2020	From DOS to Principals, DPs and Executive: DES covid-10 update
09/03/2020	From Director FET to Centre Coordinators, PLC Principals – FWD ETBI DES covid-10 update
11/03/2020	From DOS to Principals and Directorate FWD Communication from Mr. Seán Ó Foghlú, Secretary General, Department of Education and Skills.
11/03/2020	From DOS to Executive re IMPORTANT UPDATE - Meeting re Covid-19 information – Survey of Contingency Plans.
12/03/2020	From DOS to Principals re Covid-19 resources for schools - updated guidance on talking to children and young people about Covid-19.
12/03/2020	From DOSD to C&AG in response to Pre Audit Commencement Planning request.
13/03/2020	From DOS to Principals, DPs and Executive FW: Fórsa members' SPECIAL COVID-19 news bulletin (EDUCATION)

13/03/2020	From DOSD/ CE to Executive – DPER Circular Letter re working arrangements
13/03/2020	From DOS to all School Leaders FWD from ETBI - Supporting Online Learning options during school closures
16/03/2020	From DOS to School Leaders for Guidance Counsellors - NCGE/ ETBI FWD notification to school management bodies
19/03/2020	From DOS to School Leaders - Meeting note - COVID 19

- Correspondence sent on foot of Board meeting on 23rd January 2020

Date	Re:
20/03/2020	From CE's Office to Anne Whyte, APO LMETB confirming approval to amend/record approved signatories to LMETB's online Banking Profile as per R 06/01/2020
20/03/2020	From CE's Office to Denis Leonard Secretary of BoM for Dunboyne College of Further Education in respect of BoM minutes noted.
20/03/2020	From CE's Office to Sadie Ward McDermott Secretary of BoM for Youthreach in respect of BoM minutes noted.
20/03/2020	From CE's Office to Davy McDonnell Secretary of BoM for Drogheda College of Further Education in respect of BoM minutes noted.
10/03/2020	From CE's Office to Mick Toner & to the Secretary of Drogheda Institute of Further Education BoM in respect of nomination as Community Representatives to DIFE BoM
10/03/2020	From CE's Office to Colin Cooney & to the Secretary of Drogheda Institute of Further Education BoM in respect of nomination as Community Representatives to DIFE BoM
10/03/2020	From CE's Office to John Kierans & to the Secretary of Drogheda Institute of Further Education BoM in respect of nomination as Community Representatives to DIFE BoM
11/03/2020	From CE's Office to Joe Hickey & to the Secretary of Dunboyne College of Further Education BoM in respect of nomination as Local Business Representative to DCFE BoM
11/03/2020	From CE's Office to Jim Moriarty & to the Secretary of Dunboyne College of Further Education BoM in respect of nomination as Community Representative to DCFE BoM
11/03/2020	From CE's Office to Martin Craig & to the Secretary of Dunboyne College of Further Education BoM in respect of nomination as Industry Representative to DCFE BoM
11/03/2020	From CE's Office to Michael Kenny & to the Secretary of Dunboyne College of Further Education BoM in respect of nomination as Community Representative to DCFE BoM
20/03/2020	From CE's Office to St. Peter's GAA advising that nomination of Cllr. Damien O'Reilly would not be resolved in this instance as all other Community Nominations had been forwarded directly by the BoM of Dunboyne College of Further Education
20/03/2020	From CE's Office to Secretary of BoM of DIFE in respect of Further Education Proposed Contributions 2020/21
20/03/2020	From CE's Office to Secretary of BoM of DCFE in respect of Further Education Proposed Contributions 2020/21

20/03/2020	From CE's Office to Secretary of BoM of O'Fiach College in respect of Further Education Proposed Contributions 2020/21
20/03/2020	Email from CE to DES agreeing to LTPE of 1300 pupils for Coláiste n hInse
20/03/2020	From CE's Office to Secretary BoM of Coláiste de Lacy in respect BoM minutes noted
20/03/2020	From CE's Office to Secretary of BoM of O'Carolan College in respect BoM minutes noted
20/03/2020	From CE's Office to Secretary of BoM of Bush PP in respect BoM minutes noted
20/03/2020	From CE's Office to Secretary of BoM of Coláiste Clavin in respect BoM minutes noted
20/03/2020	From CE's Office to Secretary of BoM of Coláiste Chú Chulainn in respect BoM minutes noted
20/03/2020	From CE's Office to Secretary of BoM of St. Peter's College in respect BoM minutes noted
10/03/2020	From CE's Office to Sheila Keogan & to the Secretary of St. Oliver PP BoM in respect of nomination as Bishop's Nominee to St Oliver PP BoM
10/03/2020	From CE's Office to Sandra Bogan & to the Secretary of St. Oliver PP BoM in respect of nomination as Church of Ireland Nominee to St Oliver PP BoM
10/03/2020	From CE's Office to Anne Palin & to the Secretary of St. Oliver PP BoM in respect of nomination as Gilson Trust Board nominee respectively to St Oliver PP BoM
10/03/2020	From CE's Office to Rev. Eugene Griffin & to the Secretary of St. Peter's College BoM in respect of nomination as Community Nominee to St. Peter's College BoM
10/03/2020	From CE's Office to Rachel McGuinness & to the Secretary of St. Peter's College BoM in respect of nomination as Community Nominee to St. Peter's College BoM
11/03/2020	From CE's Office to Órla Ní Shúilleabháin & to the Secretary of Coláiste Pobail Ráth Chairn BoM in respect of nomination as Community Representative to Coláiste Pobail Ráth Chairn's BoM
11/03/2020	From CE's Office to Hannah Ní Bhaoil & to the Secretary of Coláiste Pobail Ráth Chairn BoM in respect of nomination as Community Representative to Coláiste Pobail Ráth Chairn's BoM
11/03/2020	From CE's Office to Antoine Ó Conghaile & to the Secretary of Coláiste Pobail Ráth Chairn BoM in respect of nomination as Community Representative to Coláiste Pobail Ráth Chairn's BoM
10/03/2020	From CE's Office to Aidan Tallon & to the Secretary of Coláiste na hInse BoM in respect of nomination as Community Representative to Coláiste na hInse's BoM
10/03/2020	From CE's Office to Linda Burke & to the Secretary of Coláiste na hInse BoM in respect of nomination as Community Representative to Coláiste na hInse's BoM
10/03/2020	From CE's Office to Fr. Denis McNeilis & to the Secretary of Coláiste na hInse BoM in respect of nomination as Community Representative to Coláiste na hInse's BoM
10/03/2020	From CE's Office to Joe Kelly & to the Secretary of Coláiste na hInse BoM in respect of nomination as Community Representative to Coláiste na hInse's BoM
10/03/2020	From CE's Office to Nick Killian & to the Secretary of Boyne Community School BoM in respect of nomination as LMETB Representatives to Boyne Community School BoM

10/03/2020	From CE's Office to Benny Devlin & to the Secretary of O'Fiaich Institute of Further Education BoM in respect of nomination as Chairperson of O'Fiaich Institute of Further Education BoM
10/03/2020	From CE's Office to Nick Killian & to the Secretary of Ratoath College BoM in respect of nomination as Chairperson of Ratoath College BoM
11/03/2020	From CE's Office to Valerie McGill & to the Secretary of Ard Rí CNS BoM in respect of appointment to Ard Rí's BoM
11/03/2020	From CE's Office to Paul Radford & to the Secretary of Ard Rí CNS BoM in respect of appointment to Ard Rí BoM
11/03/2020	From CE's Office to Alan McArdle & to the Secretary of Faughart CNS BoM in respect of appointment to Faughart BoM
11/03/2020	From CE's Office to Mary Jackson & to the Secretary of Faughart CNS BoM in respect of appointment to Faughart BoM
10/03/2020	From CE's Office to Frances Kirwan & to the Secretary of Scoil Uí Mhuiri BoM in respect of appointment to Scoil Uí Mhuiri BoM
10/03/2020	From CE's Office to Eamonn Victory & to the Secretary of Scoil Uí Mhuiri BoM in respect of appointment to Scoil Uí Mhuiri BoM
10/03/2020	From CE's Office to Mary Fitzpatrick & to the Secretary of Scoil Uí Mhuiri BoM in respect of appointment to Scoil Uí Mhuiri BoM
10/03/2020	From CE's Office to Maeve Gallagher & to the Secretary of St. Peter's College BoM in respect of nomination as Chairperson to St. Peter's College BoM
10/03/2020	From CE's Office to Anne O'Connor & to the Secretary of Bush PP BoM in respect of appointment to Bush PP BoM
10/03/2020	From CE's Office to John Brady & to the Secretary of Bush PP BoM in respect of appointment to Bush PP BoM
10/03/2020	From CE's Office to Kathryn Smyth & to the Secretary of O'Carolan College BoM in respect of appointment to O'Carolan College BoM
10/03/2020	From CE's Office to Vinny Byrne & to the Secretary of Coláiste Clavin BoM in respect of appointment to Coláiste Clavin BoM
10/03/2020	From CE's Office to Fr. Robert McCabe & to the Secretary of Beaufort College BoM in respect of nomination as Community Representative to Beaufort College BoM
10/03/2020	From CE's Office to James O'Meara & to the Secretary of Coláiste de Lacy BoM in respect of nomination to Coláiste de Lacy BoM
10/03/2020	From CE's Office to Yvonne Finn & to the Secretary of Coláiste de Lacy BoM in respect of nomination to Coláiste de Lacy BoM
20/03/2020	From CE's Office to Secretary of Coláiste Clavin BoM in respect approval for School Plan Policy, ICT Acceptable Usage Policy 2019, Admission Policy 2020/21, Statement of Strategy for School Attendance, School iPad Policy 2019
20/03/2020	From CE's Office to Secretary St. Ciaran's CS, Kells BoM in respect of Child Safeguarding Statement noted
20/03/2020	From CE's Office to Principal Enfield CC in respect of Proposed Contributions from Parents/Guardians 2020/21
20/03/2020	From CE's Office to Secretary of Coláiste na hInse BOM in respect of Proposed Contributions from Parents/Guardians 2020/21
20/03/2020	From CE's Office to Secretary of Coláiste de Lacy BOM in respect of Proposed Contributions from Parents/Guardians 2020/21
20/03/2020	From CE's Office to Claire Kennedy re. Section 29 Appeals
20/03/2020	From CE's Office to Gemma Murray, Secretary Music Generation Louth in respect of BoM minutes noted
20/03/2020	From CE's Office to Dir. OSD re. approval of Financial Authority & Approvals Policy, LMETB ICT Outsourcing & Acquisitions Policy & LMETB

	Procurement Policy. Risk Management Report, Data Breach Reports & Corporate Governance Calendar for 2020 were noted.
20/03/2020	From CE's Office to Sinead Murphy, Buildings Officer re. Leases in respect of Navan Rugby Club & Old School House approved. Approval also for increase in rent for Donaghmore Ashbourne GAA facilities.

Correspondence sent on foot of Board Meeting on 27th February 2020

Date	Re:
18/03/2020	From CE's Office to Billy Watson acknowledging resignation as Parent's Representative of LMETB Board
18/03/2020	From CE's Office to Chairperson National Parents Council Primary (NPC) seeking nomination of male parent representative to LMETB Board following resignation fo Billy Watson
18/03/2020	From CE's Office to Chairperson National Parents Council Post-Primary (NPCPP) seeking nomination of male parent representative to LMETB Board following resignation fo Billy Watson
24/03/2020	From CE's Office to Oonagh Prendergast acknowledging retirement and inviting for presentation at upcoming Board meeting.
24/03/2020	From CE's Office to Macdara O'Duillearga acknowledging retirement and inviting for presentation at upcoming Board meeting.
24/03/2020	From CE's Office to Secretary to BOM re ratifications for DCFE
24/03/2020	From CE's Office to Director FE re ratifications for FE
24/03/2020	From CE's Office to Cllr. Erin McGreehan re nomination to the Governing Body of Dundalk Institute of Technology.
24/03/2020	From CE's Office to Cllr. Nick Killian re nomination to the Governing Body of Dundalk Institute of Technology.
24/03/2020	From CE's Office to Bill Sweeney re nomination to the Governing Body of Dundalk Institute of Technology.
24/03/2020	From CE's Office to President DKIT re LMETB's nomination to the Governing Body of Dundalk Institute of Technology.
24/03/2020	From CE's Office to Secretary to BOM re ratifications for Coláiste na hInse
24/03/2020	From CE's Office to Secretary to BOM re ratifications for Ashbourne CNS
24/03/2020	From CE's Office to Ciaran Flynn re nomination as Community Representative to Ashbourne CNS

24/03/2020	From CE's Office to Michael McGill re nomination as Community Representative to Ashbourne CNS
24/03/2020	From CE's Office to Secretary to BOM re ratifications for St Peter's Dunboyne
24/03/2020	From CE's Office to Secretary to BOM re ratifications for Ratoath College and approval of Report of the Independent Review Group (IRG) on the use of tablet devices in Ratoath College
25/03/2020	From CE's Office to Gemma Murray re ratifications for LMEP – minutes and policy.

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 highlighting work undertaken in the areas of staff recruitment planning for 2020/21, the move to a new on-line payments system for FET staff, the migration of apprenticeship payments to a new system and the establishment of a TEL (Technology Enhanced Learning) sharepoint site. Director outlined measures which have been implemented to enable and support continuity of teaching and learning following the enforced closure of centres/colleges on 12 March. Director expressed her gratitude to FET staff for their ongoing dedication in ensuring that LMETB's FET centres are in a position to continue to provide teaching and learning during the present enforced closure.

Members thanked Director for her report and noted same.

5.1.1 Further Education and Training Committee/Board of Management Minutes

The minutes of the meeting of the Board of Management of Drogheda Institute of Further Education held on 5th December 2019 were noted.

The minutes of the meeting of the Board of Management of O'Fiaich College held on 11th February 2020 were noted.

5.2.2 Memberships and Chairpersons of Boards of Management

It was resolved **R. 11/03/2020** to nominate Mr. Martin O'Reilly as Community Nominee to the Board of Management of St. Oliver Post Primary School Oldcastle.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Marianne Butler

It was resolved **R. 12/03/2020** to nominate Ms. Anjana Hanratty as Community Nominee to the Board of Management of Dunshaughlin Community College.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Damien O'Reilly

It was resolved **R. 13/03/2020** to nominate Mr. Derek Halligan as Community Nominee to the Board of Management of Dunshaughlin Community College.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Damien O'Reilly

It was resolved **R. 14/03/2020** to nominate Mr. Noel Dempsey as Community Nominee to the Board of Management of Dunshaughlin Community College.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Damien O'Reilly

It was resolved **R. 15/03/2020** to nominate Fr. Michael Kilmartin as Community Nominee to the Board of Management of Coláiste Clavin.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Marianne Butler

It was resolved **R. 16/03/2020** to nominate Mr. Seamus Murray as Chairperson of the Board of Management of Coláiste Clavin.

Proposed: Cllr. Wayne Harding

Seconded: Mr. Ciarán O'Donnell

The nomination of an LMETB nominee to the Board of Management of Coláiste Clavin was deferred to a future meeting.

5.2.3 School Based Policies

It was resolved **R. 17/03/2020** to approve the Wellbeing Policy of St. Oliver Post Primary, Oldcastle.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. John Sheridan

It was resolved **R. 18/03/2020** to approve the Additional Educational Needs Policy of St. Oliver Post Primary, Oldcastle.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. John Sheridan

It was resolved **R. 19/03/2020** to approve the School Owned Assistive Technology Policy of St. Oliver Post Primary, Oldcastle.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. John Sheridan

5.2.4 Proposed Contributions from Parents/Guardians 2020/21

School	Year Group	Proposed Amount
O' Carolan College	1 st , 2 nd , 3 rd , 5 th & 6 th	€160
O' Carolan College	TY	€300
O' Carolan College	Leaving Certificate Applied	€200
Coláiste Chú Chulainn	1 st , 2 nd , 3 rd , 5 th & 6 th	€235
Coláiste Chú Chulainn	TY	€270
Dunshaughlin CC	1 st , 2 nd , 3 rd , 5 th & 6 th	€250
Dunshaughlin CC	TY	€350
Centre for European Schooling	All pupils/students	€20
Dunshaughlin CNS	Junior Infants	€75
Coláiste na Mi	1 st Year	€130
Coláiste na Mi	2 nd & 3 rd Year	€120
Coláiste na Mi	TY	€390
Coláiste na Mi	5 th Year	€250
Coláiste na Mi	6 th Year	€150
Coláiste na Mi	LCA 1 & 2	€120
Coláiste Clavin	1 st , 2 nd , 3 rd , 5 th & 6 th Year	€175
Coláiste Clavin	TY	€400
Bush PP	1-6 year	€140
Bush PP	LCA	€65
Bush PP	TY	€465
O'Fiaich College	1-6 year (including TY)	€180

It was resolved **R. 20/03/2020** to approve the above Proposed Contributions from Parents/Guardians for academic year 2020/21.

Proposed: Cllr. Antoin Watters

Seconded: Cllr. Erin McGreehan

6. OSD Matters

6.1 Minutes:

The minutes of the Audit and Risk Committee meetings on 7 March 2019, 7 May 2019 and 16 December 2019 were noted.

It was resolved **R. 21/03/2020** to approve the minutes of the Finance Committee Meeting held on 20th February 2019.

Proposed: Mr. Ciarán O'Donnell

Seconded: Cllr. Wayne Harding

It was resolved **R. 22/03/2020** to approve the minutes of the Finance Committee Meeting held on 25th March 2020.

Proposed: Mr. Ciarán O'Donnell

Seconded: Cllr. Wayne Harding

It was resolved **R. 23/03/2020** to approve the minutes of Finance Committee meeting held on 16 December 2019.

Proposed: Mr. Ciarán O'Donnell

Seconded: Cllr. Wayne Harding

It was resolved **R. 24/03/2020** to approve the minutes of Finance Committee meeting held on 27 February 2020.

Proposed: Mr. Ciarán O'Donnell

Seconded: Cllr. Wayne Harding

It was resolved **R. 25/03/2020** to approve the minutes of the Gifts Trusts and Scholarships Committee meeting held on 15 November 2019.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

6.2 OSD Policies/ Documentation

APO Corporate and Education Services explained that it was proposed that the current codes approved in 2018 be updated in line with the 2019 Code of Practice and went on to explain the main changes.

It was resolved **R. 26/03/2020** to approve the Updated Code of Conduct for board members.

Proposed: Cllr. Emer Tóibín

Seconded: Ms. Siobhan Greer

It was resolved **R. 27/03/2020** to approve the Updated Code of Conduct for staff.

Proposed: Cllr. Maria Murphy

Seconded: Ms. Máirín Uí Fháinnín

6.3 Gifts, Trust and Scholarships Committee

Mr. Ciaran 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 18 March including a register of Gifts, Trusts and Scholarships for 2019 and two proposed gifts:

- €440 from the past pupils of St. Oliver PP, Oldcastle. Mr. O'Donnell advised that the donation is to be used to purchase a memorial stone for a memorial garden at the school for deceased past pupils of the school, that having reviewed and discussed the report by the Chief Executive and the information provided, the Committee resolved to recommend approval of the gift by the Board.
- Citroen Berlingo to be used as a training vehicle/engine for the motor mechanic programme in the Regional Skills and Training Centre. Mr. O'Donnell advised that the donor is a motor mechanic tutor in DIFE and that DIFE motor mechanic students attend classes in the Regional Skills and Training Centre two days per week, that having reviewed and discussed the report by the Chief Executive and the information provided the Committee resolved to recommend approval of the gift by the Board.

It was resolved **R. 28/03/2020** to approve the recommendations of the Gifts, Trusts and Scholarships Committee.

Proposed: Cllr. Erin McGreehan

Seconded: Cllr. Marianne Butler

6.4 Risk Management Report as at March 2020

DOSD noted that the risk register structure had been modified and now comprises sub-registers for each of the three directorates (Further Education and Training, Schools and OSD) and an overall register and thanked Irish Public Bodies for their ongoing assistance and guidance in relation to risk management. DOSD advised that the Audit and Risk Committee have indicated that, in addition to their regular review of risk, they intend to review risk management in detail at one of its scheduled minutes.

Members noted the Risk Management Report.

6.5 Data Breach Report

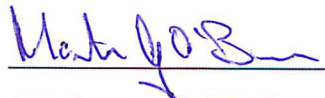
APO Corporate and Education Services summarised the reports advising that LMETB had determined that neither of the two breaches warranted reporting to the Data Protection Commission.

Members noted the Data Breach Report.

7. Any Other Business

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:

21-5-2020

21/5/2020

