

## Minutes of Meeting held on Thursday, 27<sup>th</sup> February 2020

A meeting of Louth and Meath Education and Training Board took place  
in County Chambers, LMETB, Railway Street, Navan, County Meath  
at 5pm.

<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. Roisin Duffy, Mr. Paul Dermody, Ms. Máirín Uí Fháinnín, Cllr. Eileen Tully, Mr. Bill Sweeney and Mr. Ciarán O'Donnell.
<b>LEITHSCEIL:</b>	Cllr. Deirdre Geraghty-Smith, Cllr. Damien O'Reilly, Ms. Irene Brady, Cllr. Antoin Watters and Mr. Billy Watson
<b>AR FREASTAIL:</b>	Mr. Martin G. O'Brien, CE Mr. Brian Murphy, Director OSD Ms. Sadie Ward McDermott, Director of FET Ms. Anne Whyte, APO Finance Mr. Frank Smith, APO Corporate Services Ms. Sinead Murphy, Senior Staff Officer, Buildings Ms. Barbara Brennan, Staff Officer, Corporate Services Ms. Carmel McEvoy, Corporate Services Mr. Denis Leonard, Principal, Dunboyne College of Further Education

### **APOLOGIES**

Apologies were noted from Cllr. Deirdre Geraghty-Smith, Cllr. Damien O'Reilly, Ms. Irene Brady, Cllr. Antoin Watters and Mr. Billy Watson.

## **CONDOLENCES**

Condolences were expressed in the usual respectful manner.

<b>1. Absence Approval</b>
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It was resolved **R. 01/02/2020** to approve the absence of LMETB members: Cllr. Deirdre Geraghty-Smith, Cllr. Damien O'Reilly, Ms. Irene Brady, Cllr. Antoin Watters and Mr. Billy Watson

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Sharon Tolan

CE briefed members on recent staffing changes. He advised that Ms. Brennan had been promoted to the role of Training Advisor in the Regional Skills and Training Centre. CE thanked Ms. Brennan for her work on behalf of staff and board members. CE introduced Ms. McEvoy who is taking over from Ms. Brennan. Chairperson thanked Ms. Brennan for her assistance to current and previous board members and welcomed Ms McEvoy.

Ms. Murphy briefed members on school extension projects recently approved by the Department of Education and Skills. CE acknowledged the Department's assistance. Chairperson welcomed this news.

### **Consideration of Service Plan**

Mr. Sweeney, Chairperson of the Finance Committee, introduced the draft Service Plan for 2020. He thanked Ms. Whyte and Ms. Traynor for their work in preparing the document. Mr. Sweeney advised that the plan was approved by the Finance Committee at its meeting this morning. DOSD and APO Finance took members through the document. Chairperson thanked staff for their work in preparing the plan.

It was resolved **R. 02/02/2020** to approve the Service Plan for 2020

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Roisin Duffy

## **Resignation of Mr. Billy Watson, Parent Representative**

CE advised members that Mr. Billy Watson had tendered his resignation from the role of parent representative on the Board. CE advised that LMETB will request the two bodies specified by the Minister, i.e. the National Parents Council Primary (NPC) and the National Parents Council Post Primary (NCP) to nominate a male nominee for consideration to sit on the Board of LMETB.

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

**2.1** It was resolved **R. 03/02/2020** to adopt the minutes of the meeting of Louth and Meath ETB dated 23 January 2020.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Maria Murphy

### **2.2 Matters Arising:**

There were no matters arising.

## **3. Finance**

### **3.1 Finance Update**

APO Finance took members through the finance report as at 31 January 2020.

It was resolved **R. 04/02/2020** to approve the finance report presented.

**Proposed:** Ms. Roisin Duffy

**Seconded:** Cllr. Marianne Butler



#### 4. Correspondence

##### a. Department of Education and Skills: Circulars

<i>C/L ref</i>	<i>RE:</i>
0003/2020	Teacher Fee Refund Scheme 2019
0004/2020	Work Stoppage by TUI Member Teachers - 4 February 2020
0005/2020	Standardisation of the School Year in respect of Primary & Post-Primary Schools for the years 2020/21, 2021/22 and 2022/23
0006/2020	Diversification of Foreign Languages Provision in the Curriculum
0007/2020	Commencement of certain Sections of the Education (Admission to Schools) Act 2018
0008/2020	Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers, 2020/2021
0009/2020	Graduate Certificate in the Education of Pupils with Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2020/2021
0010/2020	Policy on Gaeltacht Education 2017-2022: Primary schools and special schools in Gaeltacht language-planning areas participating in the Gaeltacht school recognition scheme: Ongoing implementation of the Scheme (2020 - 2021)
0011/2020	Policy on Gaeltacht Education 2017-2022: Post-primary schools in Gaeltacht language-planning areas participating in the Gaeltacht school recognition scheme: Ongoing implementation of the Scheme (2020 - 2021)
0012/2020	Policy on Gaeltacht Education 2017-2022: Invitation to primary schools in Gaeltacht language-planning areas to consider joining the Gaeltacht School Recognition Scheme (February 2020 - August 2021)
0016/2020	Framework for Junior Cycle – History in Schools from September 2020 onwards

b. Correspondence received from Department of Education and Skills

<i>Date Received</i>	<i>Subject</i>
16/01/2020	Draft report of SENPP – DeLacy College
21/01/2020	Grants for Financial Year Ending 31/12/2019
28/01/2020	Factual Verification - St Peter's College, Dunboyne
28/01/2020	Ethics/Standards in Public Office Return for the period 1st of January 2019 to the 31st of December 2019
30/01/2020	Update re Coláiste Chu Chulainn
01/02/2020	EMAIL. Start of Year Service Plan Letter and Figures for 2020.
03/02/2020	EMAIL. Response to LMETB query regarding PLC places.
05/02/2020	EMAIL. Apprentice Payroll Project Update
06/02/2020	Explore Programme 2020
10/02/2020	Acknowledgement of Data Processing Agreement - Apprentice and Learner Payments - Louth Meath ETB
11/02/2020	EMAIL. Letter re Financial Template 2019
14/02/2020	Letter of Determination in respect of year ending 31st December 2020
14/02/2020	To the Chief Executive and Finance officers of Louth and Meath Education and Training Board - Service Plan.
18/02/2020	Provision of additional accommodation 2019 -Skerries Educate Together National school
21/02/2020	Provision of additional school accommodation (for Beaufort College, Trim Road, Navan, Co. Meath R/N 72010I.



c. Correspondence received from other sources

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
20/01/2020	St Oliver PP	Notification of BOM Meeting. Minutes 7th November 2019
22/01/2020	Hugh Geoghegan, ESF Managing Authority	Data request for ESF supported activities
22/01/2020	ETBI	ETBI Brief 01/2020 re Lansdowne Road Agreement – Chairman’s Note re Tutors in Further Education
22/01/2020	Louth County Council	Non Compliance Issue Resolution
24/01/2020	TUI	Rescheduling of Mock Exams due to TUI Strike on 4th February
24/01/2020	ETBI	Update from ESBS
24/01/2020	ETBI	ETBI Brief 02/2020 re TUI Strike Action on 4 February 2020
24/01/2020	C&AG	Audit Requirements 2019 – Letter of Engagement
27/01/2020	Anthony Leavy – Athboy CS	Minutes of BOM 18/11/2019
27/01/2020	C&AG	Audit of Louth and Meath ETB Financial Statements 2019
28/01/2020	IAU	Draft Engagement Letter - Resource utilisation of further education and training in LMETB
30/01/2020	ETBI	TUI Strike 4th February: School Transport
31/01/2020	QQI	Inaugural review of QA in ETBs
31/01/2020	Meath County Council	Notice in respect of Shrubs - Section 70 Roads Act 1993
29/01/2020	Department of Health	EMAIL. Information for schools, preschools and third level institutions on the Coronavirus
29/01/2020	St Ciaran Community School	Letter requesting support for BOM for process in creating ASD Unit
29/01/2020	Social Welfare Services Office	School Meals Scheme 19/20 – O Carolan College
03/02/2020	SOLAS	EMAIL. Consultation on building a strong social Europe for Just Transitions
06/02/2020	Nicola Kearns	Request for update - : RC Proposed Implementation of Recommendations of IRG
05/02/2020	ETBI	C&AG Review of Leased Properties in ETBs
05/02/2020	Meath Co. Council	Announcement of A. O’Connell as Music Development Officer for Music Generation Meath
07/02/2020	DCYA	Current Funding Drawdown Form 2020
12/02/2020	Paul Fay, DCYA	YouthWork Drawdown funds, timescale details
17/02/2020	Coláiste na Mí, Board of Management	Expressing Concerns re: staffing & Building
17/02/2020	National Council for Special Education (NCSE)	Sanction of An Autism Special Class – BFT
	Ciaran Conlan - SOLAS	Letter of offer - Building B, Dundalk

d. Correspondence sent

Date	Re:
22/01/2020	From DOSD to DoES in regard query on S22 Reports due on Protected Disclosures by aegis bodies on June 30th
24/01/2020	From DOSD to C&AG in acknowledgment of Letter of Engagement
24/01/2020	From CE to Patrons of Boyne CS to request urgent meeting re enrolment issues
29/01/2020	From CE's Office receipt of correspondence to Chapel St 29/01/2020
29/01/2020	From DOS to An Foras Pátrúnachta re Aonad at Coláiste Chu Chulainn Dundalk
29/01/2020	From DOSD to IAU re acknowledgement of correspondence in respect of Resource utilisation of further education and training in LMETB
29/01/2020	From CE's office to DoES to report NIL return on Fraud Returns/Financial Irregularities 2019.
31/01/2020	From CE to DoES Query on Allocation to PLC Colleges 2019/20 and 2020/21
03/02/2020	From Director of Schools to DoES re Centre for European Schooling Dunshaughlin - Change of length of School Year
06/02/2020	From DOSD to Nicola Kearns re : RC Proposed Implementation of Recommendations of IRG
11/02/2020	From Director FET to DCYA re YouthWork Project fund transfer query
11/02/2020	From Director of Schools to Foras na Gaeltachta re update Aonad at Coláiste Chu Chulainn Dundalk
14/02/2020	From Director FET to SOLAS FARR re Funding Allocations Requests (FAR) 4 - Financial documentation 2020
14/02/2020	From Director FET to SOLAS FARR re Funding Allocations Requests (FAR) 2 - Narrative documentation 2020.
21/02/2020	From DOSD to Oonagh Prendergast. Copy of report of Independent Review Group – Ratoath College
25/02/2020	From DOSD to Oonagh Prendergast. Follow up of response to IRG Report. Deadline for communication of response @ 26/02/2020

CE answered questions from members regarding correspondence.



## 5. Committees and Reports

### 5.1 Further Education and Training Report

Director of FET briefed members on recent highlights within Further Education and Training. Chairperson commented on the excellent County Meath Apprenticeship Expo held on 25<sup>th</sup> February.

#### 5.1.1 Board of Management Minutes

It was resolved **R. 05/02/2020** to approve the minutes of the meeting of Dunboyne College of Further Education Board of Management of 26<sup>th</sup> November 2019

**Proposed:** Cllr. Maria Murphy

**Seconded:** Mr. Paul Dermody

The minutes of the meeting of Youthreach Board of Management of 11<sup>th</sup> October 2019 were noted.

It was resolved **R. 06/02/2020** to approve the minutes of the meeting of Adult Education Committee meeting of 10<sup>th</sup> September 2019

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

#### 5.1.2 Memberships and Chairpersons of Committees

CE advised that LMETB may nominate two councillors and two others to the Governing Body of Dundalk Institute of Technology.

It was resolved **R. 07/02/2020** to nominate Cllr. Erin McGreehan to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Sharon Tolan

It was resolved **R. 08/02/2020** to nominate Cllr. Nick Killian to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Cllr. Erin McGreehan

It was resolved **R. 09/02/2020** to nominate Mr. Bill Sweeney to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Cllr. Erin McGreehan

**Seconded:** Cllr. Sharon Tolan



It was resolved **R. 10/02/2020** to nominate Ms. Sadie Ward McDermott to the Governing Body of Dundalk Institute of Technology.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Cllr. Maria Murphy

Mr. Sweeney noted that Dundalk Chamber of Commerce was one of the organisations recommended by the Academic Council of Dundalk Institute of Technology. Mr. Sweeney suggested that Chambers Ireland would be more reflective of the institute's regional footprint. CE stated that LMETB would make this suggestion to Dundalk Institute of Technology.

### **5.1.3 Further Education and Training Policies**

It was resolved **R. 11/02/2020** to approve the LMETB Youth Work Development Plan 2020-22

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Mr. Bill Sweeney

## **5.2 Director of Schools Report**

Chairperson noted that Director of Schools is absent on sick leave and wished her well.

### **5.2.1 Board of Management Minutes**

It was resolved **R. 12/02/2020** to approve the minutes of the meeting of Coláiste na hInse Board of Management of 9<sup>th</sup> October 2019

**Proposed:** Cllr. Wayne Harding

**Seconded:** Cllr. Sharon Tolan

### **5.2.2 Board of Management Memberships**

It was resolved **R. 13/02/2020** to approve the appointment of Mr. Ciaran Flynn as Community Representative to Ashbourne CNS Board of Management.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Siobhan Greer

It was resolved **R. 14/02/2020** to approve the appointment of Mr. Michael McGill as Community Representative to Ashbourne CNS Board of Management.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Siobhan Greer

### 5.2.3 School based Policies

It was resolved **R. 15/02/2020** to approve the Anti-Bullying Policy, Intimate Care Policy, Internet Acceptable Use Policy and Communication with Parents/Guardians Policy of Coláiste na hInse.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Cllr. Sharon Tolan

### 5.2.4 Proposed contributions

It was resolved **R.16/02/2020** to approve the proposed contribution of €245 for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Year students from Parents/Guardians for 2020/21 for St. Peter's College, Dunboyne.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Ms. Roisin Duffy

It was resolved **R.17/02/2020** to approve the proposed contribution of €390 for TY students from Parents/Guardians for 2020/21 for St. Peter's College, Dunboyne.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Ms. Roisin Duffy

It was resolved **R.18/02/2020** to approve the proposed contribution of €285 for 5<sup>th</sup> and 6<sup>th</sup> Year students from Parents/Guardians for 2020/21 for St. Peter's College, Dunboyne.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Ms. Roisin Duffy

It was resolved **R.19/02/2020** to approve the proposed contribution of €130 for LCA 1 and 2 students from Parents/Guardians for 2020/21 for St. Peter's College, Dunboyne.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Ms. Roisin Duffy

It was resolved **R.20/02/2020** to approve the proposed contribution of €240 for 1<sup>st</sup> Year students from Parents/Guardians for 2020/21 for Ratoath College.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Marianne Butler

It was resolved **R.21/02/2020** to approve the proposed contribution of €200 for 2<sup>nd</sup> and 3<sup>rd</sup> Year students from Parents/Guardians for 2020/21 for Ratoath College.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Marianne Butler

It was resolved **R.22/02/2020** to approve the proposed contribution of €450 for TY students from Parents/Guardians for 2020/21 for Ratoath College.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Marianne Butler

It was resolved **R.23/02/2020** to approve the proposed contribution of €240 for 5<sup>th</sup> and 6<sup>th</sup> Year students from Parents/Guardians for 2020/21 for Ratoath College.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Marianne Butler

### **5.2.5 Report of the Independent Review Group (IRG) on the use of tablet devices in Ratoath College – Presented by: Dr. Ann Marcus-Quinn**

Chairperson introduced and welcomed Dr. Marcus-Quinn. DOSD distributed copies of the report to members. Dr. Marcus-Quinn took members through the main points of the IRG's report and answered questions from members. CE thanked the IRG for their comprehensive and valuable report and thanked Dr. Marcus-Quinn for her presentation. CE noted that the next step is implementation of the report's recommendations. DOSD confirmed that the report will be published following GDPR review and once third parties have had an opportunity to comment.

It was resolved **R.24/02/2020** to approve the report as presented.

**Proposed:** Cllr. Erin McGreehan

**Seconded:** Ms. Siobhan Greer

## **6. Section 29 appeals**

It was resolved **R. 25/02/2020** to conduct the discussion on Section 29 appeals in committee.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Sharon Tolan

## **7. OSD Matters**

7.1 Minutes:

It was resolved **R. 27/02/2020** to approve the minutes of the meeting of Louth Music Education Partnership meeting on 10<sup>th</sup> December 2019.

**Proposed:** Ms. Roisin Duffy

**Seconded:** Ms. Siobhan Greer

It was resolved **R. 28/02/2020** to approve the minutes of the meeting of Louth Music Education Partnership meeting on 15<sup>th</sup> October 2019.

**Proposed:** Ms. Roisin Duffy

**Seconded:** Ms. Siobhan Greer

7.2 OSD Policies

It was resolved **R. 29/02/2020** to approve the Louth Music Education Partnership Policy for the safe use of digital imagery.

**Proposed:** Ms. Siobhan Greer

**Seconded:** Cllr. Sharon Tolan



It was resolved **R. 30/02/2020** to approve the Louth Music Education Partnership Digital and Visual Imagery Consent Form.

**Proposed:** Ms. Siobhan Greer

**Seconded:** Cllr. Sharon Tolan

The LMETB Adverse Weather Protocol was noted.

7.3 The Risk Management Report as at February 2020 was noted.

7.4 The Data Breach Report was noted.

## **8. Land and buildings**

It was resolved **R. 31/02/2020** to conduct the discussion on proposed lease (item 8.1) in committee.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Sharon Tolan

### **8.2 Consideration of renunciation and heads of terms for Unit 5 Dunboyne College of Further Education**

Ms. Murphy outlined to the Board the briefing and recommendations of the LMETB Land and Building committee as follows:

#### **Background**

Dunboyne College of Further Education was successful in securing additional allocation for student places for 2019 which necessitated additional accommodation needs. The College at that time was renting 22 number of units from 15 different landlords.

A vacant unit, known as factory Unit 5a (Churches) in the Dunboyne Business Park, was identified by the Director of College, Denis Leonard.

The Land and Building Sub Committee meeting number 2, dated 25<sup>th</sup> February 2018, was held in Dunboyne College which enabled the committee to view the existing accommodation and two potential future units, one of which was Unit 5a (The Churches).

*Extract from minutes of the meeting dated 25<sup>th</sup> February 2018:*

**Viewing of existing and proposed new units**  
SM advised that the College had been successful in securing additional allocation for student places for the coming academic year. This necessitated additional accommodation needs.

Committee members met the Principal, Denis Leonard, and were shown two possible units available for lease.

The first was a unit currently housing church groups, Unit 5a. The landlord was present and willing to modify the building to suit the needs of the college. The landlord is getting a consultant to draw up plans which would allow approx. 5/6 classrooms downstairs and possibly more upstairs. Rent is to be negotiated by GVA O’Buachalla who will then furnish a report which will then be brought to the next sub-committee meeting.

GVA Donal O’Buachalla was engaged by LMETB to negotiate heads of terms with the landlord. GVA visited the property on 22<sup>nd</sup> March 2019. They noted that the property was currently vacant having operated as a church and spiritual centre. Their report estimated that works could cost €350,000 to complete and would result in an overall gross internal area and provision of 9 classrooms at 6,416 sq. ft.

***The terms negotiated were as follows:***

**Rent:** €100k per annum plus VAT at 23%

**Term:** 5-year term with a break option in year 3

The recommendation from GVA O’Buachalla was that the market rent payable for the refurbished property was in the region of €75,000 per annum. They noted that “we have reverted to the landlord who advises that he is unwilling to reduce the proposed rent any further”.

The report continues as follows:

Having regard to the terms and comments above, the LMETB may consider the proposed rent of €100,000 per annum sought for the following reasons:

1. Limited supply of alternative suitable accommodation meeting LMETB’s requirements available within the Park

2. The subject is located close to the College – resulting in consequential cost saving benefitting LMETB on administration, easier movement of students and staff between buildings and ancillary services, such as facility management, property management costs.
3. The Landlord is providing a ‘turnkey’ solution to meet LMETB’s specific requirements and therefore the rent sought by the landlord reflects a premium reflecting the fit-out works being carried out by the landlord at his own cost and expense – resulting in consequential cost savings benefitting LMETB in terms of procurement and cost of works.
4. No future dilapidation costs i.e. LMETB will not be required to return the unit to its pre-lease condition which is a standard clause in modern leases – again a further saving from LMETB’s perspective
5. The lease is a short term with flexible terms and therefore in our experience is the market place tenants, such as LMETB, are prepared to pay a premium reflecting the flexibility and short-term lease arrangement on the basis they are not committing to a long-term onerous lease.

At the land and building meeting no. 5 held on 1<sup>st</sup> May 2019 the committee considered the GVA O’Buachalla report on the unit and the terms were proposed by Mr. Ciaran O’Donnell and seconded by Mr. Bill Sweeney. It was noted that Mr. O’Donnell stated that “the need for accommodation for students in September requires that the unit be progressed in order to achieve the required accommodation for the increased enrolment”.

*Extract from minutes of the meeting dated 1<sup>st</sup> May 2019*

<p>- Consideration of terms for proposed new unit to lease – Unit 5 (Churches)</p> <p>SM circulated the report and recommendation from GVA Donal O’Buachalla which includes the Heads of Terms upon which the landlord is prepared to lease the site. These terms have been negotiated by GVA Donal O’Buachalla on behalf of LMETB. The terms include a 5 year lease with break option year 3, €100,000 + VAT per annum for 8 no. classrooms and associated toilets, meeting rooms and stores/offices. The landlord has undertaken to provide a ‘turnkey’ solution.</p> <p>FS advised that there are a number of hurdles which will need to be overcome. The landlord is in the process of finalising the purchase of the unit. Statutory approvals must be sought and approved. Mr. Ciaran O’Donnell stated that those issues are out of hands of LMETB and the need for accommodation for students in September requires that the unit be progressed in order to achieve the required accommodation for the increased enrolment.</p>	<p>Proposed by: Mr. Ciaran O’Donnell Seconded by: Mr. Bill Sweeney</p>
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The recommendation of the Land and Building Committee was put to the full ETB Board meeting on 2<sup>nd</sup> May and the terms were proposed by Ms. Catherine Clair and seconded by Ms. Siobhán Greer.

Following board approval Department of Education & Skills approval was sought for the same terms namely €100,000 plus VAT per annum. On 20<sup>th</sup> May 2019 the Department approved the request for lease sanction at a cost of €100,000 per annum. The Department confirmed to LMETB that “it is normal procedure for all sanctions to be exclusive of VAT”.

LMETB were advised by the landlord that their company was going in to liquidation and they would no longer be able to finalise the purchase of the building and stand over their commitment to LMETB.

The new purchaser of the building confirmed to LMETB that they intended to complete the works in question along the same lines as had previously been provided by the original owner. The



Solicitor for the new landlord and the Solicitor for LMETB commenced negotiations on finalising the lease and the new landlord commenced refurbishment works of the unit in accordance with the recommendations of the GVA Donal O’Buachalla report.

Significant work has been done on the unit to date however through the course of the Solicitors finalising the lease it transpired that the new landlord’s expectation was that he would be paid €123,000 in full, not €100,000 + VAT = €123,000. The total cost to the ETB is the same. In addition to this the new landlord has confirmed verbally that he is replacing the existing roof with a new roof, installing a lift and fully fitting out two computer rooms with cabling. This was not part of the original specification. LMETB commissioned a separate quantity surveying report in order to satisfy itself that costs associated with these refurbishment works were of the order discussed. Mr. Joe Beggs, Quantity Surveyor confirmed that the works to the building in order to make it fully compliant were at least €600k.

Mr. Denis Leonard, Principal of Dunboyne College of Further Education addressed the meeting and made the following submission to those in attendance.



**Denis Leonard**, Principal  
Dunboyne College of Further Education,.

[www.dunboynecollege.ie](http://www.dunboynecollege.ie)

### **Submission to LMETB Board**

**27<sup>th</sup> February 2020**

### **Factory Unit 5 Dunboyne Business Park**

#### **Why the accommodation crisis?**

Dunboyne College is the only dedicated provider of further education in Co Meath, (the fifth largest county in the country with a steadily growing population) while also serving the rapidly expanding populations of west Dublin and North Kildare less than 10 kilometers away, This is demographic of over 400,000 people with 2 and 3 new feeder school coming on stream every year. No other FET college in the country serves this large a demographic and the demand for our course is growing exponentially. We had 670 students enter in 2017, 823 in 2018 and now 966 this year. We had 2300 applications for our 966 places this year and have allocation to go to 1000 in September of this year. In 2018 we only had an allocation of 495 so we have doubled the teachers (30 to 60) and added 20 courses meaning the need for 20 new classrooms. Five of these are prefabs on the only piece of ground available to us in the entire business park, 6 are from small 1 unit rentals, and the other 9 have to be provided in the only building made available to us in its entirety in the Business Park. I have been renting temporary accommodation here for 17 years during a boom, a recession and now through a growth period. Rents have rose considerably since 2010-13 and nearly all of our 18 units are converted office blocks necessitating transformative work on lease. Solas have confirmed their preference is to lease buildings that are compliant with statutory regulations as opposed to renting building that require further capital investment post the lease being taken out. This is due to the fact that Solas have very limited budget and a huge number of training centres, PLC college and FET buildings applying for this very limited capital fund.

#### **Why Unit 5?**

The great attraction of Unit 5 is that it is custom built to our specifications, has an elevator for disability access (our first), and has 9 classrooms (one double which can be divided or left open for lectures) and three offices and six toilets. The original purchaser, after going out of business, left us transporting 100 healthcare students to Navan this year at a cost of €60,000. These Navan courses will fit in 4 of the 9 new rooms of unit 5. The new purchaser who took over the building has been much more proactive with us and allowed two of the rooms to be completely fitted out as badly needed computer rooms, one as a special purpose nursing training centre, and another as a childcare lecture area and training area. The building also provides three badly needed offices for counselling and to accommodate the 4 new assistant principals being appointed this year in shared office provision. It contains six toilet areas with male, female and disabled access on each floor as well as storage area. We are very short on toilet accommodation in our other units and prefabs. This is not your normal temporary accommodation, but a fully fitted out permanent build as opposed to pre-fabricated units with all fire safety and disability access built in. The cost to LMETB of €123,000 was part of FARR planning document submitted to SOLAS in January 2020 with all our rental expenditure for 2020. Funding is available to meet the rental cost.

#### **Summary**

The fact that Dunboyne College is on the Department Building list since 2016 and still does not have site purchased means rising bills for temporary accommodation year on year. The fit out of this building now has to include a new roof, disabled lift and air conditioning system to comply with recent building and fire regulations so it has incurred massive fit out costs. This finished product will be the only custom build and fit out we have here on this campus for our 1000 students. We have exhausted every rental possibility in the Dunboyne area and this is by far the most suitable and on the same square as all our other units for management purposes. We believe the finished product represents good value for money in respect to the quality academic accommodation it will deliver in Dunboyne which is a high commercial rent zone with minimum properties to lease. .

The Buildings Officer reviewed existing rented temporary accommodation costs across the scheme and these are set out as below:

#### Comparable Rental Figures - Prefabs:

School/Centre	No. of Rooms	Current Rent paid p/annum	Installation Costs	Avg. rent p/classroom	Demolition Costs
<b>Unit 5a (Churches)</b>	<b>9 + 3 offices</b>	<b>€123,000</b>	<b>0</b>	<b>€13,667</b>	<b>0</b>
Coláiste na Mí, Navan	6x49m2 1x78m2 1x100m2 1x36m2 (total 750m2)	€140,712	€260,480	€15,635	€24,615
Coláiste na Mí, Navan	12x49m2 1 x Science & Prep room, staffroom, Toilets & Circulation space (total 1058m2)	€169,174	€405,494	€13,013	€42,208
Dunshaughlin Community College	9	€98,818	€712,063	€10,979	€29,226
O Fiaich College, Dundalk	3	€63,700	€164,222	€21,233	€16,500
Ard Ri CNS, Navan (does not include rent paid to Rugby/Tennis Club for land)	11	€166,296	€302,578	€15,118	€42,398

#### Sample Cost per Square Meter –

Coláiste na Mí                    €140,712/750 = €187 /m2 + €76/m2 installation and demolition = €263/m2

Coláiste na Mí                    €169,174/1058 =€162/m2 + €84/m2 p.a = €246/m2

O’Fiaich College                €63,700/200 = €318/m2 + €180/m2

Unit 5a, DCFE                    €123,000/600 = €205 /m2

#### Existing Rental Figures – Leased Buildings

Centre	No. of Rooms	Rent p/annum	Avg. rent p/classroom	Expected Dilapidated Costs
Unit 14-20	9	80,000	8,888	Unknown
Unit 5 & 11	3 (small)	17,800	5,933	Unknown
Units 10 & 13	2 + 2 offices	28,290	16,790	Unknown
Unit 14a	4	36,900	9,225	-



**Proposed revised terms:**

**Rent:** €123,000 – no vat applicable

**Term:** 4 years & 9 months with break option after 3 years

Lease to include **Deed of Renunciation** – renouncing LMETB's entitlement to a new tenancy agreement on expiry of the existing lease.

Following a series of questions and discussion and review of all the aforementioned information the subcommittee, having met prior to the LMETB Board meeting, recommended the revised terms to LMETB for approval. This was proposed by Cllr. Nick Killian and seconded by Cllr. Sharon Tolan that it be approved by the LMETB Board.

Ms. Murphy advised that the proposed term was 4 years and nine months and that LMETB would be required to sign a deed of renunciation.

Having considered the recommendation of the Land & Buildings Committee, it was resolved **R. 33/02/2020** to approve the proposed lease on the above terms subject to the normal approvals including Department approval.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Mr. Bill Sweeney

**8.3 Consideration of termination of lease at Gilson School, Oldcastle**

Ms. Murphy advised that use of the Gilson School is no longer required by LMETB.

Having considered the recommendation of the Land & Buildings Committee, it was resolved

**R. 34/02/2020** to approve the termination of lease at Gilson School, Oldcastle.

**Proposed:** Ms. Roisin Duffy

**Seconded:** Cllr. Sharon Tolan

**8.4 Consideration of termination of lease at Ashwalk, Ardee**

Ms. Murphy advised that use of a building in Ardee for Further Education is no longer required by LMETB.

Having considered the recommendation of the Land & Buildings Committee, it was resolved

**R. 35/02/2020** to approve the termination of lease at Ashwalk, Ardee.

**Proposed:** Ms. Roisin Duffy

**Seconded:** Cllr. Sharon Tolan

**8.5 Purchase of land adjacent to Scoil Ui Mhuiri, Dunleer**

Ms. Murphy advised that land adjacent to Scoil Ui Mhuiri, Dunleer had been offered for sale to LMETB and that the Land & Buildings Committee had recommended that LMETB not proceed on this proposal.

Having considered the recommendation of the Land & Buildings Committee, it was resolved

**R. 36/02/2020** not to proceed with the proposed purchase.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Cllr. Emer Tóibín

### 8.6 Purchase of Kells Scout Hall for Youthreach Kells

Ms. Murphy advised that Meath County Council had obtained a valuation of €120,000 for the Scouts Hall building in Kells, currently being used by Youthreach. LMETB had obtained an independent valuation of €105,000. Meath County Council accepted the ETB's valuation subject to the approval of their Elected Representatives. LMETB has received approval from SOLAS and has requested approval from the Department of Education.

Members of the Land and Buildings Committee discussed the proposal and it was proposed to recommend to the Board to purchase the building, subject to the normal approvals including Department approval.

Having considered the recommendation of the Land & Buildings Committee, it was resolved

**R. 37/02/2020** to approve the purchase of Kells Scout Hall for €105,000 subject to the normal approvals including Department approval.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Cllr. Maria Murphy

### 8.7 Land and Buildings Update

It was resolved **R. 38/02/2020** to approve the Land & Buildings update and the minutes of the Land & Buildings Committee meeting of 20<sup>th</sup> January 2020.

**Proposed:** Cllr. Sharon Tolan

**Seconded:** Cllr. Wayne Harding

## 9. Any other business

CE answered questions from members.

There was no further business and the meeting concluded at 7.30pm.

SIGNED:

  
CHIEF EXECUTIVE

  
CHAIRPERSON

DATE:

26-3-2020

26-3-2020

