

## Minutes of Meeting held on 28<sup>th</sup> March 2019

A meeting of Louth and Meath Education and Training Board took place in Colaiste na Mí, Navan, at 5pm on Thursday, 28<sup>th</sup> March 2019.

<b>CATHAOIRLEACH:</b>	Mr. Ciaran O'Donnell
<b>BAILL I LATHAIR:</b>	Cllr. Nick Killian, Cllr. Oliver Tully, Ms. Siobhán Greer, Cllr. Wayne Harding, Cllr. Damien O'Reilly, Mr. Bill Sweeney, Mr. Cormac Bohan, Ms. Catherine Clair, Cllr. Maria Murphy, Cllr. Peter Savage and Ms. Ashimedua Okonkwo.
<b>LEITHSCEIL:</b>	Cllr. Sharon Tolan, Cllr. Maeve A. Yore, Cllr. Marianne Butler, Cllr. Antoin Watters, Ms. Jennifer D'Arcy, Cllr. Eimear Ferguson and Cllr. Trevor Golden
<b>AR FREASTAIL:</b>	Mr. Martin G. O'Brien, CE Ms. Fiona Kindlon, Director of Schools Ms. Sadie Ward McDermott, Director of FET Mr. Brian Murphy, Director of OSD Ms. Anne Whyte, APO Finance Mr. Frank Smith, APO Corporate and Education Services Ms. Barbara Brennan, PA to CE

### **Apologies/Condolences/Congratulations**

Apologies were noted from Cllr. Sharon Tolan, Cllr. Maeve A. Yore, Cllr. Marianne Butler, Cllr. Antoin Watters and Cllr. Eimear Ferguson.

In the absence of Cllr. Tolan (Chairperson) the Vice-Chairperson, Mr. Ciaran O'Donnell, acted as Chairperson.

## **1. Absence Approval**

It was resolved **R. 01/03/2019** to approve the absence of LMETB members: Cllr. Sharon Tolan, Cllr. Maeve A. Yore, Cllr. Marianne Butler, Cllr. Antoin Watters, Ms. Jennifer D'Arcy, Cllr. Eimear Ferguson and Cllr. Trevor Golden

**Proposed:** Cllr. Nick Killian

**Seconded:** Mr. Bill Sweeney

## **2. Minutes**

### **2.1**

It was resolved **R. 02/03/2019** to adopt the minutes of the meeting of Louth and Meath ETB dated 28th February 2019.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Nick Killian

### **2.2 Matters Arising:**

There were no matters arising.

## **3. Finance**

### **3.1 Consideration of Draft Financial Statements for 2018**

The draft annual financial statements (AFS) and working papers for 2018 were distributed to members. APO Finance confirmed that they are in line with the Department template and that they reflect changes discussed by the Finance Committee. The Chair of the Finance Committee gave a verbal update on their meeting of the 27<sup>th</sup> of March with the written report to be circulated where the main business had been review of the Statement of Internal Control and consideration of the AFS for 2018. CE noted that the statements showed a reduction in the overall deficit position of approximately €0.5m from €1.8m to €1.3m. Mr. Bill Sweeney stated that this is a noteworthy achievement in the context of increasing student numbers and demand for services.

Further to the recommendation of the Finance Committee it was resolved **R. 03/03/2019** to approve the draft financial statements for 2018.

**Proposed:** Cllr. Oliver Tully

**Seconded:** Mr. Bill Sweeney



### 3.2 Consideration of Draft Statement of Internal Control for 2018

The draft statement of internal control for 2018 was distributed to members. Director of OSD explained that the statement was considered by the Audit and Risk Committee and reflects changes requested by them. The Audit and Risk committee had considered a report from CE informed by a survey of internal controls, a review of internal audit reports, the risk register and a register of audit findings since 2015. Director of OSD explained that, in compliance with the 2019 Code of Practice, the statement was also considered by the Finance Committee.

Director of OSD noted that the statement specifies four areas where issues of control are material and took the Board through these and the work to address them in detail. These were procurement, financial systems, pensions and the third party fraud.

It was resolved **R. 04/03/2019** to approve the Draft Statement of Internal Control for 2018.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Oliver Tully

It was resolved **R. 05/03/2019** that the meeting would go in-committee until item 3.3 to discuss recovery of the loss on foot of the invoice redirection fraud.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Nick Killian

### 3.3 Audit and Risk Committee Report as at 15 March 2019

The Board considered the March report of the committee. The CE noted that the report states that the three external members of the Audit and Risk committee intend to step down at the end of their term. CE stated that this is disappointing news as they along with their colleagues have contributed greatly to LMETB since joining the committee. Members agreed with CE that he should write, on behalf of the Board, to the three outgoing external members of the Audit and Risk committee them to thank them for their service and contribution to LMETB. The CE expressed the hope that the other members of the Committee would consider applying to continue in the role at the end of their term.

The report of the audit and risk committee was noted.

## 4. Correspondence

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

<i>C/L ref</i>	<i>RE:</i>
0023/2019	Prescribed Material for the Leaving Certificate English Examination in 2021
0022/2019	Revision of 2011 Entrant Teacher Salaries with effect from 1 March 2019 – Application of Additional Increments under the Public Service Stability Agreement 2013-2020 (Haddington Road Agreement/Lansdowne Road Agreement)
0021/2019	Application of additional increments awarded in relation to New Entrants under the Public Service Stability Agreement 2013-2020 (Haddington Road Agreement/Lansdowne Road Agreement)

0020/2019 Appendix A	Circular 0020/2019 Appendix A
0020/2019	Release Time for Principal Teachers in Primary Schools
0019/2019 Appendix H	Circular 0019/2019 Appendix H
0019/2019 Appendix G	Circular 0019/2019 Appendix G
0019/2019 Appendix FG	Circular 0019/2019 Appendix FG
0019/2019 Appendix FF	Circular 0019/2019 Appendix FF
0019/2019 Appendix FE	Circular 0019/2019 Appendix FE
0019/2019 Appendix FD	Circular 0019/2019 Appendix FD
0019/2019 Appendix FC	Circular 0019/2019 Appendix FC
0019/2019 Appendix FB	Circular 0019/2019 Appendix FB
0019/2019 Appendix FA	Circular 0019/2019 Appendix FA
0019/2019 Appendix E	Circular 0019/2019 Appendix E
0019/2019 Appendix D	Circular 0019/2019 Appendix D
0019/2019 Appendix C	Circular 0019/2019 Appendix C
0019/2019 - Appendix B	Circular 0019/2019 Appendix B
0019/2019 - Appendix A	Circular 0019/2019 Appendix A
0019/2019	Staffing arrangements in Primary Schools for the 2019/20 school year
0018/2019	Grant Scheme for ICT Infrastructure– 2018/2019 School Year

b. Correspondence received from Department of Education and Skills

<i>Date Received</i>	<i>Subject</i>
21/02/2019	Factual Inspection Ratoath College
28/02/2019	Fire Alarm and Lighting Systems in ETB Schools
28/02/2019	Ardee CS Change Order Approval
01/03/2019	Acknowledgement of LMETB Service Plan
02/03/2019	Update on Schools Remediation Programme
06/03/2019	Info on 22 Schools affected by WBS Structural Issues
07/03/2019	To Finance Officers of ETBs requesting Appropriation Accounts information.
07/03/2019	Re: ETB Statements of Internal Control. DoES response to the issue of related parties/connected persons.
07/03/2019	In acknowledgement of receipt of LMETB Youthreach Opinion Report.



07/03/2019	(To DOSDs) Information Note: Change of statutory retirement age from 65 to 70 and implications for those who retired but were allowed to work to age 66.
08/03/2019	Advising ETBs who had inadequate opinion on their ICT audit - reference to same should be included in the Statement of Internal Control
15/03/2019	Details of payments being made to ETB schools in your area under the Digital Strategy ICT grant 2018/19.
19/03/2019	Head Office Admin Staffing - March 2019 – Return required

c. Correspondence received from other sources

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
13/02/2019	ETBI	Revised Template Pension Increases
23/02/2019	Longwood Parish	Discussions re St Fintina's Longwood.
28/02/2019	DIFE	Notice of BOM & Draft Retention Policy for consideration
28/02/2019	PIM Investments	Termination of Lease for Units 10 and 13 Dunboyne Business Park
01/03/2019	Coláiste Pobail Rath Cairn	Notification of BOM
05/03/2019	Ballymakenny College	Checklists for 2018/19 for Anti-Bullying and Child Safeguarding reviews carried out in Ballymakenny College on 3/10/18.
06/03/2019	Taoiseach's Office	To Principal St Peter's College Dunboyne re enrolment concerns
07/03/2019	EACEA	Debit Note arising from recent EU Projects Audit
08/03/2019	DCYA	ETB Youth Work Functions 2019
08/03/2019	DCYA	Services operating projects in more than one ETB Area/ Involve Projects
13/03/2019	Athboy CS	Minutes and BOM of Athboy CS
13/03/2019	ETBI	To Directors of Schools advising of the management of the planned student protests, on March 15th, against the failure of adults to address climate change.
14/03/2019	ETBI	To DOSD to request Nomination for the ETB Procurement Network
19/03/2019	ETBI	Pension Increases - Extended return date
19/03/2019	SOLAS	Notification of increase in Training Allowance Rated effective from 25th of March 2019
20/03/2019	ETBI	Pension Increases - ETB Pensioners
20/03/2019	SOLAS	Request to access SAP System LMETB
20/03/2019	SOLAS	LMETB Capital Funding Priorities 2019
21/03/2019	ETBI	Information regarding Circular Letter 0024/2019: Restoration of FEMPI cuts for salaries > €110k with effect from 1 April 2019

d. Correspondence sent

Date	RE:
01/03/2019	From APO CES on behalf of Gifts, Trusts and Scholarships Committee re approval of gifts and scholarships.
01/03/2019	From DOSD to DoES - Service Plan for LMETB 2018
01/03/2019	From DOSD to Executive, Principals, FET Managers and Secretaries to arrange to implement government directive around the use of single use plastic cups, cutlery and drinking straws
05/03/2019	From DOSD to DoES re queries on staffing, superannuation and travel for clarification.
06/03/2019	From DOSD to DoES re point of clarification regarding parents association bank accounts
06/03/2019	From Director of Schools to Principals to communicate One Year Education Residency on the Aran Islands for the Academic Year 2019/2020 as per GRETB
06/03/2019	From DOSD to DoES re Emergency Works Scheme application for LMETB.
07/03/2019	From DOSD to DoES re point of clarification on payment of T&S claims for public servants who are/not employees of LMETB.
07/03/2019	From Data Protection Office to Further Education and Training Coordinators, A.P.O's and School Principals in relation to the security of the PPSN and connected data in their respective areas.
08/03/2019	From DOSD to Principal St Peter's College to advise to bring case forwarded to Taoiseach's office to BOM for review. Response to issue from Head Office.
11/03/2019	From DOSD to Taoiseach's Office in response to enrolment policy for St Peter's College in Dunboyne and in particular to Ms Pamela McGrath's correspondence.
17/03/2019	From DOSD to ETBI re nominees for ETBI's procurement network.
20/03/2019	From CE to SOLAS confirming permission to access SAP system

e. Correspondence sent following Bi Monthly Meeting on 28<sup>th</sup> February 2019

Date	RE:
12/03/2019	From CE to Hubert Loftus (DoES) re Enrolment Pressure in Ratoath, Dunboyne and Dunshaughlin Area and request for response to members from DoES.
14/03/2019	From Director of Schools to Principals in regard the implementation of Safety Statement Template for use in schools ratified 28th February 2019
19/03/2019	From APO CES to Cement Roadstone re termination of lease at site at Mullaghcrone, Donore, Co. Meath.
19/03/2019	From CE to DOSD re all OSD approvals/ sanctions on foot of Bi Monthly Meeting 28/02/2019.
19/03/2019	From CE to Director of Schools re all Schools approvals/ sanctions on foot of Bi Monthly Meeting 28/02/2019.



19/03/2019	From CE to Director of FET re all Further Education approvals/ sanctions on foot of Bi Monthly Meeting 28/02/2019.
19/03/2019	From CE to Buildings Officer re approvals/ sanctions on foot of Bi Monthly Meeting 28/02/2019.
19/03/2019	From CE to Secretaries of BOMs - Dunshaughlin CC, Coláiste Clavin, Coláiste na hInse, St Peter's College, St Oliver PP, Ratoath College, Coláiste na Mí re approvals/ sanctions on foot of Bi Monthly Meeting 28/02/2019.
20/03/2019	From CE to Martin Bellew – Letter of condolence
20/03/2019	From CE to Brendan Rice - Letter of condolence
20/03/2019	From CE to Martina Joyce - Letter of condolence
20/03/2019	From CE to Paul Flynn - Letter of condolence

## 5. Committees and Reports

### 5.1. Director of Further Education and Training Report

The report of the Director of Further Education and Training was noted.

#### 5.1.1 Board of Management Minutes

It was resolved **R. 06/03/2019** to approve the minutes of the Adult Education Committee meeting on 13<sup>th</sup> September 2018.

**Proposed:** Cllr. Oliver Tully

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 07/03/2019** to approve the minutes of the DIFE Board of Management meeting on 5<sup>th</sup> December 2018.

**Proposed:** Cllr. Oliver Tully

**Seconded:** Cllr. Maria Murphy

The minutes of the Youthreach Board of Management meeting on 6<sup>th</sup> September 2018 were noted.

### **5.1.1 FET Policies**

It was resolved **R. 08/03/2019** to approve the Staff Communication policy.

**Proposed:** Cllr. Nick Killian

**Seconded:** Mr. Bill Sweeney

It was resolved **R. 09/03/2019** to approve the Publication of Quality Assurance Evaluation Reports policy.

**Proposed:** Cllr. Nick Killian

**Seconded:** Mr. Bill Sweeney

It was resolved **R. 10/03/2019** to approve the Public Information policy.

**Proposed:** Cllr. Nick Killian

**Seconded:** Mr. Bill Sweeney

It was resolved **R. 11/03/2019** to approve the Learner Information policy.

**Proposed:** Cllr. Nick Killian

**Seconded:** Mr. Bill Sweeney

It was resolved **R. 12/03/2019** to approve the Access, Transfer and Progression policy.

**Proposed:** Cllr. Nick Killian

**Seconded:** Mr. Bill Sweeney

### **5.2. Director of Schools Report**

The report of the Director of Schools was noted.

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

The minutes of the meeting of the Board of Management of Ratoath College on 10<sup>th</sup> September 2018 were noted.

The minutes of the meeting of the Board of Management of Ratoath College on 13<sup>th</sup> November 2018 were noted.

It was resolved **R. 13/03/2019** to approve the minutes of the meeting of the Board of Management of Colaiste na hInse on 23<sup>rd</sup> October 2018.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Mr. Ciaran O'Donnell



It was resolved **R. 14/03/2019** to approve the minutes of the meeting of the Board of Management of Colaiste na hInse on 27<sup>th</sup> November 2018.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Mr. Ciaran O'Donnell

The minutes of the meeting of the Board of Management of Dunshaughlin Community College on 13<sup>th</sup> November 2018 were noted.

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

There were no items of business under this heading.

### **5.2.3 School Based Policies**

It was resolved **R. 15/03/2019** to approve the proposed contribution of €215 for 1<sup>st</sup>, 2<sup>nd</sup> and 5<sup>th</sup> years from Parents/Guardians for 2019/2020 for Colaiste na hInse.

**Proposed:** Cllr. Oliver Tully

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 16/03/2019** to approve the proposed contribution of €275 for 3<sup>rd</sup> years from Parents/Guardians for 2019/2020 for Colaiste na hInse.

**Proposed:** Cllr. Oliver Tully

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 17/03/2019** to approve the proposed contribution of €245 for 6<sup>th</sup> years from Parents/Guardians for 2019/2020 for Colaiste na hInse.

**Proposed:** Cllr. Oliver Tully

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 18/03/2019** to approve the proposed contribution of €250 for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> Years from Parents/Guardians for 2019/2020 for Community College, Dunshaughlin.

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 19/03/2019** to approve the proposed contribution of €350 for Transition Year from Parents/Guardians for 2019/2020 for Community College, Dunshaughlin.

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 20/03/2019** to approve the proposed contribution of €230 for 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> Years from Parents/Guardians for 2019/2020 for Colaiste de Lacy, Ashbourne.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Ms. Siobhán Greer

### 5.3 Risk Management Report

The risk management report provided was noted.

### 5.4 Data Breach Report

The report provided was noted.

### 5.5 Gifts, Trusts and Scholarships

5.5.1 The minutes of the meeting of the Gifts, Trusts and Scholarships Committee on 26<sup>th</sup> February were noted.

#### 5.5.2 Report and Recommendations

Mr. Ciaran O'Donnell reported to members on behalf of the Gifts, Trusts and Scholarships committee. He advised that the committee met on 25<sup>th</sup> March. Mr. O'Donnell noted that the committee considered the following items:

1. A proposed gift of US\$1,000 by the Irish American Partnership to Faughart Community National School to purchase books and science materials as part of the Irish American Partnership's Primary School Library and Science Program.
2. A proposed sponsorship by Maynooth University of prizes worth €600 to students in St. Peter's College, Dunboyne. Four prizes each year are awarded to one of four subject categories (Languages / Business / Science / Humanities). Each prize is a gift card (One 4 All) to the value of €150. A Maynooth University Certificate of achievement is awarded to each recipient. The prizes are funded by NUI Maynooth

Mr. O'Donnell advised that having considered the two items the committee had resolved to recommend that the board accept the above items, subject to Departmental approval.

Mr. O'Donnell also noted that LMETB awaits a formal response from the Department of Education and Skills in respect of approval of gifts and scholarships.

It was resolved **R. 21/03/2019** to approve the recommendations of the Gifts, Trusts and Scholarships committee.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Oliver Tully

## 6. Section 29 appeals

CE advised members that he had received three letters from Mr. Shane Foley, Secretary to the Board of Management of Dunshaughlin Community College, regarding an appeal under Section 29. CE confirmed that, on the request of the Secretary to the Board of Management, Mr. Foley, he obtained legal advice on the matter. The advice was received this afternoon and a copy transferred to the Secretary. The Secretary had indicated by telephone that he accepted the advice and that it clarified matters for him and the Board of Management. CE read out the legal advice and emphasised the importance of each Board of Management following the direction given by the patron/ETB as enshrined in legislation and as referenced



in the advice that had now been obtained. Cllr. Maria Murphy referenced the correspondence received from the Secretary and indicated that she did not have a copy to hand and called on the CE to read out the three letters received. The CE took members through each of the three letters in chronological order and explained the significance of each and the clarification sought. Members discussed the correspondence from the Secretary on behalf of the Board and the legal advice received. Members expressed concern at the tone and content of the correspondence, noted that it was in part received during the appeal process and noted the reference to this fact in the legal advice received. Members noted that the legal advice provided stated that there is no provision to defer an enrolment and that, given the outcome of the appeal process, the student should be formally enrolled without delay. Members sought assurance that the letters had been authorised by the Board of Management. Members noted that should the Board of Management refuse to enrol the student there could be grounds for its dissolution under the Act. The possibility of proceeding down this route was advanced however CE stated that this would be premature and that it could, if necessary, be considered at the next LMETB board meeting. Members recommended that retraining be provided for Secretary/Board of Management regarding Section 29 appeals, LMETB's governance structures and respective responsibilities under same.

## **7. OSD Matters**

### **7.1 Minutes**

The minutes of the meeting of Louth Music Education Partnership on 5 February 2019 were noted.

### **7.2 Policies**

It was resolved **R. 22/03/2019** to approve the updated LMETB Risk Management Policy.

**Proposed:** Cllr. Peter Savage

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 23/03/2019** to approve the updated LMETB Workplace Substance Abuse Policy.

**Proposed:** Cllr. Peter Savage

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 24/03/2019** to approve the updated LMETB Policy and Procedure for the Administration of Medications in Schools.

**Proposed:** Cllr. Peter Savage

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 25/03/2019** to approve the updated LMETB policy on the Use of E-Cigarettes on LMETB Premises.

**Proposed:** Cllr. Peter Savage

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 26/03/2019** to approve the updated Driving LMETB Motor Vehicles Policy.

**Proposed:** Cllr. Peter Savage

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 27/03/2019** to approve the Child Safeguarding Statement (LMEP).

**Proposed:** Cllr. Peter Savage

**Seconded:** Cllr. Maria Murphy

## **8. Land and Buildings**

### **8.1 Update**

Cllr. Oliver Tully reported to members on behalf of the Land and Buildings Committee.

Cllr. Tully advised that the committee met on 25<sup>th</sup> March and passed a resolution to approve heads of terms for lease of site for Dunboyne College of Further Education prefabs/student car parking. The main terms are a four year lease from 1 June 2019 at annual rent of €30,000 and provision for the agreement to be terminated by LMETB should it not receive planning permission.

It was resolved **R. 28/03/2019** to approve the recommendations of the Land and Buildings committee.

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Maria Murphy

### **8.2 Minutes of the Land and Buildings Committee on 25<sup>th</sup> February 2019**

The minutes of the meeting of Land and Buildings Committee on 25<sup>th</sup> February 2019 were noted.



**9. Any other business**

The minutes of the meeting of the Board of Management of Coláiste de Lacy on 12<sup>th</sup> December 2018 were noted.

It was resolved **R. 29/03/2019** to approve the Amendment to Admissions Policy for St. Peter's College ASD Class.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Peter Savage

There was no other business and the meeting ended at 6.45 pm.

SIGNED: Maith J O'Brien  
CHIEF EXECUTIVE

S. T. Savage  
CHAIRPERSON

DATE: 21-5-19

21.05.2019

