

Minutes of Meeting held on Thursday, 26th November 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. Siobhán Greer, Ms. Karen Tobin, Cllr. Emer Tóibín, Mr. Paul Dermody, Cllr. Marianne Butler, Ms. Máirín Uí Fháinnín, Cllr. Andrea McKeivitt, Cllr. John Sheridan, Cllr. Antóin Watters, Mr. Barry McCourt, Ms. Malgorzata Gilani, Mr. Bill Sweeney and Cllr. Damien O'Reilly.
LEITHSCEIL:	Cllr. Deirdre Geraghty-Smith and Cllr. Eileen Tully
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 Mr. Frank Smith, APO Corporate Services Ms. Sinead Murphy, APO Land and Buildings Ms. Imelda Brehony, APO Human Resources Ms. Roisin Duffy, APO Finance Ms. Ashley McBride, Corporate Services

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

The Chairperson informed the Board that, following an election in accordance with the arrangements as set out in Statutory Instrument 270 of 2014, Mr. Barry McCourt has replaced Mr. Ciaran O'Donnell as male staff nominee to the Board. The Chairperson welcomed Mr. McCourt to the Board.

The Chairperson informed the Board that Ms. Malgorzata Gilani has replaced Ms. Irene Brady as female parent nominee to the LMETB Board. The Chairperson welcomed Ms. Gilani to the Board.

The Chairperson informed the Board of two recent appointments to LMETB administrative management. He welcomed Ms. Roisin Duffy who was recently appointed as APO Finance Department and Ms. Imelda Brehony who was recently appointed as APO Human Resources Department.

The Chairperson informed the Board of three recent appointments to LMETB FET. He welcomed Ms. Claire Reburn as Youth Officer, Ms. Linda Ennis as CEF Skills to Advance and Ms. Ann Gallagher as CEF Skills to Advance

The Chairperson informed the Board that this would be his final meeting as Chairperson of LMETB. He thanked members for their co-operation and input and CE and his staff for their work.

CE paid tribute to the Chairperson on his own behalf and on behalf of LMETB staff and thanked him for his contribution. CE highlighted as achievements during the year the opening of Enfield Community College and Dunshaughlin Community National School, the move to payroll shared services, improvement in the ETB's budget position, the approval of the Advance Manufacturing and Technology Centre of Excellence and the recent campaign to secure patronage of the new school in Dunshaughlin.

APOLOGIES

No apologies were noted. The Chairperson informed members that Ms. Ashley McBride was standing in for Ms. Carmel McEvoy who is absent. He passed on the Board's best wishes to Ms. McEvoy.

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 of interest were declared. 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. 01/11/2020** to approve the absence of LMETB members: Cllr. Deirdre Geraghty-Smith and Cllr. Eileen Tully

Proposed: Ms. Karen Tobin

Seconded: Cllr. John Sheridan

2. Minutes and matters arising

2.1 It was resolved **R. 02/11/2020** to adopt the full minutes of the meeting of the Louth and Meath ETB board held on 24th September 2020.

Proposed: Cllr. Emer Tóibín

Seconded: Ms. Máirín Uí Fháinnín

2.2 It was resolved **R. 03/11/2020** to adopt the redacted minutes of the meeting of the Louth and Meath ETB board held on 24th September 2020.

Proposed: Cllr. Emer Tóibín

Seconded: Ms. Máirín Uí Fháinnín

2.3 It was resolved **R. 04/11/2020** to adopt the minutes of the special meeting of the Louth and Meath ETB board held on 25th September 2020 subject to an amendment requested by Cllr. Murphy. Cllr. Murphy noted that the reference to a visit to the Advanced Manufacturing Technology Centre of Excellence should have been to a visit to the Regional Skills and Training Centre.

Proposed: Cllr. Maria Murphy

Seconded: Ms. Siobhán Greer

2.4 It was resolved **R. 05/11/2020** to affirm the provisions contained in Standing Orders, Section 3.8, regarding attendance by members via teleconferencing or video conferencing and to confirm that such provisions also apply to meetings of committees of the Board, unless expressly prohibited.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Maria Murphy

2.5 Matters Arising:

There were no matters arising.

CE had to leave the meeting to attend another engagement.

3. Finance

3.1 Finance Update

DOSD acknowledged the contribution made over more the 40 years by the former AP Finance, Ms Anne Whyte. The new APO Finance, Ms. Roisin Duffy, thanked everyone for their welcome and assistance. APO took members through the finance report for January to October 2020. There were no questions from members.

It was resolved **R. 06/11/2020** to approve the finance report.

Proposed: Ms. Karen Tobin

Seconded: Cllr. Maria Murphy

3.2 Update on financial statements for 2019

DOSD advised members that the audit of the financial statements for 2019 has been completed and the audit report has been received. APO Finance explained that the audit report is a “clean” report and that the financial statements record a reduction in the Other Non Pay Deficit of €0.6m from €1.6m to €1.0m. DOSD noted that the C&AG will issue a management letter setting out issues which arose during the audit and it is not expected to contain any issues rated as high risk. DOSD further advised that the management letter, when issued, will be brought to the attention of the Audit and Risk Committee and Board and that the issues will be included in the register of audit findings.

3.3 Letter of Representation for 2019

DOSD advised members that the letter follows a template set by the C&AG and was submitted with the AFS and SIC having been signed by the Chair and the CE.

3.4 Other finance related items

DOSD informed members that LMETB had met Department of Education and Skills’ officials during the week to review the Oversight Agreement, Performance Delivery Agreement and Annual Service Plan. He noted that LMETB presented a strong case for the need for additional staffing in critical areas to assist in addressing risk. DOSD commented that the meeting was a positive one and that Department officials expressed their satisfaction with the position including the evident improvement in procurement compliance and the quality of the quarterly early warning reports submitted by LMETB.

APO Finance explained that the board was being asked to consider approving her inclusion on the list of approved signatories on the LMETB bank account.

It was resolved **R. 07/11/2020** to approve the inclusion of Ms. Roisin Duffy on the list of approved signatories on the LMETB bank account.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. John Sheridan

APO Finance advised members that work is ongoing in preparation for Brexit. LMETB had also engaged with both Solas and ETBI on preparedness.

4. Correspondence

- **Department of Education and Skills:**

<i>C/L ref</i>	<i>RE:</i>
0066/2020	Public Service Stability Agreement 2013 – 2020 and the Public Service Pay and Pensions Act 2017 – Application of revised rates of salary with effect from 1 October 2020 – Further & Higher Education
0067/2020	Advice on the use of assessment instruments/tests for Guidance or for additional and special educational needs (SEN) in post-primary schools – Post Primary

0068/2020	Emergency Works Grant Scheme Migration to On-Line Applications and Minor Revisions of Scheme -Primary, Post Primary
0069/2020	New Arrangements and Procedures for Appeals under Section 29 of the Education Act 1998 effective from 12 November 2020 onwards – Primary, Post Primary
0070/2020	Curriculum and assessment related developments at Senior Cycle with particular reference to school years 2020/21 and 2021/22 and the postponement of implementation of revised specifications -Post Primary
0071/2020	Arrangements for the Election of Staff to the Boards of KWETB and LMETB – 2020 - ETB
0072/2020	Updated Guide to Child Protection and Safeguarding Inspections in Primary and Post-primary Schools - Primary
0073/2020	Updated Guide to Child Protection and Safeguarding Inspections in Primary and Post-primary Schools – Post Primary
0074/2020	Communication/Teaching & Learning Platform– Arrangements for schools to have in place appropriate contingency measures to ensure that schools are prepared to continue to support teaching and learning in the event of a partial or full closure of schools arising from Public Health advice – Primary, Post Primary
0075/2020	Provisional Results of Calculated Grade for Leaving Certificate Applied Year 1 2020 – Post Primary
0076/2020	Arrangements for the Implementation of the Framework for Junior Cycle with particular reference to school year 2020/21

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

<i>Date Received</i>	<i>Subject</i>
21/09/2020	re. Advanced Manufacturing Training Centre of Excellence Staffing
24/09/2020	From DES Inspectorate: Athboy CS Tuairisc le haighaidh Feagairt Scoile/ Report for School Response
24/09/2020	Advanced Manufacturing Training Centre of Excellence staffing- sanction
29/09/2020	Reply from DoE to Request to Department for approval of Gifts and Scholarships
30/09/2020	Re. Advanced Manufacturing Centre, Dundalk
01/10/2020	Staff Vacancies on the Boards of LMETB & KWETB
01/10/2020	Acknowledgement of letter from CE dated 01.10.20 re. AMTCE
01/10/2020	Support for Transition to Adult Day Services – Louth Meath ETB
01/10/2020	Civil Law and Criminal Law (Miscellaneous Provisions) Act 2020 – Sections 29 and 31
05/10/2020	Advising that CE's email of the 01.10.20 being brought to attention of William Beausang
06/10/2020	Setting up meeting with William Beausang re. AMTCE
06/10/2020	Requesting email addresses re. AMTCE meeting 08.10.20
07/10/2020	COVID 19 – Replacement of school based non-teaching staff

07/10/2020	Acknowledging email addresses provide re. meeting William Beausang 08.10.20
07/10/2020	Acknowledging request for online meeting re. AMTCE ON 08.10.20 and organising same
07/10/2020	Advising video re. AMTCE will be forwarded to William Beausang
07/10/2020	Checking IT Connection re meeting on AMTCE for 08.10.20
07/10/2020	Confirming meeting invite for AMTCE Meeting sent
08/10/2020	Acknowledging meeting invitation re. AMTCE sorted 08.10.20
09/10/2020	Letter to primary and post-primary stakeholders – Plan for Living with Covid 19
12/10/2020	Summary note of Meeting held on 8.10.20 re. AMTCE
13/10/2020	Re. AMTCE staffing - Confirming sanction for posts
14/10/2020	ETB Election Circular 71/2020 – Arrangements for the Election of Staff Reps to ETBs
14/10/2020	Staff election – agency staff
14/10/2020	Elections – Community National School Staff
14/10/2020	Election Roll Query re S.I 141 of 2019
14/10/2020	REMINDER – LMETB – Amendments to the 2019 Annual & Chairperson Comprehensive Reports
14/10/2020	Staff Vacancies on the Boards of LMETB & KWETB – update
16/10/2020	Invitation to apply for the establishment and patronage of new PP schools to open in 2021
16/10/2020	LMETB Projected Enrolment
16/10/2020	Additional allocation for schools in your scheme as provided in Circular 0046/2020 – COVID-19 operational supports
16/10/2020	New Woodland Creation on Public Lands Scheme
19/10/2020	Inspectorate research September – December 2020 – CNS & PP
19/10/2020	DES Inspectorate: SENPP, Athboy Community School: Final Inspectorate Report
19/10/2020	TTC/010/2020 – Partial Return to Work for Special Needs Assistants employed in Recognised Primary and Post Primary Schools – 2020/21 School Year
21/10/2020	LMETB – Resignation of male parent nominee from ETB Main Board – guidance re. procedures
21/10/2020	Letter to Schools from Minister on 21/10/2020
21/10/2020	Acknowledging CE's email of 21.10.20 – forwarding to William Beausang, Phil O'Flaherty & Frank Hanlon
22/10/2020	LMETB – DoE sign off on the 2019 Annual & Chairpersons Comprehensive Reports
22/10/2020	Product recall notice on ViraPro hand sanitiser PCS100409
22/10/2020	Confirming acceptance of Application re. Patronage DSH New 600 PP School

24/10/2020	Very important product recall notice re. provision of funding for aide for 2 days
02/11/2020	Letter to School Principals on return to school
13/11/2020	LMETB – Advising of payment of expenses incurred during the ETB By-Staff Elections
13/11/2020	F Hanlon Advising that the AMTCE APO posts are 3 year term posts
16/11/2020	PQ re. Services of Recruitment Agencies

- **Correspondence received from Department of Higher and Further Education**

<i>Date Received</i>	<i>Subject</i>

- **Correspondence received from other sources**

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
18/09/2020	Athboy CS	BoM Minutes Meetings 24/2/20, 7/5/20, 11/6/20, 11/8/20, 20/8/20
21/09/2020	NPC	re. Nomination of Female Parent Rep. to LMETB Board – Shelly Mercer
21/09/2020	NSAI Standards	COVID 19 – Communications on Specifications for Community Faces Coverings (masks) – Procurement
25/09/2020	Cllr. Nick Killian	Calling Special Meeting of LMETB Board for 25/09/2020 re. AMTCE
29/09/2020	Principal Coláiste Chú Chulainn	Supporting Safe Return School Report Coláiste Chú Chulainn 28 Sept 2020
29/09/2020	ETBI	Forwarding Letter of recognition from NAAC
29/09/2020	Dept Culture, Heritage & Gaeltacht	Reply re. BOO Lú agus na Mí – Scéim a dó – AT686
30/09/2020	Mr. Fabio De Araujo	Resignation from LMETB Board
30/09/2020	Standards in Public Office Commission	Revised rates of pay – updated guidelines and forms
01/10/2020	Youth Affairs Unit	Youth Work Function Progress Report for 2019
01/10/2020	ETBI	CE Forum approved national documents September 2020 – Child Protection Policy
01/10/2020	ETBI	For information: Advice to ASTI School Stewards for members
01/10/2020	Youth Affairs Unit	Covid-19 Minor Grant 2020 Capital and Current Application forms
01/10/2020	Youth Affairs Unit	UBU Funded Organisations SLA – Q4 requirement (Policy/Rules s. 7.11)
01/10/2020	Youth Affairs Unit	Covid-19 Youth Service/ Youth Club Minor Capital Grant Scheme 2020
05/10/2020	Ballymakenny CS	LMETB Nominee to Ballymakenny College-FAO CEO

05/10/2020	Longwood Scout Club	Re. Old Secondary School Longwood
06/10/2020	ETBI	FET COVID-19 guidelines and procedures document
06/10/2020	Cllr. Emer Tóibín	Re. Old Longwood School
07/10/2020	Boyne CS	Letter from Boyne CS re. Re-advertisement of Principal position
07/10/2020	Mr. Alan O'Hanlon	Resignation letter re. Adult Education Committee
07/10/2020	St. Ciarán's CS, Kells	Admission Policy
08/10/2020	Sec. BoM St. Oliver PP, OLD	Re. BoM to be held on 22/10/2020
09/10/2020	C&AG	C&AG Re. Audit insights – the impact of Covid 19 on the control environment of public bodies
09/10/2020	ETBsNPA	Advising of proposed nomination of female parent representative to LMETB Board
09/10/2020	SOLAS	Payment advice
12/10/2020	SOLAS	Letter from Nessa White SOLAS – Capital Projects
13/10/2020	ETBI	Guidelines for the Appointment of Acting Principals in ETB Schools and Colleges
14/10/2020	Louth CoCo	Notice of Preparation of the Draft Louth County Development Plan 2021-2027
15/10/2020	Athboy CS	Minutes of BoM Meeting
15/10/2020	ETBI	Referrals to Workplace Relations under Section 13 IR Acts
16/10/2020	ETBI	Reminder: Operational Guide: Essential Travel
16/10/2020	SOLAS	Updated apprenticeship website now live
16/10/2020	ETBI	ETBI Brief 23.2020 re. article -Catholic symbols to be phased out in schools
16/10/2020	DCYA	Deadline for 2020 Payments
16/10/2020	DCYA	LMETB Payment Letter – 2020 Minor Covid-19 Grants funding
16/10/2020	SOLAS	Update re. TAPS Retirement
19/10/2020	ETBI	ETBI sectoral business case supporting the LMETB proposal for an Advanced Manufacturing and Training Centre of Excellence (AMTCE)
20/10/2020	An Bord Pleanála	Letter returned as dated before planning application date re. Proposed Strategic Housing Development by Castlethorn Construction in Dunshaughlin
21/10/2020	Fergus O'Dowd TD	Chapel Street Property Query
22/10/2020	CBL Insurance Europe DAC (In Liquidation)	Notification of Directors Application (1/10/20) & Creditors Meeting (1/12/20)
22/10/2020	Larkin Tynan Nohilly	Re. Chris Dowling Roofing & Cladding Ltd – Outstanding Debt
22/10/2020	DCYA Youth Affairs	HSE's Bubbles Campaign – Partner Packs
23/10/2020	Mr. John Ennis Chairperson BoM Ashbourne CNS	Re. Cleaning at Ashbourne CNS
23/10/2020	Athboy CS	Admissions Policy
23/10/2020	Mr. Eamonn Quinn, FET Co-Ordinator	Press coverage for the PEACE IV Project: Colaiste Rís – TY students – Creative Interventions – Songlines – Music Generation
26/10/2020	Senator McGahon	Establishment of an Irish medium secondary school in County Louth.

28/10/2020	DCYA Youth Affairs Unit	LMETB – ICT Investment Grants for Youth Services and Youth Clubs
28/10/2020	ETBI	Dept. of Ed. Statement of Strategy 2021/2023
28/10/2020	Imelda Munster TD	Education Through Irish Second-Level Dundalk
29/10/2020	Oifig an Choimisinéara Teanga	Faireacháin ar chur I bhfeidhm forálacha Acht na dTeangacha – Ceisteanna breise
29/10/2020	ETBI	RE. Dept Ed Very important product recall notice
29/10/2020	DCYA	Press Release: ICT Infrastructure Grants 2020
29/10/2020	Youth Affairs Unit	UBU Your Place Your Space Update and Confidentiality of Department Information
29/10/2020	Cllr. Tóibín	Re Use of facilities in Dundalk
30/10/2020	Johnny Guirke TD	An Foras Pátrúnachta temporary use of building at Chapel St, Dundalk
30/10/2020	Gerald Nash TD	Request on Behalf of An Foras Pátrúnachta
30/10/2020	ETBI	ETBI Governance Training re. Chairpersons of Risk & Audit and Finance Committees
03/11/2020	ETBsNPA	ETBsNPA re. split from NPCPP
03/11/2020	DCYA Youth Affairs	LMETB – ICT Investment Grants for Youth Services and Youth Clubs – Irish Version
04/11/2020	C&AG	Re. LMETB Interim Audit to commence 9/11/2020
05/11/2020	Boyne CS	Boyne CS BoM Minutes 24/9/2020
06/11/2020	Aengus Ó Snodaigh TD	Litir tacaíochta I leith Gaelcholáiste Lú
09/11/2020	C&AG	2019 AFS Final Amendment
09/11/2020	Louth CoCo	Draft Louth CDP – Submission Acknowledgement
12/11/2020	Sec. BoM Ard Rí CNS	Minutes and related Docs from ARD RÍ BOM 22.09.2020
12/11/2020	Oifig an Choimisinéara Teanga	G6012-2020 – Comhad dúnta.
13/11/2020	Social Welfare Services Office	School Meals (Local Projects) Scheme 2020-2021
14/11/2020	Cllr. Damien O'Reilly	Gaelcholáiste I gContae Lú
17/11/2020	Public Accounts Committee	Correspondence from the Public Accounts Committee re. Non-Compliance Procurement
18/11/2020	Mr. Daragh Hamilton, Oireachtas	Re. PQ response re. Request on Behalf of An Foras Pátrúnachta
18/11/2020	Ms. Roisin Duffy	Resignation from LMETB Board
20/11/2020	Cllr. Nick Killian	Resignation as Chair from LMETB Board

- **Correspondence sent**

Date	Re:
18/09/2020	From APO CES to Údarás na Gaeltachta – Straiteis 2021-2025
21/09/2020	From CE's Office to NPC – re. Nomination of Female Parent Rep. to LMETB Board
21/09/2020	From Dir DOSD re. Advanced Manufacturing Training Centre of Excellence Staffing
22/09/2020	From Dir. OSD to IPB re. IPB Sponsorship – ETB Music Generation Musical Instrumentation Fund 2020-2022
23/09/2020	From CE to SOLAS – re. Capital Funding

24/09/2020	From APO CES to National Archives re. National Archives Act 1986 Transfer of records older than 30 years
24/09/2020	From Dir DOSD to IPB Court re. Fraud
25/09/2020	Ó Príomhoide Ní Dhushláine go dtí Údaras na Gaeilge roimh Straitéis an Údaráis don tréimhse 2021-2025
25/09/2020	From CES to Dept. Culture Heritage & the Gaeltacht re. Official Language Scheme
25/09/2020	From DOSD to DoE re. Copy of minutes LMETB Board Meeting 25.09.2020 at request of LMETB Board
28/09/2020	From APO CES to DoE requesting approval of scholarship and gift approved by the LMETB board on 24 September.
29/09/2020	From Dir FET to Staff re. COVID Update from ETBI re. Announcement from Dept of Further and Higher Education
01/10/2020	From APO CES to Cllr. Wayne Harding – Appointment to LMETB Audit and Risk Committee
01/10/2020	From CES to ETBI re. CPP MAPP – LMETB
05/10/2020	From Building Officer to Longwood Scout Club re. Old Secondary School Longwood
06/10/2020	From APO CES to Sec BoM Enfield CC re. new Nominees to BoM – Cllr’s Nick Killian, Aisling Dempsey & Niamh Souhan
06/10/2020	From APO CES to Sec BoM Dunshaughlin CNS re. new Nominee to BoM - Wayne Harding
06/10/2020	From APO CES to All Staff re. Election of male staff nominee to the LMETB Board
06/10/2020	From Dir FET to DCYA re. LM – UBU Funded Organisations SLA – Q4 requirement (Policy/Rules s. 7.11)
06/10/2020	From Buildings Officer – Reply to Longwood Scout Club Old Secondary School Longwood
06/10/2020	From Buildings Officer to Cllr. Emer Tóibín re. Old Longwood School
08/10/2020	From APO CES to Managers re. Election of male staff nominee to the LMETB Board
08/10/2020	From APO CES to CNS School Leaders re. Election of male staff nominee to the LMETB Board
08/10/2020	From CE’s Office to An Bord Pleanála re. letter of support re. development in Dunshaughlin
09/10/2020	From Dir. Schools to School Leaders re. HSE Eastern Region Meeting Update for PP and CNS Principals
09/10/2020	From Dir. OSD to Chair Audit & Risk Committee – C&AG Audit insights – the impact of Covid 19 on the control environment of public bodies
09/10/2020	From CE’s Office to NPC advising nomination of Malgorzata Gilani as LMETB Female Parent Representative
09/10/2020	From CE’s Office to NPCPP advising nomination of Malgorzata Gilani as LMETB Female Parent Representative
09/10/2020	From CE’s Office to Mr. Ciarán O’Donnell – letter re. leaving LMETB Board
12/10/2020	From Dir Schools to School leaders re. DoE Letter to primary and post-primary stakeholders – Plan for Living with Covid 19
12/10/2020	From APO CES to School & FET Leaders re. Election of Male Staff Nominee to LMETB Board
12/10/2020	From DOSD to Finance re. Letter from Nessa White SOLAS – Capital Projects
12/10/2020	From Dir Schools to School Leaders CL 0070/2020 Curriculum and assessment related developments at Senior Cycle
20/10/2020	From CE’s Office to NPC – requesting nomination of Male Parent Rep to LMETB Board

20/10/2020	From CE's Office to ETBsNPA – requesting nomination of Male Parent Rep to LMETB Board
20/10/2020	HR to All Staff Info Note No 010.2020-Partial Return to Work for SNAs-2020.21 School Year
21/10/2020	From APO CES to DoE re. LMETB – Amendments to the 2019 Annual & Chairperson Comprehensive Reports
21/10/2020	From APO CES to School & FET Leaders Re: Election of Male Staff Nominee to LMETB Board – Post deadline provisional register to be destroyed
22/10/2020	From APO CES to All Staff re. Election of male staff nominee to the LMETB Board – Correspondence relating to election
22/10/2020	From DOS to School Leaders re. product recall notice on ViraPro hand sanitiser PCS100409
23/10/2020	From DOS to All Staff re. LMETB launch campaign for new 600 pupil Post Primary School in Dunshaughlin, Co. Meath
27/10/2020	From DOS to Chair BoM Ashbourne CNS re. Cleaning at Ashbourne CNS
27/10/2020	From DOS to School Leaders re. product recall notice – follow up
27/10/2020	From DOS to Patron Application Dept Ed. Re. Application for Patronage of new 600 pupil Post Primary School in Dunshaughlin, Co. Meath
30/10/2020	From DOS to Executive and LMETB Board – Confirming no school closure following recall of ViraPro products – DoE Statement 23 Oct 2020
30/10/2020	From Dir. FET to Dept Ed – reply to Correspondence re opening of FET Colleges
02/11/2020	From DOS to All Staff re. New Leadership Appointments (Post Primary)
02/11/2020	From DOS to local Press re. Press Releases – newly appointed Principals & DP's
02/11/2020	From DOS to School Leaders re. Letter from DoEs 2 November 2020 to All Schools
02/11/2020	From DOS to School Leaders- Post Primary Schools Important information on State Examinations November 2020
04/11/2020	From CE to DoE Re. ETBsNPA
04/11/2020	From CE to Louth CoCo re. County Development Plan – Dundalk
04/11/2020	From CE to Louth CoCo re. County Development Plan – Dunleer
04/11/2020	From CE to Louth CoCo re. County Development Plan – Drogheda
04/11/2020	From DOSD to C&AG Re. LMETB Audit 2020
05/11/2020	From DOS to School Leaders re. CNS & Post Primary Schools: FW: Conclusion of CPSI Review
05/11/2020	From APO CES to Rannóg ATO, An Roinn Gaeltachta Re. Bord Oideachais agus Oiliúna Lú agus na Mí Scéim 2 T686 Response to Complaint under OLA
09/11/2020	From APO CES to All Staff re. Nominee declared elected -Election process concludes in relation to Election of male staff nominee to the LMETB Board
10/11/2020	From DOS to School Leaders re. Leaving Certificate Examinations 2020
10/11/2020	From CE's Office re. Re-imburement of expenses incurred during the ETB By-Staff Elections – LMETB
10/11/2020	From CE's Office to Barry John McCourt – Letter on appointment
11/11/2020	From DOS's Office to Chairpersons of BoM re. Follow up to LMETB CPD Session S29's with effect from 12 November 2020
12/11/2020	From DOSD to Building Officer re. IWA Access Guidelines, Version 4

12/11/2020	From Dir FET to Dept Ed re. Correspondence re refund from Drogheda College of Further Education
12/11/2020	From DOSD to C&AG re. AFS 2019 and associated documents
13/11/2020	On behalf of CE to Principals re. Letter Patronage campaign
16/11/2020	From DOSD to RTE – Reply to query re. New Gael Choláiste for Dundalk
16/11/2020	From DOSD to Dept Ed – Reply to PQ re. Recruitment Agencies
16/11/2020	From APO CES to Dept Ed re. LMETB Gifts, Trusts & Scholarships Committee awaiting Ministerial decisions re. approval of Gifts & Scholarships
16/11/2020	From CE to SOLAS re. Submissions on additional training capacity
17/11/2020	From DOSD to PAC: Correspondence from the Public Accounts Committee re. Non-Compliance Procurement
17/11/2020	From CE's Office to ETBs NPA re. Male Parent vacancy for LMETB Board
18/11/2020	From CE to Deputy O Snodaigh TD re. Litir tacaíochta I leith Gaelcholáiste Lú
18/11/2020	From CE to Deputy Guirke re. An Foras Patrúnachta temporary use of building at Chapel St, Dundalk
18/11/2020	From CE to Deputy O'Dowd re. Chapel Street Property Query
18/11/2020	From CE to Deputy Nash re. Request on Behalf of An Foras Pátrúnachta
18/11/2020	From CE to Deputy Munster re. Education Through Irish Second-Level Dundalk
18/11/2020	From CE to Senator McGahon re. Establishment of an Irish medium secondary school in County Louth
18/11/2020	From CE to Daragh Hamilton re. Request on Behalf of An Foras Pátrúnachta
18/11/2020	From APO CES to Technological Higher Education Association re. nominations to ETB Board

• **Correspondence sent on foot of Board meeting held on 24th September 2020**

Date	Re:
24/09/2020	From CE's Office to Chair Audit & Risk in respect of minutes for meeting 13 th March 2020 noted
24/09/2020	From CE's Office to Dir FET in respect of minutes of Youth Work Committee meeting on 11 th June 2020 noted; Approval of nomination of Ms. Karen Tobin to the Youthreach Board of Management; Consideration of the nomination of a member to the Adult Education Committee to replace Senator Erin McGreehan was deferred.
24/09/2020	From CE's Office to Dir DOSD in respect of Section 29 Appeals & OSD Matters
24/09/2020	From CE's Office to Finance in respect of Board Approval to amend recorded/approved signatories to LMETB's Online Banking Profile
24/09/2020	From CE's Office to Chair of Finance Committee in respect of approval of minutes of the Finance Committee meeting held on 25 th March 2020
24/09/2020	From CE's Office to Chair of Gifts, Trusts & Scholarships Committee in respect of approval of George Moore Scholarship & IPB Gift to Music Generation.
24/09/2020	From CE's Office to Cllr. Aisling Dempsey in respect of nomination to BoM Enfield CC
24/09/2020	From CE's Office to Cllr. Andrea McKeivitt in respect of nomination to BoM Bush PP

24/09/2020	From CE's Office to Cllr. Andrea McKeivitt in respect of nomination to BoM Faughart CNS
24/09/2020	From CE's Office to Cllr. Andrea McKeivitt in respect of nomination to the Gifts, Trusts & Scholarships Committee
24/09/2020	From CE's Office to Cllr. Andrea McKeivitt in respect of nomination to BoM O'Fiaich College
24/09/2020	From CE's Office to Cllr. Damien O'Reilly in respect of nomination to BoM Dunshaughlin CNS
24/09/2020	From CE's Office to Ms. Malgorzata Gilani in respect on nomination as female parent representative to LMETB Board
24/09/2020	From CE's Office to Cllr. Maria Murphy in respect of nomination to Land & Buildings Committee
24/09/2020	From CE's Office to Cllr. Niamh Souhan in respect of nomination to BoM of Enfield CC
24/09/2020	From CE's Office to Cllr. Nick Killian in respect of nomination to BoM of Enfield CC and also as Chairperson of BoM Enfield CC
24/09/2020	From CE's Office to Ms. Siobhán Greer in respect of nomination as Chairperson of BoM Bush PP
24/09/2020	From CE's Office to Cllr. Sharon Tolan in respect of nomination as Chairperson of Gifts, Trusts & Scholarships Committee
24/09/2020	From CE's Office to Cllr. Wayne Harding in respect of nomination to Audit & Risk Committee
24/09/2020	From CE's Office to Sec. BoM Ard Rí CNS in respect of minutes of meetings held on 29 th April 2020 & 20 th August 2020 being noted.
24/09/2020	From CE's Office to Sec. BoM Ardee CS in respect of Admission Policy being noted
24/09/2020	From CE's Office to Sec. Athboy CS in respect of the minutes of meetings held on 24 th February 2020, 7 th May 2020, 11 th June 2020, 11 th August 2020 and 20 th August 2020 being noted
24/09/2020	From CE's Office to Sec. BoM Beaufort College in respect of Admission Policy being noted
24/09/2020	From CE's Office to Sec. BoM Bush PP in respect of minutes of meetings held on 11 th June 2020 & 25 th August 2020 being noted; Consideration of the nomination of a member to the Board of Management of Bush Post Primary School to replace Ms. Irene Brady was deferred; The following policies were noted: Admissions Policy, Child Safeguarding & Risk Assessment Statement 2020, Covid19 Policy Statement, Critical Incident Management Plan 2020-2021, Health & Safety Control of Covid19 Policy, Permission to Suspend up to 3 & 5 Days
24/09/2020	From CE's Office to Sec. BoM Coláiste Chú Chulainn in respect of the minutes of meetings held on 2 nd June 2020 & 24 th August 2020 being noted; The following policies were noted: Admissions Policy, Anti-Bullying Policy August 2020, Child Safeguarding Statement, Covid19 Policy, Health & Safety Control of Covid19 Policy, Statement of Strategy of Attendance
24/09/2020	From CE's Office to Sec. BoM Coláiste na hInse in respect of Admission Policy being noted; Consideration of the nomination of a member to the Board of Management of Coláiste na hInse to replace Mr. Ciarán O'Donnell was deferred.
24/09/2020	From CE's Office to Sec. BoM Coláiste na Mí in respect of the following policies being noted – Admissions Policy, Code of Behaviour, Critical Incident Plan, Child Safeguarding Statement.
24/09/2020	Ó Oifig PF go Rúnaí don Bhord Bainistíochta, Pobail Ráth Chairn – Polasáí Iontrála maidir leis an Scoilbhliain 2021/2022 tugtha faoi deara

24/09/2020	From CE's Office to Sec. BoM St. Peter's College, Dunboyne in respect of Admission Policy being noted.
24/09/2020	From CE's Office to Sec. BoM Coláiste de Lacy in respect of minutes of meetings held on 23 rd June 2020, 19 th August 2020 and on 10 th September 2020 being noted; Admissions Policy also noted.
24/09/2020	From CE's Office to Sec. BoM Dunshaughlin CC in respect of Admissions Policy being noted
24/09/2020	From CE's Office to Sec. BoM Dunshaughlin CNS in respect of Admissions Policy being noted
24/09/2020	From CE's Office to Sec. BoM Enfield CC in respect of Admissions Policy & Child Safeguarding Policy being noted
24/09/2020	From CE's Office to Sec. BoM Faughart CNS in respect of minutes of meeting held on 9 th June 2020 being noted; Admissions Policy, Child Safeguarding Statement, COVID19 Policy Statement also noted
24/09/2020	From CE's Office to Sec. BoM St. Ciarán's CS, Kells in respect of Child Safeguarding Statement being noted
24/09/2020	From CE's Office to Sec. BoM Coláiste Clavin in respect of Admissions Policy being noted
24/09/2020	From CE's Office to Sec. BoM O'Carolan College in respect of minutes of meetings held on 27 th February 2020 and on 28 th May 2020 being noted; Admissions Policy, Code of Behaviour, Critical Incident Policy, Health & Safety Control of Covid19 Policy also noted
24/09/2020	From CE's Office to Sec. BoM O'Fiaich College in respect of Admissions Policy being noted
24/09/2020	From CE's Office to Sec. BoM St. Oliver PP in respect of minutes of meetings held on 28 th May 2020 & 19 th August 2020 being noted; Admissions Policy, Child Safeguarding Statement, Code of Behaviour 2020-2021, COVID Policy Statement, Critical Incident Management Plan 2020-2021 noted; The proposed contributions for all years for 2020-2021 were noted.
24/09/2020	From CE's Office to Sec. BoM St Oliver's CC in respect of Admissions Policy being noted
24/09/2020	From CE's Office to Sec BOM Ratoath College in respect of minutes of meeting held on 25 th June 2020 being noted; Admissions Policy also noted
24/09/2020	From CE's Office to Sec. BoM Scoil Uí Mhuirí in respect of Admissions policy being noted; Consideration of the nomination of a member to the Board of Management of Scoil Uí Mhuirí to replace Mr. Ciarán O'Donnell was deferred.

• **Correspondence sent on foot of Board meeting held on 25th September 2020**

Date	Re:
01/10/2020	From CE to DoE re letter to DoE re. AMCTE
05/10/2020	From CE to DoE re. looking for update re letter sent from CE dated 01.10.20
06/10/2020	From CE to DoE accepting meeting on Thursday 8 th October with William Beusang
07/10/2020	From CE to DoE re. acknowledging email addresses re meeting 08.10.20
07/10/2020	From CE to DoE forwarding video re. AMTCE for Mr. Beusang attention
07/10/2020	From CE to DoE requesting online invitation to meeting on 08.10.20
07/10/2020	From CE to DoE replying to DoE re. meeting invite 08.10.20
08/10/2020	From CE to DoE advising meeting invitation accepted

21/10/2020	From CE to DoE Forwarding appendix 1 & 2 re ETBI Business case – in support of LMETB’s proposals to commence AMTCE
13/11/2020	From CE to DoE Querying sanction for the 2 APO posts

Members were advised that the documentation regarding the above correspondence has been provided on sharepoint. The Chairperson referred to correspondence from ETBs National Parents Association regarding its split from National Parents Council Post Primary. Chairperson expressed his support for the ETBs National Parents Association.

5. Committees and Reports

5.1 Director of Further Education and Training Report

Director of Further Education and Training thanked the Chairperson for his support to the FET sector during his term. Director took members through her report highlighting initiatives and developments on a number of fronts:

- ICT initiatives including the distribution of 423 devices to FET learners and the Mitigating Against Educational Disadvantage (MAED) scheme,
- Advanced Manufacturing and Training Centre of Excellence,
- Recruitment of staff to new support units in FET,
- FET Planning day,
- 2,079 students are enrolled in the three PLC colleges and LMETB is, once again, catering for more pupils than its allocation and
- LMETB is managing two Peace IV projects

The Chairperson thanked Director for her report and invited questions and comments from members. Cllr. Tolan thanked Director for her work and leadership in Further Education and Training. Cllr. Murphy noted that LMETB provides continuity of education to learners and that this differentiates it from other education bodies.

It was resolved **R. 08/11/2020** to approve the Report of the Director of Further Education and Training.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Maria Murphy

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 which took place on 27th August 2020 were noted.

It was resolved **R. 09/11/2020** to approve the minutes of the meeting of the Board of Management of Youthreach which took place on 16th October 2020.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Emer Tóibín

The minutes of the meeting of the Board of Management of O’Fiaich College which took place on 16th June 2020 were noted.

Cllr. Murphy advised that she attended the Youthwork Committee meeting which took place on 18th September 2020. It was resolved **R. 10/11/2020** to approve the minutes of the meeting of the Youthwork Committee which took place on 18th September 2020.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Maria Murphy

5.1.2 Membership of Committees

It was resolved **R. 11/11/2020** to approve the nomination of Mr. Liam Burke Brady to the Board of Management of Drogheda Institute of Further Education.

Proposed: Cllr. Sharon Tolan

Seconded: Ms. Siobhán Greer

It was resolved **R. 12/11/2020** to approve the nomination of Ms. Niamh Ryan to the Board of Management of Drogheda Institute of Further Education.

Proposed: Cllr. Sharon Tolan

Seconded: Ms. Siobhán Greer

It was resolved **R. 13/11/2020** to approve the nomination of Ms. Karen Tobin to the Adult Education Committee to replace Senator Erin McGreehan.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Maria Murphy

It was resolved **R. 14/11/2020** to approve the nomination of Mr. Barry McCourt to the Adult Education Committee to replace Mr. Alan O'Hanlon.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maria Murphy

The Chairperson noted that Mr. Alan O'Hanlon had provided dedicated service to learners over many years and requested that a letter of gratitude be sent to him on behalf of LMETB.

It was resolved **R. 15/11/2020** to approve the nomination of Ms. Malgorzara Gilani to the Adult Education Committee.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Maria Murphy

5.1.3 Further Education and Training Policies (for noting)

Director of Further Education and Training took members through the following policies:

- O’Fiaich College Admissions Policy 2020/21
- O’Fiaich College Equality Policy
- O’Fiaich College Provisional Results Review Policy

The above policies were noted by the Board.

5.2 Director of Schools Report

Director of Schools took members through her report highlighting initiatives and developments on a number of fronts:

- Recent staffing changes,
- Commencement of interviews for Posts of Responsibilities in schools,
- A decision on patronage of the new second level school on Dunshaughlin is expected before Christmas. LMETB is ready to proceed quickly if successful,
- There are 11,702 pupils enrolled in second level schools, 473 in Community National Schools and 57 in the Centre for European Schooling,
- Admissions for 2021/22 have closed or are closing,
- Ongoing initiatives to attempt to address the shortfall in supply of teachers,
- There has been an improvement in the speed of response to calls by school principals to the dedicated Covid 19 number,
- Very few LMETB pupils are sitting the November Leaving Certificate exams,
- New procedures for Section 29 appeals came into effect on 12 November, a briefing was provided to Principals and Chairpersons of Boards on 10 November,
- Additional funds provided for Covid 19 measures cover the period up to Christmas, a second tranche is expected in the new year,
- Planning has commenced for school year 2021/22.

Director thanked school staff and management for their hard work and dedication in achieving a safe and successful reopening of schools. Director acknowledged the work of recently retired staff Ms. Anne Whyte (Finance) and Ms. Claire Kennedy (CES) and welcomed Ms. Roisin Duffy and Ms. Imelda Brehony.

The Chairperson thanked Director for her report and invited questions and comments from members. Cllr. Sheridan thanked Director for her work in and leadership of the schools’ directorate. Following a discussion, it was agreed that Director would discuss the arrangements for publicising senior school appointments with CE.

5.2.1 Minutes of Boards of Management meetings

The minutes of the meeting of the Board of Management of Faughart Community National School which took place on 15th September 2020 were noted.

The minutes of the meeting of the Board of Management of Athboy Community School which took place on 14th September 2020 were noted.

The minutes of the meeting of the Board of Management of Athboy Community School which took place on 24th February 2020 were noted.

The minutes of the meeting of the Board of Management of Athboy Community School which took place on 7th May 2020 were noted.

The minutes of the meeting of the Board of Management of Athboy Community School which took place on 11th June 2020 were noted.

The minutes of the meeting of the Board of Management of Athboy Community School which took place on 11th August 2020 were noted.

The minutes of the meeting of the Board of Management of Athboy Community School which took place on 20th August 2020 were noted.

5.2.2 Memberships and Chairpersons of Boards of Management

It was resolved **R. 16/11/2020** to approve the nomination of Mr. Barry McCourt to the Board of Management of Coláiste na hInse.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Marianne Butler

It was resolved **R. 17/11/2020** to approve the nomination of Ms. Malgorzata Gilani to the Board of Management of Scoil Uí Mhuirí.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Marianne Butler

It was resolved **R. 18/11/2020** to approve the nomination of Cllr. Marianne Butler to the Board of Management of Bush Post Primary.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Sharon Tolan

It was resolved **R. 19/11/2020** to approve the nomination of Mr. Dara McGowan as a Community Nominee to the Board of Management of O'Carolan College.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Sharon Tolan

It was resolved **R. 20/11/2020** to approve the nomination of Mr. Thomas Cooney as male parent nominee to the Board of Management of Enfield Community College.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Maria Murphy

It was resolved **R. 21/11/2020** to approve the nomination of Ms. Tara Cassidy as female parent nominee to the Board of Management of Enfield Community College.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Maria Murphy

It was resolved **R. 22/11/2020** to approve the nomination of Ms. Laura Walsh as female staff nominee to the Board of Management of Enfield Community College.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Maria Murphy

It was resolved **R. 23/11/2020** to approve the nomination of Mr. Emmet McDonagh as male staff nominee to the Board of Management of Enfield Community College.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Maria Murphy

It was resolved **R. 24/11/2020** to approve the nomination of Mr. Paul McCusker as male parent nominee to the Board of Management of Faughart CNS to replace Mr. Declan Roe.

Proposed: Cllr. Antóin Watters

Seconded: Cllr. John Sheridan

It was resolved **R. 25/11/2020** to approve the nomination of Senator Annie Hoey to the Board of Management of Ballymakenny Community School.

Proposed: Cllr. Emer Tóibín

Seconded: Cllr. Marianne Butler

It was resolved **R. 26/11/2020** to approve the nomination of Cllr. Wayne Harding to the Board of Management of Ballymakenny Community School.

Proposed: Cllr. Emer Tóibín

Seconded: Cllr. Marianne Butler

It was resolved **R. 27/11/2020** to approve the nomination of Mr. Cormac Bohan to the Board of Management of Ballymakenny Community School.

Proposed: Cllr. Emer Tóibín

Seconded: Cllr. Marianne Butler

6. OSD Matters

6.1 Minutes:

It was resolved **R. 28/11/2020** to approve the minutes of the Finance Committee meeting held on 18th August 2020.

Proposed: Ms. Karen Tobin

Seconded: Cllr. John Sheridan

Mr. Sweeney, Chairperson of the Finance Committee, took members through the Finance Committee's October Report to LMETB Board.

It was resolved **R. 29/11/2020** to approve the Report by Finance Committee to LMETB Board.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Emer Tóibín

Mr. Sweeney took members through the self-evaluation of the effectiveness of the Finance Committee – October 2020.

It was resolved **R. 30/11/2020** to approve the self-evaluation of the effectiveness of the Finance Committee.

Proposed: Cllr. Wayne Harding

Seconded: Cllr. Emer Tóibín

It was resolved **R. 31/11/2020** to approve the minutes of LMETB Gifts, Trusts, and Scholarships Committee meeting held on 11th May 2020

Proposed: Cllr. John Sheridan

Seconded: Cllr. Sharon Tolan

Mr. Sweeney, member of the Audit & Risk Committee, took members through the minutes of the LMETB Audit & Risk Committee Meeting held on 4 August 2020.

It was resolved **R. 32/11/2020** to approve the minutes of the Audit and Risk Committee meeting held on 4th August 2020.

Proposed: Cllr. Wayne Harding

Seconded: Cllr. Marianne Butler

Mr. Sweeney took members through the report by Audit and Risk Committee to Board – October 2020.

It was resolved **R. 33/11/2020** to approve the Report by Audit and Risk Committee to LMETB Board.

Proposed: Cllr. Emer Tóibín

Seconded: Ms. Siobhán Greer

Mr. Sweeney took members through the self-evaluation of the effectiveness of the Audit and Risk Committee.

It was resolved **R. 34/11/2020** to approve the self-evaluation of the effectiveness of the Audit and Risk Committee.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Maria Murphy

It was resolved **R. 35/11/2020** to approve the minutes of the Land and Buildings Committee Meeting held on 23rd September 2020.

Proposed: Ms. Siobhán Greer

Seconded: Ms. Karen Tobin

6.2 Memberships and Chairpersons of Committees

It was noted that Ms. Roisin Duffy stepped down from the Board on her appointment as an employee of LMETB. It was noted that Ms. Duffy was nominated by The Technological Higher Education Association and that their second nominee was Mr. Billy Doyle, CEO of Dundalk Credit Union.

It was resolved **R. 36/11/2020** to approve the nomination of Mr. Billy Doyle to the LMETB Board to replace Ms. Roisin Duffy.

Proposed: Cllr. Sharon Tolan

Seconded: Ms. Karen Tobin

It was resolved **R. 37/11/2020** to approve the nomination of Cllr. John Sheridan to the Land & Buildings Committee to replace Ms. Roisin Duffy.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Marianne Butler

Consideration of a male parent nominee to the LMETB Board to replace Mr. Fabio De Araujo was deferred.

Consideration of a nominee to the Audit & Risk Committee to replace Ms. Roisin Duffy was deferred.

Consideration of a nominee to the Finance Committee to replace Ms. Roisin Duffy was deferred.

6.3 OSD Policies/ Documentation

DOSD advised members that, following discussion at the meeting on 24 September, the procurement policy has been updated to cater for purchasing as part of socialisation measures. The updated policy was noted.

6.3.1 Updated Executive Orders

DOSD advised members that the Code of Practice requires LMETB to inform the board of executive orders.

It was resolved **R. 38/11/2020** to approve the updated executive orders.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Emer Tóibín

6.3.2

Resolution to amend the following resolution

- 7.1 To be resolved that the Chairperson of the day and the Chief Executive or Director of Organisation Support and Development are authorised to authenticate the affixing of the seal of LMETB until such time as a future Board makes an alternative resolution.

It was resolved **R. 09/07/2018** that the Chairperson of the day and the Chief Executive or Director of Organisation Support and Development are authorised to authenticate the affixing of the seal of LMETB until such time as a future Board makes an alternative resolution..

Proposed Resolution Wording:

To be resolved that the Seal of LMETB shall be authenticated by:

- a. The signature of the Chairperson of the day and the Chief Executive
OR
- b. The signature of the Chief Executive and the Director of Organisation, Support and Development.

It was resolved **R. 39/11/2020** to approve the above resolution.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. John Sheridan

6.4 Gifts, Trust and Scholarships

Cllr. Sharon Tolan, Chairperson of the Gifts, Trust and Scholarships reported on behalf of the Committee. Cllr. Tolan advised that the Committee met on 16th November and at the meeting it approved minutes of the meeting on 11th May 2020, welcomed Cllr McKevitt to the Committee, received a briefing on policy, terms of reference and 2013 Act and considered a number of scholarships:

1. George Moore Scholarships worth €8,000 to two students in Scoil Ui Mhuiri, Dunleer
2. Various scholarships in Dunboyne College of Further Education for the academic year 2020-2021.
 1. Bluebird Care : €500 (Healthcare)
 2. Lyons Financial : €500 (Healthcare)
 3. Coffee Perfection : €500 (Pre-university)
 4. Kelly O'Reilly Accounting : €500 (Business and IT)
 5. CJK Graphics : €450 (Business and IT)
 6. Stereosonic : €500 (Business and IT)
 7. Alltec Ireland : €1,000 (Vocational)
 8. Shannonside Aviation : €500 (Vocational)
 9. Central Entertainment Bureau : €250 (Vocational)
 10. Stereosonic : €500 (Vocational)

and considered the following gift:

1. Jones Engineering sponsorship, valued in the range €3,500 to €5,500, of production of a virtual 360-degree tour of Colaiste de Lacy.

Cllr. Tolan informed the board that the Committee resolved to recommend approval of the scholarships and gift by the Board.

It was resolved **R. 40/11/2020** to approve the scholarships and gift.

Proposed: Ms. Máirín Uí Fháinnín

Seconded: Cllr. Emer Tóibín

Cllr. Tolan advised the Board that there has been progress in receiving approvals from the Department of Education and Skills. The Department approved four scholarships on Monday, this leaves three gifts in 2020 still to be approved. Under the 2013 Act, gifts require approval of The Department of Public Expenditure and Reform.

6.5 Data Breach Reports

DOSD advised that three data breaches had been reported, details of which had been provided to members. He noted that in two cases LMETB has assessed that the risk that the breach pose a substantial risk to the rights and freedoms of the data subjects is low and that, therefore, the breach did not need to be notified to the Data Protection Commission. DOSD advised that in the third case the risk has been assessed as medium because the recipient has not been contactable so LMETB has been unable to confirm that the data inadvertently sent to them has been deleted. The matter has been reported to the Data Protection Commission and a response is awaited.

DOSD noted that Ms. Sinead Barry who had, up to recently, dealt with Data Protection, Freedom of Information, Health and Safety and Risk Management, was successful at interview and had moved to a new role within pay administration. DOSD thanked Ms. Barry for her hard work and dedication and wished her well in her new role. Director welcomed Ms. Nicola Horgan who has taken over Ms. Barry's role.

DOSD also advised members that Ms. Claire Kennedy who looked after Section 29 appeals, insurance, Irish Language Scheme and Annual Assessment of Controls retired recently. DOSD thanked Ms. Kennedy for her hard work and dedication and wished her well. He also welcomed Ms. Laura Hendrick who has taken over her role.

Members noted the Data Breach Report.

6.6 Risk Management Report

Members considered the report as circulated. DOSD noted that 25 risk items are currently listed on the LMETB corporate register. 9 are designated as high risk, 13 as medium and 3 as low risk. DOSD also noted that the Audit and Risk Committee has reviewed the risk register in detail. Members noted the Risk Management Report.

6.7 Updated Annual Report for 2019

DOSD noted that the board approved the Annual Report at its meeting on 21 May and that the report had been furnished to the Department of Education and Skills on 9 June. The Department informed all ETBs that the annual reports required amendments and provided a new checklist for reference. DOSD explained that this is part of an initiative by the Department to standardise Annual Reports across the sector. DOSD advised that the required changes have been made and approved by the Department and that the revised report is now presented to the Board for consideration. DOS advised that the main changes reflect the following requests from the Department:

- The report did not include a record of the number of each meeting of the Main Board, Audit & Risk and Finance Committees. It should also include details of which members attended each meeting
- The Draft Annual Financial Statements or any part of the Draft Financial Statements should not be included in the Annual Report. The Annual Report should reference the fact that the Annual Financial Statements for the year ended the 31st of December <insert year> is subject to audit by the C&AG at the time of publication of the Annual Report for <insert year>. the ETB will publish the audited financial statements within one month of receipt from the Office of the Comptroller and Auditor General”
- In order to avoid the risk of different financial data appearing in the Annual Report & AFS, the details of the fees/expenses paid to all Board Members of all committees should be included in the Annual Financial Statements and not the Annual Report
- Remove the Key Management Personnel Compensation details from the Annual report. In order to avoid the risk of different financial data appearing in the Annual Report and the Audited Annual Financial Statements, there is no need to include it in the Annual Report.
- The Board needs to confirm that it has carried out an assessment of the ETB’s principal risks. They should also include a description as to how they carried out this review and also include what measures they have put in place to mitigate against risk

DOSD noted that the annual report has been translated into Irish.

It was resolved **R. 41/11/2020** to approve the annual report for 2019.

Proposed: Cllr. Wayne Harding

Seconded: Cllr. Emer Tóibín

6.8 Chairperson’s Comprehensive Report for 2019

DOSD noted that the board approved the Chairperson’s Comprehensive Report for 2019 at its meeting on 21 May and that the report had been furnished to the Department of Education and Skills on 9 June. The Department advised that the report was acceptable but needed to be brought to the Board in its revised form for consideration.

It was resolved **R. 42/11/2020** to approve the Chairperson’s Comprehensive Report for 2019.

Proposed: Cllr. John Sheridan

Seconded: Ms. Siobhán Greer

6.9 Human Resources Update

Ms. Brehony thanked colleagues in LMETB for assisting the smooth transition into her new role since she took up the position on 2nd November having previously worked with Dublin City Council. Ms. Brehony took members through her report highlighting developments in recruitment, pensions and payroll.

Chairperson welcomed Ms. Brehony to LMETB and thanked for her report. DOSD acknowledged the work and contribution of Ms. Nuala O'Neill and Ms. Margaret McKeever as previous HR APOs.

It was resolved **R. 43/11/2020** to approve the Human Resources update.

Proposed: Cllr. Wayne Harding

Seconded: Cllr. John Sheridan

7. Land and Buildings

7.1 Leases/Property (for approval)

7.1.1 Request by Cllr. Emer Tóibín to consider leasing the old school in Longwood to the Longwood Scouts Group.

Mr. Sweeney, Chairperson of the Land and Buildings Committee, noted that the Committee had visited the site and concluded that the health and safety risks posed by structures in poor repair, trip hazards and exposed wires meant that it would be unsafe to lease the premises or any part of it.

APO Land and Buildings agreed with this assessment noting that conditions had deteriorated since the visit by the Land and Buildings Committee. APO advised that LMETB had requested funding from the Department of Education and Skills to remove prefabs.

The Chairperson suggested that the scout group contact the principal of Colaiste Clavin to explore the possibility of using its premises.

It was resolved **R. 44/11/2020** to approve the recommendation of the Land and Buildings committee not to lease the old school in Longwood to the Longwood Scouts Group.

Proposed: Ms. Karen Tobin

Seconded: Cllr. John Sheridan

7.1.2 Consideration of rental of Pelletstown Riding Centre by Dunboyne College of Further Education

It was resolved **R. 45/11/2020** to approve the recommendation of the Land and Buildings committee to proceed with rental of Pelletstown Riding Centre by Dunboyne College of Further Education.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Maria Murphy

- 7.1.3 Request by Cllr. Emer Tóibín “To ask the LMETB to support the request for the temporary use of part of one of their buildings in order than an Irish-medium secondary school can be re-established in Dundalk serving all of county Louth”

Chairperson informed members Director of FET had responded to a request from An Foras Pátrúnachta for approval to use part of the LMETB premises in Chapel St., Dundalk.

Cllr. Tóibín explained the background to her request and the reasons for it. Members discussed the request at length noting contributions from Directors of Schools, FET and OSD on the matter. All Directors were firmly of the view that LMETB could not accede to the request from An Foras Pátrúnachta due to issues in relation to segregation of adult and younger learners, the pre-existing demands from LMETB services Directorates for use of the building and the fact that alternate premises had already been offered to and refused by the patron body. Members noted alternative options which may be available to An Foras Pátrúnachta.

It was resolved **R. 46/11/2020** to confirm that LMETB was not in a position to accede to the request for the temporary use of the LMETB premises in Chapel St., Dundalk by An Foras Pátrúnachta.

Proposed: Cllr. Maria Murphy

Seconded: Ms. Karen Tobin

- 7.1.4 Consideration of lease for signing for Advanced Manufacturing Training Centre of Excellence

It was resolved **R. 47/11/2020** to approve the recommendation of the Land and Buildings committee to proceed with the lease for Advanced Manufacturing Training Centre of Excellence.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Damien O’Reilly

- 7.1.5 Consideration of letter of offer for signing for Advanced Manufacturing Training Centre of Excellence

It was resolved **R. 48/11/2020** to approve the recommendation of the Land and Buildings committee to proceed with the letter of offer for Advanced Manufacturing Training Centre of Excellence.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Damien O’Reilly

- 7.1.6 Proposed development of footpath and cycle path at Dunshaughlin Community College (Castlethorn)

Consideration of this matter was deferred as a sub-committee has been established.

- 7.1.7 Energy Management Update - Environmental and Energy Policy

The policy was noted.

7.1.8 Request from Tusla Educational Support Services to install a GCN fibre into St. Laurence's College Building, King St, Drogheda and Chapel Street, Dundalk

It was resolved **R. 49/11/2020** to accede to the request from Tusla Educational Support Services to install a GCN fibre into St. Laurence's College Building, King St, Drogheda and Chapel Street, Dundalk

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Damien O'Reilly

7.1.9 Update on Future Accommodation Plans for O'Fiaich College, Dundalk, County Louth
APO Land and Buildings informed members that a master plan will be developed for the campus with a view to providing additional accommodation.

7.1.10 Update on Advanced Manufacturing Training Centre of Excellence

The Chairperson noted that CE had provided an update earlier in the meeting.

7.2 Developments and Update on Building Projects Report

APO Land and Buildings welcomed Cllr. Sheridan on to the Land and Buildings Committee and thanked Cllr. Killian for his support over the last year as Chairperson of LMETB.

8. Nomination of new Chairperson

It was resolved **R. 50/11/2020** to nominate Cllr. Wayne Harding as Chairperson of LMETB.

Proposed: Cllr. Damien O'Reilly

Seconded: Cllr. John Sheridan

Cllr. Harding thanked his proposer, seconder and all members and looked forward to his new role.

9. Any other business

It was resolved **R. 51/11/2020** to nominate Cllr. John Sheridan as Deputy Chairperson of LMETB.

Proposed: Cllr. Damien O'Reilly

Seconded: Cllr. Marianne Butler

APO Land and Buildings proposed that in consideration of the fact that Cllr. Nick Killian, outgoing Chairperson, was centrally involved in establishing Ratoath College and securing the extension and Special Needs Unit that the Board approve that he officiate at the official opening. This was agreed.

As there was no other business the Chairperson extended his gratitude and best wishes to all and brought the meeting to a conclusion.

SIGNED:	<u>Mark O'Brien</u> CHIEF EXECUTIVE	<u>Wayne Harding</u> CHAIRPERSON
DATE:	<u>26-2-2021</u>	<u>25/2/2021</u>