

Minutes of Meeting held on Thursday, 24th September 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. Bill Sweeney, Mr. Fabio De Araujo, Cllr. Damien O'Reilly, Mr. Paul Dermody, Cllr. Marianne Butler, Ms. Máirín Uí Fháinnín, Ms. Roisin Duffy, Cllr. Andrea McKevitt, Cllr. Deirdre Geraghty-Smith and Cllr. Antóin Watters
LEITHSCEIL:	Cllr. John Sheridan 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. Maire Ni Bhroithe, Director of Schools (Acting) Mr. Frank Smith, APO Corporate Services Ms. Sinead Murphy, APO Land and Buildings Ms. Carmel McEvoy, Corporate Services Ms. Pamela Keegan, Manager, ETBI Legal Services Support Unit (Item 3)

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 congratulated Cllr. Andrea McKevitt on her nomination to the LMETB Board and welcomed her to the Board.

APOLOGIES

Apologies were noted from Cllr. John Sheridan.

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. 01/09/2020** to approve the absence of LMETB members: Cllr. John Sheridan and Cllr. Eileen Tully

Proposed: Cllr. Wayne Harding

Seconded: Cllr. Emer Tóibín

2. Minutes and matters arising

2.1 It was resolved **R. 02/09/2020** to adopt the full minutes of the meeting of the Louth and Meath ETB board held on 16th July 2020.

Proposed: Ms. Karen Tobin

Seconded: Ms. Máirín Uí Fháinnín

2.2 It was resolved **R. 03/09/2020** to adopt the redacted minutes of the meeting of the Louth and Meath ETB board held on 16th July 2020.

Proposed: Mr. Bill Sweeney

Seconded: Cllr. Emer Tóibín

2.3 It was resolved **R. 04/09/2020** to adopt the amendment to the minutes of the meeting of the Louth and Meath ETB board held on 26th March 2020 as follows: the date in R. 22/03/2020 should be amended to 25th March 2019.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Emer Tóibín

2.4 Matters Arising:

There were no matters arising.

3. Executive and Reserved functions of Education and Training Boards

The Chairperson welcomed Ms. Pamela Keegan, Manager, ETBI Legal Services Support Unit, to the meeting and explained that Ms. Keegan has been requested to brief members on legal advice relating to the role and authority of ETB boards.

Ms. Keegan thanked the Chairperson for the opportunity to brief members.

Ms. Keegan explained that EBI had procured counsel advice on two discrete questions arising in the context of the Education and Training Boards Act 2013, as amended. These two questions are as follows:

- i. Whether the oversight role of the Board members of an ETB includes “approving” policies of the ETB or are policies only for “noting” by the Board?
- ii. Is the use of school buildings a matter for the Principal of an ETB school or the Board of Management?

Ms. Keegan noted that VECs and ETBs had adopted varying understandings of and approaches to these matters.

Ms. Keegan took members through a presentation summarising counsel advice and made the points as set out below:

Apportion of reserve / executive functions

- The Education and Training Board Act 2013 is to be interpreted in its own right, not in light of VEC legislation.
- If board deals with matters outside of reserved functions, it is *ultra vires* AND a breach of s12(6) of ETB Act.
- Chief Executive is accountable to the board but the board does not sanction the CE save for if it implements suspension.
- Caselaw confirmation that the Board does not have any inherent powers, but rather only the powers vested in it by the Oireachtas and the same goes for the board of members; they only have jurisdiction when sitting in official meeting as the board, not individually.

Status of Circulars

- Nothing in ETB Act to preclude the communication of “Government Policy” (with which ETBs are to comply) by means of a Circular;
- No need for personal signature of Minister – *Carltona* principle;
- A Circular cannot be used to interpret an Act of the Oireachtas;
- A Circular has no legal effect when in conflict with the provisions of an Act of the Oireachtas;
- A Circular can give rise to legal consequences and, especially where a specific ‘statutory origin’ can be identified such as s.23 or s.24 of the Education Act, is in important respects binding;

- A Circular may very well serve to communicate best practice and a statutory body may be running significant risks if it is consciously (or unconsciously) not adhering to best practice;

ETB Code of Practice

- Technically speaking the Code of Practice is a Circular
- There are certain aspects of the Code which appear to be, perhaps at odds with, and certainly seek to supplement the provisions of, the statute.

Policies before the board?

- “I can see nothing wrong with a member at a Board meeting drawing the Chief Executive’s attention to a particular issue which that member might feel should be addressed in the context of the development of an appropriate Code of Conduct, not for the purposes of having the Board vote on that proposal or issue but rather for the Chief Executive to consider whether it might be of utility to take on board the suggestion.”
- “The Code [of Conduct for employees] ultimately presented by the Chief Executive to the Board would certainly be noted in the minutes of the Board as having been brought to the attention of the Board and in that regard the matter could very well be regarded as forming part of the function of the Board in monitoring the performance by the Chief Executive of his or her own functions and no difficulty should arise. The difficulty which might arise would be where the Board or a member might attempt to second guess the contents of the policy or policies despite objection from the Chief Executive and to amend policies in accordance with their own views. That is not what is provided for in the legislation.”

Boards of management as committees of the ETB patron

- “Provisions of Section 44(1) [ETB Act] clearly state that when establishing such a committee, the Board may “determine the terms of reference and regulate the procedure” of the committee. If a committee is established under subsection (1) and it is to constitute the Board of Management of a recognised school, the ETB has very little discretion as to how that Board is intended to operate.”
- Management of school is legal responsibility of the board of management: “The manner of its appointment may be governed by the Act of 2013 but, once appointed, the functions of a Board of Management thereafter exercised are not the functions of a Chief Executive of an ETB, they are the functions of a Board of Management as provided for in the Act of 1998, as amended.”
- “In the context of an ETB, the management of a recognised school is not a reserved function.”
- The patron is the ETB corporate entity and patronage duties/functions are those of the executive.

- Admission policies are to be approved by patron. Therefore CE to sign-off or may delegate this function to Director of Schools, but is not required to go before board.

The use of school buildings

- The reserved function regarding the acquisition, holding and disposal of land, or any interest in land (Section 12 (2) (n) of the 2013 ETB Act), is not related to the use of school buildings.
- Re: CL: “It is very hard to see how the Minister for Education and Skills could have any role in instructing the Board by way of Circular that they could or could not agree to a proposal for use of school buildings if made by their Patron.”
- “If the owner of the buildings has retained the right to decide such issues then the Board” [of management] “does not have responsibility in the area. The default position must be that if a right is not granted by the Patron... then it remains with the Patron... That said, much will depend on the terms of the ‘licence’ granted to the Board of Management by the Patron... If the licence does not address the issue then the matter falls for consideration based on what is to be inferred from the terms of the licence.”
- “Section 15(3) of the Education Act confirms that nothing in the Act is to be taken to “confer or be deemed to confer on the board any right over or interest in the land and buildings of the school for which that board is responsible”. This would appear to confirm that the right and entitlement of the Board to use buildings is not as a result of any term in the Education Act, but rather as a result of the terms of whatever agreement is in place with the Patron...”

The Chairperson thanked Ms. Keegan for her briefing and invited members to put forward questions or comments. A discussion took place on various aspects of the briefing and Ms. Keegan made the following points:

- The Admission Act is highly prescriptive, partly to minimise the risk of disagreement between joint patrons.
- Based on counsel advice, admission policies are to be noted rather than approved by the ETB board. ETBI’s hope is that all sixteen ETBs would adopt the same approach in this respect.
- ETBI would have no issue in ETBs raising the issue of a common template licence for use by ETBs to govern their relationship with Boards of Management

The Chairperson thanked Ms. Keegan once again, and Ms. Keegan left the meeting.

4. Finance

4.1 Update on draft financial statements for 2019

DOSD reminded members that the draft financial statements for 2019 had been submitted as required by the end of March. He noted that a number of changes have been made on foot of the audit which is almost complete and that updated draft financial statements had been circulated to members.

Ms. Traynor briefed members on the changes as below:

- PLC Payments recorded in School and Head Office Payments in original draft financial statements were moved to Self-Financing Payments in revised draft (amount recoded €241,026)
- PLC Payments recorded in Further Education and Training Payments in original draft financial statements were moved to Self-Financing Payments in revised draft (amount recoded €113,340)
- Arising from movement of PLC Payments, from School/Head Office and FET Payments in original draft financial statements to Self-Financing/Agency Payments in revised draft, there is an increase of €354,366 in Self-Financing payments.
- Increase in Salary Debtors from €8,130 in original draft financial statements to €38,615 in revised draft (an increase of €30,485)
- The Surplus/Deficit in year was €590,360 in original draft financial statements but is €578,328 in revised draft, a difference of €12,032 – following an examination of the Self-Financing Projects by C&AG
- New note included in the draft financial statements titled: Events after year end (Note 34)

There were no questions or comments from members. The Chairperson thanked Ms. Traynor for her briefing.

4.2 Update on draft Statement of System of Internal Control for 2019

DOSD reminded members that the draft Statement of System of Internal Control for 2019 had been submitted as required by the end of March. He noted that a number of changes have been made on foot of the audit which is almost complete and that an updated draft Statement of System of Internal Control had been circulated to members.

DOSD advised members that the changes were made as the C&AG auditors require additional information in the statement regarding internal audits, risk management, procurement, pensions and payroll shared services.

DOSD explained that that the Statement of System of Internal Control notes that the Annual Report for 2019 was approved by the Board on 21 May 2020 and that, in line with a standardised approach for the sector being recommended by the Department of Education and Skills, a number of amendments are being made to the Annual Report as approved.

DOSD noted that the annual report included a comparison of expenditure per Service Plan to actual out-turn per the financial statements and that this is in the context of the Code of Practice requirement that implementation of the strategy by the management of each ETB should be supported through an annual planning and budgeting cycle and that the Board of

each ETB should approve an annual plan and/or budget and should formally undertake an evaluation of actual performance by reference to the plan and/or budget on an annual basis.

DOSD advised that, notwithstanding this, the Department had instructed that neither the Draft Annual Financial Statements nor any part of the Draft Financial Statements should be included in the Annual Report.

There were no questions or comments from members.

4.3 Report regarding FAR Mid-Term review

Director of FET advised members that most funding to ETBs for FET is provided by SOLAS on foot of an annual bid by ETBs and that ETBs have an mid-term opportunity to review expenditure based on the position after the first half of the year.

Director noted that two features differentiate the 2020 mid-year review from previous years. Firstly, additional funding is being provided to assist FET to respond to the Covid 19 pandemic. Secondly, from September responsibility for providing funding related to students with disability will be transferred from HEA to SOLAS.

Director noted that the mid-term review figures had been provided to members and summarised them as follows:

Budget for 2020		€50,000,000
Expenditure: January to June 2020 (actual)	€19,437,998	
Expenditure: July to December 2020 (projected)	€27,975,611	
Expenditure for 2020 (projected)		€47,413,609
Underspend for 2020 (projected)		€2,586,391

There were no questions or comments from members. The Chairperson thanked Director for her briefing.

4.4 Other matters

DOSD briefed members on three other matters.

4.4.1 A school with an autism unit queried whether or not LMETB's procurement policy precludes the school taking students with disabilities to shops to buy items as part of measure to assist in enhancing the social skills of pupils. DOSD noted that shops would not necessarily have been procured by LMETB. DOSD advised members that he intended to update the procurement policy to permit schools and centres to take students with disabilities, such as students in an ASU, to shops to buy items from shops as part of measures to assist in enhancing the social skills of pupils with disabilities.

4.4.2 DOSD explained that, following the recent retirements of Anne Whyte and Nuala O'Neill, a number of changes are required relating to payments.

It was resolved **R. 05/09/2020**, in the light of recent changes in staffing in LMETB, to confirm and approve the personnel as listed below as authorised signatories on LMETB Bank Account.

Pay Orders: Martin O'Brien, Brian Murphy and one other from list below.

EFT: Veronica Traynor, Anne Malone, Fiona Murphy (to replace Anne Whyte) and Sadie Ward McDermott

Two signatories are required for SEPA payments and transfer of funds to ESBS for Payroll, Apprentice and Trainee Payments.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Marianne Butler

It was resolved **R. 06/09/2020**, in the light of recent changes in staffing in LMETB, to confirm and approve the following as authorised administrators for business on-line for LMETB Bank Account: Mr. Brian Murphy and Mr. Frank Smith.

Proposed: Cllr. Antóin Watters

Seconded: Cllr. Sharon Tolan

4.4.3 DOSD updated members on efforts to recover funds which were the subject of the invoice redirection fraud. The matter of recovery would be back before the courts in February 2021. DOSD noted that IPB had provided full cover for the loss and that therefore any funds which had been or will be recovered would be for their account.

5. Correspondence

- Department of Education and Skills:

<i>C/L ref</i>	<i>RE:</i>
0043/2020	Scheme for Leave of Absence following Assault for Staff other than Teachers and Special Needs Assistants in Education and Training Board Workplace - ETB
0044/2020	Home Tuition Grant Scheme 2020/2021 – Special Education Component
0045/2020	COVID-19 operational supports for the full return to school - Primary
0046/2020	COVID-19 operational supports for the full return to school – Post Primary
0047/2020	Revised arrangements applying to starting pay for all staff other than persons employed as teachers and SNAs in Education and Training Boards - ETB
0048/2020	Acting-Up Arrangements and Acting-Up Allowances for All Staff other than persons employed as Teachers and Special Needs Assistants in Education and Training Boards - ETB
0049/2020	Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants – Primary, Post Primary
0050/2020	Coronavirus (COVID-19): Arrangements for staff other than Teachers and SNAs who are employed by ETBs - ETB
0052/2020	Revision of Capitation Grant Rates for Voluntary Secondary Schools in the Free Education Scheme – Post Primary
0053/2020	Coronavirus (COVID-19): Additional Supervision Arrangements for the 2020/21 School Year – Post Primary
0054/2020	Coronavirus (COVID-19): Arrangements for certain employees of recognised Primary and Post Primary schools in the Free Education Scheme and of ETBs, employed using grant funding – Primary, Post Primary
0055/2020	Cycle to Work Scheme for ETB Employees - ETB
0056/2020	Cycle to Work Scheme – Primary, Post Primary
0057/2020	Home Tuition Grant Scheme for children who do not have a school place – Primary, Post Primary
0058/2020	Home Tuition Grant Scheme in respect of Maternity Related Absences – Post Primary
0059/2020	Provisional Results of Calculated Grades for Leaving Certificate, Leaving Certificate Vocational Programme and Leaving Certificate Applied 2020 – Post Primary
0060/2020	Revision of Teacher Salaries with effect from 1 October 2020 – Primary, Post Primary
0061/2020	Revision of Salaries for Special Needs Assistants (SNAs) with effect from 01 October 2020 -Primary, Post Primary

0062/2020	Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 October 2020 – Primary, Post Primary
0063/2020	Revision of Salaries for ETB Staff other than teachers and SNAs with effect from 01 October 2020 - ETB
0064/2020	Revision of Salaries with effect from 1 October 2020 for Clerical Officers and Caretakers employed in national Schools under 1978/79 Scheme and Clerical Officers employed in post Primary Schools under the 1978 Scheme - Primary, Post Primary
0065/2020	Revision of Salaries C and C Clerical and Maintenance Staff with effect from 01 October 2020 – Post Primary

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

<i>Date Received</i>	<i>Subject</i>
17/06/2020	Lease of Unit B – Advanced Manufacturing and Technology Training Centre of Excellence (AMTCE)
08/07/2020	Signed copy of Performance Delivery Agreement 2020 and Oversight Agreement 2020
09/07/2020	Re. Audits 44 & 54 – Notification of Article 127 Audit of ESF supported expenditure
10/07/2020	Catering Companies school meals Waiver of Concession fee
14/07/2020	Covid Co-operation Framework Templates re. Construction Sites published
16/07/2020	Minister Foley announces next steps for this year’s Leaving Certificate students
20/07/2020	Update request re. Fraud case
23/07/2020	Additional Capital Funding, Primary & Post Primary Minor Works Grant
23/04/2020	July Stimulus Package
24/07/2020	Re. LMETB Male Staff By-Election
27/07/2020	Update re. request for approval of Gifts & Scholarships
28/07/2020	Covid-19 funding re. Developing Schools
30/07/2020	Audit 44 LMETB YR - Notification of the ESF AA Audit Requirements - Part 1
30/07/2020	Audit 54 LMETB BTEI - Notification of the ESF AA Audit Requirements - Part 1
30/07/2020	Covid-19 Employing an Aide payment LMETB
30/07/2020	Covid-19 Cleaning Supports Grant - LMETB
30/07/2020	Covid-19 Enhanced Supervision Supports Grant - LMETB
31/07/2020	Covid-19 Payments for Community National Schools - LMETB
05/08/2020	Back to School - Important Information for ETB Schools

07/08/2020	Update re. Proposed Nominees to Governing Body of DKIT
07/08/2020	Update on school reopening
07/08/2020	Press Release Update on Reopening Our Schools: The Roadmap for the Full Return to School
07/08/2020	Learner Payments - Update on Wave 1 Go Live Plan August 2020
12/08/2020	Covid-19 Sanitiser and PPE Grant LMETB
14/08/2020	Covid -19 Primary School Grants
18/08/2020	Section 29 Appeal Withdrawal
21/08/2020	21 August, 2020 – Minister Foley provides further update ahead of the reopening of schools - Department of Education and Skills
07/09/2020	PQ re ETB offices in Navan
09/09/2020	ETB Leased Properties
10/09/2020	LMETB - Amendments to the 2019 Annual & Chairperson Comprehensive Reports
10/09/2020	LMETB - Amendments to the 2019 Annual & Chairperson Comprehensive Reports
11/09/2020	DKIT – Ministerial approval for appointments to Governing Body
11/09/2020	Admissions policies re. joint patrons in Community Schools
16/09/2020	Staff Vacancies on the Boards of LMETB & KWETB
16/09/2020	LMETB - LA Vacancy in LMETB Board
16/09/2020	LMETB - Resignation of female parent nominee from ETB Main Board

2. Correspondence received from Department of Higher and Further Education

<i>Date Received</i>	<i>Subject</i>
31/07/2020	Apprenticeship Action Plan 2021-2025

• Correspondence received from other sources

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
10/06/2020	IDA	Lease of Unit B – Advanced Manufacturing and Technology Training Centre of Excellence (AMTCE)
08/07/2020	ETBI	Re. Official Languages Act 2003 - Support for ETBs
09/07/2020	SOLAS	Payment Advice Note 4th Tranche
10/07/2020	SOLAS	Changes re. Capital Funding Projects 2020

13/07/2020	SOLAS	Capital Funding Grants for Building Works Projects and Equipment.
14/07/2020	SOLAS	Fund for Students with Disabilities Transfer to SOLAS
15/07/2020	SOLAS	Fund for Students with Disabilities- ETB Guidelines and Forms
16/07/2020	Mitsubishi Electric	Letter re. Advanced Manufacturing Training Centre
20/07/2020	Ms. Irene Brady	Letter re. Resignation from LMETB Board
20/07/2020	O'Fiaich College	Request for Additional Allocation for PLC
23/07/2020	ETBI	ETBI Brief 17/2020 re communication guidelines in relation to the Department of Further and Higher Education, Research, Innovation and Science
23/07/2020	ETBI	Query re Additional Funding
23/07/2020	ETBI	DPER 0216
24/07/2020	ETBI	Guidance documents / Stakeholder Meeting for FET for returning to onsite
27/07/2020	Scoil Uí Mhuirí	Request update on progress of development of football pitch
27/07/2020	ETBI	ETB Annual Reports
27/07/2020	TFW Food Services TA Vinehouse Catering	Acknowledgement of Letter sent to TFW Food Services TA Vinehouse Catering
28/07/2020	Louth CoCo	Notice of Adoption of Variation (No. 2) of the Louth County Development Plan 2015-2021
29/07/2020	The School Food Company Ltd	Acknowledgement of Letter sent to The School Food Company LTD
30/07/2020	Louth CoCo	Advising Cllr. Andrea McKeivitt to replace Cllr. Erin McGreehan as rep. to LMETB Board
31/07/2020	SOLAS	SOLAS Annual Report and Financial Statements 2019
31/07/2020	SOLAS – Apprenticeship Council	Consultation Paper for the new Action Plan for Apprenticeship
04/08/2020	SOLAS	Questionnaire of ETB FET Estates
05/08/2020	ETBI	Consultation - Apprenticeship Action Plan 2021 to 2025
06/08/2020	NPC	Acknowledging request re. Nomination of Female Parent Rep. LMETB Board
06/08/2020	ETBI	PPE Update
07/08/2020	SOLAS	Summer Skills Bulletin - Employment profile of persons with post secondary qualifications
10/08/2020	Drogheda Enterprise Development Group	Meeting request with CE
10/08/2020	ETBI	ETBI Brief 19/2020 re FET Implementation Guidelines
12/08/2020	ETBI	Update on FET implementation guidelines
12/08/2020	SOLAS	Mid Year Review and Covid -19 and reopening guidelines
14/08/2020	SOLAS	Non-Financial Data Records - Verification Process
17/08/2020	Irish Second-level Student's Union	Re. establishing a seat on LMETB Youth Sub-committee

19/08/2020	Nick Killian	Response to Irish Students request Re. establishing a seat on LMETB Youth Sub-committee
19/08/2020	Thomas Sharkey	Re. HSE Thank you for your support
21/08/2020	ETBI	Grant to support disadvantaged learners in accessing ICT devices
26/08/2020	ETBI	Grant to support disadvantaged learners in accessing ICT devices
26/08/2020	ETBI	UPDATE: Grant to support disadvantaged learners in accessing ICT devices
26/08/2020	SOLAS	Mid-Year review
27/08/2020	The Teaching Council	Measures to Enhance the Supply of Teachers 2020-2021
28/08/2020	Vincent Hoey Solicitors	Re. E Tender, provision of catering services to Bush PP
01/09/2020	SOLAS	TAPS Retirement
02/09/2020	KeenanCF	Re. McAleer & Teague in Company Voluntary Arrangement
02/09/2020	Údarás na Gaeltachta	Straitéis na heagraíochta don treimshe 2021-2025
02/09/2020	SOLAS	ESf Performance Audit
08/09/2020	Dept. Children & Youth Affairs	PAYMENT of Louth Meath ETB UBU 2nd Inst
09/09/2020	SOLAS	Payment Advice Note from 09.09.2020 - Grant
09/09/2020	Athboy CS	Admission Policy
11/09/2020	ETBI	Notice of AGM
14/09/2020	Faughart CNS	Re. Resignation of Ms. Irene Brady from BoM Faughart CNS
14/09/2020	ETBI	Acknowledging contribution towards Bliain na Gaeilge 2020/21
14/09/2020	SOLAS	Submission of ESF Further Education Claims acknowledged

- **Correspondence sent**

Date	Re:
09/07/2020	From APO CES to DoES re. S22 Reports due on Protected Disclosures by aegis bodies on June 30th (2014 to 2017 Included)
10/07/2020	From APO CES to HR, Finance & Land & Buildings: Commencement of C&AG Audit
17/07/2020	From LMETB Health & Safety to staff re. Covid Tracker App
22/07/2020	From DOSD to DoES re. Fraud Cases Update
22/07/2020	From CE to Mitsubishi re. – Advanced Manufacturing and Technology Training Centre of Excellence (AMTCE)
23/07/2020	From DOSD to DoES re. Fraud Cases Update
24/07/2020	From CE's Office to DoES re. Proposed Nominees to Governing Body of DKIT
27/07/2020	From DOSD to Get Fresh Catering re. waiving of concession fee contributions on foot of Covid 19 pandemic

27/07/2020	From DOSD to School Lunches Ltd. re. waiving of concession fee contributions on foot of Covid 19 pandemic
27/07/2020	From DOSD to TFW Food Services re. waiving of concession fee contributions on foot of Covid 19 pandemic
27/07/2020	From DOSD to The School Food Company re. waiving of concession fee contributions on foot of Covid 19 pandemic
28/07/2020	From DOS to Schools Re opening of Schools Documentation from DoES
28/07/2020	From DOS to LMETB Board re. The Roadmap for the Full Return to School and Circular Letters re: Supports
28/07/2020	From Buildings Officer to 17th Meath Longwood Scout Group re. Old Secondary School Longwood
29/07/2020	From DOS to Schools re. NCCA - New Wellbeing & SPHE Resources For September 2020
29/07/2020	From CE to Ms. Irene Brady acknowledging resignation from LMETB Board
31/07/2020	From CE to Louth Co. Co. acknowledging confirmation of Cllr. Andrea McKeivitt as replacement for Senator McGreehan on LMETB Board
07/08/2020	From CE's Office to DoES requesting update re. Proposed Nominees to Governing Body of DKIT
12/08/2020	From DOSD to Schools re. Managing physical distancing in post primary schools
20/08/2020	From HR to Schools re Substitute Teaching Panel 20.21
21/08/2020	From DOS to Schools re. School transport
21/08/2020	From DOS to Schools re. Assessment Arrangements for JC & LC 2021 in detail.
21/08/2020	From DOS to Schools 21 August, 2020 – Minister Foley provides further update ahead of the reopening of schools - Department of Education and Skills
26/08/2020	From DOS to Schools re. Minister Foley announces postponed 2020 Leaving Certificate examinations to commence on 16 November 2020
26/08/2020	From DOS to Schools re. TUI Document
04/09/2020	From DOSD to Staff re. REVISED SEP 2020 LMETB Covid-19 Employee Return to Work Safely Protocol
08/09/2020	From DSC Queries to Schools re. DCS Setup documents
09/09/2020	From CE to Drogheda Enterprise Dev. Group acknowledging request for meeting
09/09/2020	From CE to SOLAS re. Advance Manufacturing Apprenticeship
09/09/2020	From CE's Office to An Bord Pleanála re. Boyne Greenway – Drogheda to Mornington route
11/09/2020	From CE's Office to President & Chair of DKIT re. Approval of Nominees to Governing Body DKIT
11/09/2020	From CE to Cllr. Sharon Tolan re. Confirmation of appointment to Governing Body DKIT
11/09/2020	From CE to Taidgh Kavanagh re. Confirmation of appointment to Governing Body DKIT
11/09/2020	From DOSD to DoES re. LMETB - Amendments to the 2019 Annual & Chairperson Comprehensive Reports
14/09/2020	From DOS to ETBI confirming will contribute to ETBI Bliain na Gaeilge
15/09/2020	From DOSD to DoES - LMETB Early Warning Report Q2 2020
16/09/2020	From APO CES to Schools re. COVID-19 Policy
16/09/2020	From CE's Office to DoES re. LMETB - Resignation of female parent nominee from ETB Main Board

16/09/2020	From CE's Office to DoES re. LMETB - LA Vacancy in LMETB Board
17/09/2020	From Dir. FET re. Reps from Deputy Fergus O'Dowd on behalf of Mr, Peter Mooney - Course Applications

- **Correspondence sent on foot of Board meeting held on 21st May 2020**

Date	Re:
17/07/2020	From CE's Office: Letter to Chú Chulainn and all schools regarding Gaeltacht Scholarships
23/07/2020	From CE's Office: Email re. Gaeltacht Scholarships for Chú Chulainn and all schools
24/07/2020	From CE's Office to Dir OSD Amended letter re. Section 29 & OSD Matters

- **Correspondence sent on foot of Board meeting held on 16th July 2020**

Date	Re:
11/08/2020	From CE's Office to Cllr. Aisling O'Neill & Secretary of BOM in respect of nomination to BoM Ashbourne CS
11/07/2020	From CE's Office to Mr. Alan Tobin & Secretary BoM in respect of nomination to BoM Ashbourne CS
28/07/2020	From CE's Office to Ms. Irene Brady acknowledging resignation
05/08/2020	From CE's Office to ETBsNPA requesting nominee for Female Parent Rep. on LMETB Board
05/08/2020	From CE's Office to NPC requesting nominee for Female Parent Rep. on LMETB Board
07/08/2020	From CE's Office to Ms. Aisling Sheridan in respect of nomination to Board of Meath Partnership
07/08/2020	From CE's Office to Dir. FET in respect of approval of minutes and policies
07/08/2020	From CE's Office to Ms. Maeve Nimmo & Secretary of BoM in respect of nomination to BoM DCFE
07/08/2020	From CE's Office to Mr. William Carty & Secretary BoM in respect of nomination to BoM DCFE
11/08/2020	From CE's Office to Secretary of BoM of Coláiste na Mí, Coláiste Pobail Rathcairn, St. Peter's College, Dunshaughlin CC, Scoil Uí Mhuirí, Ard Rí, Dunshaughlin CNS in respect of approval Option 1 re. Draft Admission Policy.
11/08/2020	From CE's Office to Dir. OSD in respect confirming decision of appeals committee re. Section 29; Approval of the minutes of the Land & Buildings Committee meeting held on 13 th May 2020; Approval of additional accommodation in Unit 7 & 8 for DCFE; Approval of licence agreement – Dunboyne GAA Club for Dunboyne College of Further Education; Approval of termination of usage – Student Car Park (M. Cornyn)
11/08/2020	From CE's Office to Ms. Ellen Cogavin & Secretary BoM in respect of nomination to BoM Ashbourne CS
11/08/2020	From CE's Office to Secretary BOM Ashbourne CNS in respect of approval of Option 1 re. Draft Admission Policy & Contributions re. all classes.
11/08/2020	From CE's Office to Secretary of BoM Beaufort College in respect of approval of Option 1 re. Draft Admission Policy: contributions re. 1 st , 2 nd , 3 rd , 5 th & 6 th Year & TY students

11/08/2020	From CE's Office to Secretary of BoM Bush PP in respect of the minutes of BoM held on 10 th December 2019, 23 rd March 2020 & 28 th April 2020 being noted; Approval of Option 1 re. Draft Admission Policy
11/08/2020	From CE's Office to Secretary of BoM Coláiste Chú Chulainn in respect of BoM minutes held on 16 th December 2019, 3 rd February 2020 & 27 th April 2020 being noted.
11/08/2020	From CE's Office to Secretary of BoM Coláiste na hInse in respect of Approval of Option 1 re. Draft Admission Policy; Contributions re. 1 st , 2 nd , 3 rd , 5 th & 6 th Years, An Cuan, LCA1 & LCA 2 & TY students
11/08/2020	From CE's Office to Secretary BoM DCFE in respect of minutes of BoM held on 28 th January 2020 being note; Approval of the revised admissions policy
11/08/2020	From CE's Office to Secretary of BoM DIFE in respect of minutes of BoM held on 29 th April 2020 being noted.
11/08/2020	From CE's Office to Secretary of BoM Coláiste de Lacy in respect of minutes of BoM held on 26 th November 2019, 21 st January 2020, 27 th April 2020 & 28 th May 2020 being noted; Approval of contributions re. TY students
11/08/2020	From CE's Office to Secretary of BoM Faughart CNS in respect of BoM held on 21 st April 2020 being noted; Approval of Option 1 re. Draft Admission Policy; Approval of Contributions re. All Classes
11/08/2020	From CE's Office to Secretary of BoM Coláiste Clavin in respect of approval of School Plan & Option 1 re. Draft Admission Policy
11/08/2020	From CE's Office to Secretary of BoM O'Carolan College in respect of approval of the Child Safeguarding & Risk Assessment Statement (CSS), Newly Qualified Teacher (NQT) Induction Policy & Option 1 re. Draft Admission Policy
11/08/2020	From CE's Office to Secretary of BoM O'Fiaich College in respect of minutes of Bom held on 2 nd October 2019, 22 nd January 2020, 11 th February 2020, 19 th March 2020 (Meeting 1), 19 th March 2020 (Meeting 2), 28 th April 2020 being noted; Approval of Option 1 re. Draft Admission Policy
11/08/2020	From CE's Office to Secretary of BoM O'Fiaich College in respect of approval of FET Admission Policy
11/08/2020	From CE's Office to Secretary of BOM St. Oliver PP in respect of minutes noted of BoM held on 12 th March 2020; Approval of minutes for BOM meeting held on 27 th April 2020. & approval of Option 1 re. Draft Admission Policy.
11/08/2020	From CE's Office to Secretary of BoM Ratoath College in respect of approval Option 1 re. Draft Admission Policy & approval of Contributions re. LCA
11/08/2020	From CE's Office to Ms. Sinead Boyle & Secretary of BoM Bush PP in respect of nomination to BoM Bush PP

Members were advised that the documentation regarding the above correspondence has been provided on sharepoint. There were no questions regarding correspondence.

6. Committees and Reports

6.1 Director of Further Education and Training Report

Director of Further Education and Training took members through her report highlighting the following points:

- Responsibility for FET now resides under a new Government Department of Further and Higher Education, Research, Innovation and Science led by Minister Simon Harris
- From September 2020, supports for disability services formerly addressed by HEA will move to SOLAS. Director welcomed this development.
- SOLAS provided a once off grant to enable ETBs to purchase computer devices to support most disadvantaged learners. FET is supported in this work by the LMETB ICT department.
- Director noted that Mr. Barry Williams, Youth Officer, and Mr. Martin Bellew Guidance Officer have recently retired. Director expressed her gratitude on behalf of LMETB for their work.
- Work is progressing on the Advanced Manufacturing Technology Centre of Excellence. It is hoped that courses will commence before year end.
- All centres have reopened.

It was resolved **R. 07/09/2020** to approve the Report of the Director of Further Education and Training.

Proposed: Cllr. Marianne Butler

Seconded: Ms. Karen Tobin

6.1.1 Further Education and Training Committee/Board of Management Minutes

The minutes of the meeting of the Youth Work Committee held on 11th June 2020 were noted.

6.1.2 Membership of Committees

Consideration of the nomination of a member to the Adult Education Committee to replace Senator Erin McGreehan was deferred.

It was resolved **R. 08/09/2020** to approve the nomination of Ms. Karen Tobin to the Youthreach Board of Management to replace Mr. Ciarán O'Donnell.

Proposed: Cllr. Marianne Butler

Seconded: Ms. Máirín Uí Fháinnín

6.2 Director of Schools Report

The Chairperson introduced Ms. Maire Ni Bhroithe, who is acting as Director of Schools in the temporary absence of Ms. Fiona Kindlon.

Director of Schools took members through her report highlighting the following points:

- Five Department Circulars have been issued relating to Covid 19
- Cases of Covid 19 have been reported in two LMETB schools; one school was closed to Junior Certificate students for one day and the other school was closed to a number of students last week and it is hoped that they can return soon.
- The Department selected two LMETB schools for pilot inspections of Covid 19 preparations. One inspection took place this week and went very well, the other is scheduled for next week.
- Schools have furnished updated policies in accordance with the process approved by the Board. Policies for a number of community schools are being finalised. Ashbourne Community National school enrolment will not open until January therefore its admissions policy can be finalised at a later date.
- LMETB will take part in an ETBI Initiative “Bliain na Gaeilge”
- Two new LMETB schools opened in September: Dunshaughlin Community National School with 14 pupils and Enfield Community College with 37 pupils.

Members thanked Ms. Ni Bhroithe for her work since assuming the role of Director of Schools temporarily on 1 September.

Members discussed the circumstances surrounding the notification of Covid 19 in St. Oliver’s Community College, Drogheda. Members noted that the school did everything required of it and expressed their appreciation to the school. Members expressed concerns regarding the Covid 19 app. CE confirmed that LMETB has already raised the issue with ETBI. He also noted that the Department of Education and Skills provided significant assistance throughout the episode.

Members thanked Director for her report.

6.2.1 Minutes of Boards of Management meetings

The minutes of the meeting of the Board of Management of Bush Post Primary School which took place on 11th June 2020 were noted.

The minutes of the meeting of the Board of Management of Bush Post Primary School which took place on 25th August 2020 were noted.

The minutes of the meeting of the Board of Management of Coláiste Chú Chulainn which took place on 2nd June 2020 were noted.

The minutes of the meeting of the Board of Management of Coláiste Chú Chulainn which took place on 24th August 2020 were noted.

The minutes of the meeting of the Board of Management of Coláiste de Lacy which took place on 23rd June 2020 were noted.

The minutes of the meeting of the Board of Management of Coláiste de Lacy which took place on 19th August 2020 were noted.

The minutes of the meeting of the Board of Management of Coláiste de Lacy which took place on 10th September 2020 were noted.

The minutes of the meeting of the Board of Management of O'Carolan College which took place on 27th February 2020 were noted.

The minutes of the meeting of the Board of Management of O'Carolan College which took place on 28th May 2020 were noted.

The minutes of the meeting of the Board of Management of Ratoath College which took place on 25th June 2020 were noted.

The minutes of the meeting of the Board of Management of St. Oliver Post Primary School which took place on 28th May 2020 were noted.

The minutes of the meeting of the Board of Management of St. Oliver Post Primary School which took place on 19th August 2020 were noted.

The minutes of the meeting of the Board of Management of Ard Rí Community School which took place on 29th April 2020 were noted.

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

The minutes of the meeting of the Board of Management of Faughart Community School which took place on 9th June 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.

6.2.2 Memberships and Chairpersons of Boards of Management

Consideration of the nomination of a member to the Board of Management of Coláiste na hInse to replace Mr. Ciarán O'Donnell was deferred.

Consideration of the nomination of a member to the Board of Management of Scoil Uí Mhuirí to replace Mr. Ciarán O'Donnell was deferred.

Consideration of the nomination of a member to the Board of Management of Bush Post Primary School to replace Ms. Irene Brady was deferred.

It was resolved **R. 09/09/2020** to approve the nomination of Cllr. Andrea McKeivitt to the Board of Management of Bush Post Primary School to replace Senator Erin McGreehan.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Wayne Harding

It was resolved **R. 10/09/2020** to approve the nomination of Ms. Siobhan Greer as Chairperson of the Board of Management of Bush Post Primary School to replace Senator Erin McGreehan.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Wayne Harding

It was resolved **R. 11/09/2020** to approve the nomination of Cllr. Andrea McKeivitt to the Board of Management of O’Fiaich College to replace Senator Erin McGreehan.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Sharon Tolan

It was resolved **R. 12/09/2020** to approve the nomination of Cllr. Andrea McKeivitt to the Board of Management of Faughart Community National School to replace Ms. Irene Brady.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Emer Tóibín

It was resolved **R. 13/09/2020** to approve the nomination of Cllr. Nick Killian to the Board of Management of Enfield Community College.

Proposed: Cllr. Wayne Harding

Seconded: Cllr. Marianne Butler

It was resolved **R. 14/09/2020** to approve the nomination of Cllr. Niamh Souhan to the Board of Management of Enfield Community College.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Wayne Harding

It was resolved **R. 15/09/2020** to approve the nomination of Cllr. Aisling Dempsey to the Board of Management of Enfield Community College.

Proposed: Cllr. Wayne Harding

Seconded: Cllr. Maria Murphy

It was resolved **R. 16/09/2020** to approve the nomination of Cllr. Nick Killian as Chairperson of the Board of Management of Enfield Community College.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Sharon Tolan

It was resolved **R. 17/09/2020** to approve the nomination of Cllr. Damien O’Reilly to the Board of Management of Dunshaughlin Community National School.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Wayne Harding

6.2.3 School Based Policies

The Board noted that, at its meeting on 16th July, it had instructed school boards of management to apply the patron modifications, as approved at that meeting, in final preparation of their draft admissions policy and that any further legal clarifications and ETBI statements that were to be included were to be forwarded to schools by the Director of Schools on behalf of the Board and be brought to the next LMETB Board Meeting. Accordingly, admissions policies for the following schools were noted:

School	Policy
Beaufort College	Admissions Policy
Bush Post Primary	Admissions Policy
Coláiste Chú Chulainn	Admissions Policy
Coláiste de Lacy	Admissions Policy
Coláiste na hInse	Admissions Policy
Coláiste Clavin	Admissions Policy
Coláiste na Mí	Admissions Policy
Coláiste Pobail Ráth Cairn – (English & Irish versions)	Admissions Policy
Dunshaughlin Community College	Admissions Policy
Enfield Community College	Admissions Policy
O'Carolan College	Admissions Policy
O'Fiaich College	Admissions Policy
Ratoath College	Admissions Policy
Scoil Uí Mhuirí	Admissions Policy
St. Oliver Post Primary, Oldcastle	Admissions Policy
St. Oliver's Community College, Drogheda	Admissions Policy
St. Peter's College, Dunboyne	Admissions Policy
Ard Rí Community National School	Admissions Policy
Dunshaughlin Community National School	Admissions Policy
Faughart Community National School	Admissions Policy

Patron School	
Ardee Community School	Admissions Policy

The following polices were noted:

Bush PP	Child Safeguarding & Risk Assessment Statement 2020
Bush PP	Covid 19 Policy Statement
Bush PP	Critical Incident Management Plan 2020-2021
Bush PP	Health & Safety Control of Covid19 Policy
Bush PP	Permission to Suspend up to 3 & 5 Days
Coláiste Chú Chulainn	Anti-Bullying Policy August 2020
Coláiste Chú Chulainn	Child Safeguarding Statement
Coláiste Chú Chulainn	Covid 19 Policy
Coláiste Chú Chulainn	Health & Safety Control of Covid19 Policy
Coláiste Chú Chulainn	Statement of Strategy of Attendance
Coláiste na Mí	Code of Behaviour
Coláiste na Mí	Critical Incident Plan
Coláiste na Mí	Child Safeguarding Statement
Enfield Community College	Child Safeguarding Statement
O'Carolan College	Code of Behaviour
O'Carolan College	Critical Incident Policy
O'Carolan College	Health & Safety Control of Covid19 Policy
St. Oliver PP	Child Safeguarding Statement
St. Oliver PP	Code of Behaviour 2020-2021
St. Oliver PP	COVID-19 Policy Statement
St. Oliver PP	Critical Incident Management Plan 2020-2021
Ard Rí	COVID-19 Policy Statement
Faughart CNS	Child Safeguarding Statement

Faughart CNS	COVID-19 Policy Statement
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Patron School	
Kells Community School	Child Safeguarding Statement

6.2.4 Proposed Contributions from Parents/Guardians for 2021/22

The following proposed contributions were noted:

School	Year Group	Proposed Amount
St. Oliver PP Oldcastle	1 st , 2 nd , 3 rd , 5 th & 6 th Years	€200
St. Oliver PP Oldcastle	TY	€380

6.2.5 Community National Schools Handbook

DOSD explained that that the ETBI Handbook on Governance Manual for Community National Schools 2019 - 2023 was a standard handbook developed through ETBI and stands beside the Governance manual for primary schools which was approved by the LMETB Board 10 October 2019.

The handbook was noted.

7. Section 29 Appeals

It was resolved **R. 18/09/2020** to conduct the discussion on the Section 29 appeal in committee.

Members noted that the requirement to hold appeal hearings remotely by audio only was far from ideal. DOSD explained that LMETB was following Department regulations in this regard.

The Chairperson expressed the Committee's appreciation and best wishes to Ms. Claire Kennedy on her retirement. He noted that Ms. Kennedy carried out the challenging role of administering Section 29 appeals with empathy and professionalism.

8. OSD Matters

8.1 Minutes:

8.1.1 Minutes of the Finance Committee Meeting – 25th March 2020

DOSD took members through the minutes. It was resolved **R. 20/09/2020** to approve the minutes of the Finance Committee meeting held on 25th March 2020.

Proposed: Cllr. Andrea McKevitt

Seconded: Cllr. Maria Murphy

8.1.2 Minutes of Audit and Risk Committee Meeting - 13th March 2020

DOSD took members through the minutes. The minutes of the Audit and Risk Committee meeting held on 13th March 2020 were noted.

8.1.3 Minutes of Land and Buildings Committee Meeting - 13th July 2020

It was resolved **R. 21/09/2020** to approve the minutes of the Land and Buildings Committee meeting held on 13th July 2020.

Proposed: Cllr. Sharon Tolan

Seconded: Ms. Siobhán Greer

8.2 Memberships and Chairpersons of Committees

It was noted that, following the resignation of Ms. Irene Brady as female parent nominee to the LMETB Board, LMETB wrote to the two nominating bodies, National Parents Council (Primary) and the National Parents Council (Post Primary), requesting the names of nominees. Two names were received from National Parents Council (Primary), Ms. Malgorzata Gilani parent of pupil at Ashbourne Community National School and Ms. Shelly Mercer, parent of pupil at Ard Rí Community National School.

It was resolved **R. 22/09/2020** to approve the nomination of Ms. Malgorzata Gilani as female parent nominee to the LMETB Board to replace Ms. Irene Brady.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Andrea McKevitt

It was resolved **R. 23/09/2020** to approve the nomination of Cllr. Maria Murphy to the Land & Buildings Committee to replace Mr. Ciarán O'Donnell.

Proposed: Cllr. Sharon Tolan

Seconded: Cllr. Marianne Butler

It was resolved **R. 24/09/2020** to approve the nomination of Cllr. Andrea McKeivitt to the Gifts, Trusts & Scholarships Committee to replace Mr. Ciarán O'Donnell.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Sharon Tolan

It was resolved **R. 25/09/2020** to approve the appointment of Cllr. Sharon Tolan as Chairperson of the Gifts, Trusts & Scholarships Committee to replace Mr. Ciarán O'Donnell.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Emer Tóibín

It was resolved **R. 26/09/2020** to approve the nomination of Cllr. Wayne Harding to the Audit & Risk Committee to replace Ms. Irene Brady.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Emer Tóibín

8.3 OSD Policies/ Documentation

DOSD noted the Corporate Procurement Plan sets out the ETB's practical strategic aims and objectives for improved procurement outcomes and appropriate measures to achieve these aims. The plan is underpinned by analysis of expenditure on procurement and the procurement and purchasing structures in the organisation and facilitates ETB planning for future procurement requirements through the 3-year Multi-Annual Procurement Plan (MAPP). The documents for noting cover the three year cycle 2020 to 2022 and are in line with templates provided by ETBI and Education Procurement Services.

The Corporate Procurement Plan and Multi-Annual Procurement Plan were noted.

DOSD noted that the draft Codes of Conduct for Members and staff of LMETB have been updated to refer to confidential organisational information, General Data Protection Regulations (EU) 2016/679, LMETB Hospitality and Gifts policy and LMETB Procurement Policy.

The Code of Conduct for Members and the Code of Conduct for staff of LMETB were noted.

8.3.1 LMETB Review of their performance/functions - Assessment of whether the manner in which LMETB performs its functions is economical, efficient and effective

DOSD noted that one of the functions of the LMETB Board under Section 10(1) of the 2013 ETB Act is to assess whether the manner in which it performs its functions is economical,

efficient and effective. He explained that LMETB has liaised with the Comptroller and Auditor General's office who had confirmed that this assessment is fulfilled by the Statement of System of Internal Control which is approved by the board and forms part of the financial statements.

8.4 Gifts, Trust and Scholarships

8.4.1 George Moore Scholarship

APO CES advised members that it has not been possible to arrange a meeting of the Gifts, Trusts and Scholarships Committee in advance of this meeting and that, in the interest of expediting consideration of the scholarship, the Committee has agreed to have this item brought directly to the board. APO referred to the report of the CE under section 24 of the 2013 ETB Act.

He noted that the George Moore Scholarship will be offered out to a new intake of student scholars and Bush Post Primary School has been selected as recipient school for The George Moore Scholarship in 2020 with two of its students to be awarded this annual bursary. The Scholarship amount remains at an annual payment of €4,000.

The George Moore Scholarship is made possible through The Ireland Funds *No Mind Left Behind* programme. No Mind Left Behind is an educational initiative of The Ireland Funds that aims to provide promising young people with support they need to access and complete third-level education.

Students from disadvantaged backgrounds remain severely under-represented in higher education and many students from lower income families are often prevented from completing third-level education due to the additional expenses incurred for books, accommodation, transportation and subsistence. No Mind Left Behind helps these young people complete third-level education by providing an annual bursary of €4,000 for the duration of their studies (3-4 years) to help cover these additional costs.

Student Criteria

There are two requirements that a student must satisfy to receive The George Moore Scholarship:

1. They must have taken up an offer of a course. Students are not eligible for the scholarship if they defer their studies
2. They must be starting a third level course that is Level 7 or above on the National Qualifications Framework

Nomination process

The process for nominating students is that designated staff members nominate two students who they feel would be deserving of a scholarship based on their knowledge of the student and their background. Designated staff are Guidance Counsellors, SEN Department, Year head and Home School Community Liaison Officer. The Principal and Deputy Principal receive the nominations, make the final decision and notify the Ireland Fund.

It was resolved **R. 27/09/2020** to approve the proposed scholarship in accordance with the report of the CE.

Proposed: Cllr. Andrea McKevitt

Seconded: Cllr. Marianne Butler

8.4.2 IPB Gift

DOSD advised members that IPB had agreed to provide Music Generation Musical Instrument Fund sponsorship of €6,250 per year for the three year period, 2020-2022.

It was resolved **R. 28/09/2020** to approve the proposed gift.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Andrea McKeivitt

8.5 Data Breach Report

DOSD advised that one data breach had been reported, details of which had been provided to members. He noted that 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.

Members noted the Data Breach Report.

8.6 Risk Management Report

Members considered the report as circulated. DOSD noted that 24 risk items are currently listed on the LMETB corporate register. 8 are designated as high risk, 14 as medium and 2 as low risk. Following consultation with IPB, a number of low risk items were transferred to a 'parked' excel worksheet included with the new IPB risk register tool. The parked worksheet will hold items in reserve with the ability to review and reinstate the risk on the register should an incident relating to the risk occur.

DOSD noted that the Audit and Risk Committee had completed a detailed review of the risk register.

Members noted the Risk Management Report.

9. Land and Buildings

9.1.1 Land & Buildings Update on Building Projects Report

APO Land and Buildings took members through the report.

It was resolved **R. 29/09/2020** to approve the report.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Sharon Tolan

9.1.2 To approve respectively Land & Buildings Report previously issued to members for meeting dated 13th July 2020.

It was resolved **R. 30/09/2020** to approve the report.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Sharon Tolan

APO Land and Buildings briefed members regarding the old school at Longwood. APO noted that the local Scout Group contacted LMETB regarding possible use of the premises. The matter was discussed at the Land and Buildings Committee who recommended that, as the title deeds were not yet regularised, the request could not be accommodated at this time. APO outlined the proposed response to the Scout Group which was that, as the title deeds are not as yet regularised, the request by the Scout Group to lease the building could not be accommodated at this time.

It was resolved **R. 31/09/2020** to approve this response.

Proposed: Cllr. Wayne Harding

Seconded: Cllr. Damien O'Reilly

APO Land and Buildings briefed members regarding the Advanced Manufacturing Technology Centre of Excellence.

APO Land and Buildings briefed members regarding Enfield Community College and advised that, at its meeting on 21 May 2020, the Board approved the use of the OPW building for use by the Principal for an office for the new school. APO advised that, as the temporary accommodation project is delayed, the OPW building will now be used temporarily as the location of the school. APO advised that the Department of Education and Skills are funding the costs associated with this.

It was resolved **R. 32/09/2020** to approve the usage outlined.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Andrea McKeivitt

9.2 Leases/Property for resolution

9.2.1 Consideration of lease for additional accommodation at Unit 9 Dunboyne College of Further Education

It was resolved **R. 33/09/2020** to approve the recommendation of the Land and Buildings Committee to approve the proposed lease.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Emer Tóibín

9.2.2 Consideration of lease for additional accommodation at Unit 6 Dunboyne College of Further Education

It was resolved **R. 34/09/2020** to approve the recommendation of the Land and Buildings Committee to approve the proposed lease.

Proposed: Cllr. Maria Murphy

Seconded: Cllr. Emer Tóibín

9.2.3 Consideration of licence for St. Mary's GAA Club, Ardee – BTEI

It was resolved **R. 35/09/2020** to approve the recommendation of the Land and Buildings Committee to approve the proposed lease.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Andrea McKeivitt

9.2.4 Rental of Premises – Various Schools

APO Land and Buildings briefed members on the following proposed rentals of facilities by schools:

School/ Centre	Proposed Rental Facility	Period of time	Cost
St Olivers PP, Oldcastle	Oldcastle GFC Showhall	Academic year 2020/2021	No charge
Ratoath College	Ratoath Sprint Track	Academic year 2020/2021	€20 p/h
Ratoath College	Ratoath Scouts Den	Academic year 2020/2021	€300 per week
Ratoath College	Ratoath Astro pitch	Academic year 2020/2021	£12 p/h
St Oliver's CC, Drogheda	Drogheda Leisure park	Academic year 2020/2021	£1200 per month
O'Fiaich College, Dundalk	Dundalk Leisure Centre	Academic year 2020/2021	€70 p/h

It was resolved **R. 36/09/2020** to approve the above rentals.

Proposed: Ms. Siobhán Greer

Seconded: Cllr. Emer Tóibín

APO Land and Buildings thanked the Chair of the Land and Buildings Committee, Ms. Roisín Duffy, for her dedication and support on the committee and wished her well in her new position as Head of Finance, LMETB.

10. Any Other Business

10.1 Governance Training for LMETB Board members, is provisionally scheduled by ETBI for Thursday 19th November 2020.

Having discussed the proposed training, members expressed a preference to have one two hour session at 5pm on Thursday 19th November 2020. CE suggested that the board meeting scheduled for that time be postponed until 26th November. Members agreed to this suggestion.

Cllr. Butler wished Mr. Barry Williams, Youth Officer, well on his retirement.

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

SIGNED: Mark J. O'Brien
CHIEF EXECUTIVE

[Signature]
CHAIRPERSON

DATE: 1-12-2020

26-11-2020