

## Minutes of Meeting held on Thursday, 15<sup>th</sup> September 2022

A meeting of Louth and Meath Education and Training Board commenced at 5.00 p.m.  
The meeting took place in Beaufort College, Navan.

<b>CATHAOIRLEACH:</b>	Cllr. John Sheridan
<b>BAILL I LATHAIR:</b>	Cllr. Damien O'Reilly (Leaschathaoirleach), Cllr. Marianne Butler, Cllr. Wayne Harding, Mr. Barry McCourt, Mr. Billy Doyle, Ms. Caroline Canny, Cllr. Eileen Tully, Cllr. Gerry O'Connor, Cllr. Maria Murphy, Ms. Máirín Uí Fháinnín and Ms. Malgorzata Gilani.
<b>BAILL I LATHAIR LÍNE:</b>	Ms. Siobhán Greer
<b>LEITHSCEIL:</b>	Cllr. Nick Killian, Mr. Bill Sweeney, Cllr. Andrea McKeivitt, Cllr. Paul McCabe, Cllr. Antóin Watters, Mr. Damian Kearns, Mr. Paul Dermody and Cllr. Amanda Smith.
<b>AR FREASTAIL:</b>	Mr. Martin G. O'Brien, Chief Executive Ms. Fiona Kindlon, Director of Schools Ms. Sadie Ward McDermott, Director of FET Mr. Brian Murphy, Director of OSD Ms. Roisin Duffy, APO Finance Mr. Frank Smith, APO Corporate Services Mr. David O'Connor, ICT Department Ms. Carmel McEvoy, PA to Chief Executive

## **1. Order of Business**

The Chairperson welcomed members to the meeting noting that Ms. Greer is attending remotely.

It was resolved **R. 01/09/2022** to approve the attendance of Ms. Greer remotely on this occasion.

**Proposed:** Ms. Caroline Canny

**Seconded:** Cllr. Damien O'Reilly

### **1.1 Conflicts of interest**

The chairperson noted that the conflict of interest form was being circulated to members and asked members to advise of any conflicts of interest in relation to any item on the agenda. No conflicts of interest were declared.

### **1.2 Apologies, condolences and congratulations**

Apologies were noted from Cllr. Amanda Smith, Cllr. Andrea McKeivitt, Ms. Siobhán Greer, Mr. Bill Sweeney, Cllr. Antóin Watters, Cllr. Paul McCabe, Mr. Damian Kearns, Cllr. Nick Killian and Mr. Paul Dermody.

Condolences were expressed in the usual respectful manner.

Ms. Louise Kearns was congratulated on her appointment to the position of Principal of Coláiste na Mí.

### **1.3 Absences**

It was resolved **R. 02/09/2022** to approve the absence of LMETB members: Cllr. Nick Killian, Mr. Bill Sweeney, Cllr. Andrea McKeivitt, Cllr. Paul McCabe, Cllr. Antóin Watters, Mr. Damian Kearns, Mr. Paul Dermody and Cllr. Amanda Smith.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Cllr. Damien O'Reilly

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

**2.1** It was resolved **R. 03/09/2022** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 21<sup>st</sup> July 2022.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Cllr. Damien O'Reilly

**2.2** It was resolved **R. 04/09/2022** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 11<sup>th</sup> August 2022.

**Proposed:** Cllr. Damien O'Reilly

**Seconded:** Cllr. Gerry O'Connor

### 2.3 Matters Arising:

There were no matters arising.

## 3. Finance

### 3.1 Finance Update

APO Finance took members through the finance report to 31<sup>st</sup> July. A discussion took place regarding new SOLAS stipulations regarding FET funding.

It was resolved **R. 05/09/2022** to approve the finance update.

**Proposed:** Ms. Caroline Canny

**Seconded:** Mr. Billy Doyle

### 3.2 Updated Statement of Internal Control in respect of 2020

DOSD advised members that the Statement of Internal Control forms part of the Financial Statements and that the C&AG's office has proposed that text to provide additional information regarding three capital projects be included in the Statement for 2020. DOSD read the proposed text and noted that the Audit and Risk Committee considered the matter at its meeting yesterday and resolved to recommend Board approval of its inclusion.

It was resolved **R. 06/09/2022** to approve the updated statement of internal control in respect of 2020.

**Proposed:** Cllr. Damien O'Reilly

**Seconded:** Mr. Barry McCourt

## 4. Correspondence

### • Department of Education Circular Letters

<i>C/L ref</i>	<i>RE:</i>
0046/2022	Home Tuition Grant Scheme 2022/2023
0048/2022	Home Tuition Grant Scheme for 1. Children without a school place (NSP) – Application Forms are only available from the Educational Welfare Service (EWS), Tusla Education Support Service (TESS) - Application Form HT NSP21 and 2. Children in Care without a school place - (CIC) – Short Term Home Tuition Grant Scheme – Application Form HT CIC21 are only available from a Social Worker
0049/2022	Grant Scheme in respect of Maternity Related Absences – Post Primary
0050/2022	Parent's Leave Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools – Primary & Post Primary
0051/2022	Parent's Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools – Primary & Post Primary



0052/2022	Revised Motor Travel Rates effective from 1st September 2022 Payable to Staff in Education and Training Boards (ETBs) and Members of ETBs and of ETB Statutory Committees
0053/2022	Revised Domestic Subsistence Allowances effective from 1st September 2022 Payable to Staff in Education and Training Boards (ETBs) and Members of ETBs and of ETB Statutory Committees
0054/2022	Exemptions from the Study of Irish – Revising Circular 0052/2019 - Primary
0055/2022	Exemptions from the Study of Irish – Revising Circular 0053/2019 – Post Primary
0056/2022	School Self-Evaluation: Next Steps September 2022 – June 2026 – Primary & Post Primary
0057/2022	Arrangements for Inspectorate Engagement with Primary Schools & Special Schools - September to December 2022
0058/2022	Arrangements for Inspectorate Engagement with Post Primary Schools - September to December 2022
0059/2022	Building Momentum - A New Public Service Agreement 2021-2022. Implementation of Sectoral Bargaining with effect from 1 February 2022 for post primary teachers – Payment of PME/HDip Allowance

- **Department of Further & Higher Education, Research, Innovation and Science Letters**

<i>C/L ref</i>	<i>RE:</i>

- **Correspondence received from Department of Education**

<i>Date Received</i>	<i>Subject</i>
20/07/2022	Returning teacher from European Schools - Brian Goggins - Letter of thanks to BOM
02/08/2022	Re. ETB July Monthly Return due back Tuesday 9th August 2022
16/08/2022	Re. REMINDER ETB July Monthly Return due back Tuesday 9th August 2022
17/08/2022	Acknowledging receipt of LMETB Monthly Return Jul 2022
22/08/2022	Revised Motor Travel Rates and Domestic Subsistence Allowances Payable to Staff in Education and Training Boards (ETBs) and Members of ETBs and of ETB Statutory Committees effective from 1 <sup>st</sup> September 2022.
07/09/2022	Return of unspent COVID-19 grants as at the end of the 2021/22 school year - due back by 30 September 2022
12/09/2022	Notice Letter re. Pension Changes



- Correspondence received from Department of Further of Further and Higher Education, Research, Innovation and Science (DFHERIS)

<b>Date Received</b>	<b>Subject</b>
23/08/2022	Acknowledging receipt of request for Ministerial Approval for Proposed Nominees to Governing Body of DkIT

- Correspondence received from other sources

<b>Date Received</b>	<b>From:</b>	<b>Subject</b>
21/07/2022	Teagasc	Teagasc re. Nomination from Teagasc to the Governing Body of Dundalk Institute of Technology
25/07/2022	ETBI	ETBI re. Embargo Young Peoples Social Media Video for Launch Event 27 <sup>th</sup> July
02/08/2022	DCEDIY	DCEDIY Re. Payment Letter LMETB LYCGS ETB YG TYESI 2022
02/8/2022	DCEDIY	DCEDIY Re. International Protection Integration Fund 2022
04/08/2022	DCEDIY	DCEDIY Re. Youth Officer LMETB – additional resource decision
04/08/2022	SOLAS	SOLAS re. PLC Bursary Displaced Persons (Ukraine) Scheme 2022
08/08/2022	DCEDIY	DCEDIY re. 2022(2021) YIC Progress Report
09/08/2022	Tallon Solicitors	Tallon Solicitors re. Deed of Transfer Drogheda VEC & G & A Flynn
11/08/2022	Tusla	Confirmation of closing of case
15/08/2022	DCEDIY	DCEDIY re. International Protection Integration Fund 2022
15/08/2022	SOLAS	SOLAS re. Announcement of Initial Strategic Infrastructure Upgrade Fund (SIUF) Projects
15/08/2022	Sec BoM Athboy CS	Sec BoM Athboy CS acknowledging receipt of Letter on foot of LMETB BM 21.7.22
17/08/2022	Sarah Daly	Sarah Daly acknowledging receipt of Letter on foot of LMETB BM 21.7.22
22/08/2022	DCEDIY	DCEDIY Re. IPIF 2022 Deadline Extension
29/08/2022	National centre for Guidance in Education	NCGE re. Permanent closure of NCGE – 31/08/2022
30/08/2022	ETBI	ETBI re. PLC October Returns - Dates extended
31/08/2022	ETBI	ETBI re. ETBI FET Guidance
01/09/2022	Boyne CS	Boyne CS re. resignation BoM member Nick Killian & new Teacher nominees on BoM
01/09/2022	O'Carolan College	O'Carolan College re. Documentation Board of Management 29th August 2022
01/09/2022	Athboy CS	Athboy CS BoM Minutes for 14/6/22 & 15/8/22
01/09/2022	Coláiste Chú Chulainn	Coláiste Chú Chulainn re. BOM Matters 7.6.22
01/09/2022	DCEDIY	DCEDIY Night -Time Economy - Consultation Opportunity for Young People Aged 16- 18

01/09/2022	DCEDIY	DCEDIY re. Night-Time Economy - Consultation Opportunity for Young People Aged 18-24
02/09/2022	ETBI	ETBI - FET Guidance Update
02/09/2022	SOLAS	Acknowledging receipt of Revised Mid Term Review 2022
05/09/2022	Coláiste Chú Chulainn	Coláiste Chú Chulainn re. BOM Policies
05/09/2022	Coláiste de Lacy	Coláiste De Lacy Admissions policy docs
07/09/2022	Kerry ETB	Kerry ETB Thank You letter re. Visit to AMTCE
08/09/2022	Seán Ó Briain	Seán Ó Briain re. Commemorating Prof Liam Ó Buachalla former President of the Irish Vocational Education Association
09/09/2022	ETBI	ETBI - Registration - ETBISEAI Climate Action Conference Sept.22nd
12/09/2022	St. Oliver's CC	St. Oliver's CC BoM Minutes 12 Sept 22 & Admission & Code of Behaviour Policies
12/09/2022	SOLAS	SOLAS Annual Report and Financial Statements - 2021
13/09/2022	DCEDIY	DCEDIY re. LMETB Minor Grant Scheme 2022
14/09/2022	Dir. Schools	DOS advising New Board of Management Dunshaughlin CNS
14/09/2022	Athboy CS	Athboy CS BoM Minutes 25/8/22
14/09/2022	Coláiste de Lacy	Coláiste De Lacy BOM signed Minutes draft minutes & policies documents

- **Correspondence sent**

<b>Date</b>	<b>Re:</b>
19/07/2022	CE's Office to Finance Committee re. School Accounts June 2022
25/07/2022	CE's Office to Finance Committee re. FET Accounts Jan – June 2022
28/07/2022	Dir FET to Claire Reburn re. UBU Launch 22 NEW PROJECTS
29/07/2022	CE's Office to LMETB Board Members re. ETBI Conference – 28 <sup>th</sup> -29 <sup>th</sup> September 2022
04/08/2022	CE's Office to Board Members re. ETBI Annual General Meeting 21 <sup>st</sup> September 2022 (On-Line)
15/08/2022	CE's Office on behalf of J Breen to Board Members Now Open LMETB Community Education Autumn 2022 Application for FREE Direct Online Tuition Hours for Community Voluntary Groups in Meath and Louth
16/08/2022	CE's Office forwarding request for Ministerial Approval re. Proposed Nominees to Governing Body of DkIT
17/08/2022	CE's Office to LMETB Board Members re. Equality Diversity and Inclusion EDI ETB Sector Survey - Closing date extended to the 2nd of Sept
19/08/2022	LMETB Pay Admin to All Staff re. FAO KBC Bank Clients - re salary payment delay
24/08/2022	APO HR to All Staff re. Equality and Human Rights in the Public Service - FREE ONLINE TRAINING
24/08/2022	CE's Office to LMETB Board Members re. Important Event 5th September 2022
25/08/2022	CE's Office to Finance Committee re. FET Schools Accounts January-July 2022



25/08/2022	CE's Office acknowledging email from DFHERIS 23.8.22 re. Proposed Nominees to Governing Body of DkIT
31/08/2022	APO CES to Bishop Deenihan re. LMETB and articles of agreement
01/09/2022	APO CES to DoE replying to REMINDER LMETB - Request for Irish Version of 2021 Annual Report
02/09/2022	FET Section to SOLAS - Submitting Revised Mid Term Review 2022

• **Correspondence sent on foot of Board meeting held on 21<sup>st</sup> July 2022**

<b>Date</b>	<b>Re:</b>
26/07/2022	Condolence Cards/Letters sent to the Families of: Ms. Bernie Kelly & Mrs. Kathleen Kane
09/08/2022	CE's Office to Dir. OSD re. Finance Update, Minutes & Reports of Audit & Risk, Gifts, Trusts & Scholarships & Finance Committees, Updated Executive Orders & LMETB Eye Test Provision of Spectacles Policy, Donations recommended by Gifts, Trusts & Scholarships Committee, and Risk Management Report.
09/08/2022	CE's Office to Dir. FET re. Report, Minutes, Membership of Committees, Policies, Contributions/Fees
09/08/2022	CE's Office to Chair Audit & Risk Committee re. approval of Committee's minutes & reports for meetings 24/3/22 & 8/7/22
10/08/2022	CE's Office to Dir. Schools re. Minutes of School BoM's, Memberships of BoMs, School Policies & Contributions
10/08/2022	CE's Office to nominee Mr. Adrian Gates re. BoM St. Oliver's CC
10/08/2022	CE's Office to nominee Mr. Eddie Maguire to Governing Body of DkIT
10/08/2022	CE's Office to nominee Ms. Niamh Fallon to Governing Body of DkIT
10/08/2022	CE's Office to nominee Ms Marianne Lyons to Governing Body of DkIT
10/08/2022	CE's Office to nominee Cllr. Joe Fox re. BoM Boyne CS
10/08/2022	CE's Office to nominee Ms. Sarah Daly to BoM Ó Fiaich College
10/08/2022	CE's Office to Sec BoM Bush PP re. BoM Minutes, Policies & Contributions
10/08/2022	CE's Office to Sec BoM Ard Rí CNS re. BoM Minutes
10/08/2022	CE's Office to Sec BoM Faughart CNS re. BoM Minutes & Policies
10/08/2022	CE's Office to Sec BoM St. Peter's College re. BoM Minutes & School Policies
10/08/2022	CE's Office to Sec BoM DCFE re. Contributions/Fees
10/08/2022	CE's Office to Sec BoM DIFE re. Contributions/Fees
10/08/2022	CE's Office to Sec BoM Coláiste de Lacy re. BoM Minutes & Policies
10/08/2022	CE's Office to Sec BoM Dunshaughlin CC re. BoM Minutes, Policies & Contributions
10/08/2022	CE's Office to Sec BoM O'Fiaich PLC re. Contributions/Fees
10/08/2022	CE's Office to Sec BoM St Oliver PP, Oldcastle re. BoM Minutes
10/08/2022	CE's Office to Sec BoM St Oliver's CC re. Contributions
10/08/2022	CE's Office to Sec BoM Coláiste Ríoga re. BoM Minutes & Contributions
15/05/2022	CE's Office to Sec BoM Athboy CS re. Deferral of consideration of nominee to BoM
15/08/2022	CE's Office to Chair Finance Committee re. minutes & report for meeting 29 <sup>th</sup> March 2022
15/08/2022	CE's Office to Chair Gifts, Trusts & Scholarships Committee re. Recommendations, Minutes & Report



15/08/2022	CE's Office to Chair Land & Buildings Committee re. Minutes, Report, Leases/Licenses/Short Term Rentals/Property & Developments & updates on Land & Buildings
15/08/2022	CE's Office to Sec BoM Coláiste na Mí re. Membership of BoM
15/08/2022	CE's Office to DFHERIS re. Ministerial approval for Proposed Nominees to Governing Body of DkIT
24/08/2022	Oifig an PF chuig Runaí BB Coláiste Pobail Ráth Chairn maidir le Bord Bainistíochta & Polaisí Scoile

• **Correspondence sent on foot of Board meeting held on 11<sup>th</sup> August 2022**

<b>Date</b>	<b>Re:</b>
15/08/2022	CE's Office to Chair Land & Buildings Committee re. Approval of Building Lease

The Chairperson invited questions and comments from members.

## 5. Committees and Reports

### 5.1 Director of Further Education and Training Report

Director of Further Education and Training, Director of Schools briefed members on highlights from the report and answered questions from members. The Chairperson complimented the Director and her staff on their work. The report of Director of Further Education and Training was noted.

#### 5.1.1 Further Education and Training Committee/Board of Management Minutes

It was resolved **R. 07/09/2022** to approve the minutes of the Youth Work Committee meeting which took place on 28<sup>th</sup> June 2022.

**Proposed:** Ms. Máirín Uí Fháinnín

**Seconded:** Cllr. Marianne Butler

#### 5.1.2 Membership of Committees

There was no business under this heading.

#### 5.1.3 Further Education and Training Policies

College/Centre	Policy
Ó Fiaich College	Admissions Policy & Ratification
Ó Fiaich College	Attendance Policy 2022-2023
Ó Fiaich College	Learner Internet Safety Policy 2022-2023

The above policies were noted.

#### 5.1.4 Proposed Contributions/Fees

There was no business under this heading.

#### 5.1.5 Youth Capital Funding Scheme for 2022 for Youth Services and Clubs/Groups

It was resolved **R. 08/09/2022** to approve the proposed grants.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Máirín Uí Fháinnín

#### 5.2 Director of Schools Report

Director of Schools briefed members on highlights from the report and answered questions from members. The report of the Director of Schools was noted.

##### 5.2.1 Minutes of Boards of Management meetings

<b>School</b>	<b>Date of Meeting</b>
Beaufort College	20/06/2022
Coláiste Chú Chulainn	07/06/2022
Coláiste na hInse	15/03/2022
Enfield CC	24/06/2021
Enfield CC	29/09/2021
Enfield CC	29/11/2021
Enfield CC	10/03/2022
Enfield CC	05/05/2022
Enfield CC	01/06/2022
Ratoath College	07/09/2021
Ratoath College	14/12/2021
Ratoath College	16/02/2022
Ratoath College	26/04/2022
St. Oliver PP, Oldcastle	02/06/2022
St. Oliver's CC, Drogheda	18/01/2022
Ard Rí CNS	24/05/2022
<b>Joint Patronage Schools</b>	
Athboy CS	19/01/2022
Athboy CS	04/03/2022
Athboy CS	22/03/2022
Athboy CS	04/05/2022
Athboy CS	12/05/2022
Athboy CS	01/06/2022
Athboy CS	14/06/2022





### 5.2.3 School Based Policies:

School	Policy
Beaufort College	Admissions Policy 23/24 Final
Beaufort College	Anti-Bullying Policy 2022-23
Beaufort College	Child Safeguarding Statement 31.08.22
Beaufort College	Code of Behaviour 2022-23
Beaufort College	Code of Dress 2022-23 New Version
Beaufort College	Critical Incident Policy 2022-23
Beaufort College	Mobile Devices Policy 2022-23
Beaufort College	Relationships & Sexuality Education (RSE) Policy
Beaufort College	Safety Statement 2022
Coláiste Chú Chulainn	Admissions Policy 2023-2024 Academic Year
Coláiste Chú Chulainn	Anti-Bullying Policy August 2022
Coláiste Chú Chulainn	Child Safeguarding Statement 2022
Coláiste Chú Chulainn	Healthy Eating Policy May 2022
Coláiste Chú Chulainn	Statement of Strategy Attendance 2022-2023
Coláiste Clavin	Admissions Policy 2023-2024
Coláiste Clavin	Child Safeguarding Statement 2022
Coláiste de Lacy	Admission Policy 2023-2024
Coláiste na hInse	Admission Policy 2023-2024
Coláiste na hInse	Communications Policy
Coláiste na Mí	Admission Policy 2023-2024
Coláiste Pobail Ráth Chairn	Plean Teagmhas Criticiúil 2022-2023
Coláiste Pobail Ráth Chairn	Plean Teagmhas Criticiúil Daingniú
Coláiste Pobail Ráth Chairn	Polasaí Iontrála 2023-2024
Coláiste Pobail Ráth Chairn	Polasaí Iontrála Daingniú
Coláiste Pobail Ráth Chairn	Ráiteas Sláinte Sábháilteachta agus Leasa 2022-2023
Coláiste Pobail Ráth Chairn	Ráiteas Sláinte, Sábháilteachta agus Leasa Daingniú
Coláiste Pobail Ráth Chairn	Ráiteas Stráitéis Tinrimh 2022-2023
Coláiste Pobail Ráth Chairn	Ráiteas Stráitéis Tinrimh Daingniú
Coláiste Pobail Ráth Chairn	Ráiteas um Chumhdach Leanaí 2022-2023
Coláiste Pobail Ráth Chairn	Ráiteas um Chumhdach Leanaí Daingniú
Enfield Community College	Admissions Policy 2023-2024
Enfield Community College	Annual Admission Notice for Enrolment 2022-2023
Enfield Community College	Anti-Bullying Policy 2022
Enfield Community College	Child Protection Policy
Enfield Community College	Child Safeguarding Risk Assessment Template
Enfield Community College	Child Safeguarding Statement 2022-2023
Enfield Community College	Child Safeguarding Statement Checklist reviewed 2022-2023
Enfield Community College	Child Safeguarding Statement Notice 2022-2023
Enfield Community College	Critical Incident Plan
Enfield Community College	Important Dates for First Year Pupil Admissions

Enfield Community College	Child Safeguarding Statement Notification 2022-2023
Ó Fiaich College	Admission Policy 2023-2024
Ratoath College	Admission Policy 2023-2024
St. Oliver PP, Oldcastle	Admissions Policy 2023-24 Signed
St. Oliver PP, Oldcastle	Anti-Bullying Policy 2022-23
St. Oliver PP, Oldcastle	Child Safeguarding Statement 2022-23
St. Oliver PP, Oldcastle	Code of Behaviour 2022-23
St. Oliver PP, Oldcastle	Critical Incident Management Policy 2022-23
St. Oliver's CC, Drogheda	Admissions Policy 2023-2024
St. Oliver's CC, Drogheda	Code of Behaviour Sept 2022
Ard Rí CNS	Admissions Policy 2023-24
Dunshaughlin CNS	Admission Policy 2023-2024 & Admissions Notice
Faughart CNS	Admission Policy 2023-2024

The above policies were noted.

#### **5.2.4 Proposed Contributions from Parents/Guardians 2022/2023**

There was no business under this heading.

## **6. OSD Matters**

### **6.1 Human Resources Update**

The report was noted.

### **6.2 Minutes:**

It was resolved **R. 17/09/2022** to approve the minutes of the Gifts, Trust and Scholarships Committee held on 29<sup>th</sup> June 2022.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Damien O'Reilly

It was resolved **R. 18/09/2022** to approve the minutes of the Land & Buildings Committee held on 19<sup>th</sup> July 2022.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Maria Murphy

### **6.3 Reports:**

There was no business under this heading.

### **6.4 Memberships and Chairpersons of Committees**

There was no business under this heading.

#### **6.4.1**

It was resolved **R. 19/09/2022** to confirm the nomination of Cllr. Nick Killian as LMETB nominee to IPB Insurance Members' Forum in line with the term of the current LMETB Board.

**Proposed:** Cllr. Damien O'Reilly

**Seconded:** Cllr. Marianne Butler

### **6.5 Policies**

6.5.1 DOSD advised that the latest register of Executive Orders has been circulated for noting.

6.5.2 DOSD advised that the Stock Report for 2021 has been circulated for noting.

The above items were noted.

6.5.3 DOSD briefed members on the proposal to update the threshold for recording of assets on the asset management system.

It was resolved **R. 20/09/2022** to approve an increase in the threshold for recording of assets on the asset management system from €200 incl. VAT to €500 incl. VAT (excluding RSTC) and to amend relevant policies to reflect same.

**Proposed:** Cllr. Damien O'Reilly

**Seconded:** Cllr. Gerry O'Connor

### **6.6 Gifts, Trust and Scholarships**

Cllr. Sheridan, reported on behalf of the Gifts, Trust and Scholarships Committee. Cllr. Sheridan advised that the Committee met on 7<sup>th</sup> September at which it approved minutes of the meeting held on 23<sup>rd</sup> June and considered scholarships and reports by the CE therein.

Cllr. Sheridan advised that the Committee resolved to recommend approval by the Board of the following scholarships:



1. Proposed Music Generation Meath inclusion pilot bursary project with Beaufort College

Details of the Donor: Meath County Council

Value of the bursary: €3,500 for 2022/2023 (subject to confirmation)

Purpose of the scholarship: To cover the cost for students of Beaufort College who may wish to participate in musical tuition for the coming academic year 2022/2023. €3,500 would cover tuition fees and hire of an instrument for 15 students for one academic year. Applications would be open to all students of the college; applicants would be interviewed by school personnel who would select the successful students. No prior musical experience would be required; the only requirement would be that successful students commit to a weekly one-to-one tuition session of 30 minutes for the current school year.

It was resolved **R. 21/09/2022** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the scholarship, subject to Ministerial approval.

**Proposed:** Mr. Billy Doyle

**Seconded:** Ms. Caroline Canny

2: George Moore Scholarship to three students in Bush Post Primary School

Details of the Donor: The Ireland Fund is a global philanthropic network established in 1976 to promote and support peace, culture, education and community development throughout the island of Ireland, and Irish-related causes around the world. With chapters in 12 countries, The Ireland Fund has raised over \$600 million for deserving causes in Ireland and beyond, benefiting more than 3,200 different organisations

Value of the scholarship: An annual payment of €4,000 for the duration of each student's undergraduate studies

Purpose of the scholarship: *The George Moore Scholarship* is made possible through The Ireland Fund's *No Mind Left Behind* programme. No Mind Left Behind is an educational initiative of The Ireland Fund 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. The Ireland Funds have two requirements that a student must satisfy to receive The George Moore Scholarship:

1. The student must have applied through the CAO to a level 7 or level 8 degree.
2. The nominee must have sat their Leaving Certificate in 2022.

The Principal has advised that the criteria used to select the recommended students was the highest achieving Leaving Certificate students and that the three recommended recipients come from families who would greatly benefit from the support provide by the scholarship.

It was resolved **R. 22/09/2022** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the scholarship, subject to Ministerial approval.

**Proposed:** Mr. Billy Doyle

**Seconded:** Cllr. Marianne Butler

It was resolved **R. 23/09/2022** to approve the reports of the Chief Executive under Sections 24 and 29 of the 2013 ETB Act.

**Proposed:** Mr. Billy Doyle

**Seconded:** Ms. Caroline Canny

### **6.7 Data Breach Report**

DOSD advised that three data breaches have been reported, details of which had been provided to members.

DOSD noted that LMETB assessed that there is a low risk of the breaches posing a substantial risk to the rights and freedoms of data subjects in each instance.

Members noted the Data Breach Report.

### **6.8 Risk Management Report for Quarter 3 2022**

DOSD noted that 23 risk items are currently listed on the LMETB corporate risk register. 10 are designated as high risk and 13 as medium risk. DOSD noted that the Audit and Risk Committee has decided that a working group consisting of Committee and Executive nominees be established to carry out a detailed review of the risk register and report back to the Committee.

Members noted the Risk Management Report.

### **6.9 Corporate Procurement Plan (CPP) and Multi Annual Procurement Plan (MAPP)**

DOSD advised members that ETBs are required to submit a CPP and MAPP to ETBI annually, using templates agreed nationally by ETBs and The Education Procurement Service (EPS) in 2019, that the deadline for the 2022 CPP and MAPP is 1 October and that the documents require approval of the CE, Audit and Risk Committee and noting by the Board. DOSD noted that CE and Audit and Risk Committee approval has been obtained. DOSD noted that the sixteen MAPPs are consolidated into an overall ETB document which EPS and OGP use to inform procurement activity.

The Corporate Procurement Plan (CPP) and Multi Annual Procurement Plan (MAPP) were noted.

### **6.10 Compliance with Charities Governance Code in respect of 2021**

DOSD noted that each ETB is a registered charity and is therefore subject to the Charities Governance Code, that each ETB is required by law to submit an annual report to the Charities Regulator by the end of October and to prepare and approve a Compliance Record form each year. DOSD noted that the draft Compliance Record Form respect of 2021 is presented for Board consideration.

It was resolved **R. 24/09/2022** that LMETB is fully in compliance with the requirements of the Charities Governance Code, noting that work is ongoing to ensure that it is displayed on all school and centre websites and social media pages.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Ms. Máirín Uí Fháinnín

### **6.11 Update on IT security and risk mitigation**

6.11.1 Presentation by Mr. David O'Connor, ICT Department

This item was deferred.

6.11.2 OSD Directorate Business Continuity Plan

The updated OSD Directorate Business Continuity Plan was noted.

6.11.3 OSD Disaster Recovery Plan

The updated OSD Directorate Disaster Recovery Plan was noted.

## **7. Land and Buildings**

### **7.1 Report on behalf of Land and Buildings Committee including update on AMTCE**

It was resolved **R. 25/09/2022** to approve the report on behalf of Land and Buildings Committee including update on AMTCE.

**Proposed:** Ms. Malgorzata Gilani

**Seconded:** Cllr. Maria Murphy



## **7.2 Leases/Licenses/Short Term Rentals/Property**

7.2.1 Consideration of the purchase of Building B, in the Xerox Industrial Park, Dundalk for AMTCE.

It was resolved **R. 26/09/2022** to approve the recommendation of the Land and Buildings Committee to purchase Building B, in the Xerox industrial Park, Dundalk for AMTCE.

**Proposed:** Mr. Billy Doyle

**Seconded:** Cllr. Maria Murphy

7.2.2 Consideration of the renewal of the lease for Unit 11 DCFE for 3 years for FET programmes.

It was resolved **R. 27/09/2022** to approve the recommendation of the Land and Buildings Committee to renew the lease for Unit 11 DCFE for 3 years for FET programmes.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Ms. Caroline Canny

7.2.3 Consideration of extension of existing Licence in Unit 75 DCFE to include an additional Office and Storage space for academic year 2022/2023 for FET Programmes.

It was resolved **R. 28/09/2022** to approve the recommendation of the Land and Buildings Committee to extend the existing Licence in Unit 75 DCFE to include an additional Office and Storage space for academic year 2022/2023 for FET Programmes.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Cllr. Maria Murphy

7.2.4 Consideration of a request from DAA to enter licence agreement at Ratoath College - DAA requesting permission to erect a noise monitoring station to monitor air traffic noise.

It was resolved **R. 29/09/2022** to approve the decision of the Land and Buildings Committee that further discussion is required in order to reach agreement.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Cllr. Maria Murphy

### **Short-term rental**

7.2.5 Consideration for a new short-term rental for storage area for musical equipment at back of Unit 14A by DCFE-FET for academic year 2023/2024.

It was resolved **R. 30/09/2022** to approve the recommendation of the Land and Buildings Committee to agree to enter a short-term rental for storage area for musical equipment at back of Unit 14A by DCFE-FET for academic year 2023/2024.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Ms. Malgorzata Gilani

### **7.3 Recommended rates for use of facilities for 2022/2023**

It was resolved **R. 31/09/2022** to approve the recommendation of the Land and Buildings Committee to approve the recommended rates for use of facilities for 2022/2023.

**Proposed:** Cllr. Gerry O'Connor

**Seconded:** Ms. Caroline Canny

### **7.4 Developments and Updates on Land and Buildings recommended by Land and Buildings Committee**

It was resolved **R. 32/09/2022** to approve the Developments and Updates on Land and Buildings recommended by Land and Buildings Committee.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Gerry O'Connor

## **8. Any Other Business**

Cllr. O'Reilly thanked Mr. Ken Flynn, Principal of Beaufort College, his staff and students for hosting this meeting of the LMETB Board and acknowledged the valuable service provided to pupils under the school meals programme. Mr. Doyle suggested that it would be valuable for board meetings to include contributions from learners occasionally.

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

SIGNED:



CATHAOIRLEACH

DATE:

