

## Minutes of Meeting held on Thursday, 23<sup>rd</sup> February 2023

A meeting of Louth and Meath Education and Training Board commenced at 5.00 p.m.  
The meeting took place in St. Oliver Post Primary School, Oldcastle.

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

## **1. Order of Business**

### **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 Ms. Sadie Ward McDermott, Director of FET.

Condolences were expressed in the usual respectful manner.

The Chairperson noted that Ms. Aoife Foy joined LMETB recently as Governance, Compliance and Risk Officer and wished her well.

### **1.3 Absences**

It was resolved **R. 01/02/2023** to approve the absence of LMETB members:

Cllr. Amanda Smith, Cllr. Eileen Tully, Máirín Uí Fháinnín Uasal, Mr. Damian Kearns, Mr. Paul Dermody, Ms. Malgorzata Gilani and Ms. Siobhán Greer.

**Proposed:** Cllr. Paul McCabe

**Seconded:** Cllr. John Sheridan

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

**2.1** It was resolved **R. 02/02/2023** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 17<sup>th</sup> November 2022.

**Proposed:** Cllr. Paul McCabe

**Seconded:** Mr. Bill Sweeney

### **2.2 Matters Arising:**

There were no matters arising.

### 3. Finance

#### 3.1 Finance Update

APO Finance noted that the Finance Department is working on preparing the annual financial statements for 2022 and that the finance report for January/February will be presented at an upcoming board meeting.

#### 3.2 Draft Service Plan for 2023

DOSD noted that approval of the Service Plan is a reserved function of the Board, that a standard template is provided by the Department of Education and that the draft plan has been reviewed by the Finance Committee. DOSD outlined the main elements of the plan noting that it includes actions under LMETB's strategic goals as well as some as required by the Department. DOSD advised that projected expenditure is based upon Department and SOLAS communication as adjusted in the light of anticipated increases. DOSD thanked APO Finance and her staff for their input to the Service Plan.

APO Finance outlined the overall receipts and expenditure figures noting that receipts and expenditure of €227m are 19% and 24% respectively higher than 2022 actual. APO Finance also noted that capital expenditure represents the largest single expenditure heading.

The Chairperson of the Finance Committee, Mr. Sweeney, briefed members on the draft Service Plan for 2023 noting that the Committee reviewed the plan at its meeting on 17<sup>th</sup> February and resolved to recommend its approval by the Board. Mr. Sweeney noted that the plan proposes a substantial increase in expenditure and service and thanked all involved in its preparation. Mr. Sweeney noted that the Finance Committee is concerned at the fact that this increase in expenditure and service is not being matched by the necessary increase in allocation of staff. Mr. Sweeney expressed concern on behalf of the Finance Committee that this situation may hamper LMETB's ability to achieve its goals and targets and is likely to further increase demands on staff. Mr. Sweeney cited the fact that LMETB has not yet received approval to employ staff to run the new electrical apprenticeship centre in Drogheda. Mr. Sweeney also noted that organisational design (Phase 2) has yet to be addressed by the Department despite the fact that organisational design (Phase 1) was completed several years ago.

CE noted that boards of management and other committees of the board have important responsibilities including reviewing financial reports. CE therefore reiterated the importance of members receiving and monitoring financial reports. The Chairperson invited questions and comments from members.

Members thanked APO Finance and her staff for their work and commended LMETB on a significant planned increase in expenditure and service. Members supported the comments of Mr. Sweeney, Chair of the Finance Committee, regarding staffing levels.

A discussion took place regarding financial reporting at Board of Management and Committee meetings. DOSD and APO Finance confirmed that financial reports are issued to the Secretary of each Board of Management and requested members to alert them if financial reports are not being presented at meetings.

It was resolved **R. 03/02/2023** that financial reports be issued to the Chair of the Board of Management at the same time as to the Secretary.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Caroline Canny

It was resolved **R. 04/02/2023** to approve the Service Plan for 2023.

**Proposed:** Cllr. Paul McCabe

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

<b>6. Correspondence</b>
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- Department of Education Circular Letters**

<b>C/L ref</b>	<b>RE:</b>
0073/2022	NQF Level 9 Graduate Diploma in Social Personal and Health Education/ Relationships and Sexuality Education (SPHE/RSE) Programme 2023 – Post Primary
0074/2022	Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2023/24 school year – Primary
0075/2022	Commencement of the Education (Provision in respect of Children with Special Educational Needs) Act 2022 and Commencement of remaining sections of the Education (Admission to Schools) Act 2018 – Primary & Post Primary
0076/2022	Payment of Tool Allowance to Craft Workers – 2022 – ETB's
0077/2022	Once-off cost of living measure to support increased school running costs – Primary & Post Primary
0078/2022	Bereavement Leave Scheme for Registered Teachers employed in Recognised Primary and Post Primary Schools
0079/2022	Bereavement Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools
001/2023	Advice on the use of assessment instruments/tests for Guidance or for additional and special educational needs (SEN) in post-primary schools (Revising Circulars 0067/2020 and 0058/2019) - Post Primary
003/2023	Staffing arrangements in Community and Comprehensive Schools for the 2023/24 school year – Post Primary
004/2023	Staffing arrangements in Education and Training Boards for the 2023/24 school year – Post Primary
005/2023	Teacher Fee Refund Scheme 2022 – Primary & Post Primary
006/2023	Staffing Arrangements in Primary Schools for 2023/2024 school year - Primary

007/2023	Revision of Teacher Salaries under Building Momentum - A New Public Service Agreement 2021-2023 ("The Agreement") Application of pay adjustments due on 1 March 2023 – Primary & Post Primary
008/2023	Revision of Salaries for Special Needs Assistants (SNAs) under Building Momentum - A New Public Service Agreement 2021-2023 ("The Agreement") Application of pay adjustments due on 1 March 2023 – Primary & Post Primary
009/2023	Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs under Building Momentum - A New Public Service Agreement 2021-2023 ("The Agreement") Application of pay adjustments due on 1 March 2023 – ETB's
010/2023	Revision of Salaries of School Secretaries and School Maintenance Staff in Community and Comprehensive Schools under Building Momentum - A New Public Service Agreement 2021-2023 ("The Agreement") – Post Primary
011/2023	Revision of salaries for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post Primary Schools under the 1978 Scheme under Building Momentum - A New Public Service Agreement 2021-2023 ("The Agreement") – Primary & Post Primary

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

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

- **Correspondence received from Department of Education**

<b><i>Date Received</i></b>	<b><i>Subject</i></b>
17/11/2022	DoE -Re. ETBs - Commencement of the Protected Disclosures (Amendment) Act 2022 on 1 January 2023
22/11/2022	DoE to LMETB - DoE approval of gifts re letter dated 21.11.2022
24/11/2022	DoE -Request for November Monthly Return due no later than Friday 2nd December
28/11/2022	DoE response to DOS email 24.11.22 confirming Form 1 re. Board of Management Dunshaughlin CNS fully completed
30/11/2022	DoE re. ASC lodgements to be received in December 2022
02/12/2022	DoE acknowledging receipt of Department Return Nov 2022
05/12/2022	DoE re. ASC lodgements to be received in December 2022 - Reminder
05/12/2022	DoE acknowledging receipt of signed Department Return Nov 2022
06/12/2022	DoE re. Once-Off Cost of Living Grant
13/12/2022	DoE re. 2022 Annual Financial Statements
21/12/2022	DoE approval for gift and scholarship at Bush Post-Primary School
04/01/2023	DOE – Request for December Monthly Return due no later than Friday 6 <sup>th</sup> January 2023

06/01/2023	DoE re. ETB General and Post Primary non-pay Grant 2022
06/01/2023	DoE re. Request for Q4 2022 Prompt Payment Returns
12/01/2023	DoE – Acknowledging receipt of December Department Return
12/01/2023	DoE re. Publication of LMETB Financial Statements for 2020
16/01/2023	DoE re. Liabilities and Assets returns Qtr. 4 2022
16/01/2023	DoE – S22 Reports due on Protected Disclosures by aegis bodies on June 30 <sup>th</sup> 2023
16/01/2023	DoE re. Submission of Annual & Chairpersons Comprehensive Reports for 2022
17/01/2023	DoE re. 2023 Initial Service Plans
17/01/2023	DoE request re. Any new financial irregularities
17/01/2023	DoE Re. ETBs – Public Sector Climate Action Mandate
18/01/2023	DoE re. Grants for Financial Year ending 31.12.2022
24/01/2023	DoE acknowledging receipt DOSD’s response email re. Any new financial irregularities
25/01/2023	DoE – Requesting submission of LMETB Q4 2022 – Early Warning Return
25/01/2023	DoE’s response to email from DOSD of 25.1.23 re. LMETB Q4 2022 – Early Warning Return
26/01/2023	DoE re. SET and SNA Adjustments – Ukrainian Support Scheme
26/01/2023	DoE re. Initial Allocation of Approved Teaching Posts for the 2023/24 School Year
31/01/2023	DoE – acknowledging receipt of email 30.1.23 RE S22 Reports due on Protected Disclosures by aegis bodies on June 30 <sup>th</sup> 2023
31/01/2023	DoE – LMETB – Start of Year Service Plan 2023 – Letter and Figures
31/01/2023	DoE – National Risk Assessment 2023 Public Consultation
31/01/2023	DoE – Message from IMIS Athboy Community School. Tuairisc le haghaidh Dearbhú Fíricí Report for Factual Verification
31/01/2023	DoE Message from DE Inspectorate De Lacy College. Tuairisc le haghaidh Freagairt Scoile Report for School Response
01/02/2023	DoE – Letter of Determination in respect of year ending 31 December 2023
09/02/2023	DoE – Message from IMIS Boyne Community School. Tuairisc le haghaidh Dearbhú Fíricí Report for Factual Verification
09/02/2023	DoE – REMINDER 2023 Initial Service Plans submission date 1.3.23
10/02/2023	DoE – Pension Schemes operated/administered by ETBs
14/02/2023	DoE – SET and SNA Adjustments – Ukrainian Support Scheme Effective 27 <sup>th</sup> February
14/02/2023	DoE -acknowledging receipt of LMETB OAs and PDAs 2023

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

<b>Date Received</b>	<b>Subject</b>

- Correspondence received from other sources

<b>Date Received</b>	<b>From:</b>	<b>Subject</b>
16/11/2022	SOLAS	SOLAS LMETB AMTCE Site Acquisition Approval
16/11/2022	TIMSS	TIMSS. Ireland re. Trends in International Mathematics and Science Study – Ireland
17/11/2022	SOLAS	SOLAS requests that LMETB submit an appendix to the original Preliminary Business Case – Update on Dunboyne COTF application review
17/11/2022	SOLAS	SOLAS – Payment Advice Note from 15.11.2022
18/11/2022	DCEDIY	DCEDIY – Reminder Call for UBU Renewals 2023
21/11/2022	O’Carolan College, Nobber	O’Carolan College re. submission of Minutes of BoM 15.11.22
22/11/2022	IAUETBs	IAUETBs – Internal Audit of Local Training Initiatives in Louth and Meath Education and Training Board (LMETB) – Engagement Letter
22/11/2022	FET Directorate	FET Directorate submission of Adult Ed sub-Committee Minutes 15.11.22
23/11/2022	IAUETBs	IAUETBs Invitation to attend meeting of 16 ETB Audit Risk Committee Chairpersons – November 24 <sup>th</sup>
24/11/2022	DCEDIY	DCEDIY – Payment Letter ETB YG 2022
24/11/2022	SOLAS	SOLAS – Payment Advice Note from 22.11.2022
28/11/2022	Bush PP	Bush PP – Minutes of BOM meeting 22.09.22
28/11/2022	QQI	QQI re. Temporary modifications of rules for awarding in Common Awards System (CAS)
29/11/2022	DCEDIY	DCEDIY re. We need your help to survey children!
29/11/2022	Dept Social Welfare	Dept Social Welfare re. School Meal Scheme O’Carolan College & Coláiste Chú Chulainn
29/11/2022	Standards in Public Office	SIPO – re. Annual Statement of Interests Reminder
29/11/2022	ETBI	ETBI re. PQ 6023022 for answer 06122022 Written from – Rose Conway-Walsh
30/11/2022	Louth Local Sports Partnership Committee	Louth Local Sports Partnership Committee – re. LMETB nominated Representative
01/12/2022	SOLAS	SOLAS – Payment Advice Note from 29.11.2022
01/12/2022	ETBI	ETBI – EV Urgent -Consultation process to develop a policy on Irish-medium education outside of the Gaeltacht
02/12/2022	Louth Local Sports Partnership Committee	Louth Local Sports Partnership Committee acknowledgement re. Nominee LMETB Louth Local Sports Partnership Committee
02/12/2022	O’Carolan College	NBR BoM Mins re. 1.12.22 – 13.9.22 – 15.9.22

02/12/2022	Stephen McArdle	S. McArdle accepting Nomination as LMETB Nominee on Louth Local Sports Partnership Committee
05/12/2022	Dept. Social Welfare	Dept. Social Welfare re. School Meals Scheme 2022-2033 5-12-22 Scoil Uí Mhuirí
05/12/2022	Cllr. Watters	Cllr. Watters acknowledging Letter on foot of LMETB BM 17.11.22
07/12/2022	Chair Audit & Risk Committee	Chair Audit & Risk Committee – Minutes & Report of meeting on 14.9.22
07/12/2022	Music Generation	To Music Generation Meath re. 2022 Stats and Annual Report Templates
07/12/2022	Music Generation	To Music Generation Louth re. 2022 Stats and Annual Report Templates
07/12/2022	ETBI	ETBI re. Ukraine supports sanction letter
09/12/2022	SOLAS	SOLAS – Accounts Payable SOLAS Payment Invoice 8-12-22
09/12/2022	SOLAS	SOLAS re. Accounts Payable SOLAS Payment Invoice 9.12.22
12/12/2022	Michael McKernan	Michael McKernan re. Lease Dunboyne Business Park 5 year – Units 14-18 & 20 – 2 copies of lease
13/12/2022	SOLAS	SOLAS – Strategic Performance Agreement Signature Request
14/12/2022	DCEDIY Youth Affairs	DCEDIY Youth Affairs re. energy support scheme for the Voluntary and Community sector
14/12/2022	ETBI	ETBI re. UPDATE Community Voluntary Energy Support Scheme
14/12/2022	ETBI	ETBI- New Publication regarding Benefits & Outcomes of Universal Youth Work
15/12/2022	DkIT	Requesting update re. Governing Body DkIT Nomination
16/12/2022	Ashbourne CNS	Ashbourne CNS -Minutes of BoM 6.10.22
16/12/2022	DCEDIY Youth Affairs	DCEDIY Youth Affairs re. UBU Your Place Your Space Annual Renewals 2023 LMETB
16/12/2022	DCEDIY Youth Affairs	DCEDIY to Stephen McArdle re. UBU Your Place Your Space Annual Renewals 2023 LMETB
16/12/2022	DCEDIY Youth Affairs	DCEDIY acknowledging receipt of revised 2023 UBU for FAI DLK from Stephen McArdle
21/12/2022	Teaching Council	Teaching Council – Upskilling programmes for post-primary teachers
21/12/2022	Generation Apprenticeship	Generation Apprenticeship re Update to all of our Generation Apprenticeship partners
21/12/2022	Dept. TCAGSM	TCAGSM – Seimineáir Faisnéise – Aistriúchán (Gaeilge) Information Seminar – Translation (Irish Language)
22/12/2022	ESBS	ESBS – Forwarding ESBS Finance Services Management Agreement signed by both LMETB and ESBS
22/12/2022	SOLAS	SOLAS – LMETB Project #86b2021 – AMTCE Phase 2 Revised Approval to Decision Gate 3
22/12/2022	DCEDIY Youth Affairs	DCEDIY – Invite to Shared Learning Together Education Programme (NON-FORMAL EDUCATION) Pre-Application Support on 17.1.23 (Investment Area 3.1)



22/12/2022	ESBS	ESBS re. Gender Pay Gap Report for ETBs
23/12/2022	DCEDIY Youth Affairs	DCEDIY – Letter on matters discussed during the ETBI -DCEDIY quarterly meeting
23/12/2022	Oifig an Choimisinéara Teanga	Oifig an Choimisinéara Teanga – Alt 10A (Fograíocht ag Comhlachtaí Poiblí) Compliance Monitoring <a href="mailto:Templateinfo@ngi.ie">Templateinfo@ngi.ie</a>
05/01/2023	Dept Social Welfare	Dept. Social Welfare re. School Meals Scheme 2022-2023 Coláiste Clavin
05/01/2023	Dept Social Welfare	Dept Social Welfare re. School Meals Scheme 2022-2023 Beaufort College
05/01/2023	Dept Social Welfare	Dept Social Welfare re. School Meals Scheme 2022-2023 O’Carolan College
06/01/2023	Louth CoCo	Louth CoCo advising of Louth CoCo Nominee Cllr. K Meenan to Board of LMETB
10/01/2023	Louth CoCo	Louth CoCo advising Cllr. Meenan nominated as Louth County Council Representative to LMETB-original letter
10/01/2023	ESBS	ESBS – Gender Pay Gap Report for ETBs
12/01/2023	ETBI	ETBI – Summary note re. Protected Disclosures (Amendment) Act 2022.
12/01/2023	DCEDIY Youth Affairs	DCEDIY re. LMETB UBU Allocations Letter 2023
12/01/2023	DCEDIY Youth Affairs	DCEDIY re. LMETB UBU Allocations Letter 2023 & CL 1 UBU Your Place Your Space Draft
12/01/2023	DCEDIY Youth Affairs	DCEDIY re. National Youth Assembly on Climate – Call Out for Nominations
16/01/2023	Cllr. Damien O’Reilly	Cllr. Damien forwarding Minister for Education – Email re. Dunshaughlin CNS
16/01/2023	ETBI	ETBI re. Pilot Redeployment Scheme 2023
17/01/2023	Dept. Social Welfare	Dept. Social Welfare re. School Meals Scheme 2022-2023 Bush PP
18/01/2023	SEAI	SEAI – Energy in Education Information and Registration Form 2023
18/01/2023	AMTCE	AMTCE – Minutes of AMTCE Board Meeting 22.11.22
19/01/2023	C&AG	C&AG – LMETB 2021 Audit Certificate
20/01/2023	DCEDIY	DCEDIY re. SEUPB Pre application support
20/01/2023	DCEDIY	DCEDIY re. LMETB 2022 Annual Reporting Process
20/01/2023	ETBI	ETBI re. Gender Pay Gap Report
23/01/2023	DCEDIY	DCEDIY – REMINDER National Youth Assembly on Climate – Call Out for Nominations
24/01/2023	SOLAS	SOLAS – Reach Fund Year-end 2022 report – advising of submission date
24/01/2023	Ratoath College	Ratoath College re. submission of Signed Ratified minutes of the BoM meeting 20 <sup>th</sup> December 2023
24/01/2023	Ratoath College	Ratoath Colleges Admissions Policy and Admissions Notice documents and ratification sheet
25/01/2023	Athboy CS	Athboy CS – School Admission Statement Amendment 25-1-23
26/01/2023	State Examination Commission	State Examination Commission – Forwarded supply of Examiner Application Forms 26-1-23

27/01/2023	Cllr. Meenan	Cllr. Meenan attendance confirmation re. Introductory meeting on foot of appointment to LMETB Board
27/01/2023	SOLAS	SOLAS acknowledging receipt of LMETB 2023 FET Planning Documentation
27/01/2023	SOLAS	SOLAS acknowledging receipts of FAR 2023 LMETB Documentation emails 1 & 2
30/01/2023	Charities Regulator	Charities Regulator – Registered Submission SR86721 Louth and Meath Education and Training Board – Charity Classification
30/01/2023	Ard Rí CNS	Ard Rí – BOM Docs- Ard Rí CNS re. Board Meeting 26.01.2023
30/01/2023	DCEDIY	DCEDIY re. LMETB TYESI Expenditure Reports
31/01/2023	Boyne CS	Boyne Community School Admission Policy 31-1-23
31/01/2023	DCEDIY	DCEDIY re. Youth Affairs Unit Principal Officer Appointment – Ms. Orla Corrigan
01/02/2023	ETBI	ETBI – Briefing Email and Survey – Forum Engagement on Climate Action & Sustainability
01/02/2023	ETBI	ETBI – Climate Action Strategy – Engagement with ETBI Forums
01/02/2023	ETBI	ETBI re. ETBI Brief 012023 CL 0006 2023 Staffing Arrangements in Primary Schools for the 2023/2024 School Year
01/02/2023	ETBI	ETBI – Role of ETBs and Trustees in Community Schools
01/02/2023	IAUETBs	IAUETBs acknowledging email from DOSD re. Audit Plan 2023-2025
01/02/2023	SOLAS	SOLAS – Payment Advice Note from 01.02.2023
02/02/2023	SOLAS	SOLAS – LTI and CTC Staffing Numbers REMINDER
02/02/2023	Ó Fiaich PP	Ó Fiaich – Ó Fiaich Post Primary Admissions Policy Update 2-2-23
02/02/2023	Dir. FET	Dir FET confirming LTI and CTC Staffing Numbers completed and returned
02/02/2023	National Apprenticeship Office	National Apprenticeship Office – First annual report by the National Apprenticeship Office
02/02/2023	DCEDIY	DCEDIY – Payment Letter LMETB Q1 UBU 2023
07/02/2023	DCEDIY	DCEDIY – LMETB Letter of Allocation LYCGS 2023
08/02/2023	ETBI	ETBI – RE Climate Action Strategy – Engagement with ETBI Forums
09/02/2023	DCEDIY	DCEDIY – Update – Ukraine support through local Youth Services and Clubs
09/02/2023	SOLAS	SOLAS re. Climate and Sustainability Champions – requesting nominee
09/02/2023	O’Carolan College	O’Carolan College – BOM Documentation 1.12.22, 31.1.23 & Policies
10/02/2023	Dept. Social Welfare	Dept Social Welfare re. School Meal Scheme Navan SCP 10-2-23
13/02/2023	DCEDIY	DCEDIY re. 2023 LYCGS Documents
15/02/2023	DCEDIY	DCEDIY – Youth Climate Justice project in 2023
16/02/2023	Chair O’Carolan College BoM	Chair O’Carolan College BoM response to DOS email re. Revised Admissions Policy

- **Correspondence sent**

<b>Date</b>	<b>Re:</b>
17/10/2022	Finance to DoE Submission of Liabilities and Assets returns Qtr. 3 2022
16/11/2022	APO Finance to DoE – Submission of Final Signed Accounts for 2020
17/11/2022	CE response to SOLAS requests that LMETB submit an appendix to the original Preliminary Business Case – Update on Dunboyne COTF application review
17/11/2022	HR EpayQueries to All Staff re. Pay Increases under Building Momentum and Christmas Closure information
21/11/2022	APO CES to DoE re. Request per approval of gifts
21/11/2022	DOS to School Leaders re. Minister Foley announces post graduate upskilling programme for post-primary SPHE-RSE teachers
22/11/2022	DOSD to IAU re. LMETB Local Training Initiative Audit Engagement Letter as per link 22.11.2022
23/11/2022	APO CES to Principal St Oliver PP – Ministerial approval re. Arc Cinema Bowling Passes – 100 Attendance Initiative Awards 202223
23/11/2022	APO CES to Principal Ard Rí – Ministerial approval re. Lunch Bag Donation
23/11/2022	APO CES to Principal Chú Chulainn- Ministerial approval Re. Agreement between DkIT and Coláiste Chú Chulainn
23/11/2022	APO CES to Principal Beaufort- Ministerial approval Re Sponsorship
23/11/2022	APO CES to Principal Dunboyne College- Ministerial approval for donations
23/11/2022	APO CES to Principal Ó Fiaich College – Ministerial approval of donation
24/11/2022	DOSD to Finance re. DoE -Request for November Monthly Return due no later than Friday 2 <sup>nd</sup> December
24/11/2022	DOS to DoE re. Board of Management Dunshaughlin CNS – Form 1 Patron’s Declaration
24/11/2022	DoS to School Leaders re. Commencement of the Education (Provision in respect of Children with Special Educational Needs) Act 2022 and Commencement of remaining sections of the Education (Admission to Schools) Act 2018
29/11/2022	APO CES to Board Members- Information for Charity Regulator – requesting Eircode
29/11/2022	Dir FET to DFHERIS response re. PQ 625822 Oral from – Aengus Ó Snodaigh – Response required by COB this evening
29/11/2022	CE’s Office to Board & Committee Members Re. Nominations of Chairperson & Deputy Chairperson of LMETB Board
30/11/2022	Dir. FET to SOLAS re. PQ – Level 7 or higher provision delivered by ETBs
02/12/2022	Dir. FET advising of LMETBs Nominee to Louth Local Sports Partnership Committee
02/12/2022	Finance to DoE -submitting Department Return Nov 2022
05/12/2022	CE’s Office to Board & Committee Members re. Travel & Subsistence Claim Forms
05/12/2022	CE’s Office to DoE – forwarding signed Department Return Nov 2022
07/12/2022	DOSD to APOs HR & Finance re. Music Generation annual reporting
08/12/2022	DOS to School Leaders re. Once-Off Cost of Living Grant
08/12/2022	DOS to School Leaders re. Commencement of the Education (Provision in respect of Children with Special Educational Needs) Act 2022 and Commencement of remaining sections of the Education (Admission to Schools) Act 2018

09/12/2022	APO Finance to DoE re. LMETB End of Year Non-Pay Appeal
13/12/2022	DOSD to APO Finance forwarding email from DoE re. 2022 Annual Financial Statements
13/12/2022	CE's Office to SOLAS Submitting signed Strategic Performance Agreement
15/12/2022	CE's Office to DFHERIS seeking ministerial approval for proposed Nominee to Governing Body of DkIT
15/12/2022	CE's Office to DkIT advising re request to DFHERIS seeking ministerial approval for proposed Nominee to Governing Body of DkIT
16/12/2022	S McArdle to DCEDIY re. acknowledging request for revised ROF application re. UBU Your Place Your Space Annual Renewals 2023 LMETB
16/12/2022	Stephen McArdle to DCEDIY submission of revised 2023 UBU for FAI DLK
19/12/2022	HR Leave Management to All Staff Re. revised Bereavement leave for Teachers and SNA's employed in recognised Primary and Post Primary Schools
20/12/2022	DOS to School Leaders – DoE Letter re Drinkaware Alcohol Education Programme
21/12/2022	DOSD to Directors & APOs re. Navan 2030 - Update
21/12/2022	APO CES to Principal Bush advising of Ministerial approval of George Moore Scholarships - Bush Post Primary School
22/12/2022	APO Finance to DoE – Submitting AFS 2021 - now signed
03/01/2023	DOSD to APO HR - DPER -FOR ACTION Single Scheme Survey for Member Numbers at 31 December 2022
04/01/2023	DOSD to APO Finance Re.- Request for December Monthly Return due no later than Friday 6th January 2023
04/01/2023	CE's Office to Finance Committee advising LMETB Finance Committee Meeting Dates 2023
04/01/2023	CE's Office to A&R Committee advising LMETB Audit & Risk Committee Meeting Dates 2023
04/01/2023	Schools Directorate to All Staff- Postgraduate Diploma in Educational Guidance Counselling at Maynooth University - Closing date 25.1.23
05/01/2023	DOS to School Leaders re. State Examinations Schedules and Timetables 2023
06/01/2023	CE's Office acknowledging receipt of advisement of Louth CoCo Nominee Cllr. K Meenan to Board of LMETB
06/01/2023	DOS to Schools Leaders re. Updates on the implementation of the Framework for Junior Cycle with particular reference to the school year 2022-23
10/01/2023	DOS to School Leaders re. Communication to all Schools noting creation of New Integrated Support Service - Oide
11/01/2023	CE's Office to Cllr. Meenan - Letter of Appointment to LMETB Board
12/01/2023	APO CES to Cllr. Meenan re. Introductory meeting on foot of appointment to LMETB Board
12/01/2023	Finance Section to DoE - Submission of December Department Return
12/01/2023	CE's Office acknowledging receipt of DoE's email re. Publication of LMETB Financial Statements for 2020
12/01/2023	CE's Office submitting signed December Department Return
16/01/2023	DOSD to APOs re. ETBs Returns and Reports Deadline Calendar 2023
16/01/2023	APO CES to School & FET Leaders re. Protected Disclosures
17/01/2023	DOSD to APO Finance -Forwarding DoE email re. LMETB - 2022 End of Year Service Plan - Letter and Figures
17/01/2023	DOSD to APO CES forwarding DoE email re. Annual & Chairpersons Comprehensive Reports for 2022

17/01/2023	DOSD to APOs CES & Finance Forwarding DoE email re. 2023 Initial Service Plans
17/01/2023	Finance to DoE submitting Final Debt Deposit Return Q4 2022
18/01/2023	DOSD to HR Forwarding ETBI email re. Pilot Redeployment Scheme 2023
23/01/2023	DOS to School Leaders re. Junior Cycle
23/01/2023	CE's Office to Directors FET & Schools re - REMINDER National Youth Assembly on Climate - Call Out for Nominations
23/01/2023	DOSD to APOs CES & IT - regarding signed HEAnet Client Service Agreement 2023 - 2025
24/01/2023	DOSD to DoE - Response to DOE's request re. Any new financial irregularities
25/01/2023	DOSD to C&AG re. Issuance of management letters in advance of LMETB Staff Training Day
26/01/2023	CE's Office to Directors OSD & Schools & APO HR forwarding DoE's email re SET and SNA Adjustments - Ukrainian Support Scheme
26/01/2023	CE's Office to DoE acknowledging receipt of email RE SET and SNA Adjustments - Ukrainian Support Scheme
26/01/2023	CE's Office to DoE acknowledging receipt of email re. Initial Allocation of Approved Teaching Posts for the 2023/24 School Year
26/01/2023	DOS to School Leaders re. Recruitment Planning for the Academic Year 2023-2024
27/01/2023	DOS to DoE acknowledging receipt of email re. Initial Allocation of Approved Teaching Posts for the 2023/24 School Year
27/01/2023	DOS to School Leaders re. ETBI SPRAOI'23 - Info for Lónra Gaeloideachais Post-Primary Principals Network
27/01/2023	Dir. FET to SOLAS - Submission of LMETB FAR 2023 Appendix D Skills to Advance
27/01/2023	Dir FET to SOLAS - submission of FAR Documentation 2023 LMETB Email 1 of 2
27/01/2023	Dir FET to SOLAS Submission of FAR 2023 LMETB Documentation email 2 of 2
27/01/2023	APO Finance to SOLAS submitting LMETB 2023 FET Planning Documentation
30/01/2023	APO CES to DoE re. S22 Reports due on Protected Disclosures by aegis bodies on June 30th 2023
31/01/2023	DOSD to CE's Office requesting Gender Pay Gap Reports to be forwarded to LMETB Board Members
31/01/2023	CE's Office to LMETB Board Members re. Gender Pay Gap Reports
31/01/2023	DOSD to DoE acknowledging receipt of correspondence re. National Risk Assessment 2023 Public Consultation
31/01/2023	DOSD to DoE acknowledging receipt of email re. LMETB - Start of Year Service Plan 2023 - Letter and Figures
31/01/2023	DOSD to APO Finance Forwarding DoE email re. LMETB - Start of Year Service Plan 2023 - Letter and Figures
31/01/2023	DOSD to APO CES re. DoE email - S22 Reports due on Protected Disclosures by aegis bodies on June 30th 2023
31/01/2023	CE's Office to DoE - submitting LMETB Q4 2022 - Early Warning Return
01/02/2023	DOSD to DOS & APO CES forwarding email from ETBI re. Role of ETBs and Trustees in Community Schools
02/02/2023	CE's Office to DOSD & Dir FET forwarding SOLAS email - LTI and CTC Staffing Numbers REMINDER
07/02/2023	CE's Office to DFHERIS requesting update re. Ministerial approval for Proposed Nominee to Governing Body of DkIT

08/02/2023	CE's Office acknowledging receipt of DCEDIY email re. LMETB Letter of Allocation LYCGS 2023
09/02/2023	CE's Office to DCEDIY acknowledging receipt of email re. Update -Ukraine support through local Youth Services and Clubs
09/02/2023	CE's Office to Finance Committee - Schools Accounts December 2022 uploaded to Sharepoint
09/02/2023	DOSD to APO IT -forwarding email from HEANET re. Recent Ransomware Attack Affecting the Irish Higher Education Sector
10/02/2023	CE's Office to DoE - acknowledging receipt of email - REMINDER 2023 Initial Service Plans submission date 1.3.23
10/02/2023	CE's Office to APO HR forwarding DoE email re. Pension Schemes operated/administered by ETBs
10/02/2023	Leave Management to All Staff re. Teaching Staff - Pilot Voluntary Redeployment Scheme 2023/2024 for Post Primary Schools
13/02/2023	APO L&B to SOLAS - Confirming S Murphy as LMETB Nominee re. Climate and Sustainability Champions
14/02/2023	DOS to School Leaders re. EAL Appeals for the Academic Year 2023-2024
16/02/2023	DOS to Sec BoM O'Carolan College re. Revised Admissions Policy
16/02/2023	DOSD to APO Finance requesting APO to submit Accrued Pension Liability Request

- **Correspondence sent on foot of Board meeting held on 17<sup>th</sup> November 2022**

<b>Date</b>	<b>Re:</b>
23/11/2022	Condolence Cards/Letters sent to the Families of: Mr. Lorcan Kirk, Mr. Joseph Torris, Mrs. Anne Gormley, Mr. Danny O'Neill and Mr. Pete Burns
01/12/2022	CE's Office to Mr. Kenneth Carroll – Parent nominee to BoM Ratoath College
01/12/2022	CE's Office to Ms. Kathryn Ryan – Parent nominee to BoM Ratoath College
02/12/2022	CE's Office to Cllr. Watters – Remaining as LMETB nominee to BoM of Bush PP
02/12/2022	CE's Office to Mr. Niall Kelly – Parent nominee to BoM St. Peter's College, Dunboyne
02/12/2022	CE's Office to Mr. Edward Forkin – Parent nominee to BoM Coláiste Clavin
02/12/2022	CE's Office to Ms. Denise Farrell – Teacher nominee to BoM Coláiste Clavin
02/12/2022	CE's Office to Mr. Patrick McCormick – Male academic staff member to Governing Body of DkIT
05/12/2022	CE's Office to Ms. Denise Morgan – Female teacher nominee to BoM Coláiste na Mí
05/12/2022	CE's Office to Cllr. Tommy Reilly – Nominated as Chairperson to BoM Coláiste na Mí
06/12/2022	CE's Office to Ms. Annette Kelly – Parent nominee to BoM Scoil Uí Mhuirí
06/12/2022	CE's Office to Dir. FET re. Report, Membership of Committees/Boards, Minutes, Policies & Contributions/Fees, Minor Grant Scheme and Reach Funding

06/12/2022	CE's Office to Dir. Schools re. Report, Minutes of School BoM's, Memberships of BoM's, School Policies & Contributions
06/12/2022	CE's Office to Sec Board of Governance AMTCE – re. Minutes
06/12/2022	CE's Office to Sec BoM DIFE re. BoM Minutes
06/12/2022	CE's Office to Sec BoM DCFE re. BoM Minutes & Proposed Contributions/Fees
06/12/2022	CE's Office to Sec BoM Coláiste Clavin re. Minutes & School Policies
06/12/2022	CE's Office to Sec BoM Dunshaughlin CC re. Minutes, School Policies & Contributions
06/12/2022	CE's Office to Ms. Elaine McCormack – BoM nominee to BoM Dunshaughlin CNS
06/12/2022	CE's Office to Sec BoM Bush PP re. BoM Minutes & School Policies
06/12/2022	CE's Office to Sec BoM Coláiste na Mí re. Minutes, Membership of BoM School Policies & Nomination to BoM deferred
06/12/2022	CE's Office to Sec BoM Coláiste Ríoga re. Minutes & School Policies
06/12/2022	CE's Office to Sec BoM O'Carolan College re. BoM Minutes
06/12/2022	CE's Office to Sec BoM Ratoath College re. BoM Minutes & School Policies
06/12/2022	CE's Office to Sec BoM Scoil Uí Mhuirí re. BoM Minutes & School Policies
06/12/2022	CE's Office to Sec BoM St Oliver PP, Oldcastle re. BoM Minutes & School Policies
07/12/2022	CE's Office to Liam O'Buachalla Commemoration Committee - Correspondence on foot of LMETB BM 17/11/22
08/12/2022	CE's Office to Ms. Ann McLoughlin – BoM nominee to BoM Coláiste Ríoga
08/12/2022	CE's Office to Mr. Frank Gallogly – BoM nominee to BoM Dunshaughlin CNS
08/12/2022	CE's Office to Sec BoM St Oliver's CC re. BoM Minutes & School Policies
08/12/2022	CE's Office to Sec BoM St. Peter's College re. BoM Minutes
08/12/2022	CE's Office to Sec BoM Faughart CNS re. BoM Minutes & School Policies
08/12/2022	CE's Office to Sec BoM Athboy CS re. BoM Minutes and deferral of consideration of nominees to BoM
08/12/2022	CE's Office to Sec BoM Boyne CS re. BoM Minutes
08/12/2022	Oifig an PF chuig Runaí BB Coláiste Pobail Ráth Chairn maidir le Ballraíocht Bhord Bainistíochta
08/12/2022	CE's Office to Sec BoM O'Fiaich College re. Deferral of nominee to BoM of Ó Fiaich College
08/12/2022	CE's Office to Sec BoM Ashbourne CS re. School Policies
08/12/2022	CE's Office to Sec BoM Ballymakenny College re. School Policies
08/12/2022	CE's Office to Sec BoM St. Ciaran's CS re. School Policies
09/12/2022	CE's Office to Ms. Lorraine O'Hara – BoM nominee to BoM Coláiste Ríoga
09/12/2022	CE's Office to Dir. OSD re. OSD Matters
09/12/2022	CE's Office to Finance Committee re. Minutes & Reports
09/12/2022	CE's Office to Audit & Risk Committee re. Minutes & Reports
09/12/2022	CE's Office to Chair Gifts, Trusts & Scholarships Committee re. Minutes & Recommendations
09/12/2022	CE's Office to Chair Land & Buildings Committee re. Minutes, Report, Leases/Licenses/Short Term Rentals/Property & Developments & updates on Land & Buildings
09/12/2022	CE's Office to Cllr. Sheridan re. Resignation as Cathaoirleach of LMETB Board

09/12/2022	CE's Office to Cllr. Harding re. LMETB Nominee to Land & Buildings Committee
09/12/2022	CE's Office to Cllr. Harding re. LMETB Nominee to ETBI Reserve Members Forum
13/12/2022	CE's Office to Cllr. O'Reilly re. Nomination as Chairperson of LMETB Board
13/12/2022	CE's Office to Cllr. McKeivitt re. Nomination as Deputy Chairperson of LMETB Board
15/12/2022	CE's Office to DFHERIS seeking ministerial approval for Proposed Nominee to Governing Body of DkIT

The Chairperson invited questions and comments from members.

## 5. Committees and Reports

### 5.1 Director of Further Education and Training Report

The Chairperson invited questions and comments from members. The report of Director of Further Education and Training was noted.

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

The minutes of the meeting of the Board of Governance of AMTCE which took place on 28<sup>th</sup> September 2022 were noted.

The minutes of the meeting of the Board of Management of DIFE which took place on 12<sup>th</sup> October 2022 were noted.

The minutes of the meeting of the Youth Work Committee which took place on 31<sup>st</sup> August 2022 were noted.

It was resolved **R. 05/02/2023** to approve the minutes of the Board of Management of DCFE which took place on 19<sup>th</sup> October 2022.

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 06/02/2023** to approve the minutes of the Board of Management of DCFE which took place on 6<sup>th</sup> December 2022.

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Maria Murphy



### 5.1.2 Membership of Committees

It was resolved **R. 07/02/2023** to approve the nomination of Ms. Isabel Duffy to replace Ms. Amy O'Reilly as Student Nominee to the DIFE Board of Management.

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

**Seconded:** Mr. Billy Doyle

It was resolved **R. 08/02/2023** to approve the nomination of Mr. Sean O'Connell to replace Mr. Thomas Harford as Student Nominee to the DIFE Board of Management.

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

**Seconded:** Mr. Billy Doyle

It was resolved **R. 09/02/2023** to approve the nomination of Cllr. Kevin Meenan to replace Cllr. Antóin Watters as LMETB Nominee to the Youth Work Committee.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Maria Murphy

### 5.1.3 Further Education and Training Policies

College/Centre	Policy
DCFE	Attendance Policy 2022-23
DIFE	FET Learner Disciplinary Policy
LMETB FET	LMETB Internal Verification Guidelines (Revised 2023)
LMETB FET	LMETB External Authentication Guidelines (Revised 2023)
LMETB FET	LMETB Early Learning and Care (ELC) Repeats Policy

The above policies were noted.

### 5.1.4 Proposed Contributions/Fees

There was no business under this heading.

### 5.1.5 Memorandum of Understanding between LMETB and HOLO-LIGHT

It was resolved **R. 10/02/2023** to approve the Memorandum of Understanding between LMETB and HOLO-LIGHT.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Ms. Caroline Canny

### 5.2 Director of Schools Report

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

### 5.2.1 Presentation on ETBI Patrons' Framework on Ethos by Mr. John Halpin

Mr. John Halpin, Principal of St. Oliver's Community College, Drogheda, distributed copies of ETBI Patrons' Framework on Ethos and briefed members on same. Mr. Halpin explained how LMETB is working to apply and implement the framework in each of its schools and noted the importance of catering for the unique context of each school in this work. Mr. Halpin thanked LMETB colleagues for their steadfast support.

Director of Schools thanked Mr. Halpin for his work and noted that the framework provides an important context for anti-bullying strategies.

The Chairperson thanked Director of Schools and Mr. Halpin for their work and invited comments and questions from members. A discussion took place on the framework and its practical implications. Members thanked Mr. Halpin for his work on the Patrons' Framework and for his ongoing work as Principal of St. Oliver's Community College, Drogheda. The Chairperson suggested that a presentation on work in the school and in the wider Drogheda area would be welcome.

It was resolved **R. 11/02/2023** to approve the ETBI Patrons' Framework on Ethos.

**Proposed:** Cllr. Wayne Harding

**Seconded:** Cllr. John Sheridan

### 5.2.2 Minutes of Boards of Management meetings

<b>School</b>	<b>Date of Meeting</b>
Bush Post Primary School	22/09/2022
Coláiste Clavin	18/10/2022
Coláiste Clavin	09/12/2022
Coláiste Ríoga	26/10/2022
Dunshaughlin CC	10/09/2022
Ó Fiaich College	16/11/2022
Ratoath College	22/09/2022
Ratoath College	20/10/2022
St. Peter's College, Dunboyne	29/08/2022
St. Peter's College, Dunboyne	18/11/2022
St. Peter's College, Dunboyne	06/01/2023
St. Oliver's CC	24/10/2022
Faughart CNS	08/11/2022
<b>Joint Patronage Schools</b>	

The minutes of the above meetings were noted.

### 5.2.3 Memberships of Boards of Management

It was resolved **R. 12/02/2023** to approve the nomination of Mr. Gavin Byrne to replace Mr. Stephen Murtagh as staff nominee to the Board of Management of Coláiste na Mí.

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 13/02/2023** to approve the nomination of Mr. Kevin Farrell to replace Mr. Martin Horan as staff Nominee to the Board of Management of Ratoath College.

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 14/02/2023** to approve the nomination of Ms. Tara English to replace Ms. Eimear Kilrane, as staff Nominee to the Board of Management of Ratoath College.

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 15/02/2023** to approve the nomination of Ms. Caroline Canny to replace Ms. Jenny D'Arcy as Board of Management nominee to the Board of Management of Coláiste na Mí.

**Proposed:** Cllr. Nick Killian

**Seconded:** Mr. Billy Doyle

It was resolved **R. 16/02/2023** to approve the nomination of Cllr. Kevin Meenan as LMETB nominee to the Board of Management of Ó Fiaich College to replace Cllr. Antóin Watters.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Maria Murphy

It was resolved **R. 17/02/2023** to approve the nomination of Ms. Liz McCormack as LMETB nominee to the Board of Management of Athboy Community School to replace Cllr. Nick Killian, subject to her willingness to accept the nomination.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

Consideration of a nominee to the Board of Management of Athboy Community School to replace Cllr. Paul McCabe as LMETB Nominee was deferred.

Members discussed the importance of Athboy Community School having a full, functioning Board of Management. It was agreed that LMETB Senior Management would endeavour to present names of potential suitable nominees for Board consideration.

### 5.2.4 School Based Policies:

School	Policy
Beaufort College	Admissions Policy
Bush PP	Admissions Policy
Dunshaughlin CC	Admissions Policy
Enfield CC	Admissions Policy
Coláiste Chú Chulainn	Admissions Policy
Coláiste Clavin	Admissions Policy
Coláiste Clavin	Code of Behaviour 2022
Coláiste de Lacy	Admissions Policy
Coláiste na hInse	Admissions Policy
Coláiste na Mí	Admissions Policy

Coláiste Pobal Rath Chairn	Polasaí Measúnaithe agus Tuairiscithe
Coláiste Pobal Rath Chairn	Polasaí maidir le Riachtanais Bhreise Oideachais
Coláiste Pobal Rath Chairn	Plean Gaeilge na Scoile
Coláiste Pobal Rath Chairn	Polasaí Iontrála do 2023-2024
Coláiste Pobal Rath Chairn	Polasaí Frithbhulaíochta
Coláiste Ríoga	Admissions Policy 2023-2024
Ó Fiaich College	Admissions Policy
Ratoath College	Admissions Policy
Scoil Uí Mhuirí	Admissions Policy
St. Oliver Post Primary, Oldcastle	Admissions Policy
St. Oliver's CC	Admissions Policy
St. Oliver's CC	HSCL Policy
St. Oliver's CC	LCA Policy
St. Peter's College, Dunboyne	Admissions Policy 2023 with NCSE Changes 10.01.23 with Policy Rat Sheet
Ard Rí CNS	Admissions Policy
Ashbourne CNS	Admissions Policy
Dunshaughlin CNS	Admissions Policy
Faughart CNS	Admissions Policy
<b>Joint Patronage Schools</b>	

The above policies were noted.

### 5.2.5 Proposed Contributions from Parents/Guardians for 2023-2024

School	Year Group	Proposed Amount
Beaufort College	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> Years including LCA 1 & 2	€200
Beaufort College	Transition Year	€300
Coláiste Clavin	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> Years	€200
Coláiste Clavin	Leaving Cert. Applied	€145
Coláiste Clavin	Transition Year	€400
Ratoath College	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> , 5 <sup>th</sup> & 6 <sup>th</sup> Years	€270
Ratoath College	Leaving Cert Applied	€170
Ratoath College	4 <sup>th</sup> Year	€450

The Chairperson noted that the above amounts represent very good value for parents and guardians.

It was resolved **R. 18/02/2023** to approve the above contributions.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Maria Murphy

### **5.2.6 Revised Gaeltacht Scholarship Scheme for LMETB Schools and Colleges**

Director of Schools briefed members on the proposed changes noting that they are designed to provide schools with greater flexibility in meeting the needs of pupils.

It was resolved **R. 19/02/2023** to approve the Revised Gaeltacht Scholarship Scheme for LMETB Schools and Colleges.

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Wayne Harding

## **6. OSD Matters**

### **6.1 Human Resources Update**

DOSD briefed members on human resource matters including publication by LMETB of its first gender pay gap report and modification to the new recruitment software. The report shows a Mean Gender Pay Gap of 4.56% and a Median Gender Pay Gap of 2.02%. The report was noted.

### **6.2 Minutes:**

6.2.1 It was resolved **R. 20/02/2023** to approve the minutes of the Audit and Risk Committee meeting held on 14<sup>th</sup> September 2022.

**Proposed:** Mr. Billy Doyle

**Seconded:** Ms. Caroline Canny

6.2.2 It was resolved **R. 21/02/2023** to approve the minutes of the Finance Committee meeting held on 28<sup>th</sup> September 2022.

**Proposed:** Ms. Caroline Canny

**Seconded:** Cllr. Nick Killian

6.2.3 It was resolved **R. 22/02/2023** to approve the minutes of the Gifts, Trust and Scholarships Committee meeting held on 7<sup>th</sup> November 2022.

**Proposed:** Cllr. John Sheridan

**Seconded:** Cllr. Paul McCabe

6.2.4 It was resolved **R. 23/02/2023** to approve the minutes of the Land and Buildings Committee meeting held on 12<sup>th</sup> September 2022.

**Proposed:** Ms. Caroline Canny

**Seconded:** Mr. Bill Sweeney

### **6.3 Reports**

6.3.1 It was resolved **R. 24/02/2023** to approve the report on foot of the Audit and Risk Committee meeting held on 14<sup>th</sup> September 2022.

**Proposed:** Ms. Caroline Canny

**Seconded:** Cllr. Paul McCabe

6.3.2 It was resolved **R. 25/02/2023** to approve the report on foot of the Finance Committee meeting held on 28<sup>th</sup> September 2022.

**Proposed:** Mr. Billy Doyle

**Seconded:** Cllr. Nick Killian

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

There was no business under this heading.

### **6.5 Policies**

6.5.1 The schedule of executive orders was noted.

6.5.2 DOSD briefed members on the changes noting a threshold increase from €100 to €250. DOSD noted that LMETB intends to mark the retirements of administration staff who left during the Covid pandemic as part of a function to mark ETB Day on the 2<sup>nd</sup> of March. The updated Hospitality and Gifts policy was noted.

6.5.3 Environmental Energy and Sustainability Strategy and Action Plan 2023-2026

APO Land and Buildings briefed members on the Strategy and Action Plan. DOSD noted that the document is a critical element in implementation of LMETB's strategic goal to act sustainably. DOSD confirmed that LMETB engaged with Cllr. O'Reilly and Cllr. Butler on the document. The Chairperson noted that this is a critical issue and thanked APO and her team. Cllr. Butler commended LMETB on preparing a comprehensive Strategy and Action Plan and noted that it's successful implementation will necessitate departmental funding.

It was resolved **R. 26/02/2023** to approve the Environmental Energy and Sustainability Strategy and Action Plan 2023-2026.

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

**Seconded:** Cllr. Maria Murphy

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

6.6.1 Cllr. Sheridan, reported on behalf of the Gifts, Trust and Scholarships Committee. Cllr. Sheridan advised that the Committee met on 9<sup>th</sup> February 2023 at which it approved minutes of the meeting held on 7<sup>th</sup> November 2022, considered donations and reports by the CE thereon and reviewed the register of Gifts and Scholarships for 2022.

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

1: Donation of €4,080 by Society of Saint Vincent De Paul to Colaiste De Lacy

Details of the Donor: Society of Saint Vincent De Paul, Ashbourne

Details of the gift: €4,080

Purpose of the Gift: Will be used to support pupils in disadvantage

It was resolved **R. 27/02/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Caroline Canny

2: Donation of €90 by School House Photographs to Faughart Community National School

Details of the Donor: School House Photographs

Details of the gift: €90 commission on photographs

Purpose of the gift: Will be used for the benefit of the school

It was resolved **R. 28/02/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Caroline Canny

3: Donation of €1,000 by Society of Saint Vincent De Paul to Ashbourne Community National School

Details of the Donor: Society of Saint Vincent De Paul, Ashbourne

Details of the gift: €1,000

Purpose of the gift: Will be used to enhance the experience of pupils

It was resolved **R. 29/02/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Caroline Canny

4: Donation of €1,000 by Godolphin to St. Peter's College, Dunboyne

Details of the Donor: Godolphin

Details of the gift: €1,000

Purpose of the gift: For any educational or social purpose in the understanding that it benefits all pupils

It was resolved **R. 30/02/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Caroline Canny

5: Donation of €100 by REA Grimes to Ashbourne Community National School

Details of the Donor: REA Grimes

Details of the gift: €100 prize for winning an art competition

Purpose of the gift: To support the school's efforts to obtain a Green Flag

It was resolved **R. 31/02/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Caroline Canny

6: Sponsorship to the value of €1,500 by Horseware Ireland of jerseys for the Coláiste Clavin football team

Details of the Donor: Horseware Ireland

Details of the gift: Sponsor football jerseys to the value of €1,500

Purpose of the gift: To support the school

It was resolved **R. 32/02/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Caroline Canny

6.6.2 Report of the Chief Executive under Section 29 of the 2013 ETB Act.

It was resolved **R. 33/02/2023** to approve the Report of the Chief Executive under Section 29 of the 2013 ETB Act.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Caroline Canny

## **6.7 Data Breach Reports**

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 two instances and a medium risk in the other instance and that none were deemed to warrant reporting to the Data Protection Commission

Members noted the Data Breach Report.



## **6.8 Risk Management Report for Quarter 1, 2023**

DOSD noted that 22 risk items are currently listed on the LMETB corporate risk register. 10 are designated as high risk, 11 as medium risk and 1 as low risk.

DOSD advised members that LMETB executive will be working with the Audit and Risk Committee to complete a detailed review and update of the Risk Register. This will involve linking the risk register more closely with the strategic goals of the organisation.

Members noted the Risk Management Report.

## **6.9 Presentation to retirees from LMETB Administrative Offices**

The Board resolved **R. 34/02/2023** to mark the occasion of the retirement of the following staff: Ms. Geraldine Smyth, Ms. Mary E Keane, Ms. Nuala O'Neill, Ms. Bernadette Walsh, Ms. Anne Whyte, Ms. Martine Kimmins, Ms. Claire Kennedy, Ms. Aileen Conry, Mr. Liam English and Mr. Brendan Rice through provision of a small gift as permitted under the Hospitality and Gifts Policy at an event to mark the occasion on the 2<sup>nd</sup> March 2023.

**Proposed:** Cllr. Paul McCabe

**Seconded:** Ms. Caroline Canny

## **7. Land and Buildings**

### **7.1 Report on behalf of Land and Buildings Committee**

Mr. Bill Sweeney reported on behalf of the Land and Buildings Committee noting the recommendations of the Committee. Mr. Sweeney noted that the Committee is concerned at the lack of progress in securing a site for Dunboyne College of Further Education and at the fact that LMETB has not yet been granted sanction for staff to run the new electrical apprenticeship centre in Drogheda. Members supported these concerns and expressed frustration at the slow rate of progress by the Department on a number of important building projects.

It was resolved **R. 35/02/2023** to approve the Report on behalf of the Land and Buildings Committee

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

**Seconded:** Cllr. Paul McCabe

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

#### **Leases**

7.2.1 Approval of request for increase in rent for Unit 19, DCFE for remainder of term 2023-2025

It was resolved **R. 36/02/2023** to approve the recommendation of the Land and Buildings Committee to approve an increase in rent for Unit 19, DCFE for remainder of term 2023-2025

**Proposed:** Cllr. Maria Murphy

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

7.2.2 Approval of request for renewal of lease including signing Deed of Renunciation for Unit 24, DCFE.

It was resolved **R. 37/02/2023** to approve the recommendation of the Land and Buildings Committee to approve renewal of lease including signing Deed of Renunciation for Unit 24, DCFE.

**Proposed:** Cllr. Maria Murphy

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

7.2.3 Approval of request for renewal of lease including signing Deed of Renunciation for Unit 5, DCFE.

It was resolved **R. 38/02/2023** to approve the recommendation of the Land and Buildings Committee to approve renewal of lease including signing Deed of Renunciation for Unit 5, DCFE.

**Proposed:** Cllr. Maria Murphy

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

7.2.4 Approval of request for renewal of lease including signing Deed of Renunciation for lands for Ard Rí CNS at Navan Tennis Club.

It was resolved **R. 39/02/2023** to approve the recommendation of the Land and Buildings Committee to approve renewal of lease including signing Deed of Renunciation for lands for Ard Rí CNS at Navan Tennis Club.

**Proposed:** Cllr. Maria Murphy

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

## **Licences**

7.2.5 To approve request for licence with Hanlon Warehouse for one year for storage of AMTCE equipment.

It was resolved **R. 40/02/2023** to approve the recommendation of the Land and Buildings Committee to approve a licence with Hanlon Warehouse for one year for storage of AMTCE equipment.

**Proposed:** Cllr. Maria Murphy

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

7.2.6 To approve renewal of licence for Unit 34 The Brewery, Dundalk.

It was resolved **R. 41/02/2023** to approve the recommendation of the Land and Buildings Committee to approve renewal of licence for Unit 34 The Brewery, Dundalk.

**Proposed:** Cllr. Maria Murphy

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

7.2.7 To approve renewal of licence for Unit 75, DCFE.

It was resolved **R. 42/02/2023** to approve the recommendation of the Land and Buildings Committee to renewal of licence for storage for Unit 75, DCFE.

**Proposed:** Cllr. Maria Murphy

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

### **Short-term rental**

7.2.8 Approval of short-term agreement with Ratoath Astro Turf Pitch for use of Astro pitch by Ratoath College

It was resolved **R. 43/02/2023** to approve the recommendation of the Land and Buildings Committee to enter a short-term agreement with Ratoath Astro Turf Pitch for use of Astro pitch by Ratoath College

**Proposed:** Cllr. Maria Murphy

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

7.2.9 Approval of short-term agreement with Ratoath Athletics Club for PE/Athletics by Ratoath College

It was resolved **R. 44/02/2023** to approve the recommendation of the Land and Buildings Committee to enter a short-term agreement with Ratoath Athletics Club for PE/Athletics by Ratoath College

**Proposed:** Cllr. Maria Murphy

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

7.2.10 Approval of short-term agreement with Ratoath Scout Den for use as gymnasium by Ratoath College

It was resolved **R. 45/02/2023** to approve the recommendation of the Land and Buildings Committee to enter a short-term agreement with Ratoath Scout Den for use as gymnasium by Ratoath College

**Proposed:** Cllr. Maria Murphy

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

7.2.11 Approval of short-term agreement with Oldcastle GFC for use as gymnasium by St. Oliver PP

It was resolved **R. 46/02/2023** to approve the recommendation of the Land and Buildings Committee to enter a short-term agreement with Oldcastle GFC for use as gymnasium by St. Oliver PP

**Proposed:** Cllr. Maria Murphy

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

7.2.12 Approval of short-term agreement with Utopia Hair Salon for use by Ó Fiaich College for Hairdressing & Barbers course

It was resolved **R. 47/02/2023** to approve the recommendation of the Land and Buildings Committee to enter a short-term agreement with Utopia Hair Salon for use by Ó Fiaich College for Hairdressing & Barbers course.

**Proposed:** Cllr. Maria Murphy

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

7.2.13 Approval of short-term agreement with DkIT Sport for sports recreation and exercise use by O'Fiaich College, Dundalk

It was resolved **R. 48/02/2023** to approve the recommendation of the Land and Buildings Committee to enter a short-term agreement with DkIT Sport for sports recreation and exercise

**Proposed:** Cllr. Maria Murphy

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

7.2.14 Approval of short-term agreement with Barbican Centre for use by BTEI

It was resolved **R. 49/02/2023** to approve the recommendation of the Land and Buildings Committee to enter a short-term agreement with Barbican Centre for use by BTEI

**Proposed:** Cllr. Maria Murphy

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

7.2.15 Approval of short-term agreement with Dundalk Sports Centre for Sports & recreation by Ó Fiaich College

It was resolved **R. 50/02/2023** to approve the recommendation of the Land and Buildings Committee to enter a short-term agreement with Dundalk Sports Centre for Sports & recreation by Ó Fiaich College.

**Proposed:** Cllr. Maria Murphy

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

### **7.3 Consideration of request by Glenmore Athletic Club to extend running track by 2 lanes**

The Chairperson of the Land and Buildings Committee, Mr. Bill Sweeney, advised that the Committee had agreed that it was not in a position to recommend approval of the request at this time and that further engagement would be necessary. The Board noted this.

#### **7.4 Consideration of request by DAA to install monitoring equipment at Ratoath College**

The Chairperson of the Land and Buildings Committee, Mr. Bill Sweeney, advised that the Committee had resolved not to recommend acceptance of the request.

It was resolved **R. 51/02/2023** to approve the recommendation of the Land and Buildings Committee not to approve the request by DAA to install monitoring equipment at Ratoath College.

**Proposed:** Ms. Caroline Canny

**Seconded:** Cllr. Maria Murphy

#### **7.5 Developments and Updates on Land and Buildings recommended by Land and Buildings Committee for Board approval**

It was resolved **R. 52/02/2023** to approve the Developments and Updates on Land and Buildings.

**Proposed:** Cllr. Nick Killian

**Seconded:** Ms. Caroline Canny

<b>8. Any Other Business</b>
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##### 8.1 School Based Policies (For Noting)

<b>School</b>	<b>Policy</b>
O'Carolan College	Admissions Policy

The above policy was noted.

Director of Schools thanked members for their input and noted that all LMETB schools' Admission policies are compliant with the latest requirements.

##### 8.2 Na Fianna

It was resolved **R. 53/02/2023** to approve lease of Astro pitch at Na Fianna GFC, Enfield from August 2020 to June 2024 to be used by Enfield Community College at cost of €1000 per year group per annum.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Caroline Canny

Members commended LMETB on the important work being carried out in Youthreach Centres.

It was resolved **R. 54/02/2023** that LMETB open an apprenticeship office in Co. Meath.

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

**Seconded:** Cllr. Wayne Harding

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:

30-3-2023