

Minutes of Meeting held on Thursday, 30th March 2023

A meeting of Louth and Meath Education and Training Board commenced at 5.00 p.m.
The meeting took place in LMETB Offices, Chapel Street, Dundalk, County Louth.

CATHAOIRLEACH:	Cllr. Damien O'Reilly
BAILL I LATHAIR:	Cllr. John Sheridan, Cllr. Kevin Meenan, Cllr. Paul McCabe, Cllr. Wayne Harding, Mr. Barry McCourt, Mr. Bill Sweeney, Ms. Caroline Canny, Cllr. Marianne Butler, Ms. Siobhán Greer and Máirín Uí Fháinnín Uasal
BAILL I LATHAIR LÍNE:	Mr. Billy Doyle, Cllr. Maria Murphy, Ms. Malgorzata Gilani and Cllr. Nick Killian
AS LÁTHAIR:	Cllr. Andrea McKeivitt, (Leaschathaoirleach), Cllr. Gerry O'Connor, Cllr. Amanda Smith, Cllr. Eileen Tully, Mr. Damian Kearns, Mr. Paul Dermody and Ms. Fiona Kindlon, Director of Schools
AR FREASTAIL:	Ms. Sadie Ward McDermott, Director of FET 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. Carmel McEvoy, PA to Chief Executive
AR FREASTAIL LÍNE:	Mr. Martin G. O'Brien, Chief Executive

1. Order of Business

1.1 Welcome by Cathaoirleach

The Chairperson welcomed members to the meeting noting that a number are attending remotely via videoconference. In satisfying himself that a quorum existed, the Chairperson addressed the Board as a whole before the commencement of the business of the meeting and

requested that all members in attendance remotely via videoconference identify themselves by turning their TEAMS cameras on. Where the Chairperson could not establish contact, or there was no response, he instructed that the account be removed from the meeting in line with standing orders.

1.2 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.

1.3 Apologies, condolences and congratulations

Apologies were noted from Cllr. Andrea McKeivitt (Leaschathaoirleach), Cllr. Gerry O'Connor and Cllr. Amanda Smith.

Condolences were expressed in the usual respectful manner.

1.4 Absences

It was resolved **R. 01/03/2023** to approve the absence of LMETB members: Cllr. Gerry O'Connor, Cllr. Andrea McKeivitt (Leaschathaoirleach), Cllr. Amanda Smith, Cllr. Eileen Tully, Mr. Damian Kearns and Mr. Paul Dermody.

Proposed: Ms. Caroline Canny

Seconded: Cllr. Paul McCabe

2. Minutes and matters arising

2.1 It was resolved **R. 02/03/2023** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 23rd February 2023.

Proposed: Mr. Bill Sweeney

Seconded: Ms. Siobhán Greer

2.2 Matters Arising:

The Chairperson advised that the following resolution was passed at the Board meeting held on the 23rd of February 2023:

“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”.

and that it has since emerged that the above resolution was brought to the board in error as there was no longer a vacant LMETB nominee position on the Board of Management of Ó Fiaich College.

The Chairperson advised that under 10.17 of Standing Orders a requisition signed by five board members had been received by LMETB so that a notice of motion to rescind **R. 16/02/2023** could be considered.

It was resolved **R. 03/03/2023** to approve the rescinding of **R. 16/02/2023**:

Proposed: Cllr. Wayne Harding

Seconded: Cllr. John Sheridan

There were no other matters arising.

3. Finance

3.1 Reports on behalf of the Audit and Risk Committee

Mr. Bill Sweeney reported on behalf of the Audit and Risk Committee referring to the written reports furnished to the Board. Mr. Sweeney acknowledged the work of the Committee and LMETB staff associated with these reports.

3.1.1. Report on foot of meeting on 1st December 2022

It was resolved **R. 04/03/2022** to approve the report on behalf of the Audit and Risk Committee on foot of its meeting on 1st December 2022.

Proposed: Ms. Caroline Canny

Seconded: Ms. Siobhán Greer

3.1.2. Report on foot of meeting on 15th March 2023

It was resolved **R. 05/03/2022** to approve the report on behalf of the Audit and Risk Committee on foot of its meeting on 15th March 2023.

Proposed: Ms. Caroline Canny

Seconded: Ms. Siobhán Greer

3.1.3. Report on foot of meeting on 24th March 2023

It was resolved **R. 06/03/2022** to approve the report on behalf of the Audit and Risk Committee on foot of its meeting on 24th March 2023.

Proposed: Ms. Caroline Canny

Seconded: Ms. Siobhán Greer

3.2 Reports on behalf of the Finance Committee

Mr. Bill Sweeney reported on behalf of the Finance Committee referring to the written reports furnished to the Board. Mr. Sweeney acknowledged the work of the Committee and LMETB staff associated with these reports.

3.2.1 Report on foot of meeting on 17th February 2023

It was resolved **R. 07/03/2022** to approve the report on behalf of the Finance Committee on foot of its meeting on 17th February 2023.

Proposed: Mr. Bill Sweeney

Seconded: Ms. Siobhán Greer

3.2.2 Report on foot of meeting on 28th March 2023

It was resolved **R. 08/03/2023** to approve the report on behalf of the Finance Committee on foot of its meeting on 28th March 2023.

Proposed: Mr. Bill Sweeney

Seconded: Ms. Siobhán Greer

3.3 Draft Statement of System of Internal Control for 2022

DOSD took members through the content of the SSIC and noted that the report of the Audit and Risk Committee on foot of its meeting on 24th March, which was reviewed by the Finance Committee at its meeting on 28th March, contained a recommendation that the draft Statement of System of Internal Control be approved by the Board.

It was resolved **R. 09/03/2023** to approve the Draft Statement of System of Internal Control for 2022.

Proposed: Ms. Caroline Canny

Seconded: Cllr. John Sheridan

3.4 Draft Financial Statements for 2022

APO Finance took members through a detailed presentation on the draft Financial Statements. The Chairperson thanked APO Finance for her briefing and for the work associated with the preparation of the Financial Statements.

It was resolved **R. 10/03/2023** to approve the draft financial statements for 2022.

Proposed: Ms. Caroline Canny

Seconded: Ms. Siobhán Greer

3.5 Draft Letter of Representation for 2022

APO Finance briefed members on the detail of the document.

It was resolved **R. 11/03/2023** to approve the Draft Letter of Representation for 2022.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Siobhán Greer

3.6 Finance Update

APO Finance took members through the finance update for the period January and February 2023.

It was resolved **R. 12/03/2023** to approve the finance update:

Proposed: Mr. Barry McCourt

Seconded: Máirín Uí Fháinnín Uasal

The Chief Executive noted that a significant amount of work, by LMETB staff and by members of the Audit and Risk and Finance Committees, was required to deliver the reports and documents under agenda items 3.1 to 3.6 and thanked all concerned.

3.7 Service Plan Review

DOSD briefed members on the review document. DOSD note that the review is confined to finance matters at this point of the year and that full reviews will be conducted by the Finance Committee during the year. APO Finance advised members that the Further Education and Training budget has not yet been approved by SOLAS and that LMETB is operating on the basis of the Service Plan figures in the meantime. Mr. Sweeney commented that it is unacceptable that the Further Education and Training budget has not yet been approved.

4. Review of LMETB Board self-assessment for 2022

The Chairperson briefed members on the results of the self-assessment noting that a strong level of positivity was expressed and advised that he will review responses in detail with LMETB executive and report back to the Board. Mr. Doyle thanked the Chairperson for including the item on the agenda, endorsed his comments and noted that he looks forward to the Chairperson's report following engagement with the executive.

5. Correspondence

• Department of Education Circular Letters

<i>C/L ref</i>	<i>RE:</i>
012/2023	Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2023/2024 – Primary & Post Primary
013/2023	Post-Graduate Diploma Programme of Continuing Professional Development for Special Education Teachers, 2023/2024 - Primary & Post Primary
014/2023	Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism) – Primary & Post Primary

015/2023	Amendments to Junior Cycle Irish T1 and T2 specifications and assessment arrangements for Classroom-Based Assessments 1 and 2 (For student cohorts 2022/25 and 2023/26) – Post Primary
016/2023	Policy on Gaeltacht Education Invitation to Primary Schools in Gaeltacht Language-Planning Areas to Consider Joining the Gaeltacht School Recognition Scheme - Primary
017/2023	Launch of the Primary Curriculum Framework - Primary

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

C/L ref	RE:

- **Correspondence received from Department of Education**

Date Received	Subject
17/02/2023	DoE re. ETBs Annual Financial Accounts 2022 Progress Report - 24.02.2023
17/02/2023	DoE re. Amendments to the Cycle to Work Scheme from the 1st January 2023.
21/02/2023	REMINDER 2023 Initial Service Plans
22/02/2023	Dunshaughlin CC Service Level Agreement 21-2-23
22/02/2023	S22 Reports due on Protected Disclosures by aegis bodies on June 30th 2023 (Clarification)
23/02/2023	Guidelines for EAL
28/02/2023	DOE acknowledging receipt of LMETB - Request for approval of gifts email dated 27.2.23
28/02/2023	ARO - Scéim Aitheantais Scoileanna Gaeltachta/Gaeltacht School Recognition Scheme
28/02/2023	DoE acknowledging receipt of 2023 Initial Service Plans
28/02/2023	DoE SEN Circulars 202324 - Provision of CPD Programmes for teachers working in the area of Learning Support and Special Education
01/03/2023	DoE re. Local Creative Youth Partnership
02/03/2023	DoE to LMETB - DoE approval of gifts as per request dated 27.02.2023
03/03/2023	DoE re. Letter of Assurance re. Internal Control & Audit arrangements for ESBS-ETB Payroll Shared Services
03/03/2023	DE Inspectorate - Athboy Community School. Tuirisc le haghaidh Freagairt Scoile -Report for School Response
06/03/2023	DoE re. ETBs Annual Financial Accounts 2022 Progress Report – Deadline 10.03.2023
06/03/2023	DoE re. Letter of Assurance re. Internal Control & Audit arrangements for ESBS-ETB Payroll Shared Services – original letter
06/03/2023	DoE re. O'Carolan College RN 719800 - Major Devolved project update.
06/03/2023	DoE - URGENT REMINDER Non-Teaching Staffing Long Return Template for 2022 - Deadline 28.02.2023

09/03/2023	DoE Inspectorate CPSIPP-INITIAL De Lacy College - Initial Inspectorate Report
09/03/2023	DoE Inspectorate CPSIPP-FINAL De Lacy College Final Inspectorate Report
15/03/2023	DoE re. COVID-19 Grant Funding for Term 2022-23
20/03/2023	DoE re. ETBs Annual Financial Accounts 2022 Progress Report – Deadline 24.03.2023
21/03/2023	DE Inspectorate - Athboy Community School Subject Inspection. An Tuairisc Dheiridh – Final Report
23/03/2023	DoE - Signed Oversight Agreement 2023 & Performance Delivery Agreement 2023
23/03/2023	DoE - Request for January February March Monthly Return due no later than Thursday 6 th April 2023
27/03/2023	DoE re. Extension of Rental Period Ashbourne CNS 27-3-23
27/03/2023	DoE - LMETB-Sign-off on the 2023 Service Plan requesting Service Plan to be published on LMETB's website
28/03/2023	DoE - LMETB - 2023 Service Plan Checklist -advising hold on publishing of plan

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

<i>Date Received</i>	<i>Subject</i>
01/03/2023	Advisement re. commencement of HEA Act 10.11.22 re. filling of positions on Governing Body of DkIT

- **Correspondence received from other sources**

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
16/01/2023	Boyne CS	Boyne CS BoM Minutes of meeting 20/10/2022
30/01/2023	Athboy CS	Athboy CS BoM Minutes of meeting 23/1/2023
16/02/2023	HEANET	HEANET Recent ransomware attack affecting the Irish Higher Education Sector – Update
16/02/2023	DCEDIY	DCEDIY re. LMETB Integration Fund 2023
21/02/2023	AMTCE	AMTCE – Draft AMTCE Board Meeting Minutes Feb 4 th
22/02/2023	ETBI	ETBI – One Week To Go FET Learner Mental Health Framework Launch
24/02/2023	Denis Rowan	Denis Rowan re. GREEN project – Letters of support
25/02/2023	Coláiste Chú Chulainn	Principal Coláiste Chú Chulainn re. Historic All Ireland win for Louth's newest school Coláiste Chú Chulainn
27/02/2023	ACCS	ACCS re. ACCS Annual General Meeting
27/02/2023	ETBI	ETBI re. Final Grievance and Peer to Peer

28/02/2023	An tAonad um Oideachas Gaeltachta	Scéim Aitheantais Scoileanna Gaeltachta School Recognition Scheme
28/02/2023	QQI	QQI – re. QQI Awards – Bulletin
01/03/2023	Boyne CS	Boyne CS BoM Minutes of meeting 12/1/2023
01/03/2023	FET Directorate	FET Directorate re. Draft Minutes Youthreach BOM
06/03/2023	Ratoath College	Ratoath College acknowledging receipt of APO CES email re. Ministerial approval of donation
06/03/2023	Property Registration Authority	Property Registration Authority – Invitation to lodge outstanding applications for First Registration
06/03/2023	National Apprenticeship Office	National Apprenticeship Office re. Seeking the support of Generation Apprenticeship partners – new initiative with girls schools marking International Women’s Day 2023
06/03/2023	An Roinn Turasóireachta, Cultúir, Ealaíonn, Gaeltachta, Spóirt & Meán	ARTCEGSM -Tús Feidhme Alt 3 in Acht na dTeangacha Oifigiúla (Leasú) 2021
08/03/2023	Mr. Anthony Leavy	Letter re. Intention to Retire from Teaching – Athboy CS
08/03/2023	ETBI	ETBI re. FET Learner Mental Health Framework Launch Review
08/03/2023	DCEDIY	DCEDIY re. LMETB Capital Allocation 2023
09/03/2023	FET Directorate	FET Directorate re. Ad Ed Committee Draft Minutes 7.3.23
14/03/2023	Fergus O’Dowd TD	Fergus O’Dowd TD RE STRIVE Partnership
14/03/2023	SIPO	Revised rates of pay – updated notification forms & guidelines
14/03/2023	Ashbourne CS	Child Safeguarding Policy
15/03/2023	DOSD	Article 26 Data Sharing Agreement Educational Research Centre -LMETB TIMMS
15/03/2023	DCEDIY	DCEDIY re. Payment Letter LMETB ETB YG 2023
15/03/2023	SOLAS	SOLAS – Payment Advice Note from 14.03.2023
16/03/2023	DCEDIY	DCEDIY re. Reminder Call for UBU Progress Reports
20/03/2023	Music Generation	Music Generation acknowledging receipt of submission of 2023 Funding Agreement for MG Meath
20/03/2023	Music Generation	Music Generation acknowledging receipt of submission of 2023 Funding Agreement for MG Louth
20/03/2023	Athboy CS	Athboy CS BoM Minutes of meetings 23/1/23 and 26/1/23
21/03/2023	SOLAS	SOLAS re. Reach funding 2023 guidelines
22/03/2023	Dunshaughlin CNS	DSH CNS – BoM Minutes for 18.1.23 & Policy documents
22/03/2023	DCEDIY	DCEDIY re. PRESS RELEASE – Minister O’Brien announces publication of Ireland’s National Action Plan Against Racism 2023-2027

23/03/2023	Chair of Gifts Trusts and Scholarship Committee	Chair of Gifts Trusts and Scholarship Committee re. Minutes 9-2-23
24/03/2023	ETBI	ETBI re. Seminars for Schools Legal Updates for ETB Principals
24/03/2023	Chair A&R Committee	Chair A&R Committee - Minutes & Report of meeting 1.12.22
28/03/2023	Hugh Farrell	H Farrell – Report Audit and Risk Committee Meeting 24-3-23
28/03/2023	SOLAS	SOLAS re. Reach funding 2023 guidelines Irish Version
29/03/2023	ETBI	ETBI re. DPER Circular 05.2023 - Initiatives to assist SME's in Public Procurement
29/03/2023	Coláiste Chú Chulainn	Coláiste Chú Chulainn re. Student Direct Costs for 2023/2024

- **Correspondence sent**

Date	Re:
16/02/2023	DOS to DOSD & APO Finance RE LMETB – Start of Year Service Plan 2023 – Letter and Figures
20/02/2023	CE's Office to DCEDIY acknowledging receipt email re. LMETB Integration Fund 2023
20/02/2023	CE's Office to APO Finance – Forwarding DoE Email re. ETBs Annual Financial Accounts 2022 Progress Report – 24.02.2023
20/02/2023	CE's Office to DoE acknowledging receipt of email re. Amendments to the Cycle to Work Scheme from the 1 st January 2023.
20/02/2023	20.2.23 CE's Office to Pay Admin re. Amendments to the Cycle to Work Scheme from the 1 st January 2023.
22/02/2023	DOSD to ESBS re. consent to share NSSO held LMETB data with DPER
22/02/2023	DOSD to APO CES re. S22 Reports due on Protected Disclosures by aegis bodies on June 30 th 2023 (Clarification)
22/02/2023	APO CES to DOSD S22 Reports due on Protected Disclosures by aegis bodies on June 30 th 2023 (Clarification) – advising submitted on 31/1/23
23/02/2023	DOS to Ó Fiaich College re. Overspends at O' Fiaich College Post Primary School in the 2022 Financial Year
23/02/2023	DOS to St. Oliver PP re. Overspends at St. Oliver Post Primary School in the 2022 Academic Year
23/02/2023	DOS to O'Carolan College re. Overspends at O' Carolan College in the 2022 Financial Year
23/02/2023	DOS to Enfield CC re. Overspends at Enfield Community College in the 2022 Financial Year
24/02/2023	CE's Office to DOS re. Guidelines for EAL
24/02/2023	DOS to St Oliver CC re. Overspends at St. Oliver's Community College in the 2022 Financial Year
27/02/2023	DOS to School Leaders re. Apprenticeship Expo
27/02/2023	APO CES to DoE re. Request for approval of gifts: St. Vincent de Paul; School House Photographs; Godolphin; REA Grimes; Horseware
27/02/2023	CE's Office acknowledging receipt of ETBI email re. Final Grievance and Peer to Peer
28/02/2023	CE's Office to DoE – Submission of 2023 Initial Service Plans

28/02/2023	CE's Office to DOSD & DOS re. DES SEN Circulars 202324 – Provision of CPD Programmes for teachers working in the area of Learning Support and Special Education
28/02/2023	DOS to School Leaders re DES SEN Circulars 202324 – Provision of CPD Programmes for teachers working in the area of Learning Support and Special Education
01/03/2023	DOSD to Music Generation acknowledging receipt of Funding Agreements to be finalised
03/03/2023	CE's Office acknowledging receipt of email from DoE re. Local Creative Youth Partnership
03/03/2023	CE's Office acknowledging receipt of email 1.3.23 -Advisement re. commencement of HEA Act 10.11.22 re. filling of positions on Governing Body of DkIT
03/03/2023	CE's Office on behalf of DOS to Board Members re. LMETB Awards Ceremony for Academic Achievement
03/03/2023	DOSD to DoE Acknowledging receipt of email 3.3.23 re. Letter of Assurance
06/03/2023	APO CES to Coláiste de Lacy re. Ministerial Approval for donation- St. Vincent de Paul
06/03/2023	APO CES to Faughart CNS re. Ministerial Approval Commission Received for School Photographs
06/03/2023	APO CES to Ashbourne CNS Ministerial approval re. Donation received
06/03/2023	APO CES to St. Peter's DBY re. Ministerial approval of Gifts and Donations
06/03/2023	APO CES to Ratoath College re. Ministerial approval of donation – REA Grimes
06/03/2023	APO CES to Coláiste Clavin – re. Ministerial approval of Proposed sponsorship for CCN
06/03/2023	DOSD to DoE acknowledging receipt of email re. ETBs Annual Financial Accounts 2022 Progress Report – Deadline 10.03.2023
06/03/2023	6.3.23 CE's Office to Board Members re. DoE announcement re. reassessment of Funding – Update on Enfield CC
08/03/2023	CE's Office to Finance Committee re. FET 2023 Provisional SOLAS Budgets for FET Centres Programmes
09/03/2023	CE's Office to A Leavy – acknowledging receipt of letter re. intention to retire.
09/03/2023	FET Directorate to DFHERIS – response to PQ 3504922
10/03/2023	DOSD to APO's re. Service Management Agreement (SMA V4) – ESBS-ETB Payroll and LMETB
13/03/2023	DOS to School Leaders re. School Transport Application Process for 2023-24 School Year
13/03/2023	DOS to S Meehan re. Board
15/03/2023	CE's Office to DoE acknowledging receipt of email re. COVID-19 Grant Funding for Term 2022-23
15/03/2023	DOSD to Dept Soc Protection re. Data Sharing Agreement between ETBs and DSP
15/03/2023	DOSD to Data Protection Officer re. SCCs ERC LMETB DOTS PPADE
15/03/2023	DOSD to Data Protection Officer re. Wording for communication to ETB Schools
16/03/2023	CE's Office to Music Generation submitting 2023 Funding Agreement for MG Meath
16/03/2023	CE's Office to Music Generation submitting 2023 Funding Agreement for MG Louth
16/03/2023	CE's Office to DCEDIY acknowledging email re. Payment Letter LMETB ETB YG 2023

21/03/2023	DOSD to SOLAS re. Submitting LMETB 2023 Devolved Grant Compliance Requirements
21/03/2023	SS go Coláiste Pobal Ráth Chairn -Treoirlínte maidir le cur i bhfeidhm leanúnach na Scéime Aitheantais Scoileanna Gaeltachta
21/03/2023	DOS to School Leaders re. Sainordú na hEarnála Scoileanna um Ghníomhú ar son na hAeráide School Sector Climate Action Mandate
21/03/2023	DOS to Primary Principals re. Minister Foley launches new Primary Curriculum Framework
21/03/2023	CE's Office to SOLAS acknowledging receipt of email re. Reach funding 2023 guidelines
22/03/2023	DOS to Primary Principals re. Minister Foley announces details of a new scheme to eliminate the cost of schoolbooks in primary schools and special schools
23/03/2023	CE's Office to All Staff re. Vigilance in relation to emails
23/03/2023	DOSD to Procurement re. Government Decision - 21st March Circular to support SME Participation in Public Procurement.
27/03/2023	DOS to Primary School Leaders re. Min Foley announces 610 additional places on primary initial teacher education (ITE) programmes over 2023 and 2024
27/03/2023	DOSD to DoE acknowledging receipt of email 27.3.23 re. Schedule for the submission of the 2023 Non-Teaching Staffing Returns
27/03/2023	DOSD to APO L&B re. Land valuation guidance
27/03/2023	DOSD to SMT - LMETB-Sign-off on the 2023 Service Plan - Thanking for contributions and to organise publication of plan
27/03/2023	DOSD to DoE - acknowledging receipt of email 27.3.23 re. LMETB-Sign-off on the 2023 Service Plan
27/03/2023	CE's Office to Finance Committee re. Schools Accounts Jan-Feb 2023
28/03/2023	DOSD to DoE acknowledging email 28.3.23 re. LMETB - 2023 Service Plan Checklist
28/03/2023	CE's Office to APO HR re. Consultation on updating NDAs eLearning module on disability equality and developing an app to capture the accessibility of public services
28/03/2023	CE's Office to SOLAS acknowledging receipt of email re. Reach funding 2023 guidelines Irish Version

• **Correspondence sent on foot of Board meeting held on 23rd February 2023**

Date	Re:
28/02/2023	Condolence Cards/Letters sent to the Families of: Cllr. Sean Smith, Mrs. Christina Gavin, Mrs. Maud Kindlon, Mrs. Sheila Keogan, Mr. Francis Quinn, Mrs. Maura Baldwin, Mr. Tadhg O'Connell, Mr Gerry Varley, Mr. Brendan Dullaghan, Mr. Martin Ryan, Mrs. Valerie Galvin, Mr. Cathal Brugha MacDevitt, Mr. Sean Bowens
15/03/2023	CE's Office to Dir. FET re. Report, Membership of Committees/Boards, Minutes, Policies, MoU & Apprenticeship Centre
15/03/2023	CE's Office to Dir. Schools re. Report, Minutes of School Board of Managements, Memberships of BoM, School Policies & Contributions, Revised Gaeltacht Scholarship Scheme
15/03/2023	CE's Office to Ms. Caroline Canny – BoM nominee to BoM Coláiste na Mí

15/03/2023	CE's Office to Cllr. Kevin Meenan– LMETB nominee to Youth Work Committee
15/03/2023	CE's Office to Mr. Gavin Byrne – Staff nominee to BoM Coláiste na Mí
15/03/2023	CE's Office to Ms. Isabel Duffy – Student nominee to BoM DIFE
15/03/2023	CE's Office to Sean O'Connell – Student nominee to BoM DIFE
15/03/2023	CE's Office to Mr. Kevin Farrell – Staff nominee to BoM Ratoath College
15/03/2023	CE's Office to Ms. Tara English – Staff nominee to BoM Ratoath College
15/03/2023	CE's Office to Sec Board of Governance AMTCE – re. Minutes & MoU
15/03/2023	CE's Office to Sec BoM Athboy CS re. Membership of Board of Management
15/03/2023	CE's Office to Sec BoM Bush PP re. BoM Minutes & School Based Policies
15/03/2023	CE's Office to Sec BoM DCFE re. BoM Minutes & School Policies
15/03/2023	CE's Office to Sec BoM DIFE re. BoM Minutes & School Policies
15/03/2023	CE's Office to Sec BoM Coláiste Clavin re. BoM Minutes, School Policies & Contributions
15/03/2023	CE's Office to Chair Youthwork Committee re. Minutes
16/03/2023	CE's Office to Sec BoM Beaufort College re. School Policies & Contributions
16/03/2023	CE's Office to Sec BoM Coláiste Chú Chulainn re. School Policies
16/03/2023	CE's Office to Sec BoM Coláiste na hInse re. School Policies
16/03/2023	CE's Office to Sec BoM Coláiste na Mí re. School Policies
16/03/2023	CE's Office to Sec BoM Ard Rí CNS CS re. School Policies
16/03/2023	CE's Office to Sec BoM Ashbourne CNS re. School Policies
16/03/2023	CE's Office to Sec BoM Dunshaughlin CNS re. School Policies
16/03/2023	CE's Office to Sec BoM Faughart CNS re. BoM Minutes & School Policies
16/03/2023	CE's Office to Sec BoM St. Peter's College re. BoM Minutes & School Policies
16/03/2023	CE's Office to Sec BoM Coláiste de Lacy re. School Policies
16/03/2023	CE's Office to Sec BoM Dunshaughlin CC re. Minutes & School Policies
16/03/2023	CE's Office to Sec BoM Enfield CC re. School Policies
16/03/2023	CE's Office to Sec BoM O'Carolan College re. School Policies
16/03/2023	CE's Office to Sec BoM O'Fiaich College re. Minutes & School Policies
16/03/2023	CE's Office to Sec BoM St Oliver PP, Oldcastle re. School Policies
16/03/2023	CE's Office to Sec BoM St Oliver's CC re. BoM Minutes & School Policies
16/03/2023	CE's Office to Sec BoM Ratoath College re. BoM Minutes, School Policies & Contributions
16/03/2023	CE's Office to Sec BoM Coláiste Ríoga re. Minutes & School Policies
16/03/2023	CE's Office to Sec BoM Scoil Uí Mhuirí re. School Policies

16/03/2023	Oifig an PF chuig Runaí BB Coláiste Pobail Ráth Chairn maidir le Polasáí Scoile
20/03/2023	CE's Office to Dir. OSD re. OSD Matters
20/03/2023	CE's Office to Audit & Risk Committee re. Minutes & Reports
20/03/2023	CE's Office to Finance Committee re. Minutes & Reports
20/03/2023	CE's Office to Chair Gifts, Trusts & Scholarships Committee re. Minutes & Recommendations
20/03/2023	CE's Office to Chair Land & Buildings Committee re. Minutes, Report, Leases/Licenses/Short Term Rentals/Property & Developments & updates on Land & Buildings
21/03/2023	CE's Office to Dir. Schools re. Report, Minutes of School Board of Managements, Memberships of BoM, School Policies & Contributions, Revised Gaeltacht Scholarship Scheme - amended
22/03/2023	CE's Office to Sec BoM Bush PP Letter of 15/3/23 amended to include Glenmore Athletic Club.

The Chairperson welcomed correspondence dated 29th March from ETBI regarding initiatives to assist SMEs to participate in public procurement competitions. The Chairperson invited questions and comments from members. A discussion took place regarding delays in approval of capital projects.

Cllr. Murphy congratulated the Involve Youth Project Meath which won the runner-up prize in the ETB Excellence in Youth Services Award at the inaugural ETB Excellence Awards on 2nd March and suggested that a letter on behalf of the Board congratulating them and inviting them to attend a board meeting be issued.

6. Committees and Reports

6.1 Director of Further Education and Training Report

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

The Chief Executive also briefed members on significant capital projects in the Further Education and Training Directorate.

The Chairperson congratulated two learners in Drogheda Youthreach who were awarded the Fergal Quinn LCA awards for achieving 100% in their Leaving Cert Applied exams and suggested that a letter on behalf of the Board congratulating them be issued.

Cllr. Killian congratulated a learner in Drogheda Youthreach who won the over 18 National Credit Union art competition and suggested that a letter on behalf of the Board congratulating her be issued.

6.1.1 Further Education and Training Committee/Board of Management Minutes

It was resolved **R. 13/03/2023** to approve the minutes of the meeting of the Adult Education Committee which took place on 30th March 2022.

Proposed: Cllr. Maria Murphy

Seconded: Mr. Barry McCourt

It was resolved **R. 14/03/2023** to approve the minutes of the meeting of the Adult Education Committee which took place on 6th October 2022.

Proposed: Mr. Barry McCourt

Seconded: Cllr. Maria Murphy

It was resolved **R. 15/03/2023** to approve the minutes of the meeting of the Board of Governance of AMTCE which took place on 14th February 2023.

Proposed: Cllr. Wayne Harding

Seconded: Cllr. Maria Murphy

The minutes of the meeting of the Board of Management of DIFE which took place on 14th December 2022 were noted.

The minutes of the meeting of the Youthreach Board of Management which took place on 29th March 2022 were noted.

It was resolved **R. 16/03/2023** to approve the minutes of the meeting of the Youthreach Board of Management which took place on 13th December 2022.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Wayne Harding

6.1.2 Membership of Committees

It was resolved **R. 17/03/2023** to approve the nomination of Mr. Paul Breslin to replace Mr. Sean Manley as staff nominee on Youthreach Board of Management.

Proposed: Cllr. Marianne Butler

Seconded: Cllr. Nick Killian

6.1.3 Further Education and Training Policies

There was no business under this heading.

6.1.4 Proposed Contributions/Fees

There was no business under this heading.

6.1.5 Memorandum of Understanding between LMETB and ETTA

The Chief Executive briefed members on the Memorandum of Understanding.

It was resolved **R. 18/03/2023** to approve the Memorandum of Understanding between LMETB and Engineering Technology Teachers Association (ETTA)

Proposed: Cllr. Wayne Harding

Seconded: Ms. Siobhán Greer

6.2 Director of Schools Report

The report of the Director of Schools was noted.

Cllr. Killian congratulated students from Coláiste Pobail Ráth Chairn who won the senior category in the county finals of the Student Enterprise National Programme and will represent Meath in the national finals and suggested that a letter on behalf of the Board congratulating them be issued.

6.2.1 Minutes of Boards of Management meetings

School	Date of Meeting
Beaufort College	31/08/2022
Coláiste Clavin	15/03/2022
Coláiste Clavin	15/03/2022 – Special Meeting
Coláiste Clavin	04/05/2022
Coláiste de Lacy	05/12/2022
Coláiste de Lacy	16/01/2023
O'Carolan College	13/09/2022
O'Carolan College	01/12/2022
Scoil Uí Mhuirí	08/11/2022
Scoil Uí Mhuirí	17/11/2022
St. Oliver PP	06/10/2022
St. Oliver PP	24/11/2022
St. Peter's College	06/10/2022
St. Peter's College	13/12/2022
St. Peter's College	13/01/2023
Ashbourne CNS	24/03/2022
Ashbourne CNS	06/10/2022
Faughart CNS	13/09/2022
Joint Patronage Schools	

The minutes of the above meetings were noted.

6.2.2 Memberships of Boards of Management

It was resolved **R. 19/03/2023** to approve the nomination of Mr. Shane Foley as LMETB nominee to the Board of Management of Athboy Community School to replace Cllr. Nick Killian.

Proposed: Cllr. Paul McCabe

Seconded: Cllr. Wayne Harding

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

6.2.3 School Based Policies:

School	Policy
Beaufort College	Substance Misuse & Ratification Sheet
Beaufort College	Teaching Learning & Assessment Policy & Ratification Documentation
Beaufort College	Whole School Assessment Policy & Ratification Documentation
Beaufort College	Safety Statement
Beaufort College	Statement of Strategy for Attendance 2022-23
O'Carolan College	Relationships and Sexuality Education Policy Statement & Ratification Sheet
O'Carolan College	Strategy of Attendance & Ratification Sheet
Scoil Uí Mhuirí	Acceptable Use Policy
Scoil Uí Mhuirí	Child Safeguarding Statement
Scoil Uí Mhuirí	Communications with Parents Policy
Scoil Uí Mhuirí	Critical Incident Policy
Scoil Uí Mhuirí	Wellbeing Policy
St. Oliver PP	School Owned Assistive Technology Policy 2022-24
St. Oliver PP	Digital Learning Plan 2023 - 2025
St. Oliver PP	Guidance Plan 2023 - 2025
St. Peter's College	Safety Statement & Ratification Sheet
Ashbourne CNS	Code of Behaviour & Ratification Sheet
Dunshaughlin CNS	Anti-Bullying Policy Ratification Sheet
Dunshaughlin CNS	Code of Behaviour & Ratification Sheet
Dunshaughlin CNS	Communication with Parents & Ratification Sheet
Dunshaughlin CNS	Critical Incident Management Policy & Ratification Sheet
Dunshaughlin CNS	Healthy Eating Policy & Ratification Sheet
Dunshaughlin CNS	Intimate Care Policy & Ratification Sheet
Faughart CNS	Code of Behaviour
Faughart CNS	Drama Plan
Faughart CNS	Internet Acceptable Use Policy
Faughart CNS	PE Policy
Faughart CNS	Policy Ratification Sheets
Faughart CNS	Statement of Strategy for School Attendance
Faughart CNS	SEN Policy
Joint Patronage Schools	

The above policies were noted.

6.2.4 Proposed Contributions from Parents/Guardians for 2023-2024

School	Year Group	Proposed Amount
Coláiste Chú Chulainn	1 st , 2 nd , 3 rd , 5 th & 6 th Years	€240
Coláiste Chú Chulainn	4 th Years	€285
St. Oliver Post Primary	1 st , 2 nd , 3 rd , 5 th & 6 th Years	€200
St. Oliver Post Primary	Transition Year	€380
St. Peter's College	1 st , 2 nd , 3 rd , 5 th & 6 th Years	€250
St. Peter's College	Transition Year	€450

It was resolved **R. 20/03/2023** to approve the above contributions.

Proposed: Cllr. Paul McCabe

Seconded: Mr. Barry McCourt

7. OSD Matters

7.1 Human Resources Update

DOSD briefed members on human resource matters including recruitment and the OSD staff training event and retirement function held on 2nd March. The Chief Executive briefed members on progress regarding approval to recruit staff to run the electrical apprenticeship centre in Drogheda.

The report was noted.

7.2 Minutes:

7.2.1 It was resolved **R. 21/03/2023** to approve the minutes of the Audit and Risk Committee meeting held on 1st December 2022.

Proposed: Ms. Siobhán Greer

Seconded: Ms. Caroline Canny

7.2.2 It was resolved **R. 22/03/2023** to approve the minutes of the Audit and Risk Committee meeting held on 15th March 2023.

Proposed: Mr. Bill Sweeney
Uasal

Seconded: Máirín Uí Fháinnín

7.2.3 It was resolved **R. 23/03/2023** to approve the minutes of the Finance Committee meeting held on 17th February 2023.

Proposed: Máirín Uí Fháinnín Uasal

Seconded: Ms. Siobhán Greer

7.2.4 It was resolved **R. 24/03/2023** to approve the minutes of the Gifts, Trust and Scholarships Committee meeting held on 9th February 2023.

Proposed: Máirín Uí Fháinnín Uasal

Seconded: Ms. Siobhán Greer

7.3 Reports

There was no business under this heading.

7.4 Memberships and Chairpersons of Boards/Committees

There was no business under this heading.

7.5 Policies

7.5.1 Documents regarding updated grievance procedure for staff employed by ETB

1. Grievance Procedure for staff employed by ETBs
2. Procedure to resolve peer to peer employee relations issues (peer to peer resolution procedure) for staff employed by ETBs
3. Revised Memorandum of Understanding to support the operation of the nationally agreed grievance procedure for staff employed by ETBs

7.5.2 Documents regarding updated Anti-Fraud and Corruption Policy

1. Anti-Fraud & Corruption Policy and Policy Document with tracked changes
2. Anti-Fraud & Corruption Policy Statement and Anti-Fraud & Corruption Policy Statement with tracked changes

The updated documents were noted.

7.6 Gifts, Trusts and Scholarships

7.6.1 APO CES reported on behalf of the Gifts, Trust and Scholarships Committee. APO CES advised that the Committee met on 21st March 2023 at which it approved minutes of the meeting held on 9th February 2023 and considered donations, scholarships and reports by the CE thereon.

APO CES advised that the Committee resolved to recommend approval by the Board of the following donations:

1: Donation of €1,000 by Cllr. Nick Killian from the Municipal District Allocation Scheme to Coláiste Ríoga

Details of the Donor: Cllr. Nick Killian from the Municipal District Allocation Scheme

Details of the gift: €1,000

Purpose of the Gift: Towards resources for the school SEN and SNU

It was resolved **R. 25/03/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Caroline Canny

2: Donation of €1,000 by Cllr. Maria Murphy from the Municipal District Allocation Scheme to Coláiste Ríoga

Details of the Donor Cllr. Maria Murphy from the Municipal District Allocation Scheme

Details of the gift: €1,000

Purpose of the Gift: Towards a school sports kit

It was resolved **R. 26/03/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Caroline Canny

3: Donation of €1,000 by Cllr. Gerry O'Connor from the Municipal District Allocation Scheme to Coláiste Ríoga

Details of the Donor Cllr. Gerry O'Connor from the Municipal District Allocation Scheme

Details of the gift: €1,000

Purpose of the Gift: Towards resources for the school SEN and SNU

It was resolved **R. 27/03/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Caroline Canny

4: Donation of €500 by Cllr. Damien O'Reilly from the Municipal District Allocation Scheme to Coláiste Ríoga

Details of the Donor: Cllr. Damien O'Reilly from the Municipal District Allocation Scheme

Details of the gift: €500

Purpose of the Gift: Towards outdoor sports equipment

It was resolved **R. 28/03/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Caroline Canny

5: Donation of €500 by Lunch Bag to Ard Rí Community National School
Details of the Donor: Lunch Bag (School lunch providers)

Value of the gift: €500

Purpose of the gift: For the benefit of the school

It was resolved **R. 29/03/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Caroline Canny

6: Donation of €355 by Memory Lane Photography to Ard Rí Community National School
Details of the Donor: Memory Lane Photography

Details of the gift: €355 commission on photographs

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

It was resolved **R. 30/03/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Caroline Canny

7: Donation of €150 by Navan Adventure Centre to Coláiste na Mí
Details of the Donor: Navan Adventure Centre

Details of the gift: €150

Purpose of the gift: Sponsorship of the school musical “Grease”, to be held in the Solstice Theatre in May

It was resolved **R. 31/03/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Caroline Canny

8: Donation of €100 by Boyne Hill House to Coláiste na Mí
Details of the Donor: Boyne Hill House

Details of the gift: €100

Purpose of the gift: Sponsorship of the school musical “Grease”, to be held in the Solstice Theatre in May

It was resolved **R. 32/03/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Caroline Canny

9: Donation of €100 by Cllr. Emer Tóibín to Coláiste na Mí
Details of the Donor: Cllr. Emer Tóibín

Details of the gift: €100

Purpose of the gift: Sponsorship of the school musical “Grease”, to be held in the Solstice Theatre in May

It was resolved **R. 33/03/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Caroline Canny

10: Donation of €100 by Ischia Hair, Beauty and Wig Clinic to Coláiste na Mí
Details of the Donor: Ischia Hair, Beauty and Wig Clinic
Details of the gift: €100

Purpose of the gift: Sponsorship of the school musical “Grease”, to be held in the Solstice Theatre in May

It was resolved **R. 34/03/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Caroline Canny

11: Donation of €50 by Alchemy Beauty Clinic to Coláiste na Mí
Details of the Donor: Alchemy Beauty Clinic

Details of the gift: €50

Purpose of the gift: Sponsorship of the school musical “Grease”, to be held in the Solstice Theatre in May

It was resolved **R. 35/03/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Caroline Canny

12: Donation of €6,000 by Dunboyne ASD Educational Support Fund Raising Committee to St. Peter’s College, Dunboyne
Details of the Donor: Dunboyne ASD Educational Support Fund Raising Committee

Details of the gift: €6,000

Purpose of the gift: For the ASD Unit

It was resolved **R. 36/03/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Caroline Canny

APO CES advised that the Committee resolved to recommend approval by the Board of the following scholarships in Dunboyne College of Further Education 2022/23:

No of scholarships	Department	Course	Business Name	Amount €
2	Healthcare	HCA Pre-nursing Winners: Daisylin Yamboa Endurance Nsumbi	Bluebird Care (Offering work experience as part of the scholarship)	500 each
4	Healthcare	Pre-nursing Winners: Sophie Keogan Maria Worth 2 remaining will be from February placement	Marymount Care Centre (A condition of the scholarship is that they complete their placements in Dec/Feb in Marymount)	500 each
1	Business	Business classes	Joseph Hickey and Sons Ltd.	500
1		Business	EMR	500
1		IT	Kelly O'Reilly Accounting	500
1		Journalism	Meath Chronicle	500
1	Pre-Uni	Arts / Teach	Lyons Financial	500
2	Vocational	Cookery Winners: Emma Harper James Duff	Sidewalk Café (offering work experience as part of the scholarship)	500 each
2		Animal Care	Alltech	500 each
2	Vocational	Equine	Horse Racing Ireland	1,500 each
1	Hardship	Winner: Maryam Owoyomi Nursing 4	Synoptix	500
18				11,000

It was resolved **R. 37/03/2023** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the scholarships, subject to Ministerial approval.

Proposed: Máirín Uí Fháinnín Uasal

Seconded: Ms. Siobhán Greer

7.6.2 Reports of the Chief Executive under Sections 24 and 29 of the 2013 ETB Act.

It was resolved **R. 38/03/2023** to approve the Reports of the Chief Executive under Sections 24 and 29 of the 2013 ETB Act.

Proposed: Máirín Uí Fháinnín Uasal

Seconded: Ms. Siobhán Greer

7.7 Data Breach Reports

DOSD advised that one data breach has been reported, details of which had been provided to members and briefed members on same.

DOSD noted that LMETB assessed that there is a medium risk of the breach posing a substantial risk to the rights and freedoms of data subjects and that it was deemed to warrant reporting to

the Data Protection Commission and An Garda Siochana. DOSD advised that An Garda Siochana have closed the case and that LMETB awaits a response from the Data Protection Commission.

Members noted the Data Breach Report.

7.8 Risk Management Report for Quarter 1, 2023

DOSD noted that 26 risk items are currently listed on the LMETB corporate risk register. 10 are designated as high risk, 14 as medium risk and 1 as low risk.

Members noted the Risk Management Report.

8. Land and Buildings

8.1 Leases/Licenses/Short Term Rentals/Property

Leases

Consideration of the renewal of the following leases including signing of Deed of Renunciation for:

8.1.1. Carpark 2468, Dunboyne College of Further Education

It was resolved **R. 39/03/2023** to approve renewal of the lease for 3 years from 1st June 2023.

Proposed: Ms. Siobhán Greer

Seconded: Mr. Bill Sweeney

8.1.2. Ashbourne Youthreach, Unit 140/140a Ashbourne Industrial Estate

It was resolved **R. 40/03/2023** to approve renewal of the lease for 3 years from 12th October 2023.

Proposed: Ms. Siobhán Greer

Seconded: Mr. Bill Sweeney

8.1.3. Argus Carpark, Dunboyne College of Further Education

It was resolved **R. 41/03/2023** to approve renewal of the lease for 5 years from 1st October 2023.

Proposed: Ms. Siobhán Greer

Seconded: Mr. Bill Sweeney

Licence

8.1.4. Unit 32, Dunboyne College of Further Education

It was resolved **R. 42/03/2023** to approve renewal of the licence for Unit 32, Dunboyne College of Further Education for three years from 1st June 2023.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Siobhán Greer

Short-term rental

There was no business under this heading.

8.2 Developments and Updates on Land and Buildings recommended by Land and Buildings Committee for Board approval

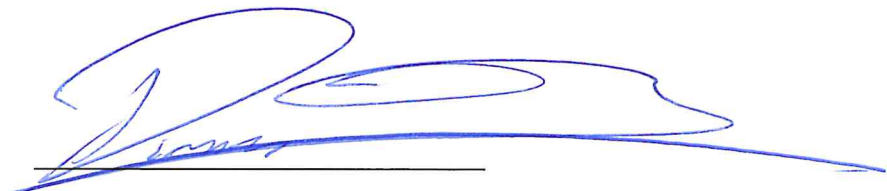
There was no business under this heading.

9. Any Other Business

APO Land and Buildings advised members that the Scoil Uí Mhuirí building project has qualified for a construction awards competition and encouraged members to vote for it.

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:

