

## Minutes of Meeting held on Thursday, 20<sup>th</sup> July 2023

A meeting of Louth and Meath Education and Training Board commenced at 5.00 p.m.

The meeting took place in Drogheda College, Donore Road, Drogheda, County Louth.

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

## **1. Order of Business**

### **1.1 Welcome by Cathaoirleach**

The Chairperson welcomed members to the meeting and to Drogheda College, which is the first apprenticeship centre of its kind to be established in Ireland. The Chairperson introduced Ms. Alanah Kirk, Assistant Manager of Drogheda College and thanked her for facilitating the meeting and for providing guided tours of the College for attendees.

Ms. Kirk thanked the Chairperson for holding the meeting in the College and thanked the Chief Executive and Director of FET for their support in its establishment.

Director of FET advised the meeting that members are welcome to contact the College to arrange a visit if they so wish.

The Chairperson noted 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. John Sheridan, Cllr. Wayne Harding, Mr. Barry McCourt, Mr. Billy Doyle, Cllr. Amanda Smith and Mr. Damian Kearns.

Condolences were expressed in the usual respectful manner. Tributes were paid, in particular, to the late Mr. Pat Gleeson, who made a significant contribution to Ratoath College as a member of its Board of Management.

### **1.4 Absences**

It was resolved **R. 01/07/2023** to approve the absence of LMETB members:

Cllr. John Sheridan, Cllr. Wayne Harding, Mr. Barry McCourt, Mr. Billy Doyle, Cllr. Kevin Meenan, Cllr. Amanda Smith and Mr. Damian Kearns.

**Proposed:** Cllr. Paul McCabe

**Seconded:** Mr. Bill Sweeney

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

**2.1** It was resolved **R. 02/07/2023** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 18<sup>th</sup> May 2023.

**Proposed:** Cllr. Nick Killian

**Seconded:** Ms. Caroline Canny

### **2.2 Matters Arising:**

There were no matters arising.

## **3. Update on vacancy on LMETB Board on foot of the resignation of Mr. Paul Dermody**

APO CES noted that there have been no developments since the last meeting as LMETB awaits clarification from the Department of Education on the steps to be taken to fill the vacancy occasioned by Mr. Dermody's resignation from the Board.

## **4. Finance**

### **4.1 Finance Update**

APO Finance took members through the finance update for the period January to June 2023.

The Chairperson thanked APO Finance for her report and invited questions and comments from members.

Mr. Bill Sweeney, Chairperson of the Finance Committee, noted that expenditure has increased significantly in recent years and is projected to increase further this year. Mr. Sweeney noted that there has not been an appreciable increase in staff numbers and expressed concern on behalf of the Finance Committee at this situation.

Cllr. Killian, also a member of the Finance Committee, supported this expression of concern.

It was resolved **R. 03/07/2023** to approve the finance update.

**Proposed:** Cllr. Nick Killian

**Seconded:** Ms. Siobhán Greer

### **4.2 Ratification of signatories to bank accounts**

DOSD explained that a revised list of approved signatories is necessary following the recent retirement of Ms. Anne Malone.

4.2.1. Current Account signatories: Only Martin O'Brien, Brian Murphy, Roisin Duffy, Louise Carroll, Gráinne White, Fiona Murphy

It was resolved **R. 04/07/2023** to approve the above signatories.

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

**Seconded:** Cllr. Paul McCabe

4.2.2. Deposit Account signatories: Only Martin O’Brien, Brian Murphy, Roisin Duffy, Gráinne White

It was resolved **R. 05/07/2023** to approve the above signatories.

**Proposed:** Cllr. Andrea McKeivitt

**Seconded:** Cllr. Nick Killian

4.2.3. Approval of temporary, technical overdraft for O’Fiaich College, Dundalk

DOSD advised members that the bank account operated by O’Fiaich College is in the process of being closed and that, as part of the closing procedures, charges were applied to the account resulting in a temporary, technical overdraft of €30.40 for a period of eighteen days from 30<sup>th</sup> June to 18<sup>th</sup> July. DOSD advised that a lodgement was made on 18<sup>th</sup> July to return the account to credit and that it is anticipated that the account will be closed by 31<sup>st</sup> July.

DOSD noted that the power to borrow money is a reserved function of the board of LMETB as outlined in section 49 of the Education and Training Board Act 2013 and that the Board is invited to consider approving the temporary, technical overdraft.

It was resolved **R. 06/07/2023** to retrospectively approve, subject to approval of the Minister for Education, effective from 30<sup>th</sup> June to 18<sup>th</sup> July, a temporary overdraft of €30.40 for O’Fiaich College, Dundalk to facilitate closure of the account.

**Proposed:** Cllr. Gerry O’Connor

**Seconded:** Mr. Bill Sweeney

## 5. Correspondence

### • Department of Education Circular Letters

<b><i>C/L ref</i></b>	<b><i>RE:</i></b>
0024/2023	Home Tuition Grant Scheme 2023/2024 - Special Education Component
0026/2023	Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2023/2024 school year – Primary and Post Primary
0027/2023	NQF Level 9 Graduate Diploma in Social Personal and Health Education/Relationships and Sexuality Education (SPHE/RSE) Programme 2024 – Post Primary
0028/2023	Arrangements for the implementation of the Framework for Junior Cycle with particular reference to the school year 2023/2024 – Post Primary
0029/2023	Brief Absences for Staff other than persons employed as Teachers and Special Needs Assistants employed in Education and Training Boards - ETBs
0033/2023	Carer’s Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools – Post Primary



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

<b><i>C/L ref</i></b>	<b><i>RE:</i></b>
002/2023	Revision of Pay for certain staff in the Higher Education Sector with effect from 1st March 2023 – TU's IoT's NUI, RIA, NCAD, Mary Immaculate College of Education & St. Angela's
003/2023	Eligibility Rules for the 2021-27 European Social Fund Plus ESF+ Accounting Function, Department of Further and Higher Education, Research, Innovation and Science.

- **Correspondence received from Department of Education**

<b><i>Date Received</i></b>	<b><i>Subject</i></b>
18/05/2023	DoE ESBS re. FET funding model programmes
24/05/2023	DoE re. Post Primary Staffing Appeals Decision
25/05/2023	DoE - May Monthly Return due no later than Wednesday June 7th 2023
06/06/2023	DoE ESBS - LMETB - 2022 Annual KPI Reports
08/06/2023	DoE to LMETB - DoE approval of gifts re letter dated 22/05/2023
16/06/2023	DoE advising that LMETB can proceed to publish LMETB Financial Statements for 2021
26/06/2023	DoE requesting submission of LMETB Q2 2023 - Early Warning Return by 12/7/23
28/06/2023	DoE re. Initial Allocations of Temporary SET and SNA to support Ukrainian Enrolments for the 2023/24 school year
30/06/2023	DoE Requesting June Monthly Return due no later than Friday July 7th 2023
05/07/2023	DoE requesting Liabilities and Assets returns Qtr. 2 2023 to be submitted by 12th July 2023
05/07/2023	DoE - Request for Q2 2023 - Prompt Payment Returns by 18.7.23
10/07/2023	DoE re. DEIS Grant 2023/2024
11/07/2023	DoE acknowledging receipt of signed Jun 23 Monthly Department Return
13/07/2023	DoE acknowledging receipt of LMETB Q2 2023 - Early Warning Return

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

<b><i>Date Received</i></b>	<b><i>Subject</i></b>
17/07/2023	DFHERIS Acknowledging receipt of response from Dir FET re. crèche facilities - PQ 3609623

• **Correspondence received from other sources**

<b>Date Received</b>	<b>From:</b>	<b>Subject</b>
15/05/2023	National Council for Special Education (NCSE)	Sanction of second Special Class for Coláiste Ríoga
16/05/2023	ETBI	ETBI re. DoE - Initial Communication re Primary Mathematics Curriculum Curaclam Matamaitice na Bunscoile Eolas Tosaigh
16/05/2023	ETBI	ETBI re. NALA Annual ESOL Conference - 18th May 2024
17/05/2023	NDA	NDA re. Consultation on the draft Code of Practice on Accessible Public Buildings
18/05/2023	Athboy CS	Athboy CS Minutes of BoM 27/3/23 & 9/5/23
18/05/2023	IAUETB	IAUETB - re. LMETB Final Findings and Recommendations Internal Audit report on Review of Utilisation of Further Education and Training and Opinion report
22/05/2023	St. Ciaran's CS	RE. New BoM Term - Aug 2023-2026
23/05/2023	DCEDIY	DCEDIY re. Time Extended Call out for nominations to the National Youth Assembly of Ireland 2023/2024
24/05/2023	National Apprenticeship Office	NAO re. Summer Campaign - Generation Apprenticeship Radio Ads and broadcasting now live!!!
25/05/2023	SOLAS	SOLAS acknowledging receipt of email 24/5/23 re. IAUETBs LMETB Final Findings & Recommendations Internal Audit report on Review of Utilisation of FET & Opinion report
25/05/2023	ETBI	ETBI re. Letter to CEs re terms and conditions of employment of ETB Staff
25/05/2023	ETBI	ETBI re. FINAL REMINDER Nominations to National Charter of Universal Design for Tertiary Education
25/05/2023	Louth CoCo	Louth CoCo re. Works to Council Offices at Fair Street Drogheda
25/05/2023	SOLAS	SOLAS re. Grant Thornton procurement for Dunboyne
29/05/2023	SOLAS	SOLAS requesting 2023 Mid Term Review ETB - Louth and Meath by 16/6/23
29/05/2023	Meath CoCo	Meath CoCo - Navan Town Scheme (Navan 2030) - Update
30/05/2023	ETBI	ETBI re. Circular 29 of 2023 Brief Absences for ETB Staff other than Teachers and SNA's
30/05/2023	Louth CoCo	Louth CoCo - re. Preparation of a Local Area Plan for Dundalk
31/05/2023	Dept. Social Welfare	Dept. Social Welfare re. Navan SCP School Meals Scheme 24-5-23
31/05/2023	Dept. Social Welfare	Dept. Social Welfare re. Navan SCP School Meals Scheme 1-11-21 - Food Clubs
01/06/2023	ETBI	ETBI re. 2023 Summer Programme Provision
02/06/2023	National Council for Special Education	NCSE re. Meath Chronicle Newspaper Article



02/06/2023	DCEDIY	DCEDIY - Payment Letter LMETB LYCGS 2023
07/06/2023	O'Carolan College	O'Carolan College - BoM Meeting June 1st 2023
07/06/2023	O'Carolan College	O'Carolan College - Update from BoM 3rd May 2023 re. Code of Positive Behaviour
07/06/2023	SOLAS	SOLAS re. FET Learner Payments Policy and Operating Guidelines 2023
07/06/2023	DCEDIY	DCEDIY re. LMETB Allocation Letter Youth Capital Funding Scheme 2023
08/06/2023	Dunshaughlin CC	Dunshaughlin CC acknowledging receipt of email re. Jersey Sponsorship Dunshaughlin CC
08/06/2023	O'Carolan College	O'Carolan College re. Update from BOM 3rd May 2023
08/06/2023	Dir. FET	Dir. FET to APO CES Acknowledging receipt of email re. Ó Fiaich College ministerial approval - Credit Union Student Award
08/06/2023	St. Oliver PP	St. Oliver PP acknowledging receipt of email re. ministerial approval Sponsorship - Donation for Pupil Science Award - €300 FSW Coatings Ltd
09/06/2023	SOLAS	SOLAS re. FET Learner Payments Policy and Operating Guidelines 2023
09/06/2023	Conor Rafferty DP, Ó Fiaich College	DP Ó Fiaich to APO CES Acknowledging receipt of email re. Ó Fiaich College ministerial approval - Credit Union Student Award
14/06/2023	Ard Rí CNS	Ard Rí CNS submitting BoM minutes for 22/5/23 & 9/5/23 & Admission Policy 2024/25
14/06/2023	Coláiste de Lacy	Coláiste de Lacy submitting BoM minutes for 8/3/23 & 10/5/23
14/06/2023	Coláiste de Lacy	Coláiste De Lacy draft minutes 13/6/23 and annual report 13/6/23
16/06/2023	DCEDIY	DCEDIY re. Next EMCDDA's webinar – Young people and drug use how can we keep them safe
16/06/2023	ETBI	ETBI re. Adult Education Tutors
20/06/2023	Cllr Damien O'Reilly	Cllr. Damien O'Reilly forwarding Notice of Motion for board meeting
20/06/2023	Boyne CS	Boyne Community School Trustees End of Year Report
20/06/2023	Dept. Social Protection	Dept. Social Protection - Data Sharing Agreement between ETBs and DSP-signed by both parties
22/06/2023	DCEDIY	DCEDIY re. PRESS RELEASE Minister O'Gorman welcomes launch of the first Calls for Applications under new PEACE PLUS Programme
22/06/2023	QQI	QQI Awards – Bulletin re. the draft QA Guidelines for Provider of Programmes Supported by Digital Education
22/06/2023	ETBI	ETBI re. Changes to the Public Service Sick Leave Scheme
26/06/2023	Schola Europaea	Schola Europaea Renewal of Accreditation and Cooperation Agreement
26/06/2023	DCEDIY	DCEDIY re. PRESS RELEASE Minister O'Gorman announces 2023 LGBTI+ Community Services Funding Call
28/06/2023	ETBI	ETBI re. Governance Overview for ETB Board

30/06/2023	DCEDIY	DCEDIY re. Approved Additional Youth Resource for Navan and the environs
30/06/2023	St. Ciaran's CS	St. Ciaran's CS - School Trustee and School Accounts 2021-2022
03/07/2023	SOLAS	SOLAS advising Payment Advice Note from 29/06/2023
03/07/2023	ETBI	ETBI re. Min Foley - Positive Feedback for ETBs on the role carried out by your REALT Co-Ordinators
03/07/2023	ETBI	ETBI re. Changes to the Public Service Sick Leave Scheme
04/07/2023	NAO	NAO re. Generation Apprenticeship newsletter with update on integration project July 2023
06/07/2023	ETBI	ETBI re. AI for Public Sector Bodies
06/07/2023	Louth CoCo	Louth CoCo re. Louth LDS - Final Draft
10/07/2023	ETBI	ETBI re. DoE -Tertiary - TUI
10/07/2023	DIB	DIB re. Press release Minister McEntee extends work of successful Drogheda Implementation Board for another year
11/07/2023	Peter McGrath – Chair A&R Committee	Chair A&R Committee - A&R Committee Minutes for meeting held on 24 March 2023
11/07/2023	DIB	DIB re. Press Release regarding Min McEntee announcement on extension of Drogheda Implementation Board
12/07/2023	DCEDIY	DCEDIY re. Payment Letter LMETB Capital 2023
12/07/2023	O'Carolan College	O'Carolan College re. BoM Ratification of Proposed School Contribution from Parent's/Guardians for 2023/2024
12/07/2023	O'Carolan College	O'Carolan College re. BoM Amended Ratification Proposed School Contribution for 2023/2024
13/07/2023	O'Carolan College	O'Carolan advising resignation of K Smith & new BoM nominee R Gilroy for BoM of O'Carolan College
13/07/2023	ETBI	ETBI re. Information Note TCIN 00062023 - Job Sharing
13/07/2023	ETBI	ETBI re. Revision of Rates based on School Year
13/07/2023	ETBI	ETBI re. Information Note TCIN 00072023 - Career Break
13/07/2023	SOLAS	SOLAS Payment Advice Note ETB 4th Tranche
14/07/2023	NAO	NAO re. R U OK Mental Health Campaign - Promotional Video
18/07/2023	ETBI	ETBI re. Adult Educator Proposal Update
18/07/2023	Belfast Unemployed Resource Centre	IFI CIPP signed Letter of Offer Belfast Unemployed Resource Centre & LMETB
19/07/2023	SOLAS	SOLAS requesting resubmission of LMETB 2023 Devolved Capital Mid-Year Review



- **Correspondence sent**

<b>Date</b>	<b>Re:</b>
17/05/2023	CE's Office to Finance Committee re. School & FET Accounts April 2023
17/05/2023	Leave Management to All Staff re. Teaching Staff COVID - Changes to Special Leave with pay from 22/05/2023
18/05/2023	CES to All Staff re. advising of Policies approved at board meeting
19/05/2023	Leave Management to All Staff re. - All staff other than Teachers and SNA's - COVID19 - Changes to Special Leave with pay from 22/05/2023
22/05/2023	APO CES to DoE - Request to Department of Education for approval of gifts and scholarship approved by board at BM 18/05/2023
23/05/2023	DOS to School Leaders re. Communication to all Schools Re Oide
24/05/2023	DOS to School Leaders re. Minister Foley confirms date for Leaving Certificate 2023 results
24/05/2023	APO CES to SOLAS & DoE Fwd. IAUETB - re. LMETB Final Findings and Recommendations Internal Audit report on Review of Utilisation of Further Education and Training and Opinion report
24/05/2023	DOSD to SMT Fwd. IAUETBs email re. Local Training Initiatives Sectoral Report
25/05/2023	DOSD to DIB & APO Finance re. Dept Justice Addendum to Grant Agreement Drogheda Implementation Board
25/05/2023	CE's Office to DoE re. submission of signed Chairperson's Report for 2022
28/05/2023	DOS to School Leaders re. Arrangements for the implementation of the Framework for Junior Cycle with particular reference to the school year 2023/2024.
28/05/2023	DOS to School Leaders re. New Circular 00272023 - Post graduate upskilling programme for post-primary Personal and Health Education (SPHE) and Relationships and Sexuality Education (RSE) teachers.
29/05/2023	DOSD SOLAS Acknowledging receipt of email requesting 2023 Mid Term Review ETB - Louth and Meath by 16/6/23
29/05/2023	LMETB Health & Safety Committee to All Staff re. Be Summer Ready
29/05/2023	APO L&B to SOLAS re. CotF Major Projects Follow up from Workshop March 2023 Gibson Hotel
31/05/2023	CE's Office to A&R Committee re. issuance of Documentation in advance of A&R meeting 7th July 2023
02/06/2023	DOS to Sec BoM & Principal O'Carolan College - Second SNU at O' Carolan College Nobber for the Academic Year 20232024
06/06/2023	DOS to School Leaders re. State Examinations Commission - Guidance for schools
06/06/2023	DOS to School Leaders - Best Wishes in the State Examinations
08/06/2023	APO CES to DoE seeking clarification re. Gifts
08/06/2023	APO CES to Coláiste na Mí advising ministerial approval for donations – Navan Credit Union (F1 Formula), Bennett Optical, HHS Pharmacy.
08/06/2023	APO CES to Coláiste na Mí advising ministerial approval for donations – TY – Formula 1
08/06/2023	APO CES to Coláiste na Mí advising ministerial approval for donations – Get Fresh for Grease
08/06/2023	APO CES to Coláiste na Mí advising ministerial approval for donations – Darren O'Rourke
08/06/2023	APO CES to Coláiste na Mí advising ministerial approval for donations – Crew Cut for Formula 1
08/06/2023	APO CES to Coláiste na Mí advising ministerial approval for Lodgements to CNM – Musical – Walterstown, Keatings, Carolan Coach, Tara Mines

08/06/2023	APO CES to Coláiste na Mí advising approval Donation to CNM – Water Fountains from Meath CoCo
08/06/2023	APO CES to Coláiste na Mí advising ministerial approval Donation to CNM – Navan Credit for Musical
08/06/2023	APO CES to Dunshaughlin CC advising ministerial approval Jersey Sponsorship from Focus Health
08/06/2023	APO CES to St Oliver PP re. ministerial approval of Sponsorship Donation for Pupil Science Award - €300 FSW Coatings Ltd
08/06/2023	APO CES to O'Carolan College Re ministerial approval of donations
08/06/2023	APO CES to Coláiste na Mí ministerial approval re. Meath County Council CNM Prize
08/06/2023	APO CES to Ó Fiaich College re. ministerial approval - Credit Union Student Award
08/06/2023	CE's Office to A&R Committee re. Documentation in advance of AR meeting 7th July 2023
09/06/2023	CE's Office to DoE - submitting Annual & Chairpersons Comprehensive Reports for 2022
09/06/2023	DOSD to DoE re. Notes for SEC GEN re LMETB AFS 2021
09/06/2023	CE's Office to DoE - submitting May 23 Monthly Return
12/06/2023	APO Finance to Oireachtas - response to PQ - To ask the Minister for Education the total spend on consulting services and on 'business-as-usual' outsourcing as differentiated under the Code of 'Practice for the Governance of State Bodies 2016' for each non-commercial public body under the aegis of her Department for the year 2022
14/06/2023	DOS to School Leaders re. Tara Mines Announcement of laying off workers
15/06/2023	DOS to School Leaders re. Draft communication for school leaders SPHE
16/06/2023	CE's Office to DoE - acknowledging receipt of email advising that LMETB can proceed to publish LMETB Financial Statements for 2021
20/06/2023	CE's Office to Cllr. D O'Reilly Acknowledging receipt of Notice of Motion for BM Meeting 20/7/2023
20/06/2023	APO Finance to Doe - submitting 2023 Mid Term Review ETB - Louth and Meath – soft copy
20/06/2023	APO CES to DoE re. LMETB DE ICT Follow-Up Audit Findings & Recommendations Report & Audit Opinion Report 15062023 Final
20/06/2023	CE's Office to Finance Committee re. School Accounts May 2023 uploaded to Sharepoint
22/06/2023	DOS to Primary School Leaders re. The new primary curriculum Information for parent/guardian An curaclam bunscóile nua An teolas is gá duit a bheith agat mar thuismitheoir nóchaomhnóir
22/06/2023	Leave Management to All Staff re. Carer's Leave for SNA's
28/06/2023	CE's Office to DoE submitting CCR Checklist - Annual & Chairpersons Comprehensive Reports for 2022
28/06/2023	CE's Office to Finance re. Committee School & ADM Accounts May 2023 uploaded to Sharepoint
28/06/2023	CE's Office acknowledging receipt of email from DoE re. Initial Allocations of Temporary SET and SNA to support Ukrainian Enrolments for the 2023/24 school year
29/06/2023	CE's Office to Board Members forwarding ETBI Presentation 22.6.23 on Governance Overview for ETB Board
29/06/2023	CE's Office to Finance Committee Members forwarding ETBI Presentation 22.6.23 on Governance Overview for ETB Board
29/06/2023	CE's Office to A&R Committee Members forwarding ETBI Presentation 22.6.23 on Governance Overview for ETB Board



30/06/2023	Dir. FET acknowledging email from DCEDIY re. Approved Additional Youth Resource for Navan and the environs
30/06/2023	DOS to All School Staff - Thank You & Enjoy the Summer Break
30/6/2023	Finance to SOLAS - submitting soft copy of LMETB 2023 Devolved Capital Mid-Year Review
03/07/2023	CE's Office to Board & Committee Members re. FET Information Note - MoU between LMETB and DCU
04/07/2023	CES to Educational Research Centre (ERC) forwarding Data Sharing Agreement for the Evaluation of the Gaeltacht Schools Recognition Scheme signed by LMETB
04/07/2023	CES to Educational Research Centre (ERC) re. LMETB - Data Sharing Agreement for the PISA 2025 Study
05/07/2023	DOS to St. Michael's College re. Deepest Sympathies on loss of students Max Wall & Andrew O'Donnell
05/07/2023	Finance to SOLAS - confirming signed LMETB 2023 Devolved Capital Mid-Year Review in the post
06/07/2023	CE's Office acknowledging receipt of email from DoE requesting Liabilities and Assets returns Qtr. 2 2023 to be submitted by 12.7.23
06/07/2023	CE's Office to DoE acknowledging receipt of email re. Request for Q2 2023 - Prompt Payment Returns
07/07/2023	CE's Office to Board Members re. LMETB Community Education Autumn 2023 Application for Tuition Hours for Community & Voluntary Groups in Meath and Louth
10/07/2023	DOS to Primary School Leaders re. Initial Communication re Primary Mathematics Curriculum Curaclam Matamaitice na Bunscoile Eolas Tosaigh
10/072023	CE's Office to DoE acknowledging receipt of email from DoE re. DEIS Grant 2023/2024
11/07/2023	CE's Office to DoE - submitting signed Jun 23 Monthly Department Return
12/07/2023	CE's Office acknowledging receipt of DCEDIY email re. Payment Letter LMETB Capital 2023
13/07/2023	CE's Office submitting LMETB Q2 2023 - Early Warning Return
14/07/2023	DOS to School Leaders re. DoE - DEIS Grant 2023/2024
14/07/2023	DOS to School Leaders re. Information Notes on the Job Share Scheme and Career Break Scheme for the Academic Year 2023/2024
17/07/2023	Finance Office to DoE submitting Liabilities & Asset Return Q2 2023
17/07/2023	Dir FET to DFHERIS re. crèche facilities - PQ 3609623
17/07/2023	DOSD to APO CES & DPO re. ETB-LSSU Updates in Data Protection - LSSU Summary Note
17/07/2023	CE's Office to A&R Committee Members re. SOLAS email -ESF AA Audit Reports 78A & 79B
18/07/2023	Finance Office to DoE submitting Q2 Return 2023
18/07/2023	Leave Management to All Staff re. Temporary changes to the Career Break & Jobshare scheme for Registered Teachers employed in recognised Primary & Post Primary Schools

• **Correspondence sent on foot of Board meeting held on 18<sup>th</sup> May 2023**

<b>Date</b>	<b>Re:</b>
07/06/2023	CE's Office to Ms. Bríd Rocks – LMETB nominee to BoM Athboy CS
09/06/2023	CE's Office to Dir. FET re. Report, Membership of Committees/Boards, Minutes, Policies & Fees
09/06/2023	CE's Office to Dir. Schools re. Report, Minutes of School Board of Managements, Memberships of BoM, School Policies & Contributions
09/06/2023	CE's Office to Dir. OSD re. OSD Matters
09/06/2023	CE's Office to Chair Land & Buildings Committee re. Minutes, Report & Recommendations
09/06/2023	CE's Office to Chair Gifts, Trusts & Scholarships Committee re. Minutes & Recommendations
09/06/2023	CE's Office to Chair Adult Education Committee re. Minutes
09/06/2023	CE's Office to Chair Youth Work Committee re. Minutes
09/06/2023	CE's Office to Sec BoM Beaufort College re. BoM Minutes
09/06/2023	CE's Office to Sec BoM Bush PP re. BoM Minutes, School Based Policies & Contributions
09/06/2023	CE's Office to Sec BoM Coláiste na hInse re. BoM Minutes & School Contributions
09/06/2023	CE's Office to Sec BoM Coláiste na Mí re. School Contributions
09/06/2023	CE's Office to Sec BoM Coláiste Ríoga re. BoM Minutes & Contributions
09/06/2023	CE's Office to Sec BoM O'Carolan College re. School Contributions
09/06/2023	CE's Office to Sec BoM Ó'Fiaich College re. Membership of Committees, FET Fees, BoM Minutes, School Policy & School Contributions
09/06/2023	CE's Office to Sec BoM Ratoath College re. BOM Minutes
09/06/2023	CE's Office to Sec BoM St Oliver's CC re. BoM Minutes, School Policies & Contributions
09/06/2023	CE's Office to Sec BoM Scoil Uí Mhuirí re. BoM Minutes & School Policies
09/06/2023	CE's Office to Sec BoM Coláiste Clavin re. BoM Minutes & Policies
09/06/2023	CE's Office to Sec BoM Ard Rí CNS re. BoM Minutes, Policies & Contributions
09/06/2023	CE's Office to Sec BoM Ashbourne CNS re. School Policies
09/06/2023	CE's Office to Sec BoM Dunshaughlin CNS re. School Contributions
09/06/2023	CE's Office to Sec BoM Faughart CNS re. BoM Minutes, School Policies & Contributions
09/06/2023	CE's Office to Sec BoM St. Peter's College re. BoM Minutes
09/06/2023	CE's Office to Sec BoM DCFE re. College Fees/Contributions
09/06/2023	CE's Office to Sec BoM DIFE re. Policies & College Fees/Contributions
09/06/2023	CE's Office to Sec BoM Coláiste de Lacy re. BoM Minutes
09/06/2023	CE's Office to Sec BoM Dunshaughlin CC re. BoM Minutes & Contributions
09/06/2023	CE's Office to Sec BoM Enfield CC re. Polices & School Contributions
09/06/2023	Oifig an PF chuig Runaí BB Coláiste Pobail Ráth Chairn maidir le Ranníochait Molta ó Thuismitheoirí/Chaomhnóirí 2023/2024
13/06/2023	CE's Office to Involve Youth Project Meath – Thanking for presentation at the board meeting and presenting NØ Shame Game board game developed by the participants.
19/06/2023	Condolence Card/Letter sent to the Families of: Mr. Cyril Cole, Ms. Ann Clarke, Mr. John Heaphey and Ms. Teresa McKevitt

The Chairperson invited questions and comments from members.



## 6. Committees and Reports

### 6.1 Director of Further Education and Training Report

Director of Further Education and Training referred members to her report and highlighted a number of matters: tertiary education, FET College of the Future in Dunboyne, Drogheda College apprenticeship centre, cyber security training and work to support and assist apprentices and employees of Tara Mines.

The Chairperson thanked Director of Further Education and Training for her report and invited questions and comments from members.

Cllr. Murphy thanked Director of Further Education and Training and her team for their work and asked that LMETB endeavour to schedule graduation ceremonies so that they don't clash with each other.

Cllr. Killian expressed serious concern with the very onerous requests by SOLAS in relation to Dunboyne FET College of the Future and noted that despite the announcement by Minister Harris that a site would be purchased in 2022 that still no site had been secured. He referenced the continuous changes being made to the business case at the request of SOLAS and how this was delaying progress. He requested that the Board write to Minister Harris to express its concern and request a meeting. This was agreed by members.

Ms. Greer commended Director of Further Education and Training and her team for their work and expressed concern that staffing levels have not kept pace with the significant expansion in activity.

The report of Director of Further Education and Training was noted.

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

The minutes of the meeting of the Board of Management of AMTCE which took place on 4<sup>th</sup> April 2023 were noted.

It was resolved **R. 07/07/2023** to approve the minutes of the meeting of the Youth Work Committee which took place on 3<sup>rd</sup> March 2023.

**Proposed:** Cllr. Marianne Butler

**Seconded:** Cllr. Maria Murphy

#### 6.1.2 Membership of Committees

Consideration of a nominee to the Board of Management of O'Fiaich College to replace Cllr. Andrea McKevitt as LMETB nominee was deferred.

It was resolved **R. 08/07/2023** to approve the nomination of Ms. Elizabeth Gillen as Louth Comhairle na nÓg nominee to the LMETB Youth Work Committee.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Cllr. Andrea McKevitt

### 6.1.3 Further Education and Training Policies

College/Centre	Policy
FET	FET Learner Payments Policy and Operating Guidelines

The above policy was noted.

### 6.1.4 Proposed Contributions/Fees

There was no business under this heading.

### 6.1.5. Memorandum of Understanding (MOU)

CE briefed members on the MOU with Dublin City University (DCU).

It was resolved **R. 09/07/2023** to approve the Memorandum of Understanding (MOU) between Dublin City University (DCU) and Louth and Meath Education and Training Board (LMETB).

**Proposed:** Cllr. Andrea McKevitt

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

### 6.1.6. LMETB Integration/Ukraine Support Grant 2023

Director of Further Education and Training briefed members on the scheme.

It was resolved **R. 10/07/2023** to approve the allocation of funding for the integration of young persons fleeing the war in Ukraine as proposed.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Ms. Siobhán Greer

### 6.1.7. LMETB Capital/Equipment Grant 2023

Director of Further Education and Training briefed members on the scheme.

It was resolved **R. 11/07/2023** to approve the allocation of funding for the Youth Capital Equipment Grant 2023 as proposed.

**Proposed:** Cllr. Paul McCabe

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

### 6.1.8. Local Youth Club Grants Scheme 2023 (LYCGS)

Director of Further Education and Training briefed members on the scheme.

It was resolved **R. 12/07/2023** to approve the allocation of funding for the Local Youth Club Grants Scheme 2023 as proposed.

**Proposed:** Cllr. Nick Killian

**Seconded:** Ms. Siobhán Greer

## 6.2 Director of Schools Report

The Director of Schools referred members to her report and highlighted a number of matters: the contribution of the late Mr. Pat Gleeson to Ratoath College, the successful completion of the 2023 state examinations, the recent passing of a pupil of Ard Rí Community National School, the upcoming retirement of Ms. Margaret Deegan as Principal of Coláiste Clavin, the AMTCE/FET/Schools pathways project and the induction for new staff which is scheduled to take place on 16<sup>th</sup> August. The Director of Schools invited members to the launch of the AMTCE/FET/Schools pathways project on 8<sup>th</sup> September and to the induction for new staff.

The Chairperson thanked Director of Schools for her report and invited questions and comments from members.

The report of the Director of Schools was noted.

### 6.2.1 Minutes of Boards of Management meetings

School	Date of Meeting
Bush PP	28/03/2023
Coláiste Clavin	21/03/2023
Coláiste na hInse	28/03/2023
Coláiste na hInse	30/05/2023
Coláiste Ríoga	17/04/2023
Dunshaughlin CC	15/05/2023
O'Carolan College	31/01/2023
O'Carolan College	23/02/2023
Ratoath College	23/01/2023
Ratoath College	18/04/2023
St. Oliver Post Primary	02/03/2023
St. Peter's College	24/04/2023
St. Peter's College – Special Meeting	24/04/2023
St. Peter's College	29/05/2023
Ard Rí CNS	09/05/2023
Ard Rí CNS	22/05/2023
Ashbourne CNS	19/10/2021
Ashbourne CNS	27/01/2022
Ashbourne CNS	11/05/2022
Ashbourne CNS	28/06/2022
Ashbourne CNS	08/12/2022
Ashbourne CNS	02/02/2023
Ashbourne CNS	11/05/2023
Ashbourne CNS	08/06/2023
Dunshaughlin CNS	01/03/2023
Dunshaughlin CNS	15/05/2023
Faughart CNS	18/04/2023
<b>Joint Patronage Schools</b>	
Athboy CS	27/03/2023
Athboy CS	09/05/2023

The minutes of the above meetings were noted.

### 6.2.2 Memberships of Boards of Management

It was resolved **R. 13/07/2023** to approve the nomination of Ms. Riona Gilroy to replace Ms. Kathryn Smith as Board of Management nominee to the Board of Management of O'Carolan College.

**Proposed:** Cllr. Paul McCabe

**Seconded:** Mr. Bill Sweeney

It was resolved **R. 14/07/2023** to approve the nomination of Mr. Bryan Reilly as LMETB nominee to the Board of Management of St. Ciaran's Community School, Kells.

**Proposed:** Mr. Bill Sweeney

**Seconded:** Cllr. Paul McCabe

It was resolved **R. 15/07/2023** to approve the nomination of Cllr. Sarah Reilly as LMETB nominee to the Board of Management of St. Ciaran's Community School, Kells.

**Proposed:** Cllr. Paul McCabe

**Seconded:** Cllr. Nick Killian

It was resolved **R. 16/07/2023** to approve the nomination of Mr. Bill Sweeney as LMETB nominee to the Board of Management of St. Ciaran's Community School, Kells.

**Proposed:** Cllr. Paul McCabe

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

### 6.2.3 School Based Policies:

School	Policy
Bush PP	Appendix to School Self-Evaluation Report
Bush PP	Appendix 4 Checklist for annual review of the anti-bullying policy
Bush PP	Relationship and Sexuality Policy 2022-2024
Coláiste Clavin	DEIS Plan
Coláiste Clavin	School Self Evaluation
Coláiste na hInse	Admission Policy 24-25
Dunshaughlin CC	Acceptable Use Policy
Dunshaughlin CC	Admissions Policy 24-25
Dunshaughlin CC	Mobile Phone & Mobile Device Policy
Ratoath College	Anti-Bullying Policy
Ratoath College	Child Safeguarding Statement Notice & Review
St. Peter's College	Acceptable Use Policy
St. Peter's College	Admissions Policy 24-25
St. Peter's College	An Chrannóg Absconding Policy
St. Peter's College	Code of Behaviour



St. Peter's College	Substance Use Policy
Ard Rí CNS	Admission's Policy 24-25
Ashbourne CNS	Acceptable Usage Policy
Ashbourne CNS	Anti-Bullying Policy - Ratified
Ashbourne CNS	Code of Positive Behaviour
Ashbourne CNS	Communications Policy
Ashbourne CNS	Homework Policy
Ashbourne CNS	Relationships and Sexuality Education - Ratified
Ashbourne CNS	School Attendance Policy
Ashbourne CNS	School Induction Policy
Ashbourne CNS	School Tour Policy - Ratified
Ashbourne CNS	Swimming Policy - Ratified
Faughart CNS	Administration of Medicines
Faughart CNS	Admissions Policy 24-25
Faughart CNS	Annual Health & Safety
Faughart CNS	Anti-Bullying Policy Review
Faughart CNS	Child Safeguarding Statement
Faughart CNS	School Self Evaluation Report and Improvement Plan
Faughart CNS	SSE Legislative & Regulatory Review
<b>Joint Patronage Schools</b>	

The above policies were noted.

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

School	Year Group	Proposed Amount
Coláiste na Mí	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Years	€195
Coláiste na Mí	Transition Year	€390
Coláiste na Mí	Traditional 5 <sup>th</sup> & 6 <sup>th</sup> Years	€200
Coláiste na Mí	Year 1 & 2 Leaving Cert Applied	€120
O'Carolan College	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> 5 <sup>th</sup> & 6 <sup>th</sup> Years	€185
O'Carolan College	Leaving Cert Applied	€220
O'Carolan College	Transition year	€450
Dunshaughlin CNS	All Classes	€25

It was resolved **R. 17/07/2023** to approve the above contributions.

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

**Seconded:** Cllr. Paul McCabe

### 6.2.5. Proposal for LMETB Board regarding Home Economics

The Director of Schools briefed members on a proposal to upskill teaching staff in the area of Home Economics through the provision of 50% funding, post qualification, to attend a two-year, part-time Professional Diploma in Education (Home Economics) course provided by St. Angela's College, Sligo. The Director of Schools advised that the cost of this course is approximately €5,980.

It was resolved **R. 18/07/2023** to approve the above proposal.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Ms. Caroline Canny

## 7. OSD Matters

### 7.1 Human Resources Update

DOSD briefed members on work to recruit new teachers, noting that activity levels are significantly higher than last year. DOSD thanked members for their participation on interview panels.

The report was noted.

### 7.2 Minutes:

7.2.1 It was resolved **R. 19/07/2023** to approve the minutes of the Finance Committee meeting held on 28<sup>th</sup> March 2023.

**Proposed:** Ms. Caroline Canny

**Seconded:** Cllr. Eileen Tully

7.2.2 The minutes of the Audit and Risk Committee meeting held on 24<sup>th</sup> March 2023 were noted.

7.2.3 It was resolved **R. 20/07/2023** to approve the minutes of the Land and Buildings Committee meeting held on 12<sup>th</sup> May 2023.

**Proposed:** Cllr. Nick Killian

**Seconded:** Cllr. Andrea McKeivitt

### 7.3 Reports

7.3.1 It was resolved **R. 21/07/2023** to approve the report on foot of the Finance Committee meeting held on 28<sup>th</sup> March 2023.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Ms. Caroline Canny

### 7.4 Memberships and Chairpersons of Boards/Committees

There was no business under this heading.

## **7.5 Policies**

- 7.5.1. Executive Orders
- 7.5.2. The draft updated Eye Test & Provision of Spectacles Policy
- 7.5.3. Update on Procurement Policy

The above documents and matters were noted.

## **7.6 Gifts, Trusts and Scholarships (there was no business under this heading)**

### **7.7 Data Breach Reports**

DOSD advised that four data breaches have been reported, details of which had been provided to members and briefed members on same.

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 and that none were deemed to warrant reporting to the Data Protection Commission

Members noted the Data Breach Report.

### **7.8 Risk Management Report for Quarter 3, 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 2 as low risk. DOSD advised that that there have been no changes to risk rating since the last report but that some comments have been updated.

DOSD advised that work is ongoing to develop a revised risk register linked to LMETB's strategic goals and that the draft register is being reviewed by Directors of Schools and FET prior to review by Audit and Risk Committee.

Members noted the Risk Management Report.

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

APO CES advised members that ETBs are required to submit a CPP and MAPP to ETBI annually, using templates agreed nationally by ETBs and The Education Procurement Service (EPS) in 2019 and that the deadline for the 2023 CPP and MAPP is 1<sup>st</sup> October. APO CES noted that the documents have been approved by the CE and require noting by the Audit and Risk Committee and Board. APO CES noted that the sixteen MAPPs are consolidated into an overall ETB document which EPS and OGP use to inform procurement activity.

Members noted the Corporate Procurement Plan (CPP) and Multi Annual Procurement Plan (MAPP).

## **8. Report by Chairperson on foot of Board self-assessment**

The Chairperson referred to the Board self-assessment survey carried out last November and advised members that he has reviewed responses in detail with LMETB executive. The Chairperson thanked members for their feedback and suggested that a non-anonymous survey process would better facilitate full discussion of feedback. It was agreed that this was an appropriate approach. The Chairperson noted that the next survey would highlight whether or not there were any ongoing, underlying issues.

## **9. Land and Buildings**

### **9.1 Report on behalf of the Land and Buildings Committee**

Mr. Sweeney reported on behalf of the Land and Buildings Committee.

It was resolved **R. 22/07/2023** to approve the report on behalf of the Land and Buildings Committee.

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

**Seconded:** Cllr. Andrea McKeivitt

### **9.2 Leases/Licences/Short Term Rentals/Property**

#### **Licences**

Consideration of Licence renewals for:

#### **9.2.1. Donaghmore Ashbourne GAA for De Lacy College**

It was resolved **R. 23/07/2023** to approve the recommendation of the Land and Buildings Committee to renew the licence for use of Donaghmore Ashbourne GAA for De Lacy College for 3 years from 1<sup>st</sup> September 2023.

**Proposed:** Cllr. Nick Killian

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

#### **9.2.2. Donaghmore Ashbourne GAA for FET**

It was resolved **R. 24/07/2023** to approve the recommendation of the Land and Buildings Committee to renew the licence for use of Donaghmore Ashbourne GAA for FET for 10 months from 1<sup>st</sup> September 2023.

**Proposed:** Cllr. Paul McCabe

**Seconded:** Cllr. Nick Killian



9.2.3. Unit 1 Workspace Drogheda for FET

It was resolved **R. 25/07/2023** to approve the recommendation of the Land and Buildings Committee to renew the licence for use of Unit 1, Workspace Ltd, Mayoralty Street, Drogheda for FET for one year from 1<sup>st</sup> August 2023.

**Proposed:** Cllr. Eileen Tully

**Seconded:** Ms. Siobhán Greer

Consideration of new licences for:

9.2.4. Kairos Communications in Maynooth for Dunboyne College of FE

It was resolved **R. 26/07/2023** to approve the recommendation of the Land and Buildings Committee to enter a licence for use of Kairos Communications in Maynooth for Dunboyne College of FE for one academic year.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Eileen Tully

9.2.5. National Sports Campus, Blanchardstown for Dunboyne College of FE

It was resolved **R. 27/07/2023** to approve the recommendation of the Land and Buildings Committee to enter a licence for use of National Sports Campus, Blanchardstown for Dunboyne College of FE.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

9.2.6. Old National School Moynalty for FET

It was resolved **R. 28/07/2023** to approve the recommendation of the Land and Buildings Committee to enter a licence for use of Old National School, Moynalty for FET for 1 year from 1<sup>st</sup> September 2023..

**Proposed:** Cllr. Paul McCabe

**Seconded:** Cllr. Nick Killian

9.2.7. Hair Salon Talking Heads, Dundalk for O' Fiaich College

Consideration of a licence for use of Hair Salon Talking Heads, Dundalk for O'Fiaich College was deferred pending an engineer's/architect's report being carried out to confirm that the property is free from defect.

**Short-term rental**

9.2.8. Utopia Hair Salon for O'Fiaich College

It was resolved **R. 29/07/2023** to approve the recommendation of the Land and Buildings Committee to renew short-term rental for use of Utopia Hair Salon for O'Fiaich College from September 2023.

**Proposed:** Ms. Siobhán Greer

**Seconded:** Ms. Caroline Canny

### **9.3 Developments and updates on Land and Buildings recommended by Land and Buildings Committee**

APO Land and Buildings briefed members on the report. Councillor Killian thanked APO Land and Buildings and her team for their work.

It was resolved **R. 30/07/2023** to approve the Developments and Updates on Land and Buildings recommended by Land and Buildings Committee.

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

**Seconded:** Cllr. Andrea McKeivitt

### **9.4. Consideration of Request to Extend Track at Bush Post Primary school by Glenmore Athletic Club (For Approval)**

Mr. Bill Sweeney, noted on behalf of the Land and Buildings Committee, that the extension would necessitate a sports capital grant application.

It was resolved **R. 31/07/2023** to approve the recommendation of the Land and Buildings Committee to approve in principle the request by Glenmore Athletic Club to extend the track at Bush Post Primary school and resurface existing lanes.

**Proposed:** Cllr. Andrea McKeivitt

**Seconded:** Ms. Caroline Canny

### **9.5. Notice of motion submitted by Cathaoirleach**

The Chairperson noted that St. Peter's College, Dunboyne is at full capacity and that the town's population is set to grow significantly in the near future.

It was resolved **R. 32/07/2023** to request LMETB to write to the Department of Education and the Minister for Education to begin the process of securing a site and seeking planning permission for a second post-primary school for Dunboyne and its environs due to the significant planned growth of population over the years ahead.

**Proposed:** Cllr. Maria Murphy

**Seconded:** Cllr. Nick Killian

## **10. Any Other Business**

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:

