

Minutes of Meeting held on Thursday, 29th February 2024

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

The meeting took place in St. Peter's College, Dunboyne, County Meath.

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

1. Order of Business

1.1 Welcome by Cathaoirleach

The Cathaoirleach welcomed members of the Board and of the executive to the meeting.

1.2 Conflicts of interest

The Cathaoirleach 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 Mr. Bill Sweeney, Mr. Damian Kearns, Cllr. Kevin Meenan and Cllr. Eileen Tully.

Condolences were expressed in the usual respectful manner.

Tributes were paid to the late John Bruton, former Taoiseach. Members acknowledged, in particular, Mr. Bruton's contribution to the establishment of St. Peter's College, Dunboyne and his support of Dunboyne College of Further Education.

1.4 Absences

It was resolved **R. 01/02/2024** to approve the absence of LMETB members: Mr. Bill Sweeney, Cllr. Eileen Tully, Ms. Malgorzata Gilani, Mr. Damian Kearns and Cllr. Kevin Meenan.

Proposed: Cllr. Paul McCabe

Seconded: Ms. Caroline Canny

2. Minutes and matters arising

2.1 It was resolved **R. 02/02/2024** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 16th November 2023.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Gerry O'Connor

2.2 It was resolved **R. 03/02/2024** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 9th January 2024.

Proposed: Cllr. Gerry O'Connor

Seconded: Cllr. Paul McCabe

2.3 It was resolved **R. 04/02/2024** to adopt the minutes of the meeting of the Louth and Meath ETB Board held on 9th January 2024 for publication.

Proposed: Cllr. Gerry O'Connor

Seconded: Ms. Caroline Canny

2.2 Matters Arising:

There were no matters arising.

3. Finance

3.1 Finance Update

APO Finance took members through the finance report for 2023.

A discussion took place on the timeliness of presentation of school finance reports to Boards of Management. APO Finance described the process for issuing finance reports. Director of Schools confirmed that finance reports are issued monthly and asked members to contact her if they have concerns or queries.

A discussion took place on the cost of electricity, issues with billing by the provider and difficulties which one school is experiencing in managing electricity consumption. APO Finance advised that the billing issue is not confined to LMETB and that ETBs are engaging with the provider. DOSD advised that LMETB would follow up regarding the difficulties which the school cited is experiencing.

It was resolved **R. 05/02/2024** to approve the finance update.

Proposed: Mr. Billy Doyle

Seconded: Cllr. Gerry O'Connor

3.2 Draft Service Plan for 2024

DOSD noted that approval of the Service Plan is a reserved function of the Board, that a standard template is provided by the Department of Education and that the draft plan has been reviewed and recommended by the Finance Committee. DOSD outlined the main elements of the plan noting that it includes actions under LMETB's strategic goals as well as some as required by the Department. DOSD advised that the plan includes actions regarding LMETB's Public Sector Duty under the Irish Human Rights and Equality Commission Act 2014 and confirmed that a staff member has been charged with oversight in this area. DOSD advised that projected expenditure is based upon Department and SOLAS communication as adjusted in the light of anticipated increases. DOSD thanked both APOs Finance and their staff for their input to the Service Plan.

APO Finance took members through the financial elements of the plan.

Members thanked APO Finance and her staff for their work in preparing the plan.

It was resolved **R. 06/02/2024** to approve the Service Plan for 2024.

Proposed: Mr. Billy Doyle

Seconded: Cllr. Nick Killian

5. Correspondence

• Department of Education Circular Letters

<i>C/L ref</i>	<i>RE:</i>
0057/2023	Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2024/25 school year – Primary Schools
0058/2023	Force Majeure Leave and Illness in Family Leave for Registered Teachers employed in Recognised Primary and Post Primary Schools – Primary & Post Primary Schools
0059/2023	Domestic Violence Leave for Registered Teachers employed in Recognised Primary and Post Primary Schools – Primary & Post Primary Schools
0060/2023	Domestic Violence Leave for Special Needs Assistants employed in Recognised Primary and Post Primary Schools – Primary & Post Primary Schools
0061/2023	Arrangements for the Election of Staff to the Board of DDLETB - ETBs
0062/2023	Payment of Tool Allowance to Craft Workers – 2023 - ETBs
0063/2023	Domestic Violence Leave for staff other than persons employed as Teachers and Special Needs Assistants employed in Education and Training Boards - ETBs
0064/2023	Revised Domestic Subsistence Allowances effective from 14th December 2023 payable to Staff in Education and Training Boards (ETBs) and Members of ETBs and of ETB Statutory Committees - ETBs
0001/2024	Cost of living measure to support increased school running costs in 2024 – Primary, Post Primary & ETBs
0002/2024	Not available
0003/2024	Not available
0004/2024	Extension to the Waiver of Abatement of Public Sector Pensions under Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. – Primary, Post Primary & ETBs
0005/2024	Managerial Authorities, Principals and Teachers of Recognised Primary, Secondary, Community and Comprehensive Schools, the Chief Executives of Education and Training Boards- Primary & Post Primary
0006/2024	Arrangements for the Election of Staff to the Board of CETB - ETB
0007/2024	Leave Entitlements for School Secretaries employed in Recognised Primary and Voluntary Secondary and Community and Comprehensive Schools – Primary & Post Primary
0008/2024	Staffing Arrangements in Voluntary Secondary Schools for the 2024/2025 school year – Post Primary
0009/2024	Staffing Arrangements in Community and Comprehensive Schools for the 2024/2025 school year – Post Primary
0010/2024	Staffing Arrangements in Education and Training Boards for the 2024/2025 school year – ETBs
0011/2024	Staffing arrangements in Primary Schools for the 2024/25 school year - Primary
0012/2024	The General Data Protection Regulations (GDPR) – Responsibilities of Data Controllers in Respect of the Occupational Health Service (OHS) – Primary & Post Primary

0013/2024	Sick Leave Scheme for Registered Teachers Employed in Recognised Primary and Post Primary Schools – Primary & Post Primary
0014/2024	Sick Leave Scheme for Special Needs Assistants Employed in Recognised Primary and Post Primary Schools – Primary & Post Primary
0015/2024	Domestic Violence Leave for School Secretaries covered by the terms of the 2022 Workplace Relation Commission (WRC) Agreement, employed in Recognised Primary and Voluntary Secondary Schools and Community and Comprehensive Schools – Primary & Post Primary
0016/2024	Unpaid Leave for Medical Care Purposes for School Secretaries covered by the terms of the 2022 Workplace Relation Commission (WRC) Agreement, employed in Recognised Primary and Voluntary Secondary and Community and Comprehensive Schools – Primary, Post Primary, C&C
0016/2024	Prescribed Material for the Leaving Certificate English Examination in 2026 – Post Primary

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

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

- **Correspondence received from Department of Education**

<i>Date Received</i>	<i>Subject</i>
22/11/2023	DoE - Message from DE Inspectorate Coláiste Pobail Rath Cairn. Tuairisc le haghaidh Freagairt Scoile - Report for School Response
24/11/2023	DoE re. November Monthly Return due no later than Friday 01st December 2023
28/11/2023	DoE re. Temporary Ukrainian SET and SNA resources effective from the 8 th Jan 2024
06/12/2023	DoE re. ETB Service provision to School Completion Programme Local Management Committees
06/12/2023	DoE- Ministers Foley & Madigan announce 4 new special schools to provide more places for students with special educational needs
07/12/2023	DoE IMIS Coláiste Chú Chulainn. Tuairisc le haghaidh Dearbhú Fíricí - Report for Factual Verification - CPSIPP
07/12/2023	DoE - LMETB - V10 Form new Lease Inwards Application Form
08/12/2023	DoE - Patronage approval for the establishment of a new special school & requesting confirmation of agreement to comply with Appendix A commitments
08/12/2023	DoE acknowledging receipt of CE's email re. Confirming agreement to comply with Appendix A commitments re. Patronage approval for the establishment of a new special school
14/12/2023	DoE - Domestic Violence Leave and Amendment to the Parental Leave Scheme Circular and Information Note Publication
19/12/2023	DoE re. LMETB Q4 2023 - Early Warning Return to be submitted by 17/1/24
20/12/2023	DoE re. 2023 Annual Financial Statements
20/12/2023	DoE re. ONP Funding December 2023

21/12/2023	DoE re. Final ONP Payment for 2023 - December 2023
29/12/2023	DoE Approving LMETB- Request to Department for approval of gifts and scholarships
02/01/2024	DoE - Request for December Monthly Return due no later than Friday 5th January 2024
02/01/2024	DoE re. Cost of Living Grant 2023 - 2nd Instalment
08/01/2024	DoE - LMETB- Ministerial Approval of gifts and scholarships for letter dated 17/11/23
09/01/2024	DoE - ETBs Returns and Reports Deadline Calendar 2024
11/01/2024	DoE IMIS Coláiste Chú Chulainn. Tuairisc le haghaidh Freagairt Scoile - Report for School Response CPSIPP
11/01/2024	DoE Request - Any new financial irregularities
19/01/2024	DoE Letter. Dated 17/01/2024 -Grants for the financial year ending 31st December 2023
19/01/2024	DoE – Ethics/Standards in Public Office Return for the period 1st of January 2023 to the 31st of December 2023
22/01/2024	DoE -Urgent Request for December Monthly Return due no later than Friday 5th January 2024
22/01/2024	DoE - 2024 Initial Service Plans -KPI Requirements - Checklist
23/01/2024	DoE - Enrolment pressures 2024-25
25/01/2024	DoE IMIS Ratoath College. Tuairisc le haghaidh Freagairt Scoile - Report for School Response WSEMLLPP
02/02/2024	DoE - Letter of determination in respect of year ending 31st December 2024
06/02/2024	DoE - Initial Allocation of Approved Teaching Posts for the 2023/24 School Year
08/02/2024	DoE requesting submission of LMETB Q4 2023 - Early Warning Return – Deadline 17/1/24
09/02/2024	DoE acknowledging receipt of LMETB Q4 2023 - Early Warning Return
20/02/2024	DoE re. S22 Reports due on Protected Disclosures by aegis bodies on 31st March 2024
22/02/2024	Scéim Aitheantais Scoileanna Gaeltachta - Gaeltacht School Recognition Scheme
23/02/2024	DoE - ETBs Annual Financial Accounts 2023 Progress Report due by 9/2/24
26/02/2024	DoE IMIS - Meastóireacht SASG Iarbh Coláiste Pobail Rath Cairn Final Inspectorate Report

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

<i>Date Received</i>	<i>Subject</i>
15/12/2023	DFHERIS - Letter of support re. Shared Island Application LMETB

- **Correspondence received from other sources**

<i>Date Received</i>	<i>From:</i>	<i>Subject</i>
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16/11/2023	SOLAS	SOLAS - Devolved Capital Funding - Payment Advice Note 14/11/23
16/11/2023	ETBI	ETBI - Extension to REALT Personnel employment contracts to December 31st 2024
20/11/2023	QQI	QQI re. New interactive NFQ site
22/11/2023	SOLAS	SOLAS - Louth Meath ETB Notification of Conversion of Fixed Posts to Permanency - 4 Instructor Posts
23/11/2023	Coláiste Chú Chulainn	Principal Coláiste Chú Chulainn advising DoE Inspection - Child Protection & Safeguarding next week
23/11/2023	SOLAS	SOLAS Payment Advice Note from 23/11/2023 - Drogheda IFE & Navan Youthreach
23/11/2023	ETBI	ETBI re. Youthreach Allowances
24/11/2023	SOLAS	SOLAS re. 2024 Cost of Living Increases Learners Allowances
24/11/2023	SOLAS	SOLAS - Louth Meath ETB Notification of Conversion of Fixed Posts to Permanency- 1 Instructor Post
27/11/2023	O'Carolan College	O'Carolan College - Documentation from BoM meeting 21/11/2023
28/11/2023	SOLAS	SOLAS - FET Funding 2023
30/11/2023	DCEDIY	DCEDIY re. Payment Letter LMETB Integration Fund Additional 2023
01/12/2023	ETBI	ETBI re. Youthreach Allowances
01/12/2023	O'Carolan College	O'Carolan College re. Amended BoM Documentation -School Leadership and Management Posts
01/12/2023	SOLAS	Payment advice note – AMTCE - 5 additional electrical
04/12/2023	ETBI	ETBI - DoE letter re. Reconfiguration
05/12/2023	Duffy Chartered Engineers	Duffy Chartered Engineers re. Update on Surveys RAAC - none uncovered
05/12/2023	SOLAS	SOLAS re. Payment Advice Note ETB 6th Tranche
06/12/2023	SOLAS	SOLAS -Payment Advice Note 6/12/23- AMTCE Electrical Equipment
07/12/2023	Boyne CS	BoM Minutes for 5/12/23 and Admissions Policy
07/12/2023	FET Directorate	Minutes of Youthreach BoM meeting 23/11/2023
08/12/2023	NAO	NAO - Partners pack to promote the craft instructor recruitment campaign locally and regionally around the country
08/12/2023	ETBI	ETBI - Newsletter - FET News FET Spotlight and More
08/12/2023	C&AG	C&AG - LMETB 2022 Audit Cert- Accounts & Letter
12/12/2023	SOLAS	SOLAS re. Final tranche payment breakdown - 6th Tranche
12/12/2023	DCEDIY	DCEDIY - Payment Letter ETB Youth Grant Final 2023
12/12/2023	SOLAS	SOLAS - Update on Covid payment of 3.5% to STP providers

12/12/2023	Meath CoCo	Meath CoCo - details of Nomination to LMETB of Cllr. Caroline O'Reilly to replace the late Cllr. Damien O'Reilly
14/12/2023	Coláiste de Lacy	Coláiste de Lacy – Signed Minutes of BoM meetings 13/9/23, 11/10/23 & Draft Minutes of 12/12/23
14/12/2023	SOLAS	SOLAS - Payment Advice Note - DCF, DIFE, Navan FET Youthreach
15/12/2023	C&AG	C&AG advising LMETB Certified financial statements 2022 have been forwarded to Secretary General DoE, Bernie McNally
19/12/2023	SIPO	SIPO re. Annual Statement of Interests Reminder
20/12/2023	SOLAS	SOLAS Payment Advice Note re. Project Management Services
21/12/2023	SIPO	SIPO - Statement of Interests Nil interests Forms are now available
22/12/2023	NAO	NAO re. R U OK Mental Health Awareness Campaign
05/01/2024	DCEDIY	DCEDIY - Approval in Principle to enter UBU Cycle 2 2024
08/01/2024	Dunshaughlin CNS	DSH CNS acknowledging receipt of email from APO CES to Dunshaughlin CNS confirming Ministerial approval of donation - Parents' Donation
08/01/2024	Meath Diocese	Meath Diocese confirming Patron approval of Morag McGowan to Board of Management Ratoath College
09/01/2024	Cllr. Amanda Smith	Confirmation by outgoing Board member regarding board documents
09/01/2024	ETBI	ETBI - Climate Action & Sustainability Toolkit - Final Documents
10/01/2024	Ms. Mary Jackson	Ms. Mary Jackson - accepting nomination as Chairperson to BoM Faughart CNS - Letter on foot of LMETB BM 9/1/24
15/01/2024	DCEDIY	DCEDIY - LMETB Annual Reporting Process 2023
16/01/2024	DCEDIY	DCEDIY re. LMETB UBU Allocation Letter 2024
17/01/2024	IAU ETBs	IAU ETBs - LMETB Health & Safety Audit 2023 Final
17/01/2024	Ashbourne CS	Ashbourne CS to DOS acknowledging DOS email re. Selection panel candidate at ACS
17/01/2024	SOLAS	SOLAS - Payment Advice Note - 1st Tranche 2024
17/01/2024	ETBI	ETBI - Terms of Reference 2024 for Boards of Management of ETB Post Primary Schools
18/01/2024	IAU ETBs	IAUETBs - ICT Sectoral Report January 2024
20/01/2024	Caitríona Noonan	Caitríona Noonan acknowledging receipt of letter on foot of BM 9/1/24 re. BoM nominee to BoM Ard Rí CNS
22/01/2024	DCEDIY	DCEDIY - LMETB Letter of Allocation for Integration Fund 2024
23/01/2024	SOLAS	SOLAS - Ireland's Public Consultation on the future of the European Union's Cohesion Policy
26/01/2024	SOLAS	SOLAS - Revised PLC LMETB Teacher Allocation
30/01/2024	DCEDIY	DCEDIY re. Payment Letter LMETB Q1 UBU 2024
31/01/2024	SOLAS	SOLAS - January Apprenticeship Update

01/02/2024	Coláiste de Lacy	Coláiste de Lacy BoM Signed Minutes 12/12/2023 and Draft Minutes 31/1/2024
01/02/2024	SOLAS	SOLAS acknowledging receipt of LMETB FAR4 & requesting Excel version & Appendix F
02/02/2024	QQI	QQI re. Blended and Fully Online Programmes
05/02/2024	NAO	NAO - Consultation Document on the Single Integrated System
06/02/2024	SOLAS	SOLAS acknowledging receipt of LMETB Funding Bid 2024 & if 3.1% pay increase is included
06/02/2024	O'Carolan College	O'Carolan College - BoM Documentation meetings 21/11/23 & 30/1/24
07/02/2024	ETBI	ETBI - National Survey of Special Needs Assistants
08/02/2024	St. Oliver's CC	St. Oliver's CC - BoM signed Minutes 23/10/23 & draft minutes 7/2/24
08/02/2024	SOLAS	SOLAS - Reach funding 2024 Guidelines
09/02/2024	CRO	CRO re. Registered Submission SR97881 Louth & Meath Education & Training Board - Annual Report
12/02/2024	ETBI	ETBI - Senior Cycle Redevelopment - School Information Note (B9)
13/02/2024	SOLAS	SOLAS acknowledging submission of EIST Joint Data Controller Agreement - LMETB
13/02/2024	DCEDIY	DCEDIY - Payment Letter LMETB Integration Part 1
15/02/2024	SOLAS	SOLAS acknowledging receipt of LMETB Apprenticeship Equipment Capital Funding - 2021-2022 Balancing Process
15/02/2024	ETBI	ETBI - Info Role of the NPC in nominating parents to boards of Education and Training Boards.
16/02/2024	SOLAS	SOLAS - Reach funding 2024 Guidelines Irish version
19/02/2024	SOLAS	SOLAS - Reach Funding 2024 - Initial Summary Report - submission date 29/3/24
21/02/2024	QQI	QQI Blended and Fully Online Programmes – follow up to email of 2/2/24
22/02/2024	St. Ciarán's CS	St. Ciarán's CS - Accountant's Report 2022-23 submitted to FSSI
23/02/2024	ETBI	ETBI - National Parents Council
26/02/2024	Boyne CS	Boyne Community School- Minutes of the Board of Management Meetings 06/02/24 and End of Year Accounts 2022-2023
28/02/2024	Coláiste Chú Chulainn	Coláiste Chú Chulainn re. visit from Xaverian School Brooklyn New York
29/02/2024	ETBI	ETBI - Trustee Nomination Form - Community Schools

- **Correspondence sent**

Date	Re:
15/11/2023	CE's Office to LMETB board members re. Agenda - LMETB Board Meeting 16/11/23
17/11/2023	APO CES to DoE - Request to Department for approval of gifts and scholarships on foot of BM 16/11/23
17/11/2023	DOS to DoE & HR re. Louth & Meath ETB Utilisation Forms 2022-23
20/11/2023	CE's Office acknowledging receipt of Minutes Youthreach BoM Meeting 13/11/23
20/11/2023	DOS to Ard Rí & CES Procurement re. Hot School Meals
21/11/2023	APO CES to DoE acknowledging receipt LMETB - DoE approval of scholarship-GRETB
21/11/2023	APO CES to Principals in St Oliver's CC, Scoil Uí Mhuirí & O'Carolan College re. Scéim Scoláireachtaí DEIS 2023 - DEIS Scholarship Scheme for 2023
21/11/2023	DOSD to All staff re. Alert Beware of payment change requests
22/11/2023	DOS to School Leaders re. Min. Foley - Cineáltas Flag to all primary post-primary and special schools during Anti-Bullying Week 2023
23/11/2023	DOSD to Dir. FET & HR re. ETBI email of 23/11/23 - Conversion of Craft Instructors
23/11/2023	CE's Office acknowledging receipt of SOLAS email re. Louth Meath ETB Notification of Conversion of Fixed Posts to Permanency
24/11/2023	APO L&B to SOLAS - Submitting LMETB Dunboyne College of the Future Draft Preliminary Case
24/11/2023	HR Leave Management to All Staff re. Amendments to the Parental Leave Scheme for Teachers and SNA's
27/11/2023	DOSD to DoE acknowledging receipt of email re. November Monthly Return due no later than Friday 01st December 2023
27/11/2023	CE's Office to SOLAS acknowledging receipt of email re. 2024 Cost of Living Increases Learners Allowances
28/11/2023	CE's Office to DoE -Acknowledging email re. Temporary Ukrainian SET and SNA resources effective from the 8 th Jan 2024
28/11/2023	HR EppayQueries to All Staff re. 3rd Party Deduction policy LMETB-ESBS
29/11/2023	DOSD to DoE acknowledging email re. Secretaries and caretakers in Community National, Special & Hospital Schools under the patronage of ETBs return for financial years 2022- 2023
30/11/2023	CE's Office to DCEDIY acknowledging receipt of email re. DCEDIY re. Payment Letter LMETB Integration Fund Additional 2023
30/11/2023	APO L&B to SOLAS submitting LMETB Draft FET Estate Strategy v.1
01/12/2023	CE's Office to SOLAS acknowledging receipt of Payment Advice Note from 30/11/2023 - 5 Additional Electrical
04/12/2023	CE's Office to Finance Committee re. School & FET Accounts October 2023
04/12/2023	CE's Office to DoE submitting LMETB November 2023 Monthly Return
06/12/2023	CE's Office to Board Members re. Press Release LMETB Patron of choice for Community Special School in Co. Meath.
06/12/2023	CE's Office to Oireachtas Members re. Press Release LMETB Patron of choice for Community Special School in Co. Meath.
06/12/2023	CE's Office to Finance Committee re. Capital & FET Accounts November 2023 uploaded to Sharepoint
07/12/2023	DOS to School Leaders re. ETBI Principals & Deputy Principals' Conference 2024
07/12/2023	DOS to DoE - Application for a School Roll Number for new Community Special School

08/12/2023	APO L&B to Principal Ratoath College re. Ratoath College Traffic Management Plan
08/12/2023	CE to DoE Confirming agreement to comply with Appendix A commitments re. Patronage approval for the establishment of a new special school
11/12/2023	CE's Office to DoE re. Appointment of Single Manager - Enfield Community Special School
11/12/2023	CES to All Staff re. LMETB's Policy On the use of Electronic Cigarettes on LMETB Premises
11/12/2023	CE's Office to C&AG acknowledging receipt of email 11/12/23 re. LMETB 2022 Audit Cert and Accounts
12/12/2023	CE's Office to Finance Committee re. Capital & FET Accounts for November 2023 uploaded to Sharepoint
12/12/2023	CE's Office to Finance Committee re. Schools Accounts November 2023 uploaded to Sharepoint
12/12/2023	CE's Office to Meath CoCo - acknowledging receipt of letter re. Nomination to LMETB of Cllr. Caroline O'Reilly to replace the late Cllr. Damien O'Reilly
14/12/2023	CE's Office to Cllr. Caroline O'Reilly - Letter of Appointment - LMETB Board
15/12/2023	CE's Office to Finance Committee - Ó Fiaich College Accounts November 2023 uploaded to Sharepoint
19/12/2023	CE's Office to DoE - Submitting LMETB End of Year non-pay appeal 2023 unsigned with signed to follow
19/12/2023	Ethics to Principals & ETMs-Ethics in Public Office for the Year 2023- Designated Positions of Employment-Return to be made between 1 st & 31 st Jan 2024
20/12/2023	CE's Office to DoE re. Acknowledging receipt of email re. LMETB Q4 2023 - Early Warning Return to be submitted by 17.1.24
20/12/2023	CE's Office to DoE - Submitting signed LMETB End of Year non-pay appeal 2023
20/12/2023	DOSD to DoE acknowledging receipt of email re. 2023 Annual Financial Statements
20/12/2023	CE's Office to DoE Acknowledging email re. ONP Funding December 2023
21/12/2023	CE's Office to LMETB Board members re. Proposed LMETB Board Meeting in January 2024
02/01/2024	APO CES to Beaufort College confirming Ministerial approval of donation - TESCO Blue tokens
02/01/2024	APO CES to Coláiste na Mí confirming Ministerial approval of donation - Vincent de Paul
02/01/2024	APO CES to Faughart CNS confirming Ministerial approval of donation - Cllr. John Reilly
02/01/2024	APO CES to Coláiste Chú Chulainn confirming Ministerial approval of donation - St. Vincent de Paul
02/01/2024	APO CES to Bush PP confirming Ministerial approval of donation - St. Vincent de Paul
02/01/2024	APO CES to Dunshaughlin CNS confirming Ministerial approval of donation - Parents' Donation
02/01/2024	CES to School Leaders re. Personal Accident Student information pack from IPB 2024
02/01/2024	DOS to School Leaders re. CL 0001/2024 Cost of living measure to support increased school running costs in 2024
02/01/2024	CE's Office to DoE acknowledging receipt of email re. Request for December Monthly Return due no later than Friday 5 th January 2024
02/01/2024	CE's Office to DoE acknowledging receipt of email re. Cost of Living Grant 2023 - 2nd Instalment
03/01/2024	CE's Office to Cllr. Amanda Smith - Letter following resignation

03/01/2024	DOSD to SMT re. Climate action Plan 2024
04/01/2024	DOS to Meath Diocese re. Board of Management Ratoath College
08/01/2024	DOS to School Leaders re. Senior Cycle Redevelopment Information Note December Issue 2
08/01/2024	DOS acknowledging receipt of Meath Diocese email confirming Patron approval of Morag McGowan to Board of Management Ratoath College
08/01/2024	APO CES to DCFE confirming Ministerial Approval of gifts as per letter 17/11/23
09/01/2024	DOSD to APOs - Forwarding DoE ETBs Returns and Reports Deadline Calendar 2024
09/01/2024	CE's Office advising of LMETB Board Meeting 29/2/24 for diaries
09/01/2024	CE's Office advising of LMETB Board Meeting 28/3/24 for diaries
09/01/2024	CE's Office advising of LMETB Board Meeting 9/5/24 for diaries
09/01/2024	CE's Office to ETBI - acknowledging receipt of email re. Climate Action & Sustainability Toolkit - Final Documents
09/01/2024	DOSD to L&B Forwarding ETBI Climate Action & Sustainability Toolkit - Final Documents
10/01/2024	APO Finance to DoE Submitting completed CNS NTS Survey 2023 for LMETB
11/01/2024	APO Finance to DoE submitting LMETB debt & deposit returns Qtr. 4 2023
11/01/2024	Leave Applications to All Staff re. Staff Planning - Academic Year 2024-25
12/01/2024	DOS to CE's Office confirming DOS & APO CES will attend AGM of the AJTP on 13/2/24
12/01/2024	DOSD to DoE Confirming no new financial irregularities
12/01/2024	DOSD to SMT forwarding Meath CoCo Navan 2030 Newsletter
15/01/2024	DOS to School Leaders - Circular Letter 0005/2024 Teacher Fee Refund Scheme 2023
15/01/2024	DOSD to SOLAS acknowledging receipt of email re. Updated FET Lease procedure
16/01/2024	APO CES to Board Members re. Admissions Information for Cara Community Special School Enfield Co. Meath
17/01/2024	DOS to DoE submitting Patron Declaration Form for BoMs CNS Faughart, Ard Rí & Dunshaughlin
17/01/2024	DOS to Ashbourne CS re. Selection panel candidate at ACS
17/01/2024	DOSD to DoE Forwarding IAU ETBs LMETB Health & Safety Audit 2023 Final
17/01/2024	DOSD to DoE acknowledging receipt of DoE email re. LMETB - 2023 End of Year Service Plan - Letter and Figures
17/01/2024	FET Directorate to DCEDIY acknowledging receipt of email re. LMETB - UBU Allocation Letter 2024
18/01/2024	APO Finance to DoE submitting LMETB Q4 2023 Prompt Payment Returns
19/01/2024	APO CES to Board Members re. LMETB Awards Ceremony for Academic Achievement on 26/1/24 - Schools
19/01/2024	DOSD to DoE - Notes for SEC GEN re LMETB AFS 2022
19/01/2024	DOSD to DoE -Amended Notes for SEC GEN re LMETB AFS 2022
22/01/2024	Dir FET to DFHERIS re. PLC Charges Fees Section 50 ETB Act 2013.
22/01/2024	CE's Office to DCEDIY acknowledging receipt of LMETB UBU Allocation Letter 2024
22/01/2024	DOSD to DoE - Acknowledging receipt of email re. Ethics/Standards in Public Office Return for the period 1/1/23 – 31/12/23
22/01/2024	HR Pay Admin to All Staff re. PRSI Class Budgetary Change

22/01/2024	CE's Office to DCEDIY - Acknowledging receipt of email re. LMETB Letter of Allocation for Integration Fund 2024
22/01/2024	CE's Office to DoE acknowledging email re. 2024 Initial Service Plans
23/01/2024	CE's Office to A & R Committee re. LMETB Health & Safety Audit 2023 Final
23/01/2024	CE's Office to A & R Committee re. ICT sectoral report
24/01/2024	CE's Office to A & R Committee re. C&AG Report re. LMETB AFS 2022
24/01/2024	CE's Office to Finance Committee re. C&AG Report re. LMETB AFS 2022
29/01/2024	FET Directorate to SOLAS acknowledging receipt of email re. LMETB PLC Teacher Allocation Revised
30/01/2024	CE's Office to DCEDIY acknowledging receipt of Payment Letter LMETB Q1 UBU 2024
31/01/2024	L&B to SEAI submitting LMETB Stage 1 Building Stock Plan - Building Register
01/02/2024	APO Finance to SOLAS submitting LMETB Funding Bid 2024
02/02/2024	CES Insurance to School Leaders re. Personal Accident Student information pack from IPB 2024 NEW IPB PROCESS Claim Forms no longer stamped by school
02/02/2024	APO IT to All Staff re. ICT UPDATE Stream being changed Urgent Action Required!
02/02/2024	APO IT to All Staff re. Security Advisory on Massive Data Breach known as Mother of all Breaches (MOAB)
06/02/2024	APO to SOLAS confirming that 3.1% pay increase is included in LMETB Funding Bid 2024
06/02/2024	CE's Office to DoE - acknowledging receipt of email re. Initial Allocation of Approved Teaching Posts for the 2023/24 School Year
08/02/2024	HR Leave Management to Teaching Staff - Pilot Voluntary Redeployment Scheme 2024-2025 for Post Primary Schools
08/02/2024	DOSD to DoE advising that LMETB Q4 2023 - Early Warning Return will be submitted shortly
09/02/2024	DOS to School Leaders re. National Survey of Special Needs Assistants
09/02/2024	DOS to School Leaders re. Letter Exemption from the study of Irish in Post-primary schools
09/02/2024	CE's Office to DoE submitting LMETB Q4 2023 - Early Warning Return
13/02/2024	CE's Office to DCEDIY acknowledging receipt of email re. Payment Letter LMETB Integration Part 1
14/02/2024	APO CES to Music Generation Meath re. Music Generation Inclusion Bursary Project
15/02/2024	APO Finance to SOLAS submitting LMETB Apprenticeship Equipment Capital Funding - 2021-2022 Balancing Process
19/02/2024	CE's Office to SOLAS - acknowledging receipt of email re. Reach Funding 2024 - Initial Summary Report - submission date 29/3/24
19/02/2024	CE's Office to Board members advising date of Board meeting 21/11/24
20/02/2024	DOSD to DoE advising that 2024 Initial Service Plans will be submitted on 1/3/24 after BM 29/2/24
22/02/2024	CE's Office to Board Members re. documentation for LMETB Board Meeting 29/2/24
22/02/2024	DOS to DoE - Urgent Requirement for School Transport for Primary Pupils who have enrolled in Multi Denominational Primary Education in Dundalk Co. Louth
23/02/2024	CE's Office acknowledging receipt of DoE email re. ETBs Annual Financial Accounts 2023 Progress Report – 29/02/2024

23/02/2024	DOS to DoE – Further email re. Urgent Requirement for School Transport for Primary Pupils who have enrolled in Multi Denominational Primary Education in Dundalk Co. Louth
26/02/2024	APO CES to Min. Public Expenditure & Reform submitting Report on Protected Disclosures by aegis bodies before 31st March 2024
26/02/2024	APO CES to DoE Submitting reports due on Protected Disclosure S22
27/02/2024	CE's Office to Finance Committee advising School Accounts December 2023 uploaded to Sharepoint
28/02/2024	HR Leave Management to All Staff re. Circular Letters – Teachers & SNA's Sick Leave Schemes
29/02/2024	DOSD to SMT re. ETBI email - Trustee Nomination Form - Community Schools
29/02/2024	DOS to School Leaders re. Important Update on National Parents Council

• **Correspondence sent on foot of Board meeting held on 16th November 2023**

Date	Re:
23/11/2023	Condolence Card/Letter sent to the Families of: Mrs. Kathleen Collins, Ms. Carol Early, Ms. Sinead O'Hanlon, Mrs. Ann Lavelle, Mr. John Lynch, Ms. Joan Feehan, Ms. Sharon Maher, Ms. Mairéad Curran, Mr. Denis Collins, Mr. Anton Trant, Mr. Tom O'Brien, Mr. Ultan Fitzpatrick, Mrs. Maureen McHugh, Mr. Tommy Mullen
23/11/2023	CE's Office to Dir. FET re. Report, BoM Minutes, Policies & MoU
23/11/2023	CE's Office to Chair Adult Education Committee re. BoM Minutes
23/11/2023	CE's Office to Sec BoM Beaufort College re. BoM Minutes & School Policies
23/11/2023	CE's Office to Sec BoM DCFE re. BoM Minutes
23/11/2023	CE's Office to Sec BoM DIFE re. BoM Minutes
23/11/2023	CE's Office to Dir. Schools re. Report, BoM Minutes of School Board of Managements, Memberships of BoM, School Policies
28/11/2023	CE's Office to Sec BoM Bush PP re. BoM Minutes & School Based Policies
28/11/2023	CE's Office to Sec BoM Dunshaughlin CC re. BoM Minutes & School Policies
28/11/2023	CE's Office to Sec BoM Enfield CC re. BoM Minutes & School Policies
28/11/2023	CE's Office to Sec BoM O'Carolan College re. BoM Minutes, School Policies
29/11/2023	CE's Office to Sec BoM Ratoath College re. BoM Minutes & School Policies
29/11/2023	CE's Office to Sec BoM Scoil Uí Mhuirí re. BoM Minutes & School Policies
29/11/2023	CE's Office to Sec BoM St. Oliver PP re. BoM Minutes & School Policies
29/11/2023	CE's Office to Sec BoM St. Oliver's CC re. BoM Minutes & School Policies
29/11/2023	CE's Office to Sec BoM St. Peters' College re. BoM Minutes & School Policies
29/11/2023	CE's Office to Sec BoM Ashbourne CNS re. BoM Minutes & School Policies
29/11/2023	CE's Office to Sec BoM Dunshaughlin CNS re. BoM Minutes & School Policies
29/11/2023	CE's Office to Sec BoM Faughart CNS re. BoM Minutes & School Policies
29/11/2023	CE's Office to Sec BoM Ard Rí CNS re. BoM Minutes & School Policies
29/11/2023	CE's Office to Sec BoM Ardee CS re. School Policies
29/11/2023	CE's Office to Sec BoM Ó Fiaich College re. School Policies
29/11/2023	CE's Office to Sec BoM Coláiste Clavin re. School Policies
29/11/2023	CE's Office to Sec BoM Coláiste de Lacy re. School Policies
29/11/2023	Oifig an PF chuig Runaí BB Coláiste Pobail Ráth Chairn maidir le Polasaí Iontrála

29/11/2023	CE's Office to Sec BoM Coláiste Ríoga re. School Policies
29/11/2023	CE's Office to Dir. OSD re. OSD Matters
29/11/2023	CE's Office to Chair Finance Committee re. Minutes & Report of Finance Committee
29/11/2023	CE's Office to Chair Gifts, Trusts & Scholarships Committee re. Minutes & Recommendations of Committee
30/11/2023	CE's Office to Chair Land & Buildings Committee re. Minutes, Report & Recommendations of Land & Buildings Committee
30/11/2023	CE's Office to Chair Audit & Risk Committee re. Audit & Risk ToR & Risk Evaluation
30/11/2023	CE's Office to Mr. Brian Dromey – Male parent nominee to BoM Coláiste Ríoga
30/11/2023	CE's Office to Nominee Darragh Roe – Principal nominee to BoM Ard Rí CNS
30/11/2023	CE's Office to Nominee Diane Fanning - Female parent nominee to BoM Ard Rí CNS
30/11/2023	CE's Office to Nominee Mr. Ike Ijeh - Male parent nominee to BoM Ard Rí CNS
30/11/2023	CE's Office to Ms. Geraldine Lacy – Female teacher nominee to BoM Ashbourne CNS
30/11/2023	CE's Office to Ms. Dorothy Butterly – BoM nominee to BoM Ashbourne CNS
30/11/2023	CE's Office to Mr. John Ennis – BoM nominee to BoM Ashbourne CNS
30/11/2023	CE's Office to Mr. Robert Gillanders – BoM nominee to BoM Ashbourne CNS
30/11/2023	CE's Office to Mr. Séamus McCarthy – Acting Principal nominee to BoM Ashbourne CNS
30/11/2023	CE's Office to Ms. Catherine Ward – Teacher nominee to BoM Dunshaughlin CNS
30/11/2023	CE's Office to Ms. Yvonne Slevin – Principal nominee to BoM Ashbourne CNS
30/11/2023	CE's Office to Ms. Laura Murphy – Female Parent nominee to BoM Dunshaughlin CNS
30/11/2023	CE's Office to Mr. Jonathon Dunne – Male Parent nominee to BoM Dunshaughlin CNS
30/11/2023	CE's Office to Ms. Mary Jackson – Patron nominee to BoM Faughart CNS
30/11/2023	CE's Office to Cllr. Andrea McKeivitt – Patron nominee to BoM Faughart CNS
30/11/2023	CE's Office to Ms. Jackie McCusker – Principal nominee to BoM Faughart CNS
30/11/2023	CE's Office to Mr. Andreu D'Arcy – Teacher nominee to BoM Faughart CNS
01/12/2023	CE's Office to Ms. Ruth Elliott – Parent nominee to BoM Faughart CNS
01/12/2023	CE's Office to Mr. Keith McArdle – Parent nominee to BoM Faughart CNS
01/12/2023	CE's Office to Mr. Paul Radford – Patron nominee to BoM Ard Rí CNS
01/12/2023	CE's Office to Cllr. Yemi Adenuga – Parent nominee to BoM Ard Rí CNS

• **Correspondence sent on foot of Board meeting held on 9th January 2024**

Date	Re:
09/01/2024	CE's Office to Dir. Schools re. Memberships of BoM, School Policies & Terms of Reference CNS
09/01/2024	CE's Office to Ms. Caitríona Noonan – BoM nominee to BoM Ard Rí CNS
09/01/2024	CE's Office to Mr. Darragh Russell – BoM nominee to BoM Ard Rí CNS
09/01/2024	CE's Office to Cllr. Yemi Adenuga – LMETB nominee to BoM Ard Rí CNS

09/01/2024	CE's Office to Ms. Laura McCartan – Female parent nominee to BoM Ashbourne CNS
09/01/2024	CE's Office to Ms. Ciara Carry – Female teacher nominee to BoM Beaufort College
09/01/2024	CE's Office to Cllr. Amanda Smith – LMETB nominee to BoM Coláiste de Lacy
09/01/2024	CE's Office to Ms. Elaine McCormack – BoM nominee to BoM Dunshaughlin CNS
09/01/2024	CE's Office to Mr. Frank Gallogly – BoM nominee to BoM Dunshaughlin CNS
09/01/2024	CE's Office to Cllr. Gerry O'Connor – LMETB nominee to BoM Dunshaughlin CNS
09/01/2024	CE's Office to Mr. Alan McArdle – BoM nominee to BoM Faughart CNS
09/01/2024	CE's Office to Mr. John Doherty – BoM nominee to BoM Faughart CNS
09/01/2024	CE's Office to Ms. Mary Jackson – LMETB nominee to BoM Faughart CNS
09/01/2024	CE's Office to Ms. Rachel McGuinness – LMETB nominee to BoM St. Peter's College
10/01/2024	Condolence Card/Letter sent to the Families of: Mrs. Marie Lambe, Ms. Eimear Gilligan, Mrs. Maureen Martin, Mr. Jim Marsden, Mrs. Betty Clifford, Mr. Seanie Dalton, Mr Michael Ludden
23/01/2024	CE's Office to Garda Gerry Walsh – nominee of local associations, organisations or interests nominated by LMETB in consultation with the Bishop to BoM St. Peter's College
23/01/2024	CE's Office to Chair Land & Buildings Committee re. Recommendations of Land & Buildings Committee
23/01/2024	CE's Office to Dir. OSD re. OSD Matters
24/01/2024	CE's Office to Ms. Morag McGowan – nominee of local associations, organisations or interests nominated by LMETB in consultation with the Bishop to BoM Ratoath College

The Cathaoirleach invited questions and comments from members.

5. Committees and Reports

5.1 Director of Further Education and Training Report

The Cathaoirleach referred members to the report of the Director of Further Education and Training.

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

5.1.1 Further Education and Training Committee/Board of Management Minutes

The minutes of the meeting of the Board of Management of Dunboyne College of Further Education which took place on 3rd October 2023 were noted.

The minutes of the meeting of the Board of Management of Drogheda Institute of Further Education which took place on 4th October 2023 were noted.

The minutes of the meeting of the Youthreach Board of Management which took place on 11th September 2023 were noted.

The minutes of the meeting of the Youthreach Board of Management which took place on 13th November 2023 were noted.

5.1.2 Membership of Committees

It was resolved **R. 07/02/2024** to approve the nomination of Cllr. Caroline O'Reilly as LMETB nominee to the Board of Management of Dunboyne College of Further Education.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Paul McCabe

5.1.3 Further Education and Training Policies

College/Centre	Policy
LMETB	Youth Work Plan 2023-2025 - English & Gaeilge versions

The above policy was noted.

5.1.4 Proposed Contributions/Fees

College/Centre	
Dunboyne College of Further Education	A non-refundable registration fee of €30 will be payable on acceptance of a PLC place
Drogheda Institute of Further Education	A non-refundable registration fee of €30 will be payable on acceptance of a PLC place
Ó Fiaich Institute	A non-refundable registration fee of €30 will be payable on acceptance of a PLC place

It was resolved **R. 08/02/2024** to approve the above proposed contributions.

Proposed: Ms. Caroline Canny

Seconded: Cllr. Paul McCabe

5.2 Director of Schools Report

The Cathaoirleach referred members to the report of the Director of Schools.

The report of the Director of Schools was noted.

5.2.1 Minutes of Boards of Management meetings

School	Date of Meeting
Beaufort College	26/10/2023
Beaufort College	19/12/2023
Bush PP	20/09/2023
Coláiste Clavin	23/10/2023
Coláiste de Lacy	12/12/2023

Ratoath College	23/10/2023
St. Oliver's CC	23/10/2023
Faughart CNS	07/11/2023
Joint Patronage Schools	

The

minutes of the above meetings were noted.

5.2.2 Memberships of Boards of Management

Consideration of the nomination of an LMETB nominee to the Board of Management of St. Peter's College, Dunboyne to replace Mr. Tom O'Mahony was deferred.

It was resolved **R. 09/02/2024** to approve the nomination of Cllr. Caroline O'Reilly as LMETB nominee to the Board of Management of St. Peter's College, Dunboyne to replace the late Cllr. Damien O'Reilly.

Proposed: Cllr. Wayne Harding

Seconded: Cllr. Paul McCabe

It was resolved **R. 10/02/2024** to approve the nomination of Mr. Ciaran Flynn as Board of Management nominee to the Board of Management of Ashbourne CNS.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Paul McCabe

It was resolved **R. 11/02/2024** to approve the nomination of Mr. Michael McGill as Board of Management nominee to the Board of Management of Ashbourne CNS.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Paul McCabe

It was resolved **R. 12/02/2024** to approve the nomination of Mr. John Ennis as Chairperson of the Board of Management of Ashbourne CNS.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Paul McCabe

5.2.3 School Based Policies:

School	Policy
Beaufort College	Anti Bullying Policy Revised 2024
Faughart CNS	Critical Incident Policy
Faughart CNS	Digital Learning Plan Jan 2024
Faughart CNS	Teaching Comprehension Plan Jan 2024

The above policies were noted.

5.2.4 Proposed Contributions from Parents/Guardians for 2024-2025

There was no business under this heading.

5.2.5 Terms of Reference of Boards of Management of ETB Post-Primary schools

It was resolved R. **13/02/2024** to approve the Terms of Reference of Boards of Management of ETB Post-Primary schools.

Proposed: Cllr. Gerry O'Connor

Seconded: Ms. Caroline Canny

5.2.6 Terms of Reference of Boards of Management of ETB Community National Schools (including Community Special and Hospital Schools)

It was resolved R. **14/02/2024** to approve the Terms of Reference of Boards of Management of ETB Community National Schools (Including Community Special and Hospital Schools) in respect of Ard Rí, Ashbourne, Dunshaughlin and Faughart Community National Schools

Proposed: Cllr. John Sheridan

Seconded: Ms. Siobhán Greer

5.2.7 Governance Manual for Primary Schools 2023 – 2027

It was resolved R. **15/02/2024** to approve the Governance Manual for Primary Schools in respect of Ashbourne CNS.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Gerry O'Connor

6. OSD Matters

6.1 Human Resources Update

DOSD advised that and confirmed that a staff member has been charged with oversight in the area of LMETB's Public Sector Duty under the Irish Human Rights and Equality Commission Act 2014.

The Human Resource update was noted.

6.2 Minutes:

6.2.1 It was resolved R. **16/02/2024** to approve the minutes of the Finance Committee meeting held on 15th November 2023.

Proposed: Mr. Billy Doyle

Seconded: Ms. Caroline Canny

6.2.2 It was resolved **R. 17/02/2024** to approve the minutes of the Gifts, Trusts and Scholarships Committee meeting held on 10th November 2023.

Proposed: Cllr. John Sheridan

Seconded: Ms. Siobhán Greer

6.2.3 It was resolved **R. 18/02/2024** to approve the minutes of the Land and Buildings Committee meeting held on 13th November 2023.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Gerry O'Connor

6.2.4 It was resolved **R. 19/02/2024** to approve the minutes of the Land and Buildings Committee meeting held on 9th January 2024.

Proposed: Cllr. Nick Killian

Seconded: Cllr. Gerry O'Connor

6.3 Reports

6.3.1 It was resolved **R. 20/02/2024** to approve the report on foot of the Finance Committee meeting held on 15th November 2023.

Proposed: Mr. Billy Doyle

Seconded: Ms. Caroline Canny

6.4 Memberships and Chairpersons of Boards/Committees

It was resolved **R. 21/02/2024** to approve the nomination of Cllr. Paul McCabe to The Gifts, Trusts & Scholarships Committee to replace Cllr. Amanda Smith.

Proposed: Cllr. John Sheridan

Seconded: Cllr. Nick Killian

6.5 Policies and Documentation

- 6.5.1. Updated Executive Orders
- 6.5.2. LMETB Social Media Policy – New Policy
- 6.5.3. Statement of Policy Disclosure of Interests Members - Updated on foot of IAU findings
- 6.5.4. Statement of Policy Disclosure of Interests Staff - Updated on foot of IAU findings
- 6.5.5. Updated Procurement Policy
- 6.5.6. LMETB Equality and Human Rights Statement
- 6.5.7. Draft updated Gifts Trusts and Scholarships Policy

The above documents were noted.

6.5.8. Draft updated Terms of Reference for the Gifts, Trusts and Scholarships Committee

It was resolved **R. 22/02/2024** to approve the draft updated Terms of Reference for the Gifts, Trusts and Scholarships Committee.

Proposed: Cllr. Gerry O'Connor

Seconded: Cllr. John Sheridan

6.6 Gifts, Trusts and Scholarships

6.6.1 Cllr. Sheridan reported on behalf of the Gifts, Trust and Scholarships Committee. Cllr. Sheridan advised that the Committee met on 20th February 2024 at which it approved minutes of the meeting held on 10th November 2023, considered a draft updated policy on Gifts, Trust and Scholarships, draft updated Terms of Reference for the Gifts, Trust and Scholarships Committee, donations, a scholarship, reports by the CE thereon and the register of Gifts, Trusts and Scholarships for 2023.

Cllr. Sheridan advised that the Committee resolved to recommend approval by the Board of the draft updated policy on Gifts, Trust and Scholarships and the draft updated Terms of Reference for the Gifts, Trust and Scholarships Committee.

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

1: Donation of a piano worth €740 by a parent to St. Peter's College, Dunboyne
Details of the Donor: A parent
Details of the gift: Piano worth €740
Purpose of the Gift: For the benefit of the school

It was resolved **R. 23/02/2024** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. John Sheridan

Seconded: Mr. Billy Doyle

2: Donation of €1,500 by a parent for SNU (An Chrannóg) in St. Peter's College, Dunboyne
Details of the Donor: A parent
Details of the gift: €1,500
Purpose of the Gift: For An Chrannóg

It was resolved **R. 24/02/2024** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. John Sheridan

Seconded: Mr. Billy Doyle

3. Donation of €1,000 by Godolphin Ireland Ltd to St. Peter's College, Dunboyne
Details of the Donor: Godolphin Ireland Ltd
Details of the gift: €1,000

Purpose of the Gift: To be used for any educational or social purpose on the understanding that it benefits all pupils equally

It was resolved **R. 25/02/2024** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. John Sheridan

Seconded: Mr. Billy Doyle

4: Donation of €200 by Ganson Building & Civil Engineering Ltd to Coláiste na Mí

Details of the Donor: Ganson Building & Civil Engineering Ltd

Details of the gift: €200

Purpose of the Gift: Towards the cost of the Coláiste na Mí school musical to be held in the Solstice Theatre Navan in March 2024

It was resolved **R. 26/02/2024** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. John Sheridan

Seconded: Mr. Billy Doyle

5. Sponsorship of CLG jerseys for Coláiste Pobail Ráth Chairn worth €977 by Siopa Údar

Details of the Donor: Part of Glór na nGael, located in Ráth Chairn. <https://www.siopaudar.ie/>

Details of the gift: Sponsorship of set of CLG jerseys worth €977

Purpose of the Gift: To support a school team

It was resolved **R. 27/02/2024** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. John Sheridan

Seconded: Mr. Billy Doyle

6. Sponsorship of CLG jerseys for Coláiste Pobail Ráth Chairn worth €977 by Edward Gillic (parent)

Details of the Donor: Edward Gillic (parent)

Details of the gift: Sponsorship of set of CLG jerseys worth €977

Purpose of the Gift: To support a school team

It was resolved **R. 28/02/2024** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. John Sheridan

Seconded: Mr. Billy Doyle

7. Sponsorship of CLG jerseys for Coláiste Pobail Ráth Chairn worth €977 by Daniel McGivern (parent)

Details of the Donor: Daniel McGivern (parent)

Details of the gift: Sponsorship of set of CLG jerseys worth €977

Purpose of the Gift: To support a school team

It was resolved **R. 29/02/2024** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. John Sheridan

Seconded: Mr. Billy Doyle

8. Sponsorship of sacair jerseys for Coláiste Pobail Ráth Chairn worth €724 by Daniel McGivern (parent)

Details of the Donor: Daniel McGivern (parent)

Details of the gift: Sponsorship of set of CLG jerseys worth €724

Purpose of the Gift: To support a school team

It was resolved **R. 30/02/2024** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the donation, subject to Ministerial approval.

Proposed: Cllr. John Sheridan

Seconded: Mr. Billy Doyle

Cllr. Sheridan advised that the Committee resolved not to recommend approval by the Board of the following donation:

1. Sponsorship of GAA jerseys for Beaufort College worth up to €1,000 by TFW Foodservices (supplier of school meals)

Details of the Donor: TFW Foodservices (supplier of school meals)

Details of the gift: Sponsorship of set of CLG jerseys worth up to €1,000

Purpose of the Gift: To support a school team

It was resolved **R. 31/02/2024** to approve the recommendation of the Gifts, Trusts and Scholarships Committee not to approve the donation.

Proposed: Cllr. John Sheridan

Seconded: Mr. Billy Doyle

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

1: Establishment of Sports Scholarships award at O Fiaich Institute

Details of the donor: Keenan Timber Frame Housing

Details of the scholarship: €2,100 for academic year 2023/2024

Purpose of the scholarship: To facilitate the academic and sporting endeavours of successful recipients

It was resolved **R. 32/02/2024** to approve the recommendation of the Gifts, Trusts and Scholarships Committee to approve the scholarship, subject to Ministerial approval.

Proposed: Cllr. John Sheridan

Seconded: Mr. Billy Doyle

6.6.2. Report of the Chief Executive under Section 24 of the 2013 ETB Act (Scholarships)

It was resolved **R. 33/02/2024** to approve the Report of the Chief Executive under Section 24 of the 2013 ETB Act.

Proposed: Cllr. John Sheridan

Seconded: Ms. Siobhán Greer

6.6.3. Report of the Chief Executive under Section 29 of the 2013 ETB Act (Gifts)

It was resolved **R. 34/02/2024** to approve the Report of the Chief Executive under Section 29 of the 2013 ETB Act.

Proposed: Cllr. John Sheridan

Seconded: Ms. Siobhán Greer

6.7 Data Breach Reports

Members noted the Data Breach Reports.

6.8 Risk Management Report for Quarter 1, 2024

Members noted the Risk Management Report.

DOSD briefed members on LMETB's participation in an important workshop earlier this week.

7. Land and Buildings

7.1 Report on behalf of the Land and Buildings Committee

APO Land and Buildings briefed members.

Members noted that the Dunshaughlin Community National School and Coláiste De Lacy building projects are Department led and expressed concern at the delay in progress on both. Members noted that rapid progress is critical in order to meet the demand for places.

It was resolved **R. 35/02/2024** to approve the report on behalf of the Land and Buildings Committee.

Proposed: Cllr. Gerry O'Connor

Seconded: Ms. Caroline Canny

7.2 Leases/Licenses/Short Term Rentals/Property

Leases

7.2.1 Consideration of a lease renewal for Unit 10 - Dunboyne College of Further Education

It was resolved **R. 36/02/2024** to approve the recommendation of the Land and Buildings Committee to renew the lease of Unit 10 for Dunboyne College of Further Education.

Proposed: Cllr. Gerry O'Connor

Seconded: Ms. Caroline Canny

7.2.2 Consideration of a lease renewal for Unit 13 - Dunboyne College of Further Education

It was resolved **R. 37/02/2024** to approve the recommendation of the Land and Buildings Committee to renew the lease of Unit 13 for Dunboyne College of Further Education.

Proposed: Cllr. Gerry O'Connor

Seconded: Ms. Caroline Canny

Licences

7.2.3 Consideration of a licence renewal for Unit 14a - Dunboyne College of Further Education

It was resolved **R. 38/02/2024** to approve the recommendation of the Land and Buildings Committee to renew the licence for Unit 14a for Dunboyne College of Further Education.

Proposed: Cllr. Gerry O'Connor

Seconded: Ms. Caroline Canny

7.2.4 Consideration of new licence for Unit 33, 34 & 35 - Dunboyne College of Further Education

It was resolved **R. 39/02/2024** to approve the recommendation of the Land and Buildings Committee to enter into a new licence for Unit 33, 34 & 35 for Dunboyne College of Further Education.

Proposed: Cllr. Gerry O'Connor

Seconded: Ms. Caroline Canny

7.2.5 Consideration of new licence with Meath County Council at New Main Street, Enfield for temporary location of school

It was resolved **R. 40/02/2024** to approve the recommendation of the Land and Buildings Committee to enter into a new licence with Meath County Council at New Main Street, Enfield for temporary location of school.

Proposed: Cllr. Gerry O'Connor

Seconded: Ms. Caroline Canny

7.2.6. Camelot Studios – Increase in terms 1st March to 31st May 2024 – DCFE

It was resolved **R. 41/02/2024** to approve the recommendation of the Land and Buildings Committee to agree to an increase in the terms of the licence with Camelot Studios for Dunboyne College of Further Education.

Proposed: Cllr. Gerry O'Connor

Seconded: Ms. Caroline Canny

7.3 Developments and updates on Land and Buildings recommended by Land and Buildings Committee

It was resolved **R. 42/02/2024** to approve the developments and updates on Land and Buildings recommended by Land and Buildings Committee.

Proposed: Cllr. Gerry O'Connor

Seconded: Mr. Barry McCourt

8. Any Other Business

Members complimented all concerned in delivering and running the Special Needs Unit “An Chrannóg” in St. Peter’s College.

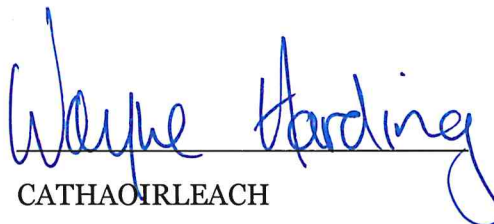
It was resolved **R. 43/02/2024** to approve the installation of a plaque in “An Chrannóg” in memory of the late Cllr. Damien O’Reilly in recognition of his role in securing approval and funding for the unit.

Proposed: Cllr. Paul McCabe

Seconded: Cllr. Caroline O’Reilly

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

SIGNED:


CATHAOIRLEACH

DATE:

