

MINUTES OF MEETING HELD ON TUESDAY, 11 FEBRUARY 2020

A meeting of Cavan and Monaghan Education and Training Board
took place in **Monaghan Institute, Armagh Road, Monaghan**
on Tuesday, 11 February 2020 at 2p.m.

BAILL I LATHAIR: **Clifford Kelly**

BAILL I LATHAIR: Madeleine Argue, Carmel Brady, Aidan Campbell, Sean Conlon, Rosena Donagh, Brendan Fay, Sean Fegan, Michelle Flynn, Brian Martin, Micheál Martin, Martin McBreen, Joe McGrath, PJ O'Hanlon, Sarah O'Reilly,

LEITHSCEIL: April Anna Barker, Elaine Carolan, Colm Carthy, David Maxwell, Sean Smith, Patricia Walsh

AR FREASTAIL: John Kearney, Chief Executive
Berni Power, DOSD
Linda Pinkster, DFET
Amanda Taylor, APO
Gerardine Heaphey, AO
Marie Traynor, SSO
Geraldine Gray, CPO

1. Preliminary

1.1 Welcome

The Chairperson welcomed all present and introduced two students, Sarah and Katie Mooney from Castleblayney College, who were accompanied by their teacher, Celine Keith. These two students competed in the Young Scientist Competition 2020 with their project entitled "**When does your nose doze?**" which was commended at this prestigious national competition.

The members congratulated them on their success at the YSI Competition and thanked them for their PowerPoint presentation to the meeting. Their teacher, Celine Keith, was also complimented.

1.2 Travel & Subsistence System

Carmel McMahon presented a demonstration on the new on-line Travel & Subsistence System. Board members expressed a number of reservations about the new system.

1.3 Declaration of Interest

The Declaration of Interest statement was circulated and signed.

1.4 Apologies/ Absence Approval

It was resolved: R. 01/02/2020

“to approve the absence of April Anna Barker, Elaine Carolan, Colm Carthy, David Maxwell, Sean Smith and Patricia Walsh.”

Proposed by Mr S Fegan Seconded by Ms M Flynn
PASSED UNANIMOUSLY

Condolences

To Caoimhghín Ó Caoláin, T.D., on the death of his brother, Dermot Keelan (Ó Caoláin)

To Donal Crotty on the death of his brother, Tom Crotty

To Orla Ruxton (Carrickmacross Youthreach) on the death of her father-in-law, James McKenna

To Phil Sheridan on death of his son, Padraig Sheridan (Teacher in Education Unit, Loughan House)

To Pauline Grogan (CMETB Admin. Centre) on the death of her father, Eamonn Quinn

1.5 Minutes of Meeting

It was resolved: R. 02/02/2020

“to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 17 December 2019 subject to the following amendment:

Amendment to Minutes of 17 December 2019:

5.5 Other Matters

“The issue of closing of Parents’ Association Bank Accounts was raised with the Executive providing clarity on the C&AG recommendation.”

Proposed by Mr J McGrath Seconded by Mr B Martin
PASSED UNANIMOUSLY

1.6 Matters Arising

No business

2. Correspondence and Matters Arising

2.1 Correspondence

- **Department of Education and Skills: Circulars**

<i>Reference</i>	<i>Details</i>
Circular letter 0065/2019	Revision of salaries for Special Needs Assistants (SNAs) with effect from 1 January 2020

Circular Letter 0068/2019	Revision of salaries in respect of all staff other than Teachers and SNAs employed by ETBs with effect from 1 January 2020
Circular Letter 0069/2019	Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 January 2020
Circular 0071/2019	Educational licences for the use of Copyright works
Circular 0072/2019	Revised Rates and Thresholds of the Additional Superannuation Contribution with Effect from 1 January 2020 for members of Standard Accrual Pension Scheme, Fast Accrual Pension Scheme and Single Pension Scheme.
Circular Letter 0073/2019	Revision of Certain Daily/Hourly Rates for Primary Teachers with effect from 1 January 2020 Public Service Stability Agreement 2013 – 2020 (Haddington Road Agreement/ Lansdowne Road Agreement) and the Public Service Pay and Pensions Act 2017
Circular Number: 0001/2020	Revisions to the Leaving Certificate Arabic interim syllabus and the introduction of a revised specification for Leaving Certificate Classical Studies.
Circular Number: 0002/2020	Prescribed Material for the Leaving Certificate English Examination in 2022
Circular Letter 0003/2020	Teacher Fee Refund Scheme 2019: for Courses/Part of courses completed in the period 1 September 2018 to 31 August 2019
Circular Letter 0004/2020	Work Stoppage by TUI Member Teachers - 4 February 2020
Circular 0005/2020	Standardisation of the School Year in respect of Primary & Post-Primary Schools for the years 2020/21, 2021/22 and 2022/23
Circular 0006/2020	Diversification of Foreign Languages Provision in the curriculum: Additional allocation of hours for post-primary schools introducing lesser taught and new foreign languages in the school year 2020-2021 under Languages Connect - Ireland's Strategy for Foreign Languages in Education 2017-2026

Department of Education and Skills Circulars are available to download from the Department's website <https://www.education.ie/en/Circulars-and-Forms/Active-Circulars/?pageNumber=1>

READ

- Correspondence received from **DES**

Date	General Correspondence: DES
10/01/2020	DES: Subject Inspection report: Art, Craft and Design (Coláiste Dún an Rí)
28/01/2020	Ethics/SIPO Return for period 1 January 2019 to 31 December 2019: ETB requirements under the Ethics Acts
30/01/2020	Clarifications - Ethics/SIPO Return for period 1 January 2019 to 31 December 2019

READ

Date	Finance Correspondence: DES
20/12/2019	Sanction to avail of Business-on-Line EFT facilities to an amount of €4,500,000 from 1 January 2020 to 31 December 2020
07/01/2020	General and Post-Primary Non-pay (ONP) Grant for 2019
17/01/2020	Grants for the Financial Year ending 31 December 2019
31/01/2020	Letter of Determination in respect of year ending 31 December 2020

Date	Land and Buildings Correspondence: DES
09/12/2019	Signed and sealed SLA for Delivery of Devolved Major Project for Scoil Mhuire, Rockcorry RN 10429W

READ

- Correspondence received from **other sources**

Audit		
<i>Date</i>	<i>From:</i>	<i>Details</i>
24/01/2020	Comptroller and Auditor General (C&AG)	Audit of CMETB Financial Statements 2019: Letter of Engagement

READ

<i>Date</i>	<i>From:</i>	<i>Details</i>
Finance	Correspondence from Other Sources	
10/12/2019	DEASP	School Meals (Local Projects) Scheme 2019/2020: Inver College - 1st instal of €49,714 to issue
11/12/2019	DEASP	School Meals (Local Projects) Scheme 2019/2020: Ballybay Community College - 2 nd instal of €19,575.76 to issue
11/12/2019	DEASP	School Meals (Local Projects) Scheme 2019/2020: - Beech Hill College - 2 nd instal of €118,064.10 to issue
11/12/2019	DEASP	School Meals (Local Projects) Scheme 2019/2020: Breifne College - 2 nd instal of €26,042.35
11/12/2019	DEASP	School Meals (Local Projects) Scheme 2019/2020: Castleblayney College - 1st instal of €21,553.50 to issue
11/12/2019	DEASP	School Meals (Local Projects) Scheme 2019/2020: Castleblayney and Clones SCP - 2 nd instal of €5,468.40 to issue
11/12/2019	DEASP	School Meals (Local Projects) Scheme 2019/2020: Inver College - 2 nd instal of €67,469 to issue
11/12/2019	DEASP	School Meals (Local Projects) Scheme 2019/2020: North Monaghan SCP - 2 nd instal of €3,061.80 to issue
11/12/2019	DEASP	School Meals (Local Projects) Scheme 2019/2020: St Mogue's College - 2 nd instal of €23,568 to issue
19/12/2019	DEASP	School Meals (Local Projects) Scheme 2019/2020: Cavan SCP - 1 st instal of €972.95 to issue
13/12/2019	The Arts Council	Funding of € 35k for the Garage Theatre for 2020
13/01/2020	DCYA	Funding up to a max. of €132,123 for 2020 in respect of Youth Work Functions/Technical Assistance in Cavan and Monaghan
14/01/2020	DCYA	Funding up to a max. of €56,850 for 2020 in respect of Local Youth Club Grant Scheme in Cavan and Monaghan
15/01/2020	Revenue Commissioners	Charity Constitution change of Procedure
23/01/2020	Léargas	Grant Agreement Amendment Key Action 1 - Learning Mobility of Individuals: 2018-1-IE01-KA101-038686 - amendment to contract for signing
31/01/2020	DCYA	Funding up to a max. of €114,493 for 2020 in respect of Youth Information Scheme in Cavan and Monaghan
31/01/2020	DCYA	Funding up to a max. of €49,445 for 2020 in respect of Targeted Youth Funding Scheme (ISPCC Monaghan)
31/01/2020	DCYA	Funding up to a max. of €177,974 for 2020 in respect of Bounce Back Youth Service South East Cavan
		Funding up to a max. of €122,772 for 2020 in respect of Bounce Back Youth Service West Cavan
		Funding up to a max. of €165,858 for 2020 in respect of Include Youth Service Monaghan

Date	From:	Subject
Land and Buildings:	Correspondence from Other Sources	
10/01/2020	Chairperson of BOM, Gaelscoil Lorgan. Castleblayney	Gaelscoil Lorgan devolved project

READ

Date	From:	Subject
GENERAL	Other Sources	
25/11/2019	Monaghan Co Co	Nominating Cllr Richard Truell, Cllr Pat Treanor and Somhairle MacConghail (Arts Officer) to the Garage Theatre Board of Management
20/12/2019	DCYA	Requirements for UBU Your Place Your Space and related milestones for ETBs
03/01/2020	NCSE	sanction for third Special Class for pupils with ASD for School Year 2021/22 in Castleblayney College
09/01/2020	Monaghan Co Co	Advising that Cllr Sean Conlon would replace Cllr Pat Treanor as a member of the Garage Theatre Board of Management
23/01/2020	Qualify and Qualifications Ireland (QQI)	Quality Reporting 2020
30/01/2020	QQI	Inaugural Review of Quality Assurance (QA) in ETBs

READ

- o Correspondence received from **SOLAS**

Date	Subject
09/12/2019	2019 Financial Statement for CMETB

READ

- o Correspondence received from **ETBI**

Date	Subject
02/01/2020	Arts in Education Directory
20/01/2020	Governance Training for ETB Chairpersons postponed to 29 February 2020
27/01/2020	CL 004/2020 Work Stoppage by TUI Member Teachers - 4 February 2020
28/01/2020	ETBI invited to propose one representative to put forward for nomination to the Seanad Cultural and Educational Panel - closing date for receipt of expressions of interest to ETBI is 1pm on Friday, 14 February 2020

READ

2.2 Seanad Election 2020

Selection of one ETBI representative to contest Seanad Cultural and Educational Panel - expressions of interest were invited.

It was resolved: R. 03/02/2020

Cllr Brendan Fay was selected to submit an expression of interest for consideration by ETBI.

Proposed by Cllr S O'Reilly Seconded by Mr S Fegan
PASSED UNANIMOUSLY

3. Audit

3.1 Audit

3.1.1 Audit and Risk Committee

The CE advised the meeting that the Audit and Risk Committee would be meeting in the coming week.

NOTED

3.1.2 Audit of Annual Financial Statements 2019

The CE informed the meeting that the C&AG Audit of the Annual Financial Statements 2019 would commence in early March 2020.

NOTED

4. Finance

4.1 Draft Service Plan 2020

The Draft Service Plan 2020, which was circulated in advance of the meeting, was considered.

It was resolved: R. 04/02/2020

"to adopt the Service Plan 2020."

Proposed by Cllr M Argue Seconded by Cllr C Brady
PASSED UNANIMOUSLY

5. OSD Matters

5.1 Land and Buildings

5.1.1 Leases/ Contracts: No business

5.1.2 Land and Buildings Report

Land and Buildings Report.

NOTED

5.2 Risk Management Report

Risk Management Report.

NOTED

5.3 Summary of Executive Orders (Delegation of duties):

No business

NOTED

5.4 Use of Facilities

Application for Use of CMETB Facilities

CMETB Centre	Requested by	Date/s Required
FET Campus Cavan - Pitch	Drumlane GAA Club	Wednesday and Friday nights (February and March 2020)
FET Campus Cavan - Pitch	Killygarry GAA Club	Tuesday and Thursday nights and Sunday mornings (January to December 2020)
Inver College Carrickmacross	Carrick Aces Athletic Club	Monday nights (from 27 January to 1 June 2020)
Inver College Carrickmacross	Carrick Cruisers Basketball Club	Monday to Thursday evenings (January to 30 June 2020)
Inver College Carrickmacross	Magheracloone GAA Club	Tuesday and Thursday nights (January 2020 to August 2020).
Virginia College	Cavan GAA	Wednesday evenings (29 January, 5/12/19 February 2020)
Virginia College	Virginia FC Underage	Tuesday/Wednesday/Thursday/Friday nights and Saturday mornings (30 March 2020 to 24 October 2020)
Breifne College Cavan	Cavan/Ulster GAA	21 January 2020
FET Campus Cavan	Co. Cavan Motor Club Ltd.	23 and 24 May 2020

It was resolved: R. 05/02/2020

“to approve use of facilities as outlined above subject to the usual conditions”.

Proposed by Cllr M Argue Seconded by Cllr C Brady
PASSED UNANIMOUSLY

5.5 Other Matters:

5.5.1 Disclosures Annual Report for 2019

Protected Disclosures Annual Report for 2019.

NOTED

6. Strategy Statement

6.1 Policies:

The following Board/Committee policy was discussed and it was agreed to defer consideration:

Item No	Resolution No	Name of Policy	Proposer/ Seconder
6.1.1	Deferred	CMETB Board/Committee Travel Policy and Procedures	N/a

PASSED UNANIMOUSLY

6.2 Service Level Agreement/ Memorandum of Understanding/Consortium Agreement

No business

7. Committees and Reports

7.1 Director of Further Education and Training (FET) Report:

Report from the Director of FET, Linda Pinkster.

NOTED

7.1.1 Board of Management/ Board of Governors Minutes

It was resolved to adopt the Minutes of the following Board of Management:

Resolution No	Board	Date of Meeting	Proposer / Seconder
R. 06/02/2020	Cavan Institute	01//10/2019	Proposed by Cllr M Argue Seconded by Mr S Fegan

PASSED UNANIMOUSLY

7.1.2 FET Policies: No business

7.2 Director of Schools' Report:

Report from the Director of Schools, Paddy Flood.

NOTED

7.2.1 Board of Management (BOM) Minutes

It was resolved to **adopt the Minutes** of the following Boards of Management/ Board of Governors:

Resolution No.	School/ Centre	Date of Meeting	Proposer / Seconders
	Ballybay Community College	No business	
	Beech Hill College	No business	
	Breifne College	No business	
	Castleblayney College	No business	
	Coláiste Dún an Rí	No business	
	Coláiste Oiriall	No business	
	Inver College	No business	
R. 07/02/2020	Largy College: Joint Meeting of the Board of Governors and Board of Management	21/10/2019	Proposed by Mr J McGrath Seconded by Cllr S Conlon
R. 08/02/2020	St Mogue's College	13/11/2019	Proposed by Cllr B Fay Seconded by Cllr S O'Reilly
	St Bricin's College	No business	
	Virginia College	No business	
	Garage Theatre	No business	

PASSED UNANIMOUSLY

7.2.2 Board of Management/ Board of Governors Membership

7.2.2.1 Nominations to Board of Management /Board of Governors

It was resolved: R. 09/02/2020 to appoint the following:

School/ Centre	Nominee	Proposer/ Seconders		
Ballybay Community College	Community Reps: <ul style="list-style-type: none"> Seamus Coyle Margaret McCluskey 	<p>Proposed by Cllr S O'Reilly Seconded by Mr J McGrath</p> <p>Proposed by Cllr S O'Reilly Seconded by Mr J McGrath</p>		

	<ul style="list-style-type: none"> • Matthew Leonard 	Proposed by Cllr S O'Reilly Seconded by Mr J McGrath		
	<ul style="list-style-type: none"> • Eamon McAleer 	Proposed by Cllr S O'Reilly Seconded by Mr J McGrath		
Beech Hill College	Community Reps: <ul style="list-style-type: none"> • Aidan McGuirk 	Proposed by Cllr A Campbell Seconded by Mr S Fegan		
Breifne College	Community Reps: <ul style="list-style-type: none"> • Tony Riley • Sean McKiernan • Jane Craig Elliott 	Proposed by Cllr M Argue Seconded by Ms R Donagh Proposed by Cllr M Argue Seconded by Ms R Donagh Proposed by Cllr M Argue Seconded by Ms R Donagh		
Castleblayney College	No business			
Coláiste Dún an Rí	Community Reps: <ul style="list-style-type: none"> • Brendan Murtagh • Jonathan Gilmore • Martin Kelly • Brendan Donnellan 	Proposed by Ms R Donagh Seconded by Mr S Fegan Proposed by Ms R Donagh Seconded by Mr S Fegan Proposed by Ms R Donagh Seconded by Mr S Fegan Proposed by Ms R Donagh Seconded by Mr S Fegan		

Coláiste Oiriall	Community Reps: <ul style="list-style-type: none"> • Eamonn Ó Curráin • Nollaig Mac Giolla Thuile • Una Ní Chorráin 	<p>Proposed by Cllr S Conlon Seconded by Cllr C Brady</p> <p>Proposed by Cllr S Conlon Seconded by Cllr C Brady</p> <p>Proposed by Cllr S Conlon Seconded by Cllr C Brady</p>	CMETB Reps <ul style="list-style-type: none"> • Diarmuid Mac an Fhailí • Micheál Ó Ceallacháin • Kayleigh Trappe • Margaret Dirwan 	<p>Proposed by Mr S Fegan Seconded by Mr M McBreen</p> <p>Proposed by Mr S Fegan Seconded by Mr M McBreen</p> <p>Proposed by Mr S Fegan Seconded by Mr M McBreen</p> <p>Proposed by Mr S Fegan Seconded by Mr M McBreen</p>
Inver College	Staff Reps: <ul style="list-style-type: none"> • Jacqueline McGovern • Pauric Finnegan 	<p>Proposed by Cllr PJ O'Hanlon Seconded by Mr J McGrath</p> <p>Proposed by Cllr PJ O'Hanlon Seconded by Mr J McGrath</p>	Parent Reps: <ul style="list-style-type: none"> • Gene O'Rourke • Geraldine Mahon 	<p>Proposed by Ms R Donagh Seconded by Cllr PJ O'Hanlon</p> <p>Proposed by Ms R Donagh Seconded by Cllr PJ O'Hanlon</p>
Largy College	No business			
St Bricin's College	Community Reps: <ul style="list-style-type: none"> • Aine McGuigan • Elaine Birkett • Francis Cahill 	<p>Proposed by Cllr M Argue Seconded by Cllr B Fay</p> <p>Proposed by Cllr M Argue Seconded by Cllr B Fay</p> <p>Proposed by Cllr M Argue Seconded by Cllr B Fay</p>		
St Mogue's College	Community Reps: <ul style="list-style-type: none"> • Roisin Neary 	<p>Proposed by Cllr B Fay Seconded by Cllr M Argue</p>		

	<ul style="list-style-type: none"> • Bryan McKiernan 	Proposed by Cllr B Fay Seconded by Cllr M Argue		
	<ul style="list-style-type: none"> • Elaine Reilly 	Proposed by Cllr B Fay Seconded by Cllr M Argue		
Virginia College	Community Reps: <ul style="list-style-type: none"> • Paddy O'Reilly • John Clarke • Laura McEvoy 	Proposed by Mr M McBreen Seconded by Cllr C Brady Proposed by Mr M McBreen Seconded by Cllr C Brady Proposed by Mr M McBreen Seconded by Cllr C Brady		
Cavan Institute	Business/ Education reps: <ul style="list-style-type: none"> • Andrea Flanagan • John Cusack • Tony McAvinney 	Proposed by Ms M Flynn Seconded by Cllr M Argue Proposed by Ms M Flynn Seconded by Cllr M Argue Proposed by Ms M Flynn Seconded by Cllr M Argue		
Monaghan Institute	Business/ Education reps: Tara Wilson Shane Hill	Proposed by Ms R Donagh Seconded by Cllr S Conlon Proposed by Ms R Donagh Seconded by Cllr S Conlon		

	Caroline McQuaid	Proposed by Ms R Donagh Seconded by Cllr S Conlon		
Garage Theatre	Monaghan Co. Co. Nominees: Cllr Richard Truell Cllr Sean Conlon Nominee of CE of Monaghan Co. Co.: Somhairle MacConghail	Proposed by Mr J McGrath Seconded by Cllr PJ O'Hanlon Proposed by Mr J McGrath Seconded by Cllr PJ O'Hanlon Proposed by Mr J McGrath Seconded by Cllr S Conlon		
Youthreach	Staff Reps: <ul style="list-style-type: none"> Caroline Mulvey Adam Treanor 	Proposed by Cllr C Brady Seconded by Ms R Donagh Proposed by Cllr C Brady Seconded by Ms R Donagh		

7.2.2.2 Appointment of Board of Management Chairpersons

Deferred.

7.2.3 School Based Policies: No business

8. Section 29 Appeals (In Camera)

8.1 No business

9. Attendance Approval

9.1 The Board noted the change of date of ETBI Governance Training for ETB Chairpersons to 29 February 2020

10. Schedule of Meetings 2020

Date of Next Meeting: Thursday 26 March 2020 at 2pm

SIGNED: John Harvey
CHIEF EXECUTIVE

Clifford Kelly
CHAIRPERSON

DATE: 20/05/2020

20/05/2020