

MINUTES OF MEETING HELD ON TUESDAY, 16 NOVEMBER 2021

A meeting of Cavan and Monaghan Education and Training Board
took place in the **Garage Theatre, Armagh Road, Monaghan,**
on Tuesday, 16 November 2021 at 2pm

BAILL I LATHAIR: **Colm Carthy**

BAILL I LATHAIR: Madeleine Argue, Carmel Brady, Aidan Campbell, Brendan Fay, Michelle Flynn, Micheál Martin, David Maxwell (via MS Teams), Martin McBreen, Joe McGrath, PJ O'Hanlon, Sean Smith.

LEITHSCEIL: April Anna Barker, Elaine Carolan, Sean Conlon, Rosena Donagh, Sean Fegan, Clifford Kelly, Brian Martin, Sarah O'Reilly, Patricia Walsh.

AR FREASTAIL: John Kearney, Chief Executive
Berni Power, DOSD
Paddy Flood, DOS
Linda Pinkster, DFET
Amanda Taylor, FO
Gerardine Heaphey, AO
Marie Traynor, SSO
Seamus Connolly, CPO

1. Preliminary

1.1 Welcome

The Chairperson welcomed all present

1.2 Declaration of Interest

The Declaration of Interest statement was circulated and signed.

Members were reminded of their responsibilities and that should any Conflict of Interest arise in the course of the meeting they must declare at that stage.

1.3 Apologies/ Absence Approval:

It was resolved: R. 01/11/2021

“to approve the absence of April Anna Barker, Elaine Carolan, Sean Conlon, Rosena Donagh, Sean Fegan, Clifford Kelly, Brian Martin, Sarah O'Reilly and Patricia Walsh”

Proposed by Cllr C Brady Seconded by Mr J McGrath
PASSED UNANIMOUSLY

Condolences

- To Kevin Farrelly (Cootehill Youthreach Centre) on the death of his father, EJ Farrelly
- To Concepta Murray (Monaghan Admin. Centre) on the death of her father, Seamus Murray
- To the Family of the late Kathleen Richey, Blacklion, Co Cavan

Congratulations

- To Roisin Murtagh (Inver College) on her Newry and Mourne Community Award for Services to her Local Community during Covid
- To Carrick Ladies' LGFA on winning the Ulster Ladies' Gaelic Final
- To Cavan Institute and Monaghan Institute on their recent Virtual Graduation Ceremonies

1.4 Minutes of Meeting

It was resolved: R. 02/11/2021

“to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 5 October 2021.”

Proposed by Cllr M Argue Seconded by Cllr B Fay
PASSED UNANIMOUSLY

1.5 Matters Arising

Business Continuity Plan (BCP)

The CE updated the meeting on the Business Continuity Plan with regard to Covid-19 as follows:

- Schools have reopened and are operating successfully
 - Quality of teaching and learning is being maintained
- FET Centres are operating well with various programmes being delivered
- Admin Centres: Team rotation in place
 - Adhering to Government guidelines
 - Coping adequately within constraints

NOTED

2. Correspondence and Matters Arising

2.1 Correspondence

- Department of Education: Circulars

<i>Reference</i>	<i>Details</i>
Circular Letter 0051/2021	Building Momentum - A New Public Service Agreement 2021-2022 Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs with effect from 1 October 2021
Circular Letter 0055/2021	Building Momentum - A New Public Service Agreement 2021-2022 Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 October 2021
Circular Letter 0056/2021	Building Momentum - A New Public Service Agreement 2021-2022 Revision of Teacher Salaries with effect from 1 October 2021

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

READ

- Correspondence: Department of Education

General Correspondence: DoE	
Date	Subject
13.10.2021	Oversight Agreement (OA) and Performance Delivery Agreement (PDA) - signed

READ

Finance Correspondence: DoE	
Date	Subject
12.10.2021	Sanction to seek overdraft accommodation of €3m from 01.01.2022 to 31.12.2022
12.10.2021	Sanction to avail of Banking-on-Line EFT facilities to the amount of €2.9m from 01.01.2022 to 31.12.2022

READ

Land and Buildings Correspondence: DoE	
Date	Subject
11.10.2021	Extension of Rental Period for temporary accommodation to 31.12.2022 for Virginia College
27.10.2021	Provision of Additional Accommodation at Castleblayney College: approved all-in grant <i>this letter supersedes approval dated 15.09.2020</i>
04.11.2021	Provision of Additional Accommodation at Breifne College: approved all-in grant

READ

- Correspondence: **Other sources**

Finance	Correspondence - Other Sources	
Date	From	Subject
26.08.2021	Music Generation	Funding Agreement to cover funding for the period September to December 2021
09.09.2021	DEASP	School Meals (Local Projects) Scheme 2021/2022: Castleblayney and Clones SCP allocation of €8,244
23.09.2021	DEASP	School Meals (Local Projects) Scheme 2021/2022: Inver College allocation
30.09.2021	DEASP	School Meals (Local Projects) Scheme 2021/2022: Cavan SCP allocation of €6,762.50
21.10.2021	DEASP	School Meals (Local Projects) Scheme 2021/2022: North Monaghan SCP allocation of €5,103
03.11.2021	SOLAS	Mitigating against Educational Disadvantage Fund (MAEDF) Funding 2021: Round 1 funding €324,872
See also Correspondence - SOLAS		

READ

Finance	Correspondence - SOLAS	
Date	Subject	
03.11.2021	Mitigating against Educational Disadvantage Fund (MAEDF) Funding 2021: Round 1 funding €324,872	

READ

2.2 Correspondence - Matters Arising

The CE briefed the meeting on the Oversight Agreement and the Performance Delivery Agreement with the Department of Education. He advised that the Annual Review Meeting with Department Officials is planned for this month.

NOTED

3. Audit and Risk

3.1 Audit and Risk Committee: No business

4. Finance

4.1 Finance Committee

4.1.1 Finance Committee Minutes

It was resolved: R. 03/11/2021

“to adopt the Minutes of the meeting of the Finance Committee held on 7 July 2021.”

Proposed by Mr M McBreen Seconded by Cllr M Argue
PASSED UNANIMOUSLY

4.2 Finance Update

The Finance Officer briefed the meeting on the Financial Report from January 2021 to October 2021 incl. which was circulated.

NOTED

4.3 Overdraft Accommodation

To be resolved:

“That the Board agrees to seek bank overdraft, as approved by the Department of Education, in accordance with Section 49 of the Education and Training Boards Act 2013, on a precautionary basis, as follows:

- a bank overdraft of €3 million max. with Bank of Ireland, Church Square, Monaghan to cover the period 1 January 2022 to 31 December 2022 incl.”

It was resolved: R. 04/11/2021

“to seek bank overdraft, as approved by the Department of Education, in accordance with Section 49 of the Education and Training Boards Act 2013, on a precautionary basis, as follows:

- bank overdraft of €3 million max. with Bank of Ireland, Church Square, Monaghan, to cover the period 1 January 2022 to 31 December 2022 incl.”

Proposed by Cllr PJ O’Hanlon Seconded by Cllr S Smith
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

Breifne College Extension

The Board welcomed the ambitious plans for Breifne College.

5.2 Risk Management Report: NOTED

5.3 Summary of Executive Orders (Delegation of duties): No business

5.4 Use of Facilities

CMETB Centre	Requested by	Date/s Required
Castleblayney College	Blayney Rovers Football Club	9 October 2021
Castleblayney College	Castleblayney Gymnastics Club	Tuesdays wef 12 October 2021 to June 2022
Castleblayney College (2 separate applications)	Castleblayney Faughs GFC	14, 21, 22 October 2021 18 and 25 November 2021 2 December 2021
Virginia College	Irish Blood Transfusion Service	28 October 2021
Inver College Carrickmacross	North East Musical and Dramatic Society	Tuesdays and Thursday wef 26 October 2021 to March 2022

It was resolved: R. 05/11/2021

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

Proposed by Ms M Flynn Seconded by Cllr PJ O’Hanlon
PASSED UNANIMOUSLY

5.5 Other Matters:

5.5.1 Policies: No business

6. Strategy Statement

6.1 Strategy Statement 2022 - 2026

6.1.1 Strategy Statement 2022 – 2026 - Update

The CE briefed the meeting on the Strategy Statement 2022 - 2026 for CMETB advising that ongoing and significant progress is being made. It is planned to hold a meeting of the Board on 14 December 2021 in relation to this matter.

NOTED

6.2 Policies: No business

6.3 Service Level Agreement/ Memorandum of Understanding/Consortium Agreement

Agreement for noting:

Item No.	Policy
6.3.1	SLA between CMETB and Killeshandra (Focus) Family Resource

NOTED

7. Committees and Reports

7.1 Further Education and Training:

7.1.1 Director of Further Education and Training (DFET) Report

NOTED

7.1.2 CMETB FET Board

7.1.2.1 CMETB FET Board Minutes

It was resolved to adopt the Minutes as follows:

Resolution No.		Date	Proposed/ Seconded
R. 06/11/2021	CMETB FET Board Minutes	28.06.2021	Proposed by Mr J McGrath Seconded by Cllr PJ O'Hanlon

PASSED UNANIMOUSLY

7.1.3 Board of Management

7.1.3.1 Board of Management Appointments:

It was agreed to defer appointments to Boards of Management until the next Board meeting.

7.1.3.2 Board of Management Minutes:

It was resolved to **adopt the Minutes** of the meeting(s) of Boards of Management as follows:

Resolution No.	Centre	Date	Proposed/ Seconded
R. 07/11/2021	Monaghan Institute	23.03.2021	Proposed by Mr J McGrath Seconded by Mr M McBreen
R. 08/11/2021	Monaghan Institute	18.05.2021	Proposed by Cllr C Brady Seconded by Cllr B Fay
R. 09/11/2021	Youthreach	20.07.2021	Proposed by Cllr B Fay Seconded by Mr M McBreen

PASSED UNANIMOUSLY

7.1.4 Youth Work Committee: No business

7.1.5 FET Policies: No business

7.1.6 Child Safeguarding:

		Title
7.1.6.1	Youthreach BOM	Annual Review of Child Safeguarding Statement
7.1.6.2	Youthreach BOM	Child Safeguarding Risk Assessment
7.1.6.3	Youthreach BOM	Child Safeguarding Statements

NOTED

7.2 Schools:

7.2.1 Director of Schools (DOS) Report

NOTED

7.2.2 Boards of Management

7.2.2.1 Board of Management Appointments: Deferred (*see also Item No. 7.1.3.1*)

7.2.2.2 Board of Management (BOM) Minutes

It was resolved to **adopt the Minutes** of the meeting(s) of Boards of Management as follows:

Resolution No.	School/ Centre	Date of Meeting	Proposer / Seconder
R. 10/11/2021	Ballybay Community College	17.05.2021	Proposed by Mr M Martin Seconded by Mr M McBreen
R. 11/11/2021	Ballybay Community College	08.06.2021	Proposed by Cllr C Brady Seconded by Mr M Martin
	Beech Hill College	No business	
	Breifne College	No business	
R. 12/11/2021	Castleblayney College	07.01.2021	Proposed by Mr M McBreen Seconded by Mr J McGrath
R. 13/11/2021	Castleblayney College	21.06.2021	Proposed by Mr J McGrath Seconded by Mr M Martin
R. 14/11/2021	Coláiste Dún an Rí	22.02.2021	Proposed by Cllr M Argue Seconded by Cllr C Brady
R. 15/11/2021	Coláiste Dún an Rí	23.06.2021	Proposed by Mr M McBreen Seconded by Cllr C Brady
R. 16/11/2021	Coláiste Oiriall	10.05.2021	Proposed by Cllr B Fay Seconded by Mr M McBreen
	Inver College	No business	

R. 17/11/2021	Largy College	01.06.2021	Proposed by Cllr C Brady Seconded by Mr J McGrath
	St Mogue's College	No business	
	St Bricin's College	No business	
	Virginia College	No business	
R. 18/11/2021	Garage Theatre	25.05.2021	Proposed by Cllr M Argue Seconded by Cllr B Fay

PASSED UNANIMOUSLY

7.2.3 School Based Policies:

Item No.	Policy
7.2.3.1	Coláiste Dún an Rí: Admissions Policy 2022/2023

NOTED

7.2.4 Child Safeguarding: No business

7.2.5 Frithbhulaíochta/Anti-Bullying:

	School	Title
7.2.5.1	Coláiste Oiriall	Fógra maidir le hathbhreithniú bliantúil ar an bheartas frithbhulaíochta/ Notice of Annual Review of Anti-bullying Policy

NOTED

Appreciation

The Board expressed its appreciation for the commitment of Principals and teachers in maintaining standards in teaching and learning plus extra-curricular activities during the current pandemic.

Proposed by Cllr PJ O'Hanlon Seconded by Cllr A Campbell
PASSED UNANIMOUSLY

8. Attendance Approval

8.1 Attendance Approval: No business.

9. CODE OF PRACTICE FOR THE GOVERNANCE OF ETBs

9.1 Board Self-Assessment Evaluation Questionnaire

The Chairperson briefed the meeting on the Board Self-Assessment Evaluation Questionnaire (Code of Practice for the Governance of ETBs refers).

It was agreed to circulate the Board Self-Assessment Evaluation Questionnaire to each member together with a stamped SAE for completion and return to the Chairperson by 2 December 2021.

The Chairperson will review the responses and prepare a report for discussion at the next meeting of the Board.

10. CE's Report

10.1 Meetings

05.10.2021	<ul style="list-style-type: none">• CMETB Board Meeting
06.10.2021	<ul style="list-style-type: none">• ETBI: IPB: Risk Appetite Statement• ETBI: DFET Forum Meeting
07.10.2021	<ul style="list-style-type: none">• FET Management and Quality Council Meeting• Meeting in Kingscourt
12.10.2021	<ul style="list-style-type: none">• ESBS: ETB Payroll Steering Group Meeting
13.10.2021	<ul style="list-style-type: none">• ETBI: CE Forum Meeting
14.10.2021	<ul style="list-style-type: none">• Cavan County Council Meeting• Musgraves• VET – Progress Report – Pilot Project Meeting
15.10.2021	<ul style="list-style-type: none">• TES Meeting
18.10.2021	<ul style="list-style-type: none">• ETBI: IPA Leadership Programme for ETB CEs• Digital Monaghan Steering Committee Monthly Meeting• ETBI: ETB ICT Strategy Meeting
19.10.2021	<ul style="list-style-type: none">• ETBI: IPA Leadership Programme for ETB CEs
20.10.2021	<ul style="list-style-type: none">• ETBI: IPA Leadership Programme for ETB CEs• ESBS: ETB Finance Steering Committee Meeting
21.10.2021	<ul style="list-style-type: none">• ETBI: CAO FET Information Briefing Session• Department of Education Meeting (Dublin)
27.10.2021	<ul style="list-style-type: none">• Webex Meetings
28.10.2021	<ul style="list-style-type: none">• IPB Meeting• Cavan LAG and LCDC Meetings• ETBI: CE Sub-Group Meeting - Apprenticeships and FET College of the Future
29.10.2021	<ul style="list-style-type: none">• Official Opening of Ballybay Food Hub• Meeting in Castleblayney
01.11.2021	<ul style="list-style-type: none">• CMETB Inaugural External Review by QQI – QA• ETBI: FET Stakeholders Meeting
02.11.2021	<ul style="list-style-type: none">• CMETB Inaugural External Review by QQI – QA• Joint Meeting of ETBI CE Forum and Director Forums (Glencree, Co Clare)
03.11.2021	<ul style="list-style-type: none">• CMETB Inaugural External Review by QQI – QA• Joint Meeting of ETBI CE Forum and Director Forums (Glencree, Co Clare)

	<ul style="list-style-type: none"> ETBI: CE Forum Meetings ETBI: DFET Forum Meeting
04.11.2021	<ul style="list-style-type: none"> CMETB Inaugural External Review by QQI – QA Joint Meeting of ETBI CE Forum and Director Forums (Glencree, Co Clare)
05.11.2021	<ul style="list-style-type: none"> CMETB Inaugural External Review by QQI – QA – Closing Meeting Webex Meeting
08.11.2021	<ul style="list-style-type: none"> ICT Board Effect: Introductory Meeting Digital Monaghan Steering Committee Monthly Meeting
09.11.2021	<ul style="list-style-type: none"> VET – Progress Report – Pilot Project Meeting
10.11.2021	<ul style="list-style-type: none"> ETBI: CE Forum Meeting CMETB FET Board Meeting
11.11.2021	<ul style="list-style-type: none"> Monaghan Institute Virtual Graduation Ceremony Cavan Institute Virtual Graduation Ceremony
16.11.2021	<ul style="list-style-type: none"> CMETB Meeting

NOTED

11. Date of Next Meeting

Schedule of Meetings 2021:

- 14 December 2021 at 2p.m.

SIGNED:

John Keowney

CHIEF EXECUTIVE

[Signature]

CHAIRPERSON

DATE:

22-02-2022

22.2.2022