



MINUTES OF MEETING HELD ON MONDAY, 29 MARCH 2021

A meeting of Cavan and Monaghan Education and Training Board
took place on Monday, 29 March 2021 at 2pm *via Microsoft Teams*

BAILL I LATHAIR: Sean Fegan

BAILL I LATHAIR: Madeleine Argue, April Anna Barker, Carmel Brady, Aidan Campbell, Elaine Carolan, Colm Carthy, Sean Conlon, Brendan Fay, Michelle Flynn, Clifford Kelly, Brian Martin, David Maxwell, Martin McBreen, Joe McGrath, PJ O'Hanlon, Sarah O'Reilly, Sean Smith.

LEITHSCEIL: Rosena Donagh, Micheál Martin, Patricia Walsh.

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

1. Preliminary

1.1 Welcome

The Chairperson welcomed all present

1.2 Declaration of Interest

Declarations of Conflict of Interest were invited with none arising.

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

Apologies as outlined above were noted and approved.

Condolences

- To Miriam Nugent (Inver College) on the death of her mother-in-law, Feodora Cameron
- To Leona Macklin (BHC) on the death of her father, Brendan Macklin
- To Evelyn Kelly (Breifne College) on the death of her mother, Evelyn Kelly

- To Pauline Leonard on the death of her husband, George Leonard (former staff member BHC).
- To Niall Lynch (Virginia College) on the death of his father-in-law, John O'Connell
- To Jackie McCormick (BHC) on the death of her sister, Mary McCormack
- To Pauline Grogan (Monaghan Admin Centre) on the death of her uncle, Vincent Duffy
- To Caoimhghín Ó Caoláin on the death of his mother, Genevieve Keelan
- To John Crotty (Breifne College) on the death of his uncle, John O'Neill

1.4 Minutes

1.4.1 It was resolved: R. 01/03/2021

"to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 16 February 2021."

Proposed by Cllr D Maxwell Seconded by Cllr C Kelly
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 pandemic. He reported that:

- schools reopened two weeks ago for Leaving Certificate students and that with effect from 12 April 2021 all students will return to the school setting.
- FET students are returning on a phased basis with those following practical programmes being prioritised.
- Admin Centres continue to work remotely while ensuring that all corporate business continues

NOTED

2. Correspondence and Matters Arising

2.1 Correspondence

- Department of Education: Circulars

Reference	Details
Circular 0011/2021	Post-Graduate Certificate/Diploma Programme of Continuing Professional Development for Teachers working with Students with Special Educational Needs (Autism Spectrum Disorder)
Circular 0015/2021	Update to the Teacher Fee Refund Scheme – Prioritisation of Funding
Circular Letter 0016/2021	Prescribed Material for the Junior Cycle Examination in 2023 and Leaving Certificate Examination in 2023
Circular Number 0017/2021	Revision of Grant Rates in 2021 for Boards of Management of Recognised Primary Schools or by ETBs in Community National Schools using Ancillary Services Grant funding

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

Finance Correspondence: DE	
Date	Subject
18.02.2021	Letter of Assurance regarding internal control and audit arrangements for ESBS-ETB Payroll Shared Services (ESBS)
09.03.2021	Financial Statements 2020 Update

READ

Land and Buildings Correspondence: DE	
Date	Subject
15.02.2021	Additional Accommodation Scheme 2020: Virginia College - additional accommodation approval
22.02.2021	Provision of additional accommodation 2019, Summer Works 2020 and 2015 projects - increased funding for Inver College
03.03.2021	EWS 2020: approval of all in grant for roof works at St Bricin's College

READ

Finance Correspondence from Other Sources		
Date	From	Subject
22.02.2021	Department of Children, Equality, Disability, Integration and Youth (DCEDIY)	ETB Youth Grant - First Instalment of funding 2021 €75,310 to issue
05.03.2021	Department of Children, Equality, Disability, Integration and Youth (DCEDIY)	Payment of LGBTI+ Initiative Funding 2021: €5,000 (full amount) to issue

READ

General Correspondence: Other Sources		
Date	From:	Subject
01.03.2021	Léargas	Award of Erasmus Accreditation w.e.f. 01.03.2021 to 31.12.2027 (Cavan Institute)
16.03.2021	Cavan Sports Partnership	Cavan Sports Partnership seeking nomination for period 2021 - 2024

READ

Correspondence from ETBI:	
Date	Subject
ETBI Brief 01/2021	FET: COVID-19 Services Response Update
10.03.2021	Planning for next stages of phased return for learners in FET settings
12.03.2021	Press Release: Minister Harris urges people to have their say on Review of Student Grant

READ

2.2 Correspondence - Matters Arising

Nomination to Cavan Sports Partnership Board

It was resolved: R. 02/03/2021

"to nominate John Kearney, Chief Executive, to the Cavan Sports Partnership Board 2021 - 2024.

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

3. Code of Practice for the Governance of ETBs

3.1 Board Self-Assessment Evaluation Questionnaire

The Chairperson reported that 12 replies were received and were incorporated into one document. It was agreed to give members another week to return the completed questionnaire.

The CE referred to the replies, and in particular, clarified how reporting to the Minister for Education is conducted via:

- **Service Plan**
- **Annual Financial Statements**
- **Statement of Internal Control**
- **Annual Report**
- **Programme Delivery Agreement**
- **Oversight Agreement**

NOTED

4. Finance

4.1 Statement on the System of Internal Control

The CE delivered a presentation on the draft Statement of the System of Internal Control outlining the procedure involved in preparing the document.

He also stated that the Audit and Risk Committee had reviewed the draft Statement of Internal Control and in its report had recommended that the Chairperson of the Board sign this document.

It was resolved: R. 03/03/2021

"to adopt the Statement on the System of Internal Control."

Proposed by Cllr S Conlon Seconded by Cllr M Argue
PASSED UNANIMOUSLY

4.2 Annual Financial Statements 2020

Ms Amanda Taylor, Finance Officer, briefed the meeting on the Annual Financial Statements for 2020. She reported that the Department of Education, in December 2020, cleared the historical outstanding balance i.e. funding deficit of €1.65m and that the closing balance for 2020 is a surplus of €1.3m.

Members welcomed the clearing of the historical funding deficit. Members also raised the recent report from the C&AG on the Financial Management Maturity Model with the CE confirming that CMETB is working closely with the Finance Committee in implementing the recommendations of this report.

It was resolved: R. 04/03/2021

"to adopt the Annual Financial Statements 2020."

Proposed by Cllr C Kelly Seconded by Cllr PJ O'Hanlon
PASSED UNANIMOUSLY

4.3 Finance Committee

4.3.1 Finance Committee Recommendation to CMETB

The Finance Committee recommended approval of the Financial Statements for the 12-month period ending 31 December 2020 to CMETB which the Board considered.

It was resolved: R. 05/03/2021

"to adopt the Finance Committee Recommendation to CMETB."

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

4.3.2 Finance Committee Minutes

It was resolved: R. 06/03/2021

"to adopt the Minutes of the meeting of the Finance Committee held on 9 February 2021."

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

5. Audit and Risk

5.1 Audit and Risk Committee

5.1.1 Report from Audit and Risk Committee to CMETB

It was resolved: R. 07/03/2021

"to adopt the Report from Audit and Risk Committee to CMETB."

**Proposed by Cllr S Conlon Seconded by Cllr M Argue
PASSED UNANIMOUSLY**

5.1.2 Audit and Risk Committee Minutes

It was resolved: R. 08/03/2021

"to adopt the Minutes of the meeting of the Audit and Risk Committee held on 15 February 2021."

**Proposed by Cllr B Fay Seconded by Cllr C Kelly
PASSED UNANIMOUSLY**

In-Camera Business

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

6. OSD Matters

6.1 Land and Buildings

6.1.1 Leases/ Contracts: No business

6.1.2 Land and Buildings Report

The CE briefed the meeting on progress in relation to the Land and Buildings programme.

The members welcomed developments and complimented the CE and his team on the extensive programme of works.

NOTED

The possibility of establishing a Land and Buildings Committee was raised. The CE will report on same in due course.

Members referred to emails received recently regarding the provision of a Post-Primary School in West Cavan. It was requested that the Draft Minutes of the Special Meeting held on 22 October 2019 be issued. It was agreed that a live meeting of the Board, to discuss this matter, would be held in the Garage Theatre as soon as pandemic regulations permit.

6.2 Risk Management Report

Risk Management Report. NOTED

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

6.4 Use of Facilities

It was resolved:

Resolution No.	CMETB Centre	Requested by	Date/s Required
R. 11/03/2021	Breifne College	HSE Primary Care	24 and 25 February 2021

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

Proposed by Cllr S Conlon Seconded by Cllr C Brady
PASSED UNANIMOUSLY

6.5 Other Matters:

6.5.1 Policies: No business

7. Strategy Statement

7.1 Policies: No business

7.2 Service Level Agreement/ Memorandum of Understanding/Consortium Agreement:

Item No.	Service Level Agreement (SLA)
7.2.1	CMETB Youth Services and Youth Work Ireland Cavan and Monaghan Youth Information Centres in Castleblayney and Carrickmacross
7.2.2	CMETB Youth Services and Foroige for the operation of the Alternative Learning Programme

NOTED

8. Committees and Reports

8.1 FURTHER EDUCATION AND TRAINING:

8.1.1 Report from the Director of FET, Linda Pinkster.

NOTED

8.1.2 Board of Management

8.1.2.1 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
	Cavan Institute	No business	
R. 12/03/2021	Monaghan Institute	• 24.11.2020	Proposed by Mr J McGrath Seconded by Cllr D Maxwell
R. 13/03/2021	Youthreach	• 01.12.2020	Proposed by Cllr B Fay Seconded by Cllr D Maxwell

PASSED UNANIMOUSLY

8.1.3 Youth Work Committee

8.1.3.1 Youth Work Committee Minutes

It was resolved to adopt the Minutes as follows:

Resolution No	Centre	Date	Proposed/Seconded
R. 14/03/2021	Youth Work Committee	• 18.11.2020	Proposed by Cllr C Carthy Seconded by Cllr C Brady

PASSED UNANIMOUSLY

8.1.4 FET Policies: No business

8.1.5 Child Safeguarding: No business

8.2 SCHOOLS:

8.2.1 Report from the Director of Schools, Paddy Flood.

NOTED

8.2.2 Boards of Management

8.2.2.1 Board of Management (BOM) Minutes

8.2.2.1.1 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. 15/03/2021	Ballybay Community College	• 17.11.2020	Proposed by Cllr A Campbell Seconded by Cllr B Fay
R. 16/03/2021	Beech Hill College	• 25.01.2021	Proposed by Cllr A Campbell Seconded by Mr J McGrath
	Breifne College	No business	
	Castleblayney College	No business	
	Coláiste Dún an Rí	No business	
	Coláiste Oiriall	No business	
	Inver College	No business	
	Largy College	No business	
	St Mogue's College	No business	
	St Bricin's College	No business	
	Virginia College	No business	
	Garage Theatre	No business	

PASSED UNANIMOUSLY

8.2.3 School Based Policies: No business

8.2.4 Child Safeguarding: No business

8.2.5 Anti-Bullying: No business

9. Section 29 Appeals (In Camera)

9.1 No business

10. Attendance Approval

10.1 Attendance Approval: No business.

11. CE's Report

11.1 Meetings

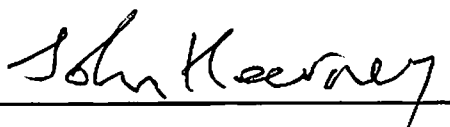
17.02.2021	<ul style="list-style-type: none">• ETBI Forums Review Sub-Group meeting
18.02.2021	<ul style="list-style-type: none">• FET College of the Future Concept• ETB Finance Steering meeting
19.02.2021	<ul style="list-style-type: none">• Community Response Forum - Cavan
22.02.2021	<ul style="list-style-type: none">• ETBI DFET meeting
23.02.2021	<ul style="list-style-type: none">• Post-Primary Patrons' Curriculum Consultation Event• ETBI Pre CE DFET meeting• ETBI Special Meeting re Apprenticeship• Youthreach BOM meeting
24.02.2021	<ul style="list-style-type: none">• ETBI Board meeting• ETBI FET Stakeholders meeting• Community Response Forum meeting - Monaghan
25.02.2021	<ul style="list-style-type: none">• IBEC Event• Cavan LAG & LCDC meetings
26.02.2021	<ul style="list-style-type: none">• ETBI Pre Forum meeting
01.03.2021	<ul style="list-style-type: none">• Aiste Contract Management System - demo• Gaelscoil Ultain meeting
02.03.2021	<ul style="list-style-type: none">• ETBI Strategy Development - DFET Consultation
03.03.2021	<ul style="list-style-type: none">• ETBI DFET Forum meeting• Virtual Tour with Minister Simon Harris - Cavan Institute• Blended Learning Policy Series
04.03.2021	<ul style="list-style-type: none">• Edenmore NS meeting• Gaelscoil Ultain meeting
05.03.2021	<ul style="list-style-type: none">• NERSG Meeting• NALA European Event - Adult Learning Policy• Cavan Community Response Forum• FET College of the Future meeting
08.03.2021	<ul style="list-style-type: none">• DFHERIS 3-year Statement of Strategy• SOLAS meeting re SCLP & Modular Units
09.03.2021	<ul style="list-style-type: none">• NAAC Meeting

10.03.2021	<ul style="list-style-type: none"> • ETBI Stakeholders meeting with REHAB • ETBI FET Stakeholders meeting • CMETB Audit and Risk Committee meeting • Monaghan Community Response Forum meeting
11.03.2021	<ul style="list-style-type: none"> • FET College Session • ACCS Convention 2021 • Financial Consolidation Project meeting
12.03.2021	<ul style="list-style-type: none"> • ETBI CE Forum
15.03.2021	<ul style="list-style-type: none"> • ALP Steering meeting
16.03.2021	<ul style="list-style-type: none"> • Department of Education Briefing on C&AG Special Report on Financial Governance and Reporting in ETBs • ETBI CE Forum meeting re Dept follow-up & ETB-SOLAS CEO Quarterly prep • ETBI Contracted Services: Planning and Review meeting • Blended Learning Policy Series
18.03.2021	<ul style="list-style-type: none"> • ETB Finance Steering meeting • CMETB Finance Committee meeting
19.03.2021	<ul style="list-style-type: none"> • Cavan Community Response Forum
22.03.2021	<ul style="list-style-type: none"> • ETBI prep meeting re ETB-SOLAS CE Quarterly meeting
23.03.2021	<ul style="list-style-type: none"> • ETB CEs, SOLAS CEs, ETBI Sec Gen & SOLAS Executive Quarterly meeting • CMETB Learner Forum 2021 • New Contracted Training Framework review meeting • Monaghan LAG/LCDC meetings
24.03.2021	<ul style="list-style-type: none"> • Launch of "The Framework of Regional Priorities for the Central Border Region 2021- 2027" • FET Stakeholders meeting
25.03.2021	<ul style="list-style-type: none"> • Cavan LAG/LCDC meetings
26.03.2021	<ul style="list-style-type: none"> • ETB CE Liaison Insurance Group meeting • NE Regional Plan meeting
29.03.2021	<ul style="list-style-type: none"> • CMETB Meeting

12. Date of Next Meeting

12.1 Next Meeting: Tuesday, 18 May 2021

SIGNED:



CHIEF EXECUTIVE

DATE:

18 May 2021



CHAIRPERSON

18 May 2021