



**MINUTES OF MEETING HELD ON
THURSDAY, 26 MARCH 2020**

A meeting of Cavan and Monaghan Education and Training Board
took place in the Boardroom, Administration Centre, Monaghan, **via Teleconference Call**
on 26 March 2020 at 2.00p.m.

CATHAOIRLEACH: Clifford Kelly (*present in the Boardroom*)

BAILL I LATHAIR: Madeleine Argue, April Anna Barker, Carmel Brady, Elaine Carolan, Colm Carthy, Sean Conlon, Rosena Donagh, Brendan Fay, Sean Fegan, Michelle Flynn, Brian Martin, Micheál Martin, David Maxwell, Martin McBreen, Joe McGrath, PJ O'Hanlon, Sarah O'Reilly, Patricia Walsh.

LEITHSCEIL: Aidan Campbell, Sean Smith.

AR FREASTAIL: John Kearney, Chief Executive
(*present in the Boardroom*) Berni Power, DOSD
Amanda Taylor, APO
Marie Traynor, SSO

1. Preliminary

1.1 Welcome

The Chairperson welcomed all present.

1.2 Declaration of Interests

Declarations of Conflict of Interest were invited with none arising.

The Chairperson reminded members 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

Apologies as outlined above were noted.

It was resolved: R. 01/03/2020

"to approve the absence of CMETB members, Cllr Aidan Campbell and Cllr Sean Smith."

Proposed by Cllr M Argue Seconded by Cllr P Walsh
PASSED UNANIMOUSLY

2. Audit

2.1 Audit and Risk Committee Report to CMETB

It was resolved: R. 02/03/2020

“to adopt the Audit and Risk Committee Report.”

Proposed by Ms April Anna Barker Seconded by Cllr M Argue
PASSED UNANIMOUSLY

3. Finance

3.1 Statement of the System of Internal Control

The CE briefed the meeting 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. 03/03/2020

“to adopt the **Statement of the System of Internal Control.**”

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

3.2 Finance Committee

Finance Committee Recommendation to CMETB

The Finance Committee recommended approval of the Financial Statements for the 12-month period ending 31 December 2019 to CMETB which the Board considered.

It was resolved: R. 04/03/2020

“to adopt the **Finance Committee’s Recommendation to CMETB.**”

Proposed by Cllr C Brady Seconded by Cllr B Fay
PASSED UNANIMOUSLY

3.3 Annual Financial Statements 2019

The Finance Officer briefed the meeting on the draft Annual Financial Statements 2019.

The Chairperson invited questions with some members seeking explanation on the format of the document.

The CE briefed the meeting regarding progress on the implementation of the ICT Audit Recommendations and the Business Continuity Plan (BCP) which CMETB has developed and is implementing in the current crisis arising from the Covid-19 Pandemic. The CE complimented the remarkable work of the ICT Department which has enabled staff to work remotely providing teaching and learning to students/learners, making payments etc. He assured the members that all critical areas of the organisation have been addressed.

It was resolved: R. 05/03/2020

“to adopt the draft Annual Financial Statements 2019.”

Proposed by Cllr D Maxwell Seconded by Cllr M Argue
PASSED UNANIMOUSLY

SIGNED: John Harvey
CHIEF EXECUTIVE

Stephen Kelly
CHAIRPERSON

DATE: 20/05/2020

20/05/2020