



MINUTES OF MEETING HELD ON TUESDAY, 18 MAY 2021

**A meeting of Cavan and Monaghan Education and Training Board
took place on Tuesday, 18 May 2021 at 2pm *via Microsoft Teams***

BAILL I LATHAIR: **Sean Fegan**

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

LEITHSCEIL: Elaine Carolan, Sean Conlon, Clifford Kelly, Brian Martin, Martin McBreen.

AR FREASTAIL: John Kearney, Chief Executive
Berni Power, DOSD
Linda Pinkster, DFET
Paddy Flood, DOS
Amanda Taylor, FO
Gerardine Heaphey, AO
Marie Traynor, SSO
Sean McMahon, Anglo Celt
Aaron McElroy, Northern Sound

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

It was resolved: R. 01/05/2021

“to approve the absence Elaine Carolan, Sean Conlon, Clifford Kelly, Brian Martin and Martin McBreen.”

Proposed by Ms M Flynn Seconded by Cllr B Fay
PASSED UNANIMOUSLY

Condolences

- To Angela McCrossan (Adult Education Services) on the death of her brother, Brendan Holt
- To Tara Carton (Dept of Education) on the death of her mother, Anna Carton
- To Niall McVeigh (Castleblayney College) on the death of his uncle, Paul Maguire
- To Rosina Donagh on the death of her father-in-law, Matt Donagh

1.4 Minutes

1.4.1 It was resolved: R. 02/05/2021

“to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 29 March 2021.”

Proposed by Ms AA Barker Seconded by Ms M Flynn
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 have fully reopened and are operating very successfully
- preparations for the Leaving Certificate are continuing
- FET - significantly reopened
- Youthreach Centres have reopened
- Adult and Community Education reopened for time critical practical assessments..
- 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 0013/2021	Policy on Gaeltacht Education 2017-2022 Post-primary schools in Gaeltacht Language-Planning Areas Participating in the Gaeltacht School Recognition Scheme Ongoing Implementation of the Scheme (2021/2022)
Circular Letter 0021/2021	Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary schools
Circular Letter 0022/2021	Breastfeeding breaks for all staff other than persons employed as Teachers and SNAs in ETBs
Circular Letter 0023/2021	Allocation of Assistant Principal Posts 2021/2022
Circular Letter 0024/2021	Revised Payment Mechanism for Hourly-Paid Bus Escorts with effect from the commencement of the 2021/2022 Academic Year Cessation of "Rolled-up Holiday Pay"
Circular 0026/2021	Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2021/2022 school year
Circular Number: 0028/2021	Cost Limits for Post-primary School Buildings

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 received from **Department of Education**

General Correspondence: DE	
Date	Subject
08.02.2021 07.04.2021 04.05.2021	Annual and Chairperson's Comprehensive Reports 2020
12.05.2021	Seeking the continued secondment of Dr Pdraig Kirk to the JCT Support Service for the period from 1 September 2021 to 31 August 2022

READ

Land and Buildings Correspondence: DE	
Date	Subject
19.04.2021	Additional Accommodation Scheme 2019: Ballybay Community College: approval to proceed to construction based on grant.
26.04.2021	Approval in Principle for the following leases: <ul style="list-style-type: none"> Adult Education in Cavan Carrickmacross Youthreach
27.04.2021	Construction Sector shutdown and CMETB Project - Ensuing Leasing requirements - approval to continue lease of St Clare's Convent, Cavan on a monthly basis as a short term measure

READ

Finance		
Correspondence from Other Sources		
Date	From	Subject
12.04.2021	DCEDIY (Dept Children, Equality, Disability, Integration and Youth)	Youth Capital Funding Scheme 2021 for Youth Services and Clubs/Groups - indicative capital funding allocation of up to €50,409 for CMETB
20.04.2021	DCEDIY	<ul style="list-style-type: none"> • Payment of first instal. of UBU & YIC Current Funding 2021 • Payment of Local Youth Club Grant Scheme Current Funding 2021 • Total €222,405.75
21.04.2021	DCEDIY	Payment of second instal. of UBU & YIC Current Funding 2021: Total €161,575.75
12.05.2021	SOLAS	FET Approved Funding 2021: €27,736,001 <i>See also Correspondence from SOLAS</i>

READ

Land and Buildings: Correspondence from Other Sources		
Date	From:	Subject
20.04.2021	Jacobs	Access to Lands for Topographical and Environmental Surveys - N2 Clontibret to Border Road Scheme

READ

- Correspondence received from **SOLAS**

Date	Subject
12.05.2021	FET Approved Funding 2021: €27,736,001 <i>See also Finance: Correspondence from Other Sources</i>

READ

- Correspondence received from **ETBI**

Date	Subject
26.03.2021	FET Stakeholders Communication Update 26.03.2021
14.04.2021	Future Partnership Arrangements with Other Patrons
15.04.2021	FET Stakeholder Update - Schools of Music
16.04.2021	ETB Youth Work Function Report on the Results of the Structure and Staff Surveys
19.04.2021	Youth Capital Funding Scheme 2021: correction to DCEDIY letter issued on 16.04.2021
29.04.2021	FET Stakeholders Communication Update 29.04.2021

READ

2.2 Correspondence - Matters Arising

Secondment

DES letter dated 12.05.2021 seeking the continued secondment of Dr Padraig Kirk to the JCT Support Service for the period from 1 September 2021 to 31 August 2022.

It was resolved: R. 03/05/2021

“to approve the secondment of Dr Pádraig Kirk to JCT from 1 September 2021 to 31 August, 2022 incl.”

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

3. Audit and Risk

3.1 Audit and Risk Committee: No business

4. Finance

4.1 Finance Committee: No business

4.2 Public Spending Code 2020

The DOSD delivered a presentation on the Public Spending Code 2020.

It was resolved: R. 04/05/2021

“to adopt the **Public Spending Code 2020.**”

Proposed by Cllr C Brady Seconded by Cllr S O'Reilly
PASSED UNANIMOUSLY

4.2.1 Minutes of Meeting of Public Spending Code Quality Assurance Group

It was resolved: R. 05/05/2021

“to adopt the **Minutes of the meeting of Public Spending Code Quality Assurance Group** held on 13 May 2021.”

Proposed by Cllr M Argue Seconded by Cllr S O'Reilly
PASSED UNANIMOUSLY

4.3 Finance Update

Ms Amanda Taylor, Finance Officer, briefed the meeting on the Financial Report from January 2021 to April 2021 incl.

NOTED

5. OSD Matters

5.1 Land and Buildings

5.1.1 Leases/ Contracts:

5.1.1.1 Cavan Institute – Ballinagh Road, Cavan.

It was resolved R. 06/05/2021

“to approve the continuation of the lease of the garage premises on Ballinagh Road Cavan for the FET Service at Cavan Institute for five years with effect from 1 October 2021 to 30 September 2026 subject to the approval in principle of the Department of Education”

Proposed by Mr J McGrath Seconded by Cllr D Maxwell
PASSED UNANIMOUSLY

5.1.1.2 Apprenticeships and Locations

A discussion ensued regarding Apprenticeships and Locations.

5.1.2 Land and Buildings Report

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

The members welcomed the significant investment in the region.

NOTED

5.2 Risk Management Report

The DOSD briefed the meeting on the Risk Management Report and CMETB's cybersecurity.

NOTED

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

5.4 Use of Facilities

CMETB Centre	Requested by	Date/s Required
Virginia College	Virginia FC Underage	6 April to 31 December 2021
Virginia College	Lurgan Ladies	17 May to 29 November 2021.
Cavan FET Campus Pitch	Killygarry GFC	May to December 2021

It was resolved: 07/05/2021

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

Proposed by Cllr S O'Reilly Seconded by Cllr M Argue
PASSED UNANIMOUSLY

5.5 Other Matters:

5.5.1 Policies:

Policies for noting:

	Policy
5.5.1.1	CMETB Fixed Assets Policy
5.5.1.2	CMETB Mobile Phone Policy and Procedures
5.5.1.3	CMETB Parents' Association Monies Policy
5.5.1.4	CMETB Procurement Policy
5.5.1.5	CMETB Purchasing Card Protocol

NOTED

6. Strategy Statement

6.1 Policies:

Policy for noting:

Item No.	Policy
6.1.1	CMETB Child Protection Policy for Staff Members

NOTED

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

6.2.1 Service Level Agreements

Service Level Agreements for noting:

Item No.	Service Level Agreement (SLA)
6.2.1.1	CMETB Youth Services and Youth Work Ireland Cavan and Monaghan Bounce Back South East Project (Addendum)
6.2.1.2	CMETB Youth Services and Youth Work Ireland Cavan and Monaghan Bounce Back West Cavan Project (Addendum)
6.2.1.3	CMETB Youth Services and Youth Work Ireland Cavan and Monaghan Include Youth Project (Addendum)
6.2.1.4	CMETB Youth Services and ISPCC Bounce Back South East Project (Addendum)
6.2.1.5	CMETB Youth Services and ISPCC Bounce Back West Cavan Project (Addendum)
6.2.1.6	CMETB Youth Services and ISPCC Include Youth Project (Addendum)
6.2.1.7	CMETB Youth Services and ISPCC - Monaghan ISPCC Project (Addendum)
6.2.1.8	CMETB and Post-Primary Languages Ireland (PPLI)

NOTED

6.3 Annual Report 2020

The CE briefed the meeting on the Annual Report 2020 which was circulated in advance of the meeting.

It was resolved: 08/05/2021

“to adopt the **Annual Report 2020**”.

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

6.4 Chairperson’s Comprehensive Report 2020

The Chairperson’s Comprehensive Report 2020 was considered.

It was resolved: 09/05/2021

“to approve signing of the **Chairperson’s Comprehensive Report 2020.**”

Proposed by Cllr B Fay Seconded by Ms R Donagh
PASSED UNANIMOUSLY

7. Committees and Reports

7.1 FURTHER EDUCATION AND TRAINING:

7.1.1 Report from the Director of FET, Linda Pinkster.

NOTED

7.1.2 CMETB FET Board Minutes

It was resolved: 10/05/2021

“to adopt the Minutes of the CMETB FET Board meeting held on 26 January 2021.

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

7.1.2.1 Membership of the CMETB FET Board

The membership of the CMETB FET Board was noted.

NOTED

7.1.3 Board of Management

7.1.3.1 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
R. 11/05/2021	Cavan Institute	• 03.03.2020	Proposed by Cllr B Fay Seconded by Cllr M Argue
R. 12/05/2021	Cavan Institute	• 24.11.2020	Proposed by Cllr B Fay Seconded by Cllr P Walsh
R. 13/05/2021	Cavan Institute	• 26.01.2021	Proposed by Cllr B Fay Seconded by Cllr P Walsh
R. 14/05/2021	Monaghan Institute	• 02.02.2021	Proposed by Cllr A Campbell Seconded by Cllr B Fay
	Youthreach	No business	

PASSED UNANIMOUSLY

7.1.4 Youth Work Committee: No business

7.1.5 FET Policies: No business

7.1.6 Child Safeguarding: No business

7.2 SCHOOLS:

7.2.1 Report from the Director of Schools, Paddy Flood.

NOTED

7.2.2 Boards of Management

7.2.2.1 CMETB Representation

Resolution No.	School	BOM changes	Proposed/ Seconded
R. 15/05/2021	Breifne College	Membership: <ul style="list-style-type: none"> • Martin McBreen replacing Sean Fegan following next meeting where handover will take place 	Proposed by Cllr C Carthy Seconded by Cllr PJ O'Hanlon
R. 16/05/2021	Breifne College	Chairperson: <ul style="list-style-type: none"> • Cllr Carmel Brady replacing Sean Fegan following next meeting where handover will take place 	Proposed by Cllr A Campbell Seconded by Ms R Donagh
R. 17/05/2021	Virginia College	Membership: <ul style="list-style-type: none"> • Sean Fegan replacing Martin McBreen 	Proposed by Cllr C Carthy Seconded by Cllr PJ O'Hanlon

PASSED UNANIMOUSLY

7.2.2.2. Board of Management: Appointment - Teacher rep - Female

Resolution No	School	Teacher Representative Female	Proposed/ Seconded
R. 18/05/2021	Castleblayney College	Tanya McGrath	Proposed by Cllr A Campbell Seconded by Ms R Donagh

PASSED UNANIMOUSLY

7.2.2.3 Board of Management (BOM) Minutes

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

Resolution No.	School/ Centre	Date of Meeting	
R. 19/05/2021	Ballybay Community College	02.02.2021	Proposed by Mr M Martin Seconded by Cllr C Carthy
	Beech Hill College	No business	
	Breifne College	No business	
	Castleblayney College	No business	
	Coláiste Dún an Ri	No business	
R. 20/05/2021	Coláiste Oiriall	09.02.2021	Proposed by Cllr C Brady Seconded by Ms AA Barker
	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

7.2.3 School Based Policies: No business

7.2.4 Child Safeguarding: No business

7.2.5 Anti-Bullying: No business

8. Section 29 Appeals (In Camera)

8.1 No business

9. Attendance Approval

9.1 Attendance Approval: No business.

10. CE's Report

10.1 Meetings

30.03.2021	<ul style="list-style-type: none">SOLAS Funding MeetingCMETB FET Board Meeting
31.03.2021	<ul style="list-style-type: none">Dundalk Chamber Executive LeadershipBlended Learning Policy seriesCommunity Response Forum Meeting (Monaghan)
01.04.2021	<ul style="list-style-type: none">LMETB Interviews

07.04.2021	<ul style="list-style-type: none"> • CMETB Audit and Risk Committee meeting • ETBI: Pre-meeting FET Stakeholders
08.04.2021	<ul style="list-style-type: none"> • ETBI: CE Forum Meeting • ETBI: FET Stakeholders' Meeting
09.04.2021	<ul style="list-style-type: none"> • CMETB: FET College of the Future Meeting • Community Response Meeting (Cavan)
12.04.2021	<ul style="list-style-type: none"> • A&L Steering Committee meeting
13.04.2021	<ul style="list-style-type: none"> • Supporting teachers and leaders in vocational education: New insights from the OECD • LAG/LCDC Meeting (Monaghan) • ETBI: Pre-DFET Forum meeting
14.04.2021	<ul style="list-style-type: none"> • ETBI: DFET Forum meeting • Shared Services meeting • Co Monaghan Digital Innovation Steering Group meeting • DE: FET College of the Future
15.04.2021	<ul style="list-style-type: none"> • CMETB: FET Breakfast and Staff SER Consultation Event • ESBS Update
16.04.2021	<ul style="list-style-type: none"> • ETBI: Towards a Sectoral Position on Future Arrangements with other Patron Bodies in ETB Post-Primary Schools • A&L Project Steering Committee meeting • DE: Covid-19 TES Steering Group meeting
19.04.2021	<ul style="list-style-type: none"> • CMETB: Youthreach Communities of Practice Launch • Enterprise Ireland meeting • CMETB: FET College of the Future • Digital Steering Group Catch-Up
20.04.2021	<ul style="list-style-type: none"> • ETBI Board meeting • IAU-ETBs Steering Committee meeting
21.04.2021	<ul style="list-style-type: none"> • ETBI: ETB Finance Steering Committee meeting • Community Response Forum (Monaghan)
22.04.2021	<ul style="list-style-type: none"> • ETBI: CE Forum meeting
23.04.2021	<ul style="list-style-type: none"> • Monaghan Co Co Digital Strategy meeting • Covid-19 TES Steering Group meeting
27.04.2021	<ul style="list-style-type: none"> • ETB Webinar - IPB 'Tackling Fraudulent Claims' • Cavan Sports Partnership Board meeting • ETBI: OSD/FET Director Briefing - Learner Payments Project • Interviews • ETBI: ICT Steering Committee meeting
28.04.2021	<ul style="list-style-type: none"> • Action Plan for Apprenticeship 2021 - 2025: Information Session • FET College of the Future • ETBI pre-FET Stakeholders' meeting • ETBI: FET Stakeholders' meeting
29.04.2021	<ul style="list-style-type: none"> • LAG and LCDC meetings (Cavan)
30.04.2021	<ul style="list-style-type: none"> • Covid-19 TES Steering Group meeting • Community Response Forum meeting (Cavan)
04.05.2021	<ul style="list-style-type: none"> • ETBI: DFET Forum - FET Funding Model • ETBI: DFET Forum pre-meeting • Cavan Institute BOM meeting
05.05.2021	<ul style="list-style-type: none"> • ETBI: DFET Forum meeting • ETBI: pre-FET Stakeholders' meeting • ETBI: FET Stakeholders' meeting • ETBI: FET Liaison Group pre-meeting • Peace Plus meeting

06.05.2021	<ul style="list-style-type: none"> • FET College of the Future • Photo call re ICT Award
07.05.2021	<ul style="list-style-type: none"> • ETBI: FET Liaison Group Meeting • Peace Plus - Springboard • Covid-19 TES Planning WG • IAU-ETBs SC Sub-Group meeting • Cavan Sports Partnership meeting
10.05.2021	<ul style="list-style-type: none"> • Monaghan Co Co Digital Strategy meeting
11.05.2021	<ul style="list-style-type: none"> • ETBI: CE Forum prep meeting re FET • Cavan Sports Partnership Board meeting • LAG/LCDC meeting (Monaghan) • ETBI: pre-SEC meeting
12.05.2021	<ul style="list-style-type: none"> • ETBI Forums Review Sub-Group meeting • ETBI: CE Sub-Group FET College of the Future meeting • Blended Learning Policy series
13.05.2021	<ul style="list-style-type: none"> • ETBI: CE Forum meeting
14.05.2021	<ul style="list-style-type: none"> • DE: Covid-19 TES Planning WG meeting • ETBI: Junior and Senior Trade Hairdressing Examinations meeting
17.05.2021	<ul style="list-style-type: none"> • A&L Project Steering meeting
18.05.2021	<ul style="list-style-type: none"> • Youthreach BOM meeting • CMETB Meeting

11. Date of Next Meeting

11.1 Next Meeting: Tuesday, 20 July 2021

It was resolved R. 21/05/2021

“to conduct the next meeting of CMETB in person subject to Covid-19 requirements.”

Proposed by Cllr PJ O'Hanlon Seconded by Mr M Martin
PASSED UNANIMOUSLY

SIGNED:



CHIEF EXECUTIVE



CHAIRPERSON

DATE:

20/07/2021

20/7/21