

MINUTES OF MEETING HELD ON THURSDAY, 19 NOVEMBER 2020

A meeting of Cavan and Monaghan Education and Training Board
took place in the **Garage Theatre, Armagh Road, Monaghan,**
on Thursday, 19 November 2020 at 2pm

BAILL I LATHAIR: **Sean Fegan**

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

LEITHSCEIL: Elaine Carolan, Rosena Donagh, 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
Geraldine Gray, CPO
Sean McMahon, Anglo Celt
Sheila Naughton, Northern Sound

1. Preliminary

1.1 Welcome

The Chairperson welcomed all present

1.2 Declaration of Interest

The Declaration of Interest statement was circulated and signed.

1.3 Apologies/ Absence Approval:

It was resolved: R. 01/11/2020

“to approve the absence of Elaine Carolan, Rosena Donagh and Patricia Walsh.”

Proposed by Cllr S Smith Seconded by Cllr C Kelly
PASSED UNANIMOUSLY

Condolences

To Concepta Murray (Monaghan Admin. Centre) on the death of her uncle, Pat Smyth

To Colette McBreen (Cavan Admin. Centre) on the death of her father, John McBreen

To Audrey Kelly (Monaghan Admin. Centre) on the death of her aunt, Kay O'Reilly

To Kathleen O'Reilly on the death of her sister, Rita O'Reilly (former staff member of Co Monaghan VEC)

To Andrea Mulligan (former staff member) on the death of her mother, Nora Mulligan

To Fergal Boyle (Coláiste Dún an Rí) on the death of his aunt, Eilish Carrigy

To Breda Rodden (Donegal ETB) on the death of her brother, Noel Rodden

1.4 Election of Chairperson

Proposals were invited for the position of Chairperson. Mr Sean Fegan was proposed by Ms M Flynn and seconded by Mr J McGrath

As there were no other nominations, Mr Sean Fegan was deemed elected to the position of Chairperson.

1.5 Election of Deputy Chairperson

Proposals were invited for the position of Deputy Chairperson. Ms April Anna Barker was proposed by Mr S Fegan and seconded by Cllr. C Kelly

As there were no other nominations, Ms April Anna Barker was deemed elected to the position of Deputy Chairperson.

1.6 Minutes of Meeting

It was resolved: R. 02/11/2020

"to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 23 September 2020."

Proposed by Cllr D Maxwell Seconded by Cllr C Carthy
PASSED UNANIMOUSLY

1.7 Matters Arising

Business Continuity Plan (BCP)

The CE updated the meeting on the Business Continuity Plan with regard to Covid - 19 pandemic and confirmed that management is continuing to abide with the latest advice from the health and safety authorities.

NOTED

2. Correspondence and Matters Arising

2.1 Correspondence

○ Department of Education: Circulars

<i>Reference</i>	<i>Details</i>
Circular Letter 0060/2020	Public Service Stability Agreement 2013- 2020 and the Public Service Pay and Pensions Act 2017: Revision of Teacher Salaries w.e.f. 01.10.2020
Circular Letter 0061/2020	Revision of Salaries for SNAs w.e.f. 01.10.2020
Circular Letter 0062/2020	Revision of Salaries for all staff paid directly by a recognised school or ETB w.e.f. 01.10.2020
Circular Letter 0063/2020	Revision of Salaries for all staff other than teachers and SNAs employed by ETBs w.e.f. 01.10.2020
Circular Letter 0064/2020	Revision of salaries w.e.f. 01.10.2020 for Clerical Officers and Caretakers employed in National Schools under the 1978/79 Scheme and Clerical Officers employed in Post-Primary Schools under the 1978 Scheme
Circular Letter 0067/2020 (Revising Circular 0058/2019)	Advice on the use of assessment instruments/tests for Guidance or for additional and special education needs (SENs) in post-primary schools
Circular Letter 0068/2020	Emergency Works Grant Scheme: Migration to On-Line Applications and Minor Revisions of Scheme
Circular No 0069/2020	New Arrangements and procedures for Appeals under Section 29 of the Education Act 1998 effective from 12.11.2020 onwards
Circular Number 0070/2020	Curriculum and Assessment related developments at Senior Cycle with particular reference to school years 2020/21 and 2021/22 and the postponement of implementation of revised specifications
Circular Letter No 71/2020	Arrangements for the Election of Staff to the Boards of KWETB and LMETB - 2020
Circular No 0073/2020	Updated Guide to Child Protection and Safeguarding Inspections in Primary and Post-Primary Schools
Circular No 74/2020	Communication/Teaching and Learning Platform (in the event of a partial or full school closure in the future)

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 **Department of Education**

General Correspondence: DE	
<i>Date</i>	<i>Subject</i>
11.11.2020	Publication of CMETB's Annual Report for the period ended 31 December 2019

READ

Finance Correspondence: DE	
09.11.2020	Publication of CMETB's Accounts for the year ended 31 December 2019

READ

Land and Buildings Correspondence: DE	
Date	Subject
20.10.2020	ETB Leased Properties: Leasing Outwards Process and Application form
27.10.2020	Sanctioning lease of Unit 2, Cootehill Road, Cavan, for FE Programme wef 01.09.2020 to 31.08.2022

READ

- Correspondence received from **other sources**

Audit		
Date	From	Subject
04.08.2020	C&AG	2019 Annual Financial Statements: Account and Audit Certificate

READ

Finance Correspondence from Other Sources		
Date	From	Subject
25.09.2020	DEASP	School Meals (Local Projects) Scheme 2020-2021: Inver College allocation of €119,658: first instal of €6,622 to issue
25.09.2020	DCYA	UBU Your Place Your Space Funding Organisation SLAs (S7.11 Policy and Operating Rules): survey for completion
13.10.2020	DCYA	Capital (€9,438) and Current (€9,342), Minor Covid-19 Grants 2020: to issue
15.10.2020	DEASP	School Meals (Local Projects) Scheme 2020-2021: North Monaghan SCP allocation of €5,103: first instal of €1,809 to issue
28.10.2020	Department of Children, Equality, Disability, Integration and Youth (DCEDIY)	ICT Investment Grants for Youth Services and Youth Clubs to support the improvement of ICT infrastructure: allocation €41,806
28.10.2020	DEASP	School Meals (Local Projects) Scheme 2020-2021: Castleblayney College allocation of €76,342.20: first instal of €8,682 to issue
30.10.2020	DEASP	School Meals (Local Projects) Scheme 2020-2021: Castleblayney and Clones SCP allocation of €8,400

READ

GENERAL Other Sources		
Date	From:	Subject
26.09.2020	Belong LGBTI+ Young People in Ireland	"#ComeIn & Join Us for Stand Up Awareness Week 2020!" 16 to 20 November 2020
26.10.2020	Léargas	Grant Agreement No 2019-1-IE01-KA104-051324 (Amendment)
28.10.2020	ETBsNPA	Changes within ETBsNPA
29.10.2020	Léargas	Grant Agreement No 2020-1-IE01-KA116-065907 - Awakening European Awareness project - Cavan Institute

READ

- Correspondence received from **ETBI**

Date	Subject
Brief No23/2020	Template response to Queries re Carl O'Brien Article on 'Catholic Symbols in State Schools to be phased out'
07.10.2020	Patron's Day: "A Patrons' Framework on Ethos for ETB Schools on 26.11.2020
22.10.2020	DES product recall notice: ViraPro hand sanitiser PCS100409
23.10.2020	ETBI Bliain na Gaeilge 2020/21 was launched on 13 October 2020
30.10.2020	ETBI Governance Training for all Chairpersons of Audit and Risk Committees & Finance Committees
31.10.2020	ETBI Brexit Preparation
11.11.2020	ETBI Governance Training for all Chairpersons of Audit and Risk Committees & Finance Committees: 26 November 2020 and 4 December 2020 respectively

READ

2.2 Correspondence - Matters Arising

No business

3. Audit and Risk

3.1 Audit and Risk Committee

It was resolved: R. 03/11/2020

"to adopt the Minutes of the meeting of the Audit and Risk Committee held on 22 June 2020."

Proposed by Cllr D Maxwell Seconded by Ms M Flynn
PASSED UNANIMOUSLY

4. Finance

4.1 Finance Committee

It was resolved: R. 04/11/2020

"to adopt the Minutes of the meeting of the Finance Committee held on 25 June 2020

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

4.2 Finance Update

Ms Amanda Taylor, Finance Officer, briefed the meeting on the Financial Report from January 2020 to October 2020 incl. which was circulated.

NOTED

4.3 Overdraft Accommodation

The CE submitted a written proposal to the Board as to why it should seek overdraft accommodation for the purposes of carrying out the Board's functions.

To be resolved:

"That the Board agrees to seek the approval of the Department of Education for bank overdraft, in accordance with Section 49 of the Education and Training Boards Act 2013, on a precautionary basis, with Bank of Ireland, Church Square, Monaghan"

- a bank overdraft of €3 million max. with Bank of Ireland, Church Square, Monaghan, to cover the period 1 January 2021 to 31 December, 2021 incl.

It was resolved: R. 05/11/2020

to seek the approval of the Department of Education for bank overdraft, 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 2021 to 31 December 2021 incl.

Proposed by Cllr D Maxwell Seconded by Cllr C Brady
PASSED UNANIMOUSLY

4.4 Business on Line EFT facilities

It was resolved: R. 06/11/2020

"to seek approval from the Department of Education to facilitate Business-on-Line EFT facilities with Bank of Ireland on an ongoing basis to an amount of €2,900,000."

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

<h2>5. OSD Matters</h2>

5.1 Land and Buildings

5.1.1 Leases/ Contracts

Proposed Welding Course Facility Monaghan

It was resolved R. 07/11/2020

"to seek 'approval in principle' from DES to enter into a new lease to facilitate the provision of a Welding Course in Monaghan".

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

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

5.4 Use of Facilities

It was resolved: R. 08/11/2020

CMETB Centre	Requested by	Date/s Required
Castleblayney College	Castleblayney Faughs GFC	Tuesdays and Thursdays from 13 October to 3 December 2020
Inver College Carrickmacross	Born 2 Perform Stage School	Mondays from 21 September 2020

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

Proposed by Cllr D Maxwell Seconded by Cllr S Smith
PASSED UNANIMOUSLY

5.5 Other Matters: No business

6. Strategy Statement

6.1 Policies: No business

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:

7.1.1 Report from the Director of FET, Linda Pinkster.

Modular Units Cavan FET Campus - DFET's report confirmed the project has gone through the tender process and a contractor appointment is imminent.

NOTED

7.1.2 Board of Management

7.1.2.1 Board of Management Appointments

It was resolved to appoint the following:

Resolution No	Centre	Student Representative	Proposed/ Seconded
R. 09/11/2020	Monaghan Institute	Gabrielius Leonavicius	Proposed by Cllr D Maxwell Seconded by Mr J McGrath
R. 10/11/2020	Monaghan Institute	Andrea Neeson	Proposed by Cllr D Maxwell Seconded by Mr J McGrath

PASSED UNANIMOUSLY

7.1.2.2 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. 11/11/2020	Cavan Institute	03.06.2020	Proposed by Ms M Flynn Seconded by Cllr S Smith
R. 12/11/2020	Monaghan Institute	• 12.02.2020	Proposed by Mr J McGrath Seconded by Cllr D Maxwell
R. 13/11/2020		• 01.04.2020	Proposed by Mr J McGrath Seconded by Ms AA Barker
R. 14/11/2020	Youthreach	18.06.2020	Proposed by Cllr C Kelly Seconded by Ms AA Barker

PASSED UNANIMOUSLY

7.1.3 Youth Work Committee

7.1.3.1 Youth Work Committee Minutes

It was resolved to **adopt the Minutes** as follows:

Resolution No	Centre	Date	Proposed/ Seconded
R. 15/11/2020	Youth Work Committee	01.07.2020	Proposed by Cllr C Carthy Seconded by Cllr D Maxwell

PASSED UNANIMOUSLY

7.1.4 FET Policies

No business

7.1.5 Further Education and Training (FET) Board

7.1.5.1 Operating Procedures and Terms of Reference for CMETB FET Board.

The Board noted the Operating Procedures and Terms of Reference for CMETB FET Board as amended.

NOTED

7.1.5.2 Appointments to CMETB FET Board

It was resolved the appoint the following to the CMETB FET Board:

Resolution No	Name	Representing	Proposed/ Seconded
R. 16/11/2020	Joe McGrath	CMETB	Proposed by Ms M Flynn Seconded by Ms AA Barker
R. 17/11/2020	PJ O'Hanlon	CMETB	Proposed by Cllr C Kelly Seconded by Cllr S Smith
R. 18/11/2020	David Maxwell	CMETB	Proposed by Cllr A Campbell Seconded by Cllr M Argue
R. 19/11/2020	Sean Conlon	CMETB	Proposed by Cllr C Carthy Seconded by Cllr D Maxwell
R. 20/11/2020	John McEntegart	Monaghan Co. Co.	Proposed by Cllr S Conlon Seconded by Ms AA Barker
R. 21/11/2020	Anne Keeley	DEASP	Proposed by Cllr S Conlon Seconded by Ms AA Barker
R. 22/11/2020	Marcella Rudden	Cavan Co. Co.	Proposed by Cllr S Conlon Seconded by Ms AA Barker
R. 23/11/2020	Gerard Callan	Monaghan Integrated Development	Proposed by Cllr S Conlon Seconded by Ms AA Barker
R. 24/11/2020	Pamela Carney	Cavan County Local Development	Proposed by Cllr S Conlon Seconded by Ms AA Barker
R. 25/11/2020	John Kelly	Industry	Proposed by Cllr C Kelly Seconded by Cllr S Smith
R. 26/11/2020	Jim Hand	Industry	Proposed by Cllr PJ O'Hanlon Seconded by Cllr A Campbell
R. 27/11/2020	Tom Freeman	Voluntary/Community	Proposed by Cllr PJ O'Hanlon Seconded by Cllr S Smith

PASSED UNANIMOUSLY

7.1.5.3 Appointment of Chairperson of CMETB FET Board

It was resolved: R. 28/11/2020

“to appoint Joe McGrath to the position of Chairperson of the CMETB FET Board.”

Proposed by Cllr A Campbell Seconded by Cllr D Maxwell

PASSED UNANIMOUSLY

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 Director of Schools' Report:

7.2.1 Report from the Director of Schools, Paddy Flood.

NOTED

7.2.2 Boards of Management

7.2.2.1 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. 29/11/2020	Ballybay Community College	06.05.2020	Proposed by Ms M Flynn Seconded by Cllr C Brady
R. 30/11/2020		29.06.2020	Proposed by Ms M Flynn Seconded by Cllr C Carthy
R. 31/11/2020	Beech Hill College	08.06.2020	Proposed by Cllr A Campbell Seconded by Mr B Martin
	Breifne College	No business	
R. 32/11/2020	Castleblayney College	18.06.2020	Proposed by Mr J McGrath Seconded by Mr B Martin

R. 33/11/2020	Coláiste Dún an Rí	03.07.2020	Proposed by Cllr C Kelly Seconded by Ms AA Barker
R. 34/11/2020		19.08.2020	Proposed by Cllr C Kelly Seconded by Ms AA Barker
R. 35 /11/2020	Coláiste Oiriall	13.05.2020	Proposed by Ms AA Barker Seconded by Cllr C Carthy
R. 36/11/2020	Inver College	14.09.2020	Proposed by Cllr C Carthy Seconded by Cllr PJ O'Hanlon
R. 37/11/2020	Largy College: Joint Meeting of the BOG and BOM	06.05.2020	Proposed by Ms AA Barker Seconded by Cllr C Carthy
R. 38/11/2020	St Mogue's College	12.02.2020	Proposed by Cllr S Smith Seconded by Mr B Fay
	St Bricin's College	No business	
R. 39 /11/2020	Virginia College	25.06.2020	Proposed by Cllr M Argue Seconded by Mr M McBreen
	Garage Theatre	No business	

PASSED UNANIMOUSLY

7.2.2.2 Largy College Board of Management: Chairperson

It was noted that an arrangement between the joint patrons of Largy College (CMETB and the Bishop of Clogher) is in place regarding the 2-year rotation of the position of Chairperson of the Board of Management. Mr Brendan Jenkins is the current Chairperson.

NOTED

7.2.3 School Based Policies

	School	Policy
7.2.3.1	Coláiste Dún an Rí	Code of Behaviour

NOTED

7.2.4 Child Safeguarding

	School	Title
7.2.4.1	Largy College	Child Safeguarding Statement

NOTED

7.2.5 Anti-Bullying

	School	Title
7.2.5.1	Coláiste Oiriall	Annual Review of Anti-Bullying Policy

NOTED

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

25.09.2020	<ul style="list-style-type: none">• Covid-19 TES Steering Committee meeting
28.09.2020	<ul style="list-style-type: none">• CMETB Audit and Risk Committee meeting
29.09.2020	<ul style="list-style-type: none">• ETBI: FET Pre Stakeholders meeting• ETBI Board Meeting• ETBI: FET Stakeholders WG meeting
30.09.2020	<ul style="list-style-type: none">• ESBS ETB Payroll SG meeting• ETBI: Pre Forum meeting
01.10.2020	<ul style="list-style-type: none">• ETBI: FET Pre Stakeholders meeting• ETBI Forums Review Subgroup meeting• ETBI: FET Stakeholders WG meeting• CMETB Finance Committee meeting
02.10.2020	<ul style="list-style-type: none">• DES WG meeting to finalise Covid-19 Response Plan• ETBI AGM
05.10.2020	<ul style="list-style-type: none">• FET Psychological Supports meeting• ETBI: FET Pre Stakeholders meeting• ETBI: FET Stakeholders WG meeting
06.10.2020	<ul style="list-style-type: none">• ETBI: DFET Forum pre-meeting• DFHERIS Follow up meeting
07.10.2020	<ul style="list-style-type: none">• ETBI: DFET Forum meeting• NERSF meeting
08.10.2020	<ul style="list-style-type: none">• ETBI CE Forum meeting• Cavan Sports Partnership Strategic Plan meeting
12.10.2020	<ul style="list-style-type: none">• SICAP Sub-Committee meeting to review assessment reports for Community Enhancement Programme• DES meeting with Sectoral representatives to discuss COVID Planning• Monaghan COVID Forum Meeting• ETBI: VSware Contract - meeting• Largy College BOM & BOG Joint meeting
13.10.2020	<ul style="list-style-type: none">• Cavan Sports Partnership meeting• Monaghan LAG and LCDC meetings

	<ul style="list-style-type: none"> • ETBI: IPB Insurance & ETB Liaison Committee meeting
14.10.2020	<ul style="list-style-type: none"> • Sport Ireland Gov-Enhance Chairpersons Networking event • Youthreach BOM meeting • Cavan SCP Meeting • ETBI ICT Governance meeting
15.10.2020	<ul style="list-style-type: none"> • ETBI: ICT Governance meeting - FET • ETBI: CE Forum meeting • ETBI: Follow up Governance • ETBI: Covid-19 Update - FET
16.10.2020	<ul style="list-style-type: none"> • Cavan COVID-19 Community Response Forum meeting
19.10.2020	<ul style="list-style-type: none"> • ETBI: FET Pre Stakeholders meeting • ETB Prep II - FIT
20.10.2020	<ul style="list-style-type: none"> • ETBI: FET Pre Stakeholders meeting • ETBI: FET Stakeholders meeting • ETBI: VSware and ICT Governance meeting • ETBI: DFET Forum review pre-meeting • Garage Theatre BOM meeting
21.10.2020	<ul style="list-style-type: none"> • ETBI: DFET Forum Review
22.10.2020	<ul style="list-style-type: none"> • Monaghan Community Response Forum meeting
23.10.2020	<ul style="list-style-type: none"> • DES: ETB Procurement meeting
27.10.2020	<ul style="list-style-type: none"> • A&L Steering Group meeting • CMETB Finance Committee meeting
29.10.2020	<ul style="list-style-type: none"> • Cavan LAG and LCDC meetings
30.10.2020	<ul style="list-style-type: none"> • Cavan COVID-19 Community Response Forum meeting
02.11.2020	<ul style="list-style-type: none"> • Working Group meeting - Deirdre McCarthy
03.11.2020	<ul style="list-style-type: none"> • Meeting with DES and CMETB Executive re Performance Delivery Agreement • BTS ICT Group meeting - FET • ETBI: FET Pre Stakeholders meeting • ETBI: FET Pre Forum meeting
04.11.2020	<ul style="list-style-type: none"> • ETBI: DFET Forum meeting • ETBI: Legal Advice subgroup meeting • ETBI: FET Stakeholders WG meeting
05.11.2020	<ul style="list-style-type: none"> • Shared Services ETB Payroll Steering Group meeting
09.11.2020	<ul style="list-style-type: none"> • IAU-ETB Recruitment shortlisting • IAU-ETBs Subgroup meeting
10.11.2020	<ul style="list-style-type: none"> • WBL Steering Group Meeting - FET • ETBI: ICT Steering Group meeting • Monaghan LAG and LCDC meetings
11.11.2020	<ul style="list-style-type: none"> • ETBI: FET Stakeholder Engagement - Thematic Session • IAU-ETBs Steering Committee meeting
12.11.2020	<ul style="list-style-type: none"> • ETBI: CE Forum
13.11.2020	<ul style="list-style-type: none"> • Cavan COVID-19 Community Response Forum meeting
18.11.2020	<ul style="list-style-type: none"> • ETBI: FET College of the Future - Thematic Session • Youth Work Committee meeting

11. Schedule of Meetings 2021

11.1 The Draft Schedule of meetings was circulated.

12. Date of Next Meeting

Schedule of Meetings 2020:

- 15 December 2020 at 2p.m. Governance Training for CMETB Members

Schedule of Meetings 2021:

Next Meeting: 16 February 2021

NB: *In accordance with Covid-19 protocols the Board meeting was adjourned then reconvened to continue its business.*

SIGNED: John Heavney
CHIEF EXECUTIVE

Sam Jago
CHAIRPERSON

DATE: 16/2/2021

16 - 02 - 2021