

**MINUTES OF MEETING HELD ON
TUESDAY, 17 DECEMBER 2019**

**A meeting of Cavan and Monaghan Education and Training Board
took place in the Cavan Institute, Cathedral Road, Cavan
on Tuesday, 17 December, 2019.**

BAILL I LATHAIR:

Clifford Kelly

BAILL I LATHAIR:

Madeleine Argue, April Anna Barker, Aidan Campbell, Colm Carthy, Sean Conlon, Brendan Fay, Michelle Flynn, Brian Martin, Micheál Martin, Martin McBreen, Joe McGrath, PJ O'Hanlon, Sarah O'Reilly, Patricia Walsh

LEITHSCEIL:

Carmel Brady, Elaine Carolan, Rosena Donagh, Sean Fegan, David Maxwell, Sean Smith

AR FREASTAIL:

John Kearney, Chief Executive
Berni Power, DOSD
Linda Pinkster, DFET
Amanda Taylor, APO
Gerardine Heaphey, AO
Marie Traynor, SSO
Rebekah Maguire, ASO
Geraldine Gray, CO
Seamus Enright, Anglo-Celt
Eddie Graham, 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.

“In Camera” Business

1.3 Apologies/ Absence Approval

It was resolved: R. 03/12/19

“to approve the absence of Carmel Brady, Elaine Carolan, Rosena Donagh, Sean Fegan, David Maxwell, Sean Smith.”

Proposed by Ms M Flynn Seconded by Cllr M Argue
PASSED UNANIMOUSLY

Condolences

To Siobhan Sheerin (Beech Hill College) on the death of her grandmother, Anna Treanor
To Evin O'Meara (Cavan Institute) on the death of his mother, Maureen O'Meara
To Ann Marie Lacey (Cavan Institute) on the death of her father, Joe Traynor
To Irene Whelan (Cavan Institute) on the death of her father, Joe Traynor
To the Family of the late Anna Hanratty
To the Family of late Patrick Caulfield

Congratulations to:

- Eoghan Courtney, Largy College, on his award of a Naughton Scholarship

1.4 Minutes of Meeting

It was resolved: R. 04/12/19

“to adopt the Minutes of the (third) meeting of Cavan and Monaghan ETB held on 18 September 2019.”

Proposed by Mr J McGrath Seconded by Cllr B Fay
PASSED UNANIMOUSLY

It was resolved: R. 05/12/19

“to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 29 October 2019.”

Proposed by Ms M Flynn Seconded by Mr M Martin
PASSED UNANIMOUSLY

1.5 Matters Arising

No business

2. Correspondence and Matters Arising

2.1 Correspondence

○ Department of Education and Skills: Circulars

<i>Reference</i>	<i>Details</i>
Circular 0056//2019	Home Tuition Grant Scheme – Two Strands 1. Children without a school place (NSP) – Application Forms are only available from the Educational Welfare Service (EWS) Application Form HT8NSP and 2. Children in Care without a school place - (CIC) – Short Term Home Tuition Grant Scheme – Application Form HT9CIC are only available from a Social Worker
Circular Letter 0058/2019 (Revising Circular 0035/2017)	Advice on the use of assessment instruments/tests for Guidance or for additional and special educational needs (SEN) in post-primary schools
Circular Letter 0060/2019	Sick Leave Scheme for Special Needs Assistants employed in Recognised Primary and Post Primary Schools
Circular No: 0061/2019	Curriculum-related developments at Senior Cycle with particular reference to school years 2019/20, 2020/21, 2021/22, including: □ expressions of interest for national rollout of Leaving Certificate Computer Science, Leaving Certificate Physical Education, and the Senior Cycle Physical Education Framework □ expressions of interest for the introduction of Leaving Certificate Mandarin Chinese, Polish, Portuguese and Lithuanian.
Circular Letter 0062/2019	To the Chief Executive of each Education and Training Board Payment of Tool Allowance to Craft Workers
Circular letter 0065/2019	Revision of salaries for Special Needs Assistants (SNAs) with effect from 1 January 2020
Circular Letter 0068/2019	Revision of salaries in respect of all staff other than Teachers and SNAs employed by ETBs with effect from 1 January 2020
Circular Letter 0069/2019	Revision of Salaries of all staff paid directly by a recognised school or ETB with effect from 1 January 2020

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

READ

○ Correspondence received from **DES**

<i>Date</i>	<i>Subject</i>
	General Correspondence: DES
19/09/2019	Publication of CMETB Annual Report for the period ended 31 December 2018
11/10/2019	Important information for your Further Education College community regarding Brexit
03/12/2019	Secretary General congratulating all staff involved in the roll-out of the ESBS-ETB Payroll Shared Services

READ

<i>Date</i>	<i>Subject</i>
	Finance Correspondence: DES
16/09/2019	DEIS Grant Allocation - 2019/2020 school year
17/09/2019	Publication of CMETB Accounts for the year ended 31 December 2018
15/10/2019	School Services Support Fund 2019/2020 - 1st instalment to issue
24/10/2019	Sanction to seek overdraft accommodation of €3m from 1 January 2020 to 31 December 2020
31/10/2019	DPE126-020-2015 re Financial procedures to be followed where staff of one public service body incur expenses from work undertaken on behalf of another public service body
11/11/2019	Travel and Subsistence Claim for 2019 - payment issued
04/12/2019	Special Class Grant 2019/2020 to issue
05/12/2019	Traveller Pupil Grant 2019/2020 to issue

READ

<i>Date</i>	<i>Subject</i>
	Land and Buildings Correspondence: DES
13/09/2019	Application for funding under the EWS for Electrical Works at Castleblayney College
24/09/2019	Sanctioning lease for Youthreach premises at Magheranure, Cootehill, Co Cavan w.e.f. 1 January 2020 to 31 December 2024.
01/11/2019	Approving an all in grant in respect of EWS 2019 Electrical Works at Castleblayney College
11/11/2019	SLA for Delivery of Devolved Project: Scoil Mhuire, Rockcorry RN 10429W
28/11/2019	Approving an all in grant in SWS 2020 Life Safety Systems works at Inver College
02/12/2019	Approval of additional accommodation for Ballybay CC
13/12/2019	Approval of additional accommodation for Inver College

READ

○ Correspondence received from **other sources**

<i>Date</i>	<i>From:</i>	<i>Subject</i>
Audit		No business

NOTED

<i>Date</i>	<i>From:</i>	<i>Subject</i>
Finance	Correspondence from Other Sources	
10/09/2019	DCYA	LGBTI+ Youth Service Grant €5k to issue
17/09/2019	SWSO	School Meals (Local Projects) Scheme 2019-2020: Castleblayney and Clones SCP - first instal. of €3,203.75 to issue
08/10/2019	Department of Children and Youth Affairs (DCYA)	Youth Capital Funding Scheme 2019 - Staff Led: €21,801 to issue
09/10/2019	DCYA	Youth Employability Initiative 2019 - 2 nd instal. of €26,250 to issue
09/10/2019	DCYA	Local Youth Club Equipment Scheme for Volunteer Led Clubs/Groups - Payment of €94,508 to issue
09/10/2019	DCYA	Youth Work Function additional maternity cover 2019 €20,443 to issue
11/10/2019	SWSO	School Meals (Local Projects) Scheme 2019-2020: Beech Hill College - first instal. of €86,994.60 to issue
11/10/2019	DCYA	Revised Youth Funding Scheme (RYFS) and Target Youth Funding Scheme Grant for 2019 of €157,789 in respect of a number of projects to issue
29/10/2019	SWSO	School Meals (Local Projects) Scheme 2019-2020: North Monaghan SCP first instal. of €2,041.20 to issue
30/10/2019	SUSI	Request for data regarding students in receipt of a VTOS allowance for 2019/2020
07/11/2019	PDST	JCSP Initiatives 2019-2020: Payment of €990 in respect of alloc. to Beech Hill College
07/11/2019	PDST	JCSP Initiatives 2019-2020: Payment of €4,788 in respect of alloc. to Breifne College
07/11/2019	PDST	JCSP Initiatives 2019-2020: Payment of €540 in respect of alloc. to Castleblayney College
07/11/2019	PDST	JCSP Initiatives 2019-2020: Payment of €225 in respect of alloc. to Larcy College
07/11/2019	PDST	JCSP Initiatives 2019-2020: Payment of €2,970 in respect of alloc. to St Mogue's College
15/11/2019	Léargas	Ref: 2017-2-IE01-KA102-038609 - Project Title: Learner IT Skill Update (Monaghan Institute) - Final Grant Award Decision
29/11/2019	SWSO	School Meals (Local Projects) Scheme 2019-2020: St Mogue's College first instal. of €16,287.82 to issue
03/12/2019	Pobal	Healthy Ireland Fund Round 3 Addendum to Grant Agreement for Monaghan CYPSC

READ

<i>Date</i>	<i>From:</i>	<i>Subject</i>
Land and Buildings:	Correspondence from Other Sources	
02/10/2019	Gaelscoil Ultain	SLA between CMETB and Gaelscoil Ultain RN19936P in relation to the addition of one general classroom on Gaelscoil Ultain existing site.
30/10/2019	Save our School Committee & Parents' Association - St Bricin's College and St Mogue's College	Appeal Submission

READ

<i>Date</i>	<i>From:</i>	<i>Subject</i>
GENERAL	Other Sources	
30/10/2019 and 13/11/2019	Oifig an Choimisinéara Teanga	Complaint regarding correspondence received by CMETB in Irish but replied to in English.
04/12/2019	Standards in Public Office (SIPO)	Document published: Supporting Ethics Compliance: Top Ten Best Practices for Public Bodies - and advising public bodies to review their procedures in light of the contents of the document
10/12/2019	Standards in Public Office (SIPO)	Ethics in Public Office Acts 1995 and 2001 - reminder re Annual Statements of Interests

READ

○ Correspondence received from **SOLAS**

<i>Date</i>	<i>Subject</i>
15/10/2019	CMETB's Submission to the Innovation through Collaboration Call 2019: Upskilling the Food Sector for the Future through action learning
29/11/2019	Allocation of grants for the administration of 2016+ Apprenticeships to Lead Agencies (Co-Ordinating Providers)
03/12/2019	FET Planning and Funding 2020 - Strategic Planning 2018-2020: Proposed 2020 FET Provision is €16,846,304 and Proposed 2020 FET Capital Funding Figure of €300k
03/12/2019	Overarching Planning and Funding Parameters and Requirements for the ETBs Further Education and Training Provision 2020.

○ Correspondence received from **ETBI**

<i>Date</i>	<i>Subject</i>
ETBI Brief 19/2019	FOI requests made of ETBs (confidential records)
27/11/2019	Governance Training for Chairpersons of ETBs on Saturday, 25 January 2020 in ETBI, Naas

READ

3. Audit

3.1 Audit and Risk Committee

3.1.1 Report from the Audit and Risk Committee meeting held on 23 September 2019.

It was resolved: R. 06/12/19

"to adopt the Report from the Audit and Risk Committee meeting held on 23 September 2019."

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

3.1.2 Terms of Reference for the Audit and Risk Committee

It was resolved: R. 07/12/19

"to adopt the Terms of Reference for the Audit and Risk Committee."

Proposed by Cllr S Conlon Seconded by Mr B Martin
PASSED UNANIMOUSLY

.1.3 [REDACTED] - see in camera
business

3.2 Internal Audit

3.2.1 Charter for Internal Audit

It was resolved: R. 08/12/19

"to adopt Charter for Internal Audit."

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

4. Finance

4.1 Finance Committee

4.1.1 Report from Finance Committee meetings held on 15 March 2019 and 25 March 2019.

It was resolved: R. 09/12/19

"to adopt the **Report from Finance Committee meetings held on 15 March 2019 and 25 March 2019.**"

Proposed by Mr Joe McGrath Seconded by Mr M McBreen
PASSED UNANIMOUSLY

4.1.2 Report from Finance Committee meeting held on 1 October 2019

It was resolved: R. 10/12/19

"to adopt the **Report from Finance Committee meeting held on 1 October 2019.**"

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

4.1.3 Terms of Reference for the Finance Committee

It was resolved: R. 11/12/19

"to adopt the **Terms of Reference for the Finance Committee.**"

Proposed by Ms AA Barker Seconded by Mr B Martin
PASSED UNANIMOUSLY

4.1.4 [REDACTED] - see "in camera" *business*

4.2 Finance Update

The Finance Report for January to November 2019 incl. was circulated and discussed.

NOTED

4.2.1. Business On-Line EFT facilities

It was resolved: R. 12/12/19

“to seek approval from the Department of Education and Skills to facilitate Business-on-Line EFT facilities with Bank of Ireland on an ongoing basis to an amount of €4,500,000.

Proposed by Cllr C Carthy Seconded by Mr M McBreen
PASSED UNANIMOUSLY

5. OSD Matters

5.1 Land and Buildings

5.1.1 Leases/ Contracts: No business

5.1.2 Land and Buildings Report

The Land and Buildings Report was noted.

NOTED

5.1.3 Service Level Agreements (SLA)

5.1.3.1 SLA for Delivery of Devolved Project: Scoil Mhuire, Rockcorry RN 10429W

It was resolved: R. 13/12/19

“to approve signing of SLA between CMETB and the Department of Education and Skills for Delivery of Devolved Project: Scoil Mhuire, Rockcorry RN 10429W

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

5.1.3.2 SLA between CMETB and Gaelscoil Ultain RN19936P in relation to the addition of one general classroom on Gaelscoil Ultain existing site.

It was resolved: R. 14/12/19

“to approve signing of SLA between CMETB and Gaelscoil Ultain RN19936P in relation to the addition of one general classroom on Gaelscoil Ultain existing site.”

Proposed by Mr J McGrath Seconded by Cllr M Argue
PASSED UNANIMOUSLY

5.2 Risk Management Report

The DOSD briefed the meeting on the Risk Management Report.

NOTED

5.3 Summary of Executive Orders (Delegation of duties):

The Summary of Executive Orders (Delegation of duties) was noted.

NOTED

5.4 Use of Facilities

CMETB Centre	Requested by	Date/s Required
Virginia College	Irish Blood Transfusion Service	11 December 2019
Virginia College	Active Virginians	Wednesdays from 4 September to December 2019
Virginia College	Cavan Monaghan Healthy Families	Monday 21 October 2019
Virginia College	Jumping Jelly Beans Virginia	Monday 23 September 2019
Virginia College	Virginia Christmas Day Swim	25 December 2019
Cavan Institute	Parkrun Ireland	Saturdays from 26 October 2019 to 18 July 2020
Castleblayney College	Castleblayney Faughs GAA	Tuesdays and Friday from 4 October to 19 November 2019
Castleblayney College	Castleblayney Gymnastic Club	Wednesdays from 25 September 2019 to 24 June 2020 excluding school holiday closures
Castleblayney College	Blayney Rovers FC	9 November 2019
Castleblayney College	Doohamlet GAA	Mondays and Wednesday from October to Christmas 2019
FET Campus Cavan	Killygarry GAA	Tuesdays, Wednesdays and Thursdays between 14 October and 19 December 2019 – subject to availability of Caretaker
St. Bricin's College Belturbet	Belturbet Comhaltas Ceoltóirí Éireann	Tuesdays from 24 September 2019 to May 2020
Breifne College Cavan	Killygarry GAA	Saturdays from 19 October 2019 to April 2020
Breifne College Cavan	Annalee Athletic Club	Thursdays from 19 September 2019 to May 2020
Inver College Carrickmacross	Carrickmacross Credit Union	9 December 2019 and 31 January 2020
Monaghan Institute	Monaghan County Council	23 November 2019
CMETB Properties in Co. Monaghan	Monaghan County Council	In the event of a major emergency
Beech Hill College	Cutting Edge Helicopters	30 July 2020

It was resolved: R. 15/12/2019

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

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

5.5 Other Matters: No business

6. Strategy Statement

6.1 Policies:

It was resolved to adopt the following policies:

Item No	Resolution No	Name of Policy	Proposer/ Seconder
6.1.1	R. 16/12/2019	CMETB Anti-Fraud and Corruption Policy	Proposed by Cllr S O'Reilly Seconded by Mr M McBreen
6.1.2	R. 17/12/2019	CMETB Energy Policy	Proposed by Mr J McGrath Seconded by Cllr S Conlon
6.1.3	R. 18/12/2019	CMETB Protected Disclosures Policy	Proposed by Cllr M Argue Seconded by Mr M McBreen

PASSED UNANIMOUSLY

6.2 Terms of Reference for new committees

It was resolved to adopt Operating Procedures and Terms of Reference (TOR) for the following:

Item No	Resolution No	Name of Centre	Proposer/ Seconder
6.2.1	R. 19/12/2019	Garage Theatre Board of Management	Proposed by Mr J McGrath Seconded by Cllr S O'Reilly
6.2.2	R. 20/12/2019	Youthreach Board of Management	Proposed by Cllr M Argue Seconded by Mr B Martin
6.2.3	R. 21/12/2019	Youth Work Committee	Proposed by Cllr B Fay Seconded by Cllr S Conlon

PASSED UNANIMOUSLY

6.3 Service Level Agreement/ Memorandum of Understanding/Consortium Agreement

No business

7. Committees and Reports

7.1 Director of Further Education and Training (FET) Report:

The Report from the Director of FET, Linda Pinkster, was noted

NOTED

7.1.1 Board of Management/ Board of Governors Minutes

It was resolved to adopt the Minutes of the following Boards of Management/ Governors:

Resolution No	Board	Date of Meeting	Proposer / Seconder
R. 22/12/19	Cavan Institute	27/05/2019	Proposed by Cllr M Argue Seconded by Mr B Martin
R. 23/12/19	Monaghan Institute	20/05/2019	Proposed by Mr J McGrath Seconded by Cllr B Fay
	Tanagh OETC	No business	
R. 24/12/19	Youthreach	20/03/2019	Proposed by Cllr S O'Reilly Seconded by Mr M McBreen
R. 25/12/19	Adult Education Board	23/09/2019	Proposed by Cllr M Argue Seconded by Mr J McGrath
	Youth Work Committee	No business	

PASSED UNANIMOUSLY

7.1.2 FET Policies: No business

7.1.2.1 Annual Review of Child Safeguarding Statement

- Youthreach Centres by BOM

NOTED

7.2 Director of Schools' Report:

The Report from the Director of Schools, Paddy Flood, was noted.

NOTED

7.2.1 Board of Management (BOM) Minutes

It was resolved to **adopt the Minutes** of the following Boards of Management:

Resolution No.	School/ Centre	Date of Meeting	Proposer / Seconded
	Ballybay Community College	No business	
	Beech Hill College	No business	
	Breifne College	No business	
	Castleblayney College	No business	
R. 26/12/19	Coláiste Dún an Rí	• 05/06/2019	Proposed by Cllr S O'Reilly Seconded by Mr B Martin
R. 27/12/19		• 17/09/2019	Proposed by Cllr S O'Reilly Seconded by Mr B Martin
R. 28/12/19		• 04/11/2019	Proposed by Cllr S O'Reilly Seconded by Mr B Martin
R. 29/12/19	Coláiste Oiriall	• 07/05/2019	Proposed by Mr M McBreen Seconded by Cllr PJ O'Hanlon
R. 30/12/19		• 26/09/2019	Proposed by Mr M McBreen Seconded by Cllr PJ O'Hanlon
	Inver College	No business	
	Largy College	No business	
	St Mogue's College	No business	
	St Bricin's College	No business	
	Virginia College	No business	
R. 31/12/19	Garage Theatre	• 07/05/2019	Proposed by Mr J McGrath Seconded by Cllr S Conlon

PASSED UNANIMOUSLY

7.2.2 Board of Management/ Board of Governors Membership

7.2.2.1 Nominations to Board of Management /Board of Governors

It was resolved: R. 32/12/19 to appoint the following:

School/ Centre	Nominee	Proposer/ Second
Largy College Board of Management - <i>Bishop's Nominees</i>	• Brendan Jenkins	Proposed by Cllr PJ O'Hanlon Seconded by Mr M Martin
	• Finbarr Daly	Proposed by Cllr PJ O'Hanlon Seconded by Mr M Martin
	• Joe Kirk	Proposed by Cllr PJ O'Hanlon Seconded by Mr M Martin
Largy College Board of Governors - <i>Bishop's Nominee</i>	• Fr Dick Mohan	Proposed by Cllr PJ O'Hanlon Seconded by Mr M Martin
Largy College Board of Governors - <i>CMETB Nominee</i>	• Joe McGrath	Proposed by Cllr PJ O'Hanlon Seconded by Mr M Martin

7.2.3 School Based Policies

It was resolved to adopt the following policies:

Item No	Resolution No	Name of Policy	Proposer/ Second
7.2.3.1	R. 33/12/19	Coláiste Dún an Rí: Policy for Admission to School Year 2020/2021	Proposed by Cllr PJ O'Hanlon Seconded by Cllr S Conlon
7.2.3.2	R. 34/12/19	Coláiste Dún an Rí: Policy on Application of a student to transfer to Coláiste Dún an Rí Academic Year 2019/2020	Proposed by Cllr PJ O'Hanlon Seconded by Cllr S Conlon
7.2.3.3	R. 35/12/19	Coláiste Dún an Rí: Relationships and Sexuality Education Policy Statement	Proposed by Cllr PJ O'Hanlon Seconded by Cllr S Conlon
7.2.3.4	R. 36/12/19	Coláiste Dún an Rí - Uniform Policy	Proposed by Cllr PJ O'Hanlon Seconded by Cllr S Conlon
7.2.3.5	R. 37/12/19	Coláiste Dún an Rí - Homework/Study Policy	Proposed by Cllr PJ O'Hanlon Seconded by Cllr S Conlon
7.2.5.6	R. 38/12/19	Coláiste Dún an Rí - Locker Policy	Proposed by Cllr PJ O'Hanlon Seconded by Cllr S Conlon

PASSED UNANIMOUSLY

7.2.4 Annual Review of Anti-bullying Policy and Procedures

- Coláiste Oiriall

NOTED

8. Section 29 Appeals (In Camera): No business

9. Attendance Approval

9.1 It was resolved: R. 39/12/19

"to approve attendance as follows:

Title	Details	Delegates	Proposer/ Seconder
ETBI: Governance Training ETB Chairpersons	25 January 2020	Cllr C Kelly	Proposed by Mr J McGrath Seconded by Cllr PJ O'Hanlon

PASSED UNANIMOUSLY

10. Schedule of Meetings 2020

- Tuesday, 11 February 2020
- **Thursday**, 26 March 2020
- Tuesday, 12 May 2020
- Tuesday 14 July 2020
- Tuesday, 8 September 2020
- Tuesday, 10 November 2020
- Tuesday, 15 December 2020

10.1 Date of Next Meeting: 11 February 2020

SIGNED:



CHIEF EXECUTIVE



CHAIRPERSON

DATE:

11/2/2020

11-2-2020