



**MINUTES OF MEETING HELD ON
FRIDAY 18 MAY 2018**

A meeting of Cavan and Monaghan Education and Training Board
was held in CMETB Boardroom, Market Street, Monaghan
on Friday 18 May 2018.

CATHAOIRLEACH: Clifford Kelly

BAILL I LÁTHAIR: Madeleine Argue, Cathy Bennett, Carmel Brady, Aidan Campbell, Colm Carthy, June Donnery, Sean Fegan, Michelle Flynn, Michelle Johnston, Joe McGrath, Sean McKiernan, Patrick O'Reilly.

LEITHSCÉAL: Seamus Coyle, Deirdre Kelly, Jacqui Lewis, Micheál Martin, Paddy McDonald, PJ O'Hanlon, Sarah O'Reilly and Shane P O'Reilly.

AR FREASTAIL: John Kearney, Chief Executive
Berni Power, DOSD
Maura Smith, APO
Gerardine Heaphey, Admin. Staff
Peter Hughes, Northern Standard

CLÁR:

1. Apologies/absence approval
2. Declaration of Interest
3. Minutes
4. Audit Committee
5. Finance
6. Land and Buildings
7. Committees and Reports
 - 7.1 Directors Report
 - 7.2 Further Education & Training
 - 7.3 Adult Education
 - 7.4 Community Education
 - 7.5 Arts Education/Theatre
 - 7.6 Youth Services
 - 7.7 Outdoor Education
 - 7.8 Youthreach
 - 7.9 Second Level Education
 - 7.10 CMETB Strategy
 - 7.11 Risk Management
8. Correspondence:
9. Students:
 - 9.1 Commendations
 - 9.2 S.29 of Education Act
 - 9.3 Education Welfare Act
10. Attendance Approval
11. Information from Chief Executive
12. Schedule of CMETB Meetings

CONDOLENCES:

To Seán McKiernan on the death of his uncle, Eamonn Connolly
To the McBride Family on the death of their father, Tom McBride
To Edel Myles (former Member Cavan VEC) on the death of her brother, Patrick Allen
To Deirdre Keogh (ETBI) on the death of her father, Andy Keogh
The MacCann Family on the death of Gerry MacCann (former Architect for Co. Monaghan VEC)

1. Absence

Absence approval

It was resolved: R. 1/5/18

“to approve the absence of CMETB members Seamus Coyle, Deirdre Kelly, Jacqui Lewis, Micheál Martin, Paddy McDonald, PJ O’Hanlon, Sarah O’Reilly and Shane P O’Reilly”

Proposed by Cllr C Carthy Seconded by Mr S McKiernan

2. Declaration of Interests

Conflict of Interest:

Paragraph 10, Section 3 of the Education and Training Boards Act 2013.

Any member of Cavan and Monaghan ETB who perceives that he/she might have a conflict of interest under this Section of the Act for an Agenda item should advise the Chairperson prior to the commencement of the meeting. If a conflict of interest arises in relation to a matter being addressed during the meeting, the member(s) should withdraw from the meeting while the matter is being discussed.

The Chairperson invited members to declare any interests. There were none declared.

3. Minutes

3.1 Adoption

3.1.1 To be resolved: to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 27 March 2018.

It was resolved: R. 2/5/18

“to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 27 March 2018.”

Proposed by Cllr M Argue Seconded by Ms J Donnery

3.2 Matters Arising

No business

4. Audit Committee

No business

5. Finance

5.1 Financial Report

The Financial Report for the period ended 31 March 2018 was circulated with Maura Smith, APO, briefing the meeting on the position to date.

NOTED

5.2 Other Financial Matters

CE informed members that Maura is retiring later this year and after recent interviews, Amanda Taylor will be appointed to the position of APO with effect from 1 September 2018. Members wished Maura well in her forthcoming retirement and Amanda as she prepares to commence her role as APO in September.

5.2.1 Correspondence

5.3.2.1 Department of Education and Skills

21/03/2018	School Services Support Fund 2017/18 - second instalment to issue
02/05/2018	School Services Support Fund 2017/28 - third instalment to issue

READ

5.3.2.2 Other Sources

01/01/2018	SOLAS: Terms and Conditions of Funding
20/03/2018	Arts Council: offering funding for the Garage Theatre for the year 2018 subject to certain conditions
03/04/2018	C&AG: Special Report on Public Sector Financial Reporting for 2016
03/04/2018	C&AG: Audit of CMETB Annual Financial Statements 2016 – Management Letter
05/04/2018	Pobal on behalf of the Department of Health: Addendum to Grant Agreement - refer to Agenda Item 7.6.4
13/04/2018	DCYA: West Cavan Revised Youth Funding Scheme
25/04/2018	DCYA: Local Youth Club Grant Scheme incorporating the NQS for Volunteer-led Youth Groups 2018 and allocating €45,372.03 to CMETB
26/04/2018	SOLAS: Approved 2018 Total FET Allocation - €16.290M
30/04/2018	PDST: Initiatives 2018 Funding for Breifne College
30/04/2018	PDST: Initiatives 2018 Funding for St Mogue's College
15/05/2018	DCYA - ETB Youth Work Functions for 2018 - Allocation
16/05/2018	DCYA - Young Peoples Facilities and Services Fund 2 - Allocation.

READ

6. Land and Buildings

6.1 Correspondence from the Department of Education and Skills

20/4/2018	Request for funding for Roof Works Under EWG 2018 – Castleblayney College
20/04/2018	Request for funding Under EWS 2018 – Universal Access- Beech Hill College
25/04/2018	Application for Construction Studies Room at Largy College

6.2 Contracts. No business.

6.3 Leases

Lease of Jackson's Garage Cavan. CE informed members that Gaelscoil Bhreifne plans to relocate from its current premises that CMETB has leased on behalf of DES. CE will keep members informed of updates.

6.4 Land and Buildings Report

Coláiste Dún an Rí Kingscourt

- Official opening was held on the 9 May 2018.
- Snagging is continuing in the new build.

St. Mogue's College, Bawnboy

- Additional Accommodation finished and at snagging stage.
- New toilets finished and at snagging stage.
- New rear entrance finished and at snagging stage.
- Emergency works have been applied for and granted to fix leaking roofs.
- Architect appointed.
- Tender out for contractor.

Virginia College, Virginia

- Principal doing up a report for a SNU, refurb of old buildings and a carpark.
- Woodwork room upgrade.

Breifne College, Cavan

- Room finishes ongoing - to be completed by the 13 May 2018.
- Mechanical and electrical to be completed by the 23 May to allow 3-week commissioning.
- Concrete works ongoing in courtyard
- Works to SNU have started.
- Works to all external areas will start when Leaving Cert. exams are complete.

St. Bricin's College, Belturbet

- DES has agreed to the change of brief on the Additional Accommodation Project. Stage 1 Preliminary Design Reports reviewed by DES. CMETB instructed to reduce the scope of the project in line with the level of accommodation approved and available funding. A Design Team meeting was scheduled with the DES for Dec 17 which was cancelled by DES and CMETB is awaiting new meeting date.

Youthreach, Kingscourt

- Youthreach - completed.
- Community Centre refurbishment ongoing - at construction phase.

Castleblayney College School Extension and Standalone PE Hall

- Project complete, snagging ongoing
- Emergency works for the old roofs which are leaking - application declined and instructed to scale back. Architect doing so.

Inver College - Carrickmacross

- Design team costing repairs requested by Fire Officer - to be submitted to DES for funding.

Ballybay Community College – Ballybay

- Meeting with Architect to try and align the project goals with project funding.

Beech Hill College – Monaghan

- Emergency works application applied for was granted by DES to put in internal handrails and nonslip flooring on ramped areas. RFT for contractors going out this week.
- Emergency works application prepared to resurface external paths and put in handrails - declined by DES. No further action to be taken as works already scaled back.

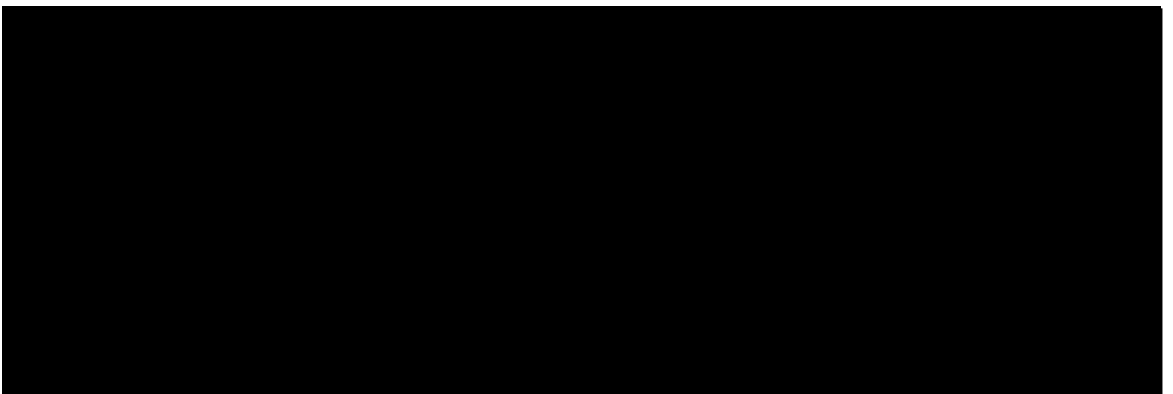
Sports Capital

- Sports Capital 2017 call closed 24 February 2017. CMETB submitted the following 3 applications:
 - **Breifne College Proposal Development of a 3G Synthetic Pitch** - Grant was declined
 - **Tanagh OETC Proposal Refurbishment of the Climbing Wall Sports Facility** - Grant was approved
 - **Virginia College Proposal Refurbishment of Sports Hall** - Grant was approved.

NOTED

In “Camera”: Proposed by Mr S McKiernan Seconded by Cllr C Bennett

6.5



In “Camera” business completed

Proposed by Cllr C Carthy Seconded by Mr S McKiernan

7. Committees and Reports

7.1 Director Updates:

7.1.1 Director of Schools (DOS)

- Engagement of Principals and Deputy Principals in IT Showcase Day, supported by Microsoft Ireland and Wriggle (IT Provider).
- Visit by school leaders to Coláiste Bhaile Chláir, Galway exploring the use of IT for learning and school administration
- Erasmus, EU funding received for Teacher Mobility projects approved by EU Commission.
- Receipt of €30 000 for Digital Excellence Programme: Money to support capacity building for the use of IT in schools
- Road to Code: Demonstration day for teachers in all schools in Cavan and Monaghan: Practical use of coding in a range of technologies demonstrated for 75 teachers across two days.
- Development of student wellbeing audit questionnaire in partnership with NEPS and HSE
- Competency Based interview training for panels appointing teachers and separate briefing for understanding new requirements of Posts of Responsibility
- Two day planning event for Principals and Deputy Principals planned for June 2018.
- Extended induction evening for new teachers was provided in March 2018.
- CMETB is now a leading national group in promoting the use of student voice in planning, learning and teaching. Four schools have featured at national and international events showcasing exemplary practice. NCCA and JCT have now engaged further with our ETB to provide support for all schools to become part of this initiative. An introductory day at Ballybay Community College was facilitated by NCCA and JCT.
- Computer Science as a Leaving Certificate subject is being piloted by 40 schools nationally, of which Castleblaney College and Breifne College are involved. This option will be presented to students in their timetable for 2018/19
- Child Protection training has taken place in all schools. Thanks to the cooperation of all teachers, CMETB was able to complete the training without any additional school closures. This was due to the fact that the CPD largely took place online during the days of the Storm Ophelia closing.

NOTED

7.1.2 Director of Organisation Support and Development (DOSD)

- Schools reconfiguration for diversity process.
- Meeting and liaising with C&AG auditors as necessary during the annual audit
- Progressing the Strategy Statement including tracking KPIs.
- Managing the delivery of the major building projects in Breifne College and St. Mogue's College, Inver College, St. Bricin's College, Kingscourt Youthreach, Ballybay College.
- Compilation of Property Register and reviewing current leases and all associated tasks
- Reviewing the Risk Register
- Preparing Implementation plan for the roll out of Shared Services
- Organised IT training for staff and skills analysis for future IT training needs.

- Working on National Committees in connection with Financial Shared Services, a new software solution for the payment of Apprentices & Trainees and Cashless solution for payments to schools.
- Supporting the functions of HR, Finance, ICT, Procurement, Capital, Training Admin, Corporate Services and Compliance
- Preparing for the implementation of GDPR
- Interviews for Clerical and Admin posts.

NOTED

7.2 Further Education & Training:

- 7.2.1 Minutes of the meeting of the Board of Management of Cavan Institute held on 30 January 2018 for adoption.

It was resolved: R. 3/5/2018

“to adopt the Minutes of the meeting of the Board of Management of Cavan Institute held on 30 January 2018”

Proposed by Mr S McKiernan Seconded by Ms M Flynn

- 7.2.2 Minutes of the meeting of the Board of Management of Cavan Institute held on 12 March 2018 for adoption.

It was resolved: R. 4/5/2018

“to adopt the Minutes of the meeting of the Board of Management of Cavan Institute held on 12 March 2018”

Proposed by Ms M Flynn Seconded by Cllr M Argue

- 7.2.3 Minutes of the meeting of the Board of Governors of Monaghan Institute held on 8 February 2018 for adoption.

It was resolved: R. 5/5/2018

“to adopt the Minutes of Board of Governors of Monaghan Institute held on 8 February 2018.”

Proposed by Cllr C Carthy Seconded by Mr J McGrath

- 7.2.4 Report from Cavan Institute. NOTED.
 7.2.5 Report from Monaghan Institute. NOTED.
 7.2.6 Report from Loughan House Education Centre. NOTED
 7.2.7 Report from Training Services. NOTED.
 7.2.8 Report from Michael Donohoe, FET Co-Ordinator. NOTED

7.3 Adult Education:

7.3.1 Operating Procedures for the Adult Education Board

It was resolved: R. 6/5/2018

“to adopt the Operating Procedures for the Adult Education Board”

Proposed by Mr J McGrath Seconded by Mr S McKiernan

7.3.2 Minutes of the meeting of the Adult Education Board held on 30 January 2018 for adoption.

It was resolved: R. 7/5/2018

“to adopt the Minutes of the meeting of the Adult Education Board held on 30 January 2018”

Proposed by Mr J McGrath Seconded by Ms J Donnery

- 7.3.2 Report from Deirdre Byrne, Adult Education Officer. NOTED.
- 7.3.3 Report from Jason Donohue, Adult Guidance Service, Cavan. NOTED.
- 7.3.4 Report from Eithne O'Callaghan, Adult Guidance Service, Monaghan. NOTED.
- 7.3.5 Report from Siobhan McEntee Adult Literacy Organiser, Cavan. No Business.
- 7.3.6 Report from Siobhan T Duffy, Michael Donohoe and Angela McCrossan, Adult Literacy Organisers, Monaghan. NOTED.
- 7.3.7 Report from Noelette Dolan, Skills for Work Co-Ordinator, Cavan. No Business.

7.4 Community Education:

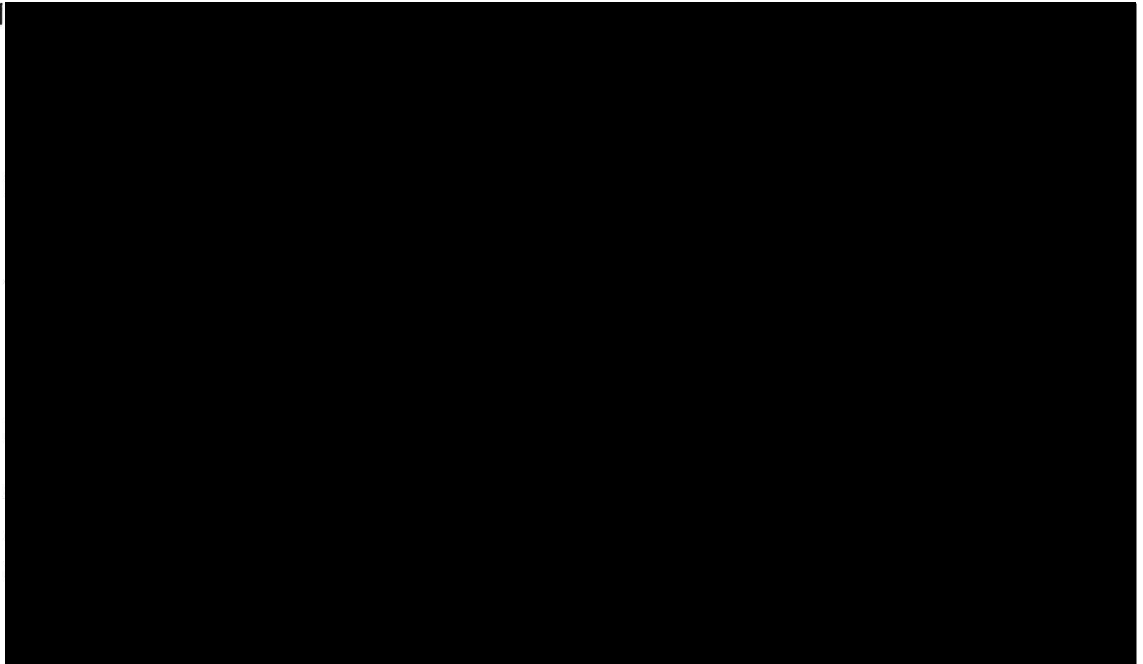
- 7.4.1 Report from Gemma Brady, Community Education Facilitator, Cavan. NOTED.
- 7.4.2 Report from Carol Kelly, Community Education Facilitator, Monaghan. NOTED.

7.5 Arts Education/Theatre:

7.5.1 Garage Theatre

In "Camera": Proposed by Mr S McKiernan Seconded by Cllr C Bennett

7.5.1.1



In "Camera" business completed:

Proposed by Cllr C Carthy Seconded by Mr S McKiernan

7.5.1.2 Minutes of the meeting of the Board of Management of the Garage Theatre held on 6 February 2018 for adoption.

It was resolved: R. 10/5/2018

"to adopt the Minutes of the meeting of the Board of Management of the Garage Theatre held on 6 February 2018."

Proposed by Cllr C Carthy Seconded by Ms M Johnston

7.5.1.3 Minutes of the meeting of the Board of Management of the Garage Theatre held on 27 February 2018 for adoption.

It was resolved: R. 11/5/2018

"to adopt the Minutes of the meeting of the Board of Management of the Garage Theatre held on 27 February 2018."

Proposed by Cllr C Carthy Seconded by Ms J Donnery

7.5.1.4 Report from Paddy Flood, Garage Theatre. NOTED

7.5.2 Arts Education

7.5.2.1 Report from Joanne Brennan, Arts in Education. NOTED

7.6 Youth Services:

7.6.1. Minutes of the meeting of the Youth Work Committee held on 12 September 2017 for adoption.

It was resolved: R. 12/5/2018

"to adopt the Minutes of the Youth Work Committee held on 12 September 2017"

Proposed by Cllr M Argue Seconded by Cllr C Bennett

7.6.2 Minutes of the meeting of the Youth Work Committee held on 7 November 2017 for adoption.

It was resolved: R. 13/5/2018

"to adopt the Minutes of the Youth Work Committee held on 7 November 2017"

Proposed by Cllr C Carthy Seconded by Ms M Johnston

7.6.3 Report from Maureen McIntyre, Youth Officer. NOTED

7.6.4. Addendum to Grant Agreement with Pobal (on behalf of Department of Health) and CMETB.

NOTED

7.7 Outdoor Education

7.7.1 Report from Michelle Forester, Tanagh OETC Manager. NOTED

7.8 Youthreach:

7.8.1 Co-ordinator Reports

- 7.8.1.1 Carrickmacross Youthreach Centre Report. NOTED
- 7.8.1.2 Castleblayney Youthreach Centre Report. NOTED
- 7.8.1.3 Cavan Youthreach Centre Report. NOTED
- 7.8.1.4 Cootehill Youthreach Centre Report. NOTED
- 7.8.1.5 Kingscourt Youthreach Centre Report. NOTED
- 7.8.1.6 Monaghan Youthreach Centre Report. NOTED

7.9 Second Level Education:

7.9.1 Appointment to Board of Management of Inver College Carrickmacross

It was resolved: R. 14/5/2018

“to appoint June Donnery as Chairperson of the Board of Management of Inver College, Carrickmacross (replacing Cllr C Carthy)”

Proposed by Cllr C Carthy Seconded by Mr S McKiernan

7.9.2 Board of Management Minutes

7.9.2.1 Minutes of the meeting of the Board of Management of Breifne College held on 11 January 2018 for adoption.

It was resolved: R. 15/5/2018

“to adopt the Minutes of the meeting of the Board of Management of Breifne College held on 11 January 2018”

Proposed by Mr S McKiernan Seconded by Cllr M Argue

7.9.2.2 Minutes of the meeting of the Board of Management of Breifne College held on 6 February 2018 for adoption.

It was resolved: R. 16/5/2018

“to adopt the Minutes of the Board of Management of Breifne College held on 6 February 2018”

Proposed by Mr S McKiernan Seconded by Cllr M Argue

7.9.2.3 Minutes of the meeting of the Board of Management of Breifne College held on 20 March 2018 for adoption.

It was resolved: R. 17/5/2018

“to adopt the Minutes of the meeting of the Board of Management of Breifne College held on 20 March 2018”

Proposed by Mr S McKiernan Seconded by Cllr M Argue

- 7.9.2.4 Minutes of the Meeting of the Board of Management of Coláiste Dún an Rí held on 27 November 2017 for adoption.

It was resolved: R. 18/5/2018

“to adopt the Minutes of the Meeting of the Board of Management of Coláiste Dún an Rí held on 27 November 2017”

Proposed by Mr S McKiernan Seconded by Cllr C Carthy

- 7.9.2.5 Minutes of the Special Meeting of the Board of Management of Coláiste Dún an Rí held on 21 December 2017 for adoption.

It was resolved: R. 19/5/2018

“to adopt the Minutes of the Special Meeting of the Board of Management of Coláiste Dún an Rí held on 21 December 2017”

Proposed by Mr S McKiernan Seconded by Mr S Fegan

- 7.9.2.6 Minutes of the meeting of the Board of Management of Largy College held on 7 December 2017 for adoption.

It was resolved: R. 20/5/2018

“to adopt the Minutes of the meeting of the Board of Management of Largy College held on 7 December 2017”

Proposed by Cllr C Bennett Seconded by Mr J McGrath

- 7.9.2.7 Minutes of the meeting of the Board of Management of St Mogue's College held on 25 January 2018 for adoption.

It was resolved: R. 21/5/2018

“to adopt the Minutes of the meeting of the Board of Management of St Mogue's College held on 25 January 2018”

Proposed by Cllr M Argue Seconded by Mr S Fegan

7.9.3 Reports from each school/centre:

- 7.9.3.1 Ballybay Community College. NOTED
- 7.9.3.2 Beech Hill College, Monaghan. NOTED
- 7.9.3.3 Breifne College, Cavan. NOTED
- 7.9.3.4 Castleblayney College. NOTED
- 7.9.3.5 Coláiste Dún an Rí, Kingscourt. NOTED
- 7.9.3.6 Coláiste Oiriall, Monaghan. NOTED
- 7.9.3.7 Inver College, Carrickmacross. NOTED
- 7.9.3.8 Largy College, Clones. NOTED
- 7.9.3.9 St Mogue's College, Bawnboy. NOTED
- 7.9.3.10 St Bricin's College, Belturbet. NOTED
- 7.9.3.11 Virginia College. NOTED

7.10 CMETB Strategy:

7.10.1 Memorandum of Understanding (MOU)/Service Level Agreement (SLA)

7.10.1.1. Memorandum of Understanding between Accounting Technicians of Ireland (ATI) and CMETB for the delivery of the Accounting Technician Apprenticeship

It was resolved: R. 22/5/2018

“to adopt the Memorandum of Understanding between Accounting Technicians of Ireland (ATI) and CMETB for the delivery of the Accounting Technician Apprenticeship”

Proposed by Cllr C Bennett Seconded by Cllr C Carthy

7.10.2 Policies

7.10.2.1 Coláiste Dún an Rí: Statement of Strategy for School Attendance

It was resolved: R. 23/5/2018

“to adopt the **Coláiste Dún an Rí: Statement of Strategy for School Attendance**”

Proposed by Mr S McKiernan Seconded by Cllr C Carthy

7.10.2.2 Coláiste Dún an Rí: Healthy Eating Policy

It was resolved: R. 24/5/2018

“to adopt the **Coláiste Dún an Rí: Healthy Eating Policy**”

Proposed by Cllr M Argue Seconded by Ms J Donnery

7.10.2.3 Coláiste Dún an Rí: Book Rental Policy

It was resolved: R. 25/5/2018

“to adopt the **Coláiste Dún an Rí: Book Rental Policy**”

Proposed by S McKiernan Seconded by Cllr M Argue

7.10.2.4 Monaghan Institute: Fire Safety Management Plan

It was resolved: R. 26/5/2018

“to adopt the **Monaghan Institute: Fire Safety Management Plan**”

Proposed by Cllr C Bennett Seconded by Mr J McGrath

- 7.10.2.5 Monaghan Institute: Schedule of Registration Fees
- It was resolved: R. 27/5/2018**
- "to adopt the Monaghan Institute: Schedule of Registration Fees"**
- Proposed by Cllr C Bennett Seconded by Ms J Donnery
- 7.10.2.6 CMETB: Data Protection Policy
- It was resolved: R. 28/5/2018**
- "to adopt the CMETB: Data Protection Policy"**
- Proposed by Ms M Johnston Seconded by Ms J Donnery
- 7.10.2.7 CMETB: CCTV Policy and Procedural Handbook
- It was resolved: R. 29/5/2018**
- "to adopt the CMETB: CCTV Policy and Procedural Handbook"**
- Proposed by Cllr C Bennett Seconded by Cllr M Argue
- 7.10.2.8 CMETB Data Breach Policy
- It was resolved: R. 30/5/2018**
- "to adopt the CMETB: Data Breach Policy"**
- Proposed by Cllr C Carthy Seconded by Ms M Johnston
- 7.10.2.9 CMETB: Fraud Policy
- It was resolved: R. 31/5/2018**
- "to adopt the CMETB: Fraud Policy"**
- Proposed by Ms M Flynn Seconded by Mr S Fegan
- 7.10.2.10 CMETB: Disposal of Fixed Assets Policy
- It was resolved: R. 32/5/2018**
- "to adopt the CMETB: Disposal of Fixed Assets Policy."**
- Proposed by Cllr M Argue Seconded by Cllr C Bennett

7.10.3 Child Safeguarding Statement

7.10.3.1 CMETB Training Services: Child Safeguarding Statement

It was resolved: R. 33/5/2018

"to adopt the CMETB Training Services: Child Safeguarding Statement"

Proposed by Mr S Fegan Seconded by Ms M Johnston

7.10.3.2 Coláiste Dún an Rí Child Safeguarding Statement. NOTED

7.10.3.3 Monaghan Institute Child Safeguarding Statement. NOTED

7.10.3.4 Adult Education Services Child Safeguarding Statement. NOTED

7.10.4 Child Safeguarding Risk Assessment

7.10.4.1 CMETB Training Services: Child Safeguarding Risk Assessment

It was resolved: R. 34/5/2018

"to adopt the CMETB Training Services: Child Safeguarding Risk Assessment"

Proposed by Ms M Johnston Seconded by Ms M Flynn

7.10.4.2 Coláiste Dún an Rí Child Safeguarding Risk Assessment. NOTED

7.10.4.3 Largy College Child Safeguarding Risk Assessment. NOTED

7.10.4.4 Monaghan Institute Child Safeguarding Risk Assessment. NOTED

7.10.4.5 Adult Education Services' Child Safeguarding Risk Assessment. NOTED

7.10.5 Checklist for Review of the Child Safeguarding Statement

7.10.5.1 Garage Theatre. NOTED

7.10.5.2 Tanagh OETC. NOTED

7.10.6 Checklist for Annual Review of the Child Protection Policy

7.10.6.1 Youthreach Programme – 6 Centres NOTED

7.10.7 Safety Statement

7.10.7.1. Largy College Safety Statement *for noting*

7.10.7.2 Monaghan Institute Energy Statement *for noting*

7.11 Risk Management: No business.

8. Correspondence

8.1 Department of Education and Skills: Circulars

Circular Letter 0019/2018	Scheme for the Awarding of Incremental Credit in recognition of previous equivalent or relevant experience for Youthreach Resource Persons and Youthreach Co-Ordinators
Circular Letter 0020/2018	Revision of Salaries in respect of certain staff (Other than Teachers and SNAs) employed by ETBs w.e.f. 1 April 2018
Circular 0022/2018	Policy on Gaeltacht Education 2017-2022: Gaeltacht School Recognition Scheme for Post-Primary Schools in Gaeltacht Language-Planning areas – Next Implementation Phase (April 2018 to end of 2018/2019 School Year)
Circular Letter 0024/2018	Prescribed Material for the Leaving Certificate English Examination in 2020
Circular Letter 0025/2018	Sick Leave Scheme for Teachers - changes to the Critical Illness Provisions (CIP) from 31 March 2018
Circular Letter 0026/2018	Sick Leave Scheme for Special Needs Assistants (SNAs) - changes to the Critical Illness Provisions (CIP) from 31 March 2018
Circular 0027/2018	Provision to allow for certain education and training sector staff to be retained in employment beyond their Compulsory Retirement Age of 65 years until they reach the age of eligibility for the Contributory State Pension
Circular 0027/2018	Frequently Asked Questions Provision to allow for certain education and training sector staff to be retained in employment beyond their Compulsory Retirement Age of 65 years until they reach the age of eligibility for the Contributory State Pension – <i>These questions must be read in conjunction with Circular 0027/2018</i>
Circular Letter 0028/2018	Prescribed Material for the Junior Certificate/Junior Cycle Examination in 2020 and Leaving Certificate Examination in 2020
Circular Letter 0029/2018	Secondment Scheme for Registered Teachers in Recognised Primary and Post Primary Schools
Circular Letter 0030/2018	Adjudication Process – Contracts of Indefinite Duration

READ

8.1.1 Correspondence received from Department of Education and Skills:

20/04/2018	Collection and Reporting of ESF Performance Indicator Data
23/04/2018	Richard Bruton, T.D., Minister for Education and Skills, regarding new Schools Reconfiguration for Diversity Process - <i>refer to Item 6.4</i>

READ

8.2 Correspondence received from Other Sources

8.2.1 Other Sources

15/02/2018	Monaghan Co Council: seeking a nominee to represent it on the Monaghan Health and Wellbeing Committee of the LCDC.
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Deferred - a decision must be taken at the next meeting of the Board.

28/03/2018 Cllr Shane P O'Reilly resigning from the following:

- Board of Management of Tanagh OETC
- Board of Management of St Mogue's College
- CMETB's Finance Committee

A decision on a replacement will be taken at the next meeting of the Board.

24/04/2018 Monaghan Co Council inviting a representative from CMETB to make a presentation to the Council in relation to the operation of Apprenticeships in Co Monaghan.

Dr. Linda Pinkster (Director of FET) will deliver a presentation to Monaghan County Council.

READ

8.2.2 State Examinations Commission (SEC): No business.

8.2.3 Use of Facilities

11/4/2018 Co. Monaghan Community Games seeking the use of facilities at Castleblayney College on 16 April 2018

It was resolved: R. 35/5/2018

“to approve use of facilities at Castleblayney College by Co. Monaghan Community Games on 16 April 2018”

Proposed by Mr J McGrath Seconded by Cllr C Bennett

13/4/2018 Active Virginians Retirement Group seeking the use of facilities at Virginia College on Wednesdays from 18 April until 31 December 2018

It was resolved: R. 36/5/2018

“to approve the use of facilities at Virginia College by Active Virginians Retirement Group on Wednesdays from 18 April until 31 December 2018”

Proposed by Ms M Flynn Seconded by Cllr P O'Reilly

17/4/2018 Co. Monaghan Community Games for the use of facilities at Castleblayney College on 21 April 2018

It was resolved: R. 37/5/2018

“to approve the use of facilities at Castleblayney College by Co. Monaghan Community Games on 21 April 2018”

Proposed by Cllr C Carthy Seconded by Cllr C Bennett

16/3/2018

Cavan Archers seeking the use of a designated portion of the GAA pitch at Cavan FET Campus on Sundays from April to September 2018

It was resolved: R. 38/5/2018

"to approve the use of a designated portion of the GAA pitch at Cavan FET Campus by Cavan Archers on Sundays from April to September 2018"

Proposed by Ms M Flynn Seconded by Mr S McKiernan

16/4/2018

Institute of Certified Public Accountants (CPA) seeking the use of facilities at Cavan Institute from 23 to 27 April 2018

It was resolved: R. 39/5/2018

"to approve the use of facilities at Cavan Institute by Institute of Certified Public Accountants (CPA) from 23 to 27 April 2018"

Proposed by Ms J Donnery Seconded by Mr S McKiernan

1/5/2018

Ulster GAA Camogie seeking the use of facilities at Castleblayney College on 27 and 28 April 2018

It was resolved: R. 40/5/2018

"to approve the use of facilities at Castleblayney College by Ulster GAA Camogie on 27 and 28 April 2018"

Proposed by Cllr C Carthy Seconded by Mr J McGrath

26/4/2018

Monaghan County Council seeking the use of facilities at Ballybay Community College on 30 April 2018

It was resolved: R. 41/5/2018

"to approve the use of facilities at Ballybay Community College by Monaghan County Council on 30 April 2018"

Proposed by Cllr C Bennett Seconded by Ms M Johnston

16/4/2018

Accounting Technicians Ireland seeking the use of facilities at Cavan Institute on 14, 15, 17, 21 and 23 May 2018

It was resolved: R. 42/5/2018

"to approve the use of facilities at Cavan Institute by Accounting Technicians Ireland on 14, 15, 17, 21 and 23 May 2018"

Proposed by Ms M Flynn Seconded by Cllr M Argue

- 16/4/2018 Darkness into Light seeking the use of facilities at Cavan Institute on 12 May 2018
- It was resolved: R. 43/5/2018**
- "to approve the use of facilities at Cavan Institute by Darkness into Light on 12 May 2018"
- Proposed by Cllr M Argue Seconded by Mr S McKiernan
- 27/3/2018 Team Cavan Racing seeking use of the Cavan FET Campus Grounds on 5 June 2018
- It was resolved: R.44/5/2018**
- "to approve the use of the Cavan FET Campus Grounds by Team Cavan Racing on 5 June 2018"
- Proposed by Ms M Flynn Seconded by Mr S McKiernan
- 27/4/2018 Irish Blood Transfusion Service seeking use of facilities at Virginia College on 27 June 2018
- It was resolved: R. 45/5/2018**
- "to approve the use of facilities at Virginia College by the Irish Blood Transfusion Service on 27 June 2018"
- Proposed by Ms M Johnston Seconded by Cllr C Carthy
- 16/4/2018 Cavan Education Centre seeking the use of facilities at Cavan Institute from 1 to 5 July 2018
- It was resolved: R. 46/5/2018**
- "to approve the use of facilities at Cavan Institute by Cavan Education Centre from 1 to 5 July 2018"
- Proposed by Ms M Johnston Seconded by Ms M Flynn
- 16/4/2018 Department of Health Promotion and Improvement (HSE) seeking use of facilities at Cavan Institute from 2 – 6 July 2018
- It was resolved: R. 47/5/2018**
- "to approve the use of facilities at Cavan Institute by Department of Health Promotion and Improvement (HSE) from 2 - 6 July 2018"
- Proposed by Cllr C Bennett Seconded by Mr S Fegan
- 10/5/2018 Go Go Sports seeking use of facilities at Virginia College from 17 – 19 July 2018
- It was resolved: R. 48/5/2018**
- "to approve the use of facilities at Virginia College by Go Go Sports from 17 - 19 July 2018"
- Proposed by Ms M Flynn Seconded by Cllr M Argue

15/5/2018

Castleblayney Community Games seeking use of facilities at Castleblayney College on 16 May 2018

It was resolved: R. 49/5/2018

“to approve the use of facilities at Castleblayney College by Castleblayney Community Games on 16 May 2018”

Proposed by Ms M Johnston Seconded by Cllr C Carthy

8.2.4 Correspondence received from SOLAS:

01/01/2018

SOLAS: Terms and Conditions of Funding *as referenced in 5.3.2.2*

26/04/2018

SOLAS: Approved 2018 Total FET Allocation - €16.290M *as referenced in 5.3.2.2*

READ

8.2.5

Correspondence received from ETBI:

Brief 02/2018:

Implementation of DES Circular Letter 0013/2018

28/03/2018

ETBI General Secretary appointment – Nessa Doyle (White)

10/04/2018

Thank You from An Taoiseach regarding work during Storm Emma

11/04/2018

Schools Excellence Fund – Creative Clusters

23/04/2018

Thanks from Michael Moriarty outgoing General Secretary

READ

9. Students

9. Students:

9.1 Commendations: No business

9.2 Section 29 Education Act (in Camera): No business

9.3 Education Welfare Act: No business

10. Attendance Approval

Meeting

Venue & Date

Attendees

ETB NPC

Portlaoise
19 May 2018

M Martin
(CMETB Member)

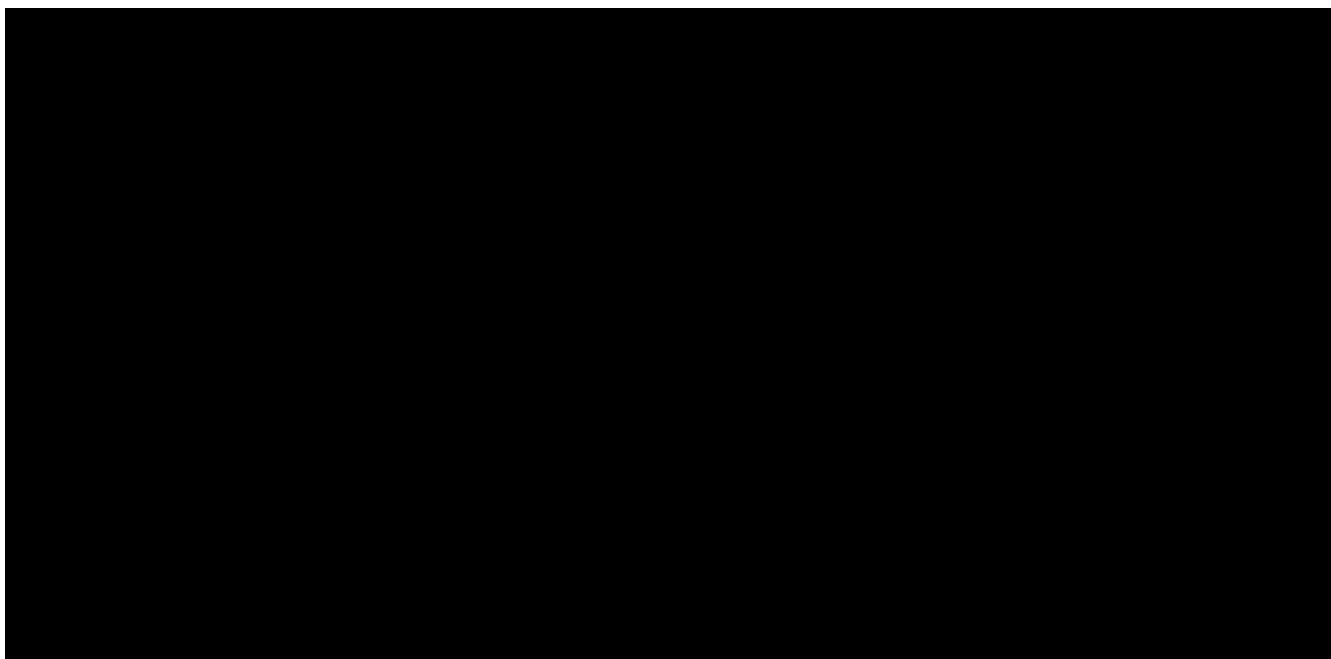
It was resolved: R. 50/5/2018

“to approve attendance as outlined above.”

Proposed by Mr S McKiernan Seconded by Ms M Johnston

11. Information from Chief Executive

In "Camera": Proposed by Mr S McKiernan Seconded by Cllr C Bennett



In "Camera" business completed: Proposed by Cllr C Carthy Seconded by Mr S McKiernan

Data Protection

CE informed members that Fiona Nugent, CMETB's Compliance Officer, will attend an ETB meeting to brief members on GDPR regulations.

Training Services

Following a general discussion on national skills' shortage, CE assured members that CMETB is addressing the issue in Cavan and Monaghan with new apprenticeship and other training programmes.

Meetings:

28/03/2018	<ul style="list-style-type: none">• ETBI Board Meeting – Naas• CE Forum Meeting – Naas• Meeting in Kingscourt Community Centre• Meeting with Gaelscoil Patron Body - Navan
29/03/2018	<ul style="list-style-type: none">• CMP – Monaghan• Eversheds Initial Meeting - Monaghan• Cavan LCDC Meeting - Cavan
04/04/2018	<ul style="list-style-type: none">• FET Forum Meeting – Naas• ETBI School Books Framework Oversight Group - Naas
05/04/2018	<ul style="list-style-type: none">• Site Meeting - Breifne College
09/04/2018	<ul style="list-style-type: none">• ICT Steering Group meeting – Naas
10/04/2018	<ul style="list-style-type: none">• Monaghan LAG & LCDC Meetings
11/04/2018	<ul style="list-style-type: none">• ETBI FAR meeting – Naas

12/04/2018	<ul style="list-style-type: none"> • Presentation of QQI Certificates – Cavan Youthreach • SOLAS PD Strategy
16/04/2018	<ul style="list-style-type: none"> • SOLAS Meeting - Cavan
17/04/2018	<ul style="list-style-type: none"> • SOLAS Meeting – Cavan • DES Consultative Workshop on Youthreach Programme - Dublin • Youth Work Committee Meeting - Tanagh
18/04/2018	<ul style="list-style-type: none"> • St Aidan's CS BOM Meeting
19/04/2018	<ul style="list-style-type: none"> • Student Achievement Awards Ceremony 2018 – Cavan Institute • Site Meeting - Breifne College
20/04/2018	<ul style="list-style-type: none"> • ESBS Payroll meeting - Blanchardstown
24/04/2018	<ul style="list-style-type: none"> • Meeting in Kingscourt • Bailieborough CS BOM Meeting
25/04/2018	<ul style="list-style-type: none"> • CE Forum Meeting - Naas
26/04/2018	<ul style="list-style-type: none"> • Cavan LCDC Meeting - Cavan
27/04/2018	<ul style="list-style-type: none"> • SOLAS – Dublin
28/04/2018	<ul style="list-style-type: none"> • Combilift
30/04/2018	<ul style="list-style-type: none"> • ETBI – Naas
01/05/2018	<ul style="list-style-type: none"> • ETBI Board Meeting – Naas • HSA FET – Athlone • Competency Based Interview Training for CMETB members/ new members - Monaghan
02/05/2018	<ul style="list-style-type: none"> • FET Forum Meeting – Naas • Combilift - Monaghan
03/05/2018	<ul style="list-style-type: none"> • Site Meeting – Breifne College
04/05/2018	<ul style="list-style-type: none"> • Meeting – Coláiste Dún an Rí
08/05/2018	<ul style="list-style-type: none"> • Monaghan LAG & LCDC Meeting
09/05/2018	<ul style="list-style-type: none"> • Official Opening of Coláiste Dún an Rí
10/05/2018	<ul style="list-style-type: none"> • Belfast Launch – Dundalk
11/05/2018	<ul style="list-style-type: none"> • Hospitality Apprenticeship meeting - Navan
16/05/2018	<ul style="list-style-type: none"> • ETBI BOM Review – Naas
17/05/2018	<ul style="list-style-type: none"> • Interviews – Bailieborough CS

NOTED

12. Schedule of CMETB Meetings:

Schedule of Meetings for 2018

Date of Next Meeting: **Wednesday 27 June 2018**

Venue: **Loughan House**

SIGNED:

John Heaney

CHIEF EXECUTIVE

Stephen Kelly

CHAIRPERSON

DATE:

27/6/18

27-6-18