

**MINUTES OF THIRD MEETING HELD ON
TUESDAY, 18 SEPTEMBER 2019**

The Third Meeting of Cavan and Monaghan Education and Training Board took place in the **Garage Theatre, Monaghan Education Campus, Monaghan** on Tuesday, 18 September, 2019.

BAILL I LATHAIR:

Clifford Kelly

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

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, PR
Sean McMahon, Anglo-Celt

CLAR:

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1. Preliminary

1.1 Introduction and welcome

The Chief Executive welcomed all present and invited introductions.

Governance Training

The CE thanked the members for their attendance at the Governance Training session held earlier in the day.

He also outlined the contents of ETBI Brief No 11/2019: Briefing for new Board Members stating that all the documents have been circulated to members.

Code of Practice for the Governance of ETBs

It was resolved: R. 01/09/19

“to adopt the Code of Practice for the Governance of ETBs (Circular Letter 002/2019 refers).

Proposed by Cllr PJ O’Hanlon Seconded by Mr J McGrath
PASSED UNANIMOUSLY

1.2 Declaration of Interest

The Declaration of Interest statement was circulated and signed.

1.3 Apologies/ Absence Approval

No business

Condolences

To Moya Lynch (Ballybay CC) on the death of her mother-in-law, Mae Lynch
To Catherine Fox on the death of her father-in-law, Michael Lynch
To Carol Lynch (Coláiste Dún an Rí) on the death of her father, Tom McNulty
To Susan Fitzpatrick (Loughan House) on the death of her mother, Margaret McGovern
To Niamh McBreen (SCP) on the death of her brother, Craig Lynch
To Amy Cotter (Virginia College) on the death of her fiancé, Craig Lynch

Congratulations

To Largy College on their Silver Award at the Young Social Innovators All-Ireland Final
To Kelly Loughran, Beech Hill College, on being shortlisted for the Teachers' Inspire Ireland Competition
To Páidí Walsh, Ballybay Community College, on his selection to represent Ireland in the International Linguistics Olympiad in South Korea

Retirement

Best wishes were extended to Brenda McMullan, Supervising Teacher, Loughan House, on her retirement.

1.4 Election of Chairperson

Proposals were invited for the position of Chairperson. Cllr Clifford Kelly was proposed by Cllr Sean Smith and seconded by Cllr PJ O'Hanlon.

As there were no other nominations, Cllr Clifford Kelly was deemed elected to the position of Chairperson.

Rotation of position of Chairperson and Deputy Chairperson

It was resolved: R. 02/09/19

"that the traditional practice of rotating both the positions of chairperson and deputy chairperson amongst groupings on an annual basis would continue.

Proposed by Mr M Martin Seconded by Cllr S O'Reilly
PASSED UNANIMOUSLY

It was resolved: R. 03/09/19

"that the rotating position of Deputy Chairperson would not be a representative of the same party as the Chairperson's.

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

1.5 Election of Deputy Chairperson

Proposals were invited for the position of Deputy Chairperson. Mr Joe McGrath was proposed by Mr S Fegan and seconded by Cllr. D Maxwell.

As there were no other nominations, Mr Joe McGrath was deemed elected to the position of Deputy Chairperson.

1.6 Standing Orders

It was resolved: R. 04/09/19

“to adopt the Standing Orders.”

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

1.7 Minutes of Meeting

It was resolved: R. 05/09/19

“to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 8 May 2019.”

Proposed by Ms M Flynn Seconded by Cllr C Carthy
PASSED UNANIMOUSLY

It was resolved: R. 06/09/19

“to adopt the Minutes of the first meeting of Cavan and Monaghan ETB held on 31 July 2019 at 12.30p.m.”

Proposed by Ms M Flynn Seconded by Cllr S O'Reilly
PASSED UNANIMOUSLY

It was resolved: R. 07/09/19

“to adopt the Minutes of the second meeting of Cavan and Monaghan ETB held on 31 July 2019 at 1.45p.m.”

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

1.8 Matters Arising

No business

2. Correspondence and Matters Arising

○ Department of Education and Skills: Circulars

Reference	Details
Circular 0030/2019	Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2019/2020 School Year
Circular 31/2019	Additional Allocation of Hours for Post-Primary Schools introducing lesser taught and new Foreign Languages in the school year 2019/2020 under Languages Connect - Ireland's Strategy for Foreign Languages in Education 2017-2026
Circular 0035/2019	Changes to the Career Break Scheme for SNAs employed in recognised Primary and Post-Primary Schools - Employment while on Career Break.
Circular: 0036/2019	Guidelines on Access to PLC for certain participants in the Asylum Process for the 2019/20 Academic Year.
Circular 0037/2019	Payment of the Special Educational Needs Allowance to current holders who commence Job-Sharing Change to conditions – Amendment to Circular 0135/2006
Circular Letter 0038/2019	Changes to the Domestic Subsistence Rates effective from 1st July 2019 payable to Staff in Education and Training Boards (ETBs)
Circular Letter 0039/2019	Changes to the Domestic Subsistence Rates effective from 1st July 2019 payable to members of Education and Training Boards (ETBs) and Statutory Committees.
Circular Letter 0040/2019	Fair Processing Notice to explain how the Personal Data of Students in Post-Primary Schools on the Post-Primary Online Database (P-POD) will be recorded, processed and shared.
Circular Letter 0041/2019	Revision of Teacher Salaries with effect from 1 September 2019 (Public Service Stability Agreement 2013 – 2020 (Haddington Road Agreement/ Lansdowne Road Agreement) and the Public Service Pay and Pensions Act 2017)
Circular 0043/2019	Home Tuition Grant Scheme 2019/2020 – Special Education Component
Circular Letter 0046/2019	Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 September 2019
Circular Letter 0049/2019	Revision of Salaries in respect of All Staff other than Teachers and SNAs employed by ETBs with effect from 1 September 2019
Circular Letter 0050/2019	Revision of Salaries of All Staff paid directly by a recognised school or ETB with effect from 1 September 2019
Circular 0051/2019	Recruitment and Appointment Procedures for Special Needs Assistants (SNAs)
Circular 0053/2019	Exemption from the Study of Irish - Revising Circular M10/94
Circular Letter 0054/2019	Leave Schemes for Registered Teachers Employed in Recognised Primary and Post Primary Schools
Circular Letter 0055/2019	Arrangements for the implementation of the Framework for Junior Cycle with particular reference to school year 2019/20

READ

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>

○ **Correspondence received from DES**

<i>Date</i>	<i>Subject</i>
	General Correspondence: DES
10/05/2019	Acknowledging receipt of letter re full compliance with Child Protection Procedures
12/06/2019	DES Forward Planning Section: Patron Register: ETB schools
03/07/2019	Extension of the term of office of Finance, Audit & Risk Committees and Boards of Management of Schools and other centres of education to 30 November 2019
02/09/2019	Overview of language position on new Primary Schools to be established from 2020

READ

<i>Date</i>	<i>Subject</i>
	Finance Correspondence: DES
09/05/2019	School Services Support Fund (SSSF) 2018/19 - 3rd instalment to issue
19/06/2019	Book Grants and Certain Programme Grants to issue (JCSP/TY/LCA/ Physics & Chemistry Grant for 2019)
12/08/2019	CMETB Reconciliation - recoupment of €71,263 lodged to bank account

READ

<i>Date</i>	<i>Subject</i>
	Land and Buildings Correspondence: DES
07/06/2019	Ack receipt of application for Grant Aid for Major Capital Works - Coláiste Dún an Rí RN76313A
07/06/2019	Ack receipt of application for Grant Aid for Major Capital Works - Virginia College RN70390L
07/06/2019	Ack receipt of application for Grant Aid for Major Capital Works - Ballybay Community College RN72170H
07/06/2019	Ack receipt of application for Grant Aid for Major Capital Works - Castleblayney College RN72190N
18/07/2019	Delivery of Additional Accommodation - Gaelscoil Éois, Clones RN20055N Service Level Agreement (SLA)
16/08/2019	Future development of Cavan Institute/ Cavan Barracks site
21/08/2019	Delivery of Additional Accommodation - Gaelscoil Lorgan RN20327U Service Level Agreement (SLA)
06/09/2019	Proposed Amalgamation of St Bricin's College and St Mogue's College

READ

○ **Correspondence received from other sources**

<i>Date</i>	<i>From:</i>	<i>Subject</i>
Audit		
16/05/2019	Comptroller and Auditor General (C&AG)	Invoice for audit of CMETB's 2018 Accounts €42,000
20/05/2019	Comptroller and Auditor General (C&AG)	2018 Annual Financial Statements of CMETB - copy of the Account and the Audit Certificate which have been forwarded to the DES

READ

<i>Date</i>	<i>From:</i>	<i>Subject</i>
Finance	Correspondence from Other Sources	
17/05/2019	Léargas	Erasmus+ Grant Agreement No: 2018-1-IE01-KA101-038686 (Schools)
21/05/2019	D/Children and Youth Affairs (DCYA)	The following payments to issue: Targeted Youth Funding Scheme - ISPC €24,478 Q2 & Q3 Funding YIC - Castleblayney €28,623 (Q3 transferring from CDYSB)
21/05/2019	D/Children and Youth Affairs (DCYA)	Local Youth Club Grant Scheme 2019 payment of grant for 2019 €53,623.20 to issue
21/05/2019	D/Children and Youth Affairs (DCYA)	Youth Work Function and Technical Assistance first instalment of €54,195 to issue
22/05/2019	D/Children and Youth Affairs (DCYA)	Revised Youth Funding Scheme Grant 2019 of €233,856 (2 nd and 3 rd instal.) to issue in respect of: <ul style="list-style-type: none"> • Bounce Back SE Cavan • Bounce Back West Cavan • Include Youth Service Castleblayney
24/05/2019	Léargas	Erasmus+ Grant Agreement No: 2019-1-IE01-KA104-051324 for signature (Adult Education)
27/05/2019	D/Children and Youth Affairs (DCYA)	Notification of transfer of files from CDETb to four regional ETBs
27/05/2019	Léargas	Erasmus+ Grant Agreement No: 2018-1-IE01-KA102-038681 Amendment (duration extension) for signature
30/05/2019	Léargas	Erasmus+ Grant Agreement No: 2019-1-IE01-KA104-051324 Adult Education (signed copy)
31/05/2019	D/Children and Youth Affairs (DCYA)	Transfer of Funding from CDETb to regional ETBs
10/06/2019	Léargas	Erasmus+ Grant Agreement No: 2019-1-IE01-KA102-051340 for signature
12/06/2019	D/Children and Youth Affairs (DCYA)	Once-off additional funding for Youth Work Functions in 2019: Maternity Leave €20,443
17/06/2019	D/Children and Youth Affairs (DCYA)	Update on the Targeted Youth Funding Scheme
19/06/2019	Léargas	Erasmus+ 2019-1-IE01-KA102-051340 Mobility Project: Grant Agreement - signed copy
20/06/2019	TUSLA	Financial Compliance Statement 2018 for Active Connections for completion
24/06/2019	D/ Employment Affairs and Social Protection (DEASP)	Schools Meals Scheme compliance requirements
26/06/2019	Irish Public Bodies (IPB)	IPB Special Dividend 2019 of €16,032.98 to issue
29/07/2019	DCYA	Youth Capital Funding Scheme 2019 for Staff-led Youth Services - allocation of €21,801 for 2 approved projects
31/07/2019	DCYA	Funding for LGBTI+ Youth Initiatives - allocation of €5,000 to CMETB
26/08/2019	D/ Employment Affairs and Social Protection (DEASP)	School Meals (Local Projects) Scheme 2019-2020: Ballybay Community College first instal. of €14,424.24 to issue

READ

<i>Date</i>		<i>From:</i>	<i>Subject</i>
Land and Buildings:		Correspondence from Other Sources	
14/06/2019		Monaghan Co Council	Ulster Canal Greenway, Phase 2 Smithborough to Middletown - update
02/07/2019		Cavan Co Council	Proposed development of Former Army Barracks site, Cavan
30/07/2019		Chief Fire Officer Monaghan Co Council	Fire Safety Works at Monaghan Institute

READ

<i>Date</i>	<i>From:</i>	<i>Subject</i>
GENERAL	Other Sources	
04/06/2019 and 16/07/2019	IPB	Appointment of Nominee to IPB

READ

Nomination to IPB:

It was resolved: R. 08/09/19

“to appoint Cllr Sarah O'Reilly as CMETB's nominee to IPB.”

Proposed by Cllr S Smith Seconded by Cllr P Walsh

○ **Correspondence received from ETBI**

<i>Date</i>	<i>Subject</i>
ETBI Brief 11/2019	DES Circular Letter 0002/2019
ETBI Brief 13/2019	PLSS Learner Detail Form
ETBI Brief 15/2019	ETBs Role in Recommending Funding for Youth Projects in your ETB area
ETBI Brief 16/2019	Leave Schemes for Registered Teachers in recognised primary and post-primary schools - DES Circular Letter 0059/2019
19/06/2019	Nomination to ETBI Reserve Members' Forum
27/06/2019	Leave for persons elected to Local Authorities
29/07/2019	ETBI Annual Conference 2019 in the Sheraton Athlone Hotel
23/08/2019	ETBs - Growth at Primary School level

READ

ETBI Reserve Members' Forum:

It was resolved: R. 09/09/19

“to appoint Cllr Clifford Kelly to the ETBI Reserve Members' Forum

Proposed by Mr S Fegan Seconded by Mr J McGrath
PASSED UNANIMOUSLY

3. Audit

No business

4. Finance

Finance Update

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

NOTED

Cavan Institute - Bank Mandate

It was resolved: R. 10/09/2019

“to approve the Bank Mandate for Cavan Institute’s school bank account i.e. change of signatories: add Karen Fitzpatrick and Louise Clarke and remove Adrian Delaney and Philip McDonald.”

Proposed by Cllr M Argue Seconded by Cllr C Brady
PASSED UNANIMOUSLY

5. OSD Matters

5.1 Land and Buildings

5.1.1 Leases/ Contracts

Premises for Youthreach Centre, Cootehill

The need for a suitable premises for the Youthreach Centre in Cootehill was outlined and a discussion ensued.

It was resolved: R. 11/09/2019

“to approve the leasing of premises in Cootehill for the Youthreach Centre for a 5-year period w.e.f. 1 January 2020 to 31 December 2024 incl. at €60k p.a. subject to the approval of the Department of Education and Skills.”

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

5.1.2 Land and Buildings Report

Schools	Project	Update
Ballybay Community College	Additional Accommodation	Design Team Fees payment received Awaiting instruction from DES
Breifne College	Emergency Works Car Park	Architect Appointed Planning Permission application lodged July 2019
Castleblayney College	Summer Works-Science Lab	Funding Granted - to be carried out Summer 2020
Castleblayney College	SNU Unit	Application sent to DES for funding.
Cavan Institute	Additional Accommodation	Negotiating Schedule of Accommodation with DES

Cavan Institute	Temporary Accommodation	Modular Units Designed and lodged for Planning Permission
Dún an Rí	Additional Accommodation	Application sent to DES for funding
Inver College	Fire Safety/Emergency Works	EWA has been submitted to the DES
Inver College	Additional Accommodation	Application will be sent to DES by end of September
Virginia College	Additional Accommodation	Application sent to DES for funding.

FET

Commis Chef	Fit out of Room	Site Works Commenced
Electrical Apprenticeship	Fit out of sports hall	Site Works Commenced
OEM	Fit out of Room	Site Works Commenced
Tanagh	Sports Capital Grant	External Climbing Wall Approved
Tanagh	Fire Safety Works	Contractor appointed
Youth Services Belturbet	Refurbishment	Snagging Ongoing

Non ETB Schools

Edenmore Primary School	Additional Accommodation & ASD Unit	Planning Permission submitted
Scoil Mhuire Rockcorry	Additional Accommodation	Awaiting Instruction from DES
Gaelscoil Éois Clones	Additional Accommodation	SLA signed and returned to DES
Gaelscoil Lorgan Castleblayney	Additional Accommodation	Awaiting clarification on the specification of the project from DES

Summer Works 2019

Ballybay College	Extend Canteen	Summer Works Submitted July 2019
Beech Hill College	Sports Hall Roof	Summer Works Submitted July 2019
Breifne College	Practical Rooms	Summer Works Submitted July 2019
Castleblayney College	Flat Roof	Summer Works Submitted July 2019
Inver College	Fire Safety 1999 building	Summer Works Submitted July 2019
Virginia College	Toilets	Summer Works Submitted July 2019

NOTED

Inver College

Members expressed their concern regarding safety standards in Inver College.

Amalgamation of St Bricin's College and St Mogue's College

The Amalgamation of St Bricin's College and St Mogue's College was raised and following discussion it was agreed to hold a Special Meeting (In Camera) to apprise members of the proposal. The CE stated that supporting documentation regarding this project would be made available to Board members.

Cavan Institute Temporary Accommodation - Modular Units

The CE briefed the Board on temporary accommodation (modular units) for Cavan Institute at the FET Campus.

5.2 Risk Management Report

The DOSD briefed the meeting on the Risk Management Report.

5.3 Summary of Executive Orders (Delegation of duties):

Order No	Effective Date	Delegatee	Function	Applicable Legislation/Policy	Status
CE001/2019	01.09.2019	Head of Compliance	Data Protection Officer & authority to sign Data Processing Agreements on behalf of CE	GDPR and Data Protection Act 1988-2018	Replaces P543/2018
CE002/2019	01.09.2019	Heads of Section	FOI Decision Maker	FOI Act 2014	Replaces P1136/2016
CE002/2019	01.09.2019	Director of Schools	FOI Decision Maker	FOI Act 2014	Replaces P1136/2016
CE002/2019	01.09.2019	Director of FET	FOI Decision Maker	FOI Act 2014	Replaces P1136/2016
CE002/2019	01.09.2019	Director of OSD	FOI Internal Reviewer	FOI Act 2014	Replaces P1136/2016
CE002/2019	01.09.2019	APO Finance	FOI Internal Reviewer	FOI Act 2014	Replaces P1136/2016
CE003/2019	01.09.2019	Directors	To approve T&S claims including those over 6 months excepting those of Directors and CE	ETB Act 2013, Travel Policy	
CE003/2019	01.09.2019	CE's PA	Authority to approve T&S claims for ETB members	ETB Act 2013, Travel Policy	
CE003/2019	01.09.2019	APO Finance	Authority to approve T&S claims for Heads of Administration Sections	ETB Act 2013, Travel Policy	
CE003/2019	01.09.2019	Line Managers	Authority to approve T&S claims for Staff	ETB Act 2013, Travel Policy	
CE004/2019	01.09.2019	Grade V & VI HR	Authority to sign Selection Board members expense claims and invoices for lunches for interview boards	ETB Act 2013, Travel Policy	Replaces P22/2019
CE005/2019	01.09.2019	APO HR & Head of Corporate Services	Authority to sign Personnel/HR Executive Orders	ETB Act 2013	P424/2013
CE006/2019	01.09.2019	Head of Land and Buildings	To approve and sign, on behalf of the CE, per the Procurement Policy: Capital Contracts, invoices <€15k	ETB Act 2013, Procurement Policy	Replaces P965/2015

CE007/2019	01.09.2019	APO Finance, Head of Corporate Services, Head of Finance, Head of Training Administration	To approve and sign, on behalf of the CE, per the Procurement Policy: Invoices over the value of €10,000, Paypath report	ETB Act 2013, Procurement Policy	
CE008/2019	01.09.2019	Directors - OSD, Schools, FET	<ul style="list-style-type: none"> Supplies and General Services Tender/quote analysis for values = €15k and <€25k Works and Related Services Tender/quote analysis for values = €15k and <€50k 	ETB Act 2013, Procurement Policy	
CE009/2019	01.09.2019	Heads of Section	To approve and sign on behalf of the CE: Invoices up to the value of €15,000 in accordance with the CMETB Procurement Policy	ETB Act 2013, Procurement Policy	
CE010/2019	01.09.2019	Directors - OSD, Schools, FET	To approve allocation of CMETB Mobile Phones and other devices	ETB Act 2013, Mobile Phone Policy	
CE011/2019	01.09.2019	APO Finance & Head of Corporate Services	To approve use of the CMETB credit card	ETB Act 2013, Credit Card Policy	
CE012/2019	01.09.2019	APO HR & Head of Corporate Services	To approve incremental credit, pension entitlements, staff contracts	ETB Act 2013	
CE013/2019	01.09.2019	Director FET, Contracted Training Manager	To approve and sign STP agreements	ETB Act 2013, FE Act 2013	
CE014/2019	01.09.2019	Head of Corporate Services	To approve applications for use of CMETB facilities	ETB Act 2013, Use of Facilities Policy	
CE015/2019	01.09.2019	Director of Schools	To approve SCP returns	DES/Tusla SCP Programme	
CE016/2019	01.09.2019	APO Finance	To approve claims under the Foreign Language Assistant Scheme	DES Foreign Language Assistant Scheme	
CE017/2019	01.09.2019	Director of Schools	To approve applications for the voluntary redeployment scheme in accordance with the scheme and confirmation that the school will accept a redeployed teacher as replacement for the applicant.	DES Redeployment Scheme for Post- Primary Schools	
CE018/2019	01.09.2019	Head of Corporate Services	To approve payment of rent in accordance with lease agreements	ETB Act 2013	

CE019/2019	01.09.2019	APO Finance, Head of Finance	Bank transfers in respect of fortnightly and monthly payroll	ETB Act 2013	
CE020/2019	01.09.2019	Head of Compliance	Duties of Protected Disclosures Officer	Protected Disclosures Act 2014 and CMETB Policy	

NOTED

5.4 Use of Facilities

CMETB Centre	Requested by	Date/s Required
Cavan Institute	Cavan Arts Festival	16 May to 20 May 2019
Cavan Institute	Hinterland Films Ltd.	14 June 2019
Cavan Institute	Cavan County Childcare Committee	6 and 13 September 2019
Ballybay Community College	Monaghan Sports Partnership	27 June 2019
Tanagh OETC	Brú Youth Service CLG	2 July to 4 July 2019
Virginia College	Bounce Back Youth Service	1 July to 4 July 2019
Inver College Carrickmacross	Walsh Music	26 July to 2 August 2019
Virginia College	Virginia Triathlon and Cycling Club	3 and 4 August 2019
Virginia College	Starcamp	22 to 26 July 2019
Virginia College	Irish Blood Transfusion Service	7 August 2019
Coláiste Oiriall	Starcamp	6 August – 10 August 2019
Coláiste Oiriall	Cursos Ireland	1 July to 19 July 2019
Coláiste Oiriall	Let's Go Summer Schools	29 July to 2 August 2019
Breifne College	Cavan Lakers Basketball Club	Mondays/Wednesdays/Fridays from 4 September 2019 until April 2020
FET Campus, Cavan	Cavan County Council	In the event of a Major Emergency

It was resolved: R. 12/09/2019

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

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

5.5 Other Matters

5.5.1 Annual Report 2018

It was resolved: R. 13/09/2019

“to adopt the Annual Report for 2018”.

Proposed by Cllr M Argue Seconded by Cllr C Brady
PASSED UNANIMOUSLY

6. Strategy Statement

6.1 Policies: No business

6.2 Service Level Agreement/ Memorandum of Understanding/Consortium Agreement

6.2.1 Service Level Agreements (SLA)

6.2.1.1 SLA between the Minister for Education and Skills and CMETB for Delivery of Devolved Major Project - Gaelscoil Éois Roll No. 20055N

It was resolved: R. 14/09/19

“to approve signing of the SLA between the Minister for Education and Skills and CMETB for Delivery of Devolved Major Project - Gaelscoil Éois Roll No. 2055N

Proposed by Cllr M Argue Seconded by Cllr C Carthy
PASSED UNANIMOUSLY

6.2.1.2 SLA between CMETB and Monaghan Youth Federation T/A Youthwork Ireland Cavan Monaghan

It was resolved: R. 15/09/19

“to approve signing of the SLA between CMETB and Monaghan Youth Federation T/A Youthwork Ireland Cavan Monaghan.”

Proposed by Cllr M Argue Seconded by Cllr C Carthy
PASSED UNANIMOUSLY

6.2.2 Memorandum of Understanding (MOU)/ Memorandum of Agreement (MOA):

6.2.2.1 Memorandum of Agreement for the Delivery of National Commis Chef Apprenticeship Programme between CMETB and Kerry ETB

It was resolved: R. 16/09/19

“to approve signing of the Memorandum of Agreement for the Delivery of National Commis Chef Apprenticeship Programme between CMETB and Kerry ETB.”

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

6.2.2.2 Consortium Agreement

6.2.2.2.1 Consortium Agreement between Letterkenny Institute of Technology and Monaghan Institute: Level 6 Higher Certificate (Yr.2) and Level 7 B.Sc. in Health and Social Care (Yr.3)

It was resolved: R. 17/09/19

“to approve signing of the Consortium Agreement between Letterkenny Institute of Technology and Monaghan Institute: Level 6 Higher Certificate (Yr.2) and Level 7 B.Sc. in Health and Social Care (Yr.3).”

Proposed by Ms E Carolan Seconded by Cllr M Argue
PASSED UNANIMOUSLY

7. Committees and Reports

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

Overview of FET

CMETB Further Education and Training (FET) Services provide a wide range of full and part time programmes throughout Cavan and Monaghan, offering valuable learning opportunities for those over 16 years of age. The programmes are largely vocational in nature, e.g. childcare, healthcare, ICT, engineering, thus providing clear routes into employment. Likewise, there are a number of progression opportunities from FET programmes into Higher Education (e.g. Universities and Institutes of Technology programmes).

CMETB FET comprises 5 distinct services:

- **Two PLC Colleges** – Cavan Institute & Monaghan Institute – delivering full time vocational skills programmes at Levels 5 & 6 and evening classes
- **Adult Education Services** – delivering a range of part time basic and vocational skills and hobby programmes at levels 1- 6
- **Training Services** – this includes the Apprenticeship Service, Specific Skills Training Programmes, Traineeships, Local Training Initiatives & Specialist Training Providers

- **Youthreach** - 6 Youthreach Centres that provide a broad range of certified programmes for early school leavers
- **Prison Education** at Loughan House Open Prison

The services work in collaboration with all stakeholders, particularly learners, employers, community & voluntary sector and public authorities in the development and provision of programmes to: (i) meet emerging education, training and employment requirements and trends, and (ii) support learners to realise their potential.

New Initiatives / Developments

Programme Provision

- PLC Access course based in MI & CI for Youthreach and LCA learners to complete a full Level 4 and some Level 5 modules, in preparation to transfer to MI / CI next year.
- Youth work traineeship to commence in Cavan Institute
- Domiciliary Care traineeship to commence in Cavan Institute
- Architectural Technology Traineeship Level 6 (Entekra) traineeship to commence in Monaghan Institute
- OEM Apprenticeship to commence early October commence in Monaghan Institute
- Electrical Car Charger installation and Portable Appliance Testing programmes to commence in FET Campus
- #Intoajob This programme ran during the summer with 38 learners between the ages of 16 and 19 completing a range of certification options including Safepass, First Aid, HACCP and non-accredited programmes in Safety and Health at work, Restaurant and Bar Skills, CV preparation and Interview Skills. It is hoped to extend this programme to the YES group identified by DEASP.
- Fit for Work and Life: this programme runs in conjunction with the Irish Cancer Society and aims to assist participants to make positive lifestyle choices . It is hoped to have 2 tutors trained up (1 Monaghan and 1 Cavan) to roll out this programme through adult education services
- Seed to Market: Community Education Services are working on a project in Cavan by bringing together local growers and markets and the provision of business, horticulture and marketing skills to make these markets viable

New Linkages / Partnerships

- LYIT degree: Working with LYIT re bringing their Level 7 degree in Health and Social Studies to MI on an outreach basis, starting in late September
- Sligo IT: Working with Sligo IT re bringing their Science degree to CI on an outreach basis
- New linkages with a range of employers under Skills to Advance programme

New Staffing

- New Supervising Teacher appointed in Loughan House, following retirement of previous post holder

Continuing Professional Development (CPD)

- Staff Induction Training programme currently being developed for FET staff
- CPD Support Programme developed and circulated to all FET staff
- Autumn CPD programme devised

Quality Assurance and Governance

- Quality Assurance independent statutory review to commence July 2020 – planning towards this to commence late 2019
- FET Briefing day to take place late Oct to update all staff re QA / Governance / Finance policies and procedures

Strategy

- New FET Strategy to be prepared. 2 x Strategic Planning days scheduled for late September and early October 2019

Additional Resources

- Funding secured from Healthy Ireland in respect of PLC Access Programme
- Application to be submitted to SOLAS seeking additional PLC places for pre apprenticeship programme

Capital Projects Underway

- Development of new electrical apprenticeship facilities at FET Campus Cavan
- Development of Commis Chef professional kitchen and associated rooms in Cavan Institute
- Development of OEM apprenticeship facility in Monaghan Institute
- New premises identified for Cootehill Youthreach

NOTED

7.1.1 Board of Management/ Board of Governors Minutes

It was resolved: R. 18/09/19

“to adopt the Minutes of the following Boards of Management/ Governors:

Centre	Date of Meeting	Proposer / Seconder
Cavan Institute	5 February 2019	Proposed by Ms M Flynn Seconded by Cllr M Argue
Monaghan Institute	9 April 2019	Proposed by Mr J McGrath Seconded by Ms E Carolan
Tanagh OETC	No business	
Youthreach	No business	
Adult Education Board	No business	
Youth Work Committee	No business	

PASSED UNANIMOUSLY

7.1.2 FET Policies: No business

7.2 Director of Schools Report: Paddy Flood, Director of Schools

Current priority areas:

- Completion of recruitment of teachers to CMETB schools. Shortages experienced in some subject areas with particular reference to Gaeilge and languages
- Policy development for schools in relation to enrolment procedures and new arrangements for exemption from Gaeilge in schools
- Recruiting and inducting new school leaders (Principals and Deputy Principals)
- Ongoing appointments of middle management in schools at level of AP1 and AP2
- Planning for ongoing CPD in middle leadership, teacher symposium and senior leaders' supports
- Development of digital learning in our schools
- Liaising with NCSE regarding the need for resources and facilities for students with special educational needs, including ASD.
- Establishment of five working groups to work with Director of Schools on implementing CMETB Strategy: These are
 - Learning and Teaching
 - Wellbeing
 - Digital Learning
 - Special Educational Needs
 - Leadership

Progress:

Since the Board last met the following should be noted:

- Mr. Cormac Flynn has been appointed as Principal Teacher in Inver College
- Ms. Martha Brady has been appointed as Deputy Principal at St. Mogue's College and Dr. Miriam Nugent has been appointed as Deputy Principal at Inver College
- A two-day Leadership Conference was provided by CMETB for school leaders in June 2019. Issues covered included Wellbeing, Planning for Whole School Guidance, Strategic Planning and reviewing examples of best practice from schools
- CMETB hosted their second annual Awards Evening for male and female students who received the highest Leaving Certificate points in their recent exams and for the students with the best Leaving Cert Applied results in participating schools. The O'Reilly Family Bursaries were also presented on the evening.
- The annual report from schools has been completed and submitted to Department of Education and Skills.
- Enrolment figures are currently being reviewed as per September 2019. Indications are that CMETB has the largest single increase in enrolment across our schools in any one given year.
- Induction CPD has commenced for teachers new to CMETB. This is being run over three evenings and will cover issues related to HR, technology, policies and practices, learning and teaching.
- Director of Schools represents ETBI at fora related to reform of Senior Cycle and new specification for Senior Cycle Gaeilge.
- IT Grants were received in 2019 for ten ETB schools and this investment in our schools has been ongoing over the summer.
- Induction CPD for new school leaders taking place on September 19th and 20th, provided by ETBI.

NOTED

7.2.1 Board of Management (BOM) Minutes

It was resolved: R. 19/09/19

to adopt the Minutes of the following Boards of Management:

School/ Centre	Date of Meeting	Proposer / Seconder
Ballybay Community College	02 April 2019	Proposed by Cllr C Brady Seconded by Mr B Martin
Beech Hill College	No business	
Breifne College	26 March 2019	Proposed by Cllr M Argue Seconded by Cllr P Walsh
Castleblayney College	No business	
Coláiste Dún an Rí	No business	
Coláiste Oiriall	26 March 2019	Proposed by Cllr PJ O'Hanlon Seconded by Ms M Flynn
Inver College	11 April 2019	Proposed by Cllr C Carthy Seconded by Cllr PJ O'Hanlon
	09 May 2019	Proposed by Cllr C Carthy Seconded by Cllr PJ O'Hanlon
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

7.2.2 BOM Membership: No business

7.2.3 School Based Policies

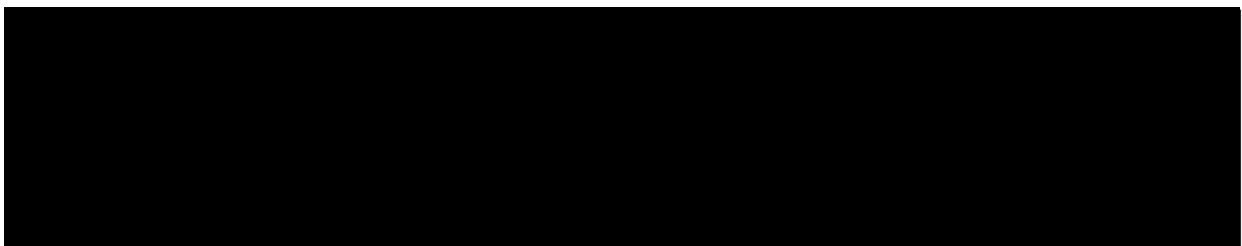
7.2.3.1 Checklist for Annual Review of Anti-bullying Policy

- Ballybay Community College

NOTED

8. Section 29 Appeals (In Camera)

8.1



READ

9. Attendance Approval

It was resolved: R. 20/09/19

to approve attendance as follows:

Title	Details	Delegates	Proposer/ Secondor
ETB NPA Meeting	Portlaoise 7 September 2019	E Carolan B Martin	Proposed by Cllr M Argue Seconded by Cllr PJ O'Hanlon
ETBI Conference 2019	Athlone 25/26 September 2019	B Fay, C Kelly, M McBreen, S O'Reilly, J McGrath, S Conlon, M Flynn and M Martin	Proposed by Cllr M Argue Seconded by Cllr PJ O'Hanlon
LAMA Autumn Seminar	Ennistymon 17/19 October 2019	Joe McGrath	Proposed by Cllr M Argue Seconded by Cllr D Maxwell

PASSED UNANIMOUSLY

10. Date of Next Meeting

10.1 Schedule of Meetings 2019

- Tuesday, 22 October 2019 at 3p.m.
Special Meeting (In Camera): Amalgamation of St Bricin's College and St Mogue's College
- Tuesday, 29 October 2019 at 2.30p.m.
Appointment of Committees and Boards of Management etc.
- Tuesday, 17 December 2019

SIGNED:


CHIEF EXECUTIVE


CHAIRPERSON

DATE:

17/12/19

17/12/19