



**MINUTES OF MEETING HELD ON  
TUESDAY, 21 JULY 2020**

**A meeting of Cavan and Monaghan Education and Training Board  
took place in the Garage Theatre, Armagh Road, Monaghan,  
on Tuesday, 21 July 2020 at 2pm**

**BAILL I LATHAIR:** Clifford Kelly

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

**LEITHSCEIL:** Elaine Carolan, Sean Conlon, Rosena Donagh, Sarah O'Reilly, Patricia Walsh.

**AR FREASTAIL:** John Kearney, Chief Executive  
Linda Pinkster, DFET  
Gerardine Heaphey, AO  
Shirley Wrenne, SSO  
Marie Traynor, SSO  
Geraldine Gray, CPO  
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. 01/07/2020**

"to approve the absence of Elaine Carolan, Sean Conlon, Rosena Donagh, Sarah O'Reilly and Patricia Walsh."

Proposed by Ms M Flynn Seconded by Cllr S Smith  
**PASSED UNANIMOUSLY**

## **Condolences**

To Brenda O'Reilly Hughes (Castleblayney Youthreach) on the death of her father, Brendan O'Reilly

To Caroline Nelson and Daire O'Reilly (Cavan Institute) on the death of their father/ father-in-law respectively, Michael Nelson

To Olivia Boyle (Cootehill Youthreach Centre) on the death of her mother, Maureen Boyle

To Siobhan Donohue on the death of her husband, Jason Donohue (CMETB Adult Education Guidance Service, Cavan)

To the Sacred Heart Community, Tanagh, on the death of Brother Harry O'Gara

To Sean Conlon on the death of his mother, Marina Conlon

To Maureen Lynch (Cavan Institute) on the death of her father, Patrick Lynch

## **Tributes**

Tributes were paid to the late Jason Donohue, Adult Education Guidance Counsellor, AEGIS, who served Co Cavan VEC and latterly CMETB, with distinction.

### **1.4 Minutes of Meeting**

**It was resolved: R. 02/07/2020**

"to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 20 May 2020."

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

### **1.5 Matters Arising**

#### **Business Continuity Plan (BCP)**

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

Members raised a number of concerns in relation to Business Continuity Planning and the re-opening of schools and centres.

#### **Travel and Subsistence**

The CE confirmed that arrangements are in progress to provide assistance/training for members in relation to making travel and subsistence claims.

## 2. Correspondence and Matters Arising

### 2.1 Correspondence

- Department of Education and Skills: Circulars

<i>Reference</i>	<i>Details</i>
<b>Circular Number 0037/2020</b>	Implementation of Calculated Grades Model for Leaving Certificate 2020 - Guide for Schools on Providing Estimated Percentage Marks and Class Rank Orderings
<b>Circular Number 0039/2020</b>	Calculated Grades Aides 2020 (Following the Examinations Aide model): Assistance for schools during the Calculated Grades Model
<b>Circular Number: 0041/2020</b>	Arrangements for Inspection and School Self-Evaluation for the 2020/2021 School Year
<b>Circular Letter 0043/2020</b>	Scheme for Leave of Absence Following Assault for Staff Other than Teachers and Special Needs Assistants in Education and Training Board Workplaces

READ

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>

- Correspondence received from DES

	<b>General Correspondence: DES</b>
<i>Date</i>	<i>Subject</i>
05.06.2020	Annual and Chairperson Comprehensive Report 2019 including checklist

READ

	<b>Finance Correspondence: DES</b>
<i>Date</i>	<i>Subject</i>
24.06.2020	Funding for GDPR/Pensions
09.07.2020	Countersigned Agreements: 1. Oversight Agreement and 2. Performance Delivery Agreement

READ

	<b>Land and Buildings Correspondence: DES</b>
<i>Date</i>	<i>Subject</i>
02.06.2020	Additional School Accommodation (ASA) Application for Beech Hill College
18.06.2020	Approval of Additional Accommodation for Beech Hill College

READ

- Correspondence received from **other sources**

<b>Finance</b>	<b>Correspondence from Other Sources</b>	
<i>Date</i>	<i>From</i>	<i>Subject</i>
08.06.2020	DCYA	UBU Your Place Your Space Scheme: Q3 and Q4 2020 allocation of €258,024
03.07.2020	DCYA	LGBTI+ and VFM Capital: Payment of €36,650 to issue

READ

<b>GENERAL</b>	<b>Correspondence from Other Sources</b>	
<i>Date</i>	<i>From:</i>	<i>Subject</i>
30.06.2020	NALA	NALA Student Development Fund: Annual Report 2019

READ

<b>GENERAL</b>	<b>Other Sources</b>	
<i>Date</i>	<i>From:</i>	<i>Subject</i>
14.04.2020	Martha Lievens, Secretary to BOM Bailieborough CS	Seeking <b>three</b> nominations ( <b>incl. the CE</b> ) to the <b>Board of Management of Bailieborough Community School</b> for new term (1 August 2020 to 31 July 2023 incl.)

READ

- Correspondence received from **ETBI**

<b>Date</b>	<b>Subject</b>
Brief No. 14/2020	Protocols around the reopening of FET Centres 2020
27.05.2020	Resignation of ETBI General Secretary - Nessa White
08.06.2020	Postponement of ETBI Annual Conference 2020
26.06.2020	ETBI Reserves Forum re Covid-19 and thanks to School Principals
29.06/2020	New Government: Department of Higher Education, Innovation and Science
02.07.2020	Appointment of Paddy Lavelle as ETBI General Secretary
02.07.2020	Role of ETB Board Members Training - rescheduling dates
03.07.2020	ETBI Education Journal Vol. 2
08.07.2020	National Broadband Ireland (NBI): Progress update from the National Broadband Plan (NBP) roll out - for information

READ

## 2.2 Correspondence - Matters Arising

### Board of Management of Bailieborough Community School

Three nominations (incl. the CE) to the Board of Management of Bailieborough Community School for new term (1 August 2020 to 31 July 2023 incl.)

Nominee	Proposed / Seconded
Cllr Clifford Kelly	Proposed by Cllr S Smith Seconded by Cllr PJ O'Hanlon
Cllr Sarah O'Reilly	Proposed by Cllr B Fay Seconded by Mr M Martin
Sean McKiernan	Proposed by Cllr M Argue Seconded by Cllr C Brady

A secret ballot was conducted with Cllr Clifford Kelly being selected to represent CMETB on the Board of Management of Bailieborough Community School.

It was resolved: R. 03/07/2020

"to appoint Cllr Clifford Kelly, Cllr Sarah O'Reilly and John Kearney, Chief Executive, to the Board of Management of Bailieborough School."

PASSED UNANIMIOUSLY

## 3. Audit and Risk

### 3.1 Audit and Risk Committee Minutes

It was resolved to adopt the Minutes of the meetings of the Audit and Risk Committee as follows:

Resolution No.	Date of Meeting	Proposer / Seconded
R. 04/07/2020	19 March 2020	Proposed by Cllr C Brady Seconded by Cllr B Fay

PASSED UNANIMOUSLY

## 4. Finance

### 4.1 It was resolved to adopt the Minutes of the meeting of the Finance Committee as follows:

Resolution No.	Date of Meeting	Proposer / Seconded
R. 05/07/2020	• 7 February 2020	Proposed by Cllr M Argue Seconded by Mr S Fegan
R. 06/07/2020	• 19 March 2020	Proposed by Cllr M Argue Seconded by Cllr C Brady

PASSED UNANIMOUSLY

## **4.2 Finance Update**

Ms Shirley Wrenne, Finance, briefed the meeting on the Financial Report from January 2020 to June 2020 incl. which was circulated.

NOTED

## **5. OSD Matters**

### **5.1 Land and Buildings**

#### **5.1.1 Leases/ Contracts:**

##### **Cavan Institute: Unit 2, Cootehill Road, Cavan**

**It was resolved: R. 07/07/2020**

“to approve continuation of the lease of Unit 2 Cootehill Road Cavan (four classrooms), for Cavan Institute, for two years with effect from 1 September 2020 to 31 August 2022 subject to the approval of the Department of Education and Skills”

Proposed by Ms M Flynn Seconded by Cllr S Smith  
PASSED UNANIMOUSLY

#### **5.1.2 Land and Buildings Report**

Land and Buildings Report. NOTED

The members welcomed the progress with the various building projects and the recent sanction for additional accommodation for Beech Hill College.

The CE confirmed that the Executive is preparing a submission for the new County Cavan Development Plan.

### **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

CMETB Centre	Requested by	Date/s Required
<ul style="list-style-type: none"> <li>Breifne College</li> <li>Beech Hill College</li> <li>Castleblayney College</li> <li>Inver College</li> <li>Ballybay Community College</li> <li>Virginia College</li> </ul>	HSE Cavan/Monaghan	Various commencing 16 June 2020
<ul style="list-style-type: none"> <li>Virginia College</li> </ul>	Ramor Utd. GAA Club	Mondays and Saturdays w.e.f 29 June 2020
<ul style="list-style-type: none"> <li>Cavan Institute</li> </ul>	Drumalee GFC	2 August 2020
<ul style="list-style-type: none"> <li>St. Clare's Ballyjamesduff</li> </ul>	Cavan County Local Development	During Summer months w.e.f 18 May 2020
<ul style="list-style-type: none"> <li>Virginia College</li> </ul>	Virginia F.C. Seniors	Various days w.e.f 14 July 2020

**It was resolved: R. 08/07/2020**

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

Proposed by Cllr C Carthy Seconded by Mr S Fegan  
PASSED UNANIMOUSLY

## 5.5 Other Matters:

No business

## 6. Strategy Statement

The following Board/Committee policies were considered and adopted where appropriate:

Item No	Resolution No	Name of Policy	Proposer/ Seconder
6.1.1	R. 9/07/2020	CMETB Email Policy	Proposed by Cllr C Carthy Seconded by Cllr M Argue
6.1.2	R. 10/07/2020	CMETB Internet Acceptable Usage Policy	Proposed by Cllr C Brady Seconded by Mr S Fegan
6.1.3	R. 11/07/2020	CMETB Password Policy	Proposed by Cllr C Carthy Seconded by Cllr M Argue
6.1.4	n/a	CMETB Remote Working Policy	Noted

PASSED UNANIMOUSLY

## 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:**

Report from the Director of FET, Linda Pinkster.

NOTED

#### **7.1.1 Board of Management**

##### **7.1.1.1 Board of Management Minutes:**

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

<b>Resolution No</b>	<b>Board</b>	<b>Date of Meeting</b>	<b>Proposer / Seconder</b>
	Cavan Institute	No business	
	Monaghan Institute	No business	
<b>R. 12/07/2020</b>	<b>Youthreach</b>	<b>14.11.2019</b>	Proposed by Mr S Fegan Seconded by Mr M McBreen

PASSED UNANIMOUSLY

#### **7.1.2 Youth Work Committee**

##### **7.1.2.1 Appointment of Chairperson of Youth Work Committee**

It was resolved to appoint the following as **Chairperson of the Youth Work Committee**:

<b>Resolution No.</b>	<b>School/ Centre</b>	<b>Name</b>	<b>Proposer/ Seconder</b>
<b>R. 13/07/2020</b>	<b>Youth Work Committee</b>	<b>Colm Carthy</b>	Proposed by Mr J McGrath Seconded by Cllr PJ O'Hanlon

PASSED UNANIMOUSLY

#### **7.1.3 FET Policies**

No business



## 7.1.4 Further Education and Training (FET) Board

### 7.1.4.1 Operating Procedures and Terms of Reference for CMETB FET Board.

The Director of FET briefed the meeting on the proposed FET Board.

**It was resolved: R. 14/07/2020**

“to adopt the **Operating Procedures and Terms of Reference for CMETB FET Board** subject to examination by the Chief Executive regarding increasing the membership of CMETB members from three to four.

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

### 7.1.4.2 Appointment of three CMETB members to FET Board

Deferred to next meeting (7.1.4.1 above refers) where external members will also be considered for appointment.

## 7.1.5 Child Safeguarding

No business

## 7.2 Director of Schools' Report:

Report from the Director of Schools, Paddy Flood.

NOTED

### 7.2.1 Boards of Management

#### 7.2.1.1 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
	Ballybay Community College	No business	
	Beech Hill College	No business	
	Breifne College	No business	
	Castleblayney College	No business	
	Coláiste Dún an Ri	No business	
	Coláiste Oiriall	No business	
	Coláiste Oiriall	No business	
	Coláiste Oiriall	No business	
	Inver College	No business	
	Inver College	No business	
	Largy College Board of Management	No business	
	St Mogue's College	No business	
	St Bricin's College	No business	

	Virginia College	No business	
<b>R. 15/07/2020</b>	<b>Garage Theatre</b>	<b>22.10.2019</b>	Proposed by Cllr C Carthy Seconded by Cllr B Fay

PASSED UNANIMOUSLY

#### 7.2.1.2 Board of Management Membership

##### 7.2.1.2.1 Appointment to Board of Management:

It was resolved to appoint the following:

Resolution No.	School/ Centre	Community Rep	Proposer/ Second
<b>R. 16/07/2020</b>	<b>Beech Hill College</b>	• <b>Collette Deeney</b>	Proposed by Mr M Martin Seconded by Cllr A Campbell

PASSED UNANIMOUSLY

##### 7.2.1.2.2 Appointment of Chairperson of Boards of Management

It was resolved to appoint the following Board of Management Chairpersons:

Resolution No.	School/ Centre	Name	Proposer/ Second
<b>R. 17/07/2020</b>	<b>Ballybay Community College</b>	<b>Micheál Martin</b>	Proposed by Cllr C Brady Seconded by Mr M McBreen
<b>R. 18/07/2020</b>	<b>Beech Hill College</b>	<b>Aidan Campbell</b>	Proposed by Mr J McGrath Seconded by Ms M Flynn
<b>R. 19/07/2020</b>	<b>Breifne College</b>	<b>Sean Fegan</b>	Proposed by Cllr C Brady Seconded by Cllr B Fay
<b>R. 20/07/2020</b>	<b>Castleblayney College</b>	<b>Martin McBreen</b>	Proposed by Mr J McGrath Seconded by Mr M Martin
<b>R. 21/07/2020</b>	<b>Coláiste Dún an Rí</b>	<b>Clifford Kelly</b>	Proposed by Cllr C Brady Seconded by Cllr M Argue
<b>R. 22/07/2020</b>	<b>Coláiste Oiriall</b>	<b>Eamonn Ó Curráin</b>	Proposed by Mr S Fegan Seconded by Cllr C Carthy
<b>R. 23/07/2020</b>	<b>Inver College</b>	<b>Colm Carthy</b>	Proposed by Cllr A Campbell Seconded by Cllr PJ O'Hanlon

R. 24/07/2020	Largy College	Sean Conlon	Proposed by Cllr D Maxwell Seconded by Ms M Flynn
R. 25/07/2020	St Bricin's College	Brendan Fay	Proposed by Cllr S Smith Seconded by Cllr C Brady
R. 26/07/2020	St Mogue's College	Sean Smith	Proposed by Cllr B Fay Seconded by Cllr M Argue
R. 27/07/2020	Virginia College	Madeleine Argue	Proposed by Mr M McBreen Seconded by Cllr C Brady
R. 28/07/2020	Cavan Institute	Clifford Kelly w.e.f. 1.9.2020	Proposed by Cllr M Argue Seconded by Cllr B Fay
R. 29/07/2020	Monaghan Institute	David Maxwell	Proposed by Mr J McGrath Seconded by Ms AA Barker
R. 30/07/2020	Garage Theatre	Pat Deery	Proposed by Cllr D Maxwell Seconded by Mr J McGrath
R. 31/07/2020	Tanagh OETC	Carmel Brady	Proposed by Cllr B Fay Seconded by Ms M Flynn
R. 32/07/2020	Youthreach Board of Management	Clifford Kelly	Proposed by Cllr B Fay Seconded by Cllr S Smith

PASSED UNANIMOUSLY

**7.2.2 School Based Policies:** No business

**7.2.3 Child Safeguarding:** No business

## **8. Section 29 Appeals (In Camera)**

**8.1** No business

## **9. Attendance Approval**

**9.1** No business

## 10. CE's Report

### 10.1 Meetings

20.05.2020	<ul style="list-style-type: none"> <li>• CMETB Board Meeting</li> </ul>
21.05.2020	<ul style="list-style-type: none"> <li>• CMETB BEDF Pitch</li> <li>• ETBI Board Meeting</li> <li>• IAU-ETBs Steering Committee Meeting</li> <li>• FET Funding Model Review Consultation</li> </ul>
22.05.2020	<ul style="list-style-type: none"> <li>• Covid Response Committee meeting</li> <li>• Covid 19 TES Steering Group Meeting</li> <li>• CMETB and IMR discussion on Outreach Options</li> <li>• ETBI CE Forum Check-in meeting</li> <li>• CMETB Principals' Meeting</li> </ul>
25.05.2020	<ul style="list-style-type: none"> <li>• SMT Meeting</li> </ul>
26.05.2020	<ul style="list-style-type: none"> <li>• Tertiary Planning WG Meeting</li> <li>• ETBI Board meeting</li> <li>• Internal Meetings</li> <li>• DES/CE Building Committee meeting</li> </ul>
27.05.2020	<ul style="list-style-type: none"> <li>• End of Audit meeting with C&amp;AG Senior Auditor</li> <li>• ETB Conference and BTW Protocols</li> <li>• IBEC CMETB Discussion</li> <li>• Internal Meetings</li> <li>• Pre-DFET Forum Meeting</li> </ul>
28.05.2020	<ul style="list-style-type: none"> <li>• Internal Meetings</li> <li>• ETBI CE Forum Meeting</li> <li>• Cavan LAG and LCDC meetings</li> <li>• Community Call Forum meeting</li> </ul>
29.05.2020	<ul style="list-style-type: none"> <li>• Covid-19 TES SG Meeting</li> <li>• DES ETB Procurement meeting</li> <li>• ICT Steering Group pre-meeting</li> <li>• CI Virtual Exhibition Launch</li> </ul>
02.06.2020	<ul style="list-style-type: none"> <li>• SMT Meeting</li> </ul>
03.06.2020	<ul style="list-style-type: none"> <li>• DFET Forum meeting</li> <li>• Internal Training Programme</li> <li>• WBL &amp; ETBI Rep meeting</li> </ul>
04.06.2020	<ul style="list-style-type: none"> <li>• ETBI Conference Planning</li> <li>• St Aidan's CS BOM Meeting</li> <li>• MHC Webinar</li> <li>• Rockcorry NS meeting</li> <li>• Clones NS meeting</li> <li>• ICT Steering (Audit) meeting</li> </ul>
05.06.2020	<ul style="list-style-type: none"> <li>• ETBI ICT meeting</li> <li>• Covid-19 TES Steering Group meeting</li> <li>• Skills to Compete Meeting SOALS/PR</li> <li>• SOLAS Skills to Compete meeting</li> </ul>
08.06.2020	<ul style="list-style-type: none"> <li>• SMT Meeting</li> </ul>
09.06.2020	<ul style="list-style-type: none"> <li>• Tertiary Planning WG meeting</li> <li>• Cavan Sports Partnership</li> <li>• FET Meeting</li> <li>• ICT Meeting</li> <li>• Monaghan LAG &amp; LCDC meetings</li> </ul>
10.06.2020	<ul style="list-style-type: none"> <li>• Internal Meetings</li> </ul>

11.06.2020	<ul style="list-style-type: none"> <li>• ETBI CE Forum Check-in meeting</li> <li>• Assessment Guidance Document - pre-meeting</li> <li>• Assessment Procedures Guidance Document - meeting of TUI, SIPTU and ETBI reps</li> <li>• Community Call Forum meeting</li> <li>• Internal Meeting</li> </ul>
12.06.2020	<ul style="list-style-type: none"> <li>• Covid-19 TES SG meeting</li> <li>• DFET Forum meeting re current issues discussion</li> </ul>
15.06.2020	<ul style="list-style-type: none"> <li>• SMT Meeting</li> </ul>
16.06.2020	<ul style="list-style-type: none"> <li>• ETBI Conference Planning</li> <li>• Training Programme</li> <li>• Monaghan LAG &amp; LCDC meetings</li> </ul>
17.06.2020	<ul style="list-style-type: none"> <li>• Principals' meeting</li> <li>• ETBI-TUI-SIPTU meeting</li> <li>• Internal meetings</li> </ul>
18.06.2020	<ul style="list-style-type: none"> <li>• IPB ETB - CE Liaison Committee meeting</li> <li>• Youthreach BOM meeting</li> <li>• Training Programme</li> <li>• Castleblayney College BOM Meeting</li> </ul>
19.06.2020	<ul style="list-style-type: none"> <li>• ETBI FET Forum Prep</li> <li>• Covid-19 TES Steering Committee meeting</li> <li>• MS Team Live Test</li> <li>• Internal Meetings</li> </ul>
22.06.2020	<ul style="list-style-type: none"> <li>• SMT Meeting</li> <li>• ETBI DFET Update meeting</li> <li>• CMETB Audit and Risk Committee meeting</li> </ul>
23.06.2020	<ul style="list-style-type: none"> <li>• IPB Conference</li> <li>• Training Programme</li> <li>• Cavan Sports Partnership meeting</li> </ul>
24.06.2020	<ul style="list-style-type: none"> <li>• Apprentice and Payment Learner Steering Group meeting</li> <li>• Q&amp;A Planning</li> <li>• Leadership Facilitator meeting</li> <li>• Internal Meetings</li> <li>• ETBI Seamus Conboy</li> </ul>
25.06.2020	<ul style="list-style-type: none"> <li>• FESS vision for the Service</li> <li>• Contracted Training Meeting</li> <li>• ETBI CE Forum meeting</li> <li>• PRR Strategy Group Meeting</li> <li>• Cavan LAG and LCDC</li> <li>• DFET Forum meeting</li> <li>• Training Programme</li> <li>• Community Call Forum</li> <li>• CMETB Finance Committee Meeting</li> </ul>
26.06.2020	<ul style="list-style-type: none"> <li>• ETBI Governance Q&amp;A Session</li> <li>• Covid-19 TES Steering Committee meeting</li> <li>• Internal Meetings</li> </ul>
29.06.2020	<ul style="list-style-type: none"> <li>• SMT Meeting</li> </ul>
30.06.2020	<ul style="list-style-type: none"> <li>• Training Programme</li> </ul>
01.07.2020	<ul style="list-style-type: none"> <li>• Youth Work Committee Meeting</li> <li>• Internal Meetings</li> </ul>
02.07.2020	<ul style="list-style-type: none"> <li>• ETBI Board Special Meeting</li> </ul>
03.07.2020	<ul style="list-style-type: none"> <li>• Covid-19 TES Steering Committee meeting</li> </ul>
06.07.2020	<ul style="list-style-type: none"> <li>• SMT Meeting</li> </ul>

	<ul style="list-style-type: none"> <li>Internal Meetings</li> </ul>
07.07.2020	<ul style="list-style-type: none"> <li>FET Board meeting</li> <li>Training Programme</li> <li>Garage Theatre BOM meeting</li> </ul>
08.07.2020	<ul style="list-style-type: none"> <li>ESBS Shared Services Meeting</li> <li>DFET Forum meeting</li> <li>VTOS/SST DFET discussion with Indecon and SOLAS</li> <li>ETBI Finance meeting</li> </ul>
09.07.2020	<ul style="list-style-type: none"> <li>Meeting with Cavan Co Co</li> <li>Various meetings</li> </ul>
10.07.2020	<ul style="list-style-type: none"> <li>ICT Steering Committee meeting</li> <li>Covid-19 TES Steering Committee meeting</li> </ul>
13.07.2020	<ul style="list-style-type: none"> <li>SMT Meeting</li> <li>Internal meetings</li> </ul>
14.07.2020	<ul style="list-style-type: none"> <li>Monaghan LAG and LCDC meetings</li> </ul>
15.07.2020	<ul style="list-style-type: none"> <li>SOLAS/Directors meeting - financial impact of Covid-19 on STP provision.</li> </ul>
16.07.2020	<ul style="list-style-type: none"> <li>FET Strategy Launch</li> <li>ETBI re Covid-19 Implications re CL 02/2016</li> </ul>
17.07.2020	<ul style="list-style-type: none"> <li>Covid-19 TES Steering Committee meeting</li> </ul>
20.07.2020	<ul style="list-style-type: none"> <li>SMT Meeting</li> </ul>
21.07.2020	<ul style="list-style-type: none"> <li>CMETB Meeting</li> </ul>

## 11. Date of Next Meeting

- 8 September 2020 - time to be confirmed

### Schedule of Meetings 2020:

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

SIGNED:



CHIEF EXECUTIVE



CHAIRPERSON

DATE:

23/09/2020

23/09/2020