

**MINUTES OF MEETING HELD ON
WEDNESDAY, 23 SEPTEMBER 2020**

A meeting of Cavan and Monaghan Education and Training Board
took place in the **Garage Theatre, Armagh Road, Monaghan,**
on Wednesday, 23 September 2020 at 2pm

BAILL I LATHAIR: Clifford Kelly

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

LEITHSCEIL: Brian Martin

AR FREASTAIL: John Kearney, Chief Executive
Berni Power, DOSD
Paddy Flood, DOS
Linda Pinkster, DFET
Amanda Taylor, FO
Gerardine Heaphey, AO
Marie Traynor, SSO
Geraldine Gray, CPO
Sean McMahon, Anglo Celt
Sheila Naughton, Northern Sound

1. Preliminary

1.1 Welcome

The Chairperson welcomed all present

1.2 Declaration of Interest

The Declaration of Interest statement was circulated and signed.

1.3 Apologies/ Absence Approval:

It was resolved: R. 01/09/2020

"to approve the absence of Brian Martin."

Proposed by Ms M Flynn Seconded by Mr J McGrath
PASSED UNANIMOUSLY

Condolences

To Phil O'Flaherty (DES) on the death of his mother, Carmel O'Flaherty
To Lynda Curley (Cavan Institute) on the death of her father, Michael Curley
To Philomena Foy (Tanagh OETC) on the death of her brother, Pat McDermott
To Jodie Woods (Kingscourt Youthreach) on the death of her father, Seán Fleming
To Helen McDonald (Monaghan Admin. Centre) on the death of her aunt, Angela McDermott
To John Nealon (Castleblayney College) on the death of his sister, Joan Finnerty

Congratulations

The Board extended its congratulations to Leaving Certificate 2020 students.

Proposed by Ms M Flynn Seconded by Mr J McGrath
PASSED UNANIMOUSLY

1.4 Election of Chairperson

22/09/2020 Letter from Cllr Clifford Kelly resigning from the position of Chairperson of CMETB at the commencement of the next regular meeting scheduled for 23 September, 2020.

READ

1.5 Election of Deputy Chairperson

22/09/2020 Letter from Joe McGrath resigning from the position of Deputy Chairperson of CMETB at the commencement of the next regular meeting scheduled for 23 September, 2020.

READ

Nominations for the positions of Chairperson and Deputy Chairperson were invited. The meeting was adjourned for short time and on resumption

It was resolved: R. 02/09/2020

“that the selection of a new Chairperson and Deputy Chairperson be deferred to the November 2020 meeting and that in the meantime Cllr Clifford Kelly and Mr Joe McGrath continue in the position of Chairperson and Deputy Chairperson respectively.”

Proposed by Cllr David Maxwell Seconded by Cllr PJ O'Hanlon
PASSED UNANIMOUSLY

1.6 Minutes of Meeting

It was resolved: R. 03/09/2020

“to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 21 July 2020.”

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

1.7 Matters Arising

Business Continuity Plan (BCP)

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

NOTED

2. Correspondence and Matters Arising

2.1 Correspondence

- Department of Education and Skills: Circulars

Reference	Details
Circular 0044/2020	Home Tuition Grant Scheme 2020/2021 – Special Education Component
Circular 0045/2020	COVID-19 operational supports for the full return to school (Primary Schools)
Circular 0046/2020	COVID-19 operational supports for the full return to school
Circular: 0047/2020	Revised arrangements applying to starting pay for all staff other than persons employed as teachers and SNAs in Education and Training Boards
Circular Letter 0048/2020	Acting-Up Arrangements and Acting-Up Allowances for All Staff Other Than Persons Employed as Teachers and Special Needs Assistants in ETBs
Circular Letter 0049/2020	Coronavirus (COVID-19): Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary schools
Circular Letter 0050/2020	Coronavirus (COVID-19): Arrangements for staff other than Teachers and SNAs who are employed by ETBs
Circular Letter 0053/2020	Coronavirus (COVID-19): Additional Supervision Arrangements for the 2020/21 School Year
Circular Letter 0054/2020	Coronavirus (COVID-19): Arrangements for certain employees of recognised Primary and Post Primary schools in the Free Education Scheme and of ETBs, employed using grant funding
Circular 0055/2020	Cycle to Work Scheme for ETB Employees
Circular 0057/2020	Home Tuition Grant Scheme – Two Strands 1. Children without a school place (NSP) – Application Forms are only available from the Educational Welfare Service (EWS), Tusla Education Support Service (TESS) - Application Form HT8NSP and 2. Children in Care without a school place - (CIC) – Short Term Home Tuition Grant Scheme – Application Form HT9CIC are only available from a Social Worker
Circular 0058/2020	Home Tuition Grant Scheme in respect of Maternity Related Absences
Circular Number: 0059/2020	Provisional Results of Calculated Grades for Leaving Certificate, Leaving Certificate Vocational Programme and Leaving Certificate Applied 2020

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

READ

- Correspondence received from **DES**

General Correspondence: DES	
<i>Date</i>	<i>Subject</i>
07.08.2020	Annual Report 2019 and Chairperson's Comprehensive Report 2019

READ

Land and Buildings Correspondence: DES	
<i>Date</i>	<i>Subject</i>
11.08.2020	Provision of Additional Accommodation 2020: Approval of an all in grant for the provision of additional accommodation for Virginia College
28.08.2020 and 09.09.2020	Approval of grant aid for the rental of premises for Virginia College due to Covid-19
09.09.2020	ETB Leased Properties: process for ETB lease inwards approval and application form attached
11.09.2020	EWS 2020: Covid Related Works - Additional funding approved for Fire Safety upgrade at Inver College
15.09.2020	Provision of Additional Accommodation 2020: Approval of an all in grant for the provision of additional accommodation for Castleblayney College

READ

- Correspondence received from **other sources**

Finance	Correspondence from Other Sources	
<i>Date</i>	<i>From</i>	<i>Subject</i>
25.06.2020	DCYA	Service Level Agreement between CMETB and Funded Organisation: SLA for use by CMETB
27.07.2020	Léargas	Grant Agreement No: 2019-1-IE01-KA102-051340 - amendment (Cavan Institute)
05.08.2020	DCYA	Youth Capital Funding Scheme 2020 for staff-led Youth Services: Allocation 2020 for CMETB - drawdown form
12.08.2020	DCYA	Youth Capital Funding Scheme 2020 - payment of €20,000.32 to issue
12.08.2020	DCYA	Funding to issue in respect of UBU 1 st Cycle; LYCGS, YWF and YIC - Total €280,547.50
04.09.2020	PDST	JCSP Initiatives 2020: Summer Celebration €100 to Breifne College
11.09.2020	Revenue Commissioners	Get Brexit Ready - Now: Brexit Readiness Checklist for Business
21.09.2020	DCYA	Minor Grant Scheme for Youth Services and Youth Clubs (support to meet costs associated with Covid-19 response measures)

READ

Land and Buildings:	Correspondence from Other Sources	
<i>Date</i>	<i>From:</i>	<i>Subject</i>
31.07.2020	Ulster Canal Greenway	Ulster Canal Greenway Phase 2, Smithborough to Middletown: The 'Preferred Route Corridor' has been selected, the Preferred Route Drawings are available and Public Information Events are planned (dates included)
31.07.2020	SOLAS	Questionnaire of ETB FET Estates (see also 2.1 SOLAS correspondence)

READ

GENERAL	Other Sources	
<i>Date</i>	<i>From:</i>	<i>Subject</i>
17.08.2020	Irish Second Level Students Union (ISSU)	Seat on CMETB Youth Sub-Committee (i.e. Youth Work Committee)

READ

- Correspondence received from **SOLAS**

<i>Date</i>	<i>Subject</i>
31.07.2020	Questionnaire of ETB FET Estates (see also Other Sources: Land and Buildings)

READ

- Correspondence received from **ETBI**

<i>Date</i>	<i>Subject</i>
Brief No. 17/2020	Communication guidelines in relation to Department of Further and Higher Education, Research, Innovation and Science
Brief No. 19/2020	FET Implementation Guidelines for Public Health Measures in ETB FET Institutions
Brief No. 21/2020	Statement on Opting-Out of Religious Instruction for use in Admissions Policies in non-designated schools
31.08.2020	ETBI AGM 2020 to be conducted online on 2 October 2020 from 2pm to 3.30pm - Save the Date
09.09.2020	Notice of ETBI AGM 2020: 2 October 2020 from 2pm to 3.30pm
	Legal Advice on ETB Reserve and Executive Functions
	Précis of Senior Council's Opinion
09.09.2020	Nomination of Community School Board of Management Members
14.09.2020	Message from Minister Roderic O'Gorman: Department of Children, Equality, Disability, Integration and Youth (formerly Department of Children and Youth Affairs - DCYA)

READ

2.2 Correspondence - Matters Arising

No business

3. Audit and Risk

3.1 Audit and Risk Committee

No business

4. Finance

4.1 Finance Committee

No business

4.2 Public Spending Code

It was resolved: R. 04/09/2020

“to adopt the Minutes of meeting of the Public Spending Code Quality Assurance Group held on 14.08.2020.”

Proposed by Cllr D Maxwell Seconded by Ms AA Barker
PASSED UNANIMOUSLY

4.3 Finance Update

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

NOTED

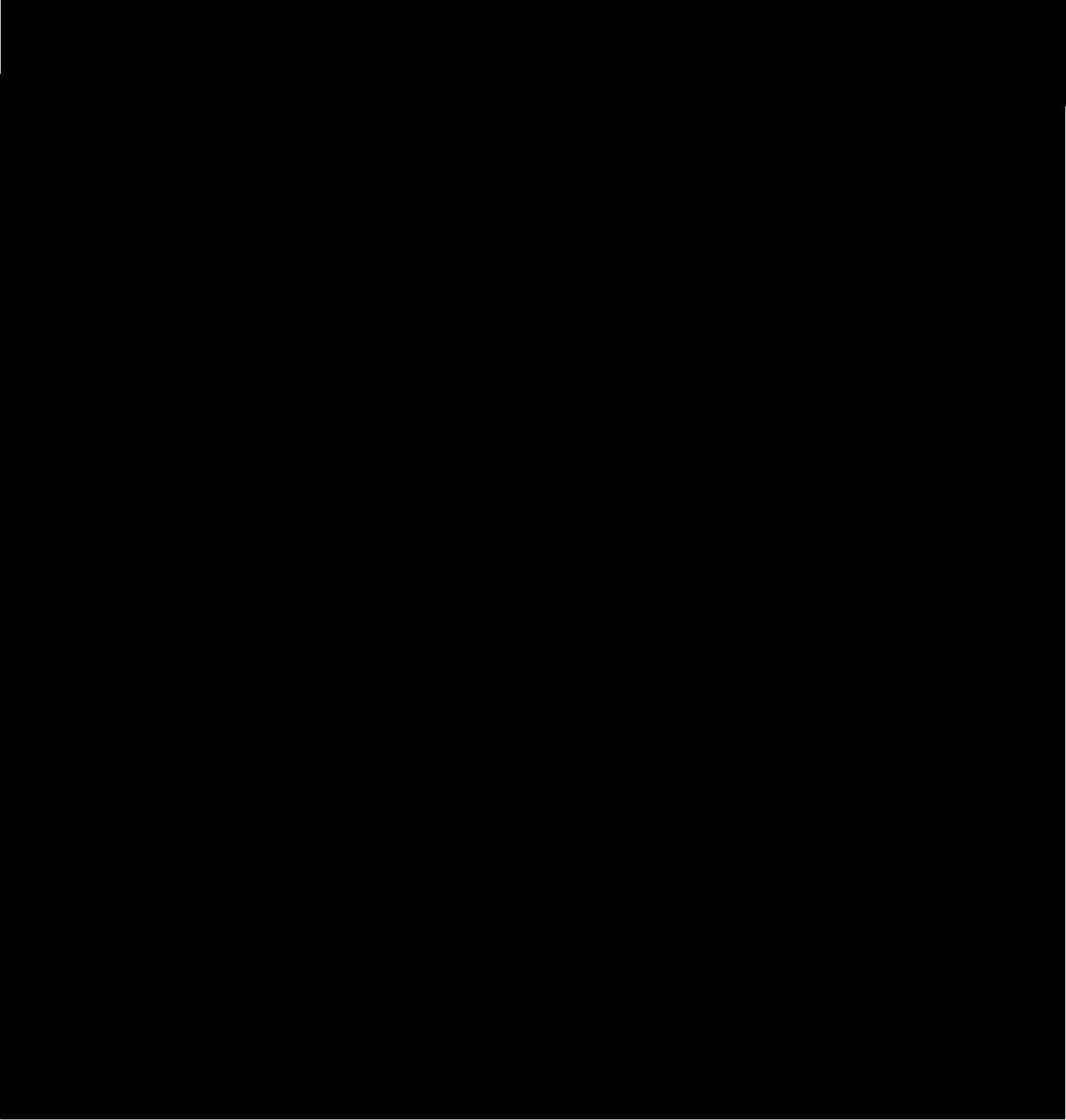
5. OSD Matters

5.1 Land and Buildings

It was resolved R. 05/09/2020

“to conduct Agenda Item No 5.1.1 Leases/ Contracts IN-CAMERA because the information being discussed was of a commercially sensitive nature”

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





It was resolved R. 10/09/2020

“that **IN-CAMERA** business was concluded.”

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

5.1.2 Land and Buildings Report

Land and Buildings Report. NOTED

5.2 Risk Management Report

Risk Management Report. NOTED

5.3 Summary of Executive Orders (Delegation of duties): No business

5.4 Use of Facilities

It was resolved: R. 11/09/2020

CMETB Centre	Requested by	Date/s Required
Castleblayney College	Castleblayney Faughs GFC	Saturday 25 July and Sunday 16 August 2020
Castleblayney College	Blayney Rover FC (Soccer)	Wednesday 9 September 2020
Virginia College	Irish Blood Transfusion Service	Tuesday 27 – Thursday 29 October 2020

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

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

5.5 Other Matters:

5.5.1 Chairperson’s Comprehensive Report 2019

It was resolved: R. 12/09/2020

“to adopt the **Chairperson’s Comprehensive Report 2019.**”

Proposed by Ms M Flynn Seconded by Ms E Carolan
PASSED UNANIMOUSLY

5.5.2 CMETB Annual Report 2019

It was resolved: R. 13/09/2020

“to adopt the **CMETB Annual Report 2019.**”

Proposed by Ms M Flynn Seconded by Ms E Carolan
PASSED UNANIMOUSLY

6. Strategy Statement

6.1 Policies

Item No	Name of Policy	
6.1.1	CMETB Adverse Weather Policy	Noted
6.1.2	CMETB Protocol on Government-Ordered Closures of ETB Schools, Colleges, Centres and Offices	Noted
6.1.3	CMETB Travel Policy and Procedures for Staff employed by CMETB	Noted

NOTED

6.2 Service Level Agreement/ Memorandum of Understanding/Consortium Agreement

6.2.1 Service Level Agreements

Resolution No	Project Name	Partner	Proposer/ Seconded
R. 14/09/2020	Include Youth Service	Youth Work Ireland	Proposed by Cllr C Carthy Seconded by Mr S Fegan
R. 15/09/2020	Bounce Back West Cavan	Youth Work Ireland	Proposed by Cllr C Carthy Seconded by Mr S Fegan
R. 16/09/2020	Bounce Back South East	Youth Work Ireland	Proposed by Cllr C Carthy Seconded by Mr S Fegan
R. 17/09/2020	Youth Capital 2020	Youth Work Ireland	Proposed by Cllr C Carthy Seconded by Mr S Fegan
R. 18/09/2020	Rainbow Youth LGBTI	Focus Family Resource Centre	Proposed by Cllr C Carthy Seconded by Mr S Fegan

PASSED UNANIMOUSLY

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:

Resolution No	Board	Date of Meeting	Proposer / Seconder
	Cavan Institute	No business	
	Monaghan Institute	No business	
	Youth Work Committee	No business	

NOTED

7.1.2 Youth Work Committee

No business

☐ **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.

Deferred

7.1.4.2 Appointments to CMETB FET Board.

Deferred

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	
R. 19/09/2020	Coláiste Dún an Rí	23.05.2020	Proposed by Cllr C Brady Seconded by Ms E Carolan
	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	
R. 20/09/2020	Garage Theatre	07.07.2020	Proposed by Mr J McGrath Seconded by Cllr C Carthy

PASSED UNANIMOUSLY

7.2.2 School Based Policies

	School	Policy
7.2.2.1	Coláiste Dún an Rí	Anti-Bullying Policy
7.2.2.2	Coláiste Dún an Rí	Safety and Health Policy and Commitment
7.2.2.3	CMETB Schools	School Admissions Policy 2021/2022

NOTED

7.2.3 Child Safeguarding

	School	Title
7.2.3.1	Coláiste Dún an Rí	Annual Review of Child Safeguarding Statement
7.2.3.2	Coláiste Dún an Rí	Child Safeguarding Risk Assessment
7.2.3.3	Coláiste Dún an Rí	Child Safeguarding Statement

NOTED

7.2.4 Anti-Bullying

	School	Title
7.2.4.1	Coláiste Dún an Rí	Annual Review of Anti-Bullying Policy

NOTED

8. Section 29 Appeals (In Camera)

8.1 No business

9. Attendance Approval

9.1 Attendance Approval

It was resolved: R. 21/09/20

to approve attendance as follows:

Title	Details	Delegates	Proposer/ Seconder
ETBI AGM 2020	Online 02.10.2020	<ul style="list-style-type: none">• C Kelly,• J McGrath• C Carthy• M Martin• M Flynn• D Maxwell	Proposed by Cllr S Conlon Seconded by Cllr A Campbell

PASSED UNANIMOUSLY

10. CE's Report

10.1 Meetings

21.07.2020	<ul style="list-style-type: none">• CMETB Meeting
22.07.2020	<ul style="list-style-type: none">• ETBI CE Forum meeting with Minister Simon Harris• NE REP Steering Committee meeting
23.07.2020	<ul style="list-style-type: none">• ETBI: Stakeholders meeting - prep for Re-opening of FET premises to learners
24.07.2020	<ul style="list-style-type: none">• ETBI: ICT Procurement meeting
28.07.2020	<ul style="list-style-type: none">• ETBI: Review - Thursday Stakeholder Meeting
29.07.2020	<ul style="list-style-type: none">• Apprentice and Learners Payments Steering Group meeting• SOLAS: Innovation meeting
30.07.2020	<ul style="list-style-type: none">• Meetings re FET return - Autumn 2020• Cavan LAG and LCDC meetings• ETBI Union meeting• RE Group meeting• ETBs/HEAnet meeting• ETBI ICT meeting
31.07.2020	<ul style="list-style-type: none">• Covid-19 TES meeting

	<ul style="list-style-type: none"> FET Directors meeting with SOLAS - discussion Re-opening of FET for learners
04.08.2020	<ul style="list-style-type: none"> DFET Forum - discussion on re-opening Cavan Sports Partnership meeting
05.08.2020	<ul style="list-style-type: none"> ETBI FET Implementation guidelines brief check-in
06.08.2020	<ul style="list-style-type: none"> HEAnet meeting - FET
07.08.2020	<ul style="list-style-type: none"> ETBI: Stakeholders meeting - prep for Re-opening of FET facilities to learners
10.08.2020	<ul style="list-style-type: none"> ETBI: Stakeholders prep meeting
11.08.2020	<ul style="list-style-type: none"> AO Briefing - Recruitment Executive Apprenticeship Launch FET Key stakeholders Working Group meeting Principals' meeting Re-opening of schools
12.08.2020	<ul style="list-style-type: none"> Largy College
13.08.2020	<ul style="list-style-type: none"> ETBI: FET Re-opening WG - internal meeting ETBI: FET Stakeholders WG meeting AO Briefing - Supply Chain Associate Apprenticeship Launch AO Briefing - Principal Engineer - Professional Doctorate Apprenticeship Launch
14.08.2020	<ul style="list-style-type: none"> NE Covid Group meeting Virginia College
17.08.2020	<ul style="list-style-type: none"> ETBI: FET Re-opening Working Group - Internal Meeting ETBI: FET Stakeholders WG meeting
19.08.2020	<ul style="list-style-type: none"> ETBI: FET Re-opening Working Group - Internal Meeting ETBI: FET Stakeholders WG meeting
20.08.2020	<ul style="list-style-type: none"> ETBI Board meeting
24.08.2020	<ul style="list-style-type: none"> Apprentice and Learner Payments Steering Group meeting
25.08.2020	<ul style="list-style-type: none"> ETBI: Microsoft Pre-Planning Meeting
26.08.2020	<ul style="list-style-type: none"> ETBI: FET Re-opening Covid Update
27.08.2020	<ul style="list-style-type: none"> IPB Conference Call Cavan LAG and LCDC meetings
28.08.2020	<ul style="list-style-type: none"> ETBI: FET PRR Development Officer interviews ETBI: Microsoft Pre-Planning Meeting
01.09.2020	<ul style="list-style-type: none"> ETBI: Pre-DFET Meeting
02.09.2020	<ul style="list-style-type: none"> ETBI: DFET Forum meeting Internal Audit: Closing Meeting - Policy Compliance ETBI: Microsoft and ETB CE meeting
03.09.2020	<ul style="list-style-type: none"> ETBI: Legal Advice Group Meeting
07.09.2020	<ul style="list-style-type: none"> ETBI: FET Re-opening Meeting
08.09.2020	<ul style="list-style-type: none"> NAAC Meeting Monaghan LAG and LCDC Meetings Garage Theatre BOM Meeting
09.09.2020	<ul style="list-style-type: none"> IAU-ETBs Steering Committee meeting NLN/ETB Meeting
10.09.2020	<ul style="list-style-type: none"> Cavan Sports Partnership meeting ETBI: CE Forum meeting
14.09.2020	<ul style="list-style-type: none"> ETBI: DFET: WBL Strategy Group Meeting
15.09.2020	<ul style="list-style-type: none"> DES: Covid Planning for Re-opening Meeting
16.09.2020	<ul style="list-style-type: none"> Virginia College Basketball presentation
17.09.2020	<ul style="list-style-type: none"> ETBI: Legal Advice WG meeting
18.09.2020	<ul style="list-style-type: none"> N&WRA meeting prep
23.09.2020	<ul style="list-style-type: none"> Official Opening of Cootehill Youthreach Centre CMETB Board Meeting ETBI: FET Stakeholders WG meeting

11. Date of Next Meeting

- 10 November 2020

Schedule of Meetings 2020:

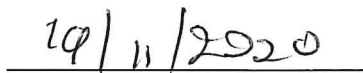
- 15 December 2020 at 2p.m. Governance Training for CMETB Members

SIGNED:



CHIEF EXECUTIVE

DATE:



CHAIRPERSON

