



**MINUTES OF MEETING HELD ON
WEDNESDAY, 27 MARCH, 2018**

A meeting of Cavan and Monaghan Education and Training Board
took place in Virginia College, Virginia, Co Cavan
on Wednesday, 27 March, 2018.

CATHAOIRLEACH:

Clifford Kelly

BAILL I LATHAIR:

Madeleine Argue, Cathy Bennett, Carmel Brady, Aidan Campbell, Colm Carthy, Seamus Coyle, June Donnery, Sean Fegan, Michelle Flynn, Michelle Johnston, Jacqui Lewis, Micheál Martin, Paddy McDonald, Joe McGrath, Sean McKiernan, PJ O'Hanlon, Patrick O'Reilly, Sarah O'Reilly.

LEITHSCEIL:

Deirdre Kelly, Shane P O'Reilly.

AR FREASTAIL:

John Kearney, Chief Executive
Berni Power, DOSD
Maura Smith, APO
Marie Traynor, Admin. Staff
Seamus Enright, Anglo-Celt

CLAR:

1. Apologies / absence approval
2. Declaration of Interest
3. Minutes
4. Finance
5. Audit Committee Report
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 Work Services
 - 7.7 Outdoor Education
 - 7.8 Youthreach
 - 7.9 Second Level Education
 - 7.10 CMETB Strategy Statement
 - 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 Adrienne Cunningham (Cavan Institute) on the death of her father, Alec Dempsey
To Rena Sheridan on the death of her husband, John Sheridan (former member of Co Cavan VEC)
To Bernadette Connolly (AEGIS) on the death of her uncle, James McElvaney
To Anne Clarke on the death of her husband, Ciaran Clarke (retired Vice-Principal of Inver College)
To Ita McGuigan (FET) on the death of her uncle, John Farrelly

Welcome

Mr Niall M Lynch, Principal, Virginia College extended a warm welcome to all present and thanking the Board for its support.

1. Absence

Absence approval

☐ **It was resolved: R. 01/03/18**

“to approve the absence of CMETB members Ms Deirdre Kelly and Cllr Shane P O’Reilly.

Proposed by Cllr S McKiernan Seconded by Cllr C Bennett

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 10 January, 2018.

It was resolved: R. 02/03/18

“to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 10 January, 2018.”

Proposed by Cllr S Coyle Seconded by Cllr C Carthy

3.1.2 Minutes of the meeting of Cavan and Monaghan ETB held on 31 January, 2018

It was resolved: R. 03/03/18

“to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 31 January, 2018.”

Proposed by Cllr C Brady Seconded by Cllr M Argue

3.2 Matters Arising

No business

4. Audit Committee

4.1 Report from the Audit Committee following meeting on 7 March, 2018

It was resolved: R. 04/03/18

“to adopt the Report from the Audit Committee following meeting on 7 March 2018

Proposed by Mr J McGrath Seconded by Cllr C Bennett

4.2 Correspondence

26/02/2018 Roisin Duffy, Chairperson of the Audit Committee, seeking a replacement for Cllr PJ O’Hanlon who has resigned from its membership

It was resolved: R. 05/03/18

“to appoint Cllr Seamus Coyle as a member of the Audit Committee.”

Proposed by Cllr PJ O’Hanlon Seconded by Cllr C Carthy

5. Finance

5.1 Report from the Finance Committee following meeting on 22 September, 2017

It was resolved: R. 06/03/18

“to adopt the Report from the Finance Committee following meeting on 8 December, 2017.”

Proposed by Cllr C Bennett Seconded by Cllr P McDonald

5.2 Financial Statement

5.2.1 Statement on the System of Internal Control

To be resolved:

“to adopt the Report on the Review of Internal Controls.”

It was resolved: R. 07/03/18

“to adopt the Report on the Review of Internal Controls.”

Proposed by Cllr A Campbell Seconded by Cllr S Coyle

5.2.2 Annual Financial Statements

To be resolved:

“to approve the Annual Financial Statements for the period 1 January 2017 to 31 December, 2017.”

It was resolved: R. 08/03/18

“to approve the Annual Financial Statements for the period 1 January 2017 to 31 December, 2017.”

Proposed by Cllr PJ O’Hanlon Seconded by Cllr M Argue

5.2.3 Chairperson’s Statement – Paragraph 19.1 of the Code of Practice for the Governance of Education and Training Boards

To be resolved:

“to approve the signing, by the Chairperson, of the Chairman’s Report to the Department of Education & Skills, pursuant to Section 19.1 of the Code of Practice for the Governance of Education and Training Boards, for the 12-month period ended 31 December, 2017.”

It was resolved: R. 9/03/18

“to approve the signing, by the Chairperson, of the Chairman’s Report to the Department of Education & Skills, pursuant to Section 19.1 of the Code of Practice for the Governance of Education and Training Boards, for the 12-month period ended 31 December, 2017.”

Proposed by Cllr S Coyle Seconded by Cllr C Brady

5.3 Other Financial Matters

5.3.1 Overdraft accommodation

To be resolved:

“That the Board agrees to seek bank overdraft, as approved by the Department of Education and Skills, in accordance with Section 49 of the Education and Training Boards Act 2013, on a precautionary basis, as follows:

- a bank overdraft of €3 million max. with Bank of Ireland, Church Square, Monaghan, to cover the period 1 March, 2018 to 31 December, 2018.”

It was resolved: R. 10/03/18

“to seek bank overdraft, as approved by the Department of Education and Skills, in accordance with Section 49 of the Education and Training Boards Act 2013, on a precautionary basis, as follows:

- a bank overdraft of €3 million max. with Bank of Ireland, Church Square, Monaghan, to cover the period 1 March, 2018 to 31 December, 2018.”

Proposed by Cllr PJ O'Hanlon Seconded by Mr S McKiernan

PASSED UNANIMOUSLY

5.3.2 Correspondence

5.3.2.1 Department of Education and Skills

31/01/2018	Letter of Determination in respect of year ending 31 December, 2018
06/02/2018	Sanction to seek overdraft accommodation of €3M from 1 March 2018 to 31 December 2018

READ

5.3.2.2 Other Sources

02/02/2018	C&AG: Audit of CMETB Financial Statements – 2017 (letter of engagement)
26/02/2018	DSP: School Meals (Local Projects) Scheme 2017-2018 – Inver College – revised allocation
27/02/2018	DSP: School Meals (Local Projects) Scheme 2017-2018 – Castleblayney College – revised allocation

READ

6. Land and Buildings

6.1 Correspondence from the Department of Education and Skills

06/02/2018	EWS 2018 approval of all in grant for proposed roof works at St Mogue's College
14/02/2018	Extension of rental period for prefabs at Breifne College: January 2018 – 30 March 2018
21/02/2018	sanctioning the lease of premises at Main Street, Cavan in respect of further education from 1 July, 2018 for 3 years at a cost of €85K p.a.
21/02/2018	sanctioning the lease of premises at St Mary's Boys' Primary School in respect of further education for 10 years at a cost of €65K p.a.
07/03/2018	sanctioning the lease of accommodation for Cavan Institute, Ballinagh Road, Cavan in respect of further education from 1 October, 2011 to September 2021 at a cost of €52K p.a.
16/03/2018	EWS 2018 approval of all in grant for proposed universal access works at Beech Hill College

READ

6.2 Contracts. No business.

6.3 Leases - Correspondence

14/03/2018 Hugh Lennon and Judge Cormac Dunne: lease of premises at Church View Square, Cavan

READ

6.4 Land and Buildings Report

Coláiste Dún an Rí, Kingscourt

- School has been handed over by the Contractor to the ETB.
- Snagging is continuing in the new build.

St. Mogue's College, Bawnboy – Additional Accommodation.

- Planning permission has been applied for and granted. Fire Cert and Disability Access Certificate applications have been lodged to the local authority.
- The contractor has completed site preparation works including site setup and hoarding
- First fix electrical works have commenced in the first floor classrooms
- A commencement notice has been lodged for the additional floor areas including the WC extension which these works due to commence next week.

St Mogue's College, Bawnboy – Emergency Works for Roof

- Emergency works has been applied for and granted to fix leaking roofs.
- Architect appointed.
- Tendering out for contractor.

Virginia College, Virginia

- Summer Works Scheme Project - the conversion of the Dress Design Room into a Home Economics Room. The Refurbishment is complete and snagging is ongoing. Funding secured for new Home Economics Equipment, and delivery of equipment is ongoing.
- New Lift project. Consultant procured and appointed. Contractor procured, appointed and works complete. Snagging is ongoing.
- Principal doing up a report for a SNU, refurb of old buildings and a carpark.

Breifne College, Cavan

- Mechanical first fix completed
- Roof steel to GP hall complete
- The attenuation tank has been installed
- Fitting of windows is complete
- Electrical first fix is complete
- Substation being plastered
- Works to the courtyard tiers complete
- Drainage works complete
- Finishes ongoing
- Final fixings ongoing

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. ETB 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 awaiting new meeting date.

Youthreach, Kingscourt

- A meeting has taken place with the Design Team and Contractor with a view to getting the project complete.
- The final drawings have been agreed with the Fire Officer and the work is being costed at this time.

Castleblayney College School Extension & Standalone PE Hall

- The construction of this project is completed and at Stage 5 Handover of Works and Final Account. There are a number of sequential steps to be followed now to bring the whole project to a conclusion in terms of addressing defects/snags and agreeing the final account.
- Architect completing Emergency works application for the old roofs which are leaking.

Coláiste Oiriall – Monaghan Education Campus

- Toilet alteration and installation of equipment for Special Needs Student. Tender for equipment and small works completed. Funding secured from DES.
- Damage to the pitch roof caused during a storm have been fixed under warranty.

Inver College - Carrickmacross

- Approval of additional accommodation - CMETB submitted a change of Brief request to DES for approval. A number of meetings have taken place with the Design Team and internally. A letter will issue to the DES shortly.
- Toilet alteration and installation of equipment for Special Needs Student. Tender for equipment and small works completed. Funding secured from DES.

Ballybay Community College – Ballybay

- DES approval of science prep and store area. Planning approved. Tenders for Main Contractor have been received and draft copy of the Tender Report has been received and is currently being examined with a view of how to bridge the shortfall in funding following a meeting with DES in September.

Beech Hill College – Monaghan

- Emergency works application applied for a granted by the DES to put in internal handrails and nonslip flooring on ramped areas.
- Emergency works application prepared to resurface external paths and put in handrails.

Department of Children & Youth Affairs

- Youth Capital Funding Scheme 2016-2017. 2 Capital project applications have been successful under this scheme. The Castleblayney project for a new external stage area with services and upgrade of external areas including paving, lights, and some landscaping has been completed. The Clones project which is for development of a multipurpose play area suitable for Basketball/Badminton and other external works at the Youth Building in Clones had its first site meeting on 23rd October with the Contractor and project team.

Sports Capital

- Sports Capital 2017 call closed 24 February 2017. ETB submitted the following 3 applications:
 1. Breifne College Proposal Development of a 3G Synthetic Pitch.
 2. Tanagh OEC Proposal Refurbishment of the Climbing Wall Sports Facility.
 3. Virginia College Proposal Refurbishment of Sports Hall

Summer Works Scheme 2016-2017

- DES announced a second round of successful applicants under this Scheme which included Category 3 Mechanical Works, Category 5, Toilet Facilities and Category 6 Roof Works. St Mogue's College were successful under Category 5 in this round. CMETB's other school projects did not fall into these categories therefore they will have to wait for future rounds of this scheme to be rolled out which will be subject to the overall availability of DES funding.

Cavan Institute

- An additional accommodation report is being prepared for the DES

NOTED

Church View Square

- Chief Executive brought to the attention of the Board the sale of the leased premises in Cavan Town

It was resolved: R. 11/03/18

"for Chief Executive to present a submission to DES on behalf of the Board of CMETB to purchase the premises at Church View Square as it would realise significant savings in rental costs".

Proposed by PJ O'Hanlon Seconded by Cllr C Carthy

7. Committees and Reports

7.1 Director Updates:

7.1.1 Director of Organisation Support and Development (DOSD)

- Ensuring that CMETB's Annual Financial Statement for 2017 is submitted in line with the statutory deadline of 1 April, 2018.
- 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
- 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 Briefing for admin staff in Schools and Centres on Good Corporate Governance and best practice in relation to financial reporting.
- 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. and Corporate Services.

NOTED

7.1.2 Director of Schools (DOS)

- The BT Young Scientist Exhibition took place in the RDS in January 2018. Out of the 11 projects from Cavan and Monaghan, all 11 came from ETB schools; Congrats to all who took part and to students from Coláiste Dún and Rí, who took third place in their category.
- Funding application has been completed for Digital Excellence fund and we await news of the outcome.
- A new Wellbeing oversight group has been established. This includes relevant personnel
- A successful symposium took place on 8 March 2018 entitled "Building Independent Learning". Ms Karol Sadleir from Dublin was a guest speaker with inputs of good practice from Beech Hill College, St. Mogue's College and Ballybay Community College. This will become an annual event.
- The Digital Leadership Programme continues to equip 30 teachers with skills and capacity to implement new forms of digital learning in their own classrooms, and across the school.
- Whole School Evaluations took place in Breifne College and Ballybay Community College. These thorough reviews of all aspects of school life will be formally reported on in due course. However, initial feedback points to most positive outcomes in both schools.
- A number of CMETB school leaders attended a two day CPD organised by ETB Directors of Schools in Mullingar Park Hotel on 31 January 2018 and 1 February 2018.

NOTED

7.1.3 Director of Further Education and Training (DFET)

- Ongoing development and oversight of a wide range of FET programmes
- Preparation of FAR planning and funding documents for SOLAS
- Preparation of Executive Self Evaluation report and associated Quality Improvement Plan for QQI
- Progression of re-engagement process with QQI
- Advancement of implementation of CPD Plan
- Oversight of implementation of Children First Act in FET services
- Ongoing work towards development of OEM apprenticeship

NOTED

7.2 Further Education & Training:

- 7.2.1 Minutes of the meeting of the Board of Management of Cavan Institute held on 15 November, 2017 for adoption.

It was resolved: R. 12/03/2018

"to adopt the Minutes of the meeting of the Board of Management of Cavan Institute held on 15 November, 2017

Proposed by Cllr M Argue Seconded by Ms M Flynn

- 7.2.2 Minutes of the meeting of the Board of Governors of Monaghan Institute held on 4 October 2017 for adoption.

It was resolved: R. 13/03/2018

“to adopt the Minutes of the meeting of the Board of Governors of Monaghan Institute held on 4 October 2017

Proposed by Cllr C Carthy Seconded by Mr J McGrath

- 7.2.3 Minutes of the meeting of the Board of Governors of Monaghan Institute held on 12 December 2017 for adoption.

It was resolved: R. 14/03/2018

“to adopt the Minutes of the meeting of the Board of Governors of Monaghan Institute held on 12 December 2017

Proposed by Cllr A Campbell 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 Minutes of the meeting of the Adult Education Board held on 7 November, 2017 for adoption.

It was resolved: R. 15/03/2018

“to adopt the Minutes of the meeting of the Adult Education Board held on 7 November, 2017”.

Proposed by Cllr M Argue Seconded by Cllr S Coyle

- 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 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

7.5.1.1 Correspondence

31/01/2018 Ann McKenna resigning from the Board of Management of the Garage Theatre

READ

13/02/2018 Monaghan Co nominating Cllr Sean Gilliland to the Board of Management of the Garage Theatre (replacing Cllr David Maxwell)

It was resolved: R.16/03/2018

“to appoint Cllr Sean Gilliland to the Board of Management of the Garage Theatre (replacing Cllr David Maxwell).”

Proposed by Mr J McGrath Seconded by Cllr S Coyle

7.5.1.2 Minutes of the meeting of the Board of Management of the Garage Theatre held on 7 November 2017 for adoption.

It was resolved: R. 17/03/2018

“to adopt the Minutes of the meeting of the Board of Management of the Garage Theatre held on 7 November 2017.”

Proposed by Cllr C Carthy Seconded by Cllr S Coyle

7.5.1.3 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 Report from Maureen McIntyre, Youth Officer. No business

7.7

7.7.1 Report from Michelle Forester, Tanagh OETC Manager. NOTED

7.8 Youthreach:

7.8.1 Minutes of the meeting of the Youthreach Board of Management held on 27 November 2017 for adoption.

It was resolved: R. 18/03/2018

“to adopt the Minutes of the meeting of the Youthreach Board of Management held on 27 November 2017.”

Proposed by Ms J Donnery Seconded by Mr S Fegan

7.8.2 Co-ordinator Reports

- 7.8.2.1 Carrickmacross Youthreach Centre Report. NOTED
- 7.8.2.2 Castleblayney Youthreach Centre Report. NOTED
- 7.8.2.3 Cavan Youthreach Centre Report. NOTED
- 7.8.2.4 Cootehill Youthreach Centre Report. NOTED
- 7.8.2.5 Kingscourt Youthreach Centre Report. NOTED
- 7.8.2.6 Monaghan Youthreach Centre Report. NOTED

7.9 Second Level Education:

7.9.1 Appointment to Board of Management

06/03/2018 Beech Hill College: appointment of Lorcan Ward to the Board of Management as a community representative

It was resolved: R. 19/03/2018

“to appoint Lorcan Ward to the Board of Management of Beech Hill College as a community representative

Proposed by Mr J McGrath Seconded by Cllr P McDonald

7.9.2 Board of Management Minutes

- 7.9.2.1 Minutes of the meeting of the Board of Management of Coláiste Oiriall held on 5 December, 2017 for adoption.

It was resolved: R. 20/03/2018

“to adopt the Minutes of the meeting of the Board of Management of Coláiste Oiriall held on 5 December, 2017.”

Proposed by Mr J McGrath Seconded by Cllr P McDonald

- 7.9.2.2 Minutes of the meeting of the Board of Management of Inver College held on 9 January, 2018 for adoption.

It was resolved: R. 21/03/2018

“to adopt the Minutes of the meeting of the Board of Management of Inver College held on 9 January, 2018.”

Proposed by Cllr C Kelly Seconded by Cllr PJ O’Hanlon

- 7.9.2.3 Minutes of the meeting of the Board of Management of St Mogue’s College held on 20 November, 2017 for adoption.

It was resolved: R. 22/03/2018

“to adopt the Minutes of the meeting of the Board of Management of St Mogue’s College held on 20 November, 2017.”

Proposed by Cllr M Argue Seconded by Cllr C Brady

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 Oiriall, Monaghan. NOTED
- 7.9.3.6 Coláiste Dún an Rí, Kingscourt. 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.

7.9.4 Official Opening of Coláiste Dún an Rí – work in progress

7.10 CMETB Strategy:

7.10.1 CMETB Protected Disclosures Annual Report 2017

It was resolved: R. 23/03/2018

“to approve the CMETB Protected Disclosures Annual Report 2017.”

Proposed by Cllr C Brady Seconded by Cllr C Carthy

7.10.2 Policies

7.10.2.1 Beartas Dlúthchúraim Choláiste Oiriall / Coláiste Oiriall Intimate Care Policy

It was resolved: R. 24/03/2018

“to adopt the **Beartas Dlúthchúraim Choláiste Oiriall / Coláiste Oiriall Intimate Care Policy.**”

Proposed by Cllr C Bennett Seconded by Ms M Flynn

7.10.2.2 Beartas Teagaisc Duine le Duine Choláiste Oiriall/ Coláiste Oiriall One-To-One Teaching Policy

It was resolved: R. 25/03/2018

“to adopt the **Beartas Teagaisc Duine le Duine Choláiste Oiriall/ Coláiste Oiriall One-To-One Teaching Policy.**”

Proposed by Cllr C Brady Seconded by Ms M Flynn

7.10.2.3 Beartas Garchabhrach Cholaíste Oiriall/ Coláiste Oiriall First Aid Policy

It was resolved: R. 26/03/2018

“to adopt the Beartas Garchabhrach Cholaíste Oiriall/ Coláiste Oiriall First Aid Policy.”

Proposed by Ms J Lewis Seconded by Cllr C Carthy

7.10.2.4 Polasaí Seomraí Feistis Cholaíste Oiriall

It was resolved: R. 27/03/2018

“to adopt the Polasaí Seomraí Feistis Cholaíste Oiriall.”

Proposed by Cllr S Coyle Seconded by Cllr C Carthy

7.10.2.5 Inver College: Intimate Care Policy

It was resolved: R. 28/03/2018

“to adopt the Inver College: Intimate Care Policy.”

Proposed by Cllr PJ O’Hanlon Seconded by Cllr C Brady

7.10.2.6 Largy College: Environmental Policy

It was resolved: R. 29/03/2018

“to adopt the Largy College: Environmental Policy.”

Proposed by Mr J McGrath Seconded by Mr M Martin

7.10.2.7 Monaghan Institute: Gender Identity and Expression Policy

It was resolved: R. 30/03/2018

“to adopt the Monaghan Institute: Gender Identity and Expression Policy.”

Proposed by Cllr C Bennett Seconded by Cllr C Carthy

7.10.2.8 Monaghan Institute: Library Regulations

It was resolved: R. 31/03/2018

“to adopt the Monaghan Institute: Library Regulations.”

Proposed by Mr J McGrath Seconded by Cllr S Coyle

NOTED

7.10.3 Child Safeguarding Statement

- 7.10.3.1 Ballybay Community College Child Safeguarding Statement NOTED
- 7.10.3.2 Ráiteas Slánchumhdach Leanaí Choláiste / Oiriall Coláiste Oiriall Child Safeguarding Statement NOTED
- 7.10.3.3 Inver College Child Safeguarding Statement NOTED
- 7.10.3.4 Garage Theatre Child Safeguarding Statement NOTED
- 7.10.3.5 Tanagh Outdoor Education and Training Centre: Child Safeguarding Statement NOTED

7.10.4 Child Safeguarding Risk Assessment

- 7.10.4.1 Measúnú Riosca ar Chosaint Leanaí i gColáiste Oiriall / (Choláiste Oiriall Child Safeguarding Risk Assessment) NOTED
- 7.10.4.2 Inver College Child Safeguarding Risk Assessment NOTED
- 7.10.4.3 Garage Theatre Child Safeguarding Risk Assessment NOTED
- 7.10.4.4 Youthreach Centres Child Safeguarding Risk Assessment NOTED
- 7.10.4.5 Tanagh OETC 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

7.11 Risk Management: No business.

8. Correspondence

8.1 Department of Education and Skills: Circulars

- | | |
|---------------------------|--|
| Circular 0009/2018 | ETBs: Approved Allocation of Teaching Posts 2018/2019 School Year |
| Circular 0011/2018 | Grant Scheme for ICT Equipment – 2017/2018 School Year |
| Circular Letter 0013/2018 | Religious Instruction and worship in certain second level schools in the context of Article 44.2.4 of the Constitution of Ireland and Section 30 of the Education Act 1998 |
| Circular Letter 0014/2018 | Application of measures in accordance with Public Service Stability Agreement 2018-2020 (Extension of LRA) in respect of all Staff other than Teachers and SNAs employed by ETBs – Option to revert to Pre-Haddington Road Agreement (HRA) Working Hours |
| Circular Letter 0018/2018 | Management of Safety & Health, including Fire Safety, in Primary and Post-Primary Schools |

8.1.1 Correspondence received from Department of Education and Skills:

- | | |
|------------|--|
| 19/02/2018 | Press Release: Minister Bruton publishes Circular setting out new arrangements for children who do not want to participate in Religious Instruction or Worship at school |
|------------|--|

8.2 Correspondence received from Other Sources

8.2.1 Other Sources

09/02/2018 DCYA: Legislative requirements of the Children First Act 2015
13/02/2018 Monaghan Co Council: Ulster Canal Greenway – Advance site clearance: update on works on Phase 2

15/02/2018 Monaghan Co Council: seeking a CMETB nominee to represent it on the Monaghan Health and Wellbeing Committee of the LCDC.

Deferred

13/03/2018 Bishop Leo O'Reilly, Joint Trustee of Bailieborough Community School, regarding Circular Letter 0013/2018

READ

8.2.2 State Examinations Commission (SEC)

Circular S83/17 Leaving Certificate Examination 2018: Oral Tests in Irish (Higher/Ordinary and Foundation Levels) French, German, Italian, Spanish, Japanese and Russian

READ

8.2.3 Use of Facilities

06/02/2018 Castleblayney Faughs GAA seeking the use of facilities at Castleblayney College on 7 February, 2018 and Thursdays from 1 March 2018 to 31 May 2018 incl.

It was resolved: R. 32/03/2018

“to approve use of facilities at Castleblayney College by Castleblayney Faughs GAA on 7 February, 2018 and Thursdays from 1 March 2018 to 31 May 2018 incl.

Proposed by Cllr A Campbell Seconded by Mr M Martin

06/02/2018 Lydia Uceda seeking the use of facilities at Coláiste Dún an Rí on Wednesdays from 21 February 2018 to 21 March 2018

It was resolved: R. 33/03/2018

“to approve the use of facilities at Coláiste Dún an Rí by Lydia Uceda on Wednesdays from 21 February 2018 to 21 March 2018

Proposed by Cllr C Brady Seconded by Cllr P McDonald

07/02/2018 Cavan Rainbow Youth Club seeking the use of facilities at Cavan Institute on 27 February 2018

It was resolved: R. 34/03/2018

“to approve the use of facilities at Cavan Institute by Cavan Rainbow Youth Club on 27 February 2018

- Proposed by Cllr M Argue Seconded by Ms J Lewis
- 12/02/2018 River Trust Organisation seeking the use of facilities at Tanagh OETC on 15 February 2018
- It was resolved: R. 35/03/2018**
- “to approve the use of facilities at Tanagh OETC by River Trust Organisation on 15 February 2018
- Proposed by Cllr C Brady Seconded by Cllr C Carthy
- 19/02/2018 Castleblayney Faughs GAA seeking the use of facilities at Castleblayney College on 20 and 23 February and 6, 9 and 16 March 2018
- It was resolved: R. 36/03/2018**
- “to approve the use of facilities at Castleblayney College by Castleblayney Faughs GAA on 20 and 23 February and 6, 9 and 16 March 2018
- Proposed by Cllr A Campbell Seconded by Mr M Martin
- 23/02/2018 Castleblayney Faughs GAA seeking the use of facilities at St Mary’s Park, Castleblayney College on 24 February 2018
- It was resolved: R. 37/03/2018**
- “to approve the use of facilities at St Mary’s Park, Castleblayney College by Castleblayney Faughs GAA on 24 February 2018
- Proposed by Cllr PJ O’Hanlon Seconded by Cllr A Campbell
- 23/03/2018 Drumlane GAA Club seeking the use of football pitch at FET Campus, Cavan on during period 1 February 2018 to 31 March 2018
- It was resolved: R. 38/03/2018**
- “to approve the use of football pitch at the FET Campus, Cavan by Drumlane GAA Club on during period 1 February 2018 to 31 March 2018
- Proposed by Cllr M Argue Seconded by Cllr C Brady
- 26/02/2018 SCP seeking the use of facilities at Castleblayney College on 27/03/2018 and 28/03/2018
- It was resolved: R. 39/03/2018**
- “to approve the use of facilities at Castleblayney College by SCP on 27/03/2018 and 28/03/2018
- Proposed by Cllr A Campbell Seconded by Cllr PJ O’Hanlon

- 26/02/2018 Co Monaghan Community Games seeking the use of facilities at Castleblayney College on ...8/03/2018 and 09/03/2018.
- It was resolved: R. 40/03/2018**
- "to approve the use of facilities at Castleblayney College by Co Monaghan Community Games on ...8/03/2018 and 09/03/2018.
- Proposed by Cllr PJ O'Hanlon Seconded by Cllr C Carthy
- 26/02/2018 Castleblayney Faughs GAA seeking the use of facilities at Castleblayney College on 27 February 2018
- It was resolved: R. 41/03/2018**
- "to approve the use of facilities at Castleblayney College by Castleblayney Faughs GAA on 27 February 2018
- Proposed by Mr M Martin Seconded by Cllr A Campbell
- 05/03/2018 Magheracloone GAA seeking the use of facilities at Inver College on 22/03/2018, 24/03/2018, 29/03/2018, 05/04/2018, 12/04/2018
- It was resolved: R. 42/03/2018**
- "to approve the use of facilities at Inver College by Magheracloone GAA on 22/03/2018, 24/03/2018, 29/03/2018, 05/04/2018, 12/04/2018
- Proposed by Cllr PJ O'Hanlon Seconded by Cllr C Carthy
- 06/03/2018 Castleblayney Faughs GAA seeking the use of facilities at Castleblayney College on 6 March 2018
- It was resolved: R. 43/03/2018**
- "to approve the use of facilities at Castleblayney College by Castleblayney Faughs GAA on 6 March 2018
- Proposed by Cllr A Campbell Seconded by Mr M Martin
- 13/03/2018 Carrick Ladies seeking the use of facilities at Inver College from 1 April, 2018
- It was resolved: R. 44/03/2018**
- "to approve the use of facilities at Inver College by Carrick Ladies from 1 April, 2018
- Proposed by Cllr PJ O'Hanlon Seconded by Cllr C Carthy
- 16/03/2018 Monaghan CCE seeking the use of facilities at Ballybay Community College on 2 June 2018
- It was resolved: R. 45/03/2018**

“to approve the use of facilities at Ballybay Community College by Monaghan CCE on 2 June 2018

Proposed by Cllr S Coyle Seconded by Cllr C Carthy

23/03/2018

Castleblayney Faughs GAA seeking the use of facilities at Castleblayney College on 23 March 2018

It was resolved: R. 46/03/2018

“to approve the use of facilities at Castleblayney College by Castleblayney Faughs GAA on 23 March 2018

Proposed by Mr M Martin Seconded by Cllr PJ O'Hanlon

23/03/2018

Donaghmoyne GAA seeking the use of facilities at Inver College on Tuesdays, Thursdays and Saturdays from 31 March, 2018 to 30 September, 2018

It was resolved: R. 47/03/2018

“to approve the use of facilities at Inver College by Donaghmoyne GAA on Tuesdays, Thursdays and Saturdays from 31 March, 2018 to 30 September, 2018

Proposed by Cllr PJ O'Hanlon Seconded by Ms M Flynn

8.2.4 Correspondence received from SOLAS: No business

8.2.5 Correspondence received from ETBI:

23/01/2018 Notice of retirement of Michael Moriarty, General Secretary ETBI, on 30 April, 2018
28/02/2018 Information from IPB re Protecting your ETB in preparation for the forthcoming extreme weather
03/03/2018 Statement from the DES regarding re-opening of schools, colleges of further education and third level institutions following extreme weather conditions
09/03/2018 ETBI Information session for Chairpersons on 23 April, 2018

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
ETBI Information Session for Chairpersons	Naas 23 April, 2018	C Kelly

It was resolved: R. 48/03/2018

“to approve attendance as outlined above.”

Proposed by Cllr C Carthy Seconded by Ms M Flynn

11. Information from Chief Executive

Meetings:

01/02/2018	<ul style="list-style-type: none"> • ETBI FAR meeting (Naas) • Breifne College site meeting
02/02/2018	<ul style="list-style-type: none"> • OneNote leading to teams (Monaghan)
05/02/2018	<ul style="list-style-type: none"> • Directors' Meeting (Monaghan)
06/02/2018	<ul style="list-style-type: none"> • SMS meeting with Unions (Naas)
07/02/2018	<ul style="list-style-type: none"> • FET Forum Meeting • Meetings in Cavan
08/02/2018	<ul style="list-style-type: none"> • GDPR Awareness Session (Naas) • CEs' Forum Meeting (Naas) • Breifne College site meeting
09/02/2018	<ul style="list-style-type: none"> • SOLAS Meeting (Naas)
12/02/2018	<ul style="list-style-type: none"> • Directors' Meeting • Interviews LMETB (Navan)
13/02/2018	<ul style="list-style-type: none"> • Monaghan LAG & LCDC meeting • Meeting with Paul Clifford
19/02/2018	<ul style="list-style-type: none"> • CE Forum Special Meeting (Naas) • Directors' meeting (Virginia)
20/02/2018	<ul style="list-style-type: none"> • Meeting with ERGO re: structure of IT Dept (Cavan)
21/02/2018	<ul style="list-style-type: none"> • Meeting with Chair of Audit Committee
22/02/2018	<ul style="list-style-type: none"> • Official Opening of new Microsoft Ireland Campus (Dublin) • ETBI Board meeting (Naas) • Cavan LAG meeting (Cavan) • Breifne College site meeting
23/02/2018	<ul style="list-style-type: none"> • Paul Clifford – Engineering Hub (Monaghan)
26/02/2018	<ul style="list-style-type: none"> • Audit Committee Meeting (Monaghan)
27/02/2018	<ul style="list-style-type: none"> • ESBS Payroll (Blanchardstown)
28/02/2018	<ul style="list-style-type: none"> • CE Forum meeting (Naas)
01/03/2018	<ul style="list-style-type: none"> • PLSS (Dublin) • QQI (Dublin) • Ergo (Dublin)
05/03/2018	<ul style="list-style-type: none"> • Directors Meeting (Monaghan) • C&AG Audit commenced
06/03/2018	<ul style="list-style-type: none"> • ETBI FET Conference (Naas)
07/03/2018	<ul style="list-style-type: none"> • ETBI FET Conference (Naas) • Principals Meeting (Cavan) • Audit Committee Meeting (Cavan)

08/03/2018	<ul style="list-style-type: none"> Youthreach BOM meeting (Kingscourt) Directors' Meeting (Monaghan)
09/03/2018	<ul style="list-style-type: none"> IT Services (Ergo) (Monaghan)
10/03/2018	<ul style="list-style-type: none"> Building Independent Learning Spring Symposium (Cootehill)
12/03/2018	<ul style="list-style-type: none"> FORSA (formerly IMPACT) meeting (Monaghan) Directors' Meeting (Monaghan)
13/03/2018	<ul style="list-style-type: none"> ICT Interviews in ETBI (Naas)
14/03/2018	<ul style="list-style-type: none"> Law Library (Dublin) SOLAS Meeting (Dublin)
15/03/2018	<ul style="list-style-type: none"> OEM Steering Committee (Tallaght) ETBI BOM Review (Naas) Largy College BOM meeting (Clones)
20/03/2018	<ul style="list-style-type: none"> Directors' Meeting (Monaghan)
21/03/2018	<ul style="list-style-type: none"> IAU-ETBs SG Meeting (Mullingar)
22/03/2018	<ul style="list-style-type: none"> Breifne College site meeting Finance Committee meeting (Monaghan)
23/03/2018	<ul style="list-style-type: none"> Meeting with TUI (Monaghan)
26/03/2018	<ul style="list-style-type: none"> Director's Meeting (Cavan)
27/03/2018	<ul style="list-style-type: none"> Cavan Sports Partnership meeting (Cavan)

NOTED

12. Schedule of CMETB Meetings:

Schedule of Meetings for 2018

Date of Next Meeting: **Wednesday, 9 May, 2018**

SIGNED:

John Heerney

CHIEF EXECUTIVE

Seán Patrick Kelly

CHAIRPERSON

DATE:

18/5/18

18-5-18