



## **MINUTES OF MEETING HELD ON TUESDAY, 22 FEBRUARY 2022**

**A meeting of Cavan and Monaghan Education and Training Board**  
took place in the **Garage Theatre, Armagh Road, Monaghan,**  
on Tuesday, 22 February 2022 at 2pm

**BAILL I LATHAIR:** **Colm Carthy**

**BAILL I LATHAIR:** Madeleine Argue, Carmel Brady, Aidan Campbell, Brendan Fay, Sean Fegan, Michelle Flynn, Clifford Kelly, Micheál Martin, David Maxwell, Joe McGrath, PJ O'Hanlon, Sean Smith, Patricia Walsh.

**LEITHSCEIL:** April Anna Barker, Elaine Carolan, Sean Conlon, Rosena Donagh, Brian Martin, Martin McBreen, Sarah O'Reilly.

**AR FREASTAIL:** John Kearney, Chief Executive  
Berni Power, DOSD  
Linda Pinkster, DFET  
Gerardine Heaphey, AO  
Marie Traynor, SSO  
Seamus Connolly, CPO  
Seamus Enright, Anglo Celt

### **1. Preliminary**

#### **1.1 Welcome**

The Chairperson welcomed all present

#### **1.2 Declaration of Interest**

The Declaration of Interest statement was circulated and signed.

Members were reminded of their responsibilities and that should any Conflict of Interest arise in the course of the meeting they must declare at that stage.

### **1.3 Apologies/ Absence Approval:**

**It was resolved: R. 01/02/2022**

“to approve the absence of April Anna Barker, Elaine Carolan, Sean Conlon, Rosena Donagh, Brian Martin, Martin McBreen and Sarah O'Reilly.”

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

#### **Condolences**

- To the O'Connor Family on the death of their father, Liam O'Connor (retired Principal of Beech Hill College)
- To Gerardine Heaphey (Monaghan Admin Centre) on the death of her brother-in-law, Conor Heaphey
- To Elaine Carolan on the death of her father, Patrick Carolan
- To Marian O'Donovan-Mackey on the death of her husband, Dave Mackey (former County Manager, Cavan County Council)
- To Peter O'Hanlon (Breifne College) on the death of his mother, Airmid O'Hanlon
- To Valerie Gray (Monaghan Admin Centre) on the death of her father-in-law, David John (Jackie) Gray
- To Moya Lennon (Ballybay CC) on the death of her husband and Mary Lennon (formerly Monaghan Admin Centre), on the death of her brother, John Lennon
- To Padraig Kirk on the death of his father, John Kirk
- To Kieron Byrne (Ballybay Community College) on the death of his father, Larry Byrne
- PJ O'Hanlon on the death of his mother, Rosaleen O'Hanlon (former Chairperson of Co Monaghan VEC)
- To Philomena Nally on the death of her husband, Pat Nally (former AEO with Cavan VEC)
- Angela McCrossan (Adult Ed Services) on the death of her brother, Martin Holt
- Teresa Clerkin (Breifne College) on the death of her father, Peter Clerkin
- Emer McGovern (Breifne College) on the death of her father, PJ McGovern
- Aidan Rudden (formerly St Mogue's College) on the death of his brother, Patrick Rudden.

#### **Congratulations**

- To Bernie McNally on her appointment as Secretary General at the Department of Education.
- To Leona Maguire on her success in the LPGA Drive On Championship in Florida.

#### **Tributes**

Tributes were paid to the late:

- Liam O'Connor, retired Principal of Beech Hill College
- Rosaleen O'Hanlon, former Chairperson of Co Monaghan VEC
- Pat Nally, retired Adult Education Officer, Co Cavan VEC

#### **Retirement**

Gerardine Heaphey (Monaghan Admin. Centre) was wished well in her retirement.

## 1.4 Minutes of Meeting

**It was resolved: R. 02/02/2022**

“to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 16 November 2021.”

Proposed by Cllr D Maxwell Seconded by Mr S Fegan  
**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 as follows:

- Restrictions lifting
- Phased return to the workplace
- Awaiting further guidance in relation to schools

NOTED

## 2. Correspondence and Matters Arising

### 2.1 Correspondence

- Department of Education: Circulars

| <b>Reference</b>              | <b>Details</b>  |
|-------------------------------|---|
| Circular 0057/2021            | Panel access for fixed-term/temporary (this includes substitute) and part-time teachers to the Supplementary Redeployment Panel for the 2022/23 school year                             |
| Circular Number: 0058/2021    | Payment of Tool Allowance to Craft Workers - 2021   |
| Circular Number: 0059/2021    | Arrangements for the implementation of the Framework for Junior Cycle with particular reference to the school year 2021/22.   |
| Circular 0060/2021            | Grant Scheme for EU NRRP Funding to Schools to Address the Digital Divide, and Learners at Risk of Educational Disadvantage   |
| Circular Letter 0061/2021     | Study and Examination Leave for Staff other than persons employed as teachers and special needs assistants employed in education and training boards                                    |
| Circular Letter 0062/2021     | Appeal System for Permanent Principal and Deputy Principal Appointments   |
| Circular 0063/2021            | Final closing date of 30th April 2022 for receipt of eligible qualification allowance applications (as a Result of the Findings of the Adjudicator under Claim 447/19)                  |
| Circular Letter No: 0064/2021 | Changes to the Domestic Subsistence Rates Effective from 1st December 2021 Payable to Staff in Education and Training Boards (ETBs) and members of ETBs and of ETB Statutory Committees |
| Circular Letter 0065/2021     | Enhanced Minor Works Grant Funding for Primary Schools Exceptional Minor Works Grant Funding for Post-Primary Schools with a particular focus on supporting enhanced ventilation        |
| Circular 0001/2022            | Teacher Fee Refund Scheme 2021<br><b><i>This circular supersedes all previous circulars on this scheme</i></b>  |

|                           |   |
|---------------------------|---|
| Circular 0002/2022        | Graduate Certificate in the Education of Pupils on the Autism Spectrum (AS) for teachers working with Pupils on the AS in Special Schools, Special Classes or as Special Education Teachers in mainstream Primary and Post-Primary Schools, 2022/2023 |
| Circular 0003/2022        | Post-Graduate Diploma Programme of Continuing Professional Development For Special Education Teachers, 2022/2023  |
| Circular Letter 0005/2022 | Building Momentum - A New Public Service Agreement 2021-2022: Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs with effect from 1 February 2022   |

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

READ

- Correspondence: **Department of Education**

| General Correspondence: DoE |  |
|-----------------------------|--|
| Date                        | Subject  |
| 14.12.2021                  | Ethics/ Standards in Public Office Return for period 01.01.2021 to 31.12.2021                |
| 22.12.2021                  | Protected Disclosures Act 2014 S.22: Protected Disclosure Annual Report due by 30 June 2022. |
| 31.01.2022                  | CMETB Performance Delivery Agreement (PDA) and Oversight Agreement (OA) 2022 for signature   |

READ

| Finance Correspondence: DoE |   |
|-----------------------------|---|
| Date                        | Subject   |
| 25.11.2021                  | Publication of Annual Financial Statements 2020   |
| 14.12.2021                  | Cycle to Work Scheme 2022: Terms of CL 55/2020 for ETB Employees is still in operation  |
| 14.12.2021                  | Circular Letter No: 0064/2021: Domestic Subsistence Rates for ETB Sector - Staff and Members  |
| 16.12.2021 & 21.12.2021     | 2021 ETB Annual Financial Statement Template  |
| 22.12.2021 & 29.12.2021     | 2022 Initial Service Plans  |
| 23.12.2021                  | General and Post-Primary Non-Pay (Ordinary Non-Pay) Grant for 2021  |
| 23.12.2021                  | ESBS-ETB Payroll: Service Management Agreement between DoE-ESBS Centre and CMETB (which now includes Apprentice and Learner Payments) for signature |
| 12.01.2022                  | ETBs Returns and Reports Deadline Calendar 2022   |
| 17.01.2022                  | Grants for Financial Year Ending 31 December 2021   |
| 31.01.2022                  | Letter of Determination in respect of year ending 31.12.2022  |

READ

| Land and Buildings Correspondence: DoE |   |
|--|---|
| Date                                   | Subject   |
| 17.12.2021                             | Provision of Additional Accommodation 2021: Beech Hill College: approval of all in grant<br><i>This letter supersedes letter which issued on 18.06.2021</i> |

|            |   |
|------------|---|
| 24.01.2022 | Additional Accommodation Scheme 2022: Provision of Modular Units approved for St Bricin's College |
| 24.01.2022 | Additional Accommodation Scheme 2022: Provision of Modular Units approved for Breifne College     |

READ

| Sent:      | To                                      | Subject  |
|------------|---|--|
| 20.12.2021 | Kingscourt Community Centre Sports Club | provision of temporary accommodation at Station Road, Kingscourt |

READ

- Correspondence: **Department of Further and Higher Education, Research, Innovation and Science (DFHERIS)**

| Land and Buildings Correspondence: DFHERIS |  |
|--|--|
| Date                                       | Subject  |
| 10.01.2022                                 | Full approval to enter lease at St Augustine's Hall, Cavan for 5 years |

READ

- Correspondence: **Other sources**

| Audit      |      |   |
|------------|------|---|
| Date       | From | Subject   |
| 17.12.2021 | C&AG | Letter of Engagement: Audit of CMETB's Annual Financial Statements 2021 |

READ

| Finance    | Correspondence from Other Sources |  |
|------------|-----------------------------------|--|
| Date       | From                              | Subject  |
| 19.11.2021 | DEASP                             | School Meals (Local Projects) Scheme 2021-2022: Breifne College allocation of €211,725.36: first instal of €54,368.41 to issue |
| 01.12.2021 | SOLAS                             | Mitigating against Educational Disadvantage Approved Funding (MAEDF) 2021 Approved funding – Rounds 1 and 2: €641,182          |
| 06.12.2021 | DEASP                             | School Meals (Local Projects) Scheme 2021-2022: St Mogue's College allocation of €39,344: first instal of €347.65 to issue     |
| 17.12.2021 | DCEDIY                            | UBU Your Place Your Space Renewal of Funding Application and Allocation 2022: €562,841   |
| 04.01.2022 | DCEDIY                            | Youth Information Centre Funding: Allocation for 2022: €120,876  |
| 13.01.2022 | Léargas                           | Grant Agreement Amendment – Erasmus+ Programme: 2020-1-IE01-KA116-065907   |
| 21.01.2022 | DCEDIY                            | ETB Youth Grant for 2022: CMETB approved funding up to a max. of €155,139  |
| 27.01.2022 | DEASP                             | School Meals (Local Projects) Scheme 2021-2022: Beech Hill College allocation: second instal of €145,056.45 to issue           |
| 27.01.2022 | DEASP                             | School Meals (Local Projects) Scheme 2021-2022: Breifne College allocation: second instal of €121,902.48 to issue              |

|            |        |  |
|------------|--------|--|
| 27.01.2022 | DEASP  | School Meals (Local Projects) Scheme 2021-2022: Castleblayney and Clones SCP allocation: second instal of €246.03 to issue     |
| 27.01.2022 | DEASP  | School Meals (Local Projects) Scheme 2021-2022: Castleblayney College allocation: second instal of €41,716.05 to issue         |
| 27.01.2022 | DEASP  | School Meals (Local Projects) Scheme 2021-2022: Cavan SCP allocation: second instal of €5,943.67 to issue                      |
| 27.01.2022 | DEASP  | School Meals (Local Projects) Scheme 2021-2022: Inver College allocation: second instal of €69,115.60 to issue                 |
| 27.01.2022 | DEASP  | School Meals (Local Projects) Scheme 2021-2022: St Mogue's College allocation: second instal of €35,984 to issue               |
| 07.02.2022 | DCEDIY | Local Youth Club Grant Scheme incorporating NQS for Volunteer-led Youth Groups 2022: CMETB Allocation - €67,865                |
| 14.02.2022 | DCEDIY | 2022 Funding Allocation for the Targeted Youth Employability Support Initiative (TYESI) 2021-2022: max. €45k to CMETB for 2022 |

READ

| Finance    | Correspondence – SOLAS  |
|------------|---|
| Date       | Subject   |
| 01.12.2021 | Mitigating against Educational Disadvantage Approved Funding (MAEDF) 2021 Approved funding – Rounds 1 and 2: €641,182 |

READ

| Land and Buildings | Correspondence – Other Sources |   |
|--------------------|--------------------------------|---|
| Date               | From:                          | Subject   |
| 24.01.2022         | St Bricin's College BOM        | Proposal for provision of education in West Cavan |

READ

| General    | Correspondence – Other Sources |  |
|------------|--------------------------------|--|
| Date       | From:                          | Subject  |
| 14.12.2021 | SIPO                           | Standards in Public Office Act 2001 – Tax Clearance obligations reminder |
| 12.01.2022 | Monaghan Co. Co.               | Defibrillator Project (JPC Project)                                      |

READ

- Correspondence received from **ETBI**

| Date       | Subject  |
|------------|--|
| 16.12.2021 | FET: Reminder re COVID-19 Guidelines             |
| 13.01.2022 | FET Stakeholder Communication Update: 12.01.2022 |
| 31.01.2022 | FET Stakeholder Communication Update:            |

READ

## **2.2 Correspondence - Matters Arising**

The CE advised that it is proposed to meet with the Chairperson of the Board of Management and the Principal of St Bricin's College and St Mogue's College.

NOTED

## **3. Audit and Risk**

### **3.1 Audit and Risk Committee:**

#### **Audit and Risk Committee Minutes**

**It was resolved: R. 03/02/2022**

"to adopt the Minutes of the meeting of the Audit and Risk Committee held on 27 September 2021."

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

## **4. Finance**

### **4.1 Finance Committee**

#### **4.1.1 Finance Committee Minutes**

**It was resolved: R. 04/02/2022**

"to adopt the Minutes of the meeting of the Finance Committee held on 28 September 2021."

Proposed by Cllr D Maxwell    Seconded by Mr J McGrath  
PASSED UNANIMOUSLY

**It was resolved: R. 05/02/2022**

"to adopt the Minutes of the meeting of the Finance Committee held on 15 December 2021."

Proposed by Cllr D Maxwell    Seconded by Mr J McGrath  
PASSED UNANIMOUSLY

## **4.2 Draft Service Plan**

The CE briefed the meeting on the draft Service Plan 2022 which had been circulated.

**It was resolved: R. 06/02/2022**

“to adopt the Service Plan 2022.”

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

## **5. OSD Matters**

### **5.1 Land and Buildings**

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

##### **5.1.1.1 Lease**

**2 Cootehill Road, Cavan**

**It was resolved: R. 07/02/2022**

“to seek the approval of the Department of Education to extend the lease of the premises at 2 Cootehill Road, Cavan, should it prove fit for purpose for FET Programmes.”

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

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

##### **5.1.2.1 Land and Buildings Report. NOTED**

##### **5.1.2.2 Castleblayney College – Land Acquisition**

The CE briefed the meeting on Monaghan Co. Council’s proposal to transfer land at the rear of Castleblayney College. As this portion of land adjoins the school’s football pitch, members were advised that this was an ideal opportunity to acquire the land in order to enhance the school’s playing facilities.

**It was resolved: R. 08/02/2022**

“to approve the purchase of this land from Monaghan Co. Council.”

Proposed by Cllr A Campbell    Seconded by Cllr PJ O’Hanlon  
PASSED UNANIMOUSLY



### 5.1.2.3 Beech Hill College – Disposal of a Portion of Land

The CE briefed the meeting on the proposal to dispose of a portion of land at the rear of Beech Hill College.

**It was resolved: R. 09/02/2022**

“to dispose of this small portion of land as it is of no material benefit to the school.”

Proposed by Cllr D Maxwell Seconded by Cllr A Campbell  
PASSED UNANIMOUSLY

### 5.1.2.4 Education Provision in West Cavan

The question of the amalgamation of schools in West Cavan was raised - the CE confirmed that this proposal is one of a number of options.

The CE confirmed that the Executive would arrange a meeting with the Board of Management Chairpersons and Principals of St Bricin's College and St Mogue's College.

NOTED

## 5.2 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  |
|----------------------------|--|--|
| Virginia College           | Irish Blood Transfusion Service        | 23 and 24 February 2022                                  |
| Beech Hill College         | Monaghan Harps Ladies Football Club    | From February 2022 – February 2023                       |
| Cavan FET Campus Pitch     | Killygarry GFC                         | March and April 2022                                     |
| Ballybay Recreation Centre | Ballybay Pearse Brothers Juvenile Club | Wednesdays, Thursdays and Saturdays March and April 2022 |

**It was resolved: R. 10/02/2022**

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

Proposed by Mr M Martin Seconded by Cllr D Maxwell  
PASSED UNANIMOUSLY

## 5.5 Other Matters:

### 5.5.1 Policies: No business

### 5.5.2 Protected Disclosures Annual Report 2021: NOTED

## **6. Strategy Statement**

### **6.1 Strategy Statement 2022 - 2026**

#### **6.1.1 Strategy Statement 2022 – 2026**

The CE briefed the meeting on the Strategy Statement 2022 - 2026 for CMETB

**It was resolved: R. 11/02/2022**

“to adopt the Strategy Statement 2022 - 2026”

Proposed by Cllr C Kelly   Seconded by Cllr C Brady  
PASSED UNANIMOUSLY

### **6.2 Policies: No business**

### **6.3 Service Level Agreement/ Memorandum of Understanding/Consortium Agreement**

#### **6.3.1 Service Level Agreements for noting:**

| <b>Item No.</b> | <b>Group</b>   | <b>Project Title</b>   |
|-----------------|--|--|
| 6.3.1           | CMETB & Cavan Traveller Movement                       | Tackling Educational Inequalities within the Travelling Community  |
| 6.3.2           | CMETB and ISPCC  | Walking on Eggshells   |
| 6.3.3           | CMETB and Teach Oscail                                 | Cavan FRC Aftercare Programme  |
| 6.3.4           | CMETB and CAPS   | Computer Club  |
| 6.3.5           | CMETB and Internal Youth Services                      | Promoting our Inside Work – ‘Out’  |
| 6.3.6           | CMETB and YWI Cavan Monaghan - Bounce Back West Cavan: | Continuing the Education Continuum   |
| 6.3.7           | CMETB and YWI Cavan Monaghan                           | Education to Employability   |
| 6.3.8           | CMETB and Kilnaleck and District Co-Op Society Ltd     | Pathways to an Education for All   |
| 6.3.9           | CMETB and Monaghan Education Centre and CAPS           | Developing Life and Workplace Skills among Teenage Learners in Autism Specific Settings in Counties Cavan and Monaghan |
| 6.3.10          | CMETB and Foroige                                      | Alternative Learning Project   |
| 6.3.11          | CMETB and CCLD   | Cootehill Community Education Space  |
| 6.3.12          | CMETB and Cavan Traveller Movement                     | Supressing the Outbreak of Covid-19 with the Traveller Community   |

NOTED

## **7. Committees and Reports**

### **7.1 Further Education and Training:**

#### **7.1.1 Director of Further Education and Training (DFET) Report**

NOTED

#### **7.1.2 CMETB FET Board: No business**

#### **7.1.3 Board of Management**

##### **7.1.3.1 Board of Management Appointments: Student Representatives**

It was resolved appoint to Boards of Management as follows:

| <b>Resolution No.</b> | <b>Centre</b>             | <b>Student</b>          | <b>Proposed/ Seconded</b>                                |
|-----------------------|---------------------------|-------------------------|--|
| <b>R. 12/02/2022</b>  | <b>Cavan Institute</b>    | • <b>Niamh Smith</b>    | Proposed by<br>Mr S Fegan<br>Seconded by<br>Cllr M Argue |
| <b>R. 13/02/2022</b>  |                           | • <b>Martin Maughan</b> | Proposed by<br>Mr S Fegan<br>Seconded by<br>Cllr M Argue |
| <b>R. 14/02/2022</b>  | <b>Monaghan Institute</b> | • <b>Dylan Treanor</b>  | Proposed by<br>Mr S Fegan<br>Seconded by<br>Cllr M Argue |
| <b>R. 15/02/2022</b>  |                           | • <b>Hannah McElroy</b> | Proposed by<br>Mr S Fegan<br>Seconded by<br>Cllr M Argue |

PASSED UNANIMOUSLY

### 7.1.3.2 Board of Management Minutes:

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

| Resolution No. | Centre             | Date        | Proposed/<br>Seconded  |
|----------------|--------------------|-------------|--|
| R. 16/02/2022  | Cavan Institute    | 21.09.2021  | Proposed by<br>Cllr M Argue<br>Seconded by<br>Cllr C Kelly   |
| R. 17/02/2022  | Monaghan Institute | 04.10.2021  | Proposed by<br>Cllr D Maxwell<br>Seconded by<br>Mr J McGrath |
|                | Youthreach         | No business |  |

PASSED UNANIMOUSLY

### 7.1.4 Youth Work Committee:

#### 7.1.4.1 Youth Work Committee: Appointment

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

| Resolution No | Comhairle na nÓg | Replacing       | Proposed/<br>Seconded   |
|---------------|------------------|-----------------|---|
| R. 18/02/2022 | • Leona Keenan   | • Fiona McEntee | Proposed by<br>Cllr D Maxwell<br>Seconded by<br>Cllr A Campbell |

PASSED UNANIMOUSLY

#### 7.1.4.2 Youth Work Committee Minutes

It was resolved to **adopt the Minutes** of the meeting of Youth Work Committee as follows:

| Resolution No | Committee            | Date         | Proposed/<br>Seconded                                       |
|---------------|----------------------|--------------|---|
| R. 19/02/2022 | Youth Work Committee | • 16.09.2021 | Proposed by<br>Cllr C Carthy<br>Seconded by<br>Cllr C Brady |

PASSED UNANIMOUSLY

### 7.1.5 FET Policies: No business

### 7.1.6 Child Safeguarding:

| No.     | Centre          | Title   |
|---------|-----------------|---|
| 7.1.6.1 | Cavan Institute | Annual Review of Child Safeguarding Statement |
| 7.1.6.2 | Cavan Institute | Child Safeguarding Risk Assessment            |
| 7.1.6.3 | Cavan Institute | Child Safeguarding Statement                  |

NOTED

## 7.2 Schools:

### 7.2.1 Director of Schools (DOS) Report

NOTED

### 7.2.2 Boards of Management

The governance/ oversight system in place in relation to the patron of Boards of Management was discussed. The CE advised that the governance/oversight system in place works very satisfactorily and that it should be continued as is until further advice is issued.

#### 7.2.2.1 Board of Management Appointment: Parent Representative

It was resolved appoint to Board(s) of Management as follows

| Resolution No. | School/ Centre     | Parent Rep    | Proposer / Second  |
|----------------|--------------------|---------------|--|
| R. 20/02/2022  | St Mogue's College | • Ann Maguire | Proposed by<br>Cllr S Smith<br>Seconded by<br>Cllr B Fay |

#### 7.2.2.2 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 / Second  |
|----------------|----------------------------|-----------------|--|
| R. 21/02/2022  | Ballybay Community College | • 22.09.2021    | Proposed by<br>Mr M Martin<br>Seconded by<br>Cllr C Brady  |
| R. 22/02/2022  | Beech Hill College         | • 06.12.2022    | Proposed by<br>Cllr B Fay<br>Seconded by<br>Cllr M Argue   |
|                | Breifne College            | No business     |  |
|                | Castleblayney College      | No business     |  |
| R. 23/02/2022  | Coláiste Dún an Ri         | • 10.09.2021    | Proposed by<br>Cllr C Kelly<br>Seconded by<br>Cllr C Brady |

|               |                     |              |  |
|---------------|---------------------|--------------|--|
| R. 24/02/2022 | Coláiste Dún an Ri  | • 18.11.2021 | Proposed by<br>Cllr C Kelly<br>Seconded by<br>Cllr C Brady |
| R. 25/02/2022 | Coláiste Oiriall    | • 30.09.2021 | Proposed by<br>Cllr B Fay<br>Seconded by<br>Cllr S Smith   |
|               | Inver College       | No business  |  |
|               | Largy College       | No business  |  |
|               | St Mogue's College  | No business  |  |
|               | St Bricin's College | No business  |  |
| R. 26/02/2022 | Virginia College    | • 03.02.2021 | Proposed by<br>Mr S Fegan<br>Seconded by<br>Cllr M Argue   |
| R. 27/02/2022 | Virginia College    | • 05.05.2021 | Proposed by<br>Mr S Fegan<br>Seconded by<br>Cllr M Argue   |
| R. 28/02/2022 | Garage Theatre      | • 05.10.2021 | Proposed by<br>Cllr B Fay<br>Seconded by<br>Cllr M Argue   |

PASSED UNANIMOUSLY

### 7.2.3 School Based Policies:

| Item No. | Policy  |
|----------|---|
| 7.2.3.1  | Coláiste Dún an Rí: Admissions Policy 2022/2023 |

NOTED

### 7.2.4 Child Safeguarding:

|         | School             | Title   |
|---------|--------------------|---|
| 7.2.4.1 | Beech Hill College | Annual Review of Child Safeguarding Statement |

NOTED

|         | School              | Title                                      |
|---------|---------------------|--|
| 7.2.4.2 | Coláiste Dún and Rí | Annual Review of Child Safeguarding Policy |

NOTED

### 7.2.5 Anti-Bullying:

|         | School                     | Title                                 |
|---------|----------------------------|---------------------------------------|
| 7.2.5.1 | Ballybay Community College | Annual Review of Anti-bullying Policy |

NOTED

## **8. ATTENDANCE APPROVAL**

**8.1 Attendance Approval:** No business.

## **9. CODE OF PRACTICE FOR THE GOVERNANCE OF ETBs**

### **9.1 Board Self-Assessment Evaluation Questionnaire**

The Chairperson reported that the responses to the Board Self-Assessment Evaluation Questionnaire (Code of Practice for the Governance of ETBs refers) will be collated and considered at the next meeting of the Board.

NOTED

## **10. CE's REPORT**

### **10.1 Meetings**

|            |  |
|------------|--|
| 17.11.2021 | <ul style="list-style-type: none"><li>Parameters and Requirements Workshop</li><li>ESBS: ETB Payroll Steering Group Meeting</li></ul>  |
| 18.11.2021 | <ul style="list-style-type: none"><li>ESBS: ETB Finance Steering Group Meeting</li><li>ETBI Active Inclusion Conference</li></ul>  |
| 19.11.2021 | <ul style="list-style-type: none"><li>TES Meeting</li></ul>  |
| 22.11.2021 | <ul style="list-style-type: none"><li>ETBI CE Forum/PBU</li></ul>  |
| 23.11.2021 | <ul style="list-style-type: none"><li>ETBI: ICT Steering Group Meeting</li><li>ETBI: FET Stakeholders Meeting – ETBI SOLAS</li><li>SMA Review</li></ul>  |
| 25.11.2021 | <ul style="list-style-type: none"><li>Cavan LAG and LCDC Meetings</li></ul>  |
| 29.11.2021 | <ul style="list-style-type: none"><li>CMETB Audit and Risk Committee Meeting</li><li>ETBI: School MIS Meeting</li></ul>  |
| 30.11.2021 | <ul style="list-style-type: none"><li>Cavan Sports Partnership Board Meeting</li><li>DoE/CMETB: meeting to review OA, PDA and Service Plan</li></ul>   |
| 01.12.2021 | <ul style="list-style-type: none"><li>ETBI: DFET Forum Meeting</li><li>DoE Meeting</li></ul>   |
| 02.12.2021 | <ul style="list-style-type: none"><li>NAAC Meeting</li><li>Cavan Partnership Workshop</li></ul>  |
| 03.12.2021 | <ul style="list-style-type: none"><li>ETBI: DoE Sec Gen, ETB CEs, SOLAS Meeting</li><li>ETBI: ETB-SOLAS CEO Quarterly Meeting</li><li>ETBI: CE Sub-Group Meeting – Apprenticeships and FET College of the Future</li></ul> |
| 04.12.2021 | <ul style="list-style-type: none"><li>Transport Operations and Commercial Driver Apprenticeship Launch - Dungannon</li></ul>   |
| 06.12.2021 | <ul style="list-style-type: none"><li>ETBI: VSware Call-Off Contract Queries</li></ul>   |
| 07.12.2021 | <ul style="list-style-type: none"><li>NAAC Meeting</li><li>ETBI: IPA Performance Management Training Session</li></ul>   |
| 08.12.2021 | <ul style="list-style-type: none"><li>ETBI: CE Forum Meeting</li></ul>   |
| 09.12.2021 | <ul style="list-style-type: none"><li>FET Management and Quality Council</li><li>Largy College BOG Meeting</li><li>Largy College BOG and BOM Joint Meeting</li></ul>   |

|            |   |
|------------|---|
| 10.12.2021 | <ul style="list-style-type: none"> <li>• Launch of CMETB ESOL Report</li> </ul>   |
| 13.12.2021 | <ul style="list-style-type: none"> <li>• Digital Monaghan Steering Committee Meeting</li> </ul>   |
| 14.12.2021 | <ul style="list-style-type: none"> <li>• ETBI: DFET Briefing Session: FET Capital Application Forms for SIUF and SAR Funding 2022</li> </ul>  |
| 15.12.2021 | <ul style="list-style-type: none"> <li>• Finance Committee Meeting</li> </ul>   |
| 16.12.2021 | <ul style="list-style-type: none"> <li>• OAC IAU-ETBs Meeting</li> <li>• Cavan LAG Meeting</li> <li>• ESBS: ETB Finance Steering Committee Meeting</li> <li>• ETBI: PRR Strategy Group – Organisational Design</li> </ul>                   |
| 07.01.2022 | <ul style="list-style-type: none"> <li>• ETBI: TES Meeting</li> </ul>   |
| 11.01.2022 | <ul style="list-style-type: none"> <li>• Cavan LEO Meeting</li> <li>• ETBI: CE Forum &amp; DFET Forum Meeting</li> </ul>  |
| 12.01.2022 | <ul style="list-style-type: none"> <li>• ETBI: DFET Forum Meeting</li> <li>• ETBI: FET Stakeholders Meeting</li> </ul>  |
| 13.01.2022 | <ul style="list-style-type: none"> <li>• ETBI: ICT Shared Service Strategy Meeting</li> </ul>   |
| 14.01.2022 | <ul style="list-style-type: none"> <li>• ETBI: ICT Strategy Meeting</li> </ul>  |
| 18.01.2022 | <ul style="list-style-type: none"> <li>• ETBI: CE Sub-Group Meeting – Apprenticeships</li> </ul>  |
| 19.01.2022 | <ul style="list-style-type: none"> <li>• ETBI: CE Forum Meeting</li> <li>• ESBS: ETB Payroll Steering Group Meeting</li> <li>• ESBS: Briefing on ETB Finance</li> </ul>   |
| 20.01.2022 | <ul style="list-style-type: none"> <li>• ESBS: ETB Finance Steering Meeting</li> </ul>  |
| 25.01.2022 | <ul style="list-style-type: none"> <li>• DFHERIS visit to Monaghan Institute</li> <li>• ETBI: FET Stakeholder Group Meeting</li> </ul>  |
| 28.01.2022 | <ul style="list-style-type: none"> <li>• ETBI: FET Stakeholder Group Meeting</li> </ul>   |
| 01.02.2022 | <ul style="list-style-type: none"> <li>• Cavan Sports Partnership Meeting</li> </ul>  |
| 02.02.2022 | <ul style="list-style-type: none"> <li>• ETBI: DFET Forum Meeting</li> </ul>  |
| 03.02.2022 | <ul style="list-style-type: none"> <li>• SMIS Steering Group Meeting</li> </ul>   |
| 07.02.2022 | <ul style="list-style-type: none"> <li>• ETBI: Active Inclusion Strategy Group Meeting</li> </ul>   |
| 08.02.2022 | <ul style="list-style-type: none"> <li>• LEA Debrief Meeting</li> <li>• ETBI: CE Forum prep Meeting</li> <li>• NLN Thematic Session</li> <li>• CMETB Finance Committee Meeting</li> </ul>   |
| 09.02.2022 | <ul style="list-style-type: none"> <li>• ETBI: CE Forum Meeting</li> <li>• CMETB Meeting via MS Teams</li> </ul>  |
| 10.02.2022 | <ul style="list-style-type: none"> <li>• ETBI: Appeals process for Principals and Deputy Principals</li> </ul>  |
| 14.02.2022 | <ul style="list-style-type: none"> <li>• Digital Monaghan Steering Committee Meeting</li> </ul>   |
| 16.02.2022 | <ul style="list-style-type: none"> <li>• ESBS: ETB Payroll Steering Group Meeting</li> </ul>  |
| 17.02.2022 | <ul style="list-style-type: none"> <li>• ETBI: Stronger Together: ETBs for the Future Event</li> <li>• Meeting with Secretary General DoE</li> <li>• Castleblayney Community Enterprises CLG: Launch of Strategic Plan 2022-2026</li> </ul> |

NOTED



## 11. REPLACEMENT FOR ACTING CHIEF EXECUTIVE

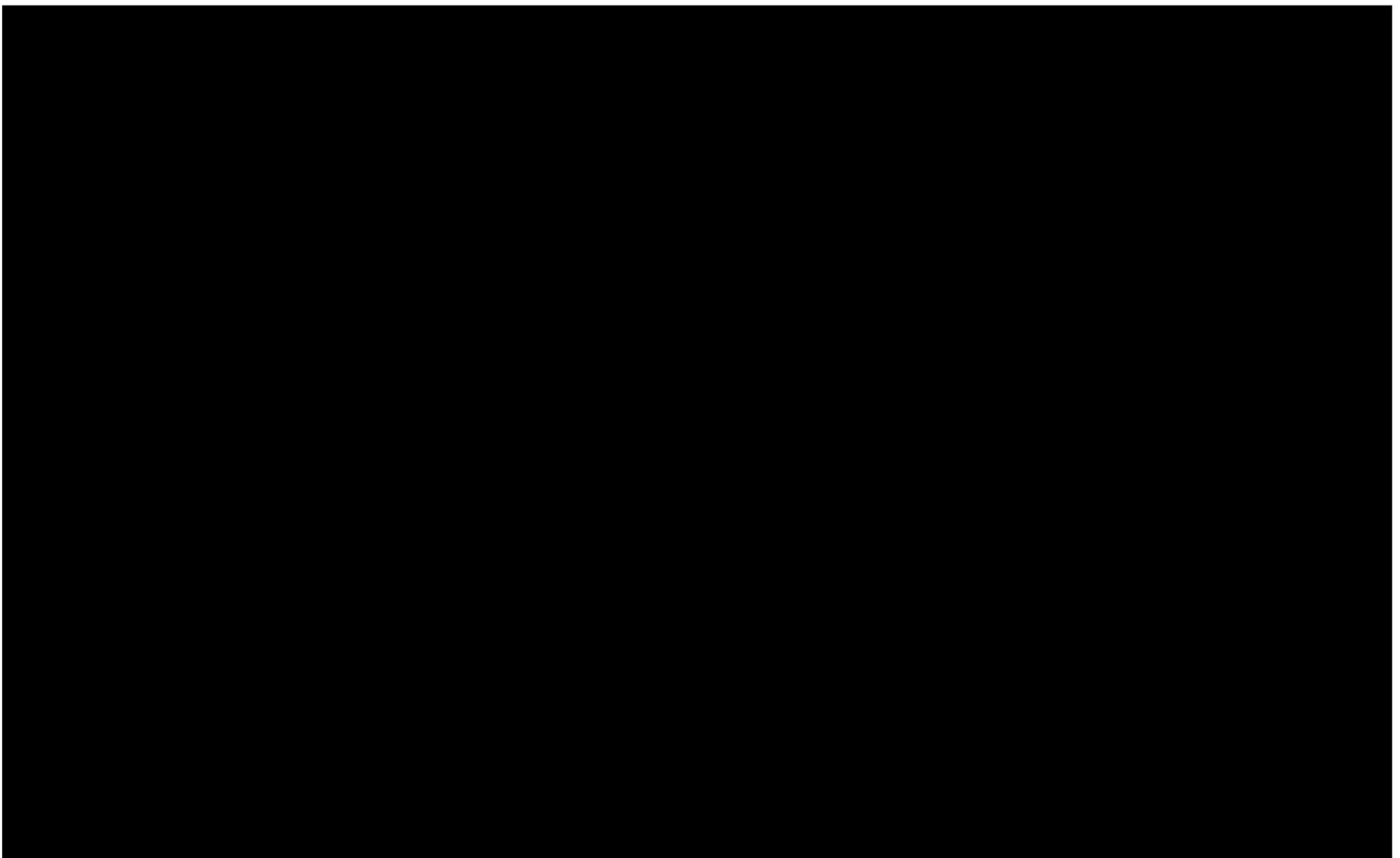
Mr S Fegan raised the question of a replacement for the Acting Chief Executive stating that the post should be filled in a permanent capacity prior to the departure of the current Acting Chief Executive.

**'In Camera'**

**It was resolved R. 29/02/2022**

"to discuss this business in **'In Camera'** due to sensitive nature of the discussion."

Proposed by Cllr D Maxwell   Seconded by Mr M Martin  
PASSED UNANIMOUSLY



**It was resolved R. 31/02/2022**

"that the **'In Camera'** business had been completed."

Proposed by Cllr PJ O'Hanlon   Seconded by Cllr M Argue  
PASSED UNANIMOUSLY

## 12. DATE OF NEXT MEETING

### Schedule of Meetings 2022:

- 29 March 2022
- 17 May 2022
- 19 July 2022
- 20 September 2022
- 15 November 2022
- 13 December 2022

SIGNED: Fiona McGath  
CHIEF EXECUTIVE

[Signature]  
CHAIRPERSON

DATE: 29-03-2022

29-3-2022