

**MINUTES OF MEETING HELD ON
TUESDAY, 29 MARCH 2022**

A meeting of Cavan and Monaghan Education and Training Board
took place in the **Garage Theatre, Armagh Road, Monaghan,**
on Tuesday, 29 March 2022 at 2pm

BAILL I LATHAIR:	Colm Carthy
BAILL I LATHAIR:	Madeleine Argue, Aidan Campbell (on-line), Sean Conlon, Brendan Fay, Sean Fegan, Michelle Flynn, Clifford Kelly (on-line), Micheál Martin; Joe McGrath, PJ O'Hanlon, Patricia Walsh (on-line).
LEITHSCEIL:	April Anna Barker, Carmel Brady, Rosena Donagh, Elaine Carolan, Brian Martin, David Maxwell, Martin McBreen, Sarah O'Reilly, Sean Smith.
AR FREASTAIL:	Fiona McGrath, Chief Executive Berni Power, DOSD Paddy Flood, DOS Linda Pinkster, DFET Amanda Taylor, FO Marie Traynor, SSO Geraldine Gray, CPO Eddie Butler, Anglo Celt

1. Preliminary

1.1 Welcome

The Chairperson welcomed all present.

1.2 Declaration of Interest

Declarations of Conflict of Interest were invited with none arising.

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. 06/03/2022

"to approve the absence of April Anna Barker, Carmel Brady, Rosena Donagh, Elaine Carolan, Brian Martin, David Maxwell, Martin McBreen, Sarah O'Reilly and Sean Smith."

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

Condolences

- To Patricia Pollock (Adult Ed Services) on the death of her sister, Margaret Ann Bradley
- To the Buikys Family on the death of Gabrielius Buikys (Student at Beech Hill College)

1.4 Minutes

1.4.1 It was resolved: R. 07/03/2022

"to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 22 February 2022."

Proposed by Mr S Fegan Seconded by Cllr M Argue
PASSED UNANIMOUSLY

1.4.2 It was resolved: R. 08/03/2022

"to adopt the Minutes of the Special Meeting of Cavan and Monaghan ETB held on 8 March 2022."

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

1.4.3 It was resolved: R. 09/03/2022

"to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 14 March 2022."

Proposed by Mr J McGrath Seconded by Cllr B Fay
PASSED UNANIMOUSLY

1.5 Matters Arising: No business

2. Correspondence and Matters Arising

2.1 Correspondence

- o Department of Education: Circulars

<i>Reference</i>	<i>Details</i>
Circular 0008/2022	New Public Holiday from 2022
Circular Letter 0009/2022	Building Momentum - A New Public Service Agreement 2021-2022 Revision of Salaries for Special Needs Assistants (SNAs) with effect from 1 February 2022
Circular Number: 0013/2022	Prescribed Material for the Leaving Certificate English Examination in 2024
Circular Letter: 0014/2022	Prescribed material for Junior Cycle English (For the student cohorts commencing Junior Cycle in 2021, 2022 and 2023 and presenting for examination in 2024, 2025 and 2026)
Circular Letter 0015/2022	Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs with effect from 1 February 2022
Circular Letter 0016/2022	Employment of 3rd and 4th Year Undergraduate Student Teachers and application of the '5 Day Rule'

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>

- Correspondence: **Department of Education**

General Correspondence: DoE	
Date	Subject
23.02.2022 & 28.02.2022	Replacement CMETB Chief Executive and sanction to proceed to fill vacancy arising from resignation of John Kearney
23.03.2022	Oversight Agreement (OA) and Performance Delivery Agreement (PDA) - signed

READ

Finance Correspondence: DoE	
Date	Subject
18.02.2022	Letter of Assurance regarding internal control and audit arrangements for ESBS-ETB Payroll Shared Services (ESBS)
07.03.2022	Statement of Internal Control – updated wording

READ

Land and Buildings Correspondence: DoE	
Date	Subject
24.02.2022	Additional Accommodation Scheme 2021 – Beech Hill College: sanction to proceed to planning stage

READ

- Correspondence: **Other Sources**

Finance	Correspondence from Other Sources	
Date	From	Subject
28.02.2022	DCEDIY	UBU Q1 and YIC Q1 and ETB Youth Grant Part 1: €248,498.75 to issue
24.03.2022	DCEDIY	2022 Funding Allocation for the Targeted Youth Employability Support Initiative (TYESI) 2021-2022: max. €45k to CMETB for 2022

READ

General	Correspondence – Other Sources	
Date	From:	Subject
04.03.2022	SEAI	Annual Report 2021 on Public Sector Energy Efficiency Performance
24.02.2022	An Roinn Turasóireachta, Cultúir, Ealaíon, Gaeltachta, Spóirt agus Meán Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media	Príomhfhórálaí faoi Acht na dTeangacha Oifigiúla (Leasú) 2021 Official Languages (Amendment) Act 2021

READ

- Correspondence received from **ETBI**

Date	Subject
11.03.2022	School Reconfiguration and ETBI Press Release
24.03.2022	ETBs to lead out on the Establishment of Regional Support Teams for Ukraine (ESTU)

READ

2.2 Correspondence - Matters Arising

No business.

3. Code of Practice for the Governance of ETBs

3.1 Board Self-Assessment Evaluation Questionnaire 2021

The Chairperson reported that 12 replies were received and were incorporated into one document which was circulated in advance of this meeting.

It was resolved: R. 10/03/2022

"to approve the Board Self-Assessment Evaluation Questionnaire Report 2021."

Proposed by Mr S Fegan Seconded by Cllr M Argue
PASSED UNANIMOUSLY

4. Finance

4.1 Statement on the System of Internal Control 2021

The DOSD delivered a presentation on the draft Statement of the System of Internal Control outlining the procedure involved in preparing the document.

She also stated that the Audit and Risk Committee had reviewed the draft Statement of Internal Control and in its report had recommended that the Chairperson of the Board sign this document.

It was resolved: R. 11/03/2022

"to adopt the **Statement on the System of Internal Control 2021.**"

Proposed by Mr J McGrath Seconded by Cllr S Conlon
PASSED UNANIMOUSLY

4.2 Annual Financial Statements 2021

Ms Amanda Taylor, Finance Officer, briefed the meeting on the Annual Financial Statements for 2021. She reported that the closing balance for 2021 is a surplus of €1.7m.

It was resolved: R. 12/03/2022

"to adopt the Annual Financial Statements 2021."

Proposed by Cllr PJ O'Hanlon Seconded by Mr S Fegan
PASSED UNANIMOUSLY

4.3 Finance Committee

4.3.1 Finance Committee Recommendation to CMETB

The Finance Committee recommended approval of the Financial Statements for the 12-month period ending 31 December 2021 to CMETB which the Board considered.

It was resolved: R. 13/03/2022

"to adopt the Finance Committee Recommendation to CMETB."

Proposed by Mr J McGrath Seconded by Cllr M Argue
PASSED UNANIMOUSLY

4.3.2 Finance Committee Minutes

It was resolved: R. 14/03/2022

"to adopt the Minutes of the meeting of the Finance Committee held on 8 February 2022."

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

5. Audit and Risk

5.1 Audit and Risk Committee

5.1.1 Report from Audit and Risk Committee to CMETB

It was resolved: R. 15/03/2022

"to adopt the Report from Audit and Risk Committee to CMETB."

Proposed by Cllr S Conlon Seconded by Mr S Fegan
PASSED UNANIMOUSLY

5.1.2 Audit and Risk Committee Minutes

It was resolved: R. 16/03/2022

"to adopt the Minutes of the meeting of the Audit and Risk Committee held on 29 November 2021."

Proposed by Cllr B Fay Seconded by Cllr S Conlon
PASSED UNANIMOUSLY

6. OSD Matters

6.1 Land and Buildings

6.1.1 Leases/ Contracts:

6.1.1.1 Carrickmacross Youthreach Centre

The Director of FET outlined the process in identifying a suitable premises for Carrickmacross Youthreach Centre following the Department of Education's 'approval in principle' to lease a premises. She presented the case for leasing the former Ulster Bank, Main Street, Carrickmacross.

It was resolved: R. 17/03/2021

"to approve the leasing of the former Ulster Bank, Main Street, Carrickmacross, for the Carrickmacross Youthreach Centre subject to the sanction of Department of Education."

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

6.1.1.2 Training Services Practical Training Facility

It was resolved: R. 18/03/2021

"to seek 'approval in principle' from the Department of Education to enter into a new lease for a temporary premises to accommodate FET provision in/around Monaghan Town."

Proposed by Mr J McGrath Seconded by Cllr S Conlon
PASSED UNANIMOUSLY

6.1.1.3 FET Programmes

It was resolved: R. 19/03/2021

"to seek 'approval in principle' from the Department of Education to enter into a new lease for a temporary premises in the Cavan Town area to accommodate FET provision."

Proposed by Mr S Fegan Seconded by Cllr M Argue
PASSED UNANIMOUSLY

6.1.2 Land and Buildings Report

The DOSD briefed the meeting on progress in relation to the Land and Buildings programme.

NOTED

It was requested that a presentation on CMETB's Building Projects would be delivered at the next meeting of the Board.

NOTED

“IN-CAMERA” Business

It was resolved: R. 20/03/2022

to conduct *Agenda Item 6.1.3 “IN-CAMERA”* because of the sensitive nature of the briefing.”

Proposed by Mr M Martin Seconded by Mr S Fegan
PASSED UNANIMOUSLY

It was resolved: R. 22/03/2022

“that “IN-CAMERA” business had been concluded.”

Proposed by Mr S Fegan Seconded by Mr M Martin
PASSED UNANIMOUSLY

6.2 Risk Management Report

Risk Management Report. NOTED

6.3 Summary of Executive Orders (Delegation of duties): NOTED

6.4 Use of Facilities

It was resolved:

Resolution No.	CMETB Centre	Requested by	Date/s Required
R. 23/03/2022	Cavan Institute	Darkness into Light	Saturday 7 May 2022
R. 24/03/2022	Inver College	Donaghmoynne GAA	Sundays from 6 March to 1 May 2022
R. 25/03/2022	Breifne College	Breifne Blues Special Olympics Club	Mondays from 7 March to end December 2022
R. 26/03/2022	Breifne College	Cumann na bhFiann	Fridays from 11 March to 8 April 2022
R. 27/03/2022	Cavan FET Campus	Irish United Nations Veterans	Saturday 26 March 2022
R. 28/03/2022	Beech Hill College	Blayney Academy Football Club	Saturdays and Sundays from 19 March to 3 July 2022
R. 29/03/2022	Cavan Institute	Navan Education and Support Centre	Monday 4 July 2022 – Friday 8 July 2022

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

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

6.5 Other Matters:

6.5.1 Policies: No business

7. Strategy Statement

7.1 Policies: No business

7.2 Service Level Agreement/ Memorandum of Understanding/Consortium Agreement:

Item No.	Service Level Agreement (SLA)
7.2.1	Agreement Music Generation DAC and CMETB: Music Generation Cavan/Monaghan Programme Agreement

NOTED

8. Committees and Reports

8.1 FURTHER EDUCATION AND TRAINING:

8.1.1 Report from the Director of FET, Linda Pinkster.

NOTED

8.1.2 CMETB FET Board

8.1.2.1 CMETB FET Board Minutes

It was resolved to **adopt the Minutes** of the meeting of the FET Board as follows:

Resolution No.		Date	Proposed/ Seconded
R. 30/03/2022	CMETB FET Board Minutes	• 10.11.2021	Proposed by Cllr M Argue Seconded by Cllr PJ O'Hanlon

PASSED UNANIMOUSLY

8.1.3 Board of Management

8.1.3.1 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/ Seconded
	Cavan Institute	• No business	
R. 31/03/2022	Monaghan Institute	• 07.12.2021	Proposed by Cllr S Conlon Seconded by Cllr B Fay
R. 32/03/2022	Youthreach	• 19.10.2021	Proposed by Cllr C Kelly Seconded by Cllr M Argue

PASSED UNANIMOUSLY

8.1.4 Youth Work Committee:

8.1.4.1 Youth Work Committee: Appointment of Replacement

Resolution No	Comhairle na nÓg Nominee	Replacing	Proposed/ Seconded
R. 33/03/2022	• Louise Colton	• Leona Keenan	Proposed by Cllr S Conlon Seconded by Cllr PJ O'Hanlon

PASSED UNANIMOUSLY

8.1.4.2 Youth Work Committee Minutes: No Business

8.1.5 FET Policies: No business

8.1.6 Child Safeguarding:

Item No.	Child Safeguarding	Centre
8.1.6.1	Statement Annual Review	Monaghan Institute
8.1.6.2	Statement	Monaghan Institute
8.1.6.3	Risk Assessment	Monaghan Institute

NOTED

8.2 SCHOOLS:

8.2.1 Report from the Director of Schools, Paddy Flood.

NOTED

Following discussion, the DOS informed the meeting that he would circulate the Ethos document to members.

8.2.2 Boards of Management

8.2.2.1 Board of Management (BOM) Minutes

8.2.2.1.1 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	
R. 34/03/2022	Coláiste Oiriall	08.12.2021	Proposed by Ms M Flynn Seconded by Cllr B Fay
	Inver College	No business	
	Largy College	No business	
	St Mogue's College	No business	
	St Bricin's College	No business	
	Virginia College	No business	
R. 35/03/2022	Garage Theatre	14.12.2021	Proposed by Cllr S Conlon Seconded by Mr J McGrath

PASSED UNANIMOUSLY

8.2.3 School Based Policies: No business

8.2.4 Child Safeguarding:

Item No.	Child Safeguarding	School
8.2.4.1	Statement Annual Review	Castleblayney College

NOTED

8.2.5 Anti-Bullying: No business

9. Attendance Approval

9.1 Attendance Approval: No business.

10. CE's Report

10.1 Meetings

21.03.2022	• Strategic Performance Review with SOLAS
22.03.2022	• OAC IAU-ETBs Meeting • CMETB Finance Committee Meeting
24.03.2022	• ETBI Meeting

NOTED

10.2 Board of Management: Bailieborough Community School

It was resolved: R. 36/03/2022

"to appoint Fiona McGrath, Acting Chief Executive, (replacing John Kearney A/CE) as a member of the Board of Management of Bailieborough Community School w.e.f. 15 March 2022."

Proposed by Ms M Flynn Seconded by Mr S Fegan
PASSED UNANIMOUSLY

10.3 Board of Management: St Aidan's Comprehensive School, Cootehill

It was resolved: R. 37/03/2022

"to appoint Fiona McGrath, Acting Chief Executive (replacing John Kearney, A/CE) as a member of the Board of Management of St Aidan's Comprehensive School, Cootehill w.e.f. 15 March 2022."

Proposed by Cllr M Argue Seconded by Cllr B Fay
PASSED UNANIMOUSLY

11. Schedule of Meetings

11.1 Next Meeting: Tuesday, 17 May 2022

SIGNED: Fiona McGrath
CHIEF EXECUTIVE

[Signature]
CHAIRPERSON

DATE: 17.5.2022

17.5.2022