



## MINUTES OF MEETING HELD ON TUESDAY, 17 MAY 2022

A meeting of Cavan and Monaghan Education and Training Board  
took place on Tuesday, 17 May 2022 at 2pm at The Garage Theatre, Armagh Road, Monaghan

<b>BAILL I LATHAIR:</b>	<b>Colm Carthy</b>
<b>BAILL I LATHAIR:</b>	Madeleine Argue, Carmel Brady, Sean Conlon, Brendan Fay, Sean Fegan, Michelle Flynn, Clifford Kelly, Micheál Martin; Martin McBreen, Joe McGrath, PJ O'Hanlon, Sarah O'Reilly, Sean Smith. Via MS Teams Rosena Donagh and Brian Martin
<b>LEITHSCEIL:</b>	April Anna Barker, Aidan Campbell, Elaine Carolan, David Maxwell, Patricia Walsh
<b>AR FREASTAIL:</b>	Dr Fiona McGrath, Chief Executive Berni Power, DOSD Dr Linda Pinkster, DFET Paddy Flood, DOS Amanda Taylor, FO Geraldine McKenna Communications Officer Stephanie McGarry Administrator Eddie Butler, Anglo Celt Aisling Kiernan, Northern Sound

### 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. 01/05/2022**

"to approve the absence of April Anna Barker, Aidan Campbell, David Maxwell, Elaine Carolan and Patricia Walsh."

Proposed by Cllr C Kelly    Seconded by Ms R Donagh  
**PASSED UNANIMOUSLY**

### **Condolences**

- To Eileen Casey Kieran (formerly Monaghan Admin. Centre) on the death of her brother- in-law Dominic Kieran
- To Ann Marie Lacey (Cavan Institute) on the death of her father-in-law, Denis Lacey
- To Tess Leonard on the death of her husband, Jimmy Leonard
- To Nuala and Dessie Farrelly on the death of their daughter Leah (Former pupil Virginia College)
- To the Johnson family on the death of Aaron Johnson (former pupil of Virginia College)
- To Ellen McElroy (Monaghan Admin Centre) on the death of her mother, Eileen Halpin
- To Bernard and Kathleen McKiernan on the death of their daughter Louise (former pupil St. Mogue's College)
- To Olivia and Gary Byrne on the death of their daughter Aoibhe (Dún an Rí Pupil)
- To Anna-Marie Woods (CMETB Training Services) on the death of her mother Peggy McMeel
- To MacKenna family on the death of Dolores MacKenna (retired teacher, Beech Hill College)

### **Congratulations**

- To Amy Hoey, Inver College on her success in the Microsoft Specialist Excel category at the Microsoft DreamSpace in Dublin.
- To Daniel Sevastianov, St. Bricin's College on his success in the Microsoft Specialist Excel category at the Microsoft DreamSpace in Dublin.

### **1.4 Minutes**

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

"to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 29 March 2022."

Proposed by Cllr C Carthy    Seconded by Cllr PJ O'Hanlon  
**PASSED UNANIMOUSLY**

### **1.5 Matters Arising**

No business

## 2. Correspondence and Matters Arising

### 2.1 Correspondence

- o Department of Education: Circulars

Reference	Details
Circular 0011/2022	Policy on Gaeltacht Education 2017-2022: Post-primary schools in Gaeltacht language-planning areas participating in the Gaeltacht school recognition scheme: Ongoing implementation of the Scheme (2022 - 2024)
Circular 0018/2022	Information in relation to Standardised Testing and Other Matters – Academic Year 2021/22 and Subsequent Years
Circular Letter 0019/2022	DEIS Identification 2022: Appeals Process for Schools
Circular 0020/2022	Special Education Teaching Allocation 2022/23 ( <b>Primary Schools</b> )
Circular Letter 0021/2022	Special Education Teaching Allocation 2022/23
Circular 0024/2022	Staffing Arrangements in ETBs for the 2022/23 school year
Circular 0027/2022	Grant Scheme for ICT Infrastructure 2021/2022 school year
Circular 0029/2022	Arrangements for Inspectorate Engagement with <b>Primary and Special Schools - April to June 2022</b>
Circular 0030/2022	Arrangements for Inspectorate Engagement with <b>Post-Primary Schools - April to June 2022</b>
Circular 0031/2022	Recruitment of Special Needs Assistants (SNAs) - Supplementary Assignment Arrangements for the 2022/2023 school year

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

- o Correspondence received from **Department of Education**

General Correspondence: DoE	
Date	Subject
29.03.2022	Request for ETBs to host & provide administrative support to Regional Education and Language Teams (REALT). REALT has been set up to assist schools receiving Ukrainian children for enrolment.
13.05.2022	Seeking the continued secondment of Dr Padraig Kirk to the JCT Support Service for the period up to 31 August 2023

READ

Land and Buildings Correspondence: DoE	
Date	Subject
24.01.2022	Multi-Annual Summer Works Scheme: approval of all-in grant for Category 2: Roof Works at Beech Hill College
24.01.2022	Multi-Annual Summer Works Scheme: approval of all-in grant for Category 2: Roof Works at Castleblayney College
04.03.2022	Temporary Accommodation 2022: approval in principle for purchase option - SEN prefab for Doohamlet N.S.

06.04.2022	Additional Accommodation Scheme 2022: approval for provision of Modular Accommodation at the Royal School, Cavan
04.05.2022	Approval in principle to proceed with the purchase of site situated to the rear of Castleblayney College
12.05.2022	Additional Accommodation Scheme 2022: approval for purchase of Interim Temporary Accommodation - modular buildings at Beech Hill College

READ

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

Land and Buildings Correspondence: DFHERIS	
Date	Subject
18.02.2022	Copy of letter to SOLAS: Revised approval: Project # 68A/2020 and 68B/2020 – Decision Gate 3  Issue Letter Intent for Site works/Fitted furniture and Window Blinds for Temporary Accommodation and Approval to Purchase Equipment for Cavan Institute. <i>This letter supersedes previous approval letter issued to SOLAS on 16.08.2021</i>
26.04.2022	Approval in Principle for leasing of premises for: <ul style="list-style-type: none"> <li>• Supply Chain Logistics &amp; Procurement Centre of Excellence, Cavan</li> <li>• Training Service, Practical Training Facility, Monaghan</li> </ul>

READ

- Correspondence: **Other sources**

Finance	Correspondence from Other Sources	
Date	From	Subject
29.03.2022	Léargas	Erasmus+ Agreement number: 2021-2-IE01-KA122-SCH-000041794 - Beech Hill College
29.03.2022	Léargas	Erasmus+ Agreement number: 2021-2-IE01-KA122-SCH-000041862

READ

Land and Buildings	Correspondence – Other Sources	
Date	From:	Subject
02.03.2022	Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media	Sports Capital and Equipment Programme: Handball/Hurling/Practice wall, Handball courts, Security Fencing, Flood Lights, Refurbishment of dressing rooms/showers/toilets only - Beech Hill College
02.03.2022	Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media	Sports Capital and Equipment Programme: Natural playing surface development, Walking/jogging track only - Breifne College
29.04.2022	SOLAS	Revised approval: Project # 68A/2020 and 68B/2020 – Decision Gate 3 Issue Letter of Intent for Purchase of Modular Accommodation and Approval to Purchase Equipment for Cavan Institute. (This letter supersedes previous approval letters issued by SOLAS on 16.08.2021 and 18.02.2022)

READ

General	Correspondence – Other Sources	
Date	From:	Subject
28.04.2022	St Aidan's Comprehensive School	St Aidan's Comprehensive School seeking CMETB nominees to the new Board of Management ( <b>CE and CMETB Board member</b> ) w.e.f. <b>04.07.2022</b>  <b><i>Current nominee: CE and Madeleine Argue</i></b>  <b><i>For resolution</i></b>
28.04.2022	Léargas	Erasmus Accreditation in the field of School Education Certificate: 01.02.2022 – 31.12.2027

READ

## 2.2 Correspondence - Matters Arising

### “IN-CAMERA” Business

It was resolved R. 03/05/2022

to conduct **Agenda Item 2.2 “IN-CAMERA”** because of the sensitive nature of the business”

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



It was resolved R. 06/05/2022

“that IN-CAMERA” business has been concluded”

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

### **3. Audit and Risk**

#### **3.1 Audit and Risk Committee: No business**

## **4. Finance**

### **4.1 Finance Committee: No business**

### **4.2 Finance Update**

Ms Amanda Taylor, Finance Officer, briefed the meeting on the Financial Report for April 2022.

NOTED

## **5. OSD Matters**

### **5.1 Land and Buildings**

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

##### **5.1.1.1 St Clare's, Main Street, Cavan (St. Felim's Diocesan Trust)**

**It was resolved: R. 07/05/2022**

"to approve the continuation of the lease with St. Felim's Diocesan Trust property Situated at St Clare's, Main Street, Cavan with effect from 30 June 2022 to 31 December 2022 subject to approval from the Department of Education.

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

##### **5.1.1.2 Supply Chain, Logistics and Procurement Centre of Excellence**

The Director of FET outlined the process in identifying a suitable premises for the Supply Chain, Logistics and Procurement Centre of Excellence following the Department of Education's approval in principle to lease a premises.

DFET presented the case for leasing Killygarry Business Park, Dublin Road, Cavan.

**It was resolved: R. 08/05/2022**

"to approve the leasing of Killygarry Business Park, Dublin Road, Cavan, subject to Department of Education approval."

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



### 5.1.2 Land and Buildings Report

The DOSD gave a presentation on the progress in relation to the Land and Buildings programme. The Board appreciated the visual presentation and progress update.

The members welcomed the significant investment in the region.

Following the presentation of the Land and Buildings report, in light of a recent RTE Prime Time Programme, Cllr S Conlon raised a proposal to write to the Dept of Education Minister Norma Foley regarding the ongoing lack of capacity issues within ASD units. He proposed the following motion:

*"In recognising the increasing number of students within the education system presenting with social, communicative, behavioural and developmental issues, and that several Cavan Monaghan ETB school centres are facing into verifiable capacity issues relating to the provision of Autism Spectrum Disorder Units, that this Board write to Minister Norma Foley and the Department of Education seeking of them to acknowledge this growing student cohort, and to meet with our Land and Buildings Unit with a view to future proofing our centres and plans accordingly".*

The board discussed the motion.

**It was resolved: R 09/05/2022**

"that this Board write to Minister Norma Foley and the Department of Education seeking of them to acknowledge this growing student cohort, and to meet with our Land and Buildings Unit with a view to future proofing our centres and plans accordingly".

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

### 5.2 Risk Management Report

The DOSD briefed the meeting on the Risk Management Report and CMETB's cybersecurity.

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 Showgrounds	Virginia Football Club CLG	Monday – Thursday (6-9pm) and Saturday (10am – 2pm) from 28 March 2022 –30 October 2022



Cavan Institute Car Park (For audience and artist parking at Cavan Arts Festival 2022)	Cavan Arts Festival CLG	Saturday 21 May and Sunday 22 May 2022 (12noon – 8pm)
St. Brigid's College	Belturbet Comhaltas Ceoltoirí Éireann	Friday 3 June 2022 – Sunday 5 June 2022
Virginia College	Irish Blood Transfusion Service	Wednesday 29 June – Thursday 30 June 2022 (2pm – 10.30pm)

**It was resolved: 10/05/2022**

“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

## **5.5 Other Matters:**

### **5.5.1 Policies: No business**

NOTED

## **6. Strategy Statement**

### **6.1 Policies: No Business**

### **6.2 Service Level Agreement/ Memorandum of Understanding/Consortium Agreement:**

#### **6.2.1 Service Level Agreements**

**Service Level Agreements for noting:**

<b>Organisation</b>	<b>Project Title</b>
Léargas	Erasmus+ Agreement number: 2021-2-IE01-KA122-SCH-000041794 - Beech Hill College
Léargas	Erasmus+ Agreement number: 2021-2-IE01-KA122-SCH-000041862
ISPCC	CMETB and ISPCC Youth Project (Addendum)
ISPCC	CMETB and ISPCC Monaghan ISPCC Project (Addendum)
ISPCC	CMETB and ISPCC Bounce West Cavan (Addendum)
ISPCC	CMETB and ISPCC Bounce Southeast Cavan (Addendum)
Youth Work Ireland Cavan Monaghan	CMETB and Monaghan Youth Federation T/A Youth Work Ireland Cavan Monaghan Bounce Back West Cavan (Addendum)
Youth Work Ireland Cavan Monaghan	CMETB and Monaghan Youth Federation T/A Youth Work Ireland Cavan Monaghan Bounce Southeast Cavan (Addendum)

Youth Work Ireland Cavan Monaghan	CMETB and Monaghan Youth Federation T/A Youth Work Ireland Cavan Monaghan Youth (Addendum)
Youth Work Ireland Cavan Monaghan	CMETB and Youth Work Ireland Cavan Monaghan Targeted Youth Employability Support Initiative (Addendum)

NOTED

### 6.3 Annual Report 2021

The CE briefed the meeting on the Annual Report 2021 which was circulated in advance of the meeting. (Appendix A)

**It was resolved: 11/05/2022**

“to adopt the **Annual Report 2021**”.

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

### 6.4 Chairperson’s Comprehensive Report 2021

The Chairperson’s Comprehensive Report 2021 was considered.

**It was resolved: 12/05/2022**

“to approve signing of the **Chairperson’s Comprehensive Report 2021.**”

Proposed by Mr M McBreen Seconded by Mr M Martin  
PASSED UNANIMOUSLY

## 7. Committees and Reports

### 7.1 FURTHER EDUCATION AND TRAINING:

#### 7.1.1 Further Education and Training (FET) Director’s Report

The FET Director presented the Further Education and Training Report.

NOTED

#### 7.1.2 CMETB FET Board No Business

#### 7.1.3 Board of Management

##### 7.1.3.1 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. 13/05/2022	Monaghan Institute	• 09.02.2022	Proposed by Cllr C Brady Seconded by Ms R Donagh
R. 14/05/2022	Youthreach	• 22.03.2022	Proposed by Mr M McBreen Seconded by Cllr C Kelly

PASSED UNANIMOUSLY

#### 7.1.4 Youth Work Committee:

##### 7.1.4.1 Youth Work Committee Minutes

Resolution No	Committee	Date	Proposed/ Seconded
R. 15/05/2022	Youth Work Committee	• 01.12.2021	Proposed by Cllr C Carthy Seconded by Cllr C Brady

#### 7.1.5 FET Policies: No business

#### 7.1.6 Child Safeguarding: No business

## 7.2 SCHOOLS:

### 7.2.1 Report from Schools

The Director of Schools presented the Schools' Report.

NOTED

### 7.2.2 Boards of Management

#### 7.2.2.1

Resolution No	School	Date of Meeting	
	Ballybay Community College	No business	
R.16/05/2022	Beech Hill College	31.01.2022	Proposed by Mr M McBreen Seconded by Ms M Flynn
R.17/05/2022	Beech Hill College	28.03.2022	Proposed by Ms M Flynn Seconded by Mr M McBreen
	Breifne College	No business	
R.18/05/2022	Coláiste Dún an Rí	14.12.2021	Proposed by Cllr C Kelly Seconded by Ms R Donagh

	<b>Coláiste Oiriall</b>	No business	
	<b>Castleblayney College</b>	No business	
	<b>Inver College</b>	No business	
<b>R.19/05/2022</b>	<b>Largy College</b>	<b>17.02.2022</b>	Proposed by Cllr S Conlon Seconded by Cllr C Brady
	<b>St Bricin's College</b>	No business	
	<b>St Mogue's College</b>	No business	
	<b>Virginia College</b>	No business	
<b>R.20/05/2022</b>	<b>Garage Theatre</b>	<b>22.02.2022</b>	Proposed by Cllr S Conlon Seconded by Mr M Martin

PASSED UNANIMOUSLY

**7.2.3 School Based Policies:** No business

**7.2.4 Child Safeguarding:** No business

**7.2.5 Anti-Bullying:**

**7.2.5.1 Annual Review of Anti-Bullying**

- **Ballybay Community College (04.2022)**

NOTED

## **8. Attendance Approval**

**8.1 Attendance Approval:** No business.

## **9. CE's Report**

25.03.2022	• ICBAN Human Capital Meeting
29.03.2022	• CMETB Board Meeting, Garage Theatre
30.03.2022	• Monaghan Institute BOM Meeting
01.04.2022	• ETBI REALT Briefing Session
05.05.2022	• Meeting with Chair of CMETB at Tanagh ODEC
05.04.2022	• CMETB Audit Closing Meeting
05.04.2022	• Joint meeting of ETBI CE and Directors Forums, Cavan
06.04.2022	• Joint meeting of ETBI CE and Directors Forums, Cavan
13.04.2022	• Meeting An Taoiseach at Government Buildings
21.04.2022	• Visit to FET Campus – Army Barracks, Cavan. Meet caretaker to view buildings
28.04.2022	• Principals meeting at The Garage Theatre
04.05.2022	• Combilift Open Night –OEM Traineeship
05.05.2022	• Boat launch at Tanagh OEC -Youthreach PLC Access Project
06.05.2022	• Meeting with J. Morehart @Tanagh OEC re licence to use lake
09.05.2022	• National Hairdressing Apprenticeship (NHA) engagement in Cavan

10.05.2022	• Youthreach BOM in Cavan
10.05.2022	• ETBI IPA Adaptive Leadership Meeting
10.05.2022	• Kingscourt Site Visit
10.05.2022	• Bailieborough Community School BOM
11.05.2022	• CMETB BOM Training
12.05.2022	• ETBI: CE Forum
12.05.2022	• Monaghan Institute Open Evening
14.05.2022	• HGV Traineeship Launch in the Garage Theatre
16.05.2022	• Castleblayney College site visit
17.05.2022	• CMETB Board Meeting, Garage Theatre

## Procurement

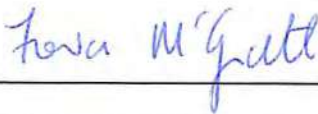
- A briefing on the Procurement Process was requested for the next meeting of the Board.

## Retirement

- The Board members unanimously thanked Marie Traynor for her service and wished her well in her retirement.

## 10. Date of Next Meeting

10.1 Next Meeting: Tuesday, 19 July 2022

SIGNED:   
CHIEF EXECUTIVE

  
CHAIRPERSON

DATE: 19/07/2022

19/07/2022