



**MINUTES OF MEETING HELD ON  
TUESDAY, 19 July 2022**

A meeting of Cavan and Monaghan Education and Training Board  
took place on Tuesday, 19 July 2022 at 2pm in Coláiste Dún an Rí, Kingscourt, Co. Cavan.

<b>BAILL I LATHAIR:</b>	<b>Colm Carthy</b>
<b>BAILL I LATHAIR:</b>	Madeleine Argue, April Anna Barker, Carmel Brady, Aidan Campbell, Elaine Carolan, Colm Carthy, Seán Conlon, Brendan Fay, Sean Fegan, Clifford Kelly, Micheál Martin, David Maxwell, Joe McGrath, Sean Smith, Patricia Walsh.
<b>LEITHSCEIL:</b>	Rosena Donagh, Michelle Flynn, Brian Martin, Martin McBreen, PJ O'Hanlon, Sarah O'Reilly.
<b>AR FREASTAIL:</b>	Dr Fiona McGrath, Chief Executive Berni Power, DOSD Dr Linda Pinkster, DFET Paddy Flood, DOS (Via MS Teams). Geraldine McKenna, Communications officer Stephanie McGarry, Admin Diarmuid Pepper, 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. 01/07/2022**

"to approve the absence of Rosena Donagh, Michelle Flynn, Brian Martin, Martin McBreen, PJ O'Hanlon, Sarah O'Reilly.

Proposed by Cllr C Kelly    Seconded by Cllr A Campbell

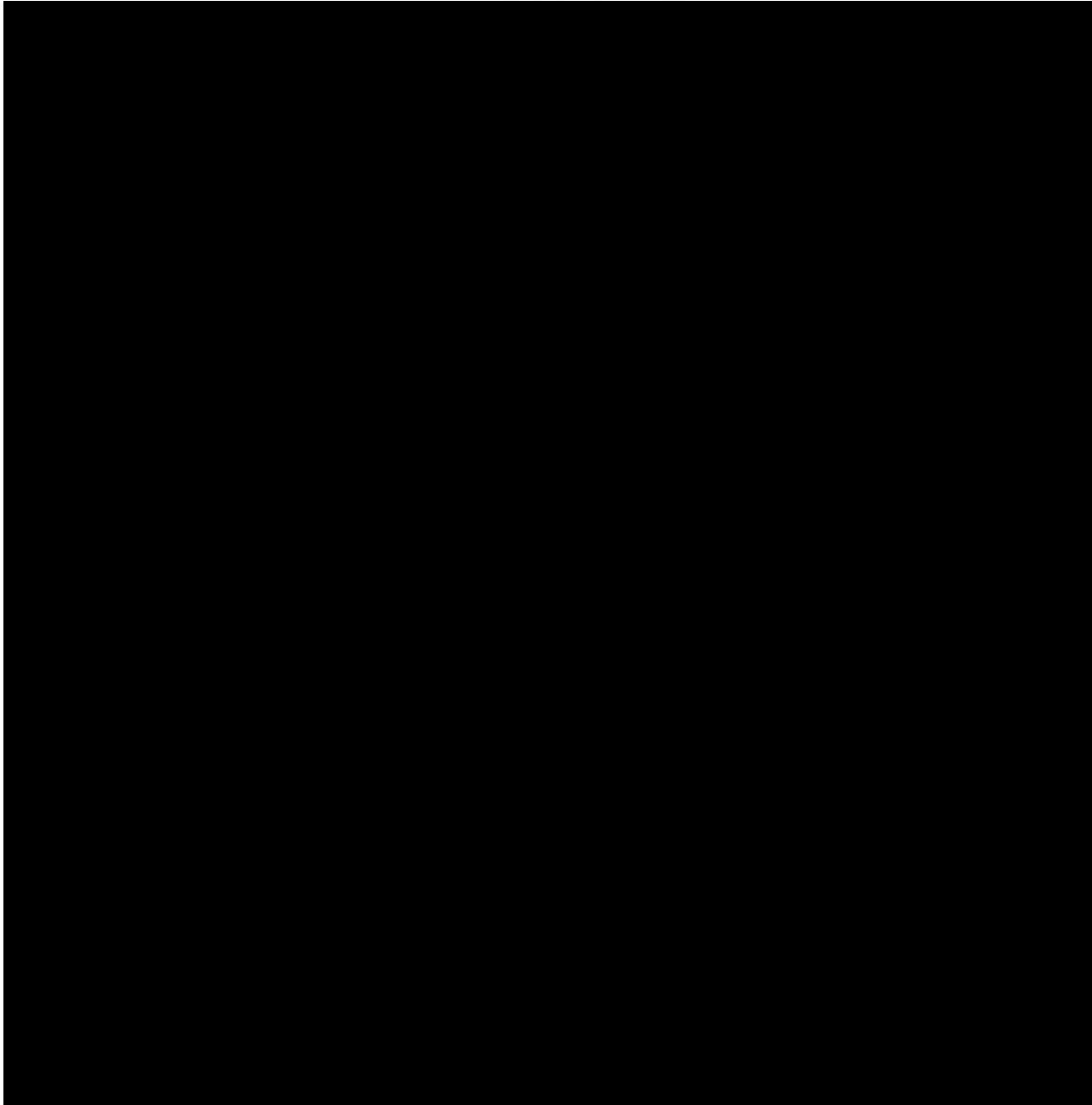
PASSED UNANIMOUSLY

**“In Camera” Business**

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

“to conduct the following business **“In Camera”** due to its sensitive and confidential nature.”

Proposed by Mr M Martin   Seconded by Cllr C Brady  
PASSED UNANIMOUSLY



### **“In Camera” Business**

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

that “In Camera” business had been concluded.

Proposed by Cllr A Campbell    Seconded by Mr M Martin  
PASSED UNANIMOUSLY

### **Condolences**

- To Declan Nelson (Monaghan Co Co) on the death of his wife Mary Nelson
- To Caroline Nelson (Monaghan Institute) on the death of her Mother Josephine Susan Nelson
- To Sean Walsh (Inver College) on the death of his Mother Kathleen Walsh
- To Aidan Rudden (Former Dep Principal, St. Mogue’s College) on the death of his brother Edward Rudden
- To parents Tony and Lorraine, sister Grace on the death of their son and brother Luke Byrne (Student, St. Mogue’s College)
- To the Ronaghan family on the death of Lorcan Ronaghan (Past BOM Garage Theatre)
- To Michelle Murphy (Monaghan Sports Partnership) on the death of her father Owen Murphy

### **Good Wishes**

- The Board conveyed its best wishes to Martin McBreen, Board Member
- The Board acknowledged the commitment and service given by Tara Wilson during her time as member of the Board of Management of Monaghan Institute who resigned recently.

## **1.4 Minutes**

**It was resolved: R. 06/07/2022**

“to adopt the Minutes of the meeting of Cavan and Monaghan ETB held on 17 May 2022.”

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

## **1.5 Matters Arising**

### **Procurement**

As requested at the May Board meeting, DOSD gave a PowerPoint Presentation on the necessity of compliance including the procurement process. A lengthy discussion ensued. DOSD confirmed that the CMETB Procurement team are available to offer assistance to any school/centre if required.

## 2. Correspondence and Matters Arising

### 2.1 Correspondence

- Department of Education: Circulars

<i>Reference</i>	<i>Details</i>
Circular 0032/2022	Prescribed Material for the Junior Cycle Examinations in 2024 and the Leaving Certificate Examinations in 2024
Circular 0033/2022	Permanent extension of the Employee Assistance Service (EAS) to all school staff employed in recognised Primary and Post Primary schools
Circular 0034/2022	Cost Limits for Post-primary School Building
Circular 0035/2022	Special Needs Assistant Allocation 2022/23
Circular 0036/2022	Revision of Salaries and Annual Leave arrangements for School Secretaries employed in recognised primary and post primary schools
Circular 0037/2022	Cost Limits for Primary School Buildings
Circular 0038/2022	Coronavirus (COVID-19): Updated Working Arrangements for Teachers and Special Needs Assistants employed in recognised Primary and Post Primary schools
Circular 0039/2022	Coronavirus (COVID-19): Updated Working Arrangements For Staff Other Than Teachers and Special Needs Assistants employed in Education and Training Boards
Circular 0040/2022	COVID-19: Working Arrangements for Certain Higher Risk employees of Recognised Primary and Post Primary schools in the Free Education Scheme and of ETBs, Employed Using Grant Funding for the 2022/23 school year
Circular 0041/2022	Revision of Working Hours in ETBs: Implementation of the Independent Hours Body Recommendations in relation to the Haddington Road Agreement Hours for ETB Employees other than Teachers, SNAs and Tutors
Circular 0043/2022	Allocation of Assistant Principal Posts 2022/2023
Circular 0044/2022	Revision of Working Hours – Implementation of the Independent Hours Body Recommendation in relation to the Haddington Road Agreement – Schools in the Free Education Scheme
Circular 0045/2022	Revision of Working Hours – Implementation of the Independent Hours Body Recommendation in relation to the Haddington Road Agreement for secretaries and caretakers

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**

<b>Finance Correspondence: DoE</b>	
<b>Date</b>	<b>Subject</b>
23.05.2022	Approval of CMETB 2021 Annual Report and Chairpersons Comprehensive Report
26.05.2022	Letter re grants for Literacy Resources
28.06.2022	Email – Receipt acknowledgement of CMETB Final Amalgamated Annual Report 2021 – Irish and English version

Read

<b>Finance Correspondence - Solas</b>	
<b>Date</b>	<b>Subject</b>
28.04.2022	FET Approved Funding 2022- €30,540,967

Read

<b>General Correspondence: DoE</b>	
<b>Date/</b>	<b>Subject</b>
09.06.2022	Email acknowledgement from DoE Minister's office of Board Proposal, BM 17.05.2022 - Regarding provision of Autism Spectrum Disorder Units

Read

<b>Land and Buildings Correspondence: DoE</b>	
<b>Date</b>	<b>Subject</b>
12.05.2022	Life Safety Systems – St. Bricin's College – Grant approval

Read

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

<b>Land and Buildings Correspondence: DFHERIS</b>	
<b>Date</b>	<b>Subject</b>
27.06.2022	Sanction letter for the lease (to be used by Carrickmacross Youthreach centre): 20 Main Street, Carrickmacross, Co Monaghan, A81 D735 (Formerly Ulster Bank Building)

Read

- Correspondence received from IAU-ETBs

Date	Subject
14.04.2022	Engagement Letter on Internal audit on Covid-19 Finance

Read

- Correspondence: **Other sources**

Finance	Correspondence from Other Sources	
Date	From	Subject
08.04.2022	DCEDIY	Youth Capital Funding Scheme 2022- €49,158 for staff led Youth services and Youth Club Groups
13.04.2022	DCEDIY	Additional Funding under UBU Your Place Your Space 2022- €13,125
14.04.2022	DCEDIY	2nd Installment of UBU and YIC (Youth Information Centre) funding €170,929
21.06.2022	DCEDIY	UBU Your Place Your Space 2022 – Foroige funding – Cavan Town €60,000
29.06.2022	DEASP	School Meals (Local Projects) Scheme 2022-2023: Ballybay Community College allocation: First Instal of €14,424.24 to issue

Read

Land and Buildings	Correspondence – Other Sources	
Date	From:	Subject
02.06.2022	Dept of Tourism, Culture, Arts, Gaeltacht, Sports and Media	Sports Capital Grant approval to partially fund Climbing Wall installation at Tanagh

Read

General	Correspondence – Other Sources	
Date	From:	Subject
01.06.2022	An Roinn Turasóireachta, Cultúir, Ealaíon, Gaeltachta, Spóirt agus Meán Department of Tourism, Culture, Arts, Gaeltacht, Sport and Media	Príomhfhórlacha faoi Acht na dTeangacha Oifigiúla (Leasú) 2021  Official Languages (Amendment) Act 2021 Will come into force on 10 October 2022
26.04.2022	The National Disability Authority (NDA)	Notice of monitoring of CMETB Website under EU Web Accessibility Directive

Read

- Correspondence received from **ETBI**

<b>Date</b>	<b>Subject</b>
15.06.2022	ETBI Reserve Members Forum Nominee - Current term expires September 2022 – Nominee required from the Board
05.07.2022	Email Notice of Annual General Meeting 2022 taking place on 21 September 2022- Delegate Nominee's required

Read

- Correspondence **sent**:

<b>Department of Education</b>		
<b>Date</b>	<b>To</b>	<b>Subject</b>
02.06.2022	Minister for Education, Ms Norma Foley	Board Proposal, BM 17.05.2022 - Regarding provision of Autism Spectrum Disorder Units

Read

## **2.2 Correspondence - Matters Arising**

### **2.2.1 Motion to Dept of Education Minister Norma Foley**

It was agreed to send further communication to the Minister following receipt of acknowledgement of the Motion from the DoE. This Item is also to be included on the Agenda for the September Board Meeting.

### **2.2.2 ETBI AGM – 21 September 2022 – Attendance Nominee**

**It was resolved 07/07/2022**

“to approve Mr M Martin as to attend the ETBI AGM 2022”

Proposed by Cllr A Campbell    Seconded by Ms A Barker  
PASSED UNANIMOUSLY

### **2.2.3 ETBI Annual Conference – 28 & 29 September 2022**

**It was resolved: R. 08/07/2022**

“to approve the attendance at the ETBI Annual Conference 2022 as outlined below in addition to CMETB’s ETBI Representative, plus the new Chairperson and Deputy Chairperson who will be selected in September 2022.”

ETBI Annual Conference 2022	Naas 28 & 29 September 2022	Name	Proposed and Seconded
		Cllr S Conlon	Proposed by Cllr C Carthy
		Cllr C Carthy Sub.	Seconded by Cllr S Conlon
		Cllr C Brady	Proposed by Cllr M Argue
		Cllr D Maxwell	Seconded by Cllr A Campbell
		Sub. Cllr A Campbell	

### 2.2.3 **Nomination, CMETB Member to ETBI Reserve Members Forum w.e.f September 2022**

**It was resolved: R. 09/07/2022**

“to approve the re-nomination of Cllr C Kelly to serve on the ETBI Reserve Members Forum for a further 2 years”

Proposed by Cllr S Smith Seconded by Cllr P Walsh  
PASSED UNANIMOUSLY

## 3. **Audit and Risk**

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

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

**It was resolved: R. 10/07/2022**

“to adopt the Minutes of the meeting of the Audit and Risk Committee held on 02 March 2022.”

Proposed by Cllr S Conlon Seconded by Cllr M Argue  
PASSED UNANIMOUSLY

## 4. **Finance**

### 4.1 **Finance Committee**

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

**It was resolved: R. 11/07/2022**

“to adopt the Minutes of the meeting of the Finance Committee held on 22 March 2022.”

Proposed by Mr J McGrath Seconded by Cllr C Kelly  
PASSED UNANIMOUSLY



## **4.2 Public Spending Code**

The DOSD gave a short presentation on the Code of Practice Requirements of the Public Spending Code. (Appendix A)

### **4.2.1 Minutes of meeting of Public Spending Code Quality Assurance Group**

**It was resolved: R. 12/07/2022**

“to adopt the Minutes of the meeting of the Public Spending Code Quality Assurance Group held on 13 July 2022.”

Proposed by Mr S Fegan    Seconded by Ms A Barker  
PASSED UNANIMOUSLY

## **4.3 Finance Update**

Ms Amanda Taylor, Finance Officer, briefed the meeting on the Financial Report for June 2022. Following a query regarding rising costs of energy, supplies etc, the CE confirmed notice of increased costs will be included in the 2023 Budget Submission questionnaire to ETBI shortly.

## **5. OSD Matters**

### **5.1 Land and Buildings**

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

##### **5.1.1.1 Lease**

DFET presented the case for leasing Unit 2, Milltown Business Park, Milltown, Monaghan for the Training Centre Monaghan. The haste with progressing this project, given the urgent need for qualified trades people was commended by the Board.

**It was resolved: R. 13/07/2022**

“to approve the lease of Unit 2, Milltown Business Park, Milltown, Monaghan for Training Centre Monaghan.

Proposed by Cllr S Conlon    Seconded by Cllr M Argue  
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. (Appendix B)

NOTED

### **5.2 Risk Management Report NOTED**

### 5.2.1 Risk Appetite Statement

The DOSD gave a presentation on the Risk Appetite Statement. (Appendix C)

At the Audit and Risk Committee meeting on 15 June 2022 the ARC agreed to approve the Risk Appetite Statement and to proceed for adoption at the July CMETB Board meeting.

**It was resolved: R. 14/07/2022**

“to adopt the Risk Appetite Statement”

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

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

### 5.4 Use of Facilities

CMETB Centre	Requested by	Date/s Required
Castleblayney College	County Monaghan Community Games	Wednesday 8 June 2022 and Thursday 9 June 2022 (6pm – 9pm)
Beech Hill College (Running Track)	Monaghan Town Community Games	Friday 3 June 2022 (6.30pm – 7.30pm)
Cavan Institute carpark	Cavan Co. Council (Artisan Food and Craft Street Market)	Saturday 18 June and Sunday 19 June 2022 (12noon – 6pm)
Castleblayney College (Gym and Carpark)	Castleblayney Faught GAA	September to November 2022; Monday and Wednesdays from 6pm – 8pm
Castleblayney College (Carpark)	Castleblayney Faughs GAA	Wednesday 10 August 2022 to Friday 12 August 2022 (9am – 3pm)
Castleblayney College (Sports Hall)	Badminton Ireland	Monday 8 August – Thursday 11 August 2022 (10am – 1pm)
Castleblayney College (3 classrooms)	Born 2 Perform	Monday 25 July – Friday 29 July 2022 (10am – 2pm)
Virginia College (Show Field)	English Language Made Easy	Monday 11 July – Thursday 21 July 2022 (1.30pm – 5.30pm)
Virginia College (Pitch)	Starcamp	Monday 18 July – Friday 22 July 2022 (9am – 2.30pm)
Cavan Institute (Carpark)	Drumalee GAA	Monday 1 August 2022 (12 noon – 6pm)
Castleblayney College	Castleblayney Care Association (Summer Camp)	Monday 11 July – Friday 22 July 2022

**It was resolved: R. 15/07/2022**

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

Proposed by Cllr C Brady Seconded by Cllr P Walsh  
PASSED UNANIMOUSLY

## **5.5 Other Matters:**

### **5.5.1 Policies:**

#### **5.5.1.1 CMETB Credit Card Policy**

**It was resolved: R. 16/07/2022**

“to adopt the CMETB Credit Card Policy”

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

#### **5.5.1.2 CMETB Travel Policy**

**It was resolved: R. 17/07/2022**

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

## **6. Strategy Statement**

### **6.1 Launch of Strategy Statement**

**6.2** The CMETB Strategy Statement 2022 – 2026 was officially launched, with a Photograph taken of the CMETB Board and Executive.

NOTED

### **6.3 Policies: No business**

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

Agreements for noting:

<b>Item No.</b>	<b>Organisation</b>	<b>Project Title</b>
6.3.1	ISPCC	CMETB and ISPCC for the Resilience and Effectiveness Project
6.3.2	Youth Work Ireland Cavan Monaghan	CMETB and Youth Work Ireland Cavan and Monaghan for the Youth Information Centre
6.3.3	Foróige	CMETB and Foróige for Cavan Town Youth Project
6.3.4	Erasmus+/Léargas	Erasmus+Agreement number: 2022-1-IE01-KA121-SCH000068097

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:**

##### **7.1.2.1 CMETB FET Board Minutes:**

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

<b>Resolution No.</b>		<b>Date</b>	<b>Proposed/ Seconded</b>
<b>R. 18/07/2022</b>	<b>CMETB FET Board Minutes</b>	15.03.2022	Proposed by Cllr S Conlon Seconded by Mr J McGrath

PASSED UNANIMOUSLY

### **7.1.3 Board of Management**

#### **7.1.3.1 Board of Management Appointments – Local Business Representative**

It was resolved to appoint to Board of Management as follows:

<b>Resolution No.</b>	<b>Centre</b>	<b>Local Business Representative</b>	<b>Proposed/ Seconded</b>
<b>R. 19/07/2022</b>	<b>Monaghan Institute</b>	Jude Wilson	Proposed by Cllr S Conlon Seconded by Mr J McGrath

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:

<b>Resolution No.</b>	<b>Centre</b>	<b>Date</b>	<b>Proposed/ Seconded</b>
<b>R. 20/07/2022</b>	<b>Cavan Institute</b>	15.02.2022	Proposed by Cllr C Brady Seconded by Cllr M Argue
<b>R. 21/07/2022</b>	<b>Cavan Institute</b>	26.04.2022	Proposed by Cllr P Walsh Seconded by Cllr M Argue

R. 22/07/2022	Monaghan Institute	30.03.2022	Proposed by Mr J McGrath Seconded by Cllr S Conlon
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PASSED UNANIMOUSLY

## 7.1.4 Youth Work Committee:

### 7.1.4.1 Youth Work Committee Minutes

It was resolved to adopt the Minutes as follows:

Resolution No.	Committee	Date	Proposed/ Seconded
R. 23/07/2022	Youth Work Committee	06.04.2022	Proposed by Cllr C Brady Seconded by Cllr C Carthy

PASSED UNANIMOUSLY

## 7.1.4 FET Policies: No business

## 7.1.5 Child Safeguarding

### Statement Annual Review

- No business

### Risk Assessment

- No business

### Statement

- No business

## 7.2 Schools

### 7.2.1 Director of Schools Report

NOTED

### 7.2.2 Boards of Management

#### 7.2.2.1 Board of Management (BOM) Minutes:

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

<b>Resolution No.</b>	<b>School</b>	<b>Date of Meeting</b>	<b>Proposer/Seconder</b>
	<b>Ballybay Community College</b>	No business	
	<b>Beech Hill College</b>	No business	
	<b>Beech Hill College</b>	No business	
	<b>Breifne College</b>	No business	
<b>R. 24/07/2022</b>	<b>Coláiste Dún an Rí</b>	<b>01.03.2022</b>	Proposed by Cllr C Brady Seconded by Mr B Fay
<b>R. 25/07/2022</b>	<b>Coláiste Dún an Rí</b>	<b>13.05.2022</b>	Proposed by Cllr S Smith Seconded by Mr B Fay
<b>R. 26/07/2022</b>	<b>Coláiste Oiriall</b>	<b>09.03.2022</b>	Proposed by Mr B Fay Seconded by Cllr M Argue
<b>R. 27/07/2022</b>	<b>Coláiste Oiriall</b>	<b>19.05.2022</b>	Proposed by Mr B Fay Seconded by Cllr C Brady
	<b>Castleblayney College</b>	No business	
	<b>Inver College</b>	No business	
	<b>Largy College</b>	No business	
	<b>St Bricin's College</b>	No business	
	<b>St Mogue's College</b>	No business	
	<b>Virginia College</b>	No business	
<b>R. 28/07/2022</b>	<b>Garage Theatre</b>	<b>26.04.2022</b>	Proposed by M Argue Seconded by Mr J McGrath

PASSED UNANIMOUSLY

**7.2.3 School Based Policies:** No business

**7.2.4 Child Safeguarding:** No business

**7.2.5 Anti-Bullying:** No business

## **8. ATTENDANCE APPROVAL**

**8.1 Attendance Approval:** No business.

## 9. CE's REPORT

### 9.1 Meetings

18.05.2022	• API Interviews for Bailieborough Community School in Cavan
19.05.2022	• CE Forum Meeting with Secretary General of DoE, Dublin
20.05.2022	• Advanced Manufacturing & ICT Schools Project Awards Ceremony in LMETB, Dundalk
23.05.2022	• TY Graduation in Coláiste Dun an Ri, Kingscourt
25.05.2022	• FORSA Meeting
25.05.2022	• Monaghan Institute BOM Meeting
25.05.2022	• St. Aidan's Comprehensive School BOM meeting
26.05.2022	• Visit Principal in Ballybay Community College
26.05.2022	• Cavan Co Co LCDC and LAG meetings
26.05.2022	• Youth Club Grant Presentations– Cavan Crystal
27.05.2022	• Visit to Loughan House, Blacklion
30.05.2022	• Meeting with TUI Representatives
31.05.2022	• FET Meet CPD event in Kilmore, Cavan
03.06.2022	• Official Launch of Planet Youth, Cavan and Monaghan in the Garage Theatre, Monaghan
08.06.2022	• ETBI CE Forum
08.06.2022	• IAU OAU Meeting
09.06.2022	• FET Management and Quality Council Meeting
10.06.2022	• IAU – Meeting with Michael Mullarkey
10.06.2022	• Visit to Virginia College, Co Cavan
10.06.2022	• Visit to St Bricin's, Belturbet
13.06.2022	• St. Aidan's Comprehensive BOM Meeting to Ratify Posts
14.06.2022	• CPD for Principals and Deputy Principals, Carrick-on-Shannon
15.06.2022	• CMETB Audit and Risk Committee Meeting
16.06.2022	• Lary College BOG Meeting, Clones
17.06.2022	• FET Strategy and Operations Meeting
20.06.2022	• Unified Tertiary Planning briefing online with Minister Harris
29.06.2022	• ICBAN Human Capital Pillar Steering Group Meeting
29.06.2022	• ETB Consolidated Insurance Solution Meeting with IPB
30.06.2022	• CMETB Finance Committee Meeting & SharePoint training
01.07.2022	• ETB-Solas CE Quarterly Meeting in ETBI, Naas, Co Kildare
05.07.2022	• BOM of Bailieborough Community School
12.07.2022	• Meetings re Autism Centre in Cavan Admin Office
12.07.2022	• Meet with Cavan Co Council in Cavan
12.07.2022	• LCDC & LAG Meeting, Cavan
14.07.2022	• IBEC Meeting
19.07.2022	• CMETB Board Meeting, Coláiste Dún an Rí, Kingscourt.

**Date of Next Meeting**

**Next Meeting: Tuesday, 20 September 2022**

**SIGNED:** Fawsa Al Ghatt  
**CHIEF EXECUTIVE**

Carol Brady  
**CHAIRPERSON**

**DATE:** 20.9.2022

20.9.2022