



Minutes of Meeting held on Tuesday, 15 November 2022

A meeting of Cavan and Monaghan Education and Training Board took place on Tuesday, 15 November at 2pm, in Tanagh Outdoor Education Centre.

Cathaoirleach: Carmel Brady

Baill i Lathair: Madeleine Argue, April Anna Barker, Carmel Brady, Aidan Campbell, Colm Carthy, Sean Fegan, Michelle Flynn, Clifford Kelly, Michéal Martin, David Maxwell, Martin McBreen, Joe McGrath, Sarah O'Reilly, Patricia Walsh.

Leithsceil: Sean Conlon, Rosena Donagh, Brendan Fay, PJ O'Hanlon, Sean Smith

Ar Freastail: Dr Fiona McGrath, Chief Executive
Berni Power, DOSD
Dr Linda Pinkster, DFET
Paddy Flood, DoS
Amanda Taylor, APO Finance
Geraldine McKenna, Communications Officer
Stephanie McGarry, Administrator

Seamus Conboy, ETBI joined the meeting to present Agenda item Number 1.3.1.1 and left immediately following its conclusion.

Michelle Tate, Anglo Celt joined the meeting following the conclusion of "In Committee Business".

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 Briefing by IAU Auditor Amanda Lindsay (on-line)

Due to technical issues Amanda was unable to join the meeting. The DOSD briefed the Board on the IAU Governance and Risk Audit while an IAU Questionnaire was distributed. Board members were asked to return the completed questionnaires to Chairperson Carmel Brady.

1.3.1 In Committee Business

“In Camera” business”

It was resolved: R. 01/11/2022

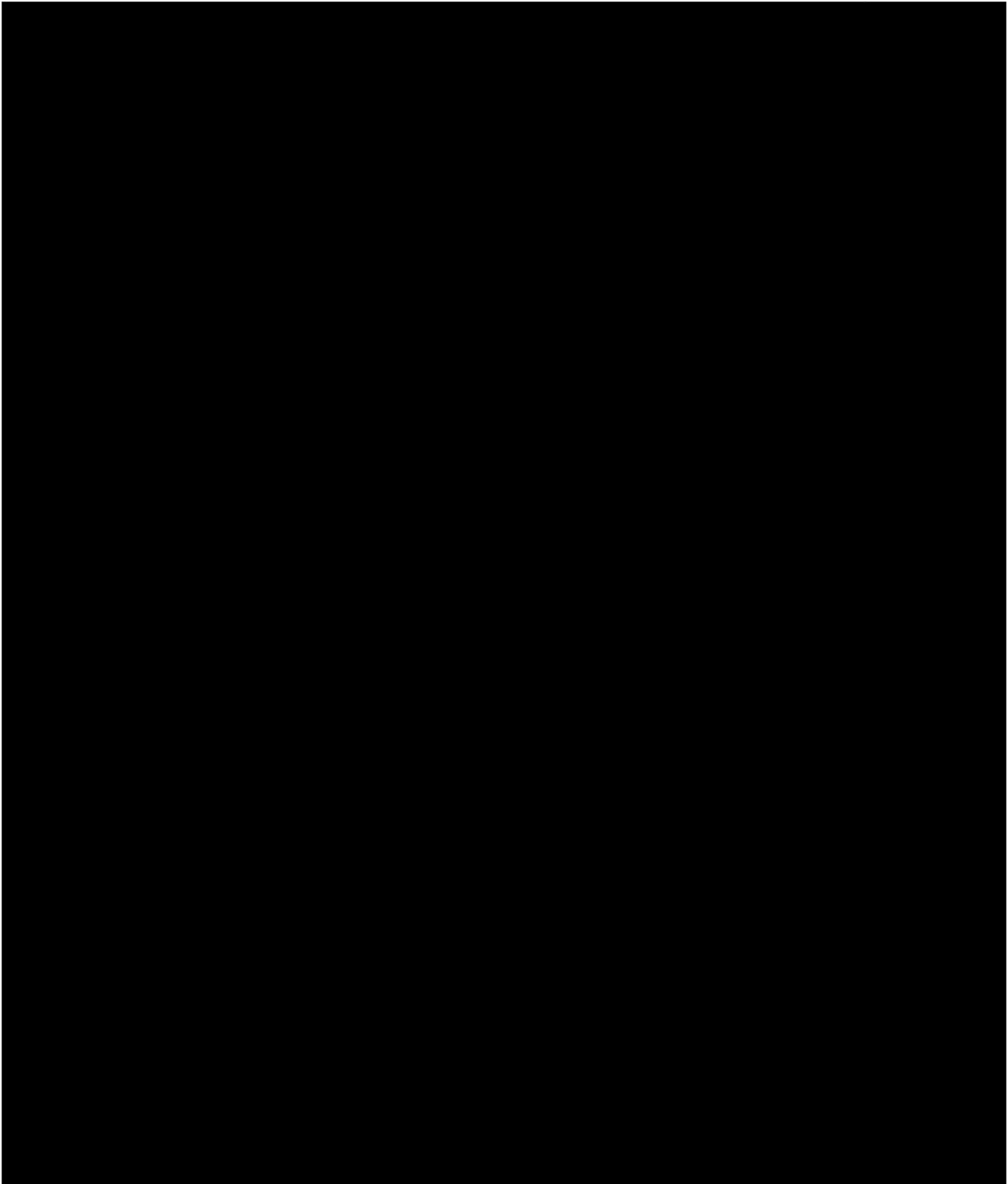
“to conduct the following business **“In Camera”** due to its sensitive and confidential nature”.

Proposed by Cllr C Kelly

Seconded by Cllr M Argue

Passed Unanimously





It was resolved R. 02/11/2022

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



Proposed by Cllr S O'Reilly

Seconded by S Fegan

PASSED UNANIMOUSLY

1.4 Apologies / Absence Approval

It was resolved: R. 03/11/2022

“to approve the absence of Sean Conlon, Rosena Donagh, Brendan Fay, PJ O’Hanlon and Sean Smith”.

Proposed by Cllr C Carthy

Seconded by Cllr M Argue

Passed Unanimously

Condolences

- To Carl O 'Daly on the death of his wife Pauline.
- To the family of the late Margaret King (former teacher Breifne College).
- To Joanne McEntee (Beech Hill College) on the death of her mother Kathleen McEntee.
- To Michael Burns (Castleblayney College) on the death of his father Pete Burns.
- To Dominic McStravog (Beech Hill College) on the death of his brother Eugene McStravog.
- To Eithne Matthews (Breifne College) on the death of her brother Larry Farrell.
- To the family of the late Raymond Cullen, former principal of St. Tiarnach's School, Clones.
- To Cíosa McClave (Monaghan Admin Office) on the death of her uncle John McCabe.

Congratulations

- To Cllr Sarah O'Reilly on completing a culinary course recently in Cavan Institute.
- To Carmel McMahon (Cavan Admin Office) on her recent marriage.



1.5 Minutes of Meeting

It was resolved: R. 04/11/2022

“to adopt the minutes of the meeting of Cavan and Monaghan ETB held on 20 September 2022”.

Proposed by Cllr C Kelly

Seconded by Cllr S Fegan

Passed Unanimously

2 Correspondence and Matters Arising

2.1 Correspondence

2.1.1 Department of Education Circulars¹

Circular Number	Details
Circular Letter 0063/2022	Joint Data Controller Arrangement between Payroll Division of Dept of Education the Managerial Authorities of Recognised Primary, Secondary, Community and Comprehensive Schools and the Chief Executives of Education and Training Boards
Circular Letter 0064/2022	Revision of Teacher Salaries under Building Momentum - A New Public Service Agreement 2021-2022 (“The Agreement”) Application of pay adjustments due on 2 February 2022 and 1 October 202
Circular Letter 0065/2022	Revision of Salaries for Special Needs Assistants (SNAs) under Building Momentum - A New Public Service Agreement 2021-2022. Application of pay adjustments due on 2 February 2022 and 1 October 2022

¹ Note: Department of Education Circulars are available to download from the Department's website:
<https://www.gov.ie/en/circulars/?organisation=department-of-education>



Circular Letter 0068/2022	Revision of salaries of certain grades other than Teachers and SNAs employed by ETBs under Building Momentum - A New Public Service Agreement 2021-2022 ("The Agreement") Application of pay adjustments due on 2 February 2022 and 1 October 2022
Circular 0071/2022	Teacher Supply Post Primary: Teaching Hours Extension Scheme for 2022/2023

Read

2.1.2 Department of Education Correspondence - Finance

Date	Subject
23.09.2022	Covid-19 Grant Funding for Term 1 2022/23

Read

2.1.3 Solas Correspondence - Finance

Date	Subject
19.09.2022	Mid-Term Review Final Allocations: Remains unchanged.
07.10.2022	Budget 2023: Increase in Learner Allowances

Read

2.1.4 Department of Education Correspondence – General Correspondence

Date	Subject
12.10.2022	Inver College Inspection Report

Read

2.1.5 Department of Education Correspondence – Land and Buildings

Date	Subject
24.08.2022	Approval to proceed with project for SWS Roof Works at Castleblayney College
24.08.2022	Approval to proceed with project for SWS Science Lab at Castleblayney College
23.09.2022	Approval to proceed with transfer of former Largy College site (Gaelscoil Eois) to the Department of Education
10.10.2022	Approval in principle to proceed with the purchase of site adjacent to Breifne College football pitch
12.10.2022	Approval of increase in funding under the Additional Accommodation Scheme 2022 for Ballybay Community College
19.10.2022	Approval of increase in funding under the Additional Accommodation Scheme 2021 for Doohamlet NS
28.10.2022	Approval to proceed with project for EWS Disabled Toilet at Castleblayney College
03.11.2022	Approval of reconfiguration works in Breifne College for 2 x SEN Base Classrooms

Read

2.1.6 Department of Further and Higher Education, Research, Innovation and Science Correspondence

Land and Buildings

Date	Subject
01.11.2022	Sanction approval, Renewal of Lease of Unit 2, Cootehill Road, Drumatee, Cavan from 09.10.2022 to 08.10.2024

Read



2.1.7 2.1.7 Correspondence from Others - Audit

Date	From	Subject
27.06.2022	C&AG	Audit of CMETB's Annual Financial Statements YE 2021: Report from Comptroller and Auditor General and set of signed Financial Accounts

Read

2.1.8 Correspondence from Others - Finance

Date	From	Subject
29.09.2022	DSP	School Meals (Local Projects) Scheme 2022-2023: North Monaghan SCP; Balance of allocation €2,975 to issue 08.01.2023
30.09.2022	DCEDIY	Periodic Review of Youth Funding Service Level Agreement
05.10.2022	DSP	School Meals (Local Projects) Scheme 2022-2023: Ballybay Community College; Overall Allocation €34,000 with 1 st Instalment of €14,424.24 to issue shortly. Remainder to issue on 08.01.2023
07.10.2022	DSP	School Meals (Local Projects) Scheme 2022-2023: Breifne College; Overall Allocation €225,787.32 with 1 st Instalment of €55,058.07 to issue shortly. Remainder to issue on 08.01.2023
11.10.2022	DSP	School Meals (Local Projects) Scheme 2022-2023: Cavan SCP; Overall Allocation €2,260.00 with 1 st Instalment of €369.50 to issue shortly. Remainder to issue on 08.01.2023
19.10.2022	DSP	School Meals (Local Projects) Scheme 2022-2023: Breifne College; Revised Breakfast Club €84,249, Dinner Club & Drink €192,087.72



Read

2.1.9 Correspondence from Others – Land and Building

Date	From	Subject
04.10.2022	Property Registration Authority	Introduction of new State Property Unit for First Registrations

Read

2.1.10 Correspondence from Others – General

Date	From	Subject
06.10.2022	Monaghan County Council	Replacement Nomination to FET Board
25.10.2022	Music Generation	National Development Office Strategic Plan 2022-2026
26.10.2022	Brian Martin	Letter of Resignation from CMETB Board Member, Parents Representative
28.10.2022	Monaghan Institute	Board of Management – Student Representative Nominees

Read

2.1.11 Correspondence Sent

Date	To	Subject
10.11.2022	Castleblayney Family	Acknowledgement

Read



3 Audit and Risk

3.1 Audit and Risk Committee:

3.1.1 Minutes 14.03.2022

It was resolved: R. 05/11/2022

“to adopt the minutes of the meeting of the Audit and Risk Committee held on 14 March 2022”.

Proposed by M McBreen

Seconded by Cllr D Maxwell

Passed Unanimously

3.1.2 Minutes 15.06.2022

It was resolved: R. 06/11/2022

“to adopt the minutes of the meeting of the Audit and Risk Committee held on 15 June 2022”.

Proposed by Cllr D Maxwell

Seconded by Cllr P Walsh

Passed Unanimously

4 Finance

4.1 Finance Committee

4.1.1 Minutes 30.06.2022

It was resolved: R. 07/11/2022



“to adopt the minutes of the meeting of the Finance Committee held on 30 June 2022”.

Proposed by J McGrath

Seconded by Cllr M Argue

Passed Unanimously

4.2 Finance Update

The Finance Officer briefed the meeting on the Financial Report for October 2022 which was circulated. Ms Taylor confirmed CMETB is operating within the annual budget. The Finance Officer reminded the Board Members to submit their travel expense claims before the end of the year and to contact staff in the Finance Dept if they require any assistance in submitting a claim.

5 OSD Matters

5.1 Land and Buildings

5.1.1 Leases / Contracts:

5.1.1.1 Cavan Youthreach lease

It was resolved: R. 08/11/2022

“to approve the continuation of the lease of Cavan Youthreach Centre, Moynehall, Cavan for 5 years with effect from 1 February 2023 subject to the approval in principle of the Department of Education and Skills”

Proposed by Cllr P Walsh

Seconded by Cllr S Clifford

Passed Unanimously



5.1.1.2 Carrickmacross Workhouse

It was resolved: R. 09/11/2022

“to approve the continuation of the lease of Carrickmacross Workhouse for 2 years with effect from 01 January 2023 subject to the approval in principle of the Department of Education and Skills”

Proposed by Cllr C Carthy

Seconded by M Martin

Passed Unanimously

5.1.1.3 Unit at Castlemeadow Court, Formerly EU House

It was resolved: R. 10/11/2022

“to approve the continuation of the lease of the Unit at Castlemeadow Court, Monaghan for 2 years with effect from 01 January 2023 subject to the approval in principle of the Department of Education and Skills”

Proposed by J McGrath

Seconded by Cllr Sarah O'Reilly

Passed Unanimously

5.1.2 Land and Buildings Report

The DOSD gave a PowerPoint presentation on the progress in relation to the Land and Buildings projects. (See **Appendix B**)

Noted



5.2 Risk Management Report

The DOSD Berni Power gave a presentation on the Risk Management Plan. (See **Appendix C**)

Noted

5.3 Summary of Executive Orders

No business

5.4 Use of Facilities

CMETB Centre	Requester	Dates Required
Cavan Institute (Carpark)	PMQ Productions (Family Drive-In Movie)	Saturday 15 October 2022 (1pm – 11.30pm)
Coláiste Oiriall	Hibernia College	Tuesday 1 to Friday 4 November 2022 and Saturday 19 November 2022 (8.30am – 4.30pm)
Cavan Institute (1 Classroom and Projector)	Meath Partnership “Stay Safe Online” Workshop for Cyber Security Awareness Month.	Wednesday 16 November 2022 (10.30am to 12 noon)
Coláiste Dún an Rí	Mercy College Basketball Club	Tuesday 1 to Thursday 3 November 2022 (9am to 5pm)
Ballybay Community College	Irish Blood Transfusion Service	Thursday 10 November 2022 (3.45pm – 10.30pm)
Ballybay Community College	Ballybay Pearse Brothers GAA (sports hall)	Wednesday evening 7-8pm Thursday evening 7-8pm Saturday evening 5-6pm Commencing 1 Nov 2022 – 31 March 2023
Castleblayney College (Gym)	Blayney Rovers FC	Saturday 15 October 2022 (11am – 12noon)

Castleblayney College	Born 2 Perform Stage School	Every Friday of school term commencing 30 September 2022 (4.30pm – 6.30pm)
Breifne College	Cumann na bhFiann (Irish Language Youth Club)	Every Friday of school term commencing 30 September 2022 (4.30pm – 7.30pm) for full academic year.
Virginia College (Sports Hall)	Irish Blood Transfusion Service	Tuesday 3 January 2023 and Wednesday 4 January 2023 (3.45pm – 10.30pm)
Virginia College (Outdoor Pitch)	Starcamp	Monday 24 July 2023 – Friday 28 July 2023 (9am – 2.30pm)

It was resolved: R. 11/11/2022

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

Proposed by S Fegan

Seconded by M Martin

Passed Unanimously

5.5 Other Matters

5.5.1 Policies for noting

Item No.	Policy
5.5.1.1	CMETB Hybrid Working Policy

Noted

5.5.2 Charities

5.5.2.1 CMETB Charities Governance Code Compliance Record 2022

The DOSD stated there were a small number of changes made this year to the Charities Governance Code Compliance Record Form for 2022. Following the inclusion of the CMETB Charities number on the CMETB website, letterheads etc. DOSD confirmed CMETB is now compliant with the Charities Governance Code.

It was resolved: R. 12/11/2022

“to approve the Charities Compliance Record Form 2022”.

Proposed by Cllr S O'Reilly

Seconded by Cllr P Walsh

Passed Unanimously

6 Strategy Statement 2022 - 2026

6.1 Policies: No business

6.2 SLA/MOU/Consortium Agreement:

Agreement for noting

Item No.	Policy
6.2.1	Amendment to SLA between CMETB and Post-Primary Languages Ireland (PPLI)

Noted



7 Committees and Reports

7.1 Further Education and Training

7.1.1 DFET Report

(See *Appendix D*)

Noted

7.1.2 CMETB FET Board:

7.1.2.1 Board of Management

It was resolved to appoint the following

Resolution No.	Monaghan County Council Representative	Proposed / Seconded
R. 13/11/2022	Briege Quinn replacing John McEntegart	P: M Martin S: Joe McGrath

Passed Unanimously

7.1.2.2 Minutes: No business

7.1.3 Boards of Management

7.1.3.1 Boards of Management Appointment



7.1.3.1.1 Monaghan Institute: Student Representatives

Resolution No.	Centre	Student Representatives	Proposed / Seconded
R. 14/11/2022	Monaghan Institute	Alex Burianova Viktorija Kaklauskaitė	P: J McGrath S: Cllr D Maxwell

Passed Unanimously

7.1.3.2 Boards of Management Minutes:

Resolution No.	Centre	Date	Proposed / Seconded
R. 15/11/2022	Cavan Institute	08.06.2022	P: Cllr C Kelly S: Cllr P Walsh
R. 16/11/2022	Monaghan Institute	25.05.2022	P: J McGrath S: Cllr M Argue
R. 17/11/2022	Youthreach	26.07.2022	P: Cllr M Argue S: Cllr D Maxwell

Passed Unanimously

7.1.4 Youth Work Committee:

7.1.4.1 Youth Work Committee Minutes:

Resolution No.	Centre	Date	Proposed / Seconded
R. 18/11/2022	Youthwork Committee	14.07.2022	P: Cllr C Carthy S: S Fegan

Passed Unanimously



7.1.5 FET Policies: No business

7.1.6 Child Protection: No business

7.2 Schools

7.2.1 DoS Report

Noted

7.2.2 Boards of Management

7.2.2.1 Boards of Management Appointments

7.2.2.1.1 Teacher Representatives – Male

It was resolved to appoint the following:

Resolution No.	Centre	Male Teacher Representative	Proposed / Seconded
R. 19/11/2022	Ballybay Community College	Martin Molloy replacing Kieron Byrne	P: S Fegan S: M McBreen
R. 20/11/2022	St. Mogue's College	Aodhagain Brady replacing Larry Carolan	P: Cllr P Walsh S: Cllr C Kelly

Passed Unanimously



7.2.2.1.2 Parent Representative – Female

It was resolved to appoint the following:

Resolution No.	Centre	Female Parent Representative	Proposed / Seconded
R. 21/11/2022	Virginia College	Claire Ann Brodie replacing Louise Kiernan	P: Cllr S O'Reilly S: Sean Fegan

Passed Unanimously

7.2.2.1.3 Community Representative

It was resolved to appoint the following:

Resolution No.	Centre	Community Representative	Proposed / Seconded
R. 22/11/2022	Inver College	Brian Martin	P: Cllr C Carthy S: M Martin

Passed Unanimously

7.2.2.2 Board of Management Minutes

It was resolved to adopt the minutes of the meetings of Boards of Management as follows:



Resolution No.	Centre	Date	Proposed / Seconded
R. 23/11/2022	Ballybay Community College	08.02.2022	P: M Martin S: Cllr C Carthy
R. 24/11/2022	Ballybay Community College	05.04.2022	P: M Martin S: J McGrath
R. 25/11/2022	Beech Hill College	09.05.2022	P: M Flynn S: Cllr S O'Reilly
	Breifne College	No business	
R. 26/11/2022	Coláiste Dún an Rí	23.06.2022	P: M McBreen S: Cllr S O'Reilly
R. 27/11/2022	Coláiste Oiriall	06.09.2022	P: Cllr M Argue S: S Fegan
	Castleblayney College	No business	
	Inver College	No business	
R. 28/11/2022	Largy College	26.04.2022	P: M Flynn S: Cllr S O'Reilly
R. 29/11/2022	Largy College	16.06.2022	P: Cllr David Maxwell S: J McGrath
	St Bricin's College	No business	
	St Mogue's College	No business	
R. 30/11/2022	Virginia College	19.05.2022	P: Cllr S O'Reilly S: Cllr M Argue
R. 31/11/2022	Garage Theatre	28.06.2022	P: Cllr S O'Reilly S: J McGrath

Passed Unanimously

7.2.3 School Based Policies: No business

7.2.4 Child Protection



7.2.4.1 Child Safeguarding Statement Annual Review:

Item No.	Child Safeguarding	School/Centre
7.2.4.2	Risk Assessment	Music Generation
7.2.4.3	Safeguarding Statement	Music Generation

Noted

7.2.5 Anti-Bullying Policy Annual Review: No business

8 Attendance Approval: No business

9 Code of Practice for Governance of ETBs

9.1 Board Self-Assessment Evaluation Questionnaire

The Chairperson briefed the meeting on the Board Self-Assessment Evaluation Questionnaire (Code of Practice for the Governance of ETBs refers).

It was agreed to circulate the Board Self-Assessment Evaluation Questionnaire to each member together with a stamped SAE for completion and return to the Chairperson by 2 December 2022.

The Chairperson will review the responses and prepare a report for discussion at the next meeting of the Board.

10 Chief Executive Report

Date	Details
21.09.2022	<ul style="list-style-type: none"> ETBI AGM 2022
26.09.2022	<ul style="list-style-type: none"> CMETB Audit and Risk Committee Meeting CMETB Teacher Induction 2022
27.09.2022	<ul style="list-style-type: none"> CE Forum
28.09.2022	<ul style="list-style-type: none"> ETBI Annual Conference 2022 - Mount Wolseley, Carlow
29.09.2022	<ul style="list-style-type: none"> ETBI Annual Conference 2022 - Mount Wolseley, Carlow



30.09.2022	<ul style="list-style-type: none"> • Cavan Institute Graduation Ceremony - Ballyconnell
04.10.2022	<ul style="list-style-type: none"> • Castleblayney Youth Reach BOM Meeting, Castleblayney • Castleblayney Youth Reach Whole Centre Evaluation, Meeting with DE Inspectors • MHC event with Minister for Education in Dublin
05.10.2022	<ul style="list-style-type: none"> • Ukrainian Education Stakeholders Meeting
06.10.2022	<ul style="list-style-type: none"> • FET Management & Quality Council Meeting • Monaghan Adult Education Graduation in the Garage Theatre
07.10.2022	<ul style="list-style-type: none"> • Cavan Local Action Group and LCDC Meeting • Youthreach Whole Centre Evaluation- Feedback Meeting • CMETB Finance Committee Meeting
10.10.2022	<ul style="list-style-type: none"> • Cavan Youthreach Graduation (with Minister Harris) • ETB Solas CE- Quarterly Bilateral Meeting
11.10.2022	<ul style="list-style-type: none"> • FET Board of Management Meeting
12.10.2022	<ul style="list-style-type: none"> • ETBI CE Forum
13.10.2022	<ul style="list-style-type: none"> • CAO FET Briefing Session Meeting • Media Training for CE's & DOSD
19.10.2022	<ul style="list-style-type: none"> • Opening meeting of Governance & Risk Mgt Audit (KOSI)
20.10.2022	<ul style="list-style-type: none"> • Launch by Minister Humphreys of AMTCE Schools Project, Dundalk
24.10.2022	<ul style="list-style-type: none"> • Meet with Aidan McKenna Regional Director Enterprise Ireland at Combilift Monaghan to promote OEM Apprenticeship
25.10.2022	<ul style="list-style-type: none"> • Principals Meeting held in Cavan Institute • Meeting with Solas to view FET Campus, Cavan
26.10.2022	<ul style="list-style-type: none"> • ETBI FET Conference, Athlone
27.10.2022	<ul style="list-style-type: none"> • ETBI FET Conference, Athlone • OEM Apprentices Graduation, Nuremore Hotel, Carrickmacross with Minister Heather Humphries
09.11.2022	<ul style="list-style-type: none"> • ETBI CE & Directors Joint Forum, Dundalk
10.11.2022	<ul style="list-style-type: none"> • ETBI CE & Directors Joint Forum, Dundalk • Interviews for IAU Auditor, Monaghan
11.11.2022	<ul style="list-style-type: none"> • Cavan Local Action Group & LCDC Meetings, Cavan • Monaghan Institute Graduation, Garage Theatre, Monaghan
15.11.2022	<ul style="list-style-type: none"> • CMETB Board Meeting, Tanagh Outdoor Education Centre

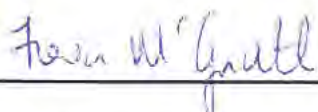
Noted



11 Date of Next Meeting: Tuesday, 13 December at 2pm

The Board requested the schedule of meetings for 2023 when confirmed, is distributed to the school Principals to ensure Board of Management Meetings do not conflict with CMETB Board meetings.

The meeting concluded at 4.50pm

Signed 
Chief Executive

Signed 
Chairperson

Date 21.02.2023

Date 21.02.2023